PURPOSE

This chapter is intended to provide system users with an understanding of profile maintenance requirements for non-descriptive profiles.

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6-1 PROFILE MAINTENANCE AND HIERARCHIES

For information on general profile maintenance and hierarchies, refer to Chapter #5, para. 5-1 through 5-4.

6-2 RELATIONSHIP TO OTHER PROFILES

Not Used in Oregon

Many other system profiles are used to validate the classification element values coded on the Labor Distribution Subsystem (LDS) profiles. The following chart indicates which system profiles are required for each LDS profile.

LDS PROFILE	REQUIRED PROFILES	
LC – Labor Distribution Control (**01**)	Agency Control (**25**) PCA (**26**) Agency Object **(D11)**	Index (**24**) Comptroller Object (**D10**)
EM – Employee Master (**4A**)	Labor Distribution Control (**01**) PCA (**26**) Grant Control (**29**) Agency Object **(D11)** Agency Code 22 (**D27**) Titles (**D53** TID: 'EMPC')	Index (**24**) Project Control (**27**) Comptroller Object (**D10**) Agency Code 1 (**D26**) Agency Code 3 (**D36**)
TS – Time sheet (**05**) **AT** – Adjusted Time sheet (**06**)	Employee Master (**4A**) PCA (**26**) Grant Control (**29**) Agency Object **(D11)** Agency Code 2 (**D27**) Titles (**D53** TID: 'MACH')	Index (**24**) Project Control (**27**) Comptroller Object (**D10**) Agency Code 1 (**D26**) Agency Code 3 (**D36**)
AP – Adjustment Payroll (**07**)	Employee Master (**4A**) Adjusted Time sheet (**06**)	Time sheet (**05**) Payroll Interface (**08**)
PI – Payroll Interface (**08**)	Agency (**D02**) Agency Object **(D11)** T-Code Decision (**28A**) Comptroller GL (**D31**)	Comptroller Object (**D10**) PCA (**26**) Fund (**D23**) AGL (**D32**)

The coding instructions for each of the LDS profiles begin on the next page.

6-3 NON-DESCRIPTIVE PROFILES

01 LABOR DISTRIBUTION CONTROL PROFILE
(NOT USED IN OREGON)

The **01** (**LC**) Profile contains a variety of data elements that are used to control the processing performed by the Labor Distribution Subsystem. Each agency using Labor Distribution must establish one profile for the year. This profile controls the method of labor charge distribution used agency wide and contains certain default classification elements.

Control Key

- **AGENCY** – Enter the three-character *Agency* code which must exist in the **25 – Agency Control Profile**.
- **FISCAL YR** – Enter the two-digit *Fiscal Year*, which must match the AGENCY/FY in the **25** profile.

Information Elements

Whenever the Index or PCA is optional under a specific condition, either the Index or the PCA must be coded.

Unless otherwise noted, the following coding rules apply to all Comptroller Object and Agency Object combinations on this profile:

1. Whenever the Comptroller Object and Agency Object are optional, either the Comptroller Object or the Agency Object must be coded.
2. If the Comptroller Object is coded, the Agency Object may be blank.
3. If the Agency Object is coded and the Comptroller Object is blank, the **D11 – Agency Object Profile** must contain a Comptroller Object value.
4. If the Comptroller Object and the Agency Object are both coded, the **D11** Comptroller Object must match the coded Comptroller Object or the **D11** Comptroller Object must be blank.

- **CTO RATE** – Enter the five-digit Comp Time Off (CTO) *Rate* as #.####. For example, 1.5000 equals CTO accrual rate of 150% of regular pay. The CTO Rate must be equal to or greater than 1.0000 when the DIST METHOD is ‘A’ or ‘S’. If the DIST METHOD is ‘I’, this field must be left blank.
- **CTO INDEX** – Enter the five-digit CTO Index for accumulating the CTO reserve. This field is optional if the DIST METHOD is ‘A’ or ‘S’. If coded, Agency/CTO INDEX/FY

must exist in the **24 – Index Code Profile**. When the DIST METHOD is equal to ‘I’, this field must be blank.

- **CTO PCA** – Enter the five-digit CTO PCA, which must exist in the **26 – PCA Profile**. This field is optional if the DIST METHOD is ‘A’ or ‘S’. If the DIST METHOD is equal to ‘I’, this field must be blank.
- **COBJ RG** – Enter the four-digit Comptroller Object (COBJ) Regular, which must be defined in the **D10 – Comptroller Object Profile**. This field is optional when the DIST METHOD is ‘S’. If the DIST METHOD is ‘A’ or ‘I’, this field must be blank.
- **AOBJ RG** – Enter the four-digit Agency Object (AOBJ) Regular, which must be defined in the **D11** profile. This field is optional when the DIST METHOD is ‘S’. If the DIST METHOD is ‘A’ or ‘I’, this field must be left blank.
- **COBJ OT** – Enter the four-digit COBJ Overtime which must be defined in the **D10** profile. This field is optional when the DIST METHOD is ‘S’. If the DIST METHOD is ‘A’ or ‘I’, this field must be blank.
- **AOBJ OT** – Enter the four-digit AOBJ Overtime which must be defined in the **D11** profile. This field is optional when the DIST METHOD is ‘S’. If the DIST METHOD is **COBJ TS** – Enter the four-digit COBJ Time Sheet, which must be defined in the **D10** profile. This field is optional when STATISTICS is ‘B’ or ‘T’. If STATISTICS is ‘N’ or ‘P’, this field must be left blank.
- **AOBJ TS** – Enter the four-digit AOBJ Time Sheet, which must be defined in the **D11** profile. This field is optional when STATISTICS is ‘B’ or ‘T’. If STATISTICS is ‘N’ or ‘P’, this field must be blank.
- **STAFF BENEFITS** – Staff Benefits identifies whether actual or standard methods are used to distribute employer paid benefit costs. Enter the one-character indicator as follows:
- **UNDIST ACCT** – Identifies the accounting classification for the labor charges when no EM Profile record is found to match the payroll record. The Undistributed Account Index (UNDIST ACCT INDEX) and/or PCA are posted only if the payroll record does not match either an individual or group EM Profile record.
- **UNDIST ACCT INDEX** – Enter the five-digit Undistributed Account Index, which must be defined in the **24** profile. This field is optional when the DIST METHOD is ‘A’ or ‘S’. If the DIST METHOD is equal to ‘I’, this field must be blank.
- **UNDIST ACCT PCA** – Enter the five-digit Undistributed Account PCA which must be defined in the **26** profile. This field is optional if the DIST METHOD is ‘A’ or ‘S’. If the DIST METHOD is equal to ‘I’, this field must be blank.
- **STATISTICS** – Identifies whether the payroll and time sheet hours are to be recorded in R★STARS. Enter the one-character Statistics indicator as follows:
- ‘A’ or ‘I’, this field must be left blank.

- **COBJ SB** – Enter the four-digit COBJ Standby, which must be defined in the **D10** profile. This field is optional when the DIST METHOD is 'S'. If the DIST METHOD is 'A' or 'I', this field must be blank.
- **AOBJ SB** – Enter the four-digit AOBJ Standby, which must be defined in the **D11** profile. This field is optional when the DIST METHOD is 'S'. If the DIST METHOD is 'A' or 'I', this field must be left blank.
- **COBJ PR** – Enter the four-digit COBJ Premium, which must be defined in the **D10** profile. This field is optional when the DIST METHOD is 'S'. If the DIST METHOD is 'A' or 'I', this field must be left blank.
- **AOBJ PR** – Enter the four-digit AOBJ Premium, which must be defined in the **D11** profile. This field is optional when the DIST METHOD is 'S'. If the DIST METHOD is 'A' or 'I', this field must be left blank.
- **COBJ PS** – Enter the four-digit COBJ Payroll Statistics, which must be defined in the **D10** profile. This field is optional when STATISTICS is 'B' or 'P'. If STATISTICS is 'N' or 'T', this field must be left blank.
- **AOBJ PS** – Enter the four-digit AOBJ Payroll Statistics, which must be defined in the **D11** profile. This field is optional when STATISTICS is 'B' or 'P'. If STATISTICS is 'N' or 'T', this field must be blank.
- **DIST METHOD** – The Distribution Method identifies the methods used to distribute gross wages. This is a required field. Enter the one-character indicator as follows:

  A – Actual Method **I** – Interface Method **S** – Standard Method
  A – Actual **S** – Standard

  This field is required when the DIST METHOD is 'A' or 'S'. When the DIST METHOD is 'S', STAFF BENEFITS must be 'S'. If the DIST METHOD is 'I', this field must be blank.

  P – Record Payroll Hours **N** – Do Not Record Hours
  T – Record Time sheet Hours **B** – Record Both Payroll and Time sheet Statistics

  This field is required and must be 'N' or 'P' when the DIST METHOD is 'I'.

Default Accounts

Identifies the accounting classification for labor charges which may be distributed when a DOE, passed from the payroll system, is not entered on the PI Profile.

- **DEFAULT ACCT INDEX** – Enter the five-digit Default Account Index which must be defined in the **24** profile. This field is optional.
- **DEFAULT ACCT PCA** – Enter the five-digit Default Account PCA which must be defined in the **26** profile. This field is optional.

- **DEFAULT ACCT COBJ** – Enter the four-digit Default Account COBJ which must be defined in the **D10** profile. This field is optional. The object editing rules mentioned at the beginning of these coding instructions do not apply to this data element. If left blank, the COBJ value on the Payroll Interface Profile for the DOE will be used.
- **DEFAULT ACCT AOBJ** – Enter the four-digit Default Account AOBJ which must be defined in the **D11** profile. This field is optional. The object editing rules mentioned at the beginning of these coding instructions do not apply to this data element. If left blank, the AOBJ value on the Payroll Interface Profile for the DOE will be used.

<u>Standard Benefits</u>

Identifies the accounting classification used to accumulate the credit for the standard benefits. If the STAFF BENEFITS is ‘S’, these fields are optional. If STAFF BENEFIT is ‘A’, these fields must be blank.

- **STD BENEFIT INDEX** – Enter the five-digit Standard Benefit Index which must be defined in the **24** profile. This field is optional.
- **STD BENEFIT PCA** – Enter the five-digit Standard Benefit PCA which must be defined in the **26** profile. This field is optional.
- **STD BENEFIT COBJ** – Enter the four-digit Standard Benefit COBJ which must be defined in the **D10** profile.
- **STD BENEFIT PCNT** – Enter the Standard Benefit Percentage Rate as #.####, where 0.1000 equals 10%. This is used to charge the classification for standard benefits distribution. This field is required if any of the STANDARD BENEFIT HOUR TYPES (RG, OT, SB and PR) are not ‘N’.
- **STD BENEFIT INDICATORS RG, OT, SB and PR(N) -** Indicates whether benefit costs should be calculated for the following Hours Types: Regular (RG), Overtime (OT), Standby (SB), and Premium (PR). Enter the one-character indicator as follows:

  Y – Calculate standard benefit for this hour type.
  N – Do not calculate standard benefit for this hour type.

These indicators are required.

Time Sheet Hours Coding

- **OT CODING** – Enter the one-character Overtime Coding indicator as follows:

  Y – Overtime hours are coded separately on time sheets.
  N – Overtime hours are not coded separately on time sheets. They will be coded as regular (RG) hours.

  This field is required if the DIST METHOD is ‘A’ or ‘S’, and not allowed if the DIST METHOD is ‘I’.

- **SB CODING** – Enter the one-character Standby Coding Indicator as follows:

  Y – Standby hours are coded separately on time sheets.
  N – Standby hours are not coded separately on the time sheet. They will be coded as regular (RG) hours.

  This field is required if DIST METHOD is ‘A’ or ‘S’. If DIST METHOD is ‘I’, this field must be left blank.

- **PR CODING** – Enter the one-character Premium Coding indicator as follows:

  Y – Premium hours are coded separately on time sheets.
  N – Premium hours are not coded separately on the time sheet. They will be coded as regular (RG) hours.

  This field is required if DIST METHOD is ‘A’ or ‘S’. If DIST METHOD is ‘I’, this field must be left blank.

- **HOURLY RATE** – Enter the one-character Hourly Rate Indicator as follows:

  Y – Use the payroll hourly rate to calculate labor distribution charges
  N – Compute the labor distribution charges based on a calculated rate. The rate is:

  Payroll Hours / Time Sheet Hours

  This field must be blank if DIST METHOD is ‘I’.

Add-On Information

Contains add-on hour type indicators, rates and charge and credit expenditure accounting classification information. These fields are optional if the DIST METHOD is ‘A’ or ‘S’. If any add-on element is coded, the entire line must be coded. When the DIST METHOD is ‘I’, all the add-on fields must be blank.

- **ADD-ON HOUR TYPE CODING** – The add-on hour types Regular (RG), Overtime (OT), standby (SB), Premium (PR), Paid Time Off (TO), and Comp Time Off (CO) indicate whether add-on burden costs should be allocated. Enter the one-character indicator as follows:

  Y – Calculate the add-on for this hour type.
  N – Do not calculate the add-on for this hour type.

  This field is required.

- **ADD-ON CHG PCNT** – Identifies the percentage of labor dollars to be charged as add-on or burden rate. Enter the five-digit Add-On Charge Percent in format #.####, where 0.1000 = 10%. This field is required.
- **ADD-ON CHG COBJ** – Enter the four-digit Add-On Charge COBJ which must be defined in the **D10** profile. This field is optional.
- **ADD-ON CHG AOBJ** – Enter the four-digit Add-On Charge AOBJ which must be defined in the **D11** profile. This field is optional.
- **ADD-ON CR INDEX** – Enter the five-digit Add-On Credit Index which must be defined in the **24** profile. This field is optional.
- **ADD-ON CR PCA** – Enter the five-digit Add-On Credit PCA which must be defined in the **26** profile. This field is optional.
- **ADD-ON CR COBJ** – Enter the four-digit Add-On Credit COBJ which must be defined in the **D10** profile. This field is optional. The object editing rules mentioned at the beginning of these coding instructions do not apply to this data element. If left blank, the Add-On Charge COBJ will be used.
- **ADD-ON CR AOBJ** – Enter the four-digit Add-On Credit AOBJ which must be defined in the **D11** profile. This field is optional. The object editing rules mentioned at the beginning of these coding instructions do not apply to this data element. If left blank, the Add-On Charge AOBJ will be used.
- **STATUS CODE** – This element is required. Enter a one-character Status Code as follows:

  A – Active　　**I** – Inactive

  This code will default to an Active status if not entered. It may be used to inactivate records no longer in use.

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

– No Profile Example Available –

4A EMPLOYEE MASTER PROFILE
(NOT USED IN OREGON)

The **4A** (**EM**) Profile is a two screen profile that contains distribution classification information at the employee or group level. Individual employees and employee groups can have up to ten predetermined allocations for distributing payroll costs. These predetermined distributions are posted when no time sheet is entered. Also, these distributions are posted if a time sheet is entered and the time sheet hourly rate option is used and the time sheet hours do not equal the payroll hours.

Compensatory time-off, add-ons and standard benefit information may be optionally coded on the EM Profile. If coded, this information overrides the agency-level information coded on the LC Profile.

The record must first be recalled or added from **4A** before data on **4B** can be updated. The function key **[F6]** provides a toggle between the two screens. **4B** can only be accessed from screen **4A** through function key **[F6]**.

Control Key

- **AGENCY** – Enter the three-character Agency code, which must be defined and in active status in the **LC** profile. This is a required field.
- **INDEX** – Enter the five-digit Index code. Agency, Index, and Fiscal Year must be defined in the **24** profile. This is a required field.
- **EMP CLASS** – Enter the three-character Employee Class code. The Employee Class identifies an employee or group of employees that share common accounting classification attributes.

  If EMP TYPE coded below is ‘S’ this field is required. If EMP TYPE is ‘G’ this field is optional. If coded, the EMP CLASS must be defined in the **D53** – **Titles Profile** with the Table ID of ‘EMPC’.
- **EMP NO** – Enter the ten-digit Employee Number. If EMP TYPE is ‘S’, this field is required. If EMP TYPE is ‘G’, leave blank.
- **FY** – Enter the two-digit Fiscal Year (FY). This field is required.

Information Elements

Whenever the Index or PCA is optional under a specific condition, either the Index or the PCA must be coded.

The following coding rules apply to all Comptroller Object and Agency Object combinations on this profile:

1. Whenever the Comptroller Object and Agency Object are optional, either the Comptroller Object or the Agency Object must be coded.
2. If the Comptroller Object is coded, the Agency Object may be blank.
3. If the Agency Object is coded and the Comptroller Object is blank, the **D11** Agency Object Profile must contain a Comptroller Object value.
4. If the Comptroller Object and the Agency Object are both coded, the **D11** Comptroller Object must match the coded Comptroller Object or the **D11** Comptroller Object must be blank.

- **NAME** – Enter the thirty character name of the employee or group. This is a required field.
- **STD RATES RG** – Enter the eight-digit rate-per-hour for Regular time in #####.## format. If the DIST METHOD coded below is ‘A’ or the DIST METHOD is blank and the Labor Distribution Control Profile for the AGENCY is ‘A’, this field must be blank. If the DIST METHOD is ‘S’, this field is required.
- **STD RATES OT** – Enter the eight-digit rate-per-hour for Overtime in #####.## format. If the DIST METHOD is ‘A’ or the DIST METHOD is blank and the Labor Distribution Control Profile for the AGENCY is ‘A’, this field must be blank. If the DIST METHOD is ‘S’, this field is required.
- **STD RATES SB** – Enter the eight-digit rate-per-hour for Standby time in #####.## format. If the DIST METHOD is ‘A’ or the DIST METHOD is blank and the Labor Distribution Control Profile for the AGENCY is ‘A’, this field must be blank. If the DIST METHOD is ‘S’, this field is required.
- **STD RATES PR** – Enter the eight-digit rate-per-hour for Premium time in #####.## format. If the DIST METHOD is ‘A’ or the DIST METHOD is blank and the Labor Distribution Control Profile for the AGENCY is ‘A’, this field must be blank. If the DIST METHOD is ‘S’, this field is required.
- **COBJ RG** – Enter the four-digit COBJ for Regular time, which must be defined in the **D10** profile. This field is optional when the DIST METHOD is ‘S’. If the DIST METHOD is ‘A’, this field must be blank.
- **AOBJ RG** – Enter the four-digit AOBJ for Regular time which must be defined in the **D11** profile. This field is optional when the DIST METHOD is ‘S’. If the DIST METHOD is ‘A’, this field must be blank.
- **COBJ OT** – Enter the four-digit COBJ for Overtime, which must be defined in the **D10** profile. This field is optional when the DIST METHOD is ‘S’. If the DIST METHOD is ‘A’, this field must be blank.

- **AOBJ OT** – Enter the four-digit AOBJ for Overtime which must be defined in the **D11** profile. This field is optional when the DIST METHOD is 'S'. If the DIST METHOD is 'A', this field must be blank.
- **COBJ SB** – Enter the four-digit COBJ for Standby time, which must be defined in the **D10** profile. This field is optional when the DIST METHOD is 'S'. If the DIST METHOD is 'A', this field must be blank.
- **AOBJ SB** – Enter the four-digit AOBJ for Standby time which must be defined in the **D11** profile. This field is optional when the DIST METHOD is 'S'. If the DIST METHOD is 'A', this field must be blank.
- **COBJ PR** – Enter the four-digit COBJ for Premium time, which must be defined in the **D10** profile. This field is optional when the DIST METHOD is 'S'. If the DIST METHOD is 'A', this field must be blank.
- **AOBJ PR** – Enter the four-digit AOBJ for Premium time which must be defined in the **D11** profile. This field is optional when the DIST METHOD is 'S'. If the DIST METHOD is 'A', this field must be blank.
- **COBJ PS** – Enter the four-digit COBJ for Payroll Statistics, which must be defined in the **D10** profile. This field is optional when STATISTICS is 'B' or 'P'. If STATISTICS is 'N' or 'T', this field must be blank.
- **AOBJ PS** – Enter the four-digit AOBJ for Payroll Statistics which must be defined in the **D11** profile. This field is optional when STATISTICS is 'B' or 'P'. If STATISTICS is 'N' or 'T', this field must be blank.
- **COBJ TS** – Enter the four-digit COBJ for Time Sheet Statistics, which must be defined in the **D10** profile. This field is optional when STATISTICS is 'B' or 'T'. If STATISTICS is 'N' or 'P', this field must be blank.
- **AOBJ TS** – Enter the four-digit AOBJ for Time Sheet Statistics which must be defined in the **D11** profile. This field is optional when STATISTICS is 'B' or 'T'. If STATISTICS is 'N' or 'P', this field must be blank.
- **EMP TYPE** (*Required*) – Enter the one-character Employee Type as follows:

  G – Group   **S** – Single

- **TIME SHEET REQ** – Enter the one-character Time Sheet Required indicator as follows:

  Y – Time sheet is required for the group or employee
  N – Time sheet is not required for the group or employee

  This is a required field.

- **DIST METHOD** – The Distribution Method identifies whether actual or standard methods are used to distribute gross wages for the group or employee. Enter the one-character DIST METHOD indicator as follows:

  A – Actuals **S** – Standards

  If the **LC** profile DIST METHOD is coded, this field is optional.

- **STAFF BENEFITS** – Staff Benefits identify whether actual or standard methods are used to distribute employer benefit costs. Enter the one-character indicator as follows:

  A – Actuals **S** – Standards

  If the DIST METHOD is blank, this field is optional. If coded, STAFF BENEFITS must be 'A' or 'S' if DIST METHOD is 'A' or STAFF BENEFITS must be 'S' if DIST METHOD is 'S'.

- **HOME BASE ACCOUNT (N)** – Enter the Home Base accounts to which labor costs are posted for the hours not recorded on a labor time sheet. HOME BASE ACCOUNT is required for the first line and optional for HOME BASE lines 2-10.
- **HOME BASE PCNT (N)** – Enter the six-digit Home Base Percent to be used in distributing labor costs for the hours not recorded on a labor time sheet in #.#### format where 0.1000 = 10%. The sum of all non-blank percents must be 1.0000.
- **HOME BASE AY (N)** – Enter the two-digit Home Base Appropriation Year.
- Home Base Index (N) – Enter the five-digit HOME BASE INDEX, which must be defined in the 24 Index Code Profile for the HOME BASE AY coded. This is an optional field.
- **HOME BASE PCA (N)** – Enter the five-digit Home Base PCA, which must be defined in the **26** profile for the HOME BASE AY coded. This is an optional field.
- **HOME BASE GRANT/PH (N)** – Enter the six-digit Home Base Grant and two-digit Home Base Grant Phase, which must be defined in the **29 – Grant Control Profile**. This is an optional field.
- **HOME BASE PROJECT/PH (N)** – Enter the six-digit Home Base Project and two-digit Home Base Project Phase, which must be defined in the **27 – Project Control Profile**. This is an optional field.
- **HOME BASE ACD1 (N)** – Enter the three-digit Agency Code 1, which must be defined in the **D26 – Agency Code 1 Profile**. This is an optional field.
- **HOME BASE ACD2 (N)** – Enter the three-digit Agency Code 2, which must be defined in the **D27 – Agency Code 2 Profile**. This is an optional field.
- **HOME BASE ACD3 (N)** – Enter the six-digit Agency Code 3, which must be defined in the **D36 – Agency Code 3 Profile**. This is an optional field.

- **STATUS CODE** – This element is required. Enter a one-character Status Code as follows:

  A – Active **I** – Inactive

  This code will default to an Active status if not entered. It may be used to inactivate records no longer in use.
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.
- **CTO INDEX** – Enter the five-digit CTO Index for accumulating the CTO reserve if different from the Labor Distribution Control Profile. This field is optional. If CTO PCA or CTO PCNT is coded, then this field is optional. If coded, the CTO INDEX must be defined in the **24** profile.
- **CTO PCA** – Enter the five-digit CTO PCA if different from the 1 Labor Distribution Control Profile. This field is optional. If CTO INDEX or CTO PCNT is coded, then this field is optional. If coded, the CTO PCA must be defined in the **26** profile.
- **CTO PCNT** – Enter the six-digit CTO PERCENT in X.XXXX format where 0.1000 = 10%. This is an optional field. If CTO INDEX or CTO PCA is coded, then this field is required and must be equal to or greater then 1.0000.

<u>**Standard Benefits**</u>

Identifies the accounting classification used to accumulate the credit for standard benefits if different from the Labor Distribution Control Profile. If the Distribution Method is ‘A’ or ‘I, these fields must be blank. If the Distribution Method is ‘S’, these fields are optional.

- **STANDARD BENEFIT INDEX (N)** – Enter the five-digit Standard Benefit Index, which must be defined in the **24** profile. This is an optional field.
- **STANDARD BENEFIT PCA (N)** – Enter the five-digit Standard Benefit PCA, which must be defined in the **26** profile. This is an optional field.
- **STANDARD BENEFIT COBJ (N)** – Enter the four-digit Standard Benefit Comptroller Object, which must be defined in the **D10** profile. This is an optional field.
- **STANDARD BENEFIT AOBJ (N)** – Enter the four-digit Standard Benefit AOBJ, which must be defined in the **D11** profile. This is an optional field.
- **STANDARD BENEFIT PCNT (N)** – Enter the six-digit Standard Benefit Percent rate as #.####, where 0.1000 = 10%. This is used to charge the classification for standard benefits distribution. If Standard Benefit Indicator RG, OT, SB, and PR are all ‘N’, this field must be blank.

- **STANDARD BENEFIT INDICATORS RG, OT, SB and PR (N) –** Indicates whether benefit costs should be calculated for the following hour types: Regular (RG), Overtime (OT), Standby (SB), and Premium (PR). Enter the one-character indicator as follows:

  Y – Calculate the standard benefit for this hour type
  N – Do not calculate the standard benefit for this hour type.

  These indicators are required.

Add-On Information

Contains add-on applicability indicators, rates, and expenditure and credit accounts for add-on costs if different from the Labor Distribution Control Profile.

- **ADD-ON INDICATORS RG, OT, SB, PR, TO AND CO (N)** – The add-on hour types Regular (RG), Overtime (OT), Standby (SB), Premium (PR), Paid Time Off (TO), and Compensatory Time Off (CO) indicate whether add-on burdened costs should be allocated. Enter the one-character indicator as follows:

  Y – Calculate the add-on for this hour type
  N – Do not calculate the add-on for this hour type

  These indicators are required.

- **ADD-ON CHG PCNT (N)** – Identifies the percentage of labor dollars to be charged as add-on or burdened rates. Enter the five-digit Add-On Charge Percent in #.#### format, where 0.1000 is 10%. This is a required field.
- **ADD-ON CHG COBJ (N)** – Enter the four-digit Add-On Charge COBJ, which must be defined in the **D10** profile. This is an optional field.
- **ADD-ON CHG AOBJ (N)** – Enter the four-digit Add-On Charge AOBJ, which must be defined in the **D11** profile. This is an optional field.
- **ADD-ON CR INDEX (N)** – Enter the five-digit Add-On Credit Index, which must be defined in the **24** profile. This is an optional field.
- **ADD-ON CR PCA (N)** – Enter the five-digit Add-On Credit Pca, which must be defined in the **26** profile. This is an optional field.
- **ADD-ON CR COBJ (N)** – Enter the four-digit Add-On Credit COBJ, which must be defined in the **D10** profile. This is an optional field.
- **ADD-ON CR AOBJ (N)** – Enter the four-digit Add-On Credit AOBJ, which must be defined in the **D11** profile. This is an optional field.

- **STATUS CODE** – This element is required. Enter a one-character Status Code as follows:

  A – Active **I** – Inactive

  This code will default to an Active status if not entered. It may be used to inactivate records no longer in use.
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

– **No Profile Example Available** –

05 TIME SHEET PROFILE / 06 ADJUSTED TIME SHEET PROFILE

(NOT USED IN OREGON)

Input coding instructions for the **05** (**TS**) profile are identical to the **06** (**AT**) profile and are provided below. The **TS** profile is used to add, change, and delete employee time sheets prior to the processing of Labor Distribution. The **AT** profile is used to add, change, and delete an employee's time sheet data after labor distribution has processed the affected period and changes need to be reprocessed. **The original time sheet is not deleted before the adjustment cycle.**

Control Key

The control key for the Time Sheet and Adjusted Time Sheet must match an existing Employee Master record with the full key or match a group Employee Master record without regard to employee number or with or without regard to employee class.

- **AGENCY** – Enter the three-character Agency code. This is a required field.
- **INDEX** – Enter the five-digit Index code. This is a required field.
- **EMP CLASS** – Enter three-character Employee Class code. This is a required field.
- **EMP NO** – Enter the ten-digit Employee Number. This is a required field and should begin with a '0' (zero) followed by the employee's nine-digit Social Security Number.
- **PERIOD** – Enter the six-digit Period (MMDDYY format). This is a required field.
- **SERVICE DATE** – Enter the six-digit Service Date (MMDDYY format) identifying the date the hours were worked. This is an optional field.
- **PAGE** – Enter the two-digit Page number of the time sheet. This is a required field.
- **TOTAL HOURS** – This field is system-calculated. The system adds the total of all Hours + Machine Utilization Hours + Service Units amounts entered on the time sheet or adjusted time sheet. This is an optional field. The user may enter this field for use in entry balancing.

Information Elements

Whenever the Index or PCA is optional under a specific condition, either the Index or the PCA must be coded.

- **HOURS** – Enter the number of Hours (999.9 format). HOURS must be greater than zero. This field is required for the first time sheet line and optional for time sheet lines 2-12. If HOUR TYPE (HT), entered below, is coded in time sheet lines 2-12, this field is required.

- **HT** – Enter the two-character Hour Type as follows:

  RG – Regular Time
  OT – Overtime
  SB – Standby
  PR – Premium
  TO – Time Off
  VT – **Volunteer Time**
  CO – Compensatory Time Off
  CD – Compensatory Time Earned

  This is a required field if the HOURS field is numeric and greater than zero.

- **HB** – Enter the one-character Home Base (HB) indicator as follows:

  Y – Yes, distribute time sheet line to home base accounts
  N – No, do not distribute time sheet line to home base accounts.

  This is a required field if the HOURS field is numeric and greater than zero. If HOUR TYPE is 'CD' or 'VT', this field must be 'N'. If HOUR TYPE is 'CO', this field must be 'Y'.

- **AY** – Enter the two-digit Appropriation Year (AY). If HB is 'Y', this field must be left blank. If HB is 'N', this field is required.

- **INDEX** – Enter the five-digit Index identifying the accounting classification to which the time sheet line is to be distributed. If HB is 'Y', this field must be blank. If HB is 'N', this field is optional. If coded, the INDEX must be defined in the 24 Index Code Profile.

- **PCA** – Enter the five-digit PCA identifying the accounting classification to which the time sheet line is to be distributed. If HB is 'Y', this field must be blank. If HB is 'N', this field is optional. If coded, the PCA must be defined in the **26** profile.

- **GRANT/PH** – Enter the six-digit Grant and two-digit Phase to which the time sheet line is to be distributed. If HB is 'Y', this field must be blank. If HB is 'N', this field is optional. If coded, the GRANT and PHASE must be defined in the **29** profile.

- **PROJECT/PH** – Enter the six-digit Project and two-digit Phase to which the time sheet line is to be distributed. If HB is 'Y', this field must be blank. If HB is 'N', this field is optional. If coded, the Project and Phase must be defined in the **27** profile.

- **ACD1** – Enter the four-digit Agency Code 1. If HB is 'Y', this field must be blank. If HB is 'N', this field is optional. If coded, ACD1 must be defined in the **D26** profile.

- **ACD2** – Enter the four-digit Agency Code 2. If HB is 'Y', this field must be blank. If HB is 'N', this field is optional. If coded, ACD2 must be defined in the **D27** profile.

- **ACD3** – Enter the six-digit Agency Code 3. If HB is 'Y', this field must be blank. If HB is 'N', this field is optional. If coded, ACD3 must be defined in the **D36** profile.

- **MU** – Enter the numeric Machine Utilization (MU – ###.# format). If HB is 'Y', this field must be blank. If HB is 'N', this field is optional.

- **MC** – Enter the three-digit Machine Class (MC). If MU is blank, this field must be blank. If MU is coded, this field is required. If coded, the MC must be defined in the **D53** profile with Table ID 'MACH'.

- **SU** – Enter the three-digit Service Units (SU). If HB is 'Y', this field must be blank. If HB is 'N', this field is optional.
- **AOBJ** – Enter the four-digit Service Units AOBJ, which must be defined in the **D11** profile. If SU is coded or HOUR TYPE is 'VT', this field is required. The Comptroller Object (COBJ) in the **D11** AOBJ record must not be blank.
- **STATUS CODE** – This element is required. Enter a one-character Status Code as follows:

  A – Active　　**I** – Inactive

  This is a required field. This code will default to an Active status if not entered.
- **CREATE DATE** – This is a display-only field and reflects the system date the time sheet record was created.

– No Profile Examples Available –

07 Adjustment Payroll Profile

(Not Used in Oregon)

The **07** (**PT**) Profile identifies the specific time sheet records used during the regular distribution cycle that must be reversed during an adjustment cycle. Only those employees with a **TS**, **AT** and **PT** profile record are processed during an adjustment cycle.

Control Key

The control key be defined in the **TS** profile and the **AT** profile with full key. The Agency, Index, Employee Class, Employee Number, Fiscal Year must be defined in the **EM** profile with full key or without Employee Number and with or without Employee Class.

- **AGENCY** – Enter the three-character Agency code.
- **INDEX** – Enter the five-digit Index code.
- **EMP CLASS** – Enter the three-character Employee Class code.
- **EMP NO** – Enter the ten-digit Employee Number.
- **FY** – Enter the two-digit Fiscal Year.
- **PAY PERIOD** – Enter the six-digit Pay Period (MMDDYY format). Note that this data element is not in the **4A** profile.

Information Elements

- **NAME** – Enter the eleven-character name of the employee.
- **PAYROLL LEVEL 2** – Enter the two-character Payroll Level code. This is a required field.
- **GROSS PAY DOE** – Enter the two-character DOE code. This is a required field. The AGENCY, PAYROLL LEVEL 2 AND GROSS PAY DOE must be defined in the **08 – Payroll Interface Profile (PI)** with the coded Agency or Agency ‘000’. The Gross Pay DOE must be DOE TYPE ‘E’.
- **GROSS PAY AMOUNT** – Enter the Gross Pay Amount as #####.##. This is a required field.
- **HOURS** – Enter the seven-digit Hours associated with each Gross Pay Amount as #####.##.
- **DOE 1-20** – Enter the two-character DOE that identifies the fringe benefit associated with the Gross Pay Amount. The AGENCY, PAYROLL LEVEL 2 and DOE must be defined in the **PI** profile with the coded Agency or Agency ‘000’. The benefit DOE must be DOE TYPE ‘F’. The DOE is required if its associated Amount is entered.
- **AMOUNT 1-20** – Enter the Benefit Amount associated with the fringe benefit DOE as #####.##. The Amount is required if its associated DOE is entered.

- **STATUS CODE** – This element is required. Enter a one-character Status Code as follows:

  A – Active **I** – Inactive

  This code will default to an Active status if not entered. It may be used to inactivate records no longer in use.
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

– No Profile Example Available –

08 Payroll Interface Profile

(Not Used in Oregon)

The **08** (**PI**) Profile defines the payroll types or DOE's (distributions and other earnings) and their characteristics that are passed from the payroll system to LDS. This is a system wide profile that can be customized by individual agencies to meet agency-specific requirements.

Control Key

- **AGENCY** (*Required*) – Enter the three-character Agency code, which must exist in the **D02 – Agency Profile** or enter Agency '000'.
- **PAYROLL LEVEL 2** (*Required*) – Enter the two-digit Payroll Level.
- **DOE** (*Required*) – Enter the two-character DOE (Distribution and Other Earnings) code.

Information Elements

- **TITLE** (*Required*) – Enter the DOE Title up to 40 characters.
- **DOE TYPE** (*Required*) – Enter the two-character DOE Type code as follows:

  E – Gross Earnings/Salary
  F – Fringe Benefits
  N – Net Pay Amount
  D – Deduction

- **PAYMENT CATEGORY –** Enter the one-character Payment Category as follows:

  D – Distributable – These costs are distributed by the labor distribution system.
  S – Supplemental – These costs are accumulated in R★STARS, at the payroll level, but are not distributed.

  This is a required field if the DOE Type is 'E' or 'F'. If the DOE Type is 'N' or 'D', this field must be left blank.

- **TRANS CODE** – Enter the three-digit Transaction Code, which must exist in the **28A – Transaction Code Decision Profile**. This field is optional if the DOE Type is 'D', 'F' or 'N'. If the DOE Type is 'E', this field must be blank.
- **PAYMENT TYPE** – Enter the one-digit Payment Type as follows:

  0 – Regular Salary and Wages
  1 – Overtime Salary and Wages
  2 – Standby Wages
  3 – Premium Wages
  4 – Time Off
  5 – Compensatory Time Off

  This field identifies the type of pay the DOE represents and is required if DOE Type is 'E' and Payment Category is 'D'. If DOE Type is 'D', 'F' or 'N', or Payment Category is 'S', this field must be blank.

- **FUND** – Enter the four-digit Fund. This field is optional if DOE Type is 'D', 'F' or 'N', and must exist in the **D23 – Fund Profile** if the Agency is not equal to '000'. If the DOE Type is 'E', this field must be blank
- **GL ACCT** – Enter the four-digit General Ledger Account. This field is optional if DOE Type is 'D', 'F' or 'N' and the GL Account Indicator in the **28A** profile for the Transaction Code is not equal to 'N'. It also must be defined in the **D31 – Comptroller General Ledger Account Profile**. GENERAL LEDGER ACCOUNT is not allowed if the DOE Type is 'E' or if the DOE Type is 'D', 'F' or 'N' and the GL Account Indicator in the **28A** profile for the Transaction Code is equal to 'N'.
- **COMP OBJ** – Enter the four-digit Comptroller Object, which must exist in the **D10** profile. This field is required if the DOE Type is 'E' or 'F' and not allowed if the DOE Type is 'D' or 'N'.
- **AGENCY GL** – Enter the eight-digit Agency General Ledger. This field is required if the DOE TYPE is 'D', 'F' or 'N' and the AGL Account Indicator in the **28A** profile for the Transaction Code is not equal to 'N'. In addition, the Agency General Ledger must exist in the **D32 – Agency General Ledger Profile** or must be in 'AAAFFFFO' format where 'AAA' is Agency and 'FFFF' is Fund, which is defined in the **D23** profile.

  If DOE Type is 'E', 'D', 'F' or 'N' and the AGL Indicator in the **28A** profile for the Transaction Code is 'N', this field must be blank.
- **AGY OBJ** – Enter the four-digit Agency Object which must exist in **D11** profile. This field is optional when the DOE Type is 'E' or 'F'. If the DOE Type is 'D' or 'N' this field must be left blank.
- **VARIANCE PCA** – Enter the five-digit Variance PCA to accumulate any labor distribution variance amounts. This field is required if DOE Type is 'E' or 'F', and must be defined in the **26** profile if the Agency is not equal to '000'. If the Agency is equal '000', The field must still be five-characters. When the DOE Type is 'D' or 'N', this field must be left blank.
- **SUPPLEMENTAL PCA** – Enter the five-digit Supplemental PCA to accumulate supplemental labor costs. These are the labor costs that are not distributed during a normal labor distribution run. This field is required if Payment Category is 'S', and must be defined in the **26** profile if the Agency is not equal to '000'. If the Agency is equal to '000', This field must still be five-characters. When the PAYMENT CATEGORY is not equal to 'S', this field must be blank.
- **RESERVE PCA** – Enter the five-digit Reserve PCA to accumulate reserve labor costs. This field is optional if DOE Type is 'E', and must be defined in the **26** profile if the Agency is not equal to '000'. If Agency is equal to '000', the field must still be five-characters. When the DOE Type is 'D', 'F' or 'N', this field must blank.
- **BENEFIT BASE INDICATOR** – Benefit Base Indicators are used to identify whether Benefits are charged to the Hour Type on the payroll charges. The Labor Types are Regular

(RG), Overtime (OT), Standby (SB), Premium (PR), Paid Time Off (TO), and Compensatory Time Off (CO). Enter a one-digit character for each Benefit Base Indicator as follows:

Y – Charge the benefit amounts **N** – Benefit amounts are not charged.

These are required fields when the DOE Type is 'F' and Payment Category is 'D'. If the DOE Type is 'F' and Payment Category is 'D', at least one Benefit Base Indicator must be 'Y'. If DOE Type is not 'F' or Payment Category is not 'D', these fields must be left blank.

- **STATUS CODE** – This element is required. Enter a one-character Status Code as follows:

  A – Active **I** – Inactive

  This code will default to an Active status if not entered. It may be used to inactivate records no longer in use.

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

– No Profile Example Available –

10 MENU CONTROL PROFILE

The **10** profile is used to define the structure of R★STARS' menus, submenus, and screens. DAS SFMS Operations maintains this profile.

The **10** Profile also establishes valid Link To and Interrupt destinations using pneumonic screen names. For example, the **24** profile has the pneumonic name 'INDX'. This allows the user to access the **24** profile by typing 'INDX' in the LINK TO: field and pressing either Enter or **[F9]** (Interrupt).

When making menu selections, users may enter the screen ID or press the corresponding function key. In the above Indx example, the **24** profile can be accessed directly by typing '24' in the LINK TO: field and pressing **[Enter↵]**. It can also be reached by navigating to the ORGM Menu and pressing **[F8]** (Line Number 7 on this screen).

The Item Number field controls the menu line on which the menu selection information displays. It is important to note the relationship between the line number and the function key. **[F1]** and **[F9]** function keys are reserved (for Help and Interrupt) and are not displayed as menu line choices. If a record has an Item Number of '07', it appears on the seventh line of the menu but corresponds with function key **[F8].** If a record has an Item Number of '10', it appears on the tenth line of the menu but corresponds with function key **[F12].** (The **[F1]** – HELP and **[F9]** – INTERRUPT function key information usually appears at the bottom of each screen.)

<u>Control Key</u>

- **LINK TO ID –** Enter up to a four-character Link To ID. This field identifies the menu pneumonic, the screen ID, or a pneumonic Link To ID. Examples of Link To IDs are as follows:

  MAIN – to link to the Main Menu (menu pneumonic)
  26 – to link to the **26** profile (screen ID)
  PCA – to link to the **26** profile (pneumonic ID)

<u>Information Elements</u>

- **MENU ID –** Enter up to a four-character Menu ID or leave blank. Use this field to identify on which menu this record is to be displayed. For example, to display the Payment Processing menu on the Main Menu, enter 'MAIN' in this field. It is recommended that Menu IDs be pneumonic because menus all use screen number '000'.
- **ITEM NO –** Enter a two-digit Item Number (between 01 and 10) or leave blank. The Item Number determines on which line of the menu this record will display. R★STARS will right justify the Item Number. For example, if a user enters Item Number '8', the system right

justifies the entry to '08'. If the Menu ID field is blank, the system assigns an Item Number of zeros '00' and the record is not displayed as a menu choice (e.g. 'PCA').

- **PROGRAM NAME –** Enter an eight-character Program Name. For example, if the screen ID is 'D11', enter the screen's Program Name of 'DAFMD11'. Therefore, when a user is using the system, if the user enters 'D11' in the Link To field, the system displays the screen program identified on this record – 'AGENCY OBJECT PROFILE'. If the record is establishing the menu structure (i.e., no screen IDs are on the record) the Program Name should be DAFM000.
- **TITLE –** Enter up to a 30-character Title of the menu or screen ID. This title appears as the title of the menu and/or the menu option. If spaces are added before the title, those spaces are reflected on the menu.
- **STATUS CODE** – This element is required. Enter a one-character Status Code as follows:

  A – Active **I** – Inactive

  This code will default to an Active status if not entered. It may be used to inactivate records no longer in use.

Example:

```
S010   UC: 10                  STATE OF OREGON              01/15/08 10:07 AM
LINK TO:                     MENU CONTROL PROFILE                        PROD


            LINK TO ID: D11

               MENU ID: OBJM

               ITEM NO: 05

          PROGRAM NAME: DAFMD11

                 TITLE: AGENCY OBJECT PROFILE



                                                         STATUS CODE: A

                                                      LAST PROC DATE: 09031993
Z06 RECORD SUCCESSFULLY RECALLED

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

17 OBJECT CLEARANCE PATTERNS PROFILE

The **17** profile defines clearance patterns for Grant drawdown calculations. It allows patterns to be associated with a Grant, Agency Code 1, and/or Object within a Grant. Agency Code 1 is optional and is used to make tasks more specific within a certain Grant. The **17** profile is part of the Grant Billings process that is subject to the Cash Management Improvement Act (CMIA). This profile is Agency maintained.

Control Key

- **AGENCY –** Enter the three-character Agency code. It must exist in the **D02** profile.

Information Elements

- **GRANT NO –** Enter the six-digit Grant Number. It must exist in the **29** profile.
- **GRANT PHASE –** Enter the two-digit Grant Phase. The Grant Number and Phase must exist in the **29** profile.
- **AGENCY CODE 1 –** Enter up to a four-digit Agency Code 1 or leave blank. If entered, it must exist in the **D26** profile.
- **OBJECT RANGE FROM –** Enter a four-digit **D10** Comptroller Object or **D11** Agency Object number or **D48** – **Grant Object Profile** Grant Object that begins the range. Because this is a range, the system will not verify that the Comptroller Object exists in the **D10** profile. The same logic holds true for Agency Objects in the **D11** and Grant Objects in the **D48** profiles.
- **OBJECT RANGE TO –** Enter a four-digit **D10** Comptroller Object or **D11** Agency Object number or **D48** Grant Object number that completes the range. Because this is a range, the system will not verify that the Comptroller Object exists in the **D10** profile. The same logic holds true for Agency Objects in the **D11** and Grant Objects in the **D48** profiles.
- **CLEARANCE PATTERN –** Enter up to a four-character (alpha/numeric) Clearance pattern, which, if entered, must exist in the **18** – **Clearance Pattern Profile**. If the Object Clearance Patterns are entered for this grant in this profile, the Clearance Pattern field in the **29** profile must be blank.
- **STATUS CODE –** Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active   **I** – Inactive
- **EFF START DATE –** Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank, it will default to the current date and cause the record to be immediately available.

- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S017   UC: 10                    STATE OF OREGON              01/15/08 10:06 AM
LINK TO:              OBJECT CLEARANCE PATTERNS PROFILE                    PROD

                      AGENCY: 410

                 GRANT/PHASE: 100000 95

               AGENCY CODE 1: 6001

           OBJECT RANGE FROM: 0250

             OBJECT RANGE TO: 0250

           CLEARANCE PATTERN: ES10



                                                        STATUS CODE: A
 EFF START DATE: 03231995   EFF END DATE:           LAST PROC DATE: 03231995
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

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

18 CLEARANCE PATTERNS PROFILE

The **18** profile defines clearance patterns for Grant drawdown calculations. It defines the days and percentages for the various clearance patterns used by the State. DAS SFMS Operations maintains this profile.

The **18** profile is part of the Grant Billings process that is subject to the Cash Management Improvement Act (CMIA). The CMIA process determines the date that the State Treasurer can draw down funds that are due to the State from the Federal Government. The date determined is the due date. This due date is the date the State Treasurer can draw down funds without incurring interest liabilities. CMIA affects final approved expenditures that are charged to a Grant that has an 'automatic' billing method set up. The payment is derived using either the default days clearance from the **D40 – Grant Category Profile** or an average clearance day as set up on the **18** profile. An accounts receivable transaction, using the CMIA due date, is generated to indicate an amount due from the Federal Government using the coding block values found in the Recovery Segment of the **29** profile.

Control Key

- **CLEARANCE PATTERN** – Enter up to a four-character (alpha/numeric) Clearance Pattern code.

Information Elements

- **TITLE** – Enter a Title of up to 50 characters.
- **DAYS** – Enter a two-digit number in the DAYS field in the format '01' to mean 1 day. The corresponding % must be entered if a day is entered and vice versa. If more than 1 set of days/% is entered, the days number must be in ascending order. For example, if you enter one of the days field as '02', then the next days field must be '03' or greater.
- **%** – Enter a three-digit number in the % field in the format '025' to mean 25% and '100' to mean 100%. The % must be greater than zero. The corresponding day must be entered if a % is entered and vice versa. If more than one set of days/% is entered, the %'s must =100%.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active   **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank, it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S018   UC: 10                  STATE OF OREGON             01/15/08 10:08 AM
LINK TO:                CLEARANCE PATTERNS PROFILE                      PROD

CLEARANCE PATTERN: ES10  TITLE: EST CLEAR - MEDICAID MMIS PMT SYS 93.778

DAYS/%: 02 001 03 037 04 032 05 016 06 007 07 002 08 001 09 001 10 001 14 002
DAYS/%:
DAYS/%:
DAYS/%:
DAYS/%:
DAYS/%:
DAYS/%:
DAYS/%:
DAYS/%:
DAYS/%:


                                                        STATUS CODE: A
EFF START DATE: 09201994   EFF END DATE:           LAST PROC DATE: 10241995
Z06 RECORD SUCCESSFULLY RECALLED

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

20 APPROPRIATION NUMBER PROFILE

The **20** profile determines the classification and level of control to be exercised over an appropriation. This Appropriation Number can be associated to or looked up by the **24** or **26** profiles. Therefore, the user organization need enter only the Index, PCA, or alternatively the Appropriation Number on the input transaction to identify a transaction to an appropriation. This profile also maintains many of the control indicators that relate to Appropriations, Allotments, Agency Budgets and allotments of Agency Budgets. The **20** profile is maintained and updated by DAS – Budget and Management Division (BAM). Specific agency budget element information is provided by agencies.

Prior to the beginning of each new biennium:

1. BAM distributes two spreadsheets to agencies:
   a. The first lists all appropriations currently established on each agency's 20 Profiles.
   b. The second lists all of the agency's appropriation bills with section references for the coming biennium. The spreadsheet has columns to provide accounting information such as PCA, Index, etc.
2. Agency reviews the listing of Appropriation Numbers indicating which Appropriation Numbers need to be deleted or changed. The agency submits the 20 Profile forms to BAM for any new Appropriation Numbers that need to be created relating to new legislation.
3. Agency, using the listing of Appropriation Numbers, fills in the Appropriation Number and accounting information, PCA/Index next to each appropriation bill section reference and returns this spreadsheet to BAM.
4. BAM updates or establishes new 20 Profiles based on information submitted by the agency.
5. Agencies must update PCA/Index with new Appropriation Numbers before the next step can occur.
6. BAM loads appropriations upon receipt of chapter law and allots 10% of the appropriation with Effective Date of 07/01/YY.
7. Agencies submit first quarter allotment plan to BAM.

Control Key

- **AGENCY** – Enter a three-character Agency Code. It must exist in the **D02** profile.
- **APPN YEAR** – Enter a two-digit Appropriation Year to identify the appropriation year of the appropriation being maintained.
- **APPN NO –** Enter a five-digit Appropriation Number.
- **TITLE** – Enter a Title of up to 40 characters.

<u>**Information Elements**</u>

- **TYPE** – Enter a one-digit Appropriation Type. Must be in the **D53** profile with the Table ID of 'APTY'. *The State of Oregon's default value is 9.*
- **GROUP** – Enter a two-digit Appropriation Group code. Must be in the **D15 – Appropriation Group Profile**. Valid codes are as follows:

  01 – General Fund
  02 – Federal Funds
  03 – Other Funds
  04 – Federal Funds – Non Budgeted
  05 – Other Funds – Non Budgeted
  06 – Lottery Funds
  99 – Default

- **LEG SESS** – Enter a two-digit Legislative Session. This number should correspond with the legislative session that the appropriation was approved in.
- **SESS CALL #** – Enter a one-digit Session Call # or leave blank. *In Oregon, the default for the regular Legislative Session is '0.'* Any further Special Sessions should be coded consecutively, starting with '1.'
- **ACT BL #** – Enter up to a six-character Act Bill #. *In Oregon, this number will capture the Chapter Law Number of the appropriation.* Chapter Law Number is assigned by the Secretary of State Office. Zero fill to left of Chapter Law Number.
- **BL LN #** – Enter up to a four-character Bill Line Number or leave blank. *In Oregon, Bill Line # will capture the section where the appropriation is found in the Chapter Law*. Zero fill to left.
- **RIDER #** – Enter a four-character Rider #. *In Oregon, this number will capture the Subsection where the appropriation is found in the Chapter Law*. Zero fill to left.
- **PROG CODE** – Enter a four-character Program Code or leave blank. If entered, it must be at the same level as the Appropriation Level Program indicator, *which in Oregon must be at least level 2.*
- **COMP SRC/GRP** – Enter a four-character Comptroller Source/Group if the appropriation is restricted to a certain object or leave blank. If entered, must exist on the **D09 – Comptroller Source/Group Profile**.
- **REL APPN** – Enter a five-digit Related Appropriation number or leave blank. This number is used to identify the legal level of control where more than one appropriation is established for internal control purposes. If entered, it must exist in the **D53** profile with the Table ID of 'RELA'. This element will default to the current Appropriation Number entered. *In Oregon, leave blank to default to current appropriation*.
- **APPD FUND I/E** – Enter a one-character Appropriated Fund I/E. This field is used to restrict appropriation numbers to certain appropriated funds. *In Oregon the code of 'I' will*

generally be keyed to allow for the relationship to appropriated funds. Valid codes are as follows:

I – Include **E** – Exclude

- **APPD FUND** – Enter a 4-digit **D22 – Appropriated Fund Profile** Appropriated Fund. *In Oregon, the actual Appropriated Fund number associated with the appropriation will be entered*. There will be one Appropriated Fund associated with each Appropriation Number.
- **REV OBJ I/E** – Enter a one-character **D10** Comptroller Revenue Object I/E. This field is used to restrict certain Comptroller Revenue Objects to an Appropriation Number.

  I – Include **E** – Exclude
- **REV OBJ** – Enter up to 10 four-digit **D10** Comptroller Revenue Objects separated with commas or up to five ranges identified with hyphens and separated with commas or a combination of both (limit 50 characters)
- **EXP OBJ I/E** – Enter a one-character **D10** Expenditure Object I/E. This field is used to restrict certain Comptroller Expenditure Objects to an Appropriation Number.

  I – Include **E** – Exclude
- **EXP OBJ** – Enter up to 10 four-digit **D10** Comptroller Expenditure Objects separated with commas or up to five ranges identified with hyphens and separated with commas or a combination of both (limit 50 characters).

(Some of the following elements have default values that will remain if not changed.)

- **APPN INDS – UB** – Enter a one-character Unexpended Budget indicator. This element determines whether the agency can roll forward unexpended budget authority for cash and budget into the new year. *In Oregon, appropriations and limitations are approved for each biennium so this indicator would always be set to '1.' – No unexpended budget authority*. Capital budgets will have the date set to the end of the project and expenditures will be made against the original appropriation, so the value of '1' would apply for these also.

  0 – No unexpended budget authority
  1 – Unexpended budget authority for cash and budge
  2 – Unexpended budget authority for cash/no authority for budget

- **CTL TYPE- CASH** – Enter a one-character Cash Control Type indicator. This element determines the type of control exercised over Remaining Free Budget and Cash Available on a 'Cash' basis. *In Oregon, this indicator will always be set to '1' – Absolute/Fatal unless the appropriation is Non Budgeted*. This will prevent warrants from exceeding the budget available budget/appropriation less cash expended).

  0 – None **1** – Absolute/Fatal **2** – Advisory/Warning

- **CTL TYPE- ACCR** – Enter a one-character Accrual Control Type indicator. This element determines the type of control exercised over Remaining Free Budget and Cash Available on an 'Accrual' basis. *In Oregon, this indicator will always be set to '1' – Absolute/Fatal unless the appropriation is Non Budgeted*. This will prevent payables from exceeding the budget available [budget/appropriation less (cash expended plus accrued expenditures)].

  0 – None **1** – Absolute/Fatal **2** – Advisory/Warning

- **CTL TYPE- ENC** – Enter a one-character Encumbered Control Type indicator. This element determines the type of control exercised over Remaining Free Budget and Cash Available on an 'Encumbered' basis. *In Oregon, this indicator will be set to '2' – Advisory/Warning for the quarters one through seven unless the appropriation is Non Budgeted*. The '2' will provide a warning when an encumbrance exceeds the budget available [budget / appropriation less (cash expended plus accrued expenditures plus encumbrances)]. During the eighth quarter of the biennium, 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. Valid codes are as follows:

  0 – None **1** – Absolute/Fatal **2** – Advisory/Warning

- **BUDG TYPE** – Enter a one-character Budget Type indicator as follows:

  A – Appropriated (Appropriations/Limited)
  U – Unappropriated (Non-limited Appropriations)
  N – Not Appropriated (Non-Budgeted)

- **REV EXC COL** – Enter a one-character Revenue Excess Collection. This element determines if the appropriation can be increased automatically for excess revenues collected above the Estimated Collected Budget. *In Oregon, this indicator will always be set to 'N'.*

  Y – Yes **N** – No

- **DEP INT IND** – Enter a one-character Depository Interest Indicator. This element determines if the appropriation can accept depository interest. *In Oregon, this indicator is an informational element only and is not used by any process.* The default value to be used is 'N' – No. If accurate information is known at the time the profile is established, the indicator will be entered as the appropriate value. Valid codes are as follows:

  Y – Yes **N** – No

- **APPN LEVEL – ORGANIZATION** – Enter a one-character Appropriation Organization Level indicator. It determines the level of the organization structure at which the appropriation will be controlled. It controls the posting of the Organization Code to the control key of the Appropriation Financial Table. *Oregon Appropriations are made at the agency level, but do not require the agency to establish an organization structure. Therefore, the indicator will be set at '0'.* Valid codes are as follows:

  0 – No Organization
  1 – Organization Level 1 (Agency level)
  2-9 – Organization Level 2-9

- **APPN LEVEL – PROG** – Enter a one-character Appropriation Program Level indicator. It determines the level of the program structure at which the appropriation will be controlled. Must be at the same level of the program code entered in the information section above. This indicator controls the posting of the **D04 – Program Cost Account Profile** Program Code to the Appropriation Financial table. *In Oregon, the control has been mandated at program level 2, so the indicator entered will be '2' on all **20** profiles*.

  0 – No Program Posting
  1-9 – Program Code levels 1-9

- **APPN LEVEL – OBJ** – Enter a one-character Appropriation Object Level indicator. It determines the level of the object structure at which the appropriation will be controlled. This indicator controls the posting of the object to the control key of the Appropriation Financial table. *In Oregon, this indicator will be set to a default value of '0' – No Object Posting. Oregon does not appropriate at the object level*.

  0 – No Object Posting
  1 – **D09** Comptroller Source/Group
  2 – **D10** Comptroller Object
  3 – **D01** Object

- **ALLOT INDS – SEL** – Enter a one-character Allotment Selections indicator. It determines if this appropriation will be monitored by period and, if so, monthly or quarterly. This indicator also determines whether appropriation allotment edits are performed. If the value is 'N' the allotment edit is not performed, otherwise the edit is performed. *In Oregon, BAM will set these indicators according to each agency's criteria for budget monitoring*. The valid indicators are as follows:

  N – No Allotments **M** – Monthly Allotments **Q** – Quarterly Allotments

- **ALLOT INDS – CTL TYPE** – Enter a one-character Allotment Control Type indicator. It determines the severity of the appropriation allotment edits. The valid indicators are as follows:

  0 – No　　**1** – Absolute/Fatal　　**2** – Advisory/Warning

- **QTR** – Enter a one-character Quarter indicator. This element and following element are used in reports. The purpose of these elements is to identify a particular quarter in which a maximum percentage of the appropriation authority may be expended. In some cases, as a recommendation, a user agency should not spend more than 33% of the appropriation authority in a particular quarter. The reason for having these two indicators is to provide reports to help monitor expenditures. The QTR element determines if a particular quarter will be monitored for expenditures to be less than the percentage identified on the PERC Indicator below. The valid QTR indicators are as follows:

  1 – 1st Quarter　　**4** – 4th Quarter
  2 – 2nd Quarter　　**N** – No
  3 – 3rd Quarter

- **PERC** – Enter a two-digit Percent. This element is used in conjunction with the Qtr element above. The maximum percentage of an appropriation that may be spent in a particular quarter (as identified by the element above). If percent is not used, '00' must be entered.

- **PROG/OBJ BUD OBJ LEV IND** – Enter a one-character Program/Object Budget Object Level Indicator. *Not Used in Oregon. Code 0 – No Object Posting will be used as default for all **20** profiles.*

  0 – No Object Posting
  1 – **D09** Comptroller Source/Group
  2 – **D10** Comptroller Object
  3 – **D01** Object

- **AGY BDG INDS – CTL TYPE** – Enter a one character Agency Budget Control Type indicator. It determines the severity of the Agency Budget edits. Valid indicators are as follows:

  0 – None　　**1** – Absolute/Fatal　　**2** – Advisory/Warning

- **AGY BUD INDS – OBJ LVL** – Enter a one-character Agency Budget Object Level indicator. It determines the level of the object structure at which the Agency Budget will be controlled. This element controls the posting of the object to the control key of the Agency Budget Financial Table. For example, if the value is ‘3’ the inferred Object value (6000-personal services associated with the Comptroller Object 6011-base salary) is posted to the control key of the Agency Budget Financial Table The valid indicators are as follows:

  0 – No Object Postings
  1 – **D09** Comptroller Source/Group
  2 – **D10** Comptroller Object
  3 – **D01** Object
  4 – **D25** Agency Object Group
  5 – **D11** Agency Object

- **AGY BUD INDS – ALLOT SEL** – Enter a one-character Agency Budget Allotment Selection indicator. It determines if the Agency Budget will be allotted and, if so, monthly or quarterly. This element also determines whether agency budget allotment edits are performed. If the value is ‘N’ the agency budget allotment edit is not performed; otherwise the edit is performed. The valid indicators are as follows:

  N – Not Applicable **M** – Monthly **Q** – Quarterly

- **AGY BUDG INDS – ALLOT CTL** – Enter a one-character Agency Budget Allotment Control indicator. It determines the severity of the Agency Budget allotment edits. The valid indicators are as follows:

  0 – None **1** – Absolute/Fatal **2** – Advisory/Warning
  Blank – Allotment Controls do not apply. If the Allotment Selection Indicator is equal to ‘N’, then the Allotment Control Indicator must be blank.

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.

- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective. *In Oregon, the Effective End Date will vary on the type of appropriation. This date is also determined by the State policy for year end closing procedures. Currently, the date will usually be six months past the end of the biennium, to allow for agency year end closing. The date will be different for capital projects where the official End Date will equal the end of the project plus any closing time adjustment – maximum of six years.*

Example:

```
S020   UC: 10                    STATE OF OREGON              01/15/08 10:10 AM
LINK TO:                 APPROPRIATION NUMBER PROFILE                      PROD


AGY: 107 APPN YEAR: 09  APPN NO: 46101 EDUCATION FUND - DAS

APPROP -  TYPE: 9    GROUP: 06    LEG SESS: 71  SESS CALL #:   ACT BL #: 00XFER
BL LN #: 0000 RIDER #: 0000 PROG CODE:      COMP SRC/GRP:       REL APPN: 46101

I/E (I=INCLUDE, E=EXCLUDE)
ENTER ONE FUND WITH UP TO 10 COMP OBJS SEPARATED WITH EITHER "-" OR ",".
APPD FUND I 4400 ,
  REV OBJ I 0000 - 2999 ,
  EXP OBJ E 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: 0        OBJ LVL: 5   ALLOT SEL: N   ALLOT CTL:
                                                        STATUS CODE: A
 EFF START DATE: 07012007   EFF END DATE: 12312009   LAST PROC DATE: 10312007
Z06 RECORD SUCCESSFULLY RECALLED

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

21 INDEX/PCA RELATIONSHIP PROFILE

The **21** profile is used to ensure that organizational structures and program structures are not combined incorrectly. This profile is Agency maintained.

Agencies who use both Indexes and PCAs, may need to define guidelines to use when choosing Indexes and/or PCAs for a profile set up or an online transaction. The 21 Profile would be used to define what would be allowed.

Control Key

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **APPN YEAR** – Enter a two-digit Appropriation Year to identify the appropriation year that the Index/PCA are related to.
- **INDEX** – Enter a five-digit Index Code. It must be entered as either a wild card or a valid code in the **24** profile. Refer to the explanation of wild card below in the definition of PCA.
- **PCA** – Enter a five-character Program Cost Account Number. The PCA must be entered as either a wild card or a valid code in the **26** profile. 'Wild card' means the user can select a range of PCAs by entering an asterisk ('*') instead of the exact PCA code. For example, the user may wish for the PCA relationship to be all PCAs in the 50000's, the user would enter '5****'. The asterisks must always come **after** the number. They can not be separated by a number (e.g. '5**1*').

Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  A – Active **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S021   UC: 10                  STATE OF OREGON            01/15/08 10:14 AM
LINK TO:                INDEX/PCA RELATIONSHIP PROFILE                  PROD



            AGENCY: 309     (MUST BE IN D02 AGENCY PROFILE)

                AY: 09

             INDEX: 5****   (MUST BE IN 24 INDEX CODE PROFILE)

               PCA: 5****   (MUST BE IN 26 PROGRAM COST ACCOUNT PROFILE)

             TITLE: EASTERN OREGON TRAINING CENTER




                                                        STATUS CODE: A
 EFF START DATE: 07012007   EFF END DATE:           LAST PROC DATE: 02132007
Z07 NEXT RECORD SUCCESSFULLY READ

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

22 COST ALLOCATION PROFILE

The **22** profile controls the cost allocation process within the system. All allocation information related to the indirect cost pool is contained in this profile. The key to the **22** profile identifies the indirect cost pool to be allocated. This profile is Agency maintained.

Control Key

- **AGENCY** – Enter a three-character Agency Code. It must exist in the **D02** profile.
- **CA TYPE** – Enter a one-character Cost Allocation Type. It must exist in the **23 – Cost Allocation Type Profile**.
- **INDEX CODE** – Enter a five-digit Index Code. It must exist in the **24** profile, or enter '00000'. If costs are to be allocated based on organization, (i.e. when the **25** profile CA-BY-INDEX is '2'), a valid Index code is required. For Cost Allocation on a programmatic basis only, (i.e. when the CA-BY-INDEX is '1', '3' or '4'), enter '00000' (zeros).
- **PCA** – Enter a five-digit Program Cost Account number. It identifies the indirect cost pool to be allocated. A PCA number is *always* required regardless of the allocation method and it must exist in the **26** profile.
- **APPN YEAR** – Enter a two-digit Appropriation Year.

Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **PCA TYPE** – Enter a one-digit Program Cost Account Type. It identifies the PCA as indirect cost or indirect variance cost. Identifies the PCA as indirect costs or indirect variance costs. Valid types are as follows:

  2 – Indirect Cost. Identifies Indirect PCAs (cost pools) that are allocated.
  3 – Indirect Variance Cost. Identifies indirect PCAs that are not included in regular cost allocation runs.
- **SEQ** – Enter a one-digit Cost Allocation Sequence indicator of 1 – 9. Identifies the step-down sequence when this PCA is to be allocated. For a single-step distribution, code a '1'. When a multiple-step-down allocation is required, code the numeric value indicating which step during the allocation process this PCA is to be allocated. A multiple step allocation is required when allocating from one indirect PCA to other indirect PCAs which, in turn, will also be allocated.

- **VAR** – Enter a one-digit Variance Allocation as follows:
  - **1** – Do not allocate the variance except at year end (Standard Methods, PCA type 2, 3)
  - **2** – Allocate whenever the variance allocation is run (Standard Methods, PCA type 2, 3)
  - **3** – Do not ever allocate (Actual Methods, and/or PCA type 2). Variance allocation indicators 1 and 2 indicate whether any variance remaining in the Indirect Cost Pool is allocated during a variance allocation run. The variance allocation is run when the **25** profile Run Type equals:

    V – Periodic Variance **Y** – Year End Variance
- **DIST – TYPE** – Enter a one-digit Distribution Type. (Must be '4' or '5' when the Charge-ALLOC-BY-OBJ (below) equals 'Y'. Must be '4' or '5' when PCA Type (above) equals '3'. And must be '4' or '5' when VAR (above) is '3'. Valid types are as follows:
  - **1** – **Standard Rate** – allocates indirect costs based on a standard percentage applied to the distribution base expenditures set up as BASE G/LS on the **23** Profile. (The percentage is coded in the Rate field).
  - **2** – **Standard Cost Per Unit** – allocates indirect costs based on a standard rate per unit applied to units or hours recorded in the distribution base set up as BASE G/LS on the **23** Profile. The statistical units or hours are recorded using statistical Agency Object codes. These Agency Objects must be coded in the Dist Base Object Ranges field, and the Object Type must be 'A'.
  - **3** – **Standard Amount** – allocates a standard fixed amount that is coded in the Rate field based on eligibility from the BASE G/LS on the 23 profile.
  - **4** – **Fixed Percentage** – allocates the indirect costs based on pre-defined percentages coded in the PCA Percent fields in the Fixed Percent Allocation. Up to 15 distributions may be coded and the allocation percentages must total 100%. The BASE G/LS on the **23** profile are not used in this calculation. No variance will remain in the Indirect Cost Pool.
  - **5** – **Calculated Percentage** – totals the dollars in the Alloc Range group, for the Dist Base Object codes. R★STARS then calculates the percentage that each Index/PCA represents of the total, and this percentage is applied to the actual dollars in the Indirect Cost Pool. The list of BASE G/LS on the **23** Profile are used to determine eligibility for allocation. No variance will remain.
- **DIST – RATE** – Enter a Distribution Rate in the format 99999.99999 that:
  - Specifies the standard percentage rate for a Type '1' allocation.
  - Specifies the standard cost per unit for a Type '2' allocation.
  - Specifies the fixed amount for a Type '3' allocation.
  - Must be blank if the Dist Type is '4' or '5'.

- **DIST – DESC** (*Optional*). Must be blank if Dist Type is '4' or '5'. Enter the Description up to 20 characters or leave blank.
- **CHARGE – TC** – Enter a three-digit Transaction Code (T-code) to be used for the system generated charge transaction. It must exist in the **28A** profile and **28B – Transaction Code Description Profile.**
- **CHARGE – ALLOC BY OBJ** – Enter a one-character Allocation by Object indicator as follows:

  Y – Yes, the original Comp or Agency Object recorded in the indirect PCA will be used in the charge and credit transactions. May be 'Y' if Dist Type is '4' or '5'.

  N – No, the original Comp or Agency Object will not remain on the charge and credit transactions. Instead, a different Comp or Agency Object will be coded in the Comp/Agency Object fields. Must be 'N' for Standard Methods.
- **CHARGE – COMP/AGY OBJ** – Enter a four-digit Comptroller or Agency Object, or leave blank. It identifies the Comp/Agency Object to be used in the charge transactions. Must be blank if Allocation by Object Indicator is 'Y'. It is required if Allocation by Object is 'N'.
- **CREDIT – TC** – Enter a three-digit T-code to be used for the system generated credit transaction for this cost pool. It must exist in the **28A** and **B** profiles. The credit of this T-code must be to Indirect cost centers.
- **CREDIT – INDEX CODE** – Enter a five-digit Index code, or enter '00000'. It identifies the Index Code used to record cost recovery. Enter '00000' if cost allocation is not by Index code or is by charge Index code only (e.g. the **25** profile CA-BY-IDX is '1' or '3').
- **CREDIT – PCA** – Enter a five-digit Program Cost Account number. It identifies the PCA to be used in the transaction to record the cost recoveries. This is normally the original indirect PCA (in the Control Key). When the PCA Type is '3', or when the Allocation by Object indicator is 'Y', this PCA must equal the indirect PCA identified in the Control Key.
- **CREDIT – COMP/AGY OBJ** – Enter a four-digit Comptroller or Agency Object or leave blank. It identifies the Comp or Agency Object to be used in the credit transactions. When entered, the Credit Object must be equal to the Charge Object. This field must be blank if Allocation by Object indicator is 'Y'. Comp/Agency Obj is required if Allocation by Object is 'N'.

- **DIST BASE RANGE – OBJ TYPE** – Enter a one-character Distribution Base Range Object Type or leave blank. If statistics are used, the type must be 'A'. The type must be blank if Dist Type equals '4'. Valid codes are as follows:

  C – Comptroller Object **A** – Agency Object

- **DIST BASE RANGE** – Distribution Base Range defines the Object accounts to which the Distribution Rate is to be applied and other calculations made to determine the amount of the allocation. Includes four sets of Object code ranges. At least one set must be coded if the Dist Type is '1','2','3' or '5'. Leave blank if Dist Type is '4' because this type does not use Distribution Base.
  - **OBJECT LOW (1-4)** – Enter a four-digit Comptroller or Agency Object or leave blank. It identifies the low end of the DIST BASE RANGE.
  - **OBJECT HIGH (1-4)** – Enter a four-digit Comptroller or Agency Object or leave blank. Identifies the high end of the Dist Base Range. It must be entered if the corresponding Object Low is entered. Object High must be greater than or equal to Object Low.
- **ALLOC RANGE** – The Allocation Range group identifies the Direct Cost Pools that will receive allocations. It includes up to five ranges of Index and PCA codes to receive allocations. At least one set must be coded if the Dist Type is '1', '2', '3', or '5'. Leave the fields blank if the Dist Type is '4' because this type does not use Allocation Range.
  - **INDEX LOW (1-5)** – Enter a five-digit Index Low or '00000'. It identifies the low end of the Index Range for allocation to organizational units. Enter '00000' if the **25** profile CA-BY-INDEX is '1'.
  - **INDEX HIGH (1-5)** – Enter a five-digit Index High or '00000.' It identifies the high end of the Index Range for allocation to organizational units. It must not be less than the corresponding Index Low. Enter '00000' if the **25** profile CA-BY-INDEX is '1'.
  - **PCA LOW (1-5)** – Enter a five-digit PCA Low. It identifies the low end of the PCA Range.
  - **PCA HIGH (1-5)** – Enter a five-digit PCA High. It identifies the high end of the PCA Range. Must not be less than the corresponding PCA Low.
- **FIXED PCNT ALLOC** – Fixed Percent Allocation specifies up to fifteen Index/PCA combinations that are to receive allocations under Dist Type '4'. At least two sets must be coded when the Dist Type is '4'. Leave the fields blank if the Dist Type is '1', '2', '3', or '5'.
  - **INDEX (1-15)** – Enter a five-digit Index Code. It is required if allocating by Index (i.e. when the **25** profile CA By Index indicator equals '2','3', or '4'). It must be '00000' when the **25** profile CA BY INDEX indicator is '1'.

- **PCA (1-15)** – Enter a five-digit Program Cost Account. It is required when the Dist Type is '4'.
- **% (1-15)** – Enter a PCA Percentage in the format .99999. It indicates the fixed percentage of actual costs to be allocated to the corresponding Index/PCA combination. The sum of all the coded percentages must equal 1.00000.

▪ **EFF START DATE** – Enter a eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.

▪ **EFF END DATE** – Enter an eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

▪ **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

A – Active **I** – Inactive

Example:

```
S022   UC: 10                  STATE OF OREGON             01/15/08 10:31 AM
LINK TO:                    COST ALLOCATION PROFILE                     PROD
AGENCY: 412   CA TYPE: S  INDEX CODE: 99601  PCA: 00100    APPN YEAR: 09
 TITLE: COST ALLOCATION POOL                    PCA TYPE: 2 SEQ: 1 VAR: 3
  DIST-    TYPE: 5   RATE:             DESC:
CHARGE- TC: 301       ALLOC BY OBJ: Y          COMP/AGY OBJ:
CREDIT- TC: 302 INDEX CODE: 99600  PCA: 00100 COMP/AGY OBJ:
DIST BASE  OBJ      LOW 1: 9950  HIGH 1: 9950  LOW 2:       HIGH 2:
RANGE-     TYPE: A  LOW 3:       HIGH 3:       LOW 4:       HIGH 4:
 AND           1: 99600          1: 99600         1: 14000         1: 14999
ALLOC   INDEX  2:         INDEX  2:          PCA   2:         PCA   2:
RANGE-   LOW:  3:         HIGH:  3:          LOW:  3:        HIGH:  3:
               4:                4:                4:               4:
               5:                5:                5:               5:
          INDEX  PCA      %       INDEX  PCA      %       INDEX  PCA      %
       1:                     2:                      3:
FIXED  4:                     5:                      6:
PCNT   7:                     8:                      9:
ALLOC 10:                    11:                     12:
      13:                    14:                     15:
 EFF ST DT: 07012007 EFF END DT:          LAST PRC DT: 02132007 STAT CODE: A
Z06 RECORD SUCCESSFULLY RECALLED

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

Example:

```
 S022   UC: 10                   STATE OF OREGON             01/15/08 10:33 AM
 LINK TO:                    COST ALLOCATION PROFILE                      PROD
 AGENCY: 412   CA TYPE: X  INDEX CODE: 00000  PCA: 00100    APPN YEAR: 09
  TITLE: A-CAF: CLUSTER ALLOC-PS                  PCA TYPE: 2 SEQ: 1 VAR: 3
   DIST-    TYPE: 4   RATE:             DESC:
 CHARGE- TC: 301       ALLOC BY OBJ: Y         COMP/AGY OBJ:
 CREDIT- TC: 302 INDEX CODE: 00000  PCA: 00100 COMP/AGY OBJ:
 DIST BASE  OBJ      LOW 1:       HIGH 1:       LOW 2:       HIGH 2:
 RANGE-     TYPE:    LOW 3:       HIGH 3:       LOW 4:       HIGH 4:
  AND           1:                 1:                1:               1:
 ALLOC   INDEX  2:         INDEX  2:         PCA   2:        PCA   2:
 RANGE-   LOW:  3:         HIGH:  3:         LOW:  3:       HIGH:  3:
                4:                 4:                4:               4:
                5:                 5:                5:               5:
           INDEX  PCA      %        INDEX  PCA      %        INDEX  PCA      %
        1: 00000 14001 .19720   2: 00000 14002 .00080   3: 00000 14003 .01330
 FIXED  4: 00000 14004 .02780   5: 00000 14005 .05080   6: 00000 14006 .04050
 PCNT   7: 00000 14007 .00600   8: 00000 14008 .05720   9: 00000 14009
 ALLOC 10: 00000 14010 .03000  11: 00000 14011         12: 00000 14012 .01930
       13: 00000 14013 .00330  14: 00000 14014 .37310  15: 00000 09100 .18070
  EFF ST DT: 07012007 EFF END DT:          LAST PRC DT: 02132007 STAT CODE: A
 Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

23 COST ALLOCATION TYPE PROFILE

The **23** profile provides the ability to allocate gross costs, expenditure reductions, adjustments, and year-end encumbrances to Federal grants or entitlement categories and State-only funding pools within agencies and programs. The **23** profile controls the allocation amount and bases for **D31** Comptroller General Ledger Accounts that are user defined on this profile. The Cumulative Balance Indicator in conjunction with the Run Type Indicator on the **25** profile defines whether the allocated amount is the General Ledger balance or activity. DAS SFMS Operations maintains this profile.

<u>Control Key</u>

- **CA TYPE** – Enter a one-character Cost Allocation Type. Examples of cost allocation types include expenditures, encumbrances, revenues and budgets.

<u>Information Elements</u>

- **TITLE** – Enter a Title of up to 40 characters.

  CUM BAL IND – Enter a one-character Cumulative Balance Indicator. The Cumulative Balance Indicator is a required field. Valid values are ‘Y' and 'N'. The cumulative balance indicator in conjunction with the Run Type Indicator on the 25 Profile defines whether the allocated amount is the General ledger balance or period activity.

  CUM BAL IND = 'Y'

RUN TYPE 'S' (Standard) or 'C' (Standard YTD)	Prior Month Activity
RUN TYPE 'V' (Variance)	Prior Month Balance
RUN TYPE 'Y' (Year-End Variance)	Month 13 Balance
RUN TYPE 'A' (Adjustment Run)	Month 13 Activity
RUN TYPE 'R' (Range Run)	Sum Of Activity In Months Identified In Range

  CUM BAL IND = 'N'

RUN TYPE 'S'(Standard) or 'C' (Standard YTD) or 'V' (Variance)	Prior Month Balance
RUN TYPE 'A'(Adjustment)	Month 13 Balance
RUN TYPE 'Y'(Year-End Variance)	Month 13 Balance
RUN TYPE 'R'(Range Run)	Balance Of Last Month In Range

- **ALLOCATE G/LS** – Enter a four-digit Allocate General Ledger (GL) Account. These GL accounts will receive the allocation. At least one Allocate GL Account must be entered and it must be defined in the **D31** profile. Up to twelve Allocate GL accounts are allowed for one CA Type. *In Oregon, a GL Account may be specified as an Allocate GL for multiple CA Type records*.

- **BASE G/LS** – Enter a four-digit Base General Ledger Account. At least one Base GL must be entered and it must be defined in the **D31** profile. Distribution Types 1, 2, 3 and 5 use these GLs to identify the base used for the allocation. Distribution Type 4 does not use a base GL for the allocation.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S023   UC: 10                 STATE OF OREGON            01/15/08 10:36 AM
LINK TO:                 COST ALLOCATION TYPE PROFILE                 PROD


       CA TYPE: X
         TITLE: EXPENDITURES ( CASH & ACCRUALS )
   CUM BAL IND: Y
     ALLOCATE G/LS: 3500            BASE G/LS: 3500
                    3501                       3501










                                                       STATUS CODE: A
 EFF START DATE: 07011993   EFF END DATE:            LAST PROC DATE: 02151995
Z07 NEXT RECORD SUCCESSFULLY READ

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

24 INDEX CODE PROFILE

The **24** profile provides the means for recording accounting data at various levels of organizational detail within the agency structure for internal reporting. This profile provides a method of data input coding reduction that eases coding and reduces coding errors. This profile is Agency maintained.

The R★STARS classification structure provides up to 9 levels of internal organizational classifications. Index Codes are assigned only at the lowest level organizations. Data elements such as Appropriation Number, PCA, Fund, Project, Grant, Recurring Transaction Index, and Agency Codes may be coded as look up elements.

The following general steps should be followed to prepare data for the Index Code Profile creation:

1. Prepare an organization chart that illustrates the hierarchical relationship between the various levels within each agency.
2. Assign a unique Organization Code to each entity in the organization structure, and create an entry in the **D03** – **Organization Code Profile** for each Organization Code defined.
3. Assign unique Index Codes to each of the lowest level organizational units in the chart. The numbering convention used for Index Codes should be reviewed in conjunction with the cost allocation scheme developed. If costs are allocated based on ranges of Indexes, the numbers applied must facilitate the use of this Index range feature.
4. Identify the Appropriation Number associated with each Index Code classification, if applicable.
5. Identify the primary Fund associated with each Index Code classification, if applicable.
6. Determine if a Program Cost Account (PCA), Grant, Project or Agency Codes 1, 2 and 3 will be related to an Index.
7. Be sure related profile entries have been entered for the Fund and other optional codes as required.
8. Code the Index Code Profile maintenance forms (if used) and enter into the Index Code Profile.

Control Key

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **APPN YEAR** – Enter a two-digit Appropriation Year to identify the appropriation year the Index is related to.

- **INDEX** – Enter a five-digit Index Code that uniquely identifies the lowest level of organization detail.

Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **ORG CODE** – Enter the four-digit Organization Code. It must exist in the **D03** profile. This org code should be set at the lowest (most detail) level of the organization structure.
- **APPROP NUMB** – Enter a five-digit Appropriation Number or leave blank. If entered, it must exist in the **20** profile. The Appropriation Number represents the program or activity within the current appropriation bill that is the spending authority for the organization unit
- **FUND** – Enter a four-digit Fund code or leave blank. If entered, it must exist in the **D23** profile If a fund is coded in an accounting transaction, the fund specified in the Index Code Profile can be overridden if the **D02** profile Data Related Error Position 14 is set to warning (W) or ignore (I). If the Position is blank, fatal Error Code EAK – CAN'T OVERRIDE FD will appear on the transaction.
- **AGCY BUD ORG LVL IND** – Enter a one-digit Agency Budget Organization Level Indicator. It indicates the level that the agency budget will be controlled internally – as seen on the **61 – Agency Budget Financial Inquiry** Screen. It controls the posting of the Organization Code to the Agency Budget Financial Table (**61** Screen). If this value is coded, the **D03** Organization Code must be at the same level or a lower level in the organization structure.

0 – No Organization Level	**5** – Organization Level 5
1 – Organization Level 1	**6** – Organization Level 6
2 – Organization Level 2	**7** – Organization Level 7
3 – Organization Level 3	**8** – Organization Level 8
4 – Organization Level 4	**9** – Organization Level 9

- **GRANT NO** – Enter a six-character Grant Number or leave blank. If entered, it must exist in the **29** profile. It is used to relate an Index Code to a Grant and Grant Phase. A Grant Number can also be related to a PCA or Project Number, or be coded on input. In cases where more than one grant is looked up in one accounting transaction, coding overrides the **24** profile. The **24** profile overrides the **26** profile, and the **26** profile look up will override the **D42 – Project Number Profile** Lookup. If the **D02** profile Data Related Error Position 17 is set to warning (W) or ignore (I), Grant Number and Grant Phase can be overridden on the transaction. If the Position is blank, fatal Error Code EAM – CAN'T OVRRD GRT#/PH will appear on the transaction.
- **GRANT PHASE** – Enter a two-digit Grant Phase or leave blank. If Grant Number is blank, then Grant Phase must be blank. If entered, it must exist in the **29** profile.

- **PROJECT NO** – Enter a six-character Project Number or leave blank. If entered, it must exist in the **27** profile. It is used to relate an Index Code to a Project and Project Phase. A Project Number can also be related to a PCA or Grant Number, or coded on input. In cases where more than one project is looked up in one accounting transaction, input coding overrides the Index Code Profile. The Index Profile overrides the **26** profile and the **26** profile overrides the **D47 – Grant Number Profile** look up. If the **D02** profile Data Related Error Position 18 is set to (W) or ignore (I), Project Number and Project Phase can be overridden on the transaction. If the Position is blank, fatal Error Code EAN – CAN'T OVRRD PRJ#/PH will appear on the transaction.
- **PROJECT PHASE** – Enter a two-digit Project Phase or leave blank. If Project Number is blank, then Project Phase must be blank. If entered, it must exist on the **27** profile.
- **CONVERTED CC** – Enter a five-character Converted Cost Center code or leave blank. This field references a cost center number when a direct relationship exists and is used for conversion or interfaces.
- **PCA** – Enter a five-character Program Cost Account Number or leave blank. If entered, it must exist in the **26** profile. It is used to look up the program information stored for a particular PCA. This option can be used if an agency's organization unit related to a program level relates directly to programs. If a PCA is coded on an accounting transaction that differs from the PCA looked up by an Index Code in the transaction, the PCA input will override the PCA looked up by the Index Code. If entered, the appropriation number on the PCA must match the appropriation number in the Index Code Profile. If the **D02** profile Data Related Error Position 20 is set to (W) or ignore (I), PCA number can be overridden on the transaction. If the Position is blank, fatal Error Code EAP – CAN'T OVRRD PCA will appear on the transaction.
- **MPCODE** – Enter a ten-character agency defined Multipurpose Code or leave blank.
- **AGENCY CODE 1** – Enter a four-character Agency Code 1 or leave blank. If entered, it must exist in the **D26** profile.
- **AGENCY CODE 2** – Enter a four-character Agency Code 2 or leave blank. If entered, it must exist in the **D27** profile.
- **AGENCY CODE 3** – Enter a six-character Agency Code 3 or leave blank. If entered, it must exist in the **D36** profile.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.

- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S024   UC: 10                   STATE OF OREGON             01/15/08 11:00 AM
LINK TO:                      INDEX CODE PROFILE                          PROD



   AGENCY: 100      APPN YEAR: 09      INDEX: 70100

    TITLE: HS ADMINSTRATION

 ORG CODE: 7010

APPROP NUMB:                      FUND:        AGCY BUD ORG LVL IND: 4
GRANT NO/PH:              PROJECT NO/PH:                CONVERTED CC:
        PCA:       MPCODE:             AGENCY CODE - 1:       2:      3: 00714





                                                        STATUS CODE: A
 EFF START DATE: 07012007   EFF END DATE:            LAST PROC DATE: 05292007
Z06 RECORD SUCCESSFULLY RECALLED

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

25 AGENCY CONTROL PROFILE

The **25** profile is used to provide control at the agency level. Each agency may perform selected actions independent of other agencies. The 25 profile overrides the **97 – System Management Profile** for Agency controlled actions. This profile is Agency maintained.

A **25** profile record is input each fiscal year for each agency and provides:

- Identification of valid agency/fiscal year combinations to be used to control certain system functions
- Cost allocation processing rules for that agency
- Identification of Billing Deficit Coding Blocks to accumulate expenditure overruns for billable projects
- Identification of default Coding Blocks to be used when the codes are not entered during transaction entry
- Reporting indicators used to generate periodic reports
- Level of document matching indicators for pre-encumbrance and encumbrance transactions
- Level and type of posting of objects in financial transactions
- Identification of financial closing dates for posting and reporting purposes
- Agency Budget posting information

Control Key

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **FISCAL YEAR** – Enter a two-digit Fiscal Year to identify the year of the record being maintained.

Information Elements

- **COST ALLOCATION** – Cost Allocation indicators identify when the cost allocation process is run. Refer to the related **22** and **23** profiles for a detailed explanation. Agencies that do not use Cost Allocation must leave this section blank. Cost Allocation indicators are used to monitor the status of cost allocation. These include
  - **RUN IND** – Enter a one-character Run Indicator. It designates that an Agency is ready to run cost allocation. At the conclusion of the cost allocation process, this indicator will automatically reset to ‘N’. If RUN IND is ‘Y’, the LAST STEP RUN indicator is looked at to identify the next step ready for processing. If RUN IND is ‘C’, all steps (up to 9) of the allocation process will be generated.

Valid indicators are as follows:

Y – Run next step in cost allocation cycle
C – Run full cost allocation cycle
N – Do not run cost allocation

- **RUN TYPE** – Enter a one-character Run Type indicator. It identifies the method of cost allocation. The Run Types include the following:

  S – **Standard Cost** – The allocation is based on the prior period's expenditures.

  C – **Standard W/YTD Base** – The allocation is based on a periodic average of year-to-date expenditures.

  V – **Periodic Variance** – The variance resulting from previous allocations amount is allocated.

  Y – **Year End Variance** – The variance resulting form all previous period allocated amount is allocated at year-end.

  A – **Adjustment Allocation** – The allocation amount is the prior year adjustment period expenditures.

  R – **Range** – The allocation is based on a range of months to be entered. If Run Type is 'R' the CA Range field is required.

- **NO STEPS** – Enter a two-digit Number of Step Down allocations. It represents the total Number of Step Down allocations (up to 9) that will be required to complete the entire cost allocation process.
- **LAST STEP** – Enter a two-digit Last Step Run indicator. It identifies the last cost allocation step processed by R★STARS. This indicator is automatically increased by R★STARS when a Cost Allocation step is completed. If a cost allocation step is to be re-run, the last step must be reset to the step that is to be re-run. After the entire cost allocation process is completed and before the first step of the next process can be run, the Last Step Run Indicator must be set to '00'.
- **CA BY IDX** – Enter a one digit Cost Allocation (CA) By Index Code. It indicates if the cost allocation process will include Index Codes. CA By Index of '3' posts the necessary (credit) transactions to the original Index codes charged. If the CA By Index value is '1', the Charge Index (the Index in the Control Key) and the Credit Index (in the **22** profile) must be '00000'. If the value is '2' both the Charge and Credit Index must be a valid Index in the **24** profile. If the value is '3' or '4', the Charge Index must be '00000'. The Credit Index for value '3' is also '00000' and for value '4' it must be a valid Index in the **24** profile. Valid codes are as follows:

1 – No Index	**3** – With Charge Index
2 – With Index	**4** – With Credit Index

- **CA BY PROJ** – Enter a one-digit CA By Project indicator. It indicates if the cost allocation process should be performed with or without regard to Project. This indicator determines whether project/phase should be included in the distribution base and subsequently used on the system generated charge transactions. Valid indicators are as follows:

  1 – No Project **2** – With Project

- **CA BY GRANT** – Enter a one-digit CA By Grant indicator. It indicates whether cost allocation is to be performed with or without regard to Grant. This indicator determines whether the grant/phase should be included in the distribution base and subsequently used on the system generated charge transactions. Valid indicators are as follows:

  1 – Grant **2** – With Grant

- **CA POST** – Enter a one-digit CA Posting indicator. It indicates if the transactions generated by Cost Allocation will post to the R★STARS financial tables or whether 'Memo' only transactions will be generated. Valid indicators are as follows:

  Y – Post the transactions to the Financial Tables

  N – Do not Post the transactions to the Financial Tables, but generate a proof listing only

- **CA RANGE** – Enter a two-digit CA RANGE FROM and the two-digit CA RANGE TO if Run Type is 'R', otherwise leave blank. These indicate the fiscal months to be included in the Cost Allocation Run. Valid values are 01 through 13. If entered, CA RANGE FROM must not be greater than CA RANGE TO.

- **CA TYPES** – Enter up to ten one-character Cost Allocation Types that must exist in the **23** profile. If RUN IND = 'Y' or 'C', at least one CA Type is required.

▪ **BILLING DEF** – The Billing Deficit Coding Block provides a single classification to accumulate billable project expenditures that would be billed if they did not exceed the billable budget amount. If an agency is not using Grant and/or Project Billing these elements should be blank.

  Billing deficit classifications are generally used when an agency has multiple Indexes or PCAs charged to a Project with a billing method that limits billings to the billable budget (Billing Methods '3', '4', and '6' in the **27** profile). It is also used when rates are used to calculate billable amounts.

  The default classifications maintained are Index, PCA, Comptroller Object, and Agency Object. The deficit balance is reduced when the budget is adjusted. Billing Deficit Coding blocks may only be changed when a new **25** profile record is established each year.

  - **IDX** – Enter a five-digit Index Code or leave blank. If entered, must exist in the **24** profile.

- **PCA** – Enter a five-digit PCA code or leave blank. If entered, must exist in the **26** profile.
- **EXP COMP OBJ** – Enter a four-digit Expenditure Comptroller Object or leave blank. If entered, the comptroller object must exist in the **D10** profile and have an Object Type = 'E'. Required if Agency Object is entered.
- **EXP AGY OBJ** – Enter a four-digit Expenditure Agency Object or leave blank. If entered, the Agency Object must exist in the **D11** profile.

▪ **DEFAULT** – Default Coding Blocks are used to identify specific elements to be posted to when the elements are not entered on the transaction input screen, are not looked up by other elements (such as Index or PCA), and are required by the **28A** and **28B** profiles.

Note: Either the Index or PCA entered in this segment must infer a fund to complete the account coding block. The default classifications maintained are Index, PCA, Comptroller Object and Agency Object.

- **IDX** – Enter a five-digit Index code or leave blank. If entered, it must exist on the **24** profile.
- **PCA** – Enter a five-digit default PCA code or leave blank. If entered, it must exist on the **26** profile.
- **REV COMP OBJ** – Enter a four-digit Revenue Comptroller Object or leave blank. If entered, it must exist on the **D10** profile and have Object Type = 'R'. It is required if Agency Object is entered.
- **REV AGY OBJ** – Enter a four-digit Revenue Agency Object or leave blank. If entered, it must exist on the **D11** profile.

▪ **REPORTING IND** – These Reporting Indicators allow each agency to control the generation of their periodic reports. They are used to trigger the execution of reports identified as having a Frequency of Weekly, Monthly, Quarterly, or Annually in the **91 – Report Request Profile** and a Frequency Control indicator equal 'A'. Enter the Reporting Indicator value of Y – Run Reports, or N – Do not Run Reports for each of the Reporting Indicators: Week, Month, Quarter, Year. For the specific instructions for Frequency Control value 'S', see the **91** and **97** profiles.

- **WEEK** – Enter a 'Y' or 'N'. 'Y' will automatically generate all report requests that have been established with a frequency of 'Weekly' and a Frequency Control of 'A' on the **91** profile.
- **MONTH** – Enter 'Y' or 'N'. 'Y' will automatically generate all report requests which have been established with a frequency of 'Monthly' and a Frequency Control of 'A', on the **91** profile.

- **QUARTER** – Enter a 'Y' or 'N'. 'Y' will automatically generate all report requests which have been established with a frequency of 'Quarterly' and a Frequency Control of 'A' on the **91** profile.
- **YEAR** – Enter a 'Y' or 'N'. 'Y' will automatically generate all report requests which have been established with a frequency of 'Annually' and a Frequency Control of 'A' on the **91** profile.

▪ **DOCUMENT MATCH LEVEL INDICATORS** – These indicators determine the match requirements between an original document setting up an expenditure and the document reducing that original document.

- **PRE ENC** – Enter the one-digit Pre-Encumbrance Document Match Level code. It 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

- **ENC** – Enter a one-digit Encumbrance Document Match Level code. It 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

- **NON-ENC** – Enter a one-digit Non Encumbrance Document Match Level code as follows:

  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** – These indicators determine whether pre-encumbrances and/or encumbrances are included in the fund control edits for Agency Budgets.
  - **PRE ENC** – Enter a one-character Pre-Encumbrance Indicator as follows:

    Y – Yes, reduce the Agency Budget
    N – No, do not reduce the Agency Budget
  - **ENC** – Enter a one-character Encumbrance Indicator as follows:

    Y – Yes, reduce the Agency Budget
    N – No, do not reduce the Agency Budget
- **COMP OBJ REQD ON D11** – Enter a one-character Comptroller Object Required Indicator as follows:

  Y – Yes, **D10** Comptroller Object is required on **D11** profile.
  N – No, **D10** Comptroller Object is Not required on **D11** profile.
- **FIXED ASSET IND** – *Not Used in Oregon*. Code 'N' will be used as default for all **25** profiles. Enter a one-character Fixed Asset Ind as follows:

  Y – Yes, the agency is capturing fixed assets
  N – No, the agency is not capturing fixed assets
- **THRESHOLD-CAP** – *Not Used in Oregon.* Field will be blank for all **25** profiles. Enter a Threshold-Capitalization amount that does not exceed 999.99 and is greater than zero or leave blank. Required if Fixed Asset Ind = 'Y'.
- **THRESHOLD-INV** – *Not Used in Oregon*. Field will be blank for all **25** profiles. Enter a Threshold-Inventory amount that does not exceed 999.99 and is greater than zero or leave blank. Required if Fixed Asset Ind = 'Y'.
- **CAPTURE** – *Not Used in Oregon.* Field will be blank for all **25** profiles. Enter the one character Property Capture Code as follows:

  F – Fixed Asset Subsystem
  R – Receiving
  V – Voucher

  This determines the point at which the property ID is required. The Capture Code is required if the Fixed Asset Ind = 'Y', but otherwise may be left blank.

- **AGENCY OBJECT IND** – Enter a one-character **D11** Agency Object Indicator. It determines if an agency uses this optional code and, if so, for what classification of objects. If the Agency Object Indicator 'R', an Agency Object will be required on all revenue transactions. If the Indicator is 'E', all expenditure transactions will require an Agency Object. If the Indicator is 'N', an Agency Object is not allowed on any transaction. Valid indicators are as follows:

  R – Revenue
  E – Expenditure
  B – Both Revenues & Expenditures
  N – None
  S – Statistical
  T – Transfers
  O – Other

- **LAST MONTH CLOSED** – Enter a two-digit Last Month Closed value. This indicator and the next (LAST YEAR CLOSED) are used to indicate which period is closed. They prevent the posting of transactions based on effective date to a closed month/year. Valid fiscal month values are 00 through 13. Use '00' if no month has been closed for the fiscal year listed in the LAST YEAR CLOSED field.

- **AGY BUD BY ORG IND** – Enter a one-character Agency Budget by Organization Indicator. It indicates if Agency Budgets will be controlled by Organization. If this indicator is set to 'Y', Index will be required on all transactions posting to the Agency Budget Financial Table. Valid indicators are as follows:

  Y – Yes, Agency Budget is controlled by Organization
  N – No, Agency Budget is not controlled by Organization

- **AE LAST MONTH/YEAR PURGED** – Enter a two-digit Month and Year that indicates the last date accounting transactions were deleted from the Inactive Accounting Event Table. Leave blank if transactions have not been purged.

- **AGY BUD BY PGM IND** – Enter a one-character Agency Budget by Program Indicator. It indicates if Agency Budgets will be controlled by Program. If this indicator is set to 'Y', PCA or Appropriation Number referencing a program will be required on all transactions posting to the Agency Budget Financial Table. Valid indicators are as follows:

  Y – Yes, Agency Budget is controlled by Program
  N – No, Agency Budget is not controlled by Program

- **REPORTING MONTH/YEAR** – Enter a two-digit Month and the two-digit Year. They indicate the current month and year of reporting.

- **LABOR RUN IND** – *Not Used in Oregon*. Code 'N' will be used as default for all **25** profiles. Enter a one-character Labor Run Indicator as follows:

  Y – Yes, run the Labor Distribution Subsystem
  N – No, do not run the Labor Distribution Subsystem
  A – Run the Labor Distribution Subsystem for adjustment period

- **INTEREST CALC RUN / MONTH** – Enter the one-character Interest Calculation Run indicator and a two-digit Month Calculated Interest. The interest calculation run and month calculation interest indicate whether interest will be calculated on a delinquent invoice and if so, the month in which interest calculations begins. Valid indicators for INTEREST CALC RUN are as follows:

  Y – Yes, calculate interest on the delinquent documents
  N – No, do not calculate interest on the delinquent documents.

  The INTEREST CAL MONTH use the month values 01-12. This value will direct the system to the month in which interest calculations begin on the delinquent document. A valid month value must be entered if INTEREST CALC RUN is 'Y.' Leave the Month field blank if INTEREST CALC RUN is 'N.'

- **COLLECTION TRANSFER RUN** – *Not Used in Oregon*. Code 'N' will be used as default for all **25** profiles. Enter the one-character Collection Transfer Run as follows:

  Y – Yes, the delinquent invoice will be transferred from accounts receivable to the collections account.

  N – No, the delinquent invoice will not be transferred from accounts receivable to the collections account.

- **GRANT/PROJ BILLING RUN** – Enter a one-character Grant/Project Billing Run indicator. See Billing elements on **29** profile. This element will be ignored for billing methods '7' & '8' (daily billing for CMIA). It indicates that the agency is ready to run grant and project billings. Valid indicators are as follows:

  Y – Yes, run the Grant/Proj Billing Subsystem
  N – No, do not run the Grant/Proj Billing Subsystem

- **SGL ORG LVL IND** – Enter a one-digit Summary General Ledger Organization Level Indicator. It determines the organizational level general ledger account data will be summarized. Valid indicators are as follows:

  1 – Post organization level 1
  2 – Post organization level 2
  3 – Post organization level 3

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.

- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S025   UC: 10                  STATE OF OREGON            01/15/08 11:09 AM
LINK TO:                    AGENCY CONTROL PROFILE                     PROD

       AGENCY: 107     FISCAL YEAR: 09
    COST        RUN IND:       RUN TYPE:        NO STEPS:      LAST STEP:
 ALLOCATION-  CA BY IDX:     CA BY PROJ:     CA BY GRANT:      CA POST:
  CA RANGE FROM:      TO:       CA TYPES:
BILLING DEF-  IDX:           PCA:       EXP COMP/AGY OBJ:
    DEFAULT-  IDX:           PCA:       REV COMP/AGY OBJ:
     REPORTING INDS-  WEEK: N  MONTH: N  QUARTER: N  YEAR: N
  DOCUMENT MATCH LEVEL INDICATORS - PRE ENC: 1 ENC: 1 NON-ENC: 1
  REDUCE AGENCY BUDGET INDICATORS - PRE-ENC: N ENC: Y (Y OR N)
      COMP OBJ REQD ON D11: Y
         FIXED ASSET - IND: N  THRESHOLDS - CAP:        INV:          CAPTURE:
         AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)
         LAST MONTH CLOSED: 00          AGY BUD BY ORG IND: N    (Y OR N)
 AE LAST MONTH/YEAR PURGED:             AGY BUD BY PGM IND: Y    (Y OR N)
        REPORTING MONTH/YR: 06 09           LABOR RUN IND: N    (Y,N OR A)
   INTEREST CALC RUN/MONTH: N     COLLECTION TRANSFER RUN: N    (Y OR N)
    GRANT/PROJ BILLING RUN: N     SGL ORG LVL IND: 1    STATUS CODE: A
 EFF START DATE: 07012008    EFF END DATE:           LAST PROC DATE: 05292007
Z06 RECORD SUCCESSFULLY RECALLED

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

26 PROGRAM COST ACCOUNT

The **26** profile is used to identify the lowest level of program structure used by an agency. Through this Profile each agency can define its own accounting structure. Each program within the structure is assigned a unique Program Code. The Program Codes are defined in the **D04** profile. Program Cost Accounts (PCAs) are coded only for the lowest level within the program structure. This profile is Agency maintained.

For each PCA, this profile defines the PCA type (i.e., direct or indirect) and the associated program hierarchy. The program hierarchy can be an unlimited number of levels for tracking expenditures and revenues, however, budgetary control is limited to a maximum of nine levels.

The **26** profile may be used to store optional codes such as Fund, Grant, Project, Agency Code 1, 2, and 3. This information can then be inferred when the PCA is used on an accounting transaction. The inferred information is then used to post to the R★STARS financial profiles.

If an Agency is planning to use cost allocation, the scheme for the PCA numbering convention must be considered. R★STARS Cost Allocation provides for the definition of up to five ranges of direct cost centers (PCAs). The size of the range is not restricted, but a Cost Allocation plan can impact the numbering convention required when defining direct cost centers (PCAs). It is recommended that an Agency define its cost allocation requirements prior to establishing PCA codes.

The following steps should be followed in establishing PCAs:

1. Determine the lowest level that program information must be recorded (this must be at least to the levels of appropriation). Prepare a program structure chart.
2. Assign a unique Program Code to each entity in the program structure, and create an entry in the D04 Program Code Profile for each Program Code defined.
3. Assign a PCA only at the lowest level of program.
4. Develop the indirect cost centers to be used in the cost allocation process, if used, and define them to a program structure and level.
5. Determine if the Appropriation Number, Fund, Grant/Phase, Project/Phase and/or other optional elements will be related to PCAs.
6. Ensure that related profile entries have been entered as required.
7. Determine at what program level the Agency Budget Program Level is to be posted and at what program level the Reporting level is to be reported. This must be equal to or lower than the appropriation level.
8. Code the Program Cost Account forms (if used) and enter them into the 26 PCA Profile.

Control Key

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **APPN YEAR** – Enter a two-digit Appropriation Year.
- **PCA** – Enter a five-digit PCA Number.

Information Elements

- **PCA TYPE** – Enter a one-character PCA Type that identifies the PCA as direct or indirect. Amounts associated with indirect PCAs may be allocated to indirect and direct PCAs. Amounts associated with direct PCAs may not be allocated. Refer to the Data Entry Guide, Cost Allocation chapter 15 for additional information.

  D – Direct (use this value for all PCAs if agency does not use Cost Allocation)
  I – Indirect
  V – Indirect Variance – Allocated only during variance runs.

- **TITLE** – Enter a Title of up to 40 characters.
- **PROGRAM CODE** – Enter a four-digit **D04** Program Code that identifies the lowest level of the program accounting structure to which the PCA relates. The Program Code must exist in the **D04** profile.
- **PCA GROUP** – Enter a five-character PCA Group or leave blank. If entered, it must exist in the **D19 – PCA Group Profile**.
- **AGCY BUD PGM LEVEL IND** – Enter a one-digit Agency Budget Program Level Indicator. It controls the posting of the Program Code to the Agency Budget Financial Table therefore determining the level of detail posted to the Agency Budget Financial Table as seen on the **61 – Agency Budget Financial Inquiry** screen. To ensure that transactions are not controlled at a program level higher than the Appropriation Program level, this indicator must be set at a level equal to or lower than the Appropriation Program level defined on the **20** profile. Valid indicators are as follows:

  0 – No Program
  1 – Program Level 1
  2 – Program Level 2
  3 – Program Level 3
  4 – Program Level 4
  5 – Program Level 5
  6 – Program Level 6
  7 – Program Level 7
  8 – Program Level 8
  9 – Program Level 9

- **FUNCTION CODE** – *Not Used in Oregon.* Enter the four-digit Function Code or leave blank.

- **AGY BUD FUNC LEVEL IND** – *Not Used in Oregon.* This indicator determines the level of function structure which is posted to the Agency Budget Financial Table as seen on the **61 – Agency Budget Financial Inquiry** screen. Enter a one-digit Agency Budget Function Level as follows:

  0 – No Function
  1 – Function Level 1
  2 – Function Level 2
  3 – Function Level 3
  4 – Function Level 4
  5 – Function Level 5
  6 – Function Level 6
  7 – Function Level 7
  8 – Function Level 8
  9 – Function Level 9

- **NACUBO FUND** – *Not Used in Oregon.* Enter the four-digit NACUBO Fund if Agency Type in **D02** profile is 'H'. NACUBO Fund must exist in **D18 – NACUBO Fund Profile**. If the Agency Type in **D02** Profile is '0', leave blank.
- **NACUBO SUBFUND** – *Not Used in Oregon.* Enter the Four-Digit NACUBO Subfund or leave blank. If entered, must exist in D38 NACUBO Subfund Profile, must also be the same in D18 NACUBO Fund Profile and Agency Type in the **D02** profile must be 'H'.
- **APPN NUMB** – Enter a five-digit Appropriation Number or leave blank. If entered, it must exist in the **20** profile.
- **FUND** – Enter a four-digit Fund or leave blank. If entered, it must exist in the **D23** profile.
- **INDEX** – Enter a five-digit Index Code or leave blank. If entered, it must exist on the **24** profile.
- **GRANT NO** – Enter a six-digit Grant Number or leave blank. This identifies the Grant to which the PCA relates, if applicable. If entered, the Grant Number and Phase must exist in the **29** profile.
- **GRANT PHASE** – Enter a two-digit Grant Phase code, enter '00' or leave blank. This field must be entered if Grant Number is entered, and must be blank if Grant Number is blank. If entered, the Grant Number and Phase must exist in the **29** profile.
- **PROJECT NO** – Enter a six digit Project Number or leave blank. This identifies the Project to which the PCA relates, if applicable. This data element may be used to relate a PCA to a specific Work Authorization. If entered, the Project Number and Phase must exist in the **27** profile.
- **PROJECT PHASE** – Enter a two-digit Project Phase code, enter '00' or leave blank. It must be entered if Project Number is entered, and must be blank if Project Number is blank. If entered, the Project Number and Phase must exist in the **27** profile.
- **RTI** – Enter up to a six-character Recurring Transaction Index or leave blank. If entered, it must exist in the **550 – Recurring Transaction Profile**.
- **MPCODE** – Enter up to a ten-character Multipurpose Code or leave blank.

- **AGENCY CODE 1** – Enter a four-digit Agency Code 1 or leave blank. If entered, is must exist in the **D26** profile.
- **AGENCY CODE 2** – Enter a four-digit Agency Code 2 or leave blank. If entered, it must exist in **D27** profile.
- **AGENCY CODE 3** – Enter a five-digit Agency Code 3 or leave blank. If entered, it must exist in the **D36** profile.
- **GRANT REQ IND** – Enter a one-character Grant Required Indicator. It determines whether the user must enter a grant/phase when using the PCA on a financial transaction. The default is ‘N’. Valid indicators are as follows:

  Y – Yes **N** – No

- **PROJECT REQ IND** – Enter a one-character Project Required Indicator. It determines whether the user must enter a project/phase when using the PCA on a financial transaction. Default is ‘N’. Valid indicators are as follows:

  Y – Yes **N** – No

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S026   UC: 10                  STATE OF OREGON              01/15/08 11:15 AM
LINK TO:                 PROGRAM COST ACCOUNT PROFILE                    PROD



       AGENCY: 410     APPN YEAR: 09    PCA: 28850

     PCA TYPE: D          TITLE: A&D FF LANE CO YTH INTRV 00 CENTRAL ADM

 PROGRAM CODE: 1100    PCA GROUP:             AGY BUD PRG LEVEL IND: 2
FUNCTION CODE:                               AGY BUD FUNC LEVEL IND:
  NACUBO FUND:              NACUBO SUBFUND:
    APPN NUMB: 60002                  FUND: 3102             INDEX:


  GRANT NO/PH: 141299 00      PROJECT NO/PH:                   RTI:
       MPCODE:                    AGENCY CODE - 1:       2:       3: 00401

GRANT REQ IND: Y              PROJECT REQ IND: N
                                                          STATUS CODE: A
EFF START DATE: 07012007    EFF END DATE:             LAST PROC DATE: 02132007
Z06 RECORD SUCCESSFULLY RECALLED

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

27 PROJECT CONTROL PROFILE

The **27** profile provides agencies with the flexibility to identify, account, and bill for projects and interagency agreements in R★STARS. This profile is Agency maintained.

The **27** profile maintains a variety of information for each Project and Phase. The Project Identification Section includes elements, which, when included in the profile, will reduce coding on project related transactions. Other indicators define the level used to post financial information to the Project Financial Table, the severity of budget control, and if billed, how and when the project will be billed. The billing area ('buyer' information) defines how the internal charge transaction to the buyer will be generated and what will be included on the transaction. The recovery area ('seller' information) defines how the recovery transaction to the seller will be generated for reimbursable projects. Included are all of the classification elements used to record revenue, expenditure reimbursement, and accounts receivable transactions.

For more information about projects in general, see Chapter 13 – Project Accounting in the Data Entry Guide.

Control Key

- **AGENCY** – Enter the three-character Agency Number. It must exist in the **D02** profile.
- **PROJECT NO** – Enter a six-character Project Number assigned to the Project. It must exist in **D42** profile.
- **PROJECT PHASE** – Enter a two-digit Project Phase. If the project is not divided into Phases, enter zeros ('00').
- **AGENCY CODE 2** – Enter up to a four-digit Agency Code 2 or leave blank. If entered, it must exist in the **D27** profile.

Information Elements

- **NOTE** – Located in Upper Right Corner. This is 'Y' or 'N' value to indicate Yes, there is a note or No, there is not a note for a particular profile record. The default will be 'N' and once a note has been generated, R★STARS sets the indicator to 'Y'. The User can access the notepad by keying 'Note' in the 'Link To' field and pressing **[F9]** (Interrupt) to start an active interrupt.
- **TITLE** – Enter a Title of up to 40 characters.
- **PROJ TYPE** – Generated by R★STARS. Project Type is identified on the **D42** profile.
- **CONTRACTOR/SFX** – Enter a 10-digit Contractor and Contractor Suffix. If entered, it must exist in the **34 – Agency Vendor Profile** or the **51 – Vendor Mail Code Profile**. This

field is for information only. It is not edited against the vendor number entered on the transaction.

- **FINAL POST DATE** – Enter an eight-digit Final Post Date (MMDDYYYY format) or leave blank.
- **VALID PCAS** – Enter up to 10 five-digit Valid PCAs or leave blank. If entered, each PCA must exist in the **26** profile. If left blank, all PCAs will be considered valid to be used in combination with this Project/Phase. This field is for information only. It is not edited against the PCA entered on the transaction.
- **GRANT NO** – Enter a six-character Grant Number or leave blank. The Grant Number and Phase (below) are used to associate a Grant/Phase with the Project/Phase. All budgetary, expenditure, and revenue transactions recorded against this Project/Phase will also post to the Grant Table for the referenced Grant/Phase. If entered, it must exist in the Agency's **29** profile.
- **GRANT PH** – Enter a two-digit Grant Phase. It is required if Grant is entered, and must be blank if Grant No is blank. If entered, it must exist in the Agency's **29** profile.
- **AGENCY CODE 1** – Enter a four-digit Agency Code 1 or leave blank. If entered, it must exist in the **D26** profile.
- **SERV DATE CTL IND –** *Not Used in Oregon*. Code 'N' will be used as default for all 27 profiles. Enter a one-character Serv Date Ctl Ind as follows:

  Y – Yes, service dates of transactions must occur prior to the Final Post Date defined in this profile.

  N – No, service dates of transactions are not controlled against the Final Post Date.
- **GEOGRAPHIC CODE** – Enter a two-character Geographic Code or leave blank. If entered, it must exist in the **D53** profile with a table ID of 'CAGC'.
- **SGL POST LVL IND** – Enter a one-digit Summary General Ledger Indicator. It provides the ability to maintain a Project/Phase General Ledger and inquire on balance sheet accounts within Project/Phase. Valid indicators are as follows:

  0 – Do not post Project **1** – Post Project only **2** – Post Project and Phase
- **EXP POST LVL IND** – Enter a one-character Expenditure Post Level Indicator. It controls the posting of the (expenditure) Object and Fund to the control key of the Project Financial Table. For example, if the value is '0', no Object or Fund information is posted to the control key of the Project Financial Table. These two elements (Object and Fund) would be blank. If a value is '1' the **D10** Comptroller Object on the transaction is posted to the Project Financial Table and the Fund is blank. Note that project billable and expendable budgets (except Method 3) must be posted at the level of this indicator. When project budgets are not used, this indicator should be set at the level desired for on-line inquiry. All transactions are recorded at detail levels in the Accounting Event and General Ledger Tables.

Valid indicators are as follows:

0 – No Object
1 – **D10** Comptroller Object
2 – **D11** Agency Object
3 – **D25** Agency Object Group
A – **D23** Fund and no Object
B – **D23** Fund and **D10** Comptroller Object
C – **D23** Fund and **D11** Agency Object
D – **D23** Fund and **D25** Agency Object Group

- **REV POST LEVEL IND** – Enter a one-digit Revenue Object Posting Level Indicator. It controls the posting of the (revenue) Object to the control key of the Project Financial Table. Valid indicators are as follows:

  0 – No Object
  1 – **D10** Comptroller Object
  2 – **D11** Agency Object
  3 – **D25** Agency Object Group
  A – **D23** Fund and no Object
  B – **D23** Fund and **D10** Comptroller Object
  C – **D23** Fund and **D11** Agency Object
  D – **D23** Fund and **D25** Agency Object Group

- **PROJECT CTL TYPE** – Enter a one-digit Project Control Type indicator. When this indicator is set to '1', expendable budgets must be entered to enable expenditure transactions to post against the project. When set to '2', expendable budgets should be posted to avoid the constant generation of warning messages. Budgets are entered in R★STARS through the standard financial transaction data entry process. Valid indicators are as follows:

  0 – **None**. Expenditures or encumbrances greater than the Project Expendable Budget will not cause an error message.

  1 – **Absolute/Fatal**. Expenditures or encumbrances greater than the Project Expendable Budget will not be posted. A Fatal message will be issued.

  2 – **Advisory/Warning**. Expenditures or encumbrances that exceed the Project Expendable Budget will be posted. A warning message will be issued.

- **BILLING TYPE** – Enter a one-digit Billing Type as follows:

  1 – **Other Project** – may be reimbursed externally. One Accounts Receivable transaction is reported at the Phase level if billed. Billing transactions are not automatically posted. Any billing cycle other than zero may be selected.

  2 – **Capital Project** – treated the same as Billing Type 1.

  4 – **Interagency** – may be reimbursed internally. If billed, one charge transaction and multiple recovery transactions are generated. Billing Cycles '0' or '1' may be used.

  5 – **External Project** – may be reimbursed externally. If billed, one charge and multiple recovery transactions are reported but not automatically posted. Any Billing Cycle may be selected.

- **BILLING METHOD** – Enter a one-digit Billing Method indicator. This indicator determines the Billing Method to be applied to a particular project. This indicator may be changed at any time. For example, a project originally set up as Non-billable may be changed to Billable at a later date by changing the Billing Method and Billing Cycle to non-zero values. At that time, cumulative-to-date expenditures will be billed. Values indicators are as follows:

0 – **Project Not Billed** is used for non-billable projects. These projects will not be selected for billing.

1 – **Standard Cost Per Unit** billings are calculated by multiplying the Standard Billing Rate by the Total Units posted Project-to-Date and subtracting previously billed amounts.

2 – **Standard Percentage** billings are calculated by multiplying the Standard Billing Rate (percentage) by the total Project-to-Date Expenditures and subtracting previously billed amounts.

3 – **Standard Cost Per Unit To Budget** billings are calculated by multiplying the Standard Billing Rate times the project-to-date units. This method then bills the lower of the calculated bill less previously billed amounts or the billable budget less previously billed amounts.

4 – **Standard Percentage To Budget** billings are calculated by multiplying the Standard Billing Rate (percentage) times project-to-date expenditures. This method then bills the lower of the calculated bill less previously billed amounts or the billable budget less previously billed amounts.

5 – **Actual** billings are generated for the actual expenditures Project-to-Date less previously billed amounts.

6 – **Actual To Budget** bills the lower of the billable budget less previously billed amounts or actual expenditures less previously billed amounts.

- **BILLING CYCLE** – Enter a one-digit Billing Cycle indicator. It tells the system when to bill a particular project. Valid indicators are as follows:

  0 – **Project Not Billed** – identifies projects that are not automatically billed. These projects may only be billed manually.

  1 – **Automatic During Month Close** – identifies the projects to be billed during the month closing process. All billable Interagency Agreements must be coded ‘1’.

  2 – **Automatic By Date** – identifies projects to be billed automatically on a specific cycle or date. If a Cycle of ‘2’ is used, the user must also specify the Cycle to be billed on the **92 – Grant/Project Billing Request Profile**.

- **BILLING MMDD** – Enter up to four dates (MMDD or DD) or leave blank. At least one field is required when the Bill Cycle equals ‘2’. These fields allow up to four specific billing dates for a project by entering a month and a day (MMDD) for billing on certain dates, or just a day (DD) for monthly or weekly billing. Valid ‘MM’ values are 01 through 12. Valid ‘DD’ values are 01 through 31.

  Examples are as follows:

	MMDD1	MMDD2	MMDD3	MMDD4
Specific Date	0928			
Weekly	07	14	21	28
Monthly	15			
Quarterly	0701	1001	0101	0401

- **OBJ RANGE** – **Low and High** – Enter a four-digit Object Range Low and High or leave both blank. The Range must be entered at the same level of the Expenditure Object Posting Level indicator. For example, if this indicator is set to ‘3’, Agency Object Groups must be entered in the Range. For Billing Methods ‘1’ and ‘3’, this range identifies the statistical units (such as miles) to which to apply a Standard Rate. The Object Range Low and High are required. For Billing Methods ‘2’ and ‘4’, this range identifies the Objects that are to be billed using Standard Percentage Methods. For Billing Methods ‘5’ and ‘6’, this range is optional and is used to limit the Objects that will be billed.
- **RATE** – Enter an 11-digit Rate in 99999.99999 format. For example, ‘1.50000’ is 150%. This field is required if the Billing Method equals ‘1’, ‘2’, ‘3’ or ‘4’. Otherwise, leave this field blank. This indicator specifies the Rate used to compute standard cost per unit that is used in Billing Methods ‘1’ or ‘3’ or the Standard Percentage that is used in Billing Methods ‘2’ or ‘4’.
- **CUST NO/MC** – Enter a 10-digit Customer Number and the three-digit Customer Mail Code or leave blank. They are used for billing externally reimbursed projects. If entered, they must exist in the **34** or **51** profiles.
- **BILLING** classification elements specify the classification used in the charge transaction to record billing activity. Additionally, they specify the data elements, which are printed on the Project Billed Detail Report – completed for Interagency Projects (Billing Type ‘4’) only.
  - **AGY** – Enter a three-character Agency Number. It identifies the requester Agency. This field is required when the Billing Type is ‘4’ and the Billing Method is not ‘0,’ otherwise this field is optional.
  - **CUR DOC/SFX** – Enter an eight-character Current Document Number and three-digit Current Document Suffix. When entered, the last three digits must be numeric. If the project is billed, the billing program increments the number by one each time a billing is generated.
  - **TC** – Enter the three-digit Transaction Code. It must exist in the **28A** and **28B** profiles.
  - **INDEX** – Enter a five-digit Index Code or leave blank. It identifies the Index to be charged. If entered, it must exist in the **24** profile if entered. Index or PCA is required for Billing Type ‘4’.
  - **PCA** – Enter a five-digit Program Cost Account number or leave blank. If entered, it must exist in the Buyer Agency’s **26** profile. Index or PCA is required for Billing Type ‘4.’

- **AY** – Enter the two-digit Appropriation Year of the billing.
- **COMP OBJ** – Enter a four-digit Comptroller Object or leave blank. If entered, it must exist in the **D10** profile. It is required for Billing Type ‘4’.
- **AGY OBJ** – Enter a four-digit Agency Object or leave blank. If entered, it must be in **D11** profile. It is required for Billing Type ‘4’ for agencies using Agency Objects.
- **FUND** – Enter a four-digit Fund if it is not looked up by the Index or PCA. It must exist in the **D23** profile.
- **PROJ/PH** – Enter a six-character Project Number and a two-digit Project Phase (or ‘00’ when Phase is not used). These identify the Project and Phase to be charged during Project Billing if interagency expenditures are to be charged to another Project. If entered, the project must exist in the Buyer Agency’s **27** profile.
- **GRANT/PH** – Enter a six-character Grant Number and a two-digit Grant Phase (or ‘00’ when Phase is not used). These identify the Grant and Phase to be charged if projects or work authorizations are to be charged to another Grant. If entered, the grant must exist in the Buyer Agency’s **29** profile.
- **REF DOC/SFX** – Enter an eight-character Reference Document Number and three-digit Reference Document Suffix. It identifies a previous document record to be matched. This will normally be the Encumbrance number.
- **MP CODE** – Enter a 10-character Multipurpose Code or leave blank.
- **AGY CD 1**– Enter a four-digit Agency Code 1 code or leave blank. If entered, it must exist in the Buyer Agency’s **D26** profile.
- **AGY CD 2** – Enter a four-digit Agency Code 2 or leave blank. If entered, it must exist in the Buyer Agency’s **D27** profile.
- **AGY CD 3** – Enter a five-digit Agency Code 3 or leave blank. If entered, it must exist in the Buyer Agency’s **D36** profile.

▪ **RECOVERY** classification elements include the data to be used when building the transaction to record the revenue or expenditure reimbursement in the seller’s accounting records. For all billable projects, the Trans Code and COBJ are required. In addition to these elements, the Index or PCA is required for Billing Types ‘1’, ‘2’ and ‘5’ when billable. This entire segment must be left blank if the Billing Method is ‘0’.

- **CUR DOC/SFX** – Enter an eight-character Current Document Number and the three-digit Current Document Suffix or leave blank. If left blank, the system will generate a Current Document Number/Sfx on billing transactions. When entered, the last three digits must be numeric. If the project is billed, the billing program increments the number by one each time a billing is generated.
- **TC** – Enter a three-digit Transaction Code. If entered, it must be exist in the **28A** and **28B** profiles. It is required for billable projects.

- **INDEX** – Enter a five-digit Index Code of the account to be credited. Index or PCA is required for Billing Types ‘1’, ‘2’ and ‘5’ when billable. Otherwise it is not allowed.
- **PCA** – Enter a five-digit Program Cost Account Code of the account to be credited. Index or PCA is required for Billing Types ‘1’, ‘2’ and ‘5’ when billable. Otherwise it is not allowed.
- **AY** – Enter the two-digit Appropriation Year of the billing.
- **COMP OBJ** – Enter a four-digit Comptroller Object or leave blank. If entered, it must exist in the **D10** profile.
- **AGY OBJ** – Enter a four-digit Agency Object Code or leave blank. If entered, it must exist in **D11** profile.
- **FUND** – Enter a four-digit Fund Code if it cannot be looked up by the Index or PCA. If entered, it must exist in the **D23** profile.
- **REF DOC/SFX** – Enter an eight-character Reference Document Number and the three-digit Reference Document Suffix Code.
- **MP CODE** – Enter a 10-character Multipurpose Code or leave blank.
- **AGY CD 1** – Enter a four-digit Agency Code 1 or leave blank if Method = ‘0’. If entered, it must exist in the **D26** profile.
- **AGY CD 2** – Enter a four-digit Agency Code 2 or leave blank if Method = ‘0’. If entered, it must exist in the **D27** profile.
- **AGY CD 3** – Enter a six-digit Agency Code 3 or leave blank if Method = ‘0’. If entered, it must exist in the **D36** profile.

▪ **RTI** – Enter up to a six-character Recurring Transaction Index or leave blank. If entered, it must exist in the **550** profile.

▪ **SPEC PURGE IND** – Enter a one-character Special Purge Indicator of Y or N. This field is reserved for use with a future archive process.

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S027   UC: 10                  STATE OF OREGON             01/15/08 11:40 AM
LINK TO:                  PROJECT CONTROL PROFILE              NOTE: N   PROD

   AGY: 629      PROJ NO/PH: 449903 00 AGY CD 2:
 TITLE: GRANT REVENUE
PROJ TYPE: 2 CONTRACTOR/SFX:                         FINAL POST DATE:
 VALID PCAS: 14916
GRANT NO/PH: 019002 00 AGY CD 1:       SERV DATE CTL IND: N     GEOG CODE:
SGL POST LVL IND: 2 EXP POST LVL IND: C REV POST LVL IND: C PROJ CTL TYPE: 0
BILLING TYPE: 5     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: N                      STATUS CODE: A
  EFF START DATE: 10012001   EFF END DATE:           LAST PROC DATE: 05152003
Z07 NEXT RECORD SUCCESSFULLY READ

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

28A AND 28B TRANSACTION CODE PROFILES

The **28A** and **28B** profiles provide flexibility in defining how accounting events are to be recorded in R★STARS. DAS SFMS Operations maintains the Transactions Code (T-Code) Profiles.

A Transaction Code (T-Code) is a three-digit element that determines the accounting impact (debits and credits) of each financial transaction entered. Additionally, it determines which data elements are required, optional, or not allowed on each transaction. It is important to select the proper T-Code when entering transactions and to understand how the T-Code controls the transaction entry process.

T-codes are established using the **28A** and **28B** profiles. The accounting event for every transaction entered/created is defined in these two profiles. A listing of all T-Codes may be requested with reports DAFQ28A0, DAFQ28B0, or DAFQ28C0. DAFQA010 lists T-Codes by **D31** Comptroller General Ledger Accounts (Comp GLA) shown on the **28A** profile. (All T-Codes that effect a specific Comp GLA may not be listed on this report as some T-Codes have blank Comp GLAs on the **28A** Profile.)

28A TRANSACTION CODE DECISION PROFILE

The **28A** profile consists of several distinct segments.

- The **General Ledger Account** segment of the profile is used to identify the **D31** Comptroller General Ledger Account (Comp GLA) impact of the transaction. Up to four debit/credit pairs of Comp GLAs may be specified.
- The **Transaction Edit Indicators** segment of the profile is used to specify the data element coding requirements of an individual transaction.
- The **Posting Sequence** segment of the profile contains a variety of indicators that are used for system processing.

The **File Posting Indicators** segment contains the rules for posting the transaction to the R★STARS financial tables. The indicators may be used to specify any Balance Type in the **D05 – Balance Type Profile**. However, care must be taken to ensure that the posting is consistent with the **D31** Comp GLA being posted. R★STARS automatically edits the profile postings in the **28A** profile against the profile posting requirements established in **D31** profile to ensure they are consistent. For example, if the **D31** profile is defined to post to a specific Balance Type in the Agency Budget Financial Table, then a T-Code posting to that Comp GLA can be defined to post to that specific Agency Budget Balance Type. Additionally, the same edits are performed when a Comp GLA is coded on the input accounting transactions, in cases where the **28A** profile is set up to only post to one side of the debit/credit Comp GLA pair. The R★STARS financial tables which are impacted by accounting transactions are discussed in the R★STARS Reference Manual, Chapter 5.

There are several processes that are performed by the system when posting to key balances in the financial tables. These processes include:

- **Encumbrance/Pre-encumbrance Postings** – When posting to these **D31** Comp GLAs in the financial tables, the system will use the computed liquidation amount if the account is coded in the fourth debit/credit pair.
- **General Ledger Table** – The posting to the General Ledger Table is automatic and cannot be specified.
- **Accounting Event Table** – The posting to this table is automatic and cannot be specified.
- **Grant and Project Financial Tables** – The posting to these tables is based on a combination of the table posting indicators and on the presence of a Grant or Project Number on the accounting transaction. Both must be present before a posting will occur. Therefore, if the transaction would normally post to the Grant or Project Financial Table, these indicators should always be coded.

In addition to determining the table to be posted, the file posting segment of the **28A** profile determines:

- If the transaction is an increase or decrease to the normal balance.
- If the transaction requires a match (or a match is not allowed) to a previously entered record.
- The **D31** Comp GLAs used to post the transaction.
- The document used to post the transaction (Current or Reference Document).

<u>**Control Key**</u>

- **TRAN CODE** – Enter a three-digit Transaction Code. When assigning a T-Code, consideration should be given to how ranges are used in the **D66 – User Class Profile Maintenance Profile**. The recommended ranges are as follows:

001 to 099	Budgetary Transactions
100 to 199	Revenues, Receipts, Receivables Transactions
200 to 299	Pre-Encumbrances, Encumbrances, Expenditures, Disbursements Transactions
300 to 397	System-Generated Transactions
398 to 399	Deposit Liability Reclassification Transactions
400 to 599	Journal Vouchers Transactions (Including Fixed Assets)

600 to 680	Conversion Transactions (currently inactive)
682 to 691	Specialty Transactions (Central and Agency Specific)
692 to 699	Receipt / Suspense Account Transactions
700 to 705	Treasury Automatic Transactions
706 to 765	Interagency Transactions
766 to 789	Suspense Account Transactions
790 to 899	Specialty Transactions (Central and Agency Specific)
900 to 949	SARS Year-end Transactions
950 to 960	ADPICS Interface Transactions
965 to 995	Auto Reverse Transactions
996 to 999	Specialty Transactions (Central and Agency Specific)

<u>**Information Elements**</u>

- **TITLE** – Enter a Title of up to 40 characters.
- **GENERAL LEDGER POSTING** – Enter up to eight four-digit **D31** Comp GLAs. Up to four pairs of debits and credits to **D31** Comp GLAs can be entered to determine the General Ledger Accounting impact. The fourth pair is reserved for document liquidation – only pre-encumbrances, encumbrances and accounts receivable GL Accts may be coded here. Some T-Codes have one side of a debit / credit pair blank. The Comp GLA then has to be typed on the accounting transaction. If one part of a pair is blank, the GL Acct Edit Indicator (described below) must be set to 'I'. The valid Comp GLA numbers for the transaction are listed on the corresponding **28B** profile for the T-Code.
- **TRANS EDIT INDS** – Enter a one-character Transaction Edit Indicator or leave blank for each of the below listed elements. It controls whether data elements that impact a transaction are Input, Required, Not allowed or optional (Blank) when doing data entry. Valid values are as follows:

  I – Required and must be input on the transaction: (the person entering the transaction must physically type in a value for this element or use **[F1]**-Help to access Help screens)

  R – Required on the transaction, but may either be typed in on input or looked-up based on one of the other elements recorded on input. For example, PCAs may be set up to associate fund and appropriation number with program.

  N – Not allowed to be present on the accounting transaction regardless of whether the data element is typed in on input or looked-up from a system profile.

  Blank – Optional and may be typed in on input, looked-up from a profile or may be left blank.

The Transaction Edit Indicators affect the following data elements:

DOCD – Document Date is an informational field that allows a user to enter a date related to the document that represents the transaction. In Oregon, Document Date will be optional (blank) for most transactions. A possible use for it would be to input the date an order is placed.

DUDT – Due Date is used to schedule payments/receipts for A/P and A/R transactions. For A/P, this date determines the date a warrant is to be written. For A/R, this date drives the A/R aging process. This element can be input, or, the system can calculate it by using the Effective Date and information from the **53 – Agency Document Control Profile**.

SVDT – Service Date is another informational date that can be used as needed by agencies.

CDOC – Current Document Number is required to be input (I) on all transactions. The Document Number is a way to identify a transaction or a group of transactions.

RDOC – Reference Document Number will be required (I) to be input for transactions that liquidate other transactions posted to the Document Financial (DF) Table. These include encumbrance/pre-encumbrance and billed accounts. For all other transactions, it is optional (blank) allowing agencies to reference another Document Number for informational purposes.

MOD – The Modifier is the code used for liquidating an encumbrance or pre-encumbrance document. The logic for this indicator works from the DR-4/CR-4 pair of the General Ledger Posting Indicators. It enables R★STARS to liquidate an encumbrance/pre-encumbrance so that the document balance is zero. It can also be used to reactivate a previously closed or liquidated document. It must be input (I) when needed for these transactions. It is not allowed (N) for all other transactions.

AGCY – Agency (**D02**) is required (R) but usually does not have to be input because it can be inferred from the user's RACFID.

IDX – Index (**24**) will be required (I) or (R) on an Agency by Agency basis depending upon each Agency's Organization Structure and controls on the **25** profile. This allows agencies to decide how they want to use the coding structure.

PCA – Program Cost Account (**26**) will be required (I) or (R) on an Agency by Agency basis depending upon each Agency's Program Structure and controls on the **25** profile. This allows agencies to decide how they want to use the coding structure.

COBJ – Comptroller Object (**D10**) is required (R) any time one of the DR/CR pairs in the General Ledger Posting Indicators contains a nominal account (such as revenue/expenditure control). Comptroller Object (COBJ) will not be required to be input because Agency Objects can look up Comptroller Objects. It will not be allowed unless a nominal account is in the DR/CR pair. The COBJ must be valid in the **D10** profile.

AOBJ – Agency Objects (**D11**) are optional (blank) if the COBJ is required. If the Agency is not using Agency Objects (AOBJ), the COBJ will be required for transactions that affect nominal accounts. If COBJ is not allowed (N), the AOBJ is not allowed (N).

RVRS – Reverse Code allows the user to use a T-Code with an 'R'. The 'R' used on T-Codes will cause the general ledger and Financial Table postings to be the reverse of those shown on the **28A** profile. For most transactions, the Reverse Code will be optional (blank). There are T-Codes that may not be reversed, such as the reimbursement of a suspense account by a receipted account.

PDT – Payment Distribution Type (**D50 – Payment Distribution Type Profile**) identifies how R★STARS will combine transactions for warrants across documents or appropriated funds. This element is required (R) on Voucher Payable transactions and can be inferred from the **52 – Systemwide Vendor Profile**.

CI – *Not Used in Oregon*. Code 'N' will be used as a default for all **28A** Profiles. Capitalized Inventory Indicator relates to the fixed asset subsystem. Oregon did not implement this subsystem.

1099 – The 1099 Indicator will be required (R) for disbursement transactions because it can be looked up from an object indicator on the **D10** and **52** profiles.

WARR – Warrant Number will be required (R) on certain payment transactions. It will be not allowed (N) for all other transactions.

INVC – Invoice Number will be optional (blank) for most transactions. Agencies can enter an Invoice Number if they choose. The Invoice Number will display on the remittance advice. In revenue and receivable T-Codes, the invoice field on the **28A** profile translates to the Deposit Number field on the **504 – Revenue/Receipts Transaction Entry** Screen.

VNUM – Vendor Number is required to be input on the establishment of all accounts payable and billed accounts receivable transactions.

VNAM – Vendor Name can be inferred from the Vendor Number.

VADD – Vendor Address can also be inferred from the Vendor Number.

DMETH – Disbursement Method Indicator (DMI) is required (R) for payment processing. It identifies how disbursement transactions are processed.

APN# – Appropriation Number (**20**) will be required (R) for most transactions. Apn# can be looked up from the Index or PCA. True Treasury Suspense Accounts will not carry an Appropriation Number.

FUND – The **D23** Fund is required (R) and can either be input or inferred from the Index or PCA. This is the fund at the Agency level.

GLA – Comptroller General Ledger Account (**D31**) is required to be input if either the DR or CR Comp GLA on the General Ledger Posting Indicators' DR/CR pairs is blank. If the DR/CR pairs are complete (no blanks), Comp GLA is not allowed (N).

AGL – Agency General Ledger (**D32**) will be optional (blank) if the **D31** profile has an 'A' in the GL Edit indicator field for one of the Comptroller GL DR/CR pairs. Agencies may elect to use AGL for specific purposes. Agency General Ledger in the form 'agyfund0' will be required and must be input (I) if the **D31** profile has a 'D' in the GL Edit indicator field for one of the Comptroller GL DR/CR pairs. 'D' Agency General Ledger accounts are not established in the D32 profile, but are entered on the transactions. If all the GL Edit indicators are S, the AGL indicator is not allowed (N).

GRNT – Grant Number (**29**) will be optional (blank). Agencies will have Grant Numbers if they are using the Grant Structure to track specific sources of revenues, such as federal grants. This may be inferred by a PCA or Index.

SUBJ – Subgrantee Number (**31 – Subgrantee Control Profile**) will be optional (blank). Agencies may elect to use Subgrantees as part of the Grant Structure.

PROJ – Project Number (**27**) will be optional (blank). Agencies will have Project Numbers if they are tracking revenue and expenditures for specific projects. A PCA or Index may infer the Project Number.

MULT – Multipurpose Code is optional (blank). It may be used for informational purposes by agencies. For some budget transactions the Mult will be required (I) in order to automatically generate allotments.

G38# – GASB 38 Transfer Number is entered when required (R) for reporting under GASB Statement 38 Para.14. It consolidates the Agency and the appropriate **D23** fund elements.

- **Special Indicators** – This segment of the **28A** profile contains a variety of indicators that are used for special system processing. Oregon's indicators include:
  - **POST SEQ** – The Posting Sequence is used for transactions posted in Batch Edit Mode 0 or 1. It indicates the order in which R★STARS will post the transactions within a batch. For example, a value of '1' will always post before a value of '2', etc. Oregon's posting sequence is as follows:

1 – Budget	**3** – Expenditures
2 – Revenue	**4** – All other transactions

- **NOTE**: The **D53 – Titles Profile** Table ID: BSOR determines which order batches are processed during a nightly batch cycle. The Posting Sequence Indicator on the **28A** profile then determines the order transactions are processed within the batch.
- **REG NO** – Register Numbers are set up in R★STARS and represent the transaction activity register (control report) on which the transaction will appear. Oregon's register numbers are:

  1 – Budgetary
  2 – Encumbrance/Pre-Encumbrance/Expenditures
  3 – Revenue/receipts
  4 – Cost allocation/grant project billing
  5 – Journal entries
  6 – Warrant register

- **WW IND** – Warrant Writing Indicator tells R★STARS if a warrant will be written from the transaction. Valid values are:

  0 – a warrant will not be written for the transaction
  1 – a warrant will be written for the transaction

- **D/I** – The Direct/Indirect Indicator field will have a 'D', 'I', or will be blank. All transactions entered by agencies are considered Direct. Transactions generated through the cost allocation subsystem are considered Indirect. If this is blank, the system assumes the transaction is Direct.
- **WAR CNCL TC** – The Warrant Cancellation Transaction Code field will contain a T-Code that will be used to cancel a written warrant. The Payment Processing Subsystem uses this field to generate cancellation transactions. SFMS Operations will initiate the system warrant cancellation transaction process.
- **PYTC** – *Not used In Oregon.* Enter a three-digit Prior Year Transaction Code or leave blank. If entered, must exist in **28A**.
- **FUTMY** – Future/Month Year Indicator tells the system whether the transaction can be posted to a future month or year. Transactions such as budgets and encumbrances may be entered for future financial months or year. Valid values are 'Y' yes or 'N' no.
- **GEN-TC** – The Generate Transaction Code field determines if a second transaction is to be generated during the next batch cycle. A T-Code is entered here when four DR/CR pairs are not enough; when additional Balance Types need to be recorded; or when the generation of another transaction would reduce the overall number of T-Codes needed.
- **DT** – The (Generate) Document Type is the Document Type that will be used on the Generate Transaction Code (explained above) or Generate Accrual Transaction (explained below).

- **ACCR TC** – The (Generate) Accrual Transaction Code allows the user to enter the transaction. Then, on the first day of the next effective month, the system automatically reverses the transaction using the T-Code in this field. Note: On any given T-Code, there cannot be both a Generated Transaction Code and a Generate Accrual Transaction Code.
- **TR TC** – *Not Used in Oregon*. Enter a three-digit Treasurer's Group Transaction Code or leave blank.
- **INTERFACE IND** – There are ten Interface Indicator fields. Oregon is currently using two of them. The first field (position) is a Treasury indicator. Not all T-Codes have a Treasury indicator. This position indicator determines how and if the transaction interfaces to the Treasury. Valid indicators for the first position are as follows:

  1 – Normal Interface to Treasury
  2 – CSD Specific Indicator
  P – EFT Pre-Note Notification
  Blank – No Interface to Treasury

  The second field (position) is the cash reconciliation indicator. The cash reconciliation reports use this indicator to separate and subtotal the different types of transactions. These breakdowns then correspond to the reports Treasury produces for their indicator types. Not all transaction codes need this indicator. Codes currently used are as follows:

  C – Warrant/Checks Cancelled

  D – Deposits (All transactions subject to the deposit reconciliation process will be reflected as a deposit.)

  L – SFMS Transfer Other

  P – Warrants, Checks Issued

  S – Suspense Account Transfer (Transactions posted to suspense account 10503 – Payroll – are reported as T – Transfers.)

  T – SFMS Receipted to SFMS Receipted Transfer

  W – Warrants Redeemed

  Y – CSD Accounts Receivable

  Z – CSD Expenditures

  Blank – Not On Cash Reconciliation Report
- **PAY LIQ TC** – The Payment Liquidation Transaction Code field contains the T-Code generated by the Payment Processing Subsystem to liquidate the voucher payable and create a warrant.
- **PAY RED TC** – The Payment Redemption Transaction Code field contains the T-Code that will be generated when the warrant is redeemed at the bank.

- **CUM POST IND** – The Cumulative Post Indicator will be 'Y' except when allocating encumbrance transactions. This determines if posting is to the current fiscal month only or if to the current fiscal month and all thereafter. A 'Y' indicates that this transaction will post cumulatively to financial months. A value of 'N' will post only to the month identified by the Effective Date on the transaction.
- **BAL TC** – The Balance Transaction Code designates the T-Code that must be entered in a second transaction in the same Batch and with the same Document Number to balance this transaction. T-Codes for transfers and Due To/From transactions will have a balancing T-Code.
- **A/S DOC AMT** – The Add/Subtract Amount will be either subtract (–) or add (+). This character sign indicates whether the transaction amount will be added or subtracted to calculate the Document Amount. This allows the Document Amount to be a net amount rather than an absolute value. If the transaction entered is reversed, this indicator will be reversed in the calculation of the Document Amount.

▪ **File Posting Indicators** – This segment of the **28A** profile contains indicators that are used for posting to the Financial Tables. R★STARS stores financial information in Financial Tables for later retrieval. The T-Code determines the Financial Tables(s) to which the system will post a specific transaction. Though not listed on the **28A** profile, each T-Code also posts to the General Ledger Table (GL), Summary General Ledger Table (GS), and Accounting Event Table (AE). With these tables, R★STARS maintains a complete audit trail. In addition to determining the financial field to be posted, this segment of the profile determines:

- If the transaction is an increase or decease to what Balance Type.
- If the transaction requires a match (or a match is not allowed) to a previously entered record in the table.
- The General Ledger Account used to post the transaction on the DF Table and the AGL.
- The document used to post the transaction (Current or Reference Document Number).
- The Financial Tables listed on the **28A** profile are:

DF – The Document Financial Table contains the balance of each outstanding pre-encumbrance, encumbrance, accounts receivable, and due to/from account.

AP – The Appropriation Table contains appropriation, revenue, expenditure, and encumbrance balances.

AB – The Agency Budget Table contains Agency budget, revenue, expenditure, and encumbrance balances.

CC – The Cash Control Table contains the balance of available cash by fund.

GP – The Grant Table contains the budgets, expenditures, and revenues of a grant.

PJ – The Project Table contains the budgets, expenditures, and revenues of a project.

In the File Posting Indicator segment of the **28A** profile, there are ten columns (two sets) of indicators for each of the tables. This provides the ability to update the same table with two postings from one transaction. For example, an encumbrance can be liquidated and an expenditure recorded in the Appropriation Table (AP) by one transaction. These indicators are as follows:

- **A/S** – Indicates whether the amount of the transaction will be 'Added' or 'Subtracted' to the Financial Table amount.
- **BT** – Each Financial Table, except the Accounting Event (AE) contains several Balance Types. The program uses the Balance Types to accumulate all the financial data, regardless of General Ledger Account. Balance Types for each table are defined on the **D05 – Balance Type Profile**. Some examples that are used on several tables include:

  12 – Cash Revenue
  14 – Accrued Revenue
  15 – Cash Expenditures
  17 – Accrued Expenditures
  20 – Transfer in – Cash
  21 – Transfer out – Cash

- **MATCH** – The Match Control Table Posting Indicator is primarily used for the Document Financial (DF), Appropriation (AP) and Agency Budget (AB) Tables to ensure that documents and appropriations are correctly updated. For example, an encumbrance liquidation must find the original encumbrance in the Document Financial Table (DF). Valid values include:

  M – Detail transaction must find a matching record
  N – Detail transactions must not find a matching record
  Blank – No match control

GLA – The Comptroller General Ledger Account Posting Indicator determines which Comp GLA from the General Ledger Posting section of the **28A** profile will be used to post to the designated table. This field is only used for the Document Financial Table (DF) and Agency General Ledger (AGY GL). The values are as follows:

1 = Dr 1	**3** = Dr 2	**5** = Dr 3	**7** = Dr 4
2 = Cr 1	**4** = Cr 2	**6** = Cr 3	**8** = Cr 4

- **DOC** – The Posting Document Number Indicator is only used with the Document Financial Table (DF). It identifies which document number the system will use when posting to the DF Table. Valid values are as follows:

  1 – Current Document Number **2** – Reference Document Number

- **AGY GL** – The Agency General Ledger Account (AGL) determines which of the eight Comp GLAs above in the General Ledger Posting section will be supported by an AGL if entered on the transactions. The AGL contains a number '1' through '8' just like GLA above (corresponding to the four DR/CR pairs). If one of Comp GLA allows an AGL on their **D31** profile (G/L Edit Type), the AGL above in the Transaction Edit Indicator segment will also have to be optional (blank) or input (I).

▪ **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive

▪ **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.

▪ **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S28A   UC: 10                  STATE OF OREGON             01/15/08 11:44 AM
LINK TO:               TRANSACTION CODE DECISION PROFILE                 PROD

TRAN CODE: 731 TITLE: QUASI-EXTERNAL REVENUE (A/R)
GENERAL LEDGER   DR-1: 0070 CR-1: 0501 DR-2: 3101 CR-2: 3100
       POSTING   DR-3:       CR-3:       DR-4:       CR-4:
TRANS      DOCD    DUDT    SVDT    CDOC I RDOC I  MOD N AGCY R  IDX     PCA    COBJ R
 EDIT      AOBJ    RVRS     PDT N    CI N 1099 N WARR N INVC   VNUM R VNAM R VADD R
 INDS:    DMETH N APN# R FUND R  GLA N  AGL    GRNT   SUBG   PROJ    MULT   G38# N
POST SEQ: 2 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC:     PYTC:     FUTMY: N
GEN- TC:       DT:    ACCR TC:      TR TC:     INTERFACE IND: 1 T
PAY LIQ TC:      PAY RED TC:     CUM POST IND: Y BAL TC: 730   A/S DOC AMT: +
           A/S  BT  MATCH GLA DOC      A/S  BT  MATCH GLA DOC
        DF: +   03    M    2   2        +   04    M    2   2
FILE    AP: +   12                      -   14
POSTING AB: +   12                      -   14
INDS:   CC: +   12
        GP: +   12                      -   14
        PJ: +   12                      -   14
    AGY GL:                2                           STATUS CODE: A
 EFF START DATE: 04121994   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
```

28B Transaction Code Description Profile

The **28B** is essentially a 'page two' of the **28A** profile. Besides a free-form description of the T-Code, this screen defines what elements can be used with the T-Code:

Control Key

- **TRANS CODE** – Enter a three-digit Transaction Code. It must exist in the **28A** profile.

Information Elements

- **DESCRIPTION** – Enter a description of the purpose of the T-Code on one or more of the five 50-character lines. There must be sufficient space available to describe all debit and credit GLA account codes listed on the 28A profile.
- **GL I/E** – Enter a one-character Comptroller General Ledger Include/Exclude Indicator (I for Include or E for Exclude) and up to ten Comp GLAs or Comp GLA ranges or leave these fields blank. Each range must be separated by commas and the ranges must be identified with a dash. If one of the debit or credit pairs is open (blank on the **28A** profile), certain Comp GLAs or a range of values may be included or excluded here so that inappropriate entries are not made. This section would be empty if all pairs on the **28A** profile have Comp GLAs.
- **COMP OBJ I/E** – Enter a one-character COBJ I/E Indicator (I for Include or E for Exclude) and up to ten four-digit **D10** COBJs or COBJ ranges or leave blank. Each range must be separated by commas and the COBJ ranges must be identified with a dash. If COBJs are allowed per the **28A** Profile's Transaction Edit Indicator COBJ, the allowed COBJs or range of COBJs would be listed here as included. This section will be empty if COBJ is 'N.
- **DOC TYPES** – Enter up to ten two-character Document Types. The Document Type must exist in the **33** profile. A '%' in the first field means all Document Types are valid. If a '%' is placed in the first Document Type field, all other fields must be left blank. The Document Types define the first two characters of the Current Document Number.

- **BATCH TYPES** – Enter up to ten one-character valid Batch Types. A '%' in the first field means all Batch Types are valid. If a '%' is placed in the first batch type field, all other fields must be left blank. Valid values are defined in the **D54 – System Parameters Profile** with Table ID 'BTYP'. Batch Types are hard coded in the system and determine the type of input screen that may be used for a transaction. Some Batch Types are used exclusively for on-line financial entry while others are system generated during batch processing. Examples of valid Batch Types include:

  1 – Budgetary
  2 – Revenues/Receipts
  3 – Pre-encumbrances/Encumbrances
  4 – Expenditures/Disbursements
  5 – Journal Vouchers
  8 – Payroll Interface
  G – Companion Transactions

TREAS CAT – *Not Used in Oregon*. Enter a two-character Treasury Category code or leave blank. This code is used by the output interface module.

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use. On the **28B** Profile this code can show an 'A' while the **28A** Profile show an 'I'. The T-Code would be inactive.

  A – Active
  I – Inactive

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.

- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S28B   UC: 10                   STATE OF OREGON            04/05/14 11:46 AM
LINK TO:                TRANS CODE DESCRIPTION PROFILE                    PROD

 TRANS CODE: 731   (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: RECORD THE RECEIPT ON ACCOUNTS RECEIVABLE FOR PYMT
             ON PURCHASE OF GOODS OR SVCS FROM ANOTHER AGENCY.
             USE W/TC730 AS A BAL ENTRY. IF NO A/R USE TC723.
             0070-CASH ON DEP W/TREAS;0501-A/R-OTHER-BILLED
             3101-REVENUE CTL-ACCRUE;3100-REVENUE CTL-CASH
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ",".


I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ",".
I 0111 - 1200 , 1501 - 1750 , 2000 - 2600 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE.  ("%" IN #1 = ALL VALID)
 1: BT   2: BI   3:      4:      5:      6:      7:     8:       9:     10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE.  ("%" IN #1 = ALL VALID)
 1: G    2: 2    3: 4    4:      5:      6:     7 :     8:      9 :     10:
  TREAS CAT:                                            STATUS CODE: A
 EFF START DATE: 04122014   EFF END DATE:            LAST PROC DATE: 04122004
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F6-28A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

29 GRANT CONTROL PROFILE

The **29** profile controls the grant cost accumulation and billing processes. It provides agencies with the flexibility to identify, account, and bill for grants in R★STARS. This profile is Agency maintained.

The **29** profile maintains a variety of information for each Grant and Phase. The Grant identification section includes elements, which, when included in the profile, will reduce coding on Grant related transactions. Other indicators define the level used to post financial information to the Grant Financial Table, the severity of budget control, and if billed, how and when the Grant will be billed. The recovery area defines the recovery transaction that is printed on the billing detail report. Included are the Transaction Code and classification elements used to record accounts receivable transactions.

For more information about grants in general, see the Data Entry Guide Grant Accounting – Chapter 14.

Control Key

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **GRANT NO –** Enter a six-character Grant Number. It must exist in the **D47** profile.
- **GRANT PH** – Enter a two-digit Grant Phase or enter zeros (‘00’) if the Grant is not divided into Phases.
- **AG CD 1** – Enter a four-digit Agency Code 1 or leave blank. If entered, it must exist in the **D26** profile.

Information Elements

- **GRANT TYPE** – system generated, two character field. Grant Type is identified on the **D47** profile and is defined on the **D35 – Grant Type Profile**.
- **TITLE** – Enter a Phase Title of up to 40 characters.
- **GEOGRAPHIC CODE** – *Not used in Oregon.* Enter a two-character Geographic Code or leave blank. If entered, it must exist in the **D53** profile with a table ID of ‘CAGC’.
- **SGL POST LEVEL IND** – Enter the one-digit Summary General Ledger Post Level Indicator. It provides the ability to maintain a Grant General Ledger and inquire on the balance sheet accounts within a grant/phase. Valid indicators are as follows:

  0 – Do not post Grant
  1 – Post Grant only
  2 – Post Grant and Phase

- **LOC NO** – Enter the 15-character Letter of Credit Number or leave blank. This field is used as the secondary sort (behind Agency) on the DAFR7870 Letter of Credit Draw Down Report.
- **LOC AWARD NO** – Enter the 15-character Letter of Credit Award Number or leave blank.
- **EXP POST LEVEL IND** – Enter a one-character Expenditure Object Posting Level Indicator. It determines the Expenditure Object and/or Fund level at which transactions are posted to the Grant Financial Table. All transactions are recorded at the lowest level of detail in the General Ledger Financial Table. This indicator controls the posting of (expenditure) Object and Fund to the Grant Financial Table. For example, if the value is '3' the grant object value (which is looked up from the **D10** Comptroller Object on the **D48** profile) will be posted to the control key of the Grant Financial Table. The Fund, Appropriated Fund, Comptroller Object, and Agency Object fields would be blank. This would control the grant by Grant Object. If the value is '0' the object and fund fields of the Grant Financial Table are blank (control is without regard to Object or Fund). Note that Grant billable and expendable budgets must be posted at the level of detail identified by this indicator. When budgets are not used, this indicator should be set at the level desired for on-line inquiry. The valid indicators are as follows:

0 – No Object	**A** – **D23** Fund, No Object
1 – **D10** Comptroller Object	**B** – **D23** Fund and **D10** Comptroller Object
2 – **D11** Agency Object	**C** – **D23** Fund and **D11** Agency Object
3 – **D48** Grant Object	**D** – **D23** Fund and **D48** Grant Object

- **REV POST LEVEL IND** – Enter a one-digit Revenue Object Posting Level indicator. It identifies the level of Revenue Object at which a Grant will be posted in the Grant Financial Table. For example, if the value is '0' no Object information is posted to the control key Grant Financial Table. If the value is '1' the Comptroller Object on the transaction is posted to the control key of the Grant Financial Table. Valid indicators are identical to those for the **EXP POST LEVEL IND**.
- **GRANT CTL TYPE IND** – Enter a one-digit Grant Control Type indicator as follows:

  0 – None. Expenditures and encumbrances exceeding the expendable budget will not cause an error message

  1 – Absolute/Fatal. Expenditures or encumbrances greater than the expendable budget will not be posted. A Fatal message will be issued.

  2 – Advisory/Warning. Expenditures and encumbrances that exceed the expendable budget will be posted. A warning message will be issued.
- **CASH CTL POST IND** – Enter a one-character Cash Control Posting indicator. It determines whether the grant structure is used to post to the Cash Control and Cash Balance (*CB Not used in Oregon*) Financial Tables. For example, a value of 'N' indicates that the grant on the Cash Control and Cash Balance (*CB Not used in Oregon*) Financial Tables will be blank (control is without regard to grant); whereas a value of 'Y' indicates that the grant

will be posted to the Cash Control and Cash Balance (*CB Not used in Oregon*) Financial Tables. Whether or not the phase code is posted, is determined by the **D47** profile Grant Phase Budget Level indicator. Valid Cash Ctr Post Indicators are as follows:

Y – Yes, exercise cash control for the Grant or Grant/Phase.
N – No, do not have cash control for the Grant or Grant/Phase.

- **CASH CTL TYPE IND** – Enter a one-digit Cash Control Type indicator as follows:

  0 – None. Over expended Grant cash will not be evidenced by an error message.

  1 – Absolute/Fatal. Expenditures and encumbrances greater than the available Grant Cash balance will not be posted. A fatal message will be issued.

  2 – Advisory/Warning. Expenditures and encumbrances that exceed the Grant Cash balance will be posted. A warning message will be issued.

- **PROJ NO/PH** – Enter a six-character Project Number and the two-digit Project Phase or leave blank. The Project Number and Phase are used to associate a Project/Phase with the Grant/Phase. All budgetary, expenditure and revenue transactions recorded against this Grant/Phase will also post to the Project Table for the Project/Phase. If entered, it must exist on the **27** profile.

- **AGY CD 2** – Enter a four-character Agency Code 2 code. If entered, it must exist in the **D27** profile.

- **SERV DATE CTL IND** – Enter a one-character Service Date Control Indicator as follows:

  Y – Yes, service dates of transactions must occur prior to the Final Post Date defined in this profile.

  N – No, service dates of transactions are not controlled against the Final Post Date.

- **GRANT OBJ IND** – Enter a one-character Grant Object Indicator or leave blank. The Grant Object Indicator determines what type of objects (Agency, Comptroller, or Grant) are being used to manage this CMIA type grant. This indicator is only allowed for grants with billing methods ‘7’ and ‘8’. For billing methods ‘7’ and ‘8’, this indicator determines what types of objects may be entered in the **17** profile. For billing method ‘8’, this indicator determines what types of objects may be entered in the Object Ranges of this profile. Valid indicators are as follows:

  A – **D11** Agency Objects
  C – **D10** Comptroller Objects
  G – **D48** Grant Objects
  Blank – Field must be blank for billing methods ‘1’ to ‘6’.

- **CONTRACTOR/SFX** – Enter a10-character Vendor ID Number and three-digit Mail Code of the primary contractor associated with this grant or leave blank. If entered, the Vendor Number and Mail Code must be defined in the **34** and **51** profiles.

- **BILLING METHOD** – Enter a one-digit Billing Method indicator as follows:

  0 – **Grant Not Billed** – which is used for grants that do not require billing detail reports. Recovery Segment should be blank.

  1 – **Standard Cost Per Unit** – billings are calculated by multiplying the Standard Billing Rate by the total units posted grant-to-date and subtracting previously billed amounts and advances made.

  2 – **Standard Percentage** – billings are calculated by multiplying the Standard Billing Rate (percentage) by the total grant-to-date expenditures and subtracting previously billed amounts and advances made.

  3 – **Standard Cost Per Unit to Budget** – billings are calculated by multiplying the Standard Billing Rate times the grant-to-date units. This method then bills the lower of the calculated bill less previously billed amounts or the billable budget less previously billed amounts and advances made.

  4 – **Standard Percentage to Budget** – billings are calculated by multiplying the Standard Billing Rate (percentage) times grant-to-date expenditures. This method then bills the lower of the calculated bill less previously billed amounts or the billable budget less previously billed amounts and advances made.

  5 – **Actual** – billings are generated for the actual expenditures grant-to-date less previously billed amounts and advances made. Billing Rate must be zero or blank.

  6 – **Actual to Budget** – bills the lower of the billable budget less previously billed amounts or actual expenditures less previously billed amounts and advances made. Billing Rate must be zero or blank.

  7 – **Auto Bill** – Expenditures are selected that are final approved and charged to a grant for daily CMIA processing. If the grant category is subject to CMIA, then billing method must equal 7 or 8.

  8 – **Auto Billing Plus Indirect** – expenditures plus indirect costs are selected that are final approved and charged to a grant for daily CMIA processing. If the grant category is subject to CMIA, then billing method must equal '7' or '8'

- **BILLING CYCLE** – Enter a one-digit Cycle indicator as follows:

  0 – **Grant Not Billed/Auto Bill** – Grants Not Billed identifies grants that are not billed automatically for methods 1 through 6. These grants may only be billed manually. Auto Bill method bills grants automatically and is to be used when the billing method is 7' or '8'. MMDD (1-4) must be blank.

  1 – **(Non) Automatic During Month Close** – Identifies the grants to be billed during the month closing process. MMDD (1-4) must be blank. Before month end close, agency needs to set the **92** and **25** profiles. If in current accounting month, the 92 = CM, if after month is over, then 92 = PM.

2 – **Automatic by Date** – Identifies grants to be billed automatically on a specific cycle or date. If a cycle of '2' is used, the user must also specify the cycle to be billed on the **92** Grant/Project Billing Request Profile. MMDD is required.

- **BILLING MMDD** (1-4) – Enter up to four dates (MMDD or DD) or leave blank. At least one field is required when the BILLING CYCLE equals '2'. These fields allow up to four specific billing dates for a grant by entering a month and a day (MMDD) for billing on certain dates, or just a day (DD) for monthly or weekly billing. Valid 'MM' values are 01 through 12. Valid 'DD' values are 01 through 31. Examples are as follows:

	MMDD1	MMDD2	MMDD3	MMDD4
Specific Date	0928			
Weekly	07	14	21	28
Monthly	15			
Quarterly	0701	1001	0101	0401

- **OBJECT RANGE LOW/HIGH** – Enter a four-digit Object Range Low and High or leave both blank. For Billing Methods '1' and '3', this range identifies the statistical units (such as miles) to which to apply a Standard Rate. The Object Range Low and High are required. These objects must be in the **D10**, **D11**, or **D48** profiles. For Billing Methods '2' and '4', this range identifies the Objects that are to be billed using Standard Percentage Methods. For Billing Methods '7' and '8', this range identifies the Objects that are to be billed using Auto Billing Methods. The Objects are optional for Billing Method '7' and required for billing method '8'. For Billing Methods '5' and '6', this range is optional and identifies the Objects that will be billed. If used, maintain the Range at the Expenditure Object Posting Level indicator.

- **RATE** – Enter a 10-digit Rate in #####.#### format. It is required if Method equals '1', '2', '3', '4' or '8'. It is not allowed if the Method is '0', '5', '6' or '7'. How the rate is used depends on the Billing Method used. In Billing Method '1' or '3', the rate is used to compute Standard Cost Per Unit. In Billing Methods '2' or '4', the rate is the Standard Percentage. The rate is also used to compute the indirect costs for CMIA Auto Billing.

- **COMP GLA TO INCLUDE** – Enter up to 10 four-digit Billable General Ledger Accounts. Include at least one Billable **D10** Comptroller General Ledger Account if billing Method is '7' or '8'.

- **CLEARANCE PATTERNS** – Enter up to a four-character (alpha/numeric) Clearance Pattern code or leave blank. If entered, it must exist in the **18** profile and can not exist in the **17** profile.

- **RECOVERY SEGMENT** – This portion of the Profile includes the data to be used on the transaction to record the revenue and accounts receivable for grant claims. For billable grants, the following recovery data must be coded: Current Document Number and Suffix, Transaction Code, Index, or PCA, and Comptroller Object or Agency Object. Note, though, if billing methods ‘7’ or ‘8’ are used, then the Current Document Number and Suffix must be left blank. The recovery segment information should be left blank if method ‘0’ is chosen.

- **CUR DOC/SFX** – Enter an eight-character Current Document Number and the three-digit Suffix or leave blank. They are required if Grant is billable. When entered, the last three digits must be numeric. If the grant is billed, the billing program increments the number by one each time a billing transaction is billed. It is also required if methods ‘1’ through ‘6’ are selected. For Billing Methods ‘7’ and ‘8’, the Current Document Number/Suffix is generated by the CMIA billing process.
- **TC** – Enter a three-digit Transaction Code (T-Code) or leave blank. If entered, it must exist in **28A** and **28B** profiles. It is required if method ‘1’ through ‘8’ are selected. The commonly used T-Code records an accounts receivable and revenue billing. It is required if Grant is billable. This T-Code will appear on grant billing reports. The user must take care to select the appropriate T-Code when entering the receivable transaction into R★STARS.
- **INDEX** – Enter a five-digit Index code of the account to be credited or leave blank. Index or PCA is required if methods ‘1’ through ‘8’ are selected. If entered, it must exist in the **24** profile.
- **PCA** – Enter a five-digit Program Cost Account of the account to be credited or leave blank. Index or PCA is required if Methods ‘1’ through ‘8’ are selected. If entered, it must exist in the **26** profile.
- **AY** – Enter the two-digit Appropriation Year of the billing.
- **COMP OBJ** – Enter a four-character Comptroller Object or leave blank. If entered, it must exist in **D10** Profile. Either the **D10** Comptroller Object or the **D11** Agency Object is required if Methods ‘1’ through ‘8’ are selected.
- **AGY OBJ** – Enter a four-digit Agency Object. If entered, it must exist in **D11** profile. Either the **D10** Comptroller Object or the **D11** Agency Object is required if Methods ‘1’ through ‘8’ are selected.
- **FUND** – Enter a four-digit Fund if it is not looked up by the Index or PCA. It is required if Grant is billable. If entered, it must exist in the **D23** profile.
- **DESC** – Enter a Description for the recovery of up to 30 characters.
- **MPCODE** – Enter a ten-character Multipurpose Code if method equals ‘1’ through ‘8’ or leave blank.
- **AGY CD 1** – Enter a four-character Agency Code 1. If entered, it must exist in the **D26** profile and Method must equal ‘1’ through ‘8’.
- **AGY CD 2** – Enter a four-character Agency Code 2. If entered, it must exist in the **D27** profile and Method must equal ‘1’ through ‘8’.
- **AGY CD 3** – Enter a five-character Agency Code 3. If entered, it must exist in the **D36** profile and Method must equal ‘1’ through ‘8’.

- **FINAL POST DATE** – Enter an eight-digit Final Post Date (MMDDYYYY format) or leave blank.
- **RTI** – Enter a six-character Recurring Transaction Index or leave blank. If entered, it must exist on the **550** profile.
- **STATE MATCH %** – Enter a six-digit State Match % or leave blank. Format is .#####.
- **STATE MATCH AMOUNT** – Enter a 13-digit State Match Amount or leave blank. Format is ###########.##.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  A – Active **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S029   UC: 10                  STATE OF OREGON            01/15/08 11:53 AM
LINK TO:                     GRANT CONTROL PROFILE                      PROD
AGENCY: 107   GRANT NO/PH: 809140 00   AG CD 1:      GRANT TYPE: 04 (SYS-GEN)
 TITLE: MOTOR POOL COP 95A                         GEOGRAPHIC CODE:
SGL POST LEVEL IND: 2  LOC NO:                   LOC AWARD:
EXP POST LEVEL IND: C  REV POST LEVEL IND: C       GRANT CTL TYPE IND: 0
 CASH CTL POST IND: N   CASH CTL TYPE IND: 0 PROJ/PH:          AGY CD 2:
 SERV DATE CTL IND: N       GRANT OBJ IND:     CONTRACTOR/SFX:
BILLING METHOD: 0      CYCLE: 0   MMDD: 1       2      3      4
OBJECT RANGE -  LOW:    HIGH:      RATE:       LOW:   HIGH:    RATE:
             1                 00000.0000 2                 00000.0000
             3                 00000.0000 4                 00000.0000
             5                 00000.0000     CLEARANCE PATTERN:
COMP GLA TO INCLUDE:
                         * * * * * * RECOVERY SEGMENT * * * * * *
 CUR DOC/SFX:              TC:       INDEX:          PCA:          AY:
COMP/AGY OBJ:             FUND:         DESC:
     MP CODE:                 AGY CD -  1:      2:      3:
FINAL POST DATE:                     RTI:                SPEC PURGE IND: N
   STATE MATCH%: .00000  STATE MATCH AMT: 00000000000.00 STATUS CODE: A
 EFF START DATE: 03191996   EFF END DATE:            LAST PROC DATE: 01152008
Z09 RECORD NOT FOUND - END OF FILE FOR AGENCY

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

30 CONTRACT CONTROL PROFILE

The **30** profile is used to monitor contract expenditures to ensure that they do not exceed the contract budget. This profile is Agency maintained.

The DF Table was not used to monitor contract because multiple documents (encumbrances, pre-encumbrances, payables, and payments) may be related to a single contract. The Contract Financial (CF) Table maintains expenditure and encumbrance data. The budget amount is maintained on this Contract Profile.

Control Key

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **CONTRACT NO –** Enter up to a ten-digit Contract Number.

Information Elements

- **AMENDMENT NO** – Enter an eight-digit Amendment Number or leave blank.
- **CHANGE NO –** Enter a ten-digit Change Number or leave blank.
- **TYPE** – Enter a one-character Type or leave blank. An agency may want to establish groups of different contract types such as 'P' Personal Service Contracts, 'C' Construction Contracts, etc.
- **COMP NO –** Enter an eight-digit Comptroller Contract Number or leave blank. This is a number assigned by the Comptroller.
- **DESCRIPTION** – Enter a Contract Description of up to 5 lines.
- **VENDOR NO/MC –** Enter up to a 10-character Vendor Number and the three character Vendor Mail Code. The vendor mail code identifies the mailing address for the vendor. If leading or trailing blanks are input, the system left justifies and right blank-fills the Vendor Number. This Vendor Number and Mail Code must exist in the **51** Profile.
- **NAME** – The vendor's name is looked up based on the VENDOR NO/MC.
- **CONTACT** – Enter up to a 20-character name of the Contact Person.
- **EXPIRATION DATE –** Enter an eight-digit Expiration Date (MMDDYYYY format) leave blank.
- **RENEWAL DATE –** Enter an eight-digit Renewal Date (MMDDYYYY format) or leave blank.
- **CONTRACT AMOUNT –** Enter up to a 14-digit Contract Amount.
- **CONTINGENCY AMOUNT –** Enter up to a 14-digit Contingency Amount or leave blank.
- **RETAINAGE AMOUNT –** Enter up to a 14-digit Retainage Amount or leave blank.
- **BUDGET AMOUNT –** Enter up to a 14-digit Budget Amount or leave blank.

- **BUDGET CHECK IND –** Enter a one-character Budget Check Indicator. This determines whether expenditures and outstanding encumbrances may exceed the Contract Budget. Valid indicators are as follows:
  - **Y** – Yes, the budget will be checked.
  - **N** – No, the budget will not be checked.
- **REGISTER ID –** Enter a 14-character Register Identification Request for Proposal code or leave blank.
- **AWARD** – Enter a ten-character Register Identification Award Code.
- **AMEND** – Enter a ten-character Register Identification Amendment Code or leave blank.
- **CONTRACT STATUS –** Enter a three-character Contract Status or leave blank. If entered, it must exist in the **D53** profile with table ID of 'COST'.
- **STATUS CODE –** Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - **A** – Active
  - **I** – Inactive
- **EFF START DATE –** Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. **EFF END DATE** identifies when the record is no longer effective.

Example:

```
S030   UC: 10                   STATE OF OREGON              01/15/08 11:57 AM
LINK TO:                     CONTRACT PROFILE                              PROD


AGENCY: 107                    CONTRACT NO:  991111
AMENDMENT NO:             CHANGE NO:               TYPE:     COMP NO:
DESCRIPTION: DAS HEALTH CHECKS




 VENDOR NO/MC: 0000000000 000
         NAME: ADVENTIST MEDICAL CENTER
 CONTACT: BOB COX                 EXP DATE: 06012003  RENEWAL DATE:
   CONTRACT AMOUNT:  00000000000.00    CONTINGENCY AMOUNT:
  RETAINAGE AMOUNT:
     BUDGET AMOUNT:  00000000000.00      BUDGET CHECK IND:  Y
       REGISTER ID:                 AWARD:                AMEND:
   CONTRACT STATUS:
                                                      STATUS CODE: A
 EFF START DATE: 02032000   EFF END DATE: 12012002   LAST PROC DATE: 01152008
Z09 RECORD NOT FOUND - END OF FILE FOR AGENCY

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

31 SUB GRANTEE PROFILE

The **31** profile establishes other agencies, localities, etc. who receive portions of pass-through grants as subgrantees, or in some cases subcontractors. In addition, a Grant Number and Phase may be entered in this profile for coding reduction purposes. This profile is Agency maintained.

A common requirement for governments receiving pass-through grants is to account for the advances made to subgrantees and the expenditures made by subgrantees. The R★STARS Reference Manual, Chapter 13, discusses Subgrant Accounting capabilities.

Control Key

- **AGENCY** – Enter the three-character Agency Number. It must exist in the **D02** profile.
- **SUBGRANTEE ID –** Enter up to a 14-digit Subgrantee ID Code, which is greater than zero. The length of the subgrantee ID is the same length as the Vendor Number/Mail Code. This permits use of the same value for both the vendor and the subgrantee if desired.

Information Elements

- **NOTE** – Located in Upper Right Corner. This is 'Y' or 'N' value to indicate Yes, there is a note or No, there is not a note for a particular profile record. The default will be 'N' and once a note has been generated, R★STARS sets the indicator to 'Y'. The User can access the notepad by keying 'Note' in the 'Link To' field and pressing **[F9]** (Interrupt) to start an active interrupt.
- **NAME** – Enter up to a 40 character (numeric/alpha) Subgrantee Name.
- **ADDR 1 –** Enter Address 1 of up to 40 characters.
- **ADDR 2 –** Enter Address 2 of up to 40 characters or leave blank.
- **ADDR 3 –** Enter Address 3 of up to 40 characters or leave blank.
- **CITY** – Enter City of up to 20 characters.
- **STATE** – Enter a two-character State code.
- **ZIP CD –** Enter a nine-digit Zip Code. The first five digits must be greater than zero.
- **CONTACT** – Enter Subgrantee Contact of up to 30 characters.
- **PHONE NO –** Enter a ten-digit Subgrantee Contact Area Code and Phone Number or leave blank.

- **SUBGRANTEE TYPE –** Enter a one-digit Subgrantee. The **90** profile Keyword 'DY8' lists the valid codes:

01 – Federal	**03** – Local Government	**05** – Other
02 – State	**04** – Private	

- **GRANT NO/PH –** Enter a six-character Grant Number and a two-digit Grant Phase or leave blank. If entered, they must exist in the **29** profile.
- **COMPLIANCE AUDIT DATE –** Enter an eight-digit Compliance Audit Date (MMDDYYYY format)
- **COMPLIANCE AUDIT STATUS –** Enter a one-character Compliance Audit Status Code. If entered, it must exist in the **D53** profile with a Table ID of 'CAST'.
- **REPORT DATES –** Enter up to four, four-digit Report Dates in one of the following formats:
  - **MMDD** – To identify the month and day reports are issued
  - **DD** – To identify specific days reports are issued
- **LOCAL MATCH % –** Enter a six-digit Local Match % or leave blank. Format is .#####.
- **LOCAL MATCH AMOUNT –** Enter a 13-digit Local Match Amount or leave blank. Format is ##########.##.
- **AGY CD 1 –** Enter a four-character Agency Code 1 code. If entered, it must exist in the **D26** profile.
- **STATUS CODE –** Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

A – Active	**I** – Inactive

- **EFF START DATE –** Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE –** Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S031   UC: 10                   STATE OF OREGON            01/15/08 12:00 PM
LINK TO:                     SUBGRANTEE CONTROL PROFILE        NOTE: N   PROD



AGENCY: 635   SUBGRANTEE ID: 0927
  NAME: DBA THE TREASURE OF THE SEA
ADDR 1: 8306 NE SANDY BLVD
ADDR 2: J401
ADDR 3:                       WADL ZIMINV1279NM
  CITY: PORTLAND              STATE: OR    ZIP CD: 97220

 CONTACT: ZIMIN, VICTOR
PHONE NO: 360 903 1042   SUBGRANTEE TYPE: 5   GRANT NO/PH: DL0000 00

COMPLIANCE AUDIT DATE:                COMPLIANCE AUDIT STATUS:
REPORT DATES:
LOCAL MATCH %: .00000    LOCAL MATCH AMT: 00000000000.00   AGY CD 1:

                                                        STATUS CODE: A
 EFF START DATE: 03011999   EFF END DATE:           LAST PROC DATE: 01302007
Z07 NEXT RECORD SUCCESSFULLY READ

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

33 DOCUMENT CONTROL PROFILE

The **33** profile allows the user to identify the required actions for each Document Type, defines the tracking and balancing rules for each Document Type, and defines payment tolerance limits. This profile provides on-line entry and inquiry of the processing rules for each type of document. DAS SFMS Operations maintains this profile.

Control Key

- Document Type – Enter a two-character Document Type.

Information Elements

- **DESCRIPTION** – Enter a Description of up to 40 characters.
- **BALANCING INDICATOR** – Enter a one-character Balancing Indicator or leave blank. If the Balancing Indicator is 'Y', the Document Amount must be entered on the financial transactions for each document. In Oregon, 'Y' will be used on all document types except where tracking indicator is "N". Valid indicators are as follows:

  Y – The entered amount of the document must equal the computed amount of the document to give final approval to this document.

  N or Blank – The entered amount does not have to equal the computed amount to give final approval to this document.

  This is a required field when the Tracking Indicator is 'Yes'. Otherwise, this field must be blank.
- **TRACKING INDICATOR** – Enter a one-character Tracking Indicator. Valid indicators are as follows:

  Y – Yes, tracking is required on this document type.
  N – No, tracking is not required on this document type.
- **REQ APPROVAL ACTION** – *Not Used in Oregon*. Enter up to 20 three-digit Action codes required for the Document Type. Action Codes when entered must exist in the **D44 – Action Code Profile** using Agency '000'. Connectors and Action Codes must be entered contiguously; embedded blank action codes or connectors are not allowed. The connector identifies any groups of action codes if applicable. For example:

  01 100 01 050 02 111 03 201 04 002

  Connector '01' identifies that Action Code '100' or '050' is required, while Action Codes 111, 201 and 002 are all required.

- **NORMAL HR** – *Not Used in Oregon.* Enter up to 20 three-digit Normal Hours or leave blank. Normal Hours are not required for each Action Code. However, an action code is required for each Normal Hours status. If entered, the Normal Hours represents the acceptable number of hours a document should remain in the status identified by its Action Code.
- **CONTROL AGY** – Enter a three-digit Control Agency Action Code if Control Agency approval is required for this Document Type or leave blank. If entered, it must exist in the **D44** Profile. If entered, there must be a "Threshold Amount" entered also.
- **THRESHOLD AMOUNT** – User must enter a Threshold Amount if Control Agency is entered. Otherwise, leave blank. For a document type that requires a Control Agency Action Code, the document amount will be compared to the Threshold Amount. If the Document Amount meets or exceeds the Threshold Amount, then the Control Agency's Action Code will be required for that document to be approved for processing.
- **LOW NORMAL $ AMT** – *Not Used in Oregon.* Enter up to 13 digits with two digits of decimal places of Low Normal $ Amount or leave this field blank. The Low Normal $ Amount provides exception reporting for those documents that do not meet a minimum $ amount.
- **HIGH NORMAL $ AMT** – *Not Used in Oregon.* Enter up to 13 digits with two digits of decimal places of High Normal $ Amount or leave this field blank. The High Normal $ Amount provides exception reporting for those documents that exceed a maximum $ amount.
- **TOLERANCE $** – *Not Used in Oregon.* Enter up to four digits or leave blank the Tolerance Dollar Amount. All zeros in this field is acceptable. The Tolerance Dollar Amount establishes liquidation tolerance limits for encumbrances and pre-encumbrances (e.g., if an encumbrance is entered for $100 and the tolerance is $50 (0050), the encumbrance cannot be paid for more than $150).
- **TOLERANCE %** – Enter up to four digits or leave blank. This field when entered, must be in #.## format. Zeros entered 0.00 in this field are acceptable. The Tolerance Percentage establishes liquidation tolerance limits for encumbrances and pre-encumbrances (i.e., if an encumbrance is entered for $100 and the tolerance is 10% (0.10), the encumbrance cannot be paid for more than $110).
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S033   UC: 10                    STATE OF OREGON              01/15/08 01:06 PM
LINK TO:                     DOCUMENT CONTROL PROFILE                      PROD



           DOCUMENT TYPE: EE
             DESCRIPTION: ENCUMBRANCE (NON-ADPICS)
     BALANCING INDICATOR: Y   (Y/N)
      TRACKING INDICATOR: Y   (Y/N)
    REQ APPROVAL ACTION:


NORMAL HR:

CONTROL AGY:       THRESHOLD AMOUNT: 00000000000.00

 LOW NORMAL $ AMT: 00000000000.00           HIGH NORMAL $ AMT: 00000000000.00
 TOLERANCE $:        (FORMAT 9999; BLANK MEANS NO CONTROL)
 TOLERANCE %: 0.00   (FORMAT 9.99; BLANK MEANS NO CONTROL)
                                                        STATUS CODE: A
 EFF START DATE: 03021994   EFF END DATE:           LAST PROC DATE: 03021994
Z06 RECORD SUCCESSFULLY RECALLED

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

34 AGENCY VENDOR PROFILE

The **34** profile is used to view agency-defined vendor information for accounts receivable only. The Vendor Profile control key specifically identifies each vendor by Vendor Number and Mail Code. The Vendor Number is used to uniquely identify the vendor associated with a transaction. The Mail Code identifies the mailing address. Therefore, a single vendor with multiple mailing addresses may appear in the Vendor Profile multiple times. This profile is Agency maintained.

Control Key

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **VENDOR NO/MAIL CODE** – Enter up to a ten-character Vendor Number and a three-digit Vendor Mail Code. This identifies each vendor by a unique number. The Vendor Mail Code identifies multiple mailing addresses for a single vendor. If leading or trailing blanks are input, R★STARS left justifies and right blank-fills the Vendor Number. The first digit of the Vendor Number must be '0'(zero). The following digits can be the agency's choice.

Information Elements

- **VENDOR TYPE** – Enter a one-digit Vendor Type. Example indicators are as follows:

1 – Employee	**4** – Local Government	**6** – Vendor-Individual
2 – Federal Agency	**5** – Vendor-Business	**7** – Other
3 – State Agency		

- **UPDATE REASON CODE** – Enter up to a four-character Update Reason Code if the Vendor Name or any part of the vendor address is changed. The Update Reason Code entered must be defined in the **D53** profile with Table ID 'VURC'.
- **VENDOR NAME** – Enter a Vendor Name of up to 50 characters (first name first).
- **ALT NAME** – Enter up to twenty characters for the Alternate Name. The first three characters must not be blank. This field is used to prepare a listing of vendors in alphabetical order such as on the **3A** – **Vendor Alpha Inquiry Screen**. Vendor Name is not used in the alphabetical sort of the Vendor File. See instructions for Search Name in the **51** profile.
- **ALT #** – Enter up to 10 characters to identify the Alternate Customer Number. This alternate number will be used for the accounts receivable transactions when matching Accounts Payable. In Oregon, this should be the same number established for the Vendor Number in the **52** profile.
- **ADDRESS1** – Enter Address line 1 of up to 50 characters. This field is required and is normally used to contain the first line of the vendor address. See recommendations for coding the address fields in the **51** profile.

- **ADDRESS2** – Enter Address Line 2 of up to 50 characters or leave blank.
- **ADDRESS3** – Enter Address Line 3 of up to 50 characters or leave blank.
- **ADDRESS4** – Enter Address Line 4 of up to 50 characters or leave blank.
- **CITY** – Enter City of up to 20 characters.
- **STATE** – Enter a two-character State abbreviation. All of the valid state abbreviations are stored in the **90** profile with the keyword 'STATE'. If the vendor is not one of the 50 states or District of Columbia, the state code should be 'XX'.
- **ZIP CODE** – Enter a nine-digit Zip Code. The first five digits are required; the last four are optional. This field may be used for foreign zip codes (alphanumeric) when country is not USA.
- **COUNTRY** – Enter a Country of up to 20 characters or leave blank.
- **PHONE** – Enter an Area Code and Phone Number.
- **OWNERSHIP CODE** (***Not used on this screen***) – Enter a one-character Ownership Code or leave blank. Example indicators are as follows:

  E – State Employee
  G – Government Entity
  I – Individual Recipient
  N – Medical
  O – Corporation
  P – Attorney
  R – Foreign
  T – Partnership, LLC, LLP, Trust

- **TAX OFFSET EXEMPT** (***Not used on this screen***) – Enter a one-character Tax Offset Exempt Indicator or leave blank. Example indicators are as follows:

  Y – Vendor is exempt from tax offset
  N – Vendor is not exempt from tax offset

- **HOLD REASON CODE** (***Not used on this screen***) – Enter a three-character Hold Reason Code or leave blank. It is used to identify vendors that owe money to the state. Must be in **D53** profile with Table ID '5200'.
- **PAYMENT DISTRIBUTION TYPE** (***Not used on this screen***) – Enter a two-character PDT or leave blank. The PDT indicates how the vendor usually receives payments and how payments are consolidated.
- **1099 IND** (***Not used on this screen***) – Enter a one-character 1099 Indicator or leave blank. It identifies whether the vendor is subject to 1099 Reporting. Since the **34** profile is used for accounts receivable only, 1099 report is not triggered by this flag. Example indicators are as follows:

  N – 1099 Exempt vendor
  Y – 1099 vendor

- **FEI/SSN IND** (***Not used on this screen***) – Enter a one-character FEI/SSN Indicator or leave blank.

- **Bank Information** (***Not used on this screen***) – Can only be viewed or maintained by personnel with appropriate Security authorization. If the user does not have authorization for these fields, the fields are not shown on the screen. If the View Bank Info Indicator on the **96A** profile is blank, the four fields (ABA NUMBER, DIRECT DEPOSIT EFF DATE, ACCOUNT NO/TYPE) are not displayed. If the indicator is set to 'Y', bank information is displayed.
  - **ABA NUMBER** – Enter a nine-digit ABA Number or leave blank.
  - **DIRECT DEPOSIT EFF DATE** – Enter an eight-digit Direct Deposit Effective Date (MMDDYYYY format) or leave blank.
  - **ACCOUNT NO/TYPE** – Enter a 17-digit Bank Account Number and a two-digit Bank Account Type or leave blank.
- **BU/WH EFF DATE** – (***Not used on this screen***) Enter an eight-digit Backup Withholding Effective Date (MMDDYYYY format) or leave blank. This indicates when backup withholding began. If the date indicated is in the future, backup withholding will begin on that date.
- **W9 REQUEST DATE** – (***Not used on this screen***) Enter an eight-digit W9 Request Date (MMDDYYYY format) or leave blank. It indicates the date the W9 was sent to a vendor because the IRS indicated problems with the 1099 issued.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. **EFF END DATE** identifies when the record is no longer effective.

Example:

```
S034   UC: 10                   STATE OF OREGON              01/15/08 01:09 PM
LINK TO:                   AGENCY VENDOR PROFILE                          PROD

             AGENCY: 107
VENDOR NO/MAIL CODE: 0000000000 000   VENDOR TYPE: 7 UPDATE REASON CODE: CHG
        VENDOR NAME: WATER RESOURCES LOAN PROGRAM
        ALT NAME:    WATER RESOURCES LOAN           ALT #: 0000000000
           ADDRESS1: ATTN: MIKE MEYERS
           ADDRESS2: 725 SUMMER ST NE SUITE A
           ADDRESS3:
           ADDRESS4:
               CITY: SALEM                    STATE: OR ZIP CODE: 97301 4172
            COUNTRY:                          PHONE:
     OWNERSHIP CODE:     TAX OFFSET EXEMPT:     HOLD REASON CODE:
  PAYMENT DIST TYPE:           1099 IND:         FEI/SSN IND:


                                                 BU/WH EFF DATE:
                                               W9 REQUESTED DATE:
                                                          STATUS CODE: A
 EFF START DATE: 01131995   EFF END DATE:           LAST PROC DATE: 01152008
Z09 RECORD NOT FOUND - END OF FILE FOR AGENCY

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

36 Vendor Amount Limit Profile
(Not Used in Oregon)

The **36** profile is used by the Payment Processing Subsystem. DAS SFMS Operations maintains this profile.

Control Key

- **VENDOR NO/MAIL CODE –** Enter a ten-digit Vendor Number and a three-digit Mail Code. The Vendor Number identifies each vendor by a unique number. The Vendor Mail Code identifies multiple mailing addresses for a single vendor.

Information Elements

- **VENDOR NAME** – This is system generated from the Vendor No/Mail Code. Up to 50 characters are displayed for the Vendor Name.
- **AGENCY** – Enter a three-character Agency Code. It must exist in the **D02** profile.
- **AMOUNT LIMIT –** Enter up to an eight-digit Amount Limit. Only whole numbers are allowed.
- **STATUS CODE –** Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive
- **EFF START DATE –** Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
 S036   UC: 10                  STATE OF OREGON              01/15/08 01:16 PM
 LINK TO:                   VENDOR AMOUNT LIMIT PROFILE                   PROD

 VENDOR NO/MAIL CODE:
         VENDOR NAME:
              AGENCY:        (MUST BE IN D02 PROFILE)
        AMOUNT LIMIT:

/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\
                                                          STATUS CODE: A
  EFF START DATE: 01152008   EFF END DATE:            LAST PROC DATE: 01152008
 Z08 RECORD NOT FOUND - END OF FILE

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

43M On-Line 1099 Miscellaneous Summary Profile

The purpose of this profile is to provide the ability to view 1099-M summary transactions for a 1099 reportable vendor loaded to R*STARS DAFTIM 1099-M Vendor Summary Table through the DAFJ793 program. Additionally, it provides the ability to change the amounts in each of the 1099 boxes if adjustments must be made for a 1099 reportable vendor. This DAFTIM table is used to generated the vendor 1099-MISC form and prepare the 1099-M tape that is sent to the IRS.

The program updates the DAFTIM Table and allows for the inactivation of a vendor and the addition of new vendors. It provides for error correction through the use of reason codes which are used to reset indicators on the DAFTIM Table. These indicators provide the batch process with the ability to correctly prepare vendor information for the IRS tape.

This profile is maintained by DAS/SFMS Operations.

Control Key

- **PAYMENT YEAR** – Two-digit code. Tax year.

Information Elements

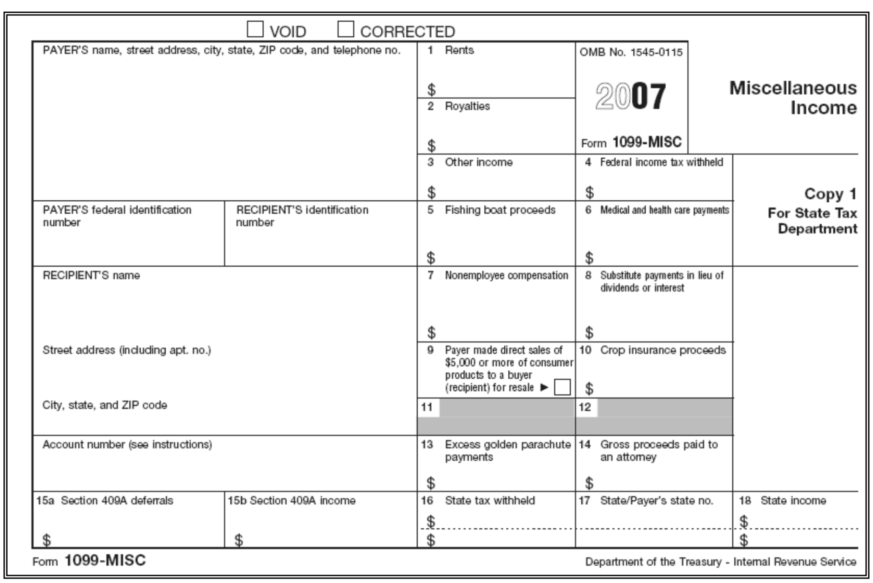
- **VENDOR NUMBER** – Ten-digit number. Any 1099 reportable Vendor/Individual.

  Note: The vendor name will be retrieved from the **52 – Systemwide Vendor Profile**. If the name does not appear, the vendor is not active.
- **ALT ID** – Ten-digit number. Used as an alternate reference number after a vendor # change.
- **REASON CODE** – Three-character code. See description below:

Reason Code	D54 ID	Description	(B)efore/ (A)fter DAFJXIRS
NEW	001	Adding a New Record	
		Added to the table through the batch program DAFM795.	B
		An old record was inactivated and a new vendor was added to the table prior to creating the first tape.	
		A vendor was initially omitted and then added after the first tape is sent to the IRS (indicates the information is not an error but newly added information)	A
ADJ	002	Any Agency adjustment made from theVendor 1099 Worksheet prior to creating the first tape.	B
		Any Vendor adjustments made after Vendor receives 1099 Form (in January) but prior to creating first tape.	

Reason Code	D54 ID	Description	(B)efore/ (A)fter DAFJXIRS
RP1	003	Vendor requests reprint of 1099 Form prior to creating the first tape with no changes.	B
ADD	004	Change of Vendor Address Only. First Record Change only. Otherwise use CM1 or CM2.	A
AMT	005	Change amount boxes only. First Record Change only. Otherwise use CM1 or CM2.	A
CM1	006	Both the vendor address and amount fields (one or more) were changed only. If other changes were made prior to this change, this reason code cannot be used. Use CM2.	A
INA	007	Inactivating a Vendor # and adding a new one after the 1099 tape was created. The old (alternate) Vendor # must be used to write the first B record with zeros in the amount fields and the new Vendor must be shown as a correction. Only used for Alternate Vendor	A
CM2	008	Any combination of errors involving an incorrect payee name and address, name and amount field(s) or all three.	A
NAM	009	Vendor Name Correction Only. First Record Change only. Otherwise use CM1 or CM2.	A
ERR	010	Inactivate a Vendor. Should not have been reported. Zero Amount fields prior to inactivation. Send to IRS.	A
END	011	Process Complete.	A
RP2	012	Vendor Request for a duplicate 1099 Form.	A

- **REFERENCE NO** – Anything is valid – the standard is the user initials and 3 numbers beginning with 001 and incrementing for each request (ex: TSP001)
- **Form 1099-M Box Elements** – These items are taken directly from the 1099-MISC Form.


VOID CORRECTED
PAYER'S name, street address, city, state, ZIP code, and telephone no.
1 Rents $
2 Royalties $
3 Other income $
4 Federal income tax withheld $
OMB No. 1545-0115
2007
Form 1099-MISC
Miscellaneous Income
PAYER'S federal identification number
RECIPIENT'S identification number
5 Fishing boat proceeds $
6 Medical and health care payments $
Copy 1
For State Tax Department
RECIPIENT'S name
7 Nonemployee compensation $
8 Substitute payments in lieu of dividends or interest $
Street address (including apt. no.)
9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale ►
10 Crop insurance proceeds $
City, state, and ZIP code
11
12
Account number (see instructions)
13 Excess golden parachute payments $
14 Gross proceeds paid to an attorney $
15a Section 409A deferrals $
15b Section 409A income $
16 State tax withheld $ $
17 State/Payer's state no.
18 State income $ $
Form 1099-MISC
Department of the Treasury - Internal Revenue Service

Box #	Title	Description
1	RENTS	Report rents from real estate on Schedule E (Form 1040).
2	ROYALTIES	Report royalties on timber, coal, and iron ore, see Pub. 544, Sales and Other Dispositions of Assets. *Not used in Oregon.*
3	OTHER INCOME	Generally, report this amount on the “Other income” line of Form 1040 and identify the payment.
4	FEDERAL TAX INCOME WITHELD	Shows backup withholding or withholding on Indian gaming profits.
5	FISHING BOAT PROCEEDS	An amount in this box means the fishing boat operator considers the party self-employed. *Not used in Oregon.*
6	MEDICAL AND HEALTH CARE PAYMENTS	For individuals or medical corporations, report on Schedule C or C-EZ (Form 1040).
7	NON-EMPLOYEE COMPENSATION	The party received this form instead of Form W-2 because the payer did not consider the party as an employee and did not withhold income tax or social security and Medicare taxes.
8	SUBSTITUTE PAYMENTS IN LIEU OF DIVIDENDS OR INTEREST	Shows substitute payments in lieu of dividends or tax-exempt interest received by the party’s broker on their behalf as a result of a loan of their securities. *Not used in Oregon.*
9	PAYER MADE DIRECT SALES OF $5000 OR MORE? (Y/N)	If ‘Y’, $5,000 or more of sales of consumer products was paid to the party on a buy-sell, deposit-commission, or other basis. A dollar amount does not have to be shown. *Not used in Oregon.*
10	CROP INSURANCE PROCEEDS	Report this amount on line 8 of Schedule F (Form 1040). *Not used in Oregon.*
13	EXCESS GOLDEN PARACHUTE PAYMENTS	Shows the party’s total compensation of excess golden parachute payments subject to a 20% excise tax. *Not used in Oregon.*
14	GROSS PROCEEDS PAID TO AN ATTORNEY	Shows gross proceeds paid to an attorney in connection with legal services.
16	STATE TAX	Shows state or local income tax withheld from the payments. *Not used in Oregon.*

- **LAST USER ID** – This element is system generated from the security table. Up to seven characters are displayed. This element is automatically populated when updates are made to the DAFTIM table either through batch process or online entry.
- **STATUS CODE** – This element is required. Enter a one-character Status Code as follows:

  A – Active **I** – Inactive

  This code will default to an Active status if not entered. It may be used to inactivate records no longer in use.

Example:

```
S43M   UC: 10                  STATE OF OREGON             11/21/12 10:09 AM
LINK TO:                1099 MISCELLANEOUS SUMMARY                      PROD

PAYMENT YR: 11  VENDOR NO: 0000000000     TIN: 000000000     REASON CODE: NEW
      NAME: ACME CO, INC.                     REFERENCE NO: ZZ000
                          TRANS SUMMARY:             1099 ACTUAL:
           1        RENTS:           0.00                    0.00
           2    ROYALTIES:           0.00                    0.00
           3 OTHER INCOME:           0.00                20500.00
           4 FEDERAL  TAX:           0.00                    0.00
           5 FISHING BOAT:           0.00                    0.00
           6   MED/HEALTH:           0.00                    0.00
           7 NON/EMP COMP:           0.00                    0.00
           8  SUB DIV/INT:           0.00                    0.00
           9 DIRECT SALE OF 5000?:
          10     CROP INS:           0.00                    0.00
          13    GOLD PARA:           0.00                    0.00
          14 ATTY PROCEED:           0.00                    0.00
          16    STATE TAX:           0.00                    0.00
                                                     STATUS CODE: A
LAST USER ID: DAS0000                            LAST PROC DATE: 01172012
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

F1-HELP F2-52 F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

51 VENDOR MAIL CODE PROFILE

The **51** profile is used to create, maintain, and view vendor information at the address level. Systemwide vendors requiring multiple mail codes are first added to the **52** profile. The additional Vendor Mail Codes are established in the **51** profile using Mail Codes 001 to 499. Agency staff may add new vendor profiles. DAS SFMS Operations activates, changes and deletes the profiles.

Control Key

- **VENDOR NO** – Enter up to a ten-character Vendor Number. It must exist in the **52** profile.
- **MAIL CODE** – Enter a three-digit Vendor Mail Code that identifies each vendor address. The Mail Code must not be '000'. A vendor mail code record of '000' is established by the system when the vendor record is entered on the **52** profile. When adding new vendors directly to R★STARS, use the next consecutive mail code within the "001-499" range. Mail codes within the range "500-699" are mail codes reserved to be added from ADPICS. Mail code numbers 400-409 are reserved for employee office addresses. These are used to produce reimbursement warrants that are to be returned to the agency for hand delivery to the affected employees. They should contain a return to agency PDT value (begins with an "R") to indicate the warrant is to be drawn for the individual transaction and returned to the originating agency for delivery. Valid values 001-999 may be used when changing or deleting the record.

Information Elements

- **NAME** – Enter up to a 50-character Vendor Name. The Payment Processing Subsystem, warrants, remittance advices, and many R★STARS reports display the first 40 characters.
- **SEARCH NAMES** – Enter up to three additional twenty-character Search Names (or Alternative Names). R★STARS generates and protects a search name identical to the first 25 characters of the Vendor Name. These fields are used by the **3A** screen. For example, the business 'KWIK Copy' may have alternate names of 'Quick Copy', 'Kwik Copy', 'Copy Services', etc. This would permit a user to find the Vendor Number/Mail Code by entering any of these names in the **3A** screen. The Search Name field is used for conducting searches of a vendor. The following conventions have been adopted for creating search names and alternate vendor names:
  - **Persons** – In the fourth search name field, enter the following format required by the IRS for 1099 electronic reporting: [LAST NAME],[FIRST NAME],[MIDDLE NAME (or) INITIAL]. *Both commas are required even if no middle name or initial is used.* No spaces or other punctuation marks are permitted. The last name must have at least 1 and not more than 13 characters, the first name may have up to 10 characters, the middle name up to 7.
  - **Organizations** – The second search name field will contain the first five characters of the organization name (including spaces), a space, and the zip code (i.e., for Pitney

Bowes, Pitne xxxxx) . The third and fourth search name fields may include another name or set of initials which may facilitate finding the vendor on any alphabetic search (i.e., IBM for International Business Machines, UPS for United Parcel Service, etc.).

- **Sole Proprietorships** – These entities are a sort of cross between persons and organizations. Because the proprietor is the person responsible for paying taxes, the vendor name and the last search name are entered as for a Person. The business name is entered in the second search name field as for an organization. The business name is also entered in the third search name field and as the first line in the address field.
- **Partnerships** – Enter the business name in the second search name field as for an organization. In addition two partners names (if known) are entered in the third and fourth search name fields as for a Person.
- **Government Agencies and Political Subdivision** – There are a number of special codes pertaining to these entities that are entered in place of certain search names. Oregon State government agencies and political subdivisions are generally entered only in R★STARS, although certain entities (i.e. water districts) are also entered in ADPICS to facilitate routine payments such as utility bills. Certain conventions have been adopted with respect to vendor names and search names in these records to assure consistency of format and completeness of information.
- **Political Subdivision** – Political subdivisions are counties, cities, and special districts that either have taxing authority or receive tax distributions from the State. Vendor names for counties and cities will begin with 'County of' or 'City of' respectively on the **52** profile record and the 001 mail code **51** profile record. Vendor Names for all Oregon school districts will begin with the name of the related county (i.e. 'Marion Co Sch Dist 24J') in the **52** profile record and the 000 mail code **51** profile record. Additional **51** profile mail codes may contain other appropriate vendor names and addresses.

  Each political subdivision is assigned a political subdivision (PSD) number. This number, with the prefix 'PSD', will become the second search name (the first enterable search name) in every record for that vendor (i.e., for Marion County School District 24J, 'PSD240340'). Each PSD number is composed of three pairs of digits. The first pair indicates the county in which the subdivision is found (i.e. '24xxxx' is in Marion County). The second pair indicates what type of subdivision is represented (i.e. 'xx03xx' is a school district). The final pair of digits is a sequence number to differentiate similar subdivisions in the same county. A listing of PSD numbers may be obtained from SFMS Operations.

  Cities and counties have special codes on the 001 mail code **51** profile record. The prefix 'CCC' plus the assigned city/county code will be entered in the third search name field (i.e., for Salem, 'CCC2470'). The prefix 'OLCC' plus the assigned Oregon Liquor Control Commission numbers will be entered in the fourth search name field (i.e., for Woodburn, 'OLCC2473').

Many political subdivisions also participate in the Local Government Investment Pool. These vendors will have their account numbers entered with the prefix 'Lgip' in the License field of the 001 mail code **51** profile record (i.e., for Marion County, 'Lgip04007') and the value 0.0 in the Tax Rate field.

- **Oregon State Government Agencies** – Oregon state government agencies are assigned numbers for identification in interagency transactions. Vendor records for state agencies will include the appropriate agency number with the prefix 'Agy' in the fourth search name field (i.e., for DAS, 'Agy107'). Records for agencies whose status has changed will contain the obsolete agency number with the prefix 'Obagy' in the fourth search name field (i.e., for Department of General Services, 'Obagy125').
- **Liens, Levies, Garnishments, and Assessments** – Mail codes 410-499 are reserved for mail codes resulting from compliance with one of these court orders. They will be input only with the approval of the DAS SFMS Operations vendor staff and must contain the agency number and the name and telephone number of the individual entering the record. Records entered without this information will be deleted. In the second Search Name field, enter the first five characters of the claimants name, a space, the zip code. In the third Search Name field, enter the type of legal document received, ie., garnishment, child support order, tax levy, other. In the fourth field, enter the taxpayer's name. See examples provided on the following pages.
- **Post Office and Postmasters** – Enter US PO, space, zip code in the fourth search name field.
- **Oregon University System** – Enter the university acronym in a search field. If possible, include the department in a search field.

▪ **ADDRESS** – R★STARS contains four address fields. The address fields should be coded to conserve the number of characters required and to provide consistency for all vendors recorded in the system. The **90** profile keyword 'ADDRESS ABBR' lists abbreviations for Street Indicators, Secondary Addresses Indicators, Canadian Provinces, US Possessions, and overseas Military Postal Codes.

- **ADDRESS 1** – Enter up to a 50-character Address on the first line. It is normally used to contain the first line of the vendor mailing address. The Payment Processing subsystem, warrants, remittance advices, and many R★STARS reports display the first 40 characters.
- **ADDRESS 2** – Enter up to a 50-character Address on the second line or leave blank. It is normally used to contain the second line of the vendor address. The Payment Processing subsystem, warrants, remittance advices, and many R★STARS reports display the first 40 characters.

- **ADDRESS 3** – Enter up to a 50-character Address on the third line or leave blank. The Payment Processing subsystem, warrants, remittance advices, and many R★STARS reports display the first 40 characters.
- **ADDRESS 4** – Enter up to a 50-character Address on the fourth line or leave blank. The Payment Processing subsystem, warrants, remittance advices, and many R★STARS reports display the first 40 characters.

- **CITY** – Enter up to a 20-character City. If the city is not in the United States, it should be coded with the city name and country. For example, Vancouver, British Columbia is coded Vancouver, BC, CAN; Mexico City, Mexico is coded Mexico City, Mexico.
- **ST** – Enter the two-character State abbreviation: All 50 states, the District of Columbia (DC), and military address codes are assigned a two-character abbreviation. All of the valid state abbreviations are stored in the 90 News/Help Profile with the keyword 'State'. If the vendor is not one of the 50 states, the District of Columbia, or a military address code, the State code should be 'XX'.
- **ZIP** – Enter the nine-digit Zip Code. The first five digits are required; the last four are optional. This field may be used for foreign zip codes (alphanumeric) when country is not USA.
- **COUNTRY** – Enter up to a 20-character Country. (Does not print on warrant for mailing purposes).
- **REGION** – Enter the two-character Region or leave blank. If entered, it must be a valid value in the **D53** profile with keyword '5750'.
- **TAX RATE** – Enter the vendor's Tax Rate in nnn.nn format or leave blank. This field is related to the Tax License Number. If the License is entered, the Tax Rate is required.
- **UPDATE REASON** – Enter up to a four-character Update Reason Code if the Vendor Name or any part of the vendor address is changed. If entered, it must be defined in the **D53** profile with Table ID 'VURC'.
- **OWNERSHIP CODE** – Enter the one-character Ownership Code as follows:

E – State Employee	**O** – Corporation
G – Government Entity	**P** – Attorney
I – Individual Recipient	**R** – Foreign
N – Medical	**T** – Partnership, LLC, LLP, Trust

- **LICENSE** – Enter the nine-character Tax License Number for the vendor or leave blank. If the Tax Rate field is entered, the Tax License Number is required.
- **VENDOR CONTACT** – Enter up to a 40-character Vendor Contact name.
- **FAX** – Enter the Area Code and Phone Number for Fax transmission.

- **TELEPHONE** – Enter the Area Code and Phone Number. If a phone number is not known, leave the field blank.
- **EXT** – Enter up to a four-digit Extension Number or leave blank.
- **ALT VEND NAME** - Enter a one-character indicator in the Alternate Vendor Name field. This field is used by SFMS Operations staff to indicate if the vendor has approved in writing an alternate name for payment purposes. All alpha characters are allowed. Currently used indicators are:

  D – Vendor desk denied or on hold **V** – Verified
  I – Invalid

- **LTR DATE** – Enter an eight-digit Letter Date (MMDDYYYY format) or leave blank. This date can be used to indicate the date a vendor approved an alternate name for payment purposes.
- **PDT** – Enter the two-character Payment Distribution Type. It indicates how the vendor usually receives payments and how payments are consolidated. The PDT entered must exist in the **D50** profile. This field is set to default to “MA” and can only be overridden by SFMS Operations staff.
- **EMAIL** - Enter up to a 50-character Email Address or leave blank. If a vendor is set up for direct deposit and an email address is entered, payment information will automatically be emailed to the vendor.
- **PNI** – The Pre Note Indicator will be set to “Y” as default for all 51 profiles. If a vendor is set up for direct deposit, this field will automatically switch to “N” during batch cycle until the pre-note has processed through the bank.
- **AGY** -Enter a three-character Agency Number identifying the agency initiating the request for approval of this vendor record.
- **CONTACT** -Enter up to a 25-character Contact name. It identifies the agency individual to contact to resolve questions on the vendor record.
- **PHONE** -Enter the three-digit Area Code, seven-digit Phone Number and up to a four-digit Extension for the Contact name.
- **DIRECT DEPOSIT DATE** – Enter an eight-digit Direct Deposit Effective Date (MMDDYYYY format) or leave blank. The date is automatically filled in when the PDT field is set to “DA”. It is required if the PDT has a Payment Method Code of 'D' (Direct Deposit).

Bank Information can only be viewed and maintained by personnel with appropriate Security authorization. If the user does not have authorization for these fields, the fields are not shown on the screen. If the View Bank Info Indicator on the **96A** Security Profile is ‘N’, the four fields (ABA Number, Account Number/Type and Format) are not displayed. If the indicator is set to 'Y', bank information is displayed.

- **ABA NUMBER** – Enter a nine-digit ABA Number or leave blank. It is required if the PDT has a Payment Method Code of 'D' (Direct Deposit).
- **ACCOUNT NUMBER/TYPE** – Enter a 17-digit Bank Account Number or leave blank. Enter a two digit Bank Account Type or leave blank. Both fields are required if the PDT has a Payment Method Code of 'D' (Direct Deposit).
- **FORMAT** – Enter the four-character Nacha Format or leave blank. It is required if the PDT has a Payment Method Code of 'D' (Direct Deposit).
- **HOLD RSN CODE** – Enter the three-character Hold Reason Code or leave blank. It is used to identify vendors that owe amounts to the user. If entered, it must exist in **D53** profile with Table ID '5200'.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active
  I – Inactive
  P – Partial Record from ADPICS. DAS SFMS Operations must change Status Code to 'A' before payment can be made.
  R – Indicates agency personnel have added a new record and are requesting DAS SFMS Operations review and activate the record.
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S051   UC: 10                  STATE OF OREGON              01/15/08 01:25 PM
LINK TO:                  VENDOR MAIL CODE PROFILE                       PROD
  VENDOR NO: 0000000000 ACME CO., INC
  MAIL CODE: 000  NAME: ACME CO., INC
          SEARCH NAMES: ACME CO., INC               COYOTE'S BANE, INC.
                        DESERT FLOWER BOMB CO, LTD.
       ADDRESS: C/O BUGS BUNNY
                123 WARNER AVE


          CITY: HOLLYWOOD                ST: CA         ZIP: 90078-1234
       COUNTRY:                      REGION:       TAX RATE:
 UPDATE REASON: ADD           OWNERSHIP CODE: C      LICENSE:
VENDOR CONTACT:                                             FAX:
     TELEPHONE: 818 954 6000 EXT: 7827     ALT VEND NAME: V LTR DATE:
 PDT: MA EMAIL:                                                       PNI:
 AGY: 999    CONTACT: TWEETY BIRD                PHONE: 818 953 2473
                                                   DIR DEP DATE:

                        HOLD REASON CODE:               STATUS CODE: A
 EFF START DATE: 06112007   EFF END DATE:            LAST PROC DATE: 07022007
Z07 NEXT RECORD SUCCESSFULLY READ

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

52 SYSTEMWIDE VENDOR PROFILE

The **52** profile is used to create, maintain, and view vendor information. All systemwide vendors must be established in this profile first. When establishing systemwide vendors, the system assigns a mail code of '000' which is not shown on this screen. It adds this record to the **51** Vendor Mail Code Profile. Users establish additional vendor mail codes (mail addresses) on the **51** profile. The system prevents deleting a vendor record on the **52** profile if additional mail codes exist on the **51** profile.

<u>**Control Key**</u>

- **VENDOR NO** – Enter up to a ten-digit Vendor Number. If leading or trailing blanks are input, the system left justifies and right blank-fills the Vendor Number. The first digit of the Systemwide Vendor must be greater than '0'. The Vendor Number usually represents the vendor's Federal Employer Identification Number (FEIN) or a system-generated number based on information used to establish the vendor profile.

<u>**Information Elements**</u>

- **NAME CONTROL** – Enter the first four characters of the business name or the first 4 characters of the payee’s last name. Do not leave spaces. An ampersand (&) and a dash (-) are the only special characters allowed. When two last names are listed, derive the name control from the first last name. If the Vendor Name is not unique, include a middle name or initial if possible.
- **VENDOR NAME** – Enter up to a 50-character Vendor Name. The Payment Processing Subsystem, warrants, remittance advices, and many R★STARS reports display the first 40 characters.
- **SEARCH NAMES** – Enter up to three 25-character Search Names. The system generates and protects a search name identical to the first 25 characters of the Vendor Name. For example, the business 'KWIK Copy' may have alternate names of 'Quick Copy', 'Kwik Copy', 'Copy Services', etc. This would permit the user to find the Vendor Number/Mail Code by entering any of these names in the **3A** screen. See recommendations for coding the search name in the **51** profile Coding Instructions.
- **ALT VENDOR/FID** – This field may be used to identify an Alternate Vendor or Federal ID number where the actual value of the vendor number in the key to the **52** profile is an incorrect FEIN or SSN. If the Vendor Number is correct (the last 9 characters correctly identifies the FEIN or SSN) the Alt Vendor ID is blank. If entered, the Alternate Vendor/FID will be used for 1099 reporting.
- **1099 IND** – Enter the one-character 1099 Indicator. It identifies whether the vendor is subject to 1099-MISC Reporting. For example, a vendor such as a state agency or a county

is not subject to 1099 reporting. If the vendor is not subject to 1099 reporting, payment transactions are not reported to the Internal Revenue Service (IRS). If the vendor is subject to 1099 reporting, each financial transaction for the vendor is examined to determine whether it is 1099 reportable. At the end of the calendar year, each vendor that is subject to 1099 reporting will have the amounts summarized by 1099 category for reporting to the IRS (on electronic media) as well as to the vendor (a hard copy) on the 1099 form. Valid indicators are as follows:

N – 1099 Exempt vendor
Y – 1099 vendor

- **FEI/SSN IND** – Enter the one-character FEI/SSN Indicator that identifies if the Vendor Number is a FEIN or an individual's SSN. Valid indicators are as follows:

  F – Federal Employer Identification Number
  S – Social Security Number
  O – Other (unknown)

- **REASON CODE** – Enter up to a four-character Update Reason Code if the Vendor Name or any part of the vendor address is changed. If entered, it must be defined in the **D53** profile with Table ID 'VURC'.

- **VENDOR TYPE** – Enter the one-digit Vendor Type as follows:

  1 – Employee
  3 – State / Federal Agency
  4 – Local Government
  5 – Business
  7 – Individual / Client
  8 – W-9 Information Requested
  9 – W-9 Information Not Returned

- **OWNERSHIP CODE** – Enter the one-character Ownership Code as follows:

  E – State Employee
  G – Government Entity
  I – Individual Recipient
  N – Medical
  O – Corporation
  P – Attorney
  R – Foreign
  T – Partnership, LLC, LLP, Trust

- **TIN MATCH –** Enter the one-character IRS TIN Match Code or leave blank. This field is used by SFMS Operations when a vendor's FEIN/SSN has been verified with IRS records.

- **ADDRESS** – R★STARS contains four address fields. The address fields should be coded to conserve the number of characters required and to provide consistency for all vendors recorded in the system. The **90** profile keyword 'ADDRESS ABBR' lists abbreviations for Street Indicators, Secondary Addresses Indicators, Canadian Provinces, US Possessions, and overseas Military Postal Codes.

  - **ADDRESS 1** – Enter up to a 50-character Address on the first line. It is normally used to contain the first line of the vendor mailing address. The Payment Processing subsystem, warrants, remittance advices, and many R★STARS reports display the first 40 characters.

- **ADDRESS 2** – Enter up to a 50-character Address on the second line or leave blank. It is normally used to contain the second line of the vendor address. The Payment Processing subsystem, warrants, remittance advices, and many R★STARS reports display the first 40 characters.
- **ADDRESS 3** – Enter up to a 50-character Address on the third line or leave blank. The Payment Processing subsystem, warrants, remittance advices, and many R★STARS reports display the first 40 characters.
- **ADDRESS 4** – Enter up to a 50-character Address on the fourth line or leave blank. The Payment Processing subsystem, warrants, remittance advices, and many R★STARS reports display the first 40 characters.

▪ **CITY** – Enter up to a 20-character City. If the city is not in the United States, it should be coded with the city name and country. For example, Vancouver, British Columbia is coded Vancouver, BC, CAN; Mexico City, Mexico is coded Mexico City, Mexico.

▪ **ST** – Enter the two-character State abbreviation: All 50 states, the District of Columbia (DC), and military address codes are assigned a two-character abbreviation. All of the valid state abbreviations are stored in the 90 News/Help Profile with the keyword 'State'. If the vendor is not one of the 50 states, the District of Columbia, or a military address code, the State code should be 'XX'.

▪ **ZIP** – Enter the nine-digit Zip Code. The first five digits are required; the last four are optional. This field may be used for foreign zip codes (alphanumeric) when country is not USA.

▪ **CNTRY** – Enter up to a 20-character Country. (Does not print on warrant for mailing purposes).

▪ **VENDOR CONTACT** – Enter up to a 40-character Vendor Contact name.

▪ **TAX OFFSET EXEMPT** – Enter the one-character Tax Offset Exempt indicator. Valid indicators are as follows:

  Y – Vendor is exempt from tax offset
  N – Vendor is not exempt from tax offset

▪ **TELEPHONE** – Enter the Area Code and Phone Number. If a phone number is not known, leave the field blank.

▪ **EXT** – Enter up to a four-digit Extension Number or leave blank.

▪ **FAX** – Enter the Area Code and Phone Number for Fax transmission.

▪ **HOLD RSN** – Enter the three-character Hold Reason Code or leave blank. It is used to identify vendors that owe amounts to the user. If entered, it must exist in **D53** profile with Table ID '5200'.

- **PDT** – Enter the two-character Payment Distribution Type. It indicates how the vendor usually receives payments and how payments are consolidated. The PDT entered must exist in the **D50** profile. This field is set to default to "MA" and can only be overridden by SFMS Operations staff.
- **EMAIL -** Enter up to a 50-character Email Address or leave blank. If a vendor is set up for direct deposit and an email address is entered, payment information will automatically be emailed to the vendor.
- **PNI –** The Pre Note Indicator will be set to "Y" as default for all 51 profiles. If a vendor is set up for direct deposit, this field will automatically switch to "N" during batch cycle until the pre-note has processed through the bank.
- **AGY** - Enter a three-character Agency Number identifying the agency initiating the request for approval of this vendor record.
- **CONTACT** - Enter up to a 25-character Contact name. It identifies the agency individual to contact to resolve questions on the vendor record.
- **PHONE** - Enter the three-digit Area Code, seven-digit Phone Number and up to a four-digit Extension for the Contact name.
- **DIRECT DEPOSIT DATE** – Enter an eight-digit Direct Deposit Effective Date (MMDDYYYY format) or leave blank. It is required if the PDT has a Payment Method Code of 'D' (Direct Deposit).

Bank Information can only be viewed and maintained by personnel with appropriate Security authorization. If the user does not have authorization for these fields, the fields are not shown on the screen. If the View Bank Info Indicator on the **96A** profile is 'N', the four fields (ABA Number, Account Number/Type and Format) are not displayed. If the indicator is set to 'Y', bank information is displayed.

  - **ABA NUMBER** – Enter a nine-digit ABA Number or leave blank. It is required if the PDT has a Payment Method Code of 'D' (Direct Deposit).
  - **ACCOUNT NUMBER/TYPE** – Enter a 17-digit Bank Account Number or leave blank. Enter a two digit Bank Account Type or leave blank. Both fields are required if the PDT has a Payment Method Code of 'D' (Direct Deposit).
  - **FORMAT** – Enter the four-character Nacha Format or leave blank. It is required if the PDT has a Payment Method Code of 'D' (Direct Deposit).

- **W9 REQUEST DATE** – Enter the W9 Request Date (MMDDYYYY format) or leave blank. This indicates the date the W9 request for information was sent to a vendor.
- **BU/WH EFF DATE** – Enter the Backup Withholding Effective Date (MMDDYYYY format) or leave blank. This indicates when backup withholding began. If the date indicated is in the future, backup withholding will begin on that date.

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - **A** – Active
  - **I** – Inactive
  - **P** – Partial Record from ADPICS. DAS SFMS Operations must change Status Code to 'A' before payment can be made.
  - **R** – Indicates agency personnel have added a new record and are requesting DAS SFMS Operations review and activate the record.
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S052   UC: 10                  STATE OF OREGON             02/15/11 01:42 PM
LINK TO:                  SYSTEMWIDE VENDOR PROFILE                      PROD
     VENDOR NO: 0000000000   NAME CONTROL: ACME
   VENDOR NAME: ACME CO., INC
  SEARCH NAMES: ACME CO., INC               COYOTE'S BANE, INC.
                DESERT FLOWER BOMB CO, LTD.
ALT VENDOR/FID:              1099 IND: N  FEI/SSN IND: F  REASON CODE: ADD
   VENDOR TYPE: 5  OWNRSHP CD: O   TIN MATCH:
       ADDRESS: C/O BUGS BUNNY
                123 WARNER AVE



CITY: HOLLYWOOD            ST: CA ZIP: 90078 1234 CNTRY:
VENDOR CONTACT:                                          TAX OFFSET EXMPT: N
     TELEPHONE: 818 954 6000 EXT: 7827  FAX:                   HOLD RSN:
 PDT: MA EMAIL:                                                       PNI:
 AGY: 999    CONTACT: TWEETY BIRD                 PHONE: 818 953 2473
                                                        DIR DEP DATE:

W9 REQUEST DATE: 06122007 BU/WH EFF DATE:                STATUS CODE: A
 EFF START DATE: 06112007   EFF END DATE:             LAST PROC DATE: 07022007
Z06 RECORD SUCCESSFULLY RECALLED

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

53 AGENCY DOCUMENT CONTROL PROFILE

The **53** profile supports the receivable collection process by automatic accumulation of interest and/or late charges. The collection process is controlled by each Agency and by Document Type. Agencies determine when to initiate collection procedures and the interest rate and/or late fee charged to delinquent accounts. This profile is Agency maintained.

The overnight batch process of DAFM310 reviews accounts receivable documents in the Document Financial Table for eligibility for interest and/or late charge calculation. The Interest Calc Run / Month control indicator in the **25** profile determines if/when the interest calculation process is performed and for which month the interest and fees are posted. In the **53** profile**, t**he interest rate is taken from this profile if the Document Type is subject to interest. The interest rate is taken from the **54** – **Agency Receivable Document Exemption Profile** if a particular document (whose Document Type is in the **53** profile) is subject to a different interest rate.

Accounts Receivable Interest is calculated and an accounting transaction generated for recording the interest and/or late charge amounts. This process is executed for documents meeting the following eligibility criteria:

- The document has been given final approval.
- There is an entry in the **53** profile for the Agency and Document Type.
- The document balance is greater than zero.
- There is no interest activity for the document in the month specified in the **25** profile.
- The Document Due Date, compared to the Current Date, is equal to or greater than the number of days past due on the **53** profile, i.e., the number of days before calculating interest have expired.
- There is not an entry in the **54** profile for the document with an override 'Interest and Late Fee Calculation' indicator of 'Y'.

Control Key

- **AGENCY –** Enter the three-character Agency Code. It must exist in the **D02** profile.
- **DOC TYPE** – Enter the two-character Document Type. It must exist in the **33** profile.

Information Elements

- **INTEREST AND LATE FEE CALCULATION** – Each agency defines receivable collection procedures using the **53** profile. To apply the interest and/or late fee, set the

Interest Fee Calculation Run Month indicator on the **25** Profile 'Y'. If this indicator is 'Y', the system applies the interest and/or late fee during the IEU (Input, Edit, Update) process.

- **DAYS PAST DUE DATE –** Enter up to a three-digit figure for number of Days Past Due Date. This field determines the number of days after the payment due date before interest and/or late fees can be applied.
- **TRANSACTION CODE** – Enter the three-character Transaction Code (T-Code). It must exist in the **28A** and **28B** T-Code profiles. The T-Code posts the interest and/or late fee to the account.

▪ **INTEREST RATE** – Enter the Interest Rate charged to the delinquent receivable. Enter the interest rate as a percentage. If the interest rate is 8.25%, enter the percentage as 8.25 (not .0825). The maximum interest rate is 99.999%.

- **COMP OBJ** – Enter the four-digit Comptroller Object (COBJ) or leave blank. This is the COBJ used in the interest calculation. Either the COBJ or AOBJ (below) is entered for the posting of the interest. If both the COBJ and AOBJ are entered, then the COBJ looked up by the AOBJ in the **D11** profile must be left blank or must be equal to the COBJ entered. If COBJ is entered, it must exist in the **D10** profile and it must be a revenue COBJ.
- **AGENCY OBJ** – Enter the four-digit Agency Object (AOBJ) if the agency uses AOBJs or leave blank. This is the AOBJ used in the interest calculation. Either the COBJ (above) or AOBJ is entered for the posting of the interest. If both the COBJ and AOBJ are entered, then the COBJ looked up by the AOBJ in the **D11** profile must be left blank or must be equal to the COBJ entered. If AOBJ is entered, it must exist in the **D11** profile and it must be a revenue AOBJ.

▪ **LATE FEE** – Enter up to an eight-digit Late Fee amount to be charged to a past due receivable. This is the dollar amount charged to the receivable for being overdue. This amount may be as large as $9999.99.

- **COMP OBJ** – Enter the four-digit COBJ. It must exist in the **D10** profile and it must be a revenue COBJ. This is the COBJ used in the late fee calculation.
- **AGENCY OBJ** – Enter the four-digit AOBJ if the agency uses AOBJs. If entered, it must exist in the **D11** profile and it must be a revenue AOBJ. This is the AOBJ used in the late fee calculation.
- **COMPOUND INTEREST** – Enter the one-character Compound Interest indicator:

  Y – Yes
  N – No

  This field determines if interest is compounded.

- **TRANSFER TO COLLECTIONS** – *Not Used in Oregon*.
  - **SUBJECT TO TRANSFER –** *Not Used in Oregon*. Code 'N' will be used as default for all **53** profiles
  - **DAYS BEFORE TRANSFER** – *Not Used in Oregon*.
- **A/R DEF DUE DAYS** – Enter up to a three-digit number for the Accounts Receivable Default Due Days or leave blank. This field determines how many days past the due date a payment may be received before penalty interest and/or late fees are added to the account.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S053   UC: 10                STATE OF OREGON             01/15/08 01:56 PM
LINK TO:                AGENCY DOCUMENT CONTROL PROFILE                PROD



AGENCY: 107  DOC TYPE: AR

INTEREST AND LATE FEE CALCULATION
  DAYS PAST DUE DATE:      TRANSACTION CODE:
       INTEREST RATE:              COMP OBJ:       AGENCY OBJ:
            LATE FEE:              COMP OBJ:       AGENCY OBJ:
   COMPOUND INTEREST: N (Y/N)

TRANSFER TO COLLECTIONS
   SUBJECT TO TRANSFER: N (Y/N)
  DAYS BEFORE TRANSFER:

      A/R DEF DUE DAYS: 030

                                                        STATUS CODE: A
 EFF START DATE: 01041995   EFF END DATE:            LAST PROC DATE: 12112007
Z06 RECORD SUCCESSFULLY RECALLED

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

54 AGENCY RECEIVABLE DOCUMENT EXEMPTION PROFILE

The purpose of the **54** profile is to exempt specific documents from the standard delinquent collection procedures applicable to their Document Type. The standard procedures to be applied to a delinquent receivable are defined by Document Type in the **53** profile. The **54** profile can only be used to exempt a document from existing collection procedures that apply to its Document Type. This screen can not be used to add delinquent procedures to a specific document that are not applicable to its Document Type. This profile is Agency maintained.

The overnight batch process of DAFM310 reviews accounts receivable documents in the Document Financial Table for eligibility for interest and/or late charge calculation. The Interest Calc Run / Month control indicator in the **25** profile determines if/when the interest calculation process is performed and for which month the interest and fees are posted.

The interest rate is taken from the **53** profile if the Document Type is subject to interest. The interest rate is taken from the **54** profile if a particular document (whose Document Type is in the **53** Profile) is subject to a different interest rate.

Accounts Receivable Interest is calculated and an accounting transaction generated for recording the interest and/or late charge amounts. This process is executed for documents meeting the following eligibility criteria:

- The document has been given final approval.
- There is an entry in the **53** profile for the Agency and Document Type.
- The document balance is greater than zero.
- There is no interest activity for the document in the month specified in the **25** profile.
- The Document Due Date, compared to the Current Date, is equal to or greater than the number of days past due on the **53** profile, i.e., the number of days before calculating interest have expired.
- There is not an entry in the **54** profile for the document with an override 'Interest and Late Fee Calculation' indicator of 'Y'.

<u>Control Key</u>

- **AGENCY** – Enter the three-character Agency Code that identifies the Document Agency of a valid record in the **53** profile.
- **DOC NO** – Enter the eight-character Document Number that identifies the document to be added to or changed on the **54** profile. The first two characters of the Document Number must represent a valid Document Type in the **53** profile.
- **FY** – Enter the two-digit Fiscal Year that identifies when the document was created.

Information Elements

The following indicators allow the user to suppress or change the collection procedures that are in-place for the document selected as a result of its Document Type.

- **INTEREST AND LATE FEE CALCULATION** – Enter the one-character indicator that determines if the document will be exempt from being charged the interest and late fees specified on the **53** profile for this Document Type. Valid indictors are as follows:

  Y – Yes – the interest rate and fees on the 53 Profile should be suppressed and should not be applied to the document.

  N – No – the interest rate and fees on the 53 Profile should not be suppressed and therefore remain in effect.

- **TRANSFER TO COLLECTIONS** – *Not Used in Oregon*. Code 'N' will be used as default for all **54** profiles.

- **DUNNING NOTICE PREPARATION** – Enter the one-character indicator that determines if the document is exempt from a prearranged series of Dunning Letters that will be sent as the invoice reaches certain stages of delinquency.

  Y – Yes – the procedure should be suppressed and should not be applied to the document.

  N – No – the procedure should not be suppressed and therefore remain in effect.

- **INTEREST RATE** – Enter the Interest Rate to be charged to this specific delinquent receivable or leave blank. This interest rate overrides the interest and late fees listed on the 53 Profile for this Document Type. Enter the interest rate as a percentage. If the interest rate is 8.25%, enter the percentage as 8.25 (not .0825). The maximum interest rate is 99.999%. If an interest rate is entered in this field, the Interest and Late Fee Calculation indicator above must be Y.

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active　　　　**I** – Inactive

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.

- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S054   UC: 10                    STATE OF OREGON            01/15/08 01:58 PM
LINK TO:           AGENCY RECEIVABLE DOCUMENT EXEMPTION PROFILE           PROD



                    AGENCY: 107   DOC NO: TA000009   FY: 96


         EXEMPT FROM:

         INTEREST AND LATE FEE CALCULATION: N (Y/N)
                   TRANSFER TO COLLECTIONS: N (Y/N)
                DUNNING NOTICE PREPARATION: N (Y/N)
                             INTEREST RATE:






                                                         STATUS CODE: A
 EFF START DATE: 11211995   EFF END DATE:           LAST PROC DATE: 01152008
Z08 RECORD NOT FOUND - END OF FILE

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

82 COMPTROLLER RELATIONSHIP EDIT PROFILE

The **82** profile is used to edit accounting transactions to ensure that the codes entered are appropriate in relation to other codes entered. This profile is maintained by the agency.

Control Key

Either Agency, or Appropriated Fund, or Appropriation Year and Comptroller Object must be entered. Only one of the three combinations is allowed.

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile. AGENCY may only be entered if APPROP FUND and COMP OBJ are blank.
- **APPROP FUND** – Enter the four-digit Appropriated Fund or leave blank. If entered, it must exist in the **D22** profile. APPROP FUND may only be entered if AGENCY and COMP OBJ are blank.
- **APPN YEAR** – Enter the two-digit Appropriation Year or leave blank. It is required if COMP OBJ is entered. APPN YEAR is not allowed if AGENCY and APPROP FUND are entered.
- **COMP OBJ** – Enter the four-digit Comptroller Object or leave blank. If entered, it must exist in the **D10** profile. APPN YEAR is required if COMP OBJ is entered. COMP OBJ may only be entered if AGENCY and APPROP FUND are blank.

Information Elements

The next seven elements determine which codes can be entered on an accounting transaction in conjunction with the code(s) in the key.

- **AGENCY I/E** – Enter a one-character Agency Include/Exclude code or leave blank. Valid codes are as follows:

  I – Include　　**E** – Exclude

- **AGENCY** – Enter up to 10 three-character Agency numbers or Agency ranges per line or leave these fields blank. Each agency or agency range must be separated by commas, and agency ranges must be identified with a dash. If entered, agency must exist in **D02** profile.
- **APPROP FUND I/E** – Enter a one-character Appropriated Fund Include/Exclude or leave blank. Valid codes are as follows:

  I – Include　　**E** – Exclude

- **APPROP FUND** – Enter up to 10 four-digit Appropriated Funds numbers or Appropriated Fund ranges per line or leave these fields blank. Each Appropriated Fund or Appropriated Fund range must be separated by commas, and Appropriated Fund ranges must be identified with a dash. If entered, Appropriated Fund must exist in the **D22** profile.

- **AY** – Enter a two-digit Appropriated Year if Comptroller Objects are to be entered. Otherwise, leave blank.
- **COBJ I/E** – Enter a one-character Comptroller Object I/E or leave blank. Valid codes are as follows:

  I – Include   **E** – Exclude
- **COBJ** – Enter up to 10 four-digit COBJ numbers or ranges per line or leave these fields blank. Each COBJ number or range must be separated by commas, and COBJ ranges must be identified with a dash. If entered, COBJ must exist in **D10** profile.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active   **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. **EFF END DATE** identifies when the record is no longer effective.

Example:

```
S082   UC: 10                   STATE OF OREGON             01/15/08 02:01 PM
LINK TO:             COMPTROLLER RELATIONSHIP EDIT PROFILE                 PROD



AGENCY:         APPROP FUND:            APPN YEAR:  09       COMP OBJ:  4002


I/E (I=INCLUDE, E=EXCLUDE)
ENTER CODES SEPARATED WITH EITHER "-" OR ",".
EXAMPLE: I 088-099,198-269,299,300-399

            I/E  ---------------------CODES---------------------------------
     AGENCY  I   459   ,

APPROP FUND

AY      COBJ

                                                      STATUS CODE: A
 EFF START DATE: 07012007   EFF END DATE:           LAST PROC DATE: 01152008
Z08 RECORD NOT FOUND - END OF FILE

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

90 NEWS/HELP TABLE

The **90** table is a profile providing an online source of current information. It provides definitions for terms and explains error codes. It displays lists of data elements used to perform R★STARS functions. It also provides users with information regarding changes or updates to R★STARS by the SFMS Team. Keywords are used to access information from the profile.

The **90** profile can be accessed by entering '90' in the LINK TO: field or by pressing **[F1]**-HELP. When errors occur in processing, pressing **[F1]**-HELP while in the error field fills in the error code as the keyword.

Current news items from the **90** profile (keyword: 'NEWS') are also displayed on the screen when the user logs into R★STARS. DAS SFMS Operations maintains this profile.

Control Key

- **KEYWORD –** Enter up to a twelve-character Keyword. The first character must be non-blank. Blanks are allowed in positions two through twelve.
- **PAGE** – Enter a numeric page number. Page number for the first screen of information for a Keyword is '01'.

Information Elements

- **DESCRIPTION** – Enter up to 14 lines of descriptive information. Each line may contain up to 79 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active　　　**I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Examples:

```
S002   UC: 10                     STATE OF OREGON            01/15/08 02:03 PM
                                   NEWS DISPLAY                             PROD

                WELCOME TO R*STARS - OREGON PRODUCTION REGION
 HOURS: MON-FRI 7:00 AM-6:00 PM / SAT 7:00 AM-3:30 PM/ MONTH-END CLOSE @ 5:30 PM
 VENDOR DESK: 503-373-1044 X 240              WARRANT PICKUP: REGULAR  12:30
 SFMS FAX: 503-378-8940                                        EXPEDITE  3:30
           VENDOR ACTIVATION/CHANGE REQUESTS RECEIVED BY:
                        9:00 AM WILL BE PROCESSED BY 12:00 PM
                        2:00 PM WILL BE PROCESSED BY 5:00 PM

 SFMS WEBSITE:HTTP://WWW.DAS.STATE.OR.US/DAS/SCD/SFMS/INDEX.SHTML  ANALYST= PG05
      ***   ***   ***   ***   ***   DAILY NEWS   ***   ***   ***   ***   ***
 SFMA HAS BEEN MODIFIED TO CLOSE THE AY07 BIENNIUM ON CALENDAR DAY DECEMBER 31,
 2007.   WHAT DOES THIS MEAN FOR AGENCIES?
 ALL AY07 VOUCHERS PAYABLE, BALANCED TRANSFERS,FINANCIAL STATEMENT ADJUSTMENTS,
    AND PAYROLL TRANSACTIONS NEED TO CLEAR THE 530 SCREEN BY DECEMBER 31, 2007.






 CLEAR-EXIT                  PRESS (ENTER) TO CONTINUE
```

```
S090   UC: 10                     STATE OF OREGON            01/15/08 02:05 PM
 LINK TO:                         NEWS/HELP TABLE                           PROD

 KEYWORD: PROFILE       PAGE: 01
 PROFILE (DEFINITION)
         A GROUPING OF DATA ELEMENTS INTO LOGICAL DATA ENTITIES.
         PROFILES, ALSO CALLED TABLES IN SOME SYSTEMS, PROVIDE
         SIGNIFICANT FLEXIBILITY IN USAS.  THE PROFILES ARE A DISTINCTIVE
         FEATURE OF USAS.









                                                        STATUS CODE: A
  EFF START DATE: 07011990   EFF END DATE:           LAST PROC DATE: 05141992
 Z06 RECORD SUCCESSFULLY RECALLED

 F3-DELETE        F5-NEXT RECORD    F8-NEXT ERROR   F9-INTERRUPT    F10-SAVE
 F11-SAVE/CLEAR   ENTER-INQUIRE     CLEAR-EXIT
```

Examples (Cont):

```
S090   UC: 10                   STATE OF OREGON             01/15/08 02:07 PM
 LINK TO:                       NEWS/HELP TABLE                          PROD

 KEYWORD: FL1           PAGE: 01

 CODE: FL1      CM APPN OVRBDG ACCR                 D02 FUND ERROR-POS. 01

 DATA ELEMENT:  APPROPRIATION

 EXPLANATION:   A TRANSACTION CANNOT BE POSTED TO THE APPROPRIATION FINANCIAL
                TABLE (AP) IF IT WILL CAUSE A NEGATIVE ACCRUED-BASIS BUDGET
                APPROPRIATION BALANCE.  THE TRANSACTION YOU ARE ATTEMPTING TO
                SAVE WOULD MAKE THE ACCRUED-BASIS BUDGET APPROPRIATION BALANCE
                NEGATIVE.  TO EXAMINE THE APPROPRIATION BALANCE FOR THE
                TRANSACTION, PRESS F9 FROM HERE TO RETURN TO THE DATA ENTRY
                SCREEN; ENTER '62' (APPROPRIATION FINANCIAL INQUIRY) IN THE
                'LINK TO:' FIELD, AND PRESS F9 AGAIN.
                                            (CONTINUED ON PAGE 2; PRESS F5)
                                                        STATUS CODE: A
  EFF START DATE: 11291993   EFF END DATE:           LAST PROC DATE: 03081996
 Z06 RECORD SUCCESSFULLY RECALLED

 F3-DELETE        F5-NEXT RECORD    F8-NEXT ERROR   F9-INTERRUPT    F10-SAVE
 F11-SAVE/CLEAR   ENTER-INQUIRE     CLEAR-EXIT
```

```
S090   UC: 10                   STATE OF OREGON             01/15/08 02:19 PM
 LINK TO:                       NEWS/HELP TABLE                          PROD

 KEYWORD: FL1           PAGE: 02

 CODE: FL1      CUM APPN OVRBDG ACCR

 DATA ELEMENT:  APPROPRIATION

 EXPLANATION:   ACCRUED-BASIS BUDGET APPROPRIATION BALANCE IS THE SUM OF THE
                FOLLOWING BALANCE TYPES:

                +01  ORIGINAL APPN BUDGET     -07  APPN LAPSE AMOUNT
                +02  APPN REVISIONS           -08  UNSCHEDULED APPN
                -03  APPN TRANSFER OUT        -15  CASH EXPENDITURES
                +04  APPN TRANSFER IN         -17  ACCRUED EXPENDITURES
                -05  RE-APPROPRIATE OUT       -16  BL-REDUCE GF APPN
                +06  RE-APPROPRIATE IN
                                                        STATUS CODE: A
  EFF START DATE: 11291993   EFF END DATE:           LAST PROC DATE: 02171995
 Z06 RECORD SUCCESSFULLY RECALLED

 F3-DELETE        F5-NEXT RECORD    F8-NEXT ERROR   F9-INTERRUPT    F10-SAVE
 F11-SAVE/CLEAR   ENTER-INQUIRE     CLEAR-EXIT
```

91 REPORT REQUEST PROFILE

The **91** profile enables a user to request and customize reports based on the options available on the **D64 – Report Control Profile** for that report. Detail instructions on each area of the **91** profile is covered in the R★STARS Report Guide Chapter 1.

Control Key

The Control Key uniquely identifies each Report Request. Whenever a report is generated, the Control Key (Agency, Requester, Request No and Report ID) is printed in the top left corner.

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **REQUESTER** – Enter up to a four-character Requester code. It identifies the Requester for which the report is to be generated. This code is normally the user's initials or first name. It is used to assist in report routing. Oregon has not identified a specific standard.
- **REQUEST NO** – Enter the two-digit Request Number. It identifies multiple report requests with the same Agency/Requester/Report ID. This enables agencies to request the same standard financial report with different levels of detail or reporting periods.
- **REPORT ID** – Enter the eight-digit Report ID. It identifies the standard financial report to be generated. The first four characters of this field are generally DAFR, but may be other values for non-standard reports. The first four characters for profile listings are DAFQ.

Information Elements

- **APPN YEAR** – Enter a two-digit Appropriation Year to restrict the report to a particular Appropriation Year. Effective in May 2000, Service Request # 706 set limits on how many years worth of data can be requested. If the Appropriation Year is left blank and it is a required field for the report being request and it is restricted by Service Request # 706, fatal error 807 Request Year Not Authorized will be received. To complete the **91** Profile an Appropriation Year meeting the criteria will need to be entered. (The default will allow requestable data for two closed fiscal years.) Leave APPN YEAR blank if the field is not allowed per the requested report's **D64** profile.

- **PERIOD** – Enter the two-character Period code that indicates the period of data that the financial report covers. Service Request #706 also effects Period. Valid Period codes are as follows:

PM	– Prior Month	**CC**	– Last Month Closed
CM	– Current Month	**01-13**	– Specific Fiscal Month
PY	– Prior Year	**Blank**	– If not allowed per the **D64**
CY	– Current Year		

- **FY** – Must enter two-digit Fiscal Year if a specific fiscal month (i.e. 01-13) is entered and a period is required or optional on the **D64** profile. Service Request #706 also effects Fiscal Year.
- **FREQUENCY** – Enter an eight-digit date (MMDDYYYY format) for a specific day or enter Daily, Weekly, Monthly, Quarterly (intentionally abbreviated) or Annually.
- **FREQ CONTROL** – Enter a one-digit Frequency Control indicator of 'S' or 'A'. The 'S' Frequency Control value designates the **97** profile will control the running of this report request. Either by the user entering:a specific date for Frequency, a Frequency of Daily, or a Frequency of Weekly, Monthly, Quarterly or Annually, and the corresponding Reporting Indicator is set to 'Y' in the **97** profile. The 'A' Frequency Control value designates the **25** profile will control the generation of the report via the setting of the Reporting Indicators. The Frequency for the report on the **91** profile record would need to be set to Weekly, Monthly, Quarterly, Annually with the corresponding Reporting Indicator set to ‘Y’ the **25** profile.
- **RANGE-FROM DATE/THRU DATE** – Enter a two-digit month and a four-digit year, MMYYYY, in 'FROM DATE' and 'THRU DATE' for the report to be run for some portion of the biennium, for a federal fiscal year, or for any other user defined period of time. The month and year entered relate to fiscal month and year. These fields will be entered only if the **D64** profile range indicator is set to 'R' (required) or 'O' (optional).
- **LEVEL** – Agencies can choose several Level options to help define their reports. ‘R’ Required, ‘O’ Optional, and ‘N’ Not Allowed options are listed on each requestable reports **D64** profile. Note: Whenever a report indicates a specific level on the **D64**, “0” (zero) is a valid entry. Entering a “0’ zero will ignore that level option.

- **ORG** – Enter the one-digit Organization Level from the **D03** profile that identifies the level of Organization Detail to be printed on the requested report. Requestable Levels are defined for each report ID in the **D64** profile.

  0 – None
  1 – Agency Group
  2 – Agency
  3 – Level 2
  4 – Level 3
  5 – Level 4
  6 – Level 5
  7 – Level 6
  8 – Level 7
  9 – Level 8
  A – Level 9

- **PROGRAM** – Enter the one-digit Program Level from the **D04** profile that identifies the level of Program Detail to be printed on the requested report. Requestable Levels are defined for each report ID in the **D64** profile.

  0 – None
  1 – Level 1
  2 – Level 2
  3 – Level 3
  4 – Level 4
  5 – Level 5
  6 – Level 6
  7 – Level 7
  8 – Level 8
  9 – Level 9

- **OBJECT** – Enter the one-digit Object Level from the below listed profiles that identify the level of Object Level to be printed on the requested report. Requestable Levels are defined for each report ID in the **D64** profile.

  0 – None
  1 – **D16** Gaap Category
  2 – **D08** Gaap Source/Object/**D48** Grant Object
  3 – **D10** Comptroller Object
  4 – **D11** Agency Object

- **FUND** – Enter the one-digit Fund Level from the below listed profiles that identify the level of Fund Detail to be printed on the requested report. Requestable Levels are defined for each report ID in the **D64** profile.

  0 – None
  1 – **D20** Gaap Fund Group
  2 – **D21** Gaap Fund Type/**D39** State Fund Group
  3 – **D24** Gaap Fund/**D24** Appropriated Fund
  4 – **D23** Fund

- **NACUBO FUND** – *Not Used in Oregon*.

- **GL ACCT** – Enter the one-digit General Ledger Account from the below listed profiles that shows what account level is be be printed on the requested report. Requestable Levels are defined for each report ID in the **D64** profile.

  0 – None
  1 – **D13** Gaap GL Account Category
  2 – **D14** Gaap GL Account Class
  3 – **D31** Comptroller GL Account
  4 – **D32** Agency GL Account

▪ **SPECIAL SELECTS –** Appropriate for many reports. These options allow the user to limit the report to a single classification value or a range of values (i.e., a single **D10** Comptroller Object or range of Comptroller Objects). There are two fields for each option. To designate a single value, enter the value in the first field. To designate a range of values, enter the starting value in the first field and the ending value in the second field. Each of these options are described below:

- **AGENCY** – Enter a three-character Agency or Agency range. The Agency must exist in the **D02** profile. As a result of SR #706, this field is required for most reports. Requiring an Agency entry here helps to avoid a user accidentally ordering a report not just for their agency but for the whole State.
- **AGENCY GROUP** – Enter a two-character Agency Group or leave blank. If entered, it must exist in the **D12 – Agency Group Profile**. This field must be blank if an Agency or Agency range is entered.
- **ORG CODE** – Enter a four-digit Organization Code or Organization Code range or leave blank. If entered, ORG CODE must exist in the **D03** profile.
- **PROGRAM CODE** – Enter a four-digit Program Code or Program Code range or leave blank. If entered, PROGRAM CODE must exist in the **D04** profile.
- **NACUBO FUND** – *Not Used in Oregon*.
- **APPROP FUND** – Enter a four-digit Appropriated Fund or Appropriated Fund range or leave blank. If entered, APPROP FUND must exist in the **D22** profile.
- **FUND** – Enter a four-digit Fund or Fund range or leave blank. If entered, FUND must exist in the **D23** profile.
- **COMP OBJECT** – Enter a four-digit Comptroller Object or Comptroller Object range or leave blank. If entered, COMP OBJECT must exist in the **D10** profile.
- **AGY OBJECT** – Enter a four-digit Agency Object or Agency Object range or leave blank. If entered, AGY OBJECT must exist in the **D11** profile.
- **GL ACCT** – Enter a four-digit General Ledger Account or General Ledger Account range or leave blank. If entered, Gl Acct must exist in the **D31** profile.
- **AGY GL ACCT** – Enter a four-digit Agency General Ledger or Agency General Ledger Range or leave blank. If entered, AGY GL ACCT must exist in the **D32** profile.
- **SPEC SEL 1** – Enter up to 10 digits in Special Selection 1 (SS1) or range of SS1 or leave blank. The Special Select fields have a low and a high field that is most often used for entering ranges (Vendor Numbers, Grant Numbers, or Project Numbers). These fields are referred to as SS1 LO and SSI HI. Note: The Special Select codes for each report (if applicable) are specifically defined in the R★STARS Report Guide for that report and in the **90** profile under the Keyword for that Report ID (i.e., DAFR9210).
- **SPEC SEL 2** – Enter up to 10 digits in Special Selection 2 (SS2) or range of SS2 or leave blank. The Special Select fields have a low and a high field that is most often used for entering ranges (Vendor Numbers, Grant Numbers, or Project Numbers). These fields are referred to as SS2 LO and SS2 HI. Note: The Special Select codes for each

report (if applicable) are specifically defined in the R★STARS Report Guide - R★STARS Reports Section by report and in the **90** profile under the Keyword for that Report ID (i.e., DAFR9210).

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. **EFF END DATE** identifies when the record is no longer effective.

Example:

```
S091   UC: 10                  STATE OF OREGON            01/15/08 02:23 PM
LINK TO:                    REPORT REQUEST PROFILE                     PROD



     AGENCY: 107     REQUESTER: SARS     REQUEST NO: 02    REPORT ID: DAFR6610

  APPN YEAR:     PERIOD:     FY:     FREQUENCY: 10042007  FREQ CONTROL: S
RANGE -        FROM DATE: 01 2007     THRU DATE: 13 2007
LEVEL -     ORG: 0  PROGRAM:     OBJECT: 3  FUND: 3  NACUBO FUND:    GL ACCT:

SPECIAL SELECTS -
      AGENCY: 000 999  OR AGENCY GROUP:     ORG CODE:
PROGRAM CODE:                            NACUBO FUND:
 APPROP FUND:                                  FUND:
 COMP OBJECT:                             AGY OBJECT:
     GL ACCT:                            AGY GL ACCT:
  SPEC SEL 1: SE                          SPEC SEL 2:

                                                   STATUS CODE: A
EFF START DATE: 08222000   EFF END DATE:          LAST PROC DATE: 10032007
Z07 NEXT RECORD SUCCESSFULLY READ

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

92 GRANT/PROJECT BILLING REQUEST PROFILE

The **92** profile is used to request the billings for Grants and/or Projects that are not scheduled for automatic billing at month end. This Profile provides the ability to request a selected cycle of Grants and/or Projects. It also contains the cycle selection that is used by the Project Billing Subsystem to select Grants and/or Projects that have billing schedule dates in the **27** or **29** profiles that fall within the cycle selection. This profile is maintained by the agency.

The billing capabilities in R★STARS may be selected on a Project or Grant Phase-by-Phase basis and include these two primary options.

- **CYCLE SELECTION** – Billing transactions may be calculated at each period end or on specific dates or other cycles such as monthly, quarterly, etc.
- **BILLING METHOD** – Bills may be calculated with or without regard to billable budgets and may be calculated using actual costs, standard percentages or standard costs per unit.

All grants/projects with a Billing Cycle of '2' (bill on specific date) and MMDD values on **27** or **29** profiles that fall within the Grant/Project Billing cycle selection are printed on the Grant/Project Billings Detail Report.

Control Key

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **PERIOD** – Enter the two-character Fiscal Period code. It identifies the month for which billings should be printed on proof lists and/or generated. Valid codes are as follows:

  CM – Current Month – through the current date
  PM – Prior Month – through the end of the prior month

Information Elements

- **FROM DATE/TO DATE** – Enter up to six ranges of Transaction Schedules in the MMDD format. It identifies ranges of dates to be included in the transaction cycle. From Date must be less than or equal to the To Date. Example: From Date = 0701; To Date = 0703. All grants/projects with the following MMDD dates in the Grant/Project Control Table would be selected in this example:

```
AGENCY: 342
PERIOD: CM (CM=CUR MONTH, PM=PRIOR MONTH)
BILLING CYCLE 1 TRANS IND:   (P=PROOF LIST, G=GENERATE TRANS)
BILLING CYCLE 2  FROM DATE   TO DATE   TRANS      FROM DATE   TO DATE   TRANS
SELECTION           MMDD       MMDD      IND          MMDD       MMDD      IND
              1     0507       0507       P      4    0428       0428       P
              2     0514       0514       P      5
              3     0421       0421       P      6
```

- **TRANS IND** – Enter a one-character Transaction Indicator or leave blank. It identifies the system action to be taken for each range of transaction schedules. The Transaction Indicator must be blank if the corresponding FROM DATE/TO DATE is blank. Valid indicators are as follows:

  Blank – No system action
  P – Proof List: Prints a proof listing of selected grants/projects, but does not post the transactions.
  G – Generate Transaction: Prints a proof listing of the selected grants/projects, and posts the transaction.

- **GRANTS TO EXCLUDE** – Enter the six-character Grant Number and the two-digit Grant Phase. These identify Grants to be excluded from the cycle selection. List up to five Grant/Phases.

- **PROJECTS TO EXCLUDE** – Enter the six-character Project Number and the two-digit Project Phase. These identify Projects to be excluded from the cycle selection. List up to five Project/Phases.

- **GRANTS TO INCLUDE** – Enter the six-character Grant Number and the two-digit Project Phase. They identify Grants to be included in the cycle selection. List up to five Grant/Phases. Leaving these fields blank will allow selection of all grants.

- **PROJECTS TO INCLUDE** – Enter the six-character Project Number and the two-digit Project Phase. They identify Projects to be included in the cycle selection. List up to five Project/Phases. Leaving these fields blank will allow selection of all projects.

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.

- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S092   UC: 10                 STATE OF OREGON              01/15/08 03:21 PM
LINK TO:                 GRANT/PROJECT BILLING REQUEST                   PROD


 AGENCY: 342
 PERIOD: CM (CM=CUR MONTH, PM=PRIOR MONTH)
 BILLING CYCLE 1 TRANS IND:   (P=PROOF LIST, G=GENERATE TRANS)
 BILLING CYCLE 2  FROM DATE   TO DATE   TRANS     FROM DATE   TO DATE   TRANS
 SELECTION          MMDD       MMDD      IND         MMDD       MMDD      IND
             1     0507       0507       P     4    0428       0428      P
             2     0514       0514       P     5
             3     0421       0421       P     6

 GRANTS TO EXCLUDE
    1            2              3              4              5
 PROJECTS TO EXCLUDE
    1            2              3              4              5
 GRANTS TO INCLUDE
    1 400012 07    2 400013 07    3              4              5
 PROJECTS TO INCLUDE
    1 350001 07    2              3              4              5
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DELETE F9-INTERUPT F10-SAVE F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT
```

93 RECURRING TRANSACTION REQUEST PROFILE

The **93** profile is used to control when recurring transactions will generate. This is only used with the **550** profile records that have an RTI Type of 'R'. This profile enables users to request proof lists of transactions scheduled to be generated during a specified period of time. Once the proof lists are reviewed, the profile is again used to request generation of those transactions.

Each Agency has only one record in the **93** profile. The Agency should assign one employee the responsibility for maintaining this profile to ensure that only authorized transactions are generated.

When the **93** profile is used to either request proof lists or generate transactions, the Recurring Transaction Subsystem generates the DAFR4200 Recurring Transactions Detail Report (Control Report). A field on the report indicates whether the transactions were generated or not. The 'P' indicates that a proof list was generated. Proof lists should be reviewed prior to requesting the generation of the transactions. The value 'G' indicates that the transactions were generated and posted as shown on the report. When the report is for generated transactions, as opposed to a proof list, this report serves as the primary audit trail for the subsystem-generated transactions.

Control Key

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.

Information Elements

- **CYCLE SELECTION:**
  - **FROM DATE/TO DATE** – contains six FROM DATE and TO DATE fields that are used to identify the time frames for which proof lists or posted transactions are to be generated. The range of dates entered in this segment are used to select the transactions recorded in the **550** profile. For example, the monthly lease payment scheduled for the first day of each month would be selected if the FROM DATE/TO DATE range in the **93** profile included the first day of the month.

- **TRANS IND** – Enter a one-character Transaction Indicator or leave blank. It identifies the system action to be taken for each range of **FROM DATE/TO DATE**. Each **FROM DATE/TO DATE** range may have a unique Transaction Indicator. For example, the user can select proof lists for transactions scheduled for 0707 to 0714 and generate transactions for those scheduled for 0701 to 0706. The Transaction Indicator must be blank if the corresponding **FROM DATE/TO DATE** is blank.

  Blank – No system action

  P – Proof List: Prints a proof list of selected transactions, but does not post the transactions.

  G – Generate Transaction: Prints a proof listing of selected transactions and posts the transactions.

- **TRANSACTIONS TO EXCLUDE** – Enter up to ten six-character RTIs. These identify transactions to be excluded from the cycle selection. The RTIs must exist on the **550** profile. Transactions to Exclude are used to modify the transaction selection identified by the FROM/TO Date ranges. An example for use of the Exclude fields is when, after review of a proof list, it is determined that one of the transactions listed cannot be generated because the required supporting documentation has not been submitted for approval. In this case, the transaction that was not approved could be excluded from being generated by entering the RTI in the Exclude field.
- **TRANSACTIONS TO INCLUDE** – Enter up to ten six-character RTIs. These identify transactions to be included in the cycle selection. The RTIs must exist on the **550** profile. Transactions to Include are used to modify the transaction selection identified by the FROM/TO Date ranges. For example, when requesting proof lists for this week, a user may also request a transaction scheduled for the following week to be included on the proof lists.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active　　**I** – Inactive

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S093   UC: 10                STATE OF OREGON            01/15/08 03:24 PM
LINK TO:                RECURRING TRANSACTION REQUEST                  PROD



AGENCY: 107
CYCLE          FROM DATE   TO DATE    TRANS     FROM DATE   TO DATE   TRANS
SELECTION:        MMDD       MMDD      IND         MMDD       MMDD     IND
               1: 1202      1202                4:
               2:                               5:
               3:                               6:

TRANSACTIONS TO EXCLUDE:
  1:           2:           3:           4:           5:
  6:           7:           8:           9:          10:

TRANSACTIONS TO INCLUDE:
  1:           2:           3:           4:           5:
  6:           7:           8:           9:          10:
                                                    STATUS CODE: A
 EFF START DATE: 12201999   EFF END DATE:         LAST PROC DATE: 12192007
Z07 NEXT RECORD SUCCESSFULLY READ

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

94 AGENCY MESSAGE PROFILE

The **94** profile is used to attach standard messages to invoices that are sent to customers or vendors. The **94** profile is Agency maintained.

The **94** profile messages are used in conjunction with the **515 – Invoice Entry Screen**. While at the **515** screen, a user can press the **[F2]**-MSG function key and interrupt to the **94** profile, or the user can type an Agency and Keyword of a previously saved message. If **[F2]** is pressed, the user is taken to the **94** profile. A new message may be added or old messages may be updated. For a new message, Agency and Keyword and text must be entered and saved. The Agency and Keyword are then displayed when interrupting back to the **515** screen. After the invoice and message are saved, and if enter (inquire) is pressed, the first line of the message associated with the Keyword is displayed on the **515** screen.

New messages can also be created without going through the **515** screen. To review or create a new message, the user can go to the Link To field, enter **94**, and press Enter. Or, from the FIN menu, press **[F11]**-AGENCY MESSAGE PROFILE.

Control Key

- **AGY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **KEYWORD** – Enter up to a 20-character Keyword.

Information Elements

- **PAGE** – Enter up to a two-digit Page number. It must be in the format of 01 to 99.
- **MESSAGE AREA** – Though not labeled Message Area, the area below the AGY, KEYWORD, and PAGE is reserved for message context. Enter up to 13 lines per page of up to a 79-character message. If more then 13 lines are needed for the message, then a Page 02 would need to be created.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S094   UC: 10                    STATE OF OREGON            01/15/08 03:26 PM
LINK TO:                     AGENCY MESSAGE PROFILE                       PROD

AGY: 107  KEYWORD: DUNN60                PAGE: 01

THE FOLLOWING UNPAID INVOICES ARE 60 DAYS OR OLDER.  YOUR PROMPT ATTENTION IN
GETTING THESE PAID WOULD BE APPRECIATED.  PLEASE CALL JANE DOE AT
(503) 378-2349 X 999 IF YOU HAVE ANY QUESTIONS.








                                                        STATUS CODE: A
 EFF START DATE: 03271995   EFF END DATE:            LAST PROC DATE: 01222001
Z06 RECORD SUCCESSFULLY RECALLED

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

95 REPORT DISTRIBUTION PROFILE

The **95** profile controls the distribution of financial reports. This profile allows the user to do the following:

- Identify the person/organization who will receive the report
- Describe the report recipient's name, address, telephone, and any delivery instructions
- Describe the media on which the report will be produced (hard copy or microfiche)
- Identify the printer on which the report will be produced
- Specify the number of copies

The R★STARS Report Guide Chapter 1 has detailed instructions and suggestions on how to complete the **95** profile. Included in the Guide are instructions on how to set up a **95** profile as a default for all reports. Reports that are separately requested will automatically be distributed under the default setting unless a separate **95** profile is created. Defaults may be set at the Requester or Report level. The elements required for each of these defaults are as follows:

	Agency	Requester	Request No	Report ID	Dist Code
Requester	R	R	N	N	R
Report	R	R	N	R	R
Specific Request	R	R	R	R	R

R=Required, N=Not Required

Requester level defaults are set up by agency personnel. Requester level defaults are used to consistently route reports requested by the same requester. Requester level defaults are used if no specific report distribution record exists for a request number and no report level default exists for the requester/report ID combination.

Report level defaults are used to route all requests made by a requester for a report to the same distribution. This capability allows a user to set up one distribution for all request numbers for a report. Multiple copies of a report should be requested on the **95** profile versus separate **91** profiles. When the report job runs, it reads each **91** profile, downloads the information, sorts the information, then prints the report based on the **95** profile. It does this for each **91** profile. If the **95** profile requests 4 copies, the **91** profile is only read once. If the **91** profile is used to create the 4 copies (separate **91** profiles), the system reads, downloads, sorts, and prints 4 separate times. This is much more time consuming and costly.

The combination of Agency, Requester, Request Number, and Report ID identifies each report produced by the system and provides the link to the report designated in the **91** profile.

The **91** profile is also related to the **D63 – Device ID Profile**. When 'RJE' is the Media Type, the Device ID must be a valid Device ID identified in the **D63** profile.

Control Key

The Control Key uniquely identifies each Report generated by the system. The Agency, Requester, Request No, and Report ID combination must match a report designated in the Report Request Profile.

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **REQUESTER** – Enter up to a four-character Requestor Code from the **91** profile.
- **REQUEST NO** – Enter the two-digit Request No from the **91** profile or leave blank.
- **REPORT ID** – Enter the eight-digit Report ID from the **91** profile or leave blank.
- **DISTRIBUTION CODE** – Enter a four-character Distribution Code. It identifies the person or organization receiving the report. This could be the receiver's name, initials, or code.

Information Elements

- **MEDIA TYPE** – Enter the four-character Media Type. It identifies the desired output media for the requested report. Valid types are as follows:
  - **ERPT** – Creates and transmits print files for control reports centrally maintained on CD.
  - **SPL1** – Prints at the Print Plant on standard gray bar paper, portrait style – 2 up duplex.
  - **SPL2** – Prints at the Print Plant on standard gray bar paper, portrait style – 2 up simplex.
  - **SPL3** – Prints at the Print Plant on standard gray bar paper, landscape style – 1 up duplex.
  - **SPL4** – Prints at the Print Plant on white paper, portrait style, for A/R Invoices and Statements.
  - **SPL5** – Prints at the Print Plant on standard gray bar paper, landscape style – 1 up simplex.
  - **RJE** – Remote Printer Reports. The specific printer for which RJE media based reports are routed is the device ID and must be valid on the D63 Report Distribution Profile.
  - **COM** – Standard Computer Output Microfiche. One microfiche with breaks by requesting agency and requester. Device ID is not used with Com.
  - **IMG** – Imaging. New as of April 2000. Originated by Department of Human Services who has an electronic imaging system (called Mobius). It reads DAFR reports and once extracted and sorted by someone at the agency, reports are made available in an electronic format to each of their agencies on-line.

- **WRP1** – Produces Electronic Reports in an Adobe PDF file in landscape format for view on the internet.
- **WRP2** – Produces Electronic Reports in an Adobe PDF file in portrait format for view on the internet.

- **DEVICE ID** – Enter the four-digit Device Id if the Media Type is RJE, otherwise leave blank. It identifies the printer for the requested report. If entered, it must exist in the **D63** profile.
- **COPIES** – Enter the two-digit number of Copies. It identifies the number of report copies to be generated. This field is not be used to request multiple copies of microfiche.
- **NAME** – Enter up to a 30-character Name or leave blank. It identifies the person or organization to receive the report.
- **ADDRESS 1** – Enter up to a 40-character Address or leave blank. It identifies the Address for the report distribution.
- **ADDRESS 2** – Enter up to a 40-character Address or leave blank. It allows additional room for large Address identification for the report distribution.
- **CITY** – Enter up to a 30-character City or leave blank.
- **STATE** – Enter a two-character State code or leave blank.
- **ZIP** – Enter a five-digit or the extended nine-digit Zip Code or leave blank.
- **MAIL CODE** – Enter a three-character Mail Code or leave blank. It identifies an internal mail routing designation at the agency.
- **PHONE** – Enter up to a ten-character Telephone Number or leave blank. It identifies the Telephone Number of the individual to receive the report. Format is Area Code, Exchange, and Number sequentially (No spaces or other editing).
- **INSTRUCTIONS** – Enter up to 40 characters of any special Instructions. It identifies any special delivery instructions or other descriptive data.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
 S095   UC: 10                       STATE OF OREGON              01/15/08 03:28 PM
```

```
LINK TO:                   REPORT DISTRIBUTION PROFILE                     PROD



AGENCY: 107  REQUESTER: SARS REQUEST NO: 02 REPORT ID: DAFR6610 DIST CODE: 4608


                         MEDIA TYPE: SPL5
                          DEVICE ID:
                             COPIES: 01
          NAME: CHRISTINA AGUILERA - SARS
     ADDRESS 1: 3RD FLOOR - DAS WEST
     ADDRESS 2: 155 COTTAGE ST NE U50
          CITY: SALEM
         STATE: OR       ZIP: 97301 3969       MAIL CODE:
         PHONE: 373-7277
  INSTRUCTIONS: PLEASE DELIVER TO THIRD FLOOR

                                                       STATUS CODE: A
EFF START DATE: 05141998   EFF END DATE:           LAST PROC DATE: 09072007
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

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

96A /96B SECURITY PROFILE

The Security Profile is divided into two screens, **96A** and **96B**. The **96A** profile screen controls the User Level security capabilities of the system, while the **96B** profile screen controls the Function Level Security of the system. DAS SARS Security Officers maintain this two-screen profile and the corresponding R★STARS Security Manual. The R★STARS Security Manual has detail information about the **96A** and **96B** profile plus specific examples by **D66** User Class.

The **96A** and **96B** profile is associated directly with the **D66** profile. The two-digit User Class identifies the transaction codes (T-Codes) or ranges of T-Codes that can be processed with that User Class. Each **96A** and **96B** profile requires a User Class. A user's activity on-line is determined by their User Class and Security Profile.

96A Profile

The **96A** profile screen identifies the agencies and actions a user has access to. The **[F6]** key will move a user between the **96A** to **96B** screens.

Control Key

- **USER ID / CLASS** – Enter an up to eight-character User ID (RACIF ID) and a two-digit User Class. The RACIF ID is assigned by Personnel when an employee starts in a new position. DAS Security uses the RACIF ID as the User ID. The User Class must exist in the **D66** profile.

Information Elements

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile. This identifies the agency for which the user may perform system functions. (This is the batch default agency, and is known as the Batch Agency).

  If the ACCOUNTING TRANS indicator (below) is '2' or '4', the user will be allowed to access multiple agencies if listed in AGENCY RANGE 1 and AGENCY RANGE 2 or in AGENCY GROUP.

  If ACCOUNTING TRANS is 1 or 3, the user will be allowed access to the agency coded in the SECURITY AGENCY FIELD (below).

  If further restriction is desired, the SECURITY ORG fields may be coded. These fields are only used if a user has access to a single agency, and if the user's activities need to be restricted to an organization level lower than Agency. This will limit report requests, transaction input, and financial inquiries where Agency and Organization Code are in the key.

- **NAME** – Enter up to a 20-character user Name.
- **ACCOUNTING TRANS** – Enter a one-digit Accounting Transaction indicator. Valid indicators are as follows:

  Blank – No access to accounting transactions.

  0 – Inquire only for Security Agency, Batch Agency, or Range of Agencies, or Agency Group.

  1 – Entry and changes allowed for agency specified in Security Agency.

  2 – Entry and changes allowed for Security Agency, Batch Agency or Range of Agencies, or Agency Group.

  3 – Same authorization as '1' plus ability to change transactions on approved documents, released batches and Batch Type G's for Security Agency.

  4 – Same authorization as '2' plus ability to change transactions on approved documents, released batches and Batch Type G's for Batch Agency, Security Agency and agencies specified in Agency Ranges or Agency Group.
- **BATCH EDIT MODE** – Enter the one-digit Batch Edit Mode for the user:

  0 – User can only use Edit Mode of '0'. Transactions are captured, but data and financial elements are not edited or posted until released to a batch cycle.
  1 – User can use Edit Modes of '0' or '1'; default is '1'. Performs data edits on-line, but does not perform financial edits or post until released to a batch cycle.
  2 – User can use Edit Modes of '0', '1' or '2'; default is '2'. Edits and posts to tables on-line.
- **RELEASE FLAG** – Enter the one-digit Release Flag code as follows:

  0 – User cannot release batches on-line
  1 – User can release batches on-line
- **DISBURSEMENT METHOD** – Enter the one-digit Disbursement Method Indicator (DMI) as follows:
  Blank – Cannot enter a DMI on accounting transactions

  0 – Can enter 'H' (hold) DMI
  1 – Can enter 'H' (hold) and 'M' (manual) DMI
  2 – Can enter 'H' (hold), 'M' (manual), and 'R' (release)
  3 – Can enter 'H' (hold), 'M' (manual), 'R' (release), and 'E' (expedite).
- **AGENCY GROUP** – Enter a two-digit Agency Group Code or leave blank. If entered, it must exist the **D12** profile. Agency group is a grouping of selected agencies. This element is used when AGENCY RANGE 1 and 2 are not adequate for agency access or when cash is affected in multiple agencies. If ACCOUNTING TRANS is 1 or 3, this field is not allowed to be entered.

- **WORK HOUR** – Enter the range of hours that the user can access the system. Maximum range allowed is: 0000 – 2400
- **AGENCY RANGE 1** – Enter an Agency Range, consisting of two three-character Agency codes or leave blank. AGENCY RANGE identifies the agencies to which the user is restricted for entering accounting transactions, performing profile maintenance, ordering reports, or viewing financial data. If ACCOUNTING TRANS equals 1 or 3, this field is not allowed. The user has the ability to reduce cash in an agency that falls within AGENCY RANGE 1.
- **WORK DAY** – Enter the Work Day indicator as follows:

  W – Weekday access only
  E – Weekend access only
  A – Any day access

- **AGENCY RANGE 2** – Enter an Agency Range, consisting of two three-character Agency codes. AGENCY RANGE identifies the agencies to which the user is restricted for entering accounting transactions, ordering reports, or viewing financial data. AGENCY RANGE 1 is required before AGENCY RANGE 2 can be used. User cannot reduce cash in an Agency that falls within AGENCY RANGE 2. For User Class 8, AGENCY RANGE 1 must be filled in as AAA-ZZZ to allow viewing of both sides of the transfer and the AGENCY RANGE 2 field with 001-999 to prevent a user in one agency from reducing cash in another agency.
- **PRINTER ID** – *Not Used in Oregon*.
- **SECURITY AGENCY** – Enter a three-digit Security Agency. It must exist in the **D02** profile. This is the user's default agency for accounting transactions, profile maintenance, and financial inquiry. If the security agency is not '000', it defaults to the financial agency field on transaction entry screens. In most cases, the Financial Agency and Security Agency will be the same except in the case where an agency has one or more "batch" agencies.
- **DEFAULT ACTION CODE AGENCY** – *Not Used in Oregon*.
- **SECURITY ORG** *(first)* – Enter a four-digit Security Organization Code that identifies the organization within the agency for which access is desired, or leave blank. If entered, it must exist in the **D03** profile. If entered, the user is restricted to the organization represented by the Organization Code and all levels below that Organization Code. Additionally, SECURITY AGENCY must be entered.
- **DEFAULT ACTION CODE** – *Not Used in Oregon*
- **SECURITY ORG** *(second)* – Enter another four-digit Security Organization Code that identifies an additional organization within the agency for which access is desired, or leave blank. If entered, it must exist in the **D03** profile.

- **PRIOR MO POST IND** – Enter the one-character Prior Month Posting Indicator to determine whether the user can post transactions to the prior accounting month:

  Y – The user is allowed to post transactions to the prior accounting month
  N – The user is not allowed to post transactions to the prior accounting month

- **PRIOR YR POST IND** – Enter the one-character indicator to determine whether the user can post transactions to the prior year:

  Y – The user is allowed to post transactions to the prior year
  N – The user is not allowed to post transactions to the prior year

- **VIEW TIN INFO** – Enter the one-character View TIN Information indicator. It controls whether EIN/SSN information is displayed on the 52 vendor profile screen. Valid indicators are as follows:

  Y– TIN information is displayed – central staff & agency payable staff
  N– TIN information is not displayed

- **VIEW BANK INFO** – Enter the one-character View Bank Information indicator. It controls whether vendor bank information is displayed on the vendor profiles. Valid indicators are as follows:

  Y – Vendor bank information is displayed – central staff only
  N – Vendor bank information is not displayed

- **FUND OVERRIDE** – Enter the one-digit Fund Override indicator or leave blank:

  Blank – No fund override allowed
  0 – *Not Used in Oregon*.
  1 – Fund Override allowed –central staff only and user class 70

- **STATEWIDE REPORTING** – Enter a one character Statewide Reporting indicator:

  Y – Yes, Allows Printing of Statewide Reports. Authorization given by SFMS Operations.

  N – No Statewide Reports. Limited to Agency Group and Agency.

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

  A – Active **I** – Inactive

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.

- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example:

```
S96A   UC: 10                     STATE OF OREGON              02/27/18 09:13 AM
LINK TO:                         SECURITY PROFILE                           PROD


USER ID/CLASS: AGYUSER  48 AGENCY: 000  NAME: DOE, JANE

 ACCOUNTING TRANS: 2            BATCH EDIT MODE: 2
     RELEASE FLAG: 1        DISBURSEMENT METHOD: 3
     AGENCY GROUP: 00                 WORK HOUR: 0000 2400
   AGENCY RANGE 1: 000 999             WORK DAY: A
   AGENCY RANGE 2: AAA ZZZ           PRINTER ID:
  SECURITY AGENCY: 000         DEFAULT
     SECURITY ORG:             ACTION CODE AGENCY:
     SECURITY ORG:                    ACTION CODE:
PRIOR MO POST IND: Y               VIEW TIN INFO: N   (Y/N)
PRIOR YR POST IND: Y              VIEW BANK INFO: N   (Y/N)
    FUND OVERRIDE:            STATEWIDE REPORTING: N   (Y/N)

                                                      STATUS CODE: A
 EFF START DATE: 08051994   EFF END DATE:            LAST PROC DATE: 04162013


F1-HELP  F3-DELETE  F5-NEXT  F6-96B  F9-INTERRUPT  F10-SAVE  F11-SAVE/CLEAR
ENTER-INQUIRE  CLEAR-EXIT
```

96B Profile

The **96B** profile identifies the individual R★STARS profiles a user may have authority to view or update. The **[F6]** key will move a user between the **96A** to **96B** screens.

<u>Control Key</u>

- **USER ID / CLASS** – Enter an up to eight-character User ID (RACIF ID) and a two-digit User Class. The RACIF ID is assigned by Personnel when an employee starts in a new position. DAS Security uses the RACIF ID as the User ID. The User Class must exist in the **D66** profile.

<u>Information Elements</u>

- **FUNCTIONS** – Enter the one-digit Function code as follows in each field denoted by the screen ID or leave blank. Not all R★STARS screens are shown on the **96B**. Some screens are accessed only through a drill down process (such as 11 and 60), others are information only screens (such as 13, 3A, 3N). Valid codes for the screens on the **96B** are as follows:

  Blank – No Access (will not see screen ID on menu)
  0 – Inquiry Only
  1 – Inquiry, Add, and Change
  2 – Inquiry, Add, Change, and Delete
  3 – Inquiry and Add. A value of '3' can be used for the 34, 51 and 52 profiles.

As of 12/06/2011 new screen ID, WRP was added to allow access to electronic web reports via the internet. Function ‘0’ in this screen ID allows access to authorized reports based on 96A Security Agency or Agency Group.

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  A – Active **I** – Inactive
- **EFF START DATE –** Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE –** Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. The Eff End Date identifies when the record is no longer effective.

Example:

```
 S96B   UC: 10                  STATE OF OREGON            01/15/08 03:43 PM
 LINK TO:                       SECURITY PROFILE                        PROD
 USER ID/CLASS: DUMMY01  27  AGY: 107  NAME: DOE, JOHN Q
  D01  0 D02  0 D03  2 D04  2 D05  0 D06  2 D08  0 D09  0 D10  0 D11  2 D12  0
  D13  0 D14  0 D15  0 D16  0 D17  0 D18  0 D19  2 D20  0 D21  0 D22  0 D23  0
  D24  0 D25  2 D26  2 D27  2 D28  2 D30  0 D31  0 D32  2 D33  0 D34  0 D35  0
  D36  2 D37  0 D38  0 D39  0 D40  0 D41  0 D42  2 D43  0 D44  0 D45  0 D46  0
  D47  2 D48  2 D49  0 D50  0 D51  0 D52  2 D53  0 D54  0 D55  0 D56  0 D57  0
  D59  2 D61  0 D62  0 D63  0 D64  0 D66  0 D67  0 D71  0 D73  0 D80  0 010  0
  012  0 014  0 017  2 018  0 020  0 021  2 022  2 023  0 024  2 025  2 026  2
  027  2 28A  0 28B  0 029  2 030  2 031  2 033  0 034  2 035  0 036  0 037  0
  038  0 039  0 041  2 042  0 043  0 43M  0 044  0 045  0 046  0 047  0 048  0
  049  0 051  0 052  0 053  2 054  2 055  2 056  0 057  0 058  0 059  0 061  0
  062  0 063  0 064  0 065  0 066  0 067  0 068  0 069  0 077  2 078  2 079  2
  080  0 081  2 082  0 084  0 085  0 086  0 087  0 088  0 089  0 090  0 091  2
  092  2 093  2 094  2 095  2 096  0 097  0 101  0 102  0 103  2 105  0 106  0
  515  2 518  2 540  2 550  2



  EFF START DATE: 01072002   EFF END DATE:            LAST PROC DATE: 01142008
 Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NXT F6-96A F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXT
```

97 SYSTEM MANAGEMENT PROFILE

The **97** profile controls a variety of system processes, including the execution of many of R★STARS subsystems. DAS SFMS Operations maintains the **97** profile. By making simple on-line changes to this profile, SFMS Operations provides system-level (state-wide) control over processing. To provide this control, the **97** profile maintains a variety of information regarding:

- Accounting periods that are available for posting
- System-level process control indicators – such as Cost Allocation Run Indicator and Requestable Reports
- System-level process dates – such as Current Effective Date
- Current and prior processing Cycle Numbers, Dates, and Times

Another important relationship is between the **97** profile and the **25** profile. Both profiles contain indicators that control the processing of the Cost Allocation, Grant/Project Billing, and Reporting subsystems. The **97** profile controls the subsystem processes at the statewide level where the **25** profile controls processing for each agency. The Cost Allocation Subsystem is run whenever the **97** profile COST ALLOCATION RUN is set to 'Y'.

Through the use of indicators on the **25** profile, agencies may choose when to generate monthly or yearly requestable reports. These indicators must be consistent with the reporting indicators on the **97** profile in order for the reports to run. Agencies can also choose to run on the **97** profile only.

The interrelationship between the **25** and **97** profiles dictates that similar indicators in each profile must both be set to 'Y' for the associated subsystem to run. If either profile's indicators are set to 'N – Do Not Run Cycle', the subsystem will not run. Therefore, it is important for agencies to establish subsystem schedules that are consistent with the statewide schedule defined by SFMS Operations.

Control Key

The Control Key for this profile identifies the single record that is contained in the **97** profile. The Control Key consists of a record number identifier that is always set to a value of '1'. The Control Key cannot be changed, nor can a second **97** profile record be added. Accordingly, the Control Key is not shown on the **97** profile screen; therefore, it is not entered in order to recall the profile.

Information Elements

Note that the **25** profile provides additional control at the agency level over many of the processes controlled by the **97** profile.

- **CURRENT INDICATORS –** this segment identifies the current status of the system. These indicators are maintained and automatically updated by R★STARS based on information contained in the **D61 – Current Date Profile** profile. An important relationship exists between the **97** profile and the **D61**. The data elements in this segment are as follows:
  - **FISCAL YEAR –** two digit protected field that is looked up from the **D61** profile. This field identifies the Fiscal Year to which the current Effective Date belongs.
  - **MONTH –** two digit protected field that is looked up from the **D61** profile. This field identifies the fiscal Month to which the current Effective Date belongs.
  - **AY –** Enter the last two digits of the Appropriation Year. For Oregon, the appropriation year is the second fiscal year of each biennium.
  - **EFF DATE –** Enter the eight-digit current Effective Date (MMDDYYYY format). It identifies the date for which the system is currently processing. This date is normally the current date, but may be set to any date that falls within the parameters defined in the **D61** profile for Agency '000' (DAS Central Agency). The last program in the processing cycle retrieves the NEXT EFF DATE from the **D61** profile record and places it in this field to prepare for the next day's processing. If the information contained in the **D61** profile is not correct, the new EFF DATE in the **97** profile will also be incorrect. It may be changed manually to any valid date in the **D61** profile. However, care must be taken to ensure that the months and years open are consistent with the Effective Date, and that payment dates are acceptable. If on-line update is required, it should be performed before starting the new day's processing.

    System processes which are date oriented use this date as the current date. Some examples are as follows:

    - The execution of month-end and year-end processing as well as the generation of reports is based on this date, and on other indicators in the **D61** profile.
    - It is the default Effective Date on accounting transactions if the user does not enter a date.
    - The **97** profile Current Effective Date is printed on warrants when they are generated.

- **PRIOR EFF DATE** – Enter the eight-digit Prior Effective Date (MMDDYYYY format). It identifies the previous date for which system processing was performed. The final end of processing cycle program moves the Current Effective Date to the Prior Effective Date. This field is not normally updated manually. This date is for information purposes only.
- **TIME** – Enter the four-digit Time (0000-2400). This field sets a standard time for the batch cycle for document tracking exception reports. This field is not normally updated manually.

▪ **LAST CLOSED INDICATORS** – this segment identifies the last closed month and year. It provides the ability to keep multiple months and years open for processing financial transactions. SFMS Operations can update these values.

- **FISCAL YEAR** – Enter the two-digit Last Closed Fiscal Year. It identifies the last year that is closed to posting. This will prevent any further postings to that year.
- **MONTH** – Enter the two-digit Last Closed Month. It identifies the last month that is closed to posting. Note that in order to close a month for the Current Fiscal Year the Last Closed Fiscal Year is not changed.

▪ **REPORTING INDICATORS** – this segment contains indicators that the reporting subsystem accesses to determine which reports to generate. For example, if the Month Indicator is set to 'Y' (Yes), then all Statewide report requests identified as being Monthly with Frequency Control of 'S' in the **91** profile will run. Reports identified for a specific date are automatically generated on that date. Requestable reports are only run on Fridays. Except for the INAE indicator below, these indicators are used to trigger the execution of reports identified as being Weekly, Monthly, Quartrly, or Annually in the **91** profile. The valid indicators for each fields are as follows:

- **WEEK** – Enter a one-character Week indicator. It allows report requests specified as being Weekly to run.
  Y – Run Reports **N** – Do Not Run Reports
- **YEAR** – Enter a one-character Year indicator. It allows report requests specified as being Annually to run.
  Y – Run Reports **N** – Do Not Run Reports
- **INAE** – Enter a one-character Inactive Accounting Event (INAE) indicator. It indicates whether the INAE Table is swept during the reporting cycle
  Y – INAE Table is passed for financial reporting
  N – INAE Table is not passed for financial reporting

- **MONTH –** Enter a one-character Month indicator. It allows report requests specified as being Monthly to run.
  Y – Run Reports **N** – Do Not Run Reports
- **QUARTER –** Enter a one-character Quarter indicator. It allows report requests specified as being Quartrly to run.
  Y – Run Reports **N** – Do Not Run Reports
- **RPTS –** Enter a one-character Reports indicator. It determines whether reports including requestable reports will run.
  F – Full Run – All eligible reports will produce
  S – Stub Run – Only control reports and DAFR8460/8461 reports (centrally managed) will produce
  N – Only control reports will produce

▪ **ADVANCE PAYMENT DAYS** – The number of days in advance (transaction due date) of the **97** Current Effective Date that a transaction is selected for payment.

- **WARR/CHK –** *Not Used in Oregon*. Code '00' will be used as default on the **97** profile.
- **DIR DEP –** *Not Used in Oregon*. Code '00' will be used as default on the **97** profile.

▪ **BACKUP WITHHOLDING PCT –** If the State is obligated to withhold a percentage of each payment to the vendor. These field is used to calculate the vendor's tax liability.

- **Field 1:** Enter the Backup Withholding Percentage in ##.## format. 99.99 is the maximum percentage that can be entered. Vendors who fail to provide a valid Taxpayer Identification Number (TIN) to the State are subject to backup withholding.
- **Field 2:** Enter the Foreign Withholding Percentage in ##.## format. 99.99 is the maximum percentage that can be entered. Vendors from foreign countries that perform services in the United States and do not have a Taxpayer Identification Number (TIN) are subject to withholding.

▪ **CONTROL INDICATORS –** these Indicators are accessed by various R★STARS subsystems to determine if the subsystem is to be executed, or to obtain information required for the subsystem to process. The setting of these indicators is closely related to the job scheduling functions performed by data processing. In those cases where data processing schedules the jobs (subsystems) to be run on selected days only, the setting of these indicators must be coordinated with the scheduled dates.

- **NEXT DIR DEP SEQ NO –** Enter the nine-digit Next Available Direct Deposit Sequence Number. It may be changed manually, but typically the payment processing subsystem updates it at the end of each cycle. It increments the last direct deposit sequence number by one.
- **NEXT AVAILABLE WARRANT NO –** Enter the nine-digit Next Available Warrant Number. It may be changed manually, but typically the payment processing subsystem updates it at the end of each cycle. It increments the last warrant number by one.

- **LABOR DISTRIBUTION RUN IND –** *Not Used in Oregon*. Code 'N' will be used as default on the **97** profile.
- **LABOR DISTRIBUTION PAY DATE –** *Not Used in Oregon*. Field will be blank on the **97** profile
- **YEAR END CLOSING RUN –** *Not Used in Oregon*. Code 'N' will be used as default on the **97** profile.
- **NEW YEAR INITIALIZATION –** *Not Used in Oregon*. Code 'N' will be used as default on the **97** profile.
- **COST ALLOCATION RUN –** Enter the one-character Cost Allocation Run indicator. The Cost Allocation Subsystem can run whenever the Cost Allocation Run Indicator in the **97** profile is set to 'Y'. It may be run at any time, however, it will only include those agencies that have indicated on their **25** profile that they are ready to run cost allocation. The agencies indicate this by changing their Cost Allocation Run Indicator to 'Y' on their **25** profile. The cost allocation process allocates expenditures for those periods specified by each agency's **25** profile. Valid indicators for the Cost Allocation Run are as follows:
  Y – Run cost allocation **N** – Do not run cost allocation
- **GRANT/PROJ BILLING RUN –** Enter the one-character Grant/Project Billing Run indicator. The Grant/Project Billing process is designed to accumulate cost information for various types of grants and projects and to automatically generate accounting transactions that record the effect of cost transfers. SFMS Operations initiates the Grant/Project Billing process through the Grant/Project Billing Run Indicator in the **97** profile. This indicator is normally set to 'N', and must be changed to 'Y' to run the Grant/Project Billing Subsystem. When set to 'Y', R★STARS selects Grants/Projects based on payment schedules established in the **27**, **29**, and **92** profiles established by each agency. Valid indicators are as follows:
  Y – Run Grant/Project billing **N** – Do not run Grant/Project billing

- **RECURRING TRANS RUN** – Enter the one-character Recurring Transaction Run indicator. It identifies whether the Recurring Transaction Subsystem is to be run. The Recurring Transactions Subsystem provides for automatic posting of recurring type transactions based on transaction schedules established in each agencies **550** and **93** profiles. Valid indicators for the Recurring Trans Run indicator are as follows:
  Y – Run recurring transactions (Default per SFMS Operations).
  N – Do not run recurring transactions
- **FIXED ASSET DEPRECIATION RUN** – *Not Used in Oregon*. Code 'N' will be used as default on the **97** profile.
- **FIXED ASSET SUSPENSE RECONC** – *Not Used in Oregon*. Code 'N' will be used as default on the **97** profile.
- **FIXED ASSET SUSPENSE POST** – *Not Used in Oregon*. Code 'N' will be used as default on the **97** profile.
- **TAX OFFSET RUN** – *Not Used in Oregon*. Code 'N' will be used as default on the **97** profile.
- **MAX CHG TRANS** – Enter the four-digit Maximum Change Transactions. This identifies the maximum number of transactions within a batch that can be updated on-line using the mass change option on the Batch Correction Screen. The Batch Error Correction process allows for mass change of all transactions in a batch. The number entered here controls whether the mass change is handled as an on-line or batch function. If a mass change is initiated and the number of transactions in the batch exceed this number, the change occurs as a background function; otherwise it occurs on-line.
- **NEXT AVAIL ARCH REF NO (XMITL)** – *Not Used in Oregon*. Code '000001' will be used as default for both current and prior years on the **97** profile.
- **NEXT AVAIL ARCH REF NO (NON-XMITL)** – *Not Used in Oregon*. Code 'A00001' will be used as default for both current and prior years on the **97** profile.
- **BATCH RESTORE INDICATOR** – A one-character Batch Restore Indicator that is set by the system to identify when secondary posting fails. (It identifies whether the batch cycle needs to restore (or re-post) the secondary financial tables due to an on-line failure.) When this occurs, the batch restore process is automatically run prior to the beginning of the nightly cycle. This indicator should be reset to 'N' at the successful completion of the nightly batch cycle. If it is not 'N' at the beginning of the day, Data Processing should be consulted to determine if new transactions may be entered. Valid indicators are as follows:
  Y – Restore　　　　**N** – Do not restore

- **ON-LINE AVAILABLE** – A one-character On-Line System Available indicator that identifies whether the on-line system is available. At the start of the nightly batch cycle, this indicator is automatically set to 'N' – On-line system not available. At the end of a system processing cycle, the Final End of Processing Cycle program sets this indicator to 'Y' – On-line system available. Users cannot access the on-line system while the nightly batch cycle is running. Careful analysis must be performed if a batch process is not completed during the night. Data Processing analysts should be consulted to determine if new transactions may be entered. This field is not normally updated by SFMS Operations.

▪ **PROCESSING CYCLE INFORMATION**: (system generated) – this segment of the profile identifies current and prior processing cycle information. This data is accessed by the system during batch update to verify that the correct versions of the system tables are being used. The processing cycle date and time is stored on each transaction in the History File. The Current Cycle Date, Time, and Number are printed on control and requestable reports to uniquely identify the reports to a specific batch cycle. The processing cycle date and time is stored on each transaction in the History File. These indicators are automatically updated by the system and cannot be set manually by SFMS Operations.

- **CURRENT DATE/TIME** – identifies the date (MMDDYYYY format) and time (HHMM format) at the beginning of the current system processing cycle. At the start of the daily batch IEU, the system date and time are moved into these data fields. At the end of a system processing cycle, the program moves the system date and time into the Current Date and Time to document the start of a new cycle. Any report generated by the batch IEU process uses the Current Date/Time to identify that it belongs to that cycle.
- **CURRENT CYCLE** – four-digit number identifies the Current Processing Cycle. At the end of a system processing cycle, the Final End of Processing Cycle program increments the Current Cycle Number by one.
- **PRIOR DATE/TIME** – identifies the beginning of the previous system processing cycle date (MMDDYYYY format) and time (**HHMM** format). The Final End of Processing Cycle program moves the Current Cycle Date and Time into the Prior Cycle Date and Time. A processing cycle starts one minute after the end of the previous processing cycle.
- **PRIOR CYCLE** – identifies the Prior Processing Cycle Number. At the end of a system processing cycle, and before the Current Cycle Number is incremented, the Current Processing Cycle Number is moved to this field.

Example:

```
S097   UC: 10                  STATE OF OREGON             01/15/08 03:47 PM
LINK TO:                  SYSTEM MANAGEMENT PROFILE                     PROD
                      CONTROL INDICATORS -   NEXT DIR DEP SEQ NO:  950157553
 CURRENT INDICATORS-                   NEXT AVAILABLE WARRANT NO:  120452912
    FISCAL YEAR: 08  MONTH: 07   AY: 09    LABOR DISTRIBUTION RUN:  N
       EFF DATE: 01152008            LABOR DISTRIBUTION PAY DATE:
 PRIOR EFF DATE: 01142008                   YEAR END CLOSING RUN:  N
           TIME: 1200                   NEW YEAR INITIALIZATION:  N
 LAST CLOSED-                                COST ALLOCATION RUN:  N
     FISCAL YEAR: 07  MONTH: 05           GRANT/PROJ BILLING RUN:  N
 REPORTING INDICATORS-                       RECURRING TRANS RUN:  Y
   WEEK: N    YEAR: N  INAE: N      FIXED ASSET DEPRECIATION RUN:  N
  MONTH: N QUARTER: N  RPTS: N       FIXED ASSET SUSPENSE RECONC:  N
 ADVANCE PAYMENT DAYS-                 FIXED ASSET SUSPENSE POST:  N
   WARR/CHK: 00  DIR DEP: 00                      TAX OFFSET RUN:  N
  BACKUP WITHHOLDING PCT: 28.00 : 30.00            MAX CHG TRANS:  01000
 NEXT AVAIL ARCH REF NO (XMITL)     CURR:  08 000001  PRIOR: 07 000001
 NEXT AVAIL ARCH REF NO (NON-XMITL) CURR:  08 A00001  PRIOR: 07 A00001
--------PROCESSING CYCLE INFORMATION-----------  BATCH RESTORE
CURRENT: DATE: 01152008 TIME: 20:06 CYCLE: 6689   INDICATOR (Y/N):  N
PRIOR:   DATE: 01142008 TIME: 23:53 CYCLE: 6688  ONLINE AVAILABLE:  Y


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

550 RECURRING TRANSACTION PROFILE

The **550** Profile defines the coding elements for a Recurring Transaction. It also determines whether the system will generate a transaction on a pre-defined schedule or the user will enter the RTI to retrieve coding while creating a batch.

The **550** Profile creates a Recurring Transaction Index (RTI) used to identify the coding elements within the Recurring Transaction Subsystem. The subsystem provides a mechanism for reducing data entry for transactions that occur frequently over a period of time. Two examples are rent payments and utility bills.

The **550** Profile can also be used to allocated costs over multiple funds using a percentage split. This profile is Agency maintained.

Control Key

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **TRANS NO** – Enter up to a six-digit Transaction Number.
- **RTI** – Enter the six-digit RTI or leave blank. This is a required field when % ALLOCATED field is entered. If ‘R’ RTI Type, RTI may be blank. If ‘S’ RTI Type, this field must be entered. All transactions for a given RTI must have the same RTI Type value.
- **RTI TYPE** – Enter the one-character RTI Type. Valid types are as follows:

  R – a regular non-split transaction – there is no limit on the quantity of Transactions Numbers and Amounts that may be entered.

  S – a split transaction – only the following fields may be entered: AGENCY, TRANS NO, RTI, EFF START DATE, FUND, APPN NO, APPN, YEAR, PROJ NO/PH, GRANT NO/PH, SUBGRANTEE, AGY CD – 1, 2, 3 and PERCENT ALLOCATED. There can not be more than 10 Transaction Numbers for an ‘S’ Type RTI.

Information Elements

The following coding instructions are informational only, except those associated with the AMOUNT and % ALLOCATED data elements. A recurring transaction record can be added with all element values blank, except AMOUNT and % ALLOCATED. (One of these two must be on the profile).

- **DESCRIPTION** – Enter up to a 40-character Description for the Recurring Transaction. If the RTI Type is S, this field must be blank.

- **GENERATE SCHEDULE** – Enter the four-digit Generate Schedule in mmdd format. There are up to four Generate Schedules possible. Month (mm) must be from 01 to 12 and Date (dd) must be from 01 to 31. If the RTI Type is S, this field must be blank.
- **BATCH AGENCY** – Enter a three-digit Batch Agency. When entered, it must exist in the **D02** profile. Usually this field is defaulted based on the user's sign-on. If the RTI Type is S, this field must be blank.
- **BATCH TYPE** – Enter the one-character Batch Type. It identifies the type of transactions in the batch. Each Batch Type must match the range of Batch Types defined in **28B** profile for the Trans Code. If the RTI Type is S, this field must be blank. Valid types are as follows:

  1 – Budgetary
  2 – Revenues/Receipts
  3 – Pre-encumbrances/Encumbrances
  4 – Expenditures/Disbursements
  5 – Journal Voucher

- **DOC DATE** – Enter the six-digit Document Date in mmddyy format. It identifies the date related to the Document. If the RTI Type is S, this field must be blank.
- **SERV DATE** – Enter the six-digit Service Date in mmddyy format. It identifies the date of service. If the RTI Type is S, this field must be blank.
- **CUR DOC/SFX** – Enter up to an eight-character Current Document and a three-character Current Document Suffix. The last three characters of the Current Document must be numeric. In the on-line process, the Cur Doc Number will not be retrieved from the **550** Profile. If the RTI Type is S, this field must be blank.
- **REF DOC/SFX** – Enter up to an eight-character Reference Document and a three-digit Suffix or leave blank. It identifies a document that has been previously entered in R★STARS. The SFX is required when the REF DOC is entered. In the on-line process, the REF DOC Number will not be retrieved from the **550** Profile. If the RTI Type is S, this field must be blank.
- **TRANS CODE** – Enter the three-digit Transaction Code that identifies the transaction to be posted to R★STARS. If the RTI Type is S, this field must be blank.
- **INDEX** – Enter the five-digit Index code or leave blank.
- **PCA** – Enter the five-digit PCA code or leave blank.
- **COMP/AGY OBJ** – Enter a four-**D10** Comptroller Object and/or a four-digit **D11** Agency Object. If the RTI Type is S, this field must be blank. Each agency identifies in the **25** profile whether **D11** Agency Objects will be coded for expenditures, revenues, or both. If **D11** Agency Object is coded, **D10** Comptroller Object may either be referenced in the **550** profile or coded on input. It is dependent on whether the Agency Object is at a lower level of detail (Agency Object will look up Comptroller Object) or whether the Agency Object is at a summary level (both Agency Object and Comptroller Object are coded).

- **AMOUNT** – Enter the Amount or leave blank. If RTI is R and the % ALLOCATED field is entered, Amount must be left blank and vice versa. If the RTI Type is S, this field must be blank.
- **RVS** – Enter the one-character Reverse code or 'R' or leave blank. The value of 'R' causes the impact of a transaction to be reversed. If the RTI Type is S, this field must be blank.
- **DISCOUNT** – Enter up to 11 digits and two decimal places for the amount of Discount. If the RTI Type is S, this field must be blank.
- **FUND OVRD** – Enter the one-character Fund Override code. It allows the system to override a fund control edit in order to post an accounting transaction. Only authorized personnel will have the security established to accomplish this. If the RTI Type is S, this field must be blank. Valid codes are as follows:

  Blank – Transaction posts normally
  W – Overrides any fund-control edits and 'forces' the transaction to post.
- **% ALLOCATED** – If RTI Type is R, leave blank or enter up to five digits to the right of the decimal for a % Allocated. There must be at least two decimal places entered. If RTI Type is S, this field must be entered and the %'s for all related RTIs (RTIs that have the same name), must be greater than zero and equal 100%. No single "S" profile is allowed to equal 100%.
- **DMI** – Enter a one-character Disbursement Method Indicator. If the RTI Type is S, this field must be blank. Valid indicators are as follows:

  H – Hold
  M – Manual warrant
  R – Release to automated processing
  E – Expedited warrant
  Blank – No DMI or default for User ID when processed on-line.
- **PDT** – This element is typically looked up from the Vendor Number and Mail Code record in **51** profile. If the RTI Type is S, this field must be blank.
- **MOD** – Enter a one-character Modifier code. It identifies how the document should be posted and is normally required on encumbrance transactions referencing pre-encumbrances and on expenditure transactions referencing encumbrances documents. If the RTI Type is S, this field must be blank. The valid values are:

  F – Final Liquidation: The transaction represents a final payment on the document.

  P – Partial Liquidation: The transaction represents a partial payment on the document.

  A – Activate a previously closed document.

  C – Close a document to preclude further posting, used for final receipts.

  Blank – Defaults to Partial (P).

- **APPN YEAR** – Enter a two-digit Appropriation Year.
- **APPN NO** – Enter the five-digit Appropriation Number or leave blank. If entered, it must exist in the **20** profile. INDEX or PCA may look up the Appropriation Number.
- **FUND** – Enter the four-digit Fund. If entered, it must exist in the **D23** profile. INDEX or PCA may look up the Fund.
- **GL ACCT/AGY** – Enter a four-digit **D31** Comptroller General Ledger (Comp GL) Account number or an eight-digit **D32** Agency General Ledger (GL) Account number leave blank. If a Comp GL is entered, it must exist in the **D31** profile and be allowed by the transaction code (T-Code). If an Agency GL Acct is entered, it must exist in **D32** profile. If the RTI Type is ‘S’, this field must be blank.
- **GRANT NO/PH** – Enter the six-digit Grant Number and the two-digit Grant Phase or leave blank. If entered, they must exist in the **29** profile.
- **SUBGRANTEE** – Enter the 14-digit Subgrantee code or leave blank. If entered, it must exist in **31** profile.
- **PROJ NO/PH** – Enter a six-digit Project Number and the two-digit Project Phase or leave blank. If entered, they must exist in the **27** profile.
- **MPCD** – Enter the ten-character Multipurpose Code or leave blank.
- **AGY CD 1** – Enter a four-character Agency Code 1 or leave blank. If entered, it must exist in the **D26** profile.
- **AGY CD 2** – Enter the four-character Agency Code 2 or leave blank. If entered, it must exist in the **D27** profile.
- **AGY CD 3** – Enter the six-character Agency Code 3 or leave blank. If entered, it must exist in the **D36** profile.
- **VEND/MC** – Enter a ten-digit Vendor Number and a three-digit Vendor Mail Code or leave blank. If entered, the Vendor Number and Mail Code must exist in the **51** profile. If the RTI Type is ‘S’, this field must be blank.
- **STATUS CODE** – Enter a one-character Status Code. This code will default to an Inactive status until the **[F12]-**RTI COMPLETE key is pressed. The status will automatically default to Inactive when an RTI is successfully inserted, changed, or deleted. Therefore, once all the transaction numbers are input for a RTI, **[F12]** must be pressed to activate them. This field may be used to inactivate records no longer in use.

  A – Active   **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

Example of "R" type:

```
S550   UC: 10                   STATE OF OREGON            01/15/08 04:07 PM
LINK TO:                 RECURRING TRANSACTION PROFILE                  PROD

AGENCY: 107   TRANS NO: 000115                     RTI: MOXFR1  RTI TYPE: R
USER ID: DUMMY01         DESCRIPTION: EAS MONTH REV TRANSFER
GENERATE SCHEDULE (MMDD) - 1:   02       2:       3:       4:
 BATCH - AGY: 107        TYPE: 5    DOC DATE:           SERV DATE:
 CUR DOC/SFX: BT             REF DOC/SFX:               FINANCIAL AGY: 107
  TRANS CODE: 400
       INDEX:
         PCA: 11340
COMP/AGY OBJ:      2729
      AMOUNT: 00000000281.00 RVS:   DISCOUNT:                  FUND OVRD:
     DOC AMT:                DOC AGY:
 % ALLOCATED: 0.00000        PDT:      MOD:     APPN YEAR:      APPN NO:
        FUND:            GL ACCT/AGY:                 G38: 10741840
 GRANT NO/PH:            SUBGRANTEE:                  PROJ NO/PH: 110099 00
        MPCD:            AGY CD - 1:           2:           3:
     VEND/MC:                                          STATUS CODE: A
 EFF START DATE: 07012007   EFF END DATE:          LAST PROC DATE: 09272007
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP   F3-DELETE   F4-EDIT  F5-NEXT TRANS NO  F8-NEXT FOR RTI  F9-INTERRUPT
F10-SAVE  F11-SAVE/CLEAR       F12-RTI COMPLETE  ENTER-INQUIRE    CLEAR-EXIT
```

Example of "S" type:

```
S550   UC: 10                   STATE OF OREGON            01/15/08 04:05 PM
LINK TO:                 RECURRING TRANSACTION PROFILE                  PROD

AGENCY: 915   TRANS NO: 000012                     RTI: SHARED  RTI TYPE: S
USER ID: DUMMY02         DESCRIPTION:
GENERATE SCHEDULE (MMDD) - 1:            2:       3:       4:
 BATCH - AGY:            TYPE:      DOC DATE:           SERV DATE:
 CUR DOC/SFX:                REF DOC/SFX:               FINANCIAL AGY: 915
  TRANS CODE:
       INDEX:
         PCA: 11011
COMP/AGY OBJ:
      AMOUNT:                RVS:   DISCOUNT:                  FUND OVRD:
     DOC AMT:                DOC AGY:
 % ALLOCATED: 0.17000        PDT:      MOD:     APPN YEAR:      APPN NO:
        FUND:            GL ACCT/AGY:                 G38:
 GRANT NO/PH:            SUBGRANTEE:                  PROJ NO/PH:
        MPCD:            AGY CD - 1:           2:           3:
     VEND/MC:                                          STATUS CODE: A
 EFF START DATE: 07012007   EFF END DATE:          LAST PROC DATE: 01022008
Z07 NEXT RECORD SUCCESSFULLY READ

F1-HELP   F3-DELETE   F4-EDIT  F5-NEXT TRANS NO  F8-NEXT FOR RTI  F9-INTERRUPT
F10-SAVE  F11-SAVE/CLEAR       F12-RTI COMPLETE  ENTER-INQUIRE    CLEAR-EXIT
```