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DATA ENTRY GUIDE BUDGETING	7-1 2/08

PURPOSE

This chapter is intended to provide system users with an understanding of the budgeting procedures within R★STARS. Instructions on entering each type of expenditure and revenue budget into R★STARS are presented on the following pages.

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OVERVIEW

Budgeting is a key activity in any governmental organization. Governments strive to produce a budget that meets the needs of its residents and businesses. This budget is constantly monitored and reviewed to provide for successful management and control of resources spent on the various activities sponsored by the government.

Both expenditure and revenue budgets are available within R★STARS. As shown on the following page, expenditure budgets are split into four different classifications: Appropriations, Agency Budgets, Allotments and Financial Plans. Revenue Budgets are also recorded as Agency budgets. Each of these budget types are described on the pages that follow. R★STARS also provides project and grant budgeting capabilities which are described in Chapters 13 and 14 of the Data Entry Guide.

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APPROPRIATIONS

Appropriations are high level budgets which are defined by the state Legislature and represent the legal spending authority of the agencies. Appropriations may not be modified without approval from the proper authorities. Most appropriations are defined and tracked at the Appropriation and Appropriated Fund level. Optional levels include Organization Program, and Object. Appropriation control should be fatal (absolute) at the cash, accrual, and encumbered basis. This means that encumbrance, accrued, and cash expenditure transactions which cause the appropriation to be over-expended will produce fatal errors and will not be allowed to post. All these controls, however, are dependent upon the control type indicators in the **20 – Appropriation Profile** and can be set to fatal, warning, or ignore. *Oregon appropriates by Agency, Appropriated Fund and Program Level 2 and does not set the encumbered basis flag to fatal until the last quarter of the biennium.*

AGENCY BUDGETS - EXPENDITURES

Agency budgets are budgets which are optionally defined by the agencies for internal purposes. They are budgets at a lower level of detail in the classification structure than the Appropriation. Agency budget control is generally set to advisory (warning) or ignore, although agencies have the option to increase the control level to fatal. If warning control is selected, expenditure transactions which exceed the agency budget will post and will be flagged with a warning message. Encumbrances and pre-encumbrances will also produce such errors when the agency elects to include these amounts in their fund control edits. *In Oregon, agency budgets (if established) must be at least to the D01 – Object Profile Object Level.*

AGENCY BUDGETS - REVENUES

Agency Revenue Budgets are recorded by those agencies that need to monitor revenues for internal/statutory reasons. *In Oregon, agency budgets (if established) must be at least to the D01 Object Level.*

ALLOTMENTS

Allotments are a division of budgets by time for either agency budgets or appropriations. Allotments can be system generated monthly, quarterly, or in one lump sum for appropriations, but entered manually for agency budgets. Balances from one month/quarter are automatically carried forward to the next month/quarter. Allotment control can be set to fatal, warn or ignore. The control for allotments of appropriations will usually be different from the control for allotments of agency budgets.

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Oregon Specific for Appropriations: Allotments are entered quarterly by agency staff, and released by BAM staff.

Oregon Specific for Agency Budgets: Allotments are entered at the discretion of agency staff. Approval and release authority is within each agency.

FINANCIAL PLANS

Financial Plans are lower level spending or revenue plans which are not controlled. This is for Reporting only.

This chapter will cover standard procedures for entering transactions for each of the budget types.

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7-1 ENTRY OF APPROPRIATIONS AND AGENCY BUDGETS

LEGISLATIVELY APPROVED BUDGET (APPROPRIATION)

Budget and Management (BAM) staff enters the legislatively approved budget for each agency. The agency provides the coding structure to be used for each of their appropriations. In Oregon, appropriations are loaded at Program Level 2. These entries are effective July 1st of each odd numbered year. BAM staff also enters, as appropriate throughout the Appropriation Year (AY), Emergency Board actions and Appropriation revisions. Transaction Codes (T-Codes) used for entering appropriations and allotments are: (User Class 03 or 40)

TCode	Title	DR1	CR1	Dr2	Cr2
	Budgetary				
001	ESTABLISH ORIGINAL APPROPRIATION/ALLOT	2900	2700		
002	APPROPRIATION ALLOTMENT	2901	2701		
003	ESTABLISH /ADJUST ESTIMATED REVENUE	2702	2900		
004	APPROPRIATION TRANSFERS OUT	2700	2900		
005	APPROPRIATION TRANSFER IN	2900	2700		
006	APPROPRIATION REVERSION (LAPSE)	2700	2900		
007	APPROPRIATION ADJUSTMENTS/REVISIONS	2900	2700		
008	E-BOARD APPROPRIATION ADJ/REVISIONS	2900	2700		
009	E-BOARD APPN ADJ/REVISIONS-CAPITAL PROJ	2900	2700	2912	2712
010	ESTABLISH ORIG APPN - CAPITAL PROJECTS	2900	2700	2912	2712
011	APPROPRIATED CAPITAL PROJECTS ADJUSTMENT	2900	2700	2912	2712
012	ESTABLISH ORIGINAL APPROPRIATION	2900	2700		
013	LINKING ALLOTMENT	2720	2920		
014	APPROPRIATION - UNSCHEDULE	2700	2900		

To accommodate changes in budgets throughout the year, increase and decrease Transaction Codes are available in R★STARS. Appropriations can be revised as long as the appropriation year to which the appropriations belong is still active. R★STARS will separately track original appropriations and adjustments to appropriations.

Most appropriation unencumbered/unobligated balances lapse (revert) at the end of the appropriation year, but capital construction encumbered appropriations are available for several years. The year-end treatment of encumbrances and appropriations is more fully explained in Chapter 12.

The Budgetary Transaction Entry screen is used to enter budget transactions. It is discussed in Chapter 3 of this manual.

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AGENCY BUDGETS

Each agency is entirely in control of all agency budget transactions. T-Codes for agency budget transactions are: (User Class 27, 29 or 41)

TC	Title	DR1	CR1
019	AGENCY BUDGET ADJUSTMENT - W/OUT ALLOT	2905	2705
020	ESTABLISH AGY ORIG BUDGET W/OUT ALLOT	2905	2705
022	AGENCY BUDGET ALLOTMENT	2906	2706
023	AGENCY BUDGET - UNSCHEDULE	2705	2905
024	ESTABLISH/ ADJUST AGENCY REVENUE BUDGET	2718	2905

Future year budgetary transactions may be posted prior to the start of the year. This is useful when agency budgets are identified prior to the start of the fiscal year. By recording these budgetary amounts before the start of the fiscal year, the transaction workload can be spread over a longer (more manageable) period.

To record future year budgets, the effective date to which the transaction is posting must be established in the **D61 – Current Date Profile**, and the transaction should post to the Agency Budget Financial Table (Original Agency Budgets, Allotments or Agency Budget Revisions). Additionally, any other appropriation year dependent profiles must be established for the new year.

To accommodate changes in budgets throughout the year, increase and decrease Transaction Codes are available in R★STARS. R★STARS will separately track agency budgets and adjustments to agency budgets.

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7-2 ENTRY OF ALLOTMENTS

Allotments are entered quarterly for appropriation and agency budgets using appropriate transaction codes. Allotments for appropriations are entered by agency staff, as are allotments for agency budgets. For appropriation allotments, only BAM staff can release the agency entered batches. The effective date is generally the first day of the new quarter.

Changes in allotments that may occur during the year are made using the same transaction code used to load the original allotments.

Allotments are entered using the Budgetary Transaction Entry (**503**) screen using a Batch Type 1. The screen and the input coding instructions are described in Chapter 3.

The following section is not used in Oregon:

The field "Multipurpose Code" on the Transaction Entry screen is used to determine how the appropriation is allotted. The valid values are listed below and must be entered LEFT JUSTIFIED.

- **M** - Equally divided into 12 periods. All closed/prior periods will "move-up" into the current period.
- **Q** - Equally divided into 4 quarters. All closed prior quarter will "move-up" into the current quarter.
- **01 through 12** - A two digit period (fiscal month) is entered and the entire allotment will be loaded in that period.
- **WWXXYYZZ** - Where "WW" equals the percent allotted to the first quarter, "XX" equals the percent allotted to the second quarter, etc. For example, 10403020 would mean 10% for Qtr. 1; 40% for Qtr. 2; 30% for Qtr. 3; and 20% for Qtr. 4. The sum of these amounts must equal 100%.

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7-3 ENTRY OF FINANCIAL PLANS

Financial Plans are similar to Agency Budgets except for these differences. Financial Plans have no Financial Table impact, only General Ledger impact and there are no controls set up for Financial Plans. Financial Plans are entered at a detail level; however, they are not set up at a posting level.

Because the accounting impact is different from that of an Agency Budget, Financial Plans are created by using T-Codes that are different from that of the Agency Budget.

TC	Title	DR1	CR1
060	AGENCY EXPEND FINANCIAL PLAN	2907	2707
061	AGENCY REVENUE FINANCIAL PLAN	2710	2907
062	AGENCY TRANS IN FINANCIAL PLAN	2703	2907
063	AGENCY TRANS OUT FINANCIAL PLAN	2907	2704

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7-4 REPORTING

After budgetary transactions have been entered, the status of the budgets needs to be monitored. R★STARS maintains two types of reporting capabilities that enable users to monitor the status of the budgets: on-line inquiry and standard reports. This section describes the on-line inquiries and the standard reports available for budget transactions. For more information, see Chapter 11.

ON-LINE INQUIRY

On-line inquiry allows users to view specific Appropriation and Agency Budget Financial Table records. These records may include estimated revenues. Financial plans and revenue plans may also be viewed on-line using the General Ledger Financial Table.

The available inquiries for appropriations and agency budgets are:

- Agency/Fund Summary
- Agency/Fund Record
- Appropriation Record
- Agency Budget Record

These inquiry screens are shown in Chapter 3.

STANDARD REPORTS

The standard reports can be requested by the R★STARS user with the appropriate security level. Standard reports serve to provide paper documentation of the budget status. Reports are always produced immediately following a batch update cycle, and therefore contain the most current transaction information. Most reports may be produced weekly while others are produced after month end.

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7-5 BUDGET EXAMPLES

The following examples are designed to show how appropriations and agency budgets are coded.

Example 1 – Appropriation and Allotment

To establish appropriation amounts for AY09 (Central BAM staff only).

Step 1: Create the batch header.

When establishing a budgetary transaction such as an appropriation, Batch Type 1 is required.

Example:

S500 UC: 03	STATE OF OREGON	07/01/07 10:56 AM
LINK TO:	BATCH HEADER ENTRY	PROD
BATCH AGENCY: 101	(SIGN ON AGENCY)	
BATCH DATE: 070107	(MMDDYY, DEFAULTS TO TODAYS DATE)	
BATCH TYPE: 1		
BATCH NUMBER: 001		
BATCH COUNT:	BATCH AMOUNT:	
BATCH EDIT MODE: 2	(0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)	
PAYMENT DIST TYPE:	(MUST BE IN D50 PDT PROFILE)	
DISB METH IND:	(H, M, R, E OR SPACE)	
EFFECTIVE DATE:	(MMDDYY, DEFAULTS TO TODAYS DATE)	
FAST ENTRY:	(M/S/I/P/)	
USER ID: AGY_ _ _ _	EMPLOYEE, IMA	
USER CLASS: 03		
ACTION CODE AGENCY:		
ACTION CODE:		
F1-HELP	F9-INTERRUPT	F10/F11-SAVE CLEAR-EXIT

Step 2: Enter the batch transactions - Appropriation

When establishing an appropriation, T-Code 012 is used. Based on the allowable document types as defined in the **28B – Transaction Code Description Profile** relating to T-Code 012, a document type of “AP” is required. Note that for each transaction entered in the batch below, the PCA looks up a different appropriation number and related fund. When entering a batch of transactions, as presented below, the current document number remains the same; however, the suffix automatically increments by 1.

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Examples:

```

S503 UC: 03                STATE OF OREGON                07/01/07 08:54 AM
LINK TO:                   BUDGETARY TRANSACTION ENTRY    NOTE: N    PROD
BATCH: AGENCY 101 DATE 070107 TYPE 1 NO 001 SEQ NO 00002 MODE EDIT AND POST
      DOC DATE: 070107      EFF DATE: 070107
CUR DOC/SFX: AP111112 001 REF DOC/SFX:                   AGENCY: 101
TRANS CODE: 012           ESTABLISH ORIGINAL APPROPRIATION
INDEX: 10000              DAS ADMINISTRATION
PCA: 21110                DIRECTOR'S OFFICE - ADMIN                AY: 09
COMP/AGY OBJ:
      AMOUNT: 00050620620.00 RVS:                   FUND OVRD:
      DOC COUNT: 00001        DOC AMT: 00091297482.00 DOC AGY: 101
DESCRIPTION:

      APPN NO: 12015          FUND: 0418          GL ACCT/AGY:
GRANT NO/PH:                SUB GRANTEE:          PROJ NO/PH:
MPCD:                        AGY CD-1: 2: 3:          RTI:

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

```

```

S503 UC: 03                STATE OF OREGON                07/01/07 08:56 AM
LINK TO:                   BUDGETARY TRANSACTION ENTRY    NOTE: N    PROD
BATCH: AGENCY 101 DATE 070107 TYPE 1 NO 001 SEQ NO 00003 MODE EDIT AND POST
      DOC DATE: 070107      EFF DATE: 070107
CUR DOC/SFX: AP111112 002 REF DOC/SFX:                   AGENCY: 101
TRANS CODE: 012           ESTABLISH ORIGINAL APPROPRIATION
INDEX: 10000              DAS ADMINISTRATION
PCA: 27311                CENTRAL PROGRAM                AY: 09
COMP/AGY OBJ:
      AMOUNT: 0003461619.00 RVS:                   FUND OVRD:
      DOC COUNT: 00002        DOC AMT: 00091297482.00 DOC AGY: 101
DESCRIPTION:

      APPN NO: 12565          FUND: 0543          GL ACCT/AGY:
GRANT NO/PH:                SUB GRANTEE:          PROJ NO/PH:
MPCD:                        AGY CD-1: 2: 3:          RTI:

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

```

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Example:

```

S503 UC: 03                STATE OF OREGON                07/01/07 09:01 AM
LINK TO:                   BUDGETARY TRANSACTION ENTRY    NOTE: N   PROD
BATCH: AGENCY 101 DATE 070107 TYPE 1 NO 001 SEQ NO 00004 MODE EDIT AND POST
      DOC DATE: 070107      EFF DATE: 070107
CUR DOC/SFX: AP111112 003  REF DOC/SFX:                AGENCY: 101
TRANS CODE: 012            ESTABLISH ORIGINAL APPROPRIATION
INDEX: 10000              DAS ADMINISTRATION
PCA: 22510                CRIMINAL JUSTICE - UNUSED FED FUND AUTH.  AY: 09
COMP/AGY OBJ:
      AMOUNT: 0006060243.00  RVS:                FUND OVRD:
      DOC COUNT: 00003      DOC AMT: 00091297482.00 DOC AGY: 101
DESCRIPTION:

      APPN NO: 07015        FUND: 0630        GL ACCT/AGY:
GRANT NO/PH:              SUB GRANTEE:          PROJ NO/PH:
MPCD:                    AGY CD-1: 2: 3:          RTI:

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

```

Step 3: Enter the batch transactions – Allotments

The following demonstrates creating quarterly allotments. For purposes of this example, only the 1st transaction in the above batch relating to appropriations will be used to create the quarterly allotments. Based on the allowable document types as defined in the **28B** relating to T-Code 002, a document type of “AL” is required.

The first quarter allotment is entered by BAM staff. This is usually 1/8th of the budget for the biennium. Based on the allowable document types as defined in the **28B** relating to this T-Code 002, a document type of “AL” is required.

Example:

```

S503 UC: 03                STATE OF OREGON                07/01/07 08:54 AM
LINK TO:                   BUDGETARY TRANSACTION ENTRY    NOTE: N   PROD
BATCH: AGENCY 101 DATE 070107 TYPE 1 NO 002 SEQ NO 00001 MODE EDIT AND POST
      DOC DATE: 070107      EFF DATE: 070107
CUR DOC/SFX: AL000012 001  REF DOC/SFX:                AGENCY: 101
TRANS CODE: 002            APPROPRIATION ALLOTMENT
INDEX: 10000              DAS ADMINISTRATION
PCA: 21110                DIRECTOR'S OFFICE - ADMIN          AY: 09
COMP/AGY OBJ:
      AMOUNT: 00006327577.00  RVS:                FUND OVRD:
      DOC COUNT: 00001      DOC AMT: 00006327577.00 DOC AGY: 101
DESCRIPTION: INITIAL ALLOTMENT

      APPN NO: 12015        FUND: 0418        GL ACCT/AGY:
GRANT NO/PH:              SUB GRANTEE:          PROJ NO/PH:
MPCD:                    AGY CD-1: 2: 3:          RTI:

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

```

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Subsequent quarterly allotments are entered by agency staff with User Class 40. This user class has a default Batch Edit Mode of '1' and no release authority. Since BAM controls the budgets and allotments, the combination of Edit Mode '1' and no release authority for the agency, means that the allotment transactions cannot be used by the agency until approved by BAM and posted during the nightly batch cycle. Once the allotment transactions are entered, notify BAM for review and release. In Oregon, BAM does not allow allotments for future quarters.

Example:

```

S503 UC: 40                                STATE OF OREGON                                07/01/07 08:54 AM
LINK TO:                                     BUDGETARY TRANSACTION ENTRY                     NOTE: N    PROD
BATCH: AGENCY 101 DATE 093007 TYPE 1 NO 102 SEQ NO 00001 MODE MASTER EDIT ONLY
      DOC DATE: 093007                       EFF DATE: 100107
CUR DOC/SFX: AL120152 001 REF DOC/SFX:      AGENCY: 101
TRANS CODE: 002 APPROPRIATION ALLOTMENT
      INDEX: 10000 DAS ADMINISTRATION
      PCA: 21110 DIRECTOR'S OFFICE - ADMIN      AY: 09
COMP/AGY OBJ:
      AMOUNT: 00006327577.00 RVS:              FUND OVRD:
      DOC COUNT: 00001 DOC AMT: 00006327577.00 DOC AGY: 101
      DESCRIPTION: SECOND QUARTER ALLOTMENT

      APPN NO: 12015 FUND: 0418 GL ACCT/AGY:
      GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
      MPCD: AGY CD-1: 2: 3: RTI:

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

```

Example 2 – Agency Budget Entries

To establish agency budget amounts for AY09, with quarterly allotments.

Step 1: Create the batch header.

Batch Type 1 is required for all budgetary transactions.

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Example:

```

S500 UC: 41                STATE OF OREGON                07/01/07 09:34 AM
LINK TO:                   BATCH HEADER ENTRY                PROD

      BATCH AGENCY: 101                (SIGN ON AGENCY)
      BATCH DATE: 070107                (MMDDYY, DEFAULTS TO TODAYS DATE)
      BATCH TYPE: 1
      BATCH NUMBER: 002

      BATCH COUNT:                   BATCH AMOUNT:

      BATCH EDIT MODE: 2                (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)
      PAYMENT DIST TYPE:                (MUST BE IN D50 PDT PROFILE)
      DISB METH IND:                   (H, M, R, E OR SPACE)
      EFFECTIVE DATE:                  (MMDDYY, DEFAULTS TO TODAYS DATE)
      FAST ENTRY:                       (M/S/I/P/ )
      USER ID: AAA100                   EMPLOYEE, IMA
      USER CLASS: 41

      ACTION CODE AGENCY:
      ACTION CODE:

F1-HELP  F9-INTERRUPT  F10/F11-SAVE  CLEAR-EXIT

```

Step 2: Enter the agency budget batch transactions.

When establishing an agency budget, T-Code 020 is used. Based on the allowable document types as defined in the **28B** relating to T-Code 020, a document type of “AB” is required. Note that for each transaction entered in the batch below, the PCA looks up a similar appropriation number but a different related fund. When entering a batch of transactions, as presented below, the current document number remains the same; however, the suffix automatically increments by 1.

Example:

```

503 UC: 41                STATE OF OREGON                07/01/07 10:01 AM
LINK TO:                   BUDGETARY TRANSACTION ENTRY                NOTE: N  PROD
BATCH: AGENCY 101 DATE 070107 TYPE 1 NO 002 SEQ NO 00001 MODE EDIT AND POST
      DOC DATE: 070107                EFF DATE: 070107
      CUR DOC/SFX: AB222221 001        REF DOC/SFX:                AGENCY: 101
      TRANS CODE: 020                ESTABLISH AGENCY ORIGINAL BUDGET
      INDEX: 10000                DAS ADMINISTRATION
      PCA: 21110                DIRECTOR'S OFFICE - ADMIN                AY: 09
COMP/AGY OBJ:
      AMOUNT: 00002500000.00 RVS:                FUND OVRD:
      DOC COUNT: 00001                DOC AMT: 00007843608.00 DOC AGY: 101
      DESCRIPTION:

      APPN NO: 12015                FUND: 0418                GL ACCT/AGY:
      GRANT NO/PH:                SUB GRANTEE:                PROJ NO/PH:
      MPCD:                AGY CD-1: 2: 3:                RTI:

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

```

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Examples:

```

S503 UC: 41                STATE OF OREGON                07/01/07 10:04 AM
LINK TO:                   BUDGETARY TRANSACTION ENTRY        NOTE: N   PROD
BATCH: AGENCY 101 DATE 070107 TYPE 1 NO 002 SEQ NO 00002 MODE EDIT AND POST
      DOC DATE: 070107          EFF DATE: 070107
CUR DOC/SFX: AB222221 002 REF DOC/SFX:                AGENCY: 101
TRANS CODE: 020          ESTABLISH AGENCY ORIGINAL BUDGET
      INDEX: 10000          DAS ADMINISTRATION
      PCA: 21210          SUPPORT SERVICES - ADMIN                AY: 09
COMP/AGY OBJ:
      AMOUNT: 00003500000.00 RVS:                FUND OVRD:
      DOC COUNT: 00002          DOC AMT: 00007843608.00 DOC AGY: 101
DESCRIPTION:

      APPN NO: 12015          FUND: 0419          GL ACCT/AGY:
GRANT NO/PH:                SUB GRANTEE:          PROJ NO/PH:
MPCD:                AGY CD-1: 2: 3:                RTI:

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

```

```

S503 UC: 41                STATE OF OREGON                07/01/07 10:08 AM
LINK TO:                   BUDGETARY TRANSACTION ENTRY        NOTE: N   PROD
BATCH: AGENCY 101 DATE 070107 TYPE 1 NO 002 SEQ NO 00003 MODE EDIT AND POST
      DOC DATE: 070107          EFF DATE: 070107
CUR DOC/SFX: AB222221 003 REF DOC/SFX:                AGENCY: 101
TRANS CODE: 020          ESTABLISH AGENCY ORIGINAL BUDGET
      INDEX: 10000          DAS ADMINISTRATION
      PCA: 21120          LEADERSHIP - ADMIN                AY: 09
COMP/AGY OBJ:
      AMOUNT: 00001843608.00 RVS:                FUND OVRD:
      DOC COUNT: 00003          DOC AMT: 00007843608.00 DOC AGY: 101
DESCRIPTION:

      APPN NO: 12015          FUND: 0422          GL ACCT/AGY:
GRANT NO/PH:                SUB GRANTEE:          PROJ NO/PH:
MPCD:                AGY CD-1: 2: 3:                RTI:

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

```

Step 3: Enter the agency budget allotment batch transactions.

After entering the agency budget transactions, allotments can be created for each of the agency budget transactions in the batch by using T-Code 022. Assuming that the allotments are to be quarterly, the following demonstrates creating quarterly allotments. For purposes of this example, only the 1st transaction in the above batch relating to agency budgets will be used to create the quarterly allotments. Based on the allowable document types as defined in the **28B** relating to T-Code 022, a document type of "AL" is required. Note that the document amount for each quarterly allotment relating to this transaction (PCA 21110) equals the agency budget transaction entry amount of \$2,500,000 and not that of the batch total. The transaction entry amount is divided equally into 8 quarters with each quarter being a separate transaction entry in the batch and that the effective start date is also entered in quarters.

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Enter a new separate batch.

Example:

S500 UC: 41	STATE OF OREGON	07/01/07 11:07 AM
LINK TO:	BATCH HEADER ENTRY	PROD
BATCH AGENCY: 101	(SIGN ON AGENCY)	
BATCH DATE: 070107	(MMDDYY, DEFAULTS TO TODAYS DATE)	
BATCH TYPE: 1		
BATCH NUMBER: 003		
BATCH COUNT:	BATCH AMOUNT:	
BATCH EDIT MODE: 2	(0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)	
PAYMENT DIST TYPE:	(MUST BE IN D50 PDT PROFILE)	
DISB METH IND:	(H, M, R, E OR SPACE)	
EFFECTIVE DATE:	(MMDDYY, DEFAULTS TO TODAYS DATE)	
FAST ENTRY:	(M/S/I/P/)	
USER ID: AAA100	EMPLOYEE, IMA	
USER CLASS: 41		
ACTION CODE AGENCY:		
ACTION CODE:		
F1-HELP	F9-INTERRUPT	F10/F11-SAVE CLEAR-EXIT

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Enter the quarterly allotment transactions in this batch.

Examples:

```

S503 UC: 41 STATE OF OREGON 07/01/07 11:07 AM
LINK TO: BUDGETARY TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 070107 TYPE 1 NO 003 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: 070107 EFF DATE: 070107
CUR DOC/SFX: AL222221 001 REF DOC/SFX: AB222221 001 AGENCY: 101
TRANS CODE: 022
INDEX: 10000
PCA: 21110 AY: 09
COMP/AGY OBJ:
AMOUNT: 00000625000.00 RVS: FUND OVRD:
DOC COUNT: 00004 DOC AMT: 00002500000.00 DOC AGY: 101
DESCRIPTION: 1ST QUARTER AY09 ALLOTMENT

APPN NO: 12015 FUND: 0418 GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: RTI:

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT

```

```

S503 UC: 41 STATE OF OREGON 07/01/07 11:09 AM
LINK TO: BUDGETARY TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 070107 TYPE 1 NO 003 SEQ NO 00002 MODE EDIT AND POST
DOC DATE: 070107 EFF DATE: 100107
CUR DOC/SFX: AL222221 002 REF DOC/SFX: AB222221 001 AGENCY: 101
TRANS CODE: 022
INDEX: 10000
PCA: 21110 AY: 09
COMP/AGY OBJ:
AMOUNT: 00000625000.00 RVS: FUND OVRD:
DOC COUNT: 00004 DOC AMT: 00002500000.00 DOC AGY: 101
DESCRIPTION: 2ND QUARTER AY09 ALLOTMENT

APPN NO: 12015 FUND: 0418 GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: RTI:

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT

```

R★STARS	Version 2.0
DATA ENTRY GUIDE BUDGETING	7-17 2/08

Examples:

```

S503 UC: 41                STATE OF OREGON                07/01/07 11:10 AM
LINK TO:                   BUDGETARY TRANSACTION ENTRY    NOTE: N   PROD
BATCH: AGENCY 101 DATE 070107 TYPE 1 NO 003 SEQ NO 00003 MODE EDIT AND POST
      DOC DATE: 070107      EFF DATE: 010108
CUR DOC/SFX: AL222221 003  REF DOC/SFX: AB222221 001   AGENCY: 101
      TRANS CODE: 022
      INDEX: 10000
      PCA: 21110                AY: 09
COMP/AGY OBJ:
      AMOUNT: 00000625000.00 RVS:                FUND OVRD:
      DOC COUNT: 00004        DOC AMT: 00002500000.00 DOC AGY: 101
      DESCRIPTION: 3RD QUARTER AY09 ALLOTMENT

      APPN NO: 12015          FUND: 0418          GL ACCT/AGY:
      GRANT NO/PH:           SUB GRANTEE:          PROJ NO/PH:
      MPCD:                  AGY CD-1:      2:      3:          RTI:

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT

```

```

S503 UC: 41                STATE OF OREGON                07/01/07 11:13 AM
LINK TO:                   BUDGETARY TRANSACTION ENTRY    NOTE: N   PROD
BATCH: AGENCY 101 DATE 070107 TYPE 1 NO 003 SEQ NO 00004 MODE EDIT AND POST
      DOC DATE: 070107      EFF DATE: 040108
CUR DOC/SFX: AL222221 004  REF DOC/SFX: AB222221 001   AGENCY: 101
      TRANS CODE: 022
      INDEX: 10000
      PCA: 21110                AY: 09
COMP/AGY OBJ:
      AMOUNT: 00000625000.00 RVS:                FUND OVRD:
      DOC COUNT: 00004        DOC AMT: 00002500000.00 DOC AGY: 101
      DESCRIPTION: 4TH QUARTER AY09 ALLOTMENT

      APPN NO: 12015          FUND: 0418          GL ACCT/AGY:
      GRANT NO/PH:           SUB GRANTEE:          PROJ NO/PH:
      MPCD:                  AGY CD-1:      2:      3:          RTI:

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT

```

If it is your agency's intent to enter all 8 quarterly allotments for your agency budgets, coordinate this with SFMS Operations to activate the future dates on the **D61** while you enter the transactions. When you are finished, these future dates will be inactivated.