

Logon

Since there are different ways users can connect to R*Stars, this quick reference begins at the first screen that is common to all users: the logo screen, where “R*STARS” is displayed with a mix of asterisks and backslashes:

1. Key a userclass code and press **Enter**.
2. After noting the following news screen, press **Enter** to go to the main menu.

Logoff

Method 1– From most screens key “QUIT” in LINK TO field and press **Enter**. If the CESF LOGOFF screen displays, type “c” and press **Enter**.

Method 2- From any screen repeatedly press **Pause** to clear back out to a blank screen, type “off” and press **Enter**.

Navigation

Note: Users can move to and from most screens as described below. If you are stuck or are in doubt, press **Pause** to back out.

If you know the screen ID:

Link: Takes you from screen to screen without using the hierarchical menu structure.

1. Type a screen ID in the LINK TO field and press **Enter**.

Interrupt: Accesses a screen and then allows you return to the original screen.

1. Type the screen’s ID and press **F9**. You can continue linking to other screens.
2. When ready to return to your original screen press **F9**.

If you do not know the screen ID use the menus:

1. Press the function key that corresponds to the number in parentheses left of each menu item.
2. Type a menu ID (e.g. CAM) in the LINK TO field and press **Enter**.

Main Menu

- (CAM) COST ACCOUNTING MENU
- (DT) DOCUMENT TRACKING MENU
- (FIN) FINANCIAL DATA ENTRY MENU
- (PR) PROFILE MAINTENANCE MENU
- (PAY) PAYMENT PROCESSING MENU
- (RFM) REPORTING/INQUIRY MENU
- (SYS) SYSTEM CONTROL MENU

(CAM) Cost Accounting Menu

(CA) Cost Allocation Menu

- 22 COST ALLOCATION PROFILE
- 23 COST ALLOCATION TYPE PROFILE

(GA) Grant Accounting Menu

- D28 GRANTOR PROFILE
- D35 GRANT TYPE PROFILE
- D40 GRANT CATEGORY PROFILE
- D47 GRANT NUMBER PROFILE
- D48 GRANT OBJECT PROFILE
- 29 GRANT CONTROL PROFILE
- 31 SUBGRANTEE CONTROL PROFILE
- 92 GRANT PROJECT BILLING REQUEST
- 17 OBJECT CLEARANCE PATTERNS PROFILE
- 18 CLEARANCE PATTERNS PROFILE

(PA) Project Accounting Menu

- D06 PROJECT TYPE PROFILE
- D41 PROJECT CATEGORY PROFILE
- D42 PROJECT NUMBER PROFILE
- 27 PROJECT CONTROL PROFILE

(DT) Document Tracking Menu

- D43 PREAUDIT SELECT AND SAMPLE CRITERIA
- D44 ACTION CODES PROFILE
- D59 CUR DOC NUMBER INCREMENT PROF
- 33 DOCUMENT CONTROL PROFILE
- 35 BATCH TRACKING
- 37 DOCUMENT TRACKING INQUIRY
- 38 MULTIPLE DOCUMENT TRACKING
- 39 APPROVALS BY DOCUMENT
- 53 AGY DOCUMENT CONTROL PROFILE
- 54 AGY RECEIVE DOCUMENT EXEMPT PROFILE

(Fin) Financial Data Entry Menu

- 500 BATCH HEADER ENTRY
- 510 RECALL A BATCH FOR CORRECTION
- 515 INVOICE DETAIL ENTRY
- 518 SPLIT TRANSACTION INQUIRY
- 530 VIEW BATCH HEADERS
- 54A BATCH ERROR CORRECTIONS
- 550 RECURRING TRANSACTION PROFILE
- 93 RECURRING TRANSACTION REQUEST
- 94 AGENCY MESSAGE PROFILE

(PR) Profile Maintenance Menu

(APPR) Appropriation

- D15 APPROPRIATION GROUP PROFILE
- D20 GAAP FUND GROUP PROFILE
- D21 GAAP FUND TYPE PROFILE

(APPR) Appropriation (Cont)

- D22 APPROPRIATED FUND PROFILE
- D23 FUND PROFILE
- D24 GAAP FUND PROFILE
- D39 STATE FUND GROUP PROFILE
- D71 GAAP FUNCTION PROFILE
- D73 CASH FUND PROFILE
- 20 APPROPRIATION NUMBER PROFILE

(TRAN) General Ledger Trans Menu

- D05 BALANCE TYPE PROFILE
- D13 GAAP GL ACCT CATEGORY PROFILE
- D14 GAAP GL ACCOUNT CLASS PROFILE
- D31 GL ACCOUNT PROFILE
- D32 AGENCY GL ACCOUNT PROFILE
- D67 GL TABLES CONTROL PROFILE
- 28A TRANS CODE DECISION PROFILE
- 28B TRANS CODE DESCRIPTION PROFILE

(MISC) Miscellaneous Menu

- D26 AGENCY CODE 1 PROFILE
- D27 AGENCY CODE 2 PROFILE
- D36 AGENCY CODE 3 PROFILE
- 82 COMPTROLLER RELATIONSHIP PROF
- 21 VALIDATE INDEX/PCA PROFILE

(NACU) NACUBO Menu-Not used in OR

(OBJM) Object Menu

- D01 OBJECT PROFILE
- D08 GAAP SOURCE/OBJECT PROFILE
- D09 COMP SOURCE/GROUP PROFILE
- D10 COMPTROLLER OBJECT PROFILE
- D11 AGENCY OBJECT PROFILE
- D16 GAAP CATEGORY PROFILE
- D25 AGENCY OBJECT GROUP PROFILE

(ORGM) Organization/Program Menu

- D02 AGENCY PROFILE
- D03 ORGANIZATION CODE PROFILE
- D04 PROGRAM CODE PROFILE
- D12 AGENCY GROUP PROFILE
- D19 PCA GROUP PROFILE
- D52 FUNCTION CODE PROFILE
- 24 INDEX CODE PROFILE
- 25 AGENCY CONTROL PROFILE
- 26 PROGRAM COST ACCOUNT PROFILE

(VEN) Vendor Menu

- 3A VENDOR ALPHA INQUIRY
- 3N VENDOR NUMERIC INQUIRY
- 34 VENDOR PROFILE
- 30 CONTRACT RECORD
- 87 CUMULATIVE VENDOR INVOICE
- 88 CUMULATIVE VENDOR PAYMENT

(VEN) Vendor Menu (Cont)

- 36 VENDOR AMOUNT LIMIT PROFILE
- 52 SYSTEMWIDE VENDOR PROFILE
- 51 SYSTEMWIDE MAIL CODE PROFILE
- 3S VENDOR STATUS INQUIRY

(PAY) Payment Processing Menu

(PAYC) Cancellation Pmt Process Menu

- 44 SINGLE PAYMENT CANCELLATION
- 45 DOC PAYMENT RANGE CANCELLATION

(PAYG) General Payment Process Menu

- D49 PAYMENT MESSAGE PROFILE
- D50 PAYMENT DISTRIBUTION CONTROL
- D56 BANK ID PROFILE
- D57 TAX OFFSET CATEGORY
- 41 DISBURSEMENT MAINTENANCE
- 49 PRINT WARRANTS/OVERFLOWS
- 55 TAX ESCROW MAINTENANCE

(PAYR) Reconciliation Processing Menu

- 12 MANUAL DEPOSIT RELEASE
- 46 DOC PAYMENT/REWRITE/DUPLICATE
- 47 PAYMENT MAINTENANCE
- 48 PAYMENT REDEMPTION ERROR FILE
- 13 DEPOSIT RESEARCH
- 15 DEPOSIT CURRENT DOC DETAILS

(RFM) Reporting/Inquiry Menu

(DIM) Document Inquiry Menu

- 68 CONTRACT RECORD
- 56 PROJECT TRANSACTIONS
- 59 VENDOR DOCUMENT
- 64 DOCUMENT RECORD
- 67 GRANT TRANSACTIONS
- 84 ACCOUNTING EVENT
- 85 VENDOR TRANSACTIONS
- 86 DOCUMENT TRANSACTIONS

(FI) Financial Inquiry Menu

- 57 CASH CONTROL SUMMARY
- 61 AGENCY BUDGET RECORD
- 62 APPROPRIATION RECORD
- 63 CASH CONTROL RECORD
- 65 GENERAL LEDGER RECORD
- 66 GRANT RECORD
- 69 AGENCY/FUND RECORD
- 80 PROJECT RECORD
- 89 SUMMARY GL ACCOUNT INQUIRY

(HELP) Help Facilities Menu

- 77 INDEX SELECTION
- 78 PROGRAM COST ACCOUNT SELECTION
- 79 COMPTROLLER OBJECT SELECTION

(HELP) Help Facilities Menu Cont

- 81 AGENCY OBJECT SELECTION
- 90 HELP PROFILE

(RPTM) Reporting Menu

- D63 DEVICE ID PROFILE
- D64 REPORT CONTROL PROFILE
- 91 REPORT REQUEST PROFILE
- 95 REPORT DISTRIBUTION PROFILE

(TRMT) Transmittal Processing Menu

- 32 DOC TRANSMITTAL MAINTENANCE
- 40 APPROVAL BY TRANSMITTAL
- 70 TRANSMITTAL INQUIRY
- 105 PROJECT INQUIRY BY PROJECT/PH
- 106 PROJECT INQUIRY BY AOBJ/GLA
- 14 LINKED CASH INQUIRY

(SYS) System Control Menu

(SEC) Security Menu

- D66 USER CLASS PROFILE
- 96A SECURITY PROFILE-SCREEN 1
- 96B SECURITY PROFILE-SCREEN 2

(SMGT) System Management Menu

- D51 ERROR CODE PROFILE
- D53 TITLES PROFILE
- D54 SYSTEM PARAMETERS PROFILE
- D55 PMT PROCESSING CONTROL PROFILE
- D61 CURRENT DATE PROFILE
- D62 PAYROLL DATE PROFILE
- 10 MENU CONTROL PROFILE
- 97 SYSTEM MANAGEMENT PROFILE

(PUR) Purge/Conversion Menu

- D30 PURGE CRITERIA PROFILE
- D37 OTHER SYS COST CENTER PROFILE
- D80 OTHER SYS COMP OBJECT PROFILE

(ORGN) Oregon Specific Menu

- LFTA TREASURY FUND TABLE
- LFCW TREASURY FUND CONVERSION TABLE

Help Function

1. To interrupt to a help description of error message codes displayed on screen, press F1.
2. To interrupt to a help list of valid values for Index, PCA, COBJ or AOBJ, move cursor to desired input field, press F1.
3. To search for background information, try keying a topic in the Keyword field on the 90 News/Help Screen, press Enter.

Inquiry Tips

Inquiry Types

- MC** - MONTH CUMULATIVE TO DATE (Default)
- MA** - MONTHLY ACTIVITY FOR SELECTED MONTH/YEAR
- MY** - YEAR TO DATE FOR THE SELECTED FISCAL YEAR
- YA** - PRIOR YEAR ACTIVITY
- YY** - PRIOR-PRIOR YEAR ACTIVITY

Inquiry Year - Two-Digit Fiscal Year (FY)
example: 22

Inquiry Month - 01 through 12
(July through June)
and 13
(EOY Close Period)
Example: 03 = September

Resource Links

SFMS Home Page
oregon.gov/DAS/Financial/Acctgsys

SFMS Contacts
oregon.gov/DAS/Financial/Acctgsys/Pages/contacts