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Transaction Code Basics Training

General Information

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Transaction Code Basics

- **What is a Transaction Code?**
  - A 3-character code that determines the accounting impact of financial transactions in R*STARS.
  - Also referred to as a T-Code or TC.

- **Why do we use Transaction Codes in R*STARS?**
  - Transaction Codes are designed to simplify transaction entry and keep accounting records in balance. All general ledger accounts for a dual accounting system are posted using just one transaction code.

- **How do you select the correct Transaction Code?**
  - That is what we will cover in today's training! It depends on what General Ledger (GL) accounts need to be impacted and which Comptroller Object (COBJ), if any, need to be used to correctly record the activity.

Selecting a Transaction Code

The basic steps:

- **Step 1**: Identify the type of transaction you want to record.

- **Step 2**: Use research tools to narrow down possible Transaction Code options.

- **Step 3**: Pick the Transaction Code that is the best fit for your transaction.

- **Step 4**: Make sure you have all required coding and the correct User Class to make the entry.

Step 1: Identify type of transaction

- Are you recording revenue, expenditures, an interagency transfer or something else?

- The Oregon Accounting Manual (OAM) specifies the different transaction types to help narrow your search.

- We will not be going over all of these in this training. We will focus on those that are used by agencies most frequently.

.108	Transaction codes are grouped by type of transaction. Determining the appropriate range can narrow the search for a particular transaction code.
001-080	Budgetary Transactions
101-199	Revenue, Receipt, and Receivable Transactions
200-299	Pre-encumbrances, Encumbrances, Expenditures, and Disbursements
301-395	System Generated Transactions
398-399	Deposit Liability Reclassification Transactions
400-599	Journal Vouchers (Including Capital Assets)
601-683	SFMA Maintenance Transactions
685-691, 779-795, 996-998	Specialty T-Codes (Central and Agency Specific)
692-697	Balanced Transactions Between Agencies
700-705	Treasury Interface Entries
706-743, 748-765, 866-874	Interagency Transactions
744-747, 800-845, 881-895	Agency Specific Transactions
766-778	Suspense Account Transactions
850-863	Payroll/Mass Transit Transactions
900-949	Fiscal Year End Transactions
950-960	ADPICS Interface Transactions
961-995	Automatic Reversal Transactions

Source: https://www.oregon.gov/das/Financial/Acctng/Documents/05.35.00.pr.pdf

Step 1: What GL Accounts to use?

- What General Ledger (GL) accounts will be used for this entry?

- The Oregon Accounting Manual (OAM) 60.10.00 has a listing of available GL accounts with definitions.
  https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf

- The SFMS website also has a list showing how each GL account will roll up for financial reporting.
  https://www.oregon.gov/das/Financial/AcctgSys/Documents/GL-List.xlsx

- You can also look up individual GL accounts in R*STARS using the D31 profile.

Step 1: What Compt Object to Use?

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- Activity on the DAFR6610 Agency Operating statement requires a Comptroller Object (COBJ). The DAFR6610 includes any current year revenue, expenditures and transfer activity recorded against GL 3100 or greater.

- If the transaction only impacts the DAFR6620 Agency Balance Sheet, a COBJ will not be required by the Transaction Code.

- The Oregon Accounting Manual (OAM) 60.30.00 has a listing of available COBJs with definitions. https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf

- The SFMS website also has a list showing how each COBJ will roll up for financial reporting. https://www.oregon.gov/das/Financial/AcctgSys/Documents/Cobj-List.xlsx

- You can also look up individual COBJs in R*STARS using the D10 profile.

Step 2: Use Research Tools to Narrow Down your Options

General Ledger (GL) Accounts

- https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf
- https://www.oregon.gov/das/Financial/AcctgSys/Documents/GL-List.xlsx
- RSTARS D31 Profile (or OBIEE query by selecting Subject Area 'SFMS - Profiles: GL Acct')

Comptroller Objects (COBJs)

- https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf
- https://www.oregon.gov/das/Financial/AcctgSys/Documents/Cobj-List.xlsx
- RSTARS D10 Profile (or OBIEE query by selecting Subject Area 'SFMS - Profiles: Compt Obj')

Transaction Codes (T-Codes)
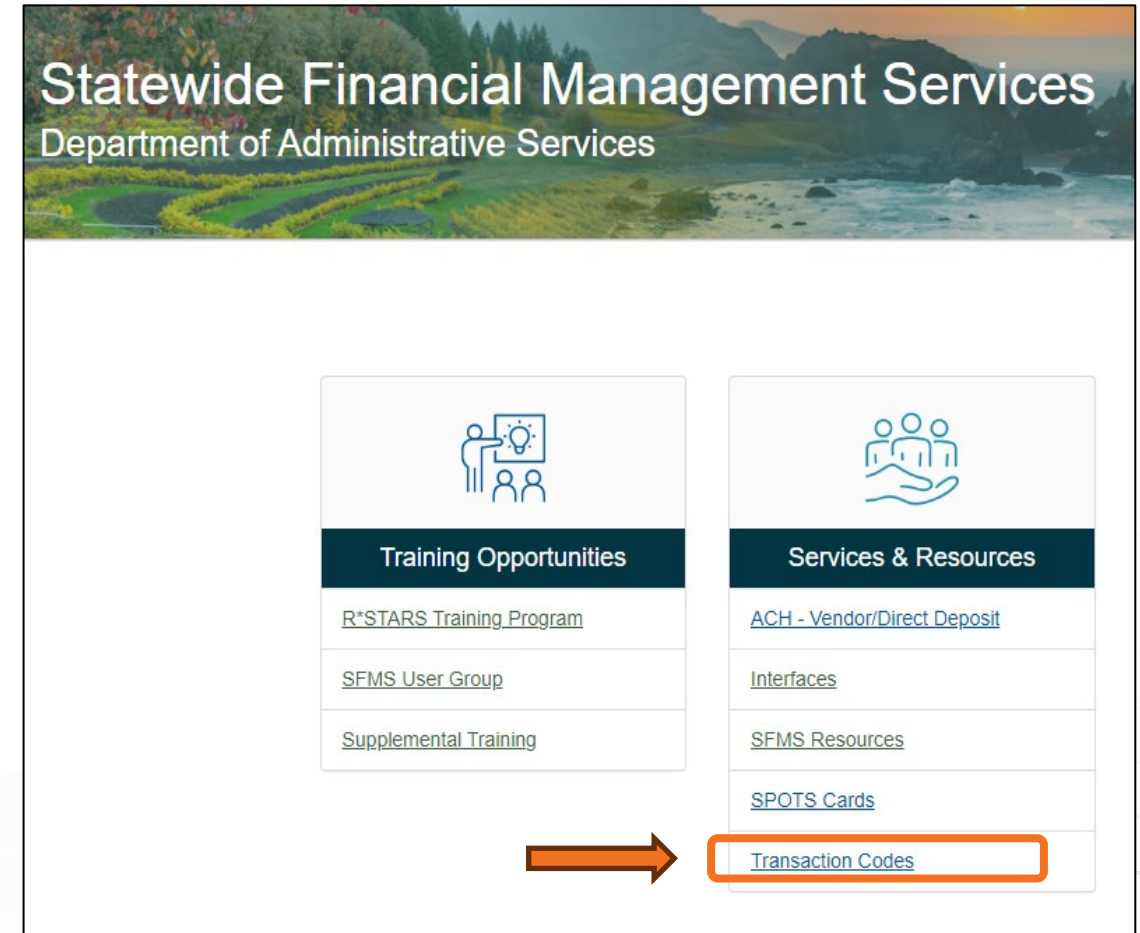
- https://www.oregon.gov/das/Financial/AcctgSys/Documents/Transaction-Codes.xlsx
- RSTARS 28A and 28B Profiles (or OBIEE query by selecting Subject Area 'SFMS - Profiles: TC28A or TC28B')
- DAFQA010 Profile Report

Step 2: Use the T-code spreadsheet

- If this is a routine transaction, you may already know the Transaction Code that needs to be used by looking back at prior similar transactions.

- If you are unsure what Transaction Code to use, you will need to research available options.

- There are a few different tools you can use to do this. The first is the Transaction Code spreadsheet on the SFMS website.

- Transaction Code Spreadsheet: https://www.oregon.gov/das/Financial/AcctgSys/Documents/Transaction-Codes.xlsx

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	Transaction Codes

Step 2: Search by GL and/or COBJ

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- Open the Transaction Code spreadsheet and move to the 'List of T-codes' tab.
- Yellow boxes at the top may be used to search Transactions Codes that allow specific GLs, COBJs or both.

Search for GL	Search for CObj		TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2
				Enter a GL or CObj in the yellow box and use filters below to limit results to 'TRUE' to look for TCs that allow that GL or CObj.			28A GENERAL LEDGER		
GL Allowed?	Cobj Allowed?								
TRUE	TRUE		001	ESTABLISH ORIGINAL APPROPRIATION/ALLOT	I	2900	2700		
TRUE	TRUE		002	APPROPRIATION ALLOTMENT	A	2901	2701		
TRUE	TRUE		003	ESTABLISH /ADJUST ESTIMATED REVENUE	I	2702	2900		
TRUE	TRUE		004	APPROPRIATION TRANSFERS OUT	A	2700	2900		

▶ Background | **List of T-codes (28A & 28B)** | By Open GLs | By C ... ⊕ ⋮ ◀

Step 2: Example Search by GL & COBJ

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- Enter desired GL and/or COBJ and use column filters to only show values that equal TRUE to narrow down the list of T-codes to only those that meet the criteria.

- Remember to remove the column filters before starting a new search!

Search for GL	Search for CObj		Enter a GL or CObj in the yellow box and use filters below to limit results to 'TRUE' to look for TCs that allow that GL or CObj.		28A GENERAL LEDGER				
3105	0300	TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2
GL Allowed?	Cobj Allowed?							
▼	▼	▼		▼	▼ CL_G ▼	▼ CL_G ▼	▼
TRUE	TRUE	436	ESTIMATED UNBILLED REC/INV W/AUTO REVERS	A		3105		
TRUE	TRUE	907	ESTABLISH EST REV REFUND ACCR W/AUTO REV	A	3105	1215		
TRUE	TRUE	910	RECLASS ACCRUED REVENUE TO UNEARNED REV	A	3105	1603		
TRUE	TRUE	911	ESTABLISH EST REVENUE/DUE TO OF-AGYS-GVT	A	3105	1532		

▶ | Background | List of T-codes (28A & 28B) | By Open GLs | By C ... ⊕ ⋮ ◀

Step 2: Other Research Tools

- The Oregon Accounting Manual (OAM) often contains examples showing what T-Codes to use for specific transactions.

- Look up individual Transaction Codes using the RSTARS 28A and 28B Profiles

- Run an OBIEE query of the 28A and 28B Profiles by selecting Subject Area 'SFMS - Profiles: TC28A or TC8B')

- Order the DAFQA010 Report for PDF listing of Transaction Codes by GL Account
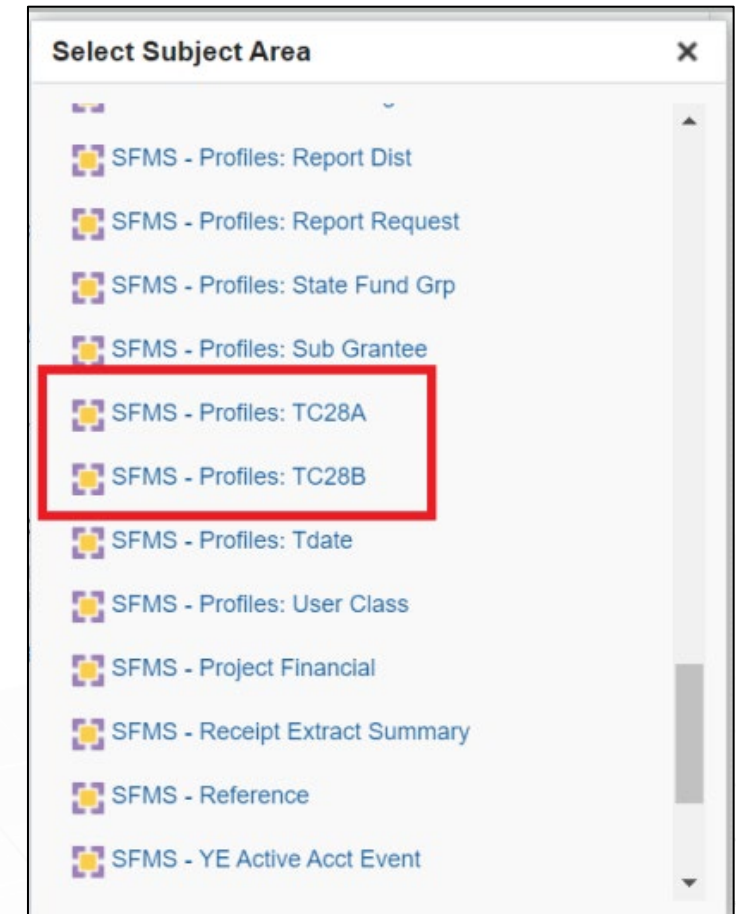
Step 2: DAFQA010 Report

- Order the DAFQA010 Report electronically using the 91 screen any weekday.

- The report will then be available for you to access the following day.

Step 2: Can't Find a T-Code?

When researching what Transaction Codes to use with the tools from the prior slides, typically you will identify multiple possible T-Code options that impact the General Ledger accounts and Comptroller Objects you need for the transaction.

If you can't find any Transaction Codes that allow the GLs and COBJs that you want:

1. Confirm your understanding of the desired end result for the transaction. T-Codes in R*STARS are established to cover nearly every scenario needed for agency entries.

2. Multiple entries may be needed to get to the desired end result. Consider if you will need to use more than one T-Code to make the entry. Don't forget some T-Codes result in a system-generated entry. For, example deposit reconciliation T-Codes like 190 generate a T-Code 332 automatically once the deposit reconciles with Treasury.

3. Reach out to others within your agency or to your SFMS Support Analyst to ask for assistance.

Step 3: Pick T-Code that is the Best Fit

- Once you narrow down your list of possible T-Codes, take a closer look at the other information on the 28A and 28B Profiles for each T-Code to identify differences between each of your options.

- Is the T-Code currently active? Check the Status Code on the 28A Profile.

The 28A Profile contains several different sections. *Please refer to Handout #1 for more information.*

1. <mark>General Ledger Posting Segment</mark> – indicates the General Ledger accounts to which the transaction will post.

2. <mark>Transaction Edit Indicators Segment</mark> – indicates the elements to be filled in on the transaction entry screen.

3. <mark>Special Indicators Segment</mark> – fields that provide added power and flexibility for system processing.

4. <mark>File Posting Indicators Segment</mark> – determines financial table to which system will post the transaction.

   DF = Document Financial Table (R*STARS 64 screen)
   AP = Appropriation Table (R*STARS 62 screen)
   AB = Agency Budget Table (R*STARS 61 screen)
   CC = Cash Control Table (R*STARS 63 screen)
   GP = Grant Table (R*STARS 66 screen)
   PJ = Project Table (R*STARS 80 screen)

Step 3: What info is on the 28B Profile?

The 28B Profile also contains several different sections. *Please refer to Handout #1 for more information.*

1. General Ledger Accounts – indicates what GLs are allowed for T-Codes that require a GL to be entered.

2. Comptroller Objects – indicates what COBJs are allowed for T-Codes that require a COBJ to be entered.

3. Document Types – indicates which document prefixes may be used with the T-Code.

4. Batch Types – indicates which batch types may be used with the T-Code.

Look at the 28A & 28B Profile information to find the T-Code that will be the best fit for your transaction.

Pay attention to the T-Code Titles, Descriptions, Transaction Edit Indicators and File Posting Indicators.

Step 4: Required Coding & User Class

- The 28A Profile Transaction Edit Indicators will show you what fields are required.

- Depending on your agency accounting structure, you may also have additional fields that will need to be entered.

- The 28B Profile will indicate what Document Types and Batch Types you can use for the entry.

- Your User Class will indicate whether or not you have the appropriate security in R*STARS to be able to use the T-code you selected to make the entry.

Step 4: Determine the User Class

- R*STARS system access in managed through User Classes. The R*STARS D66 Profile for each User Class determines which Transaction Codes may be used by that User Class.

- Open the Transaction Code spreadsheet and move to the 'List of User Classes' tab.

- Yellow box at the top may be used to search for User Classes that allow a specific Transaction Code.

Search for UC by TC		Enter a TC in the yellow box and use filters below to limit results to 'TRUE' to look for UCs that allow that TC.	
	USER CLASS (D66 Screen)	USER CLASS TITLE (D66 Screen)	STATUS CODE
TC Allowed?			
FALSE	01	MASTER USER CLASS	A
FALSE	02	PROFILE MAINTENANCE - STATEWIDE	A
FALSE	03	FPA - BUDGET MANAGER	A

▶ ... | By Open GLs | By CObj | **List of User Classes (D66)** ⊕ ⋮ ◀

SFMS User Group

Step 4: Example User Class Search

- Enter the Transaction Code you want to use for your entry and use column filters to only show values that equal TRUE to narrow down the list of User Classes that allow that T-Code.

- Remember to remove the column filters before starting a new search!

Deposits

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Deposit Transactions

- Your agency received cash so how will you record this in R*STARS?

- Step 1: Identify the type of deposit transaction you want to record.

Where was the cash deposited?

- In a receipted account. Deposit is on the R*STARS 13 screen waiting to be reconciled. Use GL 0065.

- In a suspense account. This activity does not appear on the R*STARS 13 screen. Use GL 0075.

Note: GL 0065 is the most common for deposits transactions. Not all agencies use suspense accounts.

D31	General Ledger Account Title	Definition
0060	Undistributed Cash Receipt	Unidentified receipts deposited with State Treasury until they can be moved to an appropriate account.
0065	Unreconciled Deposit	Deposits recorded in R*STARS which have not yet been reconciled to State Treasury records through the interface.
0070	Cash on Deposit with Treasurer	Cash deposited with the State Treasury in a receipted account.
0072	Cash on Hand	Currency, coin, checks, warrants, money orders, and bank drafts on hand. Includes petty cash accounts, change funds, and receipts held prior to deposit.
0075	Cash on Deposit – Suspense Account at Treasury	Cash deposited with the State Treasury in a suspense, or unreceipted, account.
0077	Cash in Bank	Cash in depositories other than the State Treasury.

Source: https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf

Deposit Transactions (Continued)

- Your agency received cash so how will you record this in R*STARS?

- Step 1: Identify the type of deposit transaction you want to record.

What is the purpose of the cash receipt?

- Revenue earned by the agency.

- To refund an agency expenditure.

- To collect on an agency receivable.

- Deposit liability or unearned revenue.

- Receipt of investment funds.

- Reduce cash balance for electronic fund transfers (EFT) or treasury fees.

What comptroller object should be used?

- Look at definitions in OAM 60.30.00: https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf

- Find the comptroller object description that best matches the type of activity.

Deposit Examples

- Example #1 – Record Agency Revenue (slides 28 – 38)

- Example #2 – Record Unidentified Receipt (slides 39 – 49)

- Example #3 – Correct Unidentified Receipt (slides 50 – 58)

- Example #4 – Record Treasury Fees (slides 59 – 65)

Example 1: Record Agency Revenue

- Your agency charges fees as part of the normal operations for one of your agency's programs. Fees may be paid by members of the public via cash or check and amounts are collected and deposited daily. Invoices are not established in R*STARS for this activity and you currently have a deposit listed on the R*STARS 13 screen that needs to be reconciled.

- **Step 1**: Identify the type of transaction you want to record.

- What General Ledger (GL) accounts do we want to use for this transaction?

  https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf

- What Comptroller Object (COBJ) do we want to use for this transaction?

  https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf

Example 1: GL Accounts to Use

- The activity is currently on the R*STARS 13 screen, so we want to record activity against GL 0065 Unreconciled Deposit. Once the deposit reconciles with Treasury, the system will automatically generate a T-code 332 entry to move the amount from GL 0065 Unreconciled Deposit to GL 0070 Cash on Deposit with Treasurer. This is an increase to cash, so we want to debit GL 0065.

- The fees charged are considered revenue. We will want to credit GL 3100 to increase revenue.

3100	Revenue Control – Cash	General ledger control account for cash revenue.
3101	Revenue Control – Accrued	General ledger control account for accrued revenue.
3102	Revenue Control – Suspense	General ledger control account for revenue deposited to suspense accounts.
3105	Revenue Control – Financial Statement Accrual	General ledger control account for financial statement accruals of revenue (usually automatically reversed).

Example 1: COBJ to Use

- The example noted that the amounts collected are for fees. The OAM definitions have various categories for licenses and fees. Pick the Comptroller Object that best describes the activity. For this example, we will use 0212 - Other Business Licenses and Fees.

0210	Corporation Fees	Licenses and Fees – Revenue from businesses and individuals for the privilege of doing business or in return for other benefits.
0211	Fire Marshal Fees	Licenses and Fees – Revenue from businesses and individuals for the privilege of doing business or in return for other benefits.
0212	Other Business Licenses and Fees	Licenses and Fees – Revenue from businesses and individuals for the privilege of doing business or in return for other benefits.
0220	Park User Fees	Licenses and Fees – Revenue from businesses and individuals for the privilege of doing business or in return for other benefits.

Example 1: Finding a T-code

- We have determined that we want to record a transaction that debits GL 0065 and credits GL 3100. We also want to use COBJ 0212 with this deposit entry.

- **Step 2**: Use research tools to narrow down possible Transaction Code options.

- What Transaction Codes could we use for this transaction? https://www.oregon.gov/das/Financial/AcctgSys/Documents/Transaction-Codes.xlsx

- Let's use the filter columns in the Transaction Code spreadsheet to narrow down our options.

Example 1: T-Codes to Review

- There are 10 different T-codes that would allow both GL 0065 and COBJ 0212 for further review.

Search for GL	Search for CObj		Enter a GL or CObj in the yellow box and use filters below to limit results to 'TRUE' to look for TCs that allow that GL or CObj		28A GENERAL LEDGER			
0065	0212	TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2
GL Allowed?	Cobj Allowed?							
TRUE	TRUE	141	COLL-NOTE/MTG/CONT/OTH/TAX RECV NC-GOVTL	I	3003		0065	3100
TRUE	TRUE	143	COLL-NOTE/MTG/CONT/OTH/TAX RECV NC-GOVTL	A	3037		0065	3100
TRUE	TRUE	164	RECEIPT OF UNEARNED REVENUE - NO DOC SUP	A	0065	1603	3200	3100
TRUE	TRUE	170	RECEIPT OF UNEARNED REVENUE-DOC SUPP	A	0065	1604	3200	3100
TRUE	TRUE	176	COLLECTION A/R - OTHER BILLED	A	0065	0501	3101	3100
TRUE	TRUE	177	COLL-A/R OTHER-UNBILLED/MASS TRANSRECV	A	0065		3101	3100
TRUE	TRUE	179	COLLECTION INTERGOV REC LOCAL-BILLED	A	0065	0547	3101	3100
TRUE	TRUE	190	RECEIPT OF REVENUE NOT ACCRUED	A	0065	3100		
TRUE	TRUE	406	REVERSE UNRECONCILED DEPOSIT	I	0065	3100		
TRUE	TRUE	892	DHS/OHA RECEIPT OF A/R OTHER UNBILLED	A	0065	0503	3101	3100

Example 1: Pick the best T-code

- **Step 3**: Pick the Transaction Code that is the best fit for your transaction.

- Looking at our list, some of these T-Codes have an inactive status code or impact additional GLs that we do not want for our entry. It looks like T-Code 190 is the best fit.

0065	0212	TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2
GL Allowed?	Cobj Allowed?				CL_G		CL_G	
TRUE	TRUE	141	COLL-NOTE/MTG/CONT/OTH/TAX RECV NC-GOVTL	I	3003		0065	3100
TRUE	TRUE	143	COLL-NOTE/MTG/CONT/OTH/TAX RECV NC-GOVTL	A	3037		0065	3100
TRUE	TRUE	164	RECEIPT OF UNEARNED REVENUE - NO DOC SUP	A	0065	1603	3200	3100
TRUE	TRUE	170	RECEIPT OF UNEARNED REVENUE-DOC SUPP	A	0065	1604	3200	3100
TRUE	TRUE	176	COLLECTION A/R - OTHER BILLED	A	0065	0501	3101	3100
TRUE	TRUE	177	COLL-A/R OTHER-UNBILLED/MASS TRANSRECV	A	0065		3101	3100
TRUE	TRUE	179	COLLECTION INTERGOV REC LOCAL-BILLED	A	0065	0547	3101	3100
TRUE	TRUE	190	RECEIPT OF REVENUE NOT ACCRUED	A	0065	3100		
TRUE	TRUE	406	REVERSE UNRECONCILED DEPOSIT	I	0065	3100		
TRUE	TRUE	892	DHS/OHA RECEIPT OF A/R OTHER UNBILLED	A	0065	0503	3101	3100

Example 1: Review the 28A Screen

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- We can look up T-code 190 on the 28A screen.

- The title of this T-code helps to confirm this T-code looks like the correct one to use.

- We can look at the Transaction Edit Indicators to see what fields are required for the entry.
  - I = Input Required
  - R= Required (Input or Lookup)
  - N = Not Allowed
  - Blank = Optional

```
S28A   UC: 10                    STATE OF OREGON                08/14/24 10:16 AM
LINK TO:  ____           TRANSACTION CODE DECISION PROFILE                 PROD

TRAN CODE: 190 TITLE: RECEIPT OF REVENUE NOT ACCRUED                  _____
GENERAL LEDGER    DR-1: 0065 CR-1: 3100 DR-2: ____ CR-2: ____
          POSTING  DR-3: ____ CR-3: ____ DR-4: ____ CR-4: ____
TRANS        DOCD _ DUDT _ SVDT _ CDOC I RDOC _   MOD N AGCY R IDX _  PCA _ COBJ R
 EDIT        AOBJ _ RVRS _  PDT N   CI N 1099 N WARR _ INVC I VNUM _ VNAM _ VADD _
  INDS:    DMETH N APN# R FUND R  GLA N  AGL N GRNT _ SUBG _ PROJ _ MULT _ G38# N
POST SEQ: 2 REG NO: 3 WW IND: 0 D/I: _ WAR CANCL TC: ____ PYTC: ___ FUTMY: N
GEN- TC:  ____ DT: __ ACCR TC: ____ TR TC: ____ INTERFACE IND: _ _ _ _ _ _ _ _ _ _
PAY LIQ TC: ___ PAY RED TC: ___ CUM POST IND: Y BAL TC: ___   A/S DOC AMT: +
        A/S  BT  MATCH GLA DOC     A/S  BT  MATCH GLA DOC
      DF:  _    _        _          _    _     _    _
FILE    AP:  +   12       _          _    _     _    _
POSTING AB:  +   12       _          _    _     _    _
INDS:   CC:  +   12       _          +   34     _
        GP:  +   12       _          _    _     _    _
        PJ:  +   12       _          _    _     _    _
    AGY GL:                     _                STATUS CODE: A
 EFF START DATE: 05281990    EFF END DATE: _____  LAST PROC DATE: 05052004
Z06 RECORD SUCCESSFULLY RECALLED

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

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- We can press F6 on the 28A screen to go to the 28B screen.

- The description of this T-code helps to confirm this T-code looks like the correct one to use.

- We can look to see what valid document types and batch types can be used with this T-Code to help us prepare the entry.

```
S28B   UC: 10                    STATE OF OREGON                08/14/24 10:17 AM
LINK TO: ____              TRANS CODE DESCRIPTION PROFILE                    PROD
 TRANS CODE: 190      (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: RECORD & ADJ RECPT & DEPOSIT OF REVENUE. CASH &
             CASH REV ARE INCREASED. USE TC149 TO RECORD REV
             RECVD FOR SALE OF A FIXED ASSET IN PROP FUND.
             TC332 GEN WHEN DEPOSIT IS RECON W/TREASURY.
             0065-UNRECON DEPOSIT;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 , 1404 - 1405 , 1407 , 1408 , 1429 , 1435 , 1500 - 1750 ,
I 2000 - 2600 , ____ - ____ , ____ , ____ , ____ , ____ , ____ - ____ ,
ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE.  ("%" IN #1 = ALL VALID)
  1: CR    2: CI    3: ST    4: AW    5: _    6: _    7: _    8: _    9: _   10: _
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE.  ("%" IN #1 = ALL VALID)
  1: 2     2: 4     3: _     4: _     5: _    6: _    7 : _    8: _    9 : _   10: _
  TREAS CAT: __                                          STATUS CODE: A
 EFF START DATE: 05311990    EFF END DATE: _____    LAST PROC DATE: 06142016
Z06 RECORD SUCCESSFULLY RECALLED

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

Example 1: Making the Entry

- **<u>Step 4</u>**: Make sure you have all required coding and the correct User Class to make the entry.

- Use the 28A and 28B screens to identify what information is required for your entry.

- This example is a deposit that needs to be reconciled on the R*STARS 13 screen so we will also need to enter the deposit number and include an Agency Code 3. The Agency Code 3 is typically looked up by the 26 PCA profile and should align with the Account Number on the 13 screen.

- The deposit will not reconcile unless the entry matches to information on the R*STARS 13 screen. More information about deposit reconciliation can be found here: https://www.oregon.gov/das/Financial/AcctgSys/Documents/Trea1-Deposit-Reconciliation.pdf

- Once we have all the necessary coding to make the entry, we need to make sure we have the correct User Class.

Example 1: User Class for Entry

- Let's go back to the Transaction Code spreadsheet and use the filter column in the User Classes tab to find out which User Classes allow T-Code 190.

- Compare our results against the User Classes you have to determine if you have the correct access to be able to make the entry.

Search for UC by TC		Enter a TC in the yellow box and use filters below to limit results to 'TRUE' to look for UCs that allow that TC.		
190	USER CLASS (D66 Screen)	USER CLASS TITLE (D66 Screen)		STATUS CODE
TC Allowed?				
TRUE	01	MASTER USER CLASS		A
TRUE	13	BOND TRANSACTION PROCESSOR		A
TRUE	16	CASH RECEIPTS CLERK		A
TRUE	55	ONLINE SALES RECEIPTING		A
TRUE	56	AG 100-DHS-INTERFACE CORRECTION UC53/54/57/60		A
TRUE	19	FULL REVENUE CYCLE		A
TRUE	27	PROGRAM MANAGERS - EXTENDED AUTHORITY		A
TRUE	29	TRANSACTION INPUT-NO VOUCH/TRANSFER/APPROP ENTRY		A
TRUE	50	SYSTEM GENERATED TRANSACTIONS		A
TRUE	84	EXPANDED WRITE ONLY		A
TRUE	98	PROGRAM MANAGER - RECEIPT/PAYMENT RELEASE		A

Example 1: End Results of Entry

See table below for the final General Ledger balances from this deposit activity:

Activity	T-Code	GL 0065 Unreconciled Deposit DR/(CR)	GL 0070 Cash on Deposit with Treasurer DR/(CR)	GL 3100 Revenue Control – Cash DR/(CR)
1) Record Revenue Deposit COBJ 0212 Other Business Licenses & Fees	190	$100.00		($100.00)
2) System-generated when deposit reconciles on 13 screen *	332	($100.00)	$100.00	
BALANCE		**$0.00**	**$100.00**	**($100.00)**

*<u>Note</u>: Whenever a deposit on the 13 screen reconciles with treasury, the system generates TC 332. The agency cannot spend money that sits in GL 0065, only what sits in GL 0070.

Example 2: Record Unidentified Receipt

- Your agency has a deposit waiting to be reconciled on the 13 screen. You requested additional backup for the deposit amount to determine how this deposit should be recorded. However, you are nearing fiscal month end close and have not yet received the requested backup to support this deposit. The funds from this deposit already appear on your bank statement and you would like to make an RSTARS entry to recognize these funds before month end close.

- **Step 1**: Identify the type of transaction you want to record.

- What General Ledger (GL) accounts do we want to use for this transaction?

  https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf

- What Comptroller Object (COBJ) do we want to use for this transaction?

  https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf

Example 2: GL Accounts & COBJ to Use

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- The activity is currently on the R*STARS 13 screen, so we want to record activity against GL 0065 Unreconciled Deposit. Once the deposit reconciles with Treasury, the system will automatically generate a T-code 332 entry to move the amount from GL 0065 Unreconciled Deposit to GL 0070 Cash on Deposit with Treasurer. This is an increase to cash, so we want to debit GL 0065.

- We don't yet know what this deposit amount is for, so we are currently uncertain about what GL to credit for this entry.

- We are also uncertain about what Comptroller Object we should use for this entry.

Example 2: Finding a T-code

- We have determined that we want to record a transaction that debits GL 0065. We're not certain on the GL to use for the credit side of the transaction or what COBJ we should use, if any.

- **Step 2**: Use research tools to narrow down possible Transaction Code options.

- What Transaction Codes could we use for this transaction?
https://www.oregon.gov/das/Financial/AcctgSys/Documents/Transaction-Codes.xlsx

- Let's use the filter columns in the Transaction Code spreadsheet to start narrowing down our options.

Example 2: T-Codes to Review

- Searching for GL 0065 gives many options.

- Filtering to show only T-codes in Active status helps to narrow down our list to review.

Search for GL	Search for CObj		Enter a GL or CObj in the yellow box and use filters below to limit results to 'TRUE' to look for TCs that allow that GL or CObj		28A GENERAL LEDGER			
0065		TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2
GL Allowed?	Cobj Allowed?							
TRUE	TRUE	Z11	COLLECT BENEFIT RECV - PERS ONLY	A	0065	0503	3503	3500
TRUE	TRUE	137	COLLECTION A/R CASH EXP REFUND BILLED	A	0065	0501	3503	3500
TRUE	TRUE	140	RECEIPT OF INVSTMNT-OR MASS TRANSIT	A	0065			
TRUE	TRUE	142	NOTE/MTG/CNT/TX/OTHR RECV-NC PROP/FID	A	3200		0065	3100
TRUE	TRUE	143	COLL-NOTE/MTG/CONT/OTH/TAX RECV NC-GOVTL	A	3037		0065	3100
TRUE	TRUE	145	RECORD COLLECTION-NC LOAN RECV-ALL FUNDS	A	3200	0931	0065	3100
TRUE	TRUE	146	COLL OF INTEREST REC-OTHER UNBILLED	A	0065	0575	3101	3100
TRUE	TRUE	147	COLLECTION OF INTEREST REC-OTHER BILLED	A	0065	0574	3101	3100
TRUE	TRUE	148	COLLECTION OF INTEREST REC'V DESIGNATED	A	0065	0576	3101	3100
TRUE	TRUE	149	CASH RECEIPTS/SALE OF FA-PROP/FID/GOVTL	A	0065	3100		
TRUE	TRUE	150	CASH RECPT F/RETURN OF UNREIMBURSED ADV	A	0065	0573		
TRUE	TRUE	151	RECORD UNIDENTIFIED RECEIPT	A	0065	0060		
TRUE	TRUE	159	RECOG OUTG ACH/WIRE TFR/TRES FEE -G38	A	0065	3500		

Example 2: Research Options

- Look through T-Code Titles to see if there is something that matches what we are trying to do for this entry.

- Record Unidentified Receipt might be an option.

Search for GL	Search for CObj		Enter a GL or CObj in the yellow box and use filters below to limit results to 'TRUE' to look for TCs that allow that GL or CObj		28A GENERAL LEDGE			
0065		TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2
GL Allowed?	Cobj Allowed?				CL_G		CL_G	
TRUE	TRUE	Z11	COLLECT BENEFIT RECV - PERS ONLY	A	0065	0503	3503	3500
TRUE	TRUE	137	COLLECTION A/R CASH EXP REFUND BILLED	A	0065	0501	3503	3500
TRUE	TRUE	140	RECEIPT OF INVSTMNT-OR MASS TRANSIT	A	0065			
TRUE	TRUE	142	NOTE/MTG/CNT/TX/OTHR RECV-NC PROP/FID	A	3200		0065	3100
TRUE	TRUE	143	COLL-NOTE/MTG/CONT/OTH/TAX RECV NC-GOVTL	A	3037		0065	3100
TRUE	TRUE	145	RECORD COLLECTION-NC LOAN RECV-ALL FUNDS	A	3200	0931	0065	3100
TRUE	TRUE	146	COLL OF INTEREST REC-OTHER UNBILLED	A	0065	0575	3101	3100
TRUE	TRUE	147	COLLECTION OF INTEREST REC-OTHER BILLED	A	0065	0574	3101	3100
TRUE	TRUE	148	COLLECTION OF INTEREST REC'V DESIGNATED	A	0065	0576	3101	3100
TRUE	TRUE	149	CASH RECEIPTS/SALE OF FA-PROP/FID/GOVTL	A	0065	3100		
TRUE	TRUE	150	CASH RECPT F/RETURN OF UNREIMBURSED ADV	A	0065	0573		
TRUE	TRUE	151	RECORD UNIDENTIFIED RECEIPT	A	0065	0060		
TRUE	TRUE	159	RECOG OUTG ACH/WIRE TFR/TRES FEE -G38	A	0065	3500		

Example 2: Pick the best T-code

- **Step 3**: Pick the Transaction Code that is the best fit for your transaction.

- The title seems appropriate for what we want to do, but let's look at TC 151 more closely to make sure it is the right one to use for this.

- The credit GL for this entry would be GL 0060. Let's look up the definition for this GL in the OAM.

0065		TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1
GL Allowed?	Cobj Allowed?					
TRUE	TRUE	151	RECORD UNIDENTIFIED RECEIPT	A	0065	0060

D31	**General Ledger Account Title**	**Definition**
0060	Undistributed Cash Receipt	Unidentified receipts deposited with State Treasury until they can be moved to an appropriate account.

Source: https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf

Example 2: Review the 28A Screen

- We can look up T-code 151 on the 28A screen.

- We can look at the Transaction Edit Indicators to see what fields are required for the entry.
  - I = Input Required
  - R= Required (Input or Lookup)
  - N = Not Allowed
  - Blank = Optional

- No COBJ is required when using this T-Code. We didn't know what COBJ to use for this unidentified deposit and with this T-Code we won't have to enter one.

```
S28A    UC: 10                   STATE OF OREGON              08/14/24 10:20 AM
LINK TO:  ____         TRANSACTION CODE DECISION PROFILE                 PROD

TRAN CODE: 151 TITLE: RECORD UNIDENTIFIED RECEIPT
GENERAL LEDGER    DR-1: 0065 CR-1: 0060 DR-2: ____  CR-2: ____
        POSTING   DR-3: ____ CR-3: ____ DR-4: ____  CR-4: ____
TRANS       DOCD _ DUDT _ SVDT _ CDOC I RDOC _   MOD N AGCY R  IDX _  PCA _ COBJ N
  EDIT      AOBJ N RVRS _  PDT N   CI N 1099 N WARR _ INVC I VNUM _ VNAM _ VADD _
  INDS:     DMETH N APN# _  FUND R  GLA N  AGL N GRNT _ SUBG _ PROJ _ MULT _ G38# N
POST SEQ: 2 REG NO: 3 WW IND: 0 D/I: D WAR CANCL TC: ___  PYTC: ___ FUTMY: N
GEN- TC:  ___ DT: __ ACCR TC: ___ TR TC: ___ INTERFACE IND: _ _ _ _ _ _ _ _ _ _
PAY LIQ TC: ___  PAY RED TC: ___  CUM POST IND: Y BAL TC: ___   A/S DOC AMT: +
           A/S  BT  MATCH GLA DOC      A/S  BT  MATCH GLA DOC
          DF: _  __   _    _   _        _    __    _    _    _
FILE    AP: _  __   _                  _    __    _
POSTING AB: _  __   _                  _    __    _
INDS:   CC: +  22   _               +   34   _
        GP: _  __   _                  _    __    _
        PJ: _  __   _                  _    __    _
   AGY GL:                    _               STATUS CODE: A
 EFF START DATE: 04261994    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
```

Example 2: Review the 28B Screen

- We can press F6 on the 28A screen to go to the 28B screen.

- The description of this T-Code helps to confirm whether this T-Code looks like the correct one to use.

- This T-Code looks like the best fit for what we want to do.

- We found our T-Code quickly in this example. You may need to go through these steps with multiple different T-Codes to find the best one to use for your entry.

```
S28B   UC: 10                 STATE OF OREGON              08/14/24 10:21 AM
LINK TO: ____            TRANS CODE DESCRIPTION PROFILE                  PROD
 TRANS CODE: 151    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO RECORD & ADJ RECEIPT OF CASH-SOURCE IS UNKNOWN.
             USE TC 235 TO REFUND UNIDENTIFIED RECEIVABLE. WHEN
             THE DEPOSIT IS RECONCILED WITH TREASURY, TC332 IS
             GENERATED.
             0065-UNRECON DEPOSIT;0060-UNDISTRIBUTED CASH RECPT
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 ",".
 _ ____ _ ____ _ ____ _ ____ _ ____ _ ____ _ ____ _ ____ _ ____ _ ____
 _ ____ _ ____ _ ____ _ ____ _ ____ _ ____ _ ____ _ ____ _ ____ _ ____

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE.  ("%" IN #1 = ALL VALID)
  1: CR    2: CI    3: ST    4: AW    5: _    6: _    7: _   8: _    9: _   10: _
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE.  ("%" IN #1 = ALL VALID)
  1: 2     2: 4     3: _     4: _     5: _    6: _   7 : _   8: _   9 : _   10: _
 TREAS CAT: __                                    STATUS CODE: A
 EFF START DATE: 04261994   EFF END DATE: _____   LAST PROC DATE: 07152011
Z06 RECORD SUCCESSFULLY RECALLED

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

Example 2: Making the Entry

- **<u>Step 4</u>**: Make sure you have all required coding and the correct User Class to make the entry.

- Use the 28A and 28B screens to identify what information is required for your entry.

- This example is a deposit that needs to be reconciled on the R*STARS 13 screen so we will also need to enter the deposit number and include an Agency Code 3. The Agency Code 3 is typically looked up by the 26 PCA profile and should align with the Account Number on the 13 screen.

- The deposit will not reconcile unless the entry matches to information on the R*STARS 13 screen. More information about deposit reconciliation can be found here: https://www.oregon.gov/das/Financial/AcctgSys/Documents/Trea1-Deposit-Reconciliation.pdf

- Once we have all the necessary coding to make the entry, we need to make sure we have the correct User Class.

Example 2: User Class for Entry

- Let's go back to the Transaction Code spreadsheet and use the filter column in the User Classes tab to find out which User Classes allow T-Code 151.

- Compare our results against the User Classes you have to determine if you have the correct access to be able to make the entry.

Search for UC by TC	Enter a TC in the yellow box and use filters below to limit results to 'TRUE' to look for UCs that allow that TC.		
151	USER CLASS (D66 Screen)	USER CLASS TITLE (D66 Screen)	STATUS CODE
TC Allowed?			
TRUE	01	MASTER USER CLASS	A
TRUE	16	CASH RECEIPTS CLERK	A
TRUE	56	AG 100-DHS-INTERFACE CORRECTION UC53/54/57/60	A
TRUE	19	FULL REVENUE CYCLE	A
TRUE	27	PROGRAM MANAGERS - EXTENDED AUTHORITY	A
TRUE	29	TRANSACTION INPUT-NO VOUCH/TRANSFER/APPROP ENTRY	A
TRUE	50	SYSTEM GENERATED TRANSACTIONS	A
TRUE	51	INTERFACE TRANSACTIONS	A
TRUE	84	EXPANDED WRITE ONLY	A
TRUE	98	PROGRAM MANAGER - RECEIPT/PAYMENT RELEASE	A

Example 2: End Results of Entry

See table below for the final General Ledger balances from this deposit activity:

Activity	T-Code	GL 0060 Undistributed Cash Receipt DR/(CR)	GL 0065 Unreconciled Deposit DR/(CR)	GL 0070 Cash on Deposit with Treasurer DR/(CR)
1) Record Unidentified Receipt No COBJ	151	($75.00)	$75.00	
2) System-generated when deposit reconciles on 13 screen *	332		($75.00)	$75.00
BALANCE		**($75.00)**	**$0.00**	**$75.00**

*Note: Whenever a deposit on the 13 screen reconciles with treasury, the system generates TC 332. The agency cannot spend money that sits in GL 0065, only what sits in GL 0070.

Example 3: Correct Unidentified Receipt

- In Example #2, we recorded an unidentified receipt. We made the TC 151 entry in D23 Fund A. The associated deposit number is currently in a reconciled status on the R*STARS 13 screen.

- We have now received the requested backup documentation to support this deposit amount and we need to clear the unidentified receipt balance and reclassify it to revenue in D23 Fund B.

- **Step 1**: Identify the type of transaction you want to record.

- What General Ledger (GL) accounts do we want to use for this transaction?

    https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf

- What Comptroller Object (COBJ) do we want to use for this transaction?

    https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf

Example 3: GL Accounts to Use

- The deposit has already reconciled on the R*STARS 13 screen. Once the deposit reconciles with Treasury, the system automatically generated a T-code 332 entry to move the amount from GL 0065 Unreconciled Deposit to GL 0070 Cash on Deposit with Treasurer. This means the balance is currently in GL 0070 rather than GL 0065.

> **Important Reminder** - Whenever you are correcting a deposit entry, check to see if the deposit has reconciled on the R*STARS 13 screen or not. This will determine whether your correcting entry should use GL 0065 or GL 0070.

- We want to move this reconciled cash out of D23 Fund A where it is currently recorded (credit to GL 0070) and move the cash into D23 Fund B (debit to GL 0070).

- Our prior TC 151 entry created a credit balance in GL 0060 in D23 Fund A. We want to clear this balance in D23 Fund A and credit GL 3100 to increase revenue in D23 Fund B.

Example 3: COBJ to Use

- We did not use a COBJ for the TC 151 entry, so we won't need a COBJ to clear the balances previously recorded in D23 Fund A for this deposit.

- We want to record revenue (GL 3100) in D23 Fund B, so this entry will require a COBJ. Any activity that appears on the DAFR6610 Agency Operation statement requires a Comptroller Object (COBJ). The DAFR6610 includes any current year revenue, expenditures and transfer activity recorded against GL 3100 or greater.

- We will assume for this example, that the revenue we want to record in D23 Fund B is similar to the activity from Example # 1. We will use 0212 - Other Business Licenses and Fees for this entry.

Example 3: Finding a T-code

- For this correcting entry, we want the following end result:
  - D23 Fund A – credit GL 0070 and debit GL 0060 with no COBJ.
  - D23 Fund B – debit GL 0070 and credit GL 3100 with COBJ 0212.

- Because there are multiple GLs and D23 Funds involved, we will need to use more than one T-Code for this entry to get to our desired end result.

- **Step 2**: Use research tools to narrow down possible Transaction Code options.

- We could use the Transaction Codes spreadsheet to look for T-Code options similar to what we did in the prior examples, but we have another tool on the SFMS website that can help us with this.

- This document shows the steps to follow for correcting deposits and includes T-Code guidance: https://www.oregon.gov/das/Financial/AcctgSys/Documents/Dep-Corr-T-code-Decision-Process.pdf

Example 3: Deposit Correction

- Deposit Correction T-Code Decision Process (page 1)

- Let's use the decision tree to narrow down what steps are needed to correct the deposit for this example.

- Recommendation is to use a 2-step process to correct this deposit.

Before correcting a deposit, here are some questions that will guide you for proper T-codes to use.

Has the deposit reconciled on the 13 screen?
Yes   No

Reverse entry exactly as posted. Re-enter with correct deposit information, PCA, T-code, etc.

These transactions must clear 530 screen before the deposit reconciles!

Is the deposit in the correct D23 Fund, PCA and grant?**
Yes   No

Is the T-code correct?
Yes   No

Is the T-code correct?
Yes   No

Use BT T-codes such as 415/416 or 407/408, or another 400 or 700* series T-codes. May use deposit T-codes if there are no BT T-codes that work. *Correction with deposit T-codes must be entered in the same batch with the same deposit number and within the same D23 Fund.*

May use deposit T-codes if there are no BT T-codes to correct the GLs on the deposit. *Correction with deposit T-codes must be entered in the same batch with the same deposit number and within the same D23 Fund.*

Use BT T-codes such as 415/416 or 407/408, or another 400 or 700* series T-codes to correct the deposit.

Step 1: Use BT T-codes such as 415/416 or 407/408, or another 400 or 700* series T-codes to move the deposit to the correct D23 Fund. If BTs cannot correct the GL, follow step 2.

Step 2: Correct the GL for the deposit by reversing the original T-code and entering the deposit with the correct T-code. *Correction must be entered in the same batch with the same deposit number and within the same D23 Fund.*

Example 3: Deposit Correction Matrix

- Deposit Reconciliation T-Code Matrix Table (page 2) contains commonly used T-Codes to correct previously reconciled deposits.

- In this example, we want to change the D23 Fund. Locate the row with the T-Code used to record the original deposit (TC 151). Locate the column for the T-Code we should have used instead (TC 190).

Changing the D23 Fund PCA or Grant		The T-code that should have been used is: Or the change I need to make includes changing the D23 Fund:							
The Deposit **has Reconciled** on the 13 Screen. The T-code used on the original deposit was:		TC 150 (GL 0573)	TC 151 (GL 0060)	TC 162 (GL 1551)	TC 164 (GL 1603)	TC 165 (GL 1550)	TC 170 (GL 1604)	TC 172 or 167R (GL 3500)	TC 190 (GL 3100)
TC 150 (GL 0573)	RECEIPT FOR RETURN OF UNREIMBURSED ADVANCE	434/435	150R/151, then 496/497	150R/162, then 432/433	150R/164,492 then 407/408, then	150R/165, then 430/431	150R/170, then 443/444	150R/172, then 415/416	150R/190, then 407/408
TC 151 (GL 0060)	RECORD UNIDENTIFIED RECEIPT	496/497 then 151R/150 **	496/497	496/497 then 151R/162 **	496/497 then 151R/164 **	496/497 then 151R/165 **	496/497 then 151R/170 **	496/497 then 151R/172 **	496/497 then 151R/190 **
TC 162 (GL 1551)	RECORD RECEIPT OF DEPOSIT LIABILITY - no doc support	432/433 then 162R/150 **	432/433 then 162R/151 **	432/433	432/433 then 162R/164 **	432/433 then 162R/165 **	432/433 then 162R/170 **	432/433 then 162R/172 **	421/422

** If you need to correct T-codes between different D23 Funds, first use BT T-codes, then use deposit T-codes. The deposit T-codes MUST be entered in the same batch with the same deposit number.

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- **Step 3**: Pick the Transaction Code that is the best fit for your transaction.

  - According to the prior slide, we will need to use multiple T-Codes to correct this deposit.
  - T-codes 496 & 497 – Balanced Transfer T-Codes to move the activity to the correct D23 Fund.
  - T-codes 151R & 190 – Deposit T-Codes to correct the GL accounts and assign COBJ 0212.

- These slides will skip the step of looking at the 28A & 28B profiles for these T-Codes, but this step would still be needed to confirm the T-Codes and identify the required fields for these entries.

- **Step 4**: Make sure you have all required coding and the correct User Class to make the correction.

- These slides also skip the step of finding the User Class for the entry. We will use User Class 29.

Example 3: End Results of Entry

	Activity	T-Code	D23 Fund A			D23 Fund B			
			GL 0060 Undistributed Cash Receipt DR/(CR)	GL 0065 Unreconciled Deposit DR/(CR)	GL 0070 Cash on Deposit with Treasurer DR/(CR)	GL 0060 Undistributed Cash Receipt DR/(CR)	GL 0065 Unreconciled Deposit DR/(CR)	GL 0070 Cash on Deposit with Treasurer DR/(CR)	GL 3100 Revenue Control – Cash DR/(CR)
1)	Original entry	151	($75.00)	$75.00					
2)	Deposit reconciles	332		($75.00)	$75.00				
BALANCES BEFORE CORRECTION			**($75.00)**	**$0.00**	**$75.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
3)	Move out of Fund A	496	$75.00		(S75.00)				
4)	Move into Fund B	497				($75.00)		$75.00	
5)	Clear GL 0060 balance	151R				$75.00	($75.00)		
6)	Record as revenue (COBJ 0212)	190					$75.00		($75.00)
BALANCES AFTER CORRECTION			**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$75.00**	**($75.00)**

Example 3: Can't we just use 151R & 190?

Not if deposit is already reconciled on the 13 screen. T-code 332 only generates when deposit first reconciles to Treasury. Using T-Codes that impact GL 0065 across D23 Funds will not move cash and creates GL 0065 balances that will never clear.

	Activity	T-Code	D23 Fund A GL 0060 Undistributed Cash Receipt DR/(CR)	GL 0065 Unreconciled Deposit DR/(CR)	GL 0070 Cash on Deposit with Treasurer DR/(CR)	D23 Fund B GL 0060 Undistributed Cash Receipt DR/(CR)	GL 0065 Unreconciled Deposit DR/(CR)	GL 0070 Cash on Deposit with Treasurer DR/(CR)	GL 3100 Revenue Control – Cash DR/(CR)
1)	Original entry	151	($75.00)	$75.00					
2)	Deposit reconciles	332		($75.00)	$75.00				
	BALANCES BEFORE CORRECTION		**($75.00)**	**$0.00**	**$75.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
3)	Clear GL 0060 balance	151R	$75.00	($75.00)					
4)	Record as revenue (COBJ 0212)	190					$75.00		($75.00)
	BALANCES AFTER CORRECTION		**$0.00**	**($75.00)**	**$75.00**	**$0.00**	**$75.00**	**0.00**	**($75.00)**

Example 4: Record Treasury Fees

- At the end of each month, Treasury assesses banking fees for each of your agency bank accounts. The fees for the current month are currently listed on the R*STARS 13 screen as negative amounts that needs to be reconciled. How will you record these agency expenses?

- **Step 1**: Identify the type of transaction you want to record.

- **Step 2**: Use research tools to narrow down possible Transaction Code options.

- **Step 3**: Pick the Transaction Code that is the best fit for your transaction.

- **Step 4**: Make sure you have all required coding and the correct User Class to make the entry.

    - GL Accounts: https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf
    - Compt Objects: https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf
    - T-Codes & User Classes: https://www.oregon.gov/das/Financial/AcctgSys/Documents/Transaction-Codes.xlsx

Example 4 : GLs & COBJ to Use

- **What GL Accounts to use?**
  - Credit <u>GL 0065</u> – Unreconciled Deposit
    - There is a negative amount on the 13 screen. We want to decrease cash for the agency.
  - Debit <u>GL 3500</u> – Expenditure Control – Cash
    - We want to record an expenditure for the agency.

- **What COBJ to use?**

4600	State Government Service Charges	==Charges and assessments for central and other governmental operations==, such as restoration and tort insurance, fidelity bonds, DAS property management, capitol grounds maintenance, Capitol Planning Commission, DAS Purchasing, DAS Surplus Property, DAS Communications overhead, Central Mail, Shuttle bus, DAS payroll preparation, DAS Personnel Division assessments, ==State Treasurer charges==, Audits Division assessments, and DAS capital assessment.

Example 4: T-Codes to Review

What T-Code to use?

- Narrow down to T-codes that allow GL 0065, COBJ 4600 and are in Active status.

- T-Code 137 includes other GLs we don't want, but T-Codes 167, 172 & 819 look like possibilities.

- We want to credit GL 0065 and debit GL 3500, so we need to confirm if T-Codes allow reversal.

Search for GL	Search for CObj		Enter a GL or CObj in the yellow box and use filters below to limit results to 'TRUE' to look for TCs that allow that GL or CObj		28A GENERAL LEDGE			
0065	4600	TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2
GL Allowed?	**Cobj Allowed?**				CL_G	CL_G		
TRUE	TRUE	137	COLLECTION A/R CASH EXP REFUND BILLED	A	0065	0501	3503	3500
TRUE	TRUE	167	RECOG OUTGOING ACH/WIRE TRANSFR/TRES FEE	A	0065	3500		
TRUE	TRUE	172	REFUND OF EXPENDITURE	A	0065	3500		
TRUE	TRUE	819	ISSUE AFS DIRECT DEPOSIT	A	0065	3500		

Example 4: Review 28A Screens

- We can look up each of the T-Codes on the 28A screen.

- Based on the Titles, T-Code 167 looks like it may be the best fit.

- Check if T-Codes allow us to enter an "R" in the Reverse field on the transaction entry to <u>credit</u> GL 0065 and <u>debit</u> GL 3500.
  - R= Required
  - N = Not Allowed
  - Blank = Optional

- All T-Codes allow a reversal. T-Code 167 requires an "R" to use it.

```
TRAN CODE: 167 TITLE: RECOG OUTGOING ACH/WIRE TRANSFR/ TRES FEE
GENERAL LEDGER   DR-1: 0065 CR-1: 3500 DR-2: ____ CR-2: ____
        POSTING  DR-3: ____ CR-3: ____ DR-4: ____ CR-4: ____
TRANS      DOCD _ DUDT _ SVDT _ CDOC I RDOC _  MOD N AGCY R IDX _ PCA _ COBJ R
EDIT       AOBJ _ RVRS R  PDT N   CI N 1099 R WARR _ INVC I VNUM I VNAM R VADD R
INDS:    DMETH N APN# R FUND R  GLA N  AGL N GRNT _ SUBG _ PROJ _ MULT _ G38# N
```

```
TRAN CODE: 172 TITLE: REFUND OF EXPENDITURE
GENERAL LEDGER   DR-1: 0065 CR-1: 3500 DR-2: ____ CR-2: ____
        POSTING  DR-3: ____ CR-3: ____ DR-4: ____ CR-4: ____
TRANS      DOCD _ DUDT _ SVDT _ CDOC I RDOC _  MOD N AGCY R IDX _ PCA _ COBJ R
EDIT       AOBJ _ RVRS _  PDT N   CI N 1099 R WARR _ INVC I VNUM I VNAM R VADD R
INDS:    DMETH N APN# R FUND R  GLA N  AGL N GRNT _ SUBG _ PROJ _ MULT _ G38# N
```

```
TRAN CODE: 819 TITLE: ISSUE AFS DIRECT DEPOSIT
GENERAL LEDGER   DR-1: 0065 CR-1: 3500 DR-2: ____ CR-2: ____
        POSTING  DR-3: ____ CR-3: ____ DR-4: ____ CR-4: ____
TRANS      DOCD _ DUDT _ SVDT _ CDOC I RDOC _  MOD N AGCY R IDX _ PCA _ COBJ R
EDIT       AOBJ _ RVRS _  PDT N   CI N 1099 N WARR _ INVC I VNUM _ VNAM _ VADD _
INDS:    DMETH N APN# R FUND R  GLA N  AGL N GRNT _ SUBG _ PROJ _ MULT _ G38# N
```

Example 4: Review 28B Screens

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- Let's look up these T-Codes on the 28B screen.

- Descriptions help confirm T-Code 167R looks like the correct one to use.

- Could we use T-Code 172R or 819R?
  - Have the same GL and COBJ impact, so technically would work even though they are not the best fit.
  - Confirm you have a User Class that allows them. T-Codes in the 800 series are Agency Specific T-Codes often designed for interfaces to R*STARS, so access to use them tends to be limited.

```
S28B    UC: 10                 STATE OF OREGON            08/21/24 09:19 AM
LINK TO: ____             TRANS CODE DESCRIPTION PROFILE             PROD
  TRANS CODE: 167    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TC167R TO RECORD OUTGOING WIRE TSFR OR ACH TRANS
             FOR AN EXPENDITURE OR TO RECORD TREAS BANK FEE.
             WHEN THE TRANSACTION IS RECON W/TREAS, TC332R IS
             GENERATED. USE TC159 FOR GASB38. USE T/C172 TO ADJ
             0065-UNRECON DEPOSIT;3500-EXPENDITURE CTL-CASH
```

```
S28B    UC: 10                 STATE OF OREGON            08/21/24 09:20 AM
LINK TO: ____             TRANS CODE DESCRIPTION PROFILE             PROD
  TRANS CODE: 172    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO RECORD THE DEPOSIT OF CASH RECEIVED AS A REFUND
             OF EXPENDITURE. USE THE REFERENCE DOC NUMBER TO
             INDICATE ORIG VOUCHER NUMBER. WHEN DEPOSIT
             IS RECONCILED W/TREASURY, TC 332 IS GENERATED.
             0065-UNRECON DEPOSIT;3500-EXPENDITURE CNTRL-CASH
```

```
S28B    UC: 10                 STATE OF OREGON            08/21/24 09:20 AM
LINK TO: ____             TRANS CODE DESCRIPTION PROFILE             PROD
  TRANS CODE: 819    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO RECORD AFS DIRECT DEPOSITS.  USE 819R TO RECORD
             OUTGOING ACH TRANSACTION FOR AN EXPENDITURE.  WHEN
             THE TRANSACTION IS RECONCILED WITH THE TREASURY
             TC 332R IS GENERATED.
             0065-UNRECONCILED DEP;3500-EXPEND CTL-CASH
```

Example 4: Required Fields & User Class

- We determined we want to record this transaction with TC 167R and COBJ 4600.

- Use the 28A & 28B screens to identify what information is required for your entry.

- We also need to find the User Classes that allow T-Code 167.

- Compare against the User Classes you have to determine what user classes can be used to make the entry.

Search for UC by TC		Enter a TC in the yellow box and use filters below to limit results to 'TRUE' to look for UCs that allow that TC.		
167	**USER CLASS (D66 Screen)**	**USER CLASS TITLE (D66 Screen)**		**STATUS CODE**
TC Allowed?				
TRUE	01	MASTER USER CLASS		A
TRUE	16	CASH RECEIPTS CLERK		A
TRUE	19	FULL REVENUE CYCLE		A
TRUE	27	PROGRAM MANAGERS - EXTENDED AUTHORITY		A
TRUE	29	TRANSACTION INPUT-NO VOUCH/TRANSFER/APPROP ENTRY		A
TRUE	50	SYSTEM GENERATED TRANSACTIONS		A
TRUE	51	INTERFACE TRANSACTIONS		A
TRUE	84	EXPANDED WRITE ONLY		A
TRUE	98	PROGRAM MANAGER - RECEIPT/PAYMENT RELEASE		A

Example 4: End Results of Entry

See table below for the final General Ledger balances from this deposit activity:

Activity	T-Code	GL 0065 Unreconciled Deposit DR/(CR)	GL 0070 Cash on Deposit with Treasurer DR/(CR)	GL 3500 Expenditure Control – Cash DR/(CR)
1) Record Treasury Banking Fees COBJ 4600 State Govt Service Charges	167R	($11.00)		$11.00
2) System-generated when deposit reconciles on 13 screen *	332R	$11.00	($11.00)	
BALANCE		**$0.00**	**($11.00)**	**$11.00**

*Note: Whenever a deposit on the 13 screen reconciles with treasury, the system generates TC 332. The agency cannot spend money that sits in GL 0065, only what sits in GL 0070.

Accounts Receivable

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Accounts Receivable Transactions

- You want to record outstanding amounts due to your agency that have not yet been received.

- **Step 1**: Identify the type of receivable transaction you want to record.

- Using the GL list tool, we can look at some of the GL accounts that are available for us to choose from for receivable transactions.

- You can look up the definition for each of these GL accounts in the OAM.

GL ACCOUNT (D31 Screen)	GL ACCOUNT TITLE (D31 Screen)	STATUS CODE (D31 Screen) A = Active I = Inactive
0410	TAXES RECEIVABLE - CURRENT	A
0420	TAXES RECEIVABLE - NONCURRENT	A
0431	LOAN RECEIVABLE - CURRENT	A
0501	ACCOUNTS RECEIVABLE -OTHER - BILLED	A
0503	ACCOUNTS RECEIVABLE - OTHER UNBILLED	A
0542	ACCOUNTS RECEIVABLE - FEDERAL - UNBILLED	A
0543	ACCOUNTS RECEIVABLE - FEDERAL - BILLED	A
0573	UNREIMBURSED ADVANCES	A
0574	INTEREST RECEIVABLE - OTHER - BILLED	A
0575	INTEREST RECEIVABLE - OTHER - UNBILLED	A
0931	LOANS RECEIVABLE - NONCURRENT	A
0935	OTHER RECEIVABLES - NONCURRENT	A

Source: *https://www.oregon.gov/das/Financial/AcctgSys/Documents/GL-List.xlsx*

Accounts Receivable Terminology

- **Current Receivable** – expected to be collected within 90 days of the end of the fiscal year for governmental funds or within one year for proprietary type funds.

- **Noncurrent Receivable** – not expected to be collected within 90 days of the end of the fiscal year for governmental funds or within one year for proprietary type funds.

- **Billed** – transactions for this receivable will post to the Document Financial Table (64 screen) in R*STARS to allow agencies to track all associated activity for that receivable.
  - Current Document number used to establish receivable must be used as Reference Document on any subsequent entries.

- **Unbilled** – transactions will not post to the Document Financial Table (64 screen) in R*STARS.
  - There is no Reference Document that must be used on subsequent entries.

- **Invoice** – T-Codes that include "Invoice" in the title indicate that this T-Code will attach to a separate entry screen in R*STARS that you can use to produce a system-generated invoice.

Accounts Receivable Tools

- We will continue to use the tools previously covered in this presentation in our upcoming examples.

- You can also find a Receivable T-Code Decision Process available on the SFMS website to help you find T-Codes for Accounts Receivable transactions.

Receivable T-code Decision Process
(NOTE: This is a sample only. See the 28A screen for all available t-codes.)

Do you want the transaction to be tracked in the Document Financial Table (64 screen)?
Yes   No

Create / Process Invoice?
Yes   No

Unbilled:
Establish receivable with T-codes: 105, 104, 117, 112, or 108. See table on the next page for Unbilled Receivables.

Billed, Invoice:
Establish receivable with T-codes: 101, 102, 103, or 109. See table on the next page for Billed Receivables

Billed, No-Invoice:
Establish receivable with T-codes: 197, 198, 199, 121, 180, 196, 174, 135, or 120. See table on the next page for Billed Receivables.

Source: https://www.oregon.gov/das/Financial/AcctgSys/Documents/AR-T-code-Dec-Proc.pdf

Accounts Receivable Examples

- Example #1 – Establish Accounts Receivable (slides 72 – 84)

- Example #2 – Adjust Accounts Receivable (slides 85 – 93)

- Example #3 – Collect Accounts Receivable (slides 94 – 101)

- Example #4 – Adjust Collection Entry (slides 102 – 113)

Example 1: Establish Accounts Receivable

- A program within your agency prepares and sends monthly invoices to collect funds from clients for various services that the program provides to the public. You want to record these invoices in R*STARS so that you can track amounts that are owed and run aging reports.

- **Step 1**: Identify the type of transaction you want to record.

- What General Ledger (GL) accounts do we want to use for this transaction?

  https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf

- What Comptroller Object (COBJ) do we want to use for this transaction?

  https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf

Example 1: GL Accounts to Debit

- This is general Accounts Receivable activity. Looking at the OAM definitions, there are two possibilities that we could choose from for this transaction depending on whether we want to track this activity on the R*STARS 64 screen (Billed) or not (Unbilled).

0501	Accounts Receivable Other – Billed	Amounts due to the reporting entity, primarily resulting from sales of goods or services, and posted to the Document Financial table in R*STARS. Includes all receivables not falling in another receivable classification. Does not include amounts due from other funds or other state agencies resulting from transfer of moneys.
0503	Accounts Receivable Other – Unbilled	Amounts due to the reporting entity, primarily resulting from sales of goods or services, and that are not posted to the Document Financial table in R*STARS. Includes all receivables not falling in another receivable classification. Does not include amounts due from other funds or other state agencies resulting from transfer of moneys.

Example 1: GL Accounts to Credit

- These invoiced amounts are considered revenue for the program. We have not yet received the cash, so we will want to credit GL 3101 to increase accrued revenue.

3100	Revenue Control – Cash	General ledger control account for cash revenue.
3101	Revenue Control – Accrued	General ledger control account for accrued revenue.
3102	Revenue Control – Suspense	General ledger control account for revenue deposited to suspense accounts.
3105	Revenue Control – Financial Statement Accrual	General ledger control account for financial statement accruals of revenue (usually automatically reversed).

Example 1: COBJ to Use

- The example noted that the amounts collected are charges for services. The OAM definitions have various categories services. Pick the Comptroller Object that best describes the activity. For this example, we will use 0407 - Other Charges for Services.

0405	Central Service Charges	Charges for Services – All revenues received from individuals, businesses, other funds, and other governments in return for services performed.
0406	Indirect Cost Reimbursements	Charges for Services – All revenues received from individuals, businesses, other funds, and other governments in return for services performed.
0407	Other Charges for Services	Charges for Services – All revenues received from individuals, businesses, other funds, and other governments in return for services performed.

Example 1: Finding a T-code

- We have determined that we want to record a transaction that debits either GL 0501 or 0503 and credits GL 3101. We also want to use COBJ 0407 to establish this receivable.
  - GL 0501 will track activity on the R*STARS 64 screen.
  - GL 0503 will not track activity on the R*STARS 64 screen.
- In this example, we want to track amounts that are owed and run aging reports, so GL 0501 seems to be the better choice for us to monitor these receivables in R*STARS.

- **Step 2**: Use research tools to narrow down possible Transaction Code options.

- What Transaction Codes could we use for this transaction?
https://www.oregon.gov/das/Financial/AcctgSys/Documents/Transaction-Codes.xlsx

- Let's use the filter columns in the Transaction Code spreadsheet to narrow down our options.

Example 1: T-Codes to Review

- There are 10 different T-codes that would allow both GL 0501 and COBJ 0407 for further review.

Search for GL	Search for CObj	TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2
GL Allowed?	**Cobj Allowed?**							
0501	0407				28A GENERAL LEDGER			
TRUE	TRUE	103	ESTABLISH A/R OTHER BILLED-INVOICE	A	0501	3101		
TRUE	TRUE	107	ADJUST ACCOUNTS RECEIVABLE OTHER-BILLED	A	0501	3101		
TRUE	TRUE	118	RECLASS ACCOUNTS RECEIVABLE - PRIOR AY	A	3101			
TRUE	TRUE	129	WRITE OFF UNCOL A/R-BILLED	A	0502			
TRUE	TRUE	176	COLLECTION A/R - OTHER BILLED	A	0065	0501	3101	3100
TRUE	TRUE	193	EST REC (OTH) BILLED-GRANT/PROJ/CMIA	A	0501	3101		
TRUE	TRUE	196	EST NEGATIVE A/R OTHER BILLED-NO INVOICE	A	3101	0501		
TRUE	TRUE	199	ESTABLISH A/R OTHER BILLED-NO INVOICE	A	0501	3101		
TRUE	TRUE	213	ACCOUNTS RECV-ADD SFX TO DOCUMENT	A		3101	2951	2951
TRUE	TRUE	214	NEG ACCOUNTS RECV-ADD SFX TO DOCUMENT	A	3101		2951	2951

Enter a GL or CObj in the yellow box and use filters below to limit results to 'TRUE' to look for TCs that allow that GL or CObj.

Example 1: Pick the best T-code

- **Step 3**: Pick the Transaction Code that is the best fit for your transaction.

- Looking at our list, some impact additional GLs we do not want for our entry. We want to establish an invoice so reviewing the titles further narrows our options to T-Code 103, 193 & 199.

0501	0407	TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2
GL Allowed?	**Cobj Allowed?**							
TRUE	TRUE	103	ESTABLISH A/R OTHER BILLED-INVOICE	A	0501	3101		
TRUE	TRUE	107	ADJUST ACCOUNTS RECEIVABLE OTHER-BILLED	A	0501	3101		
TRUE	TRUE	118	RECLASS ACCOUNTS RECEIVABLE - PRIOR AY	A	3101			
TRUE	TRUE	129	WRITE OFF UNCOL A/R-BILLED	A	0502			
TRUE	TRUE	176	COLLECTION A/R - OTHER BILLED	A	0065	0501	3101	3100
TRUE	TRUE	193	EST REC (OTH) BILLED-GRANT/PROJ/CMIA	A	0501	3101		
TRUE	TRUE	196	EST NEGATIVE A/R OTHER BILLED-NO INVOICE	A	3101	0501		
TRUE	TRUE	199	ESTABLISH A/R OTHER BILLED-NO INVOICE	A	0501	3101		
TRUE	TRUE	213	ACCOUNTS RECV-ADD SFX TO DOCUMENT	A		3101	2951	2951
TRUE	TRUE	214	NEG ACCOUNTS RECV-ADD SFX TO DOCUMENT	A	3101		2951	2951

Example 1: Review the 28A Screen

- We can look up these T-codes on the 28A screen.

- For T-Code 103 and 199, the only difference appears to be whether we want R*STARS to generate an Invoice or not.

- Title for T-Code 193 may not be what we want, but let's look at the 28B screens before we decide which T-Code would be best.

- Transaction Edit Indicators:
  - I = Input Required
  - R= Required (Input or Lookup)
  - N = Not Allowed
  - Blank = Optional

```
TRAN CODE: 103 TITLE: ESTABLISH A/R OTHER BILLED-INVOICE
GENERAL LEDGER    DR-1: 0501 CR-1: 3101 DR-2: ____ CR-2: ____
       POSTING    DR-3: ____ CR-3: ____ DR-4: ____ CR-4: ____
TRANS      DOCD _ DUDT R SVDT _ CDOC I RDOC _   MOD N AGCY R  IDX _  PCA _ COBJ R
EDIT       AOBJ _ RVRS N  PDT N   CI N 1099 N WARR N INVC _ VNUM I VNAM R VADD R
INDS:     DMETH N APN# R FUND R  GLA N  AGL _ GRNT _ SUBG _ PROJ _ MULT _ G38# N
```

```
TRAN CODE: 193 TITLE: EST REC (OTH) BILLED-GRANT/PROJ/CMIA
GENERAL LEDGER    DR-1: 0501 CR-1: 3101 DR-2: ____ CR-2: ____
       POSTING    DR-3: ____ CR-3: ____ DR-4: ____ CR-4: ____
TRANS      DOCD _ DUDT _ SVDT _ CDOC I RDOC _   MOD N AGCY R  IDX _  PCA _ COBJ R
EDIT       AOBJ _ RVRS _  PDT N   CI N 1099 N WARR N INVC _ VNUM _ VNAM _ VADD _
INDS:     DMETH N APN# R FUND R  GLA N  AGL _ GRNT _ SUBG _ PROJ _ MULT _ G38# N
```

```
TRAN CODE: 199 TITLE: ESTABLISH A/R OTHER BILLED-NO INVOICE
GENERAL LEDGER    DR-1: 0501 CR-1: 3101 DR-2: ____ CR-2: ____
       POSTING    DR-3: ____ CR-3: ____ DR-4: ____ CR-4: ____
TRANS      DOCD _ DUDT R SVDT _ CDOC I RDOC _   MOD N AGCY R  IDX _  PCA _ COBJ R
EDIT       AOBJ _ RVRS N  PDT N   CI N 1099 N WARR N INVC _ VNUM I VNAM R VADD R
INDS:     DMETH N APN# R FUND R  GLA N  AGL _ GRNT _ SUBG _ PROJ _ MULT _ G38# N
```

- Let's look up these T-Codes on the 28B screen.

- Descriptions help confirm T-Codes 103 & 199 look like what we want. T-Code 193 is used for system generated transactions, so this is not what we want.

- T-Code 103 or 199?

  - In our example, the program creates and sends the monthly invoices. We do not need R*STARS to generate an invoice so T-Code 199 would be the best option.

```
TRANS CODE:  103    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: ESTAB A/R OTH-BILLED & ACCRUE REV SUPPORTED IN DF
             TABLE. USE TC107 TO ADJ REC IN YR ESTAB; TC113 &
             114 TO ADJ REC ESTAB IN PRIOR YR, TC176 OR 730/731
             TO RECORD COLLECT. REQS INV BAL. TC199 FOR NO INV.
             0501-A/R-OTHER-BILLED;3101-REVENUE CTL-ACCRUED
```

```
TRANS CODE:  193    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO ESTABLISH A/R-OTHER(BILLED) AND ACCRUE REVENUE.
             USED FOR GRANT/PROJ/CMIA-SYSTEM GENERATED
             TRANSACTIONS.

             0501-A/R-OTHER-BILLED;3101-REVENUE CONTROL-ACCRUED
```

```
TRANS CODE:  199    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: ESTABLISH A/R OTHER-BILLED & ACCRUE REV. USE
             TC107 TO ADJ. IF A/R WAS ESTAB IN PRIOR YEAR, MAY
             ALSO NEED TC113. USE TC176 OR TC730/731 TO RECORD
             COLLECTION. INVC NOT REQUIRED. TC103 FOR INVOICE.
             BAL. 0501-A/R-OTHER-BILLED;3101-REVENUE CTL-ACCRUE
```

Example 1: Making the Entry

- **<u>Step 4</u>**: Make sure you have all required coding and the correct User Class to make the entry.

- Use the 28A and 28B screens to identify what information is required for your entry.

- The following fields are required when using T-Code 199 per the 28A screen.
  - COBJ, Appropriation, Fund, Vendor Number, Vendor Name & Address are required. These could be looked up by other fields (ex. Vendor Number will look up Vendor Name & Address).
  - T-Code 199 also requires the DUDT (Due Date). Entering the due date for this receivable will allow us to run aging reports.

- Once we have all the necessary coding to make the entry, we need to make sure we have the correct User Class.

Example 1: User Class for Entry

- Let's go back to the Transaction Code spreadsheet and use the filter column in the User Classes tab to find out which User Classes allow T-Code 199.

- Compare our results against the User Classes you have to determine if you have the correct access to be able to make the entry.

Search for UC by TC	Enter a TC in the yellow box and use filters below to limit results to 'TRUE' to look for UCs that allow that TC.		
199	USER CLASS (D66 Screen)	USER CLASS TITLE (D66 Screen)	STATUS CODE
TC Allowed?			
TRUE	01	MASTER USER CLASS	A
TRUE	11	ACCOUNTS RECEIVABLE CLERKS	A
TRUE	19	FULL REVENUE CYCLE	A
TRUE	27	PROGRAM MANAGERS - EXTENDED AUTHORITY	A
TRUE	29	TRANSACTION INPUT-NO VOUCH/TRANSFER/APPROP ENTRY	A
TRUE	50	SYSTEM GENERATED TRANSACTIONS	A
TRUE	51	INTERFACE TRANSACTIONS	A
TRUE	55	ONLINE SALES RECEIPTING	A
TRUE	56	AG 100-DHS-INTERFACE CORRECTION UC53/54/57/60	A
TRUE	84	EXPANDED WRITE ONLY	A
TRUE	98	PROGRAM MANAGER - RECEIPT/PAYMENT RELEASE	A

Example 1: End Results of Entry

See table below for the final General Ledger balances from this Accounts Receivable activity:

Activity	T-Code	GL 0501 Accounts Receivable – Other Billed DR/(CR)	GL 3101 Revenue Control – Accrued DR/(CR)
1) Establish Accounts Receivable COBJ 0407 Other Charges for Services	199	$250.00	($250.00)
BALANCE		**$250.00**	**($250.00)**

This transaction uses GL 0501 for "Billed" so the activity for this invoice will be tracked on the 64 screen.

Let's see the next slide for an example of what this looks like for this example transaction.

Example 1: 64 Screen Results

```
S064   UC: 01                    STATE OF OREGON              09/24/24 08:00 AM
LINK TO:                    DOCUMENT RECORD INQUIRY                      PROD


        AGY: 101  DOC NO/SFX/CLASS: AR100101 001 001


CREATE DATE: 092424   CLOSE DATE:
    INQ TYPE: MC      (MA, YA, MY, YY, MC, YC)

    INQ YEAR: 25              INQ MONTH: 03      DOC BALANCE:           250.00


BT      TITLE                    AMOUNT   BT      TITLE                  AMOUNT
01 ORIG AMOUNT                   250.00






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

Example 2: Adjust Accounts Receivable

- The program contacts you about an invoice that was previously established. The program had to send out a revised invoice to the client as the original invoice incorrectly included a $25 charge for a service that was provided to another client. You need to update the invoice that was established in Example #1 to reduce the amount due.

- **Step 1**: Identify the type of transaction you want to record.

- What General Ledger (GL) accounts do we want to use for this transaction?

  https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf

- What Comptroller Object (COBJ) do we want to use for this transaction?

  https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf

Example 2: GLs & COBJs to Use

- This is an adjustment to an existing invoice. We want to use same GL Accounts and COBJs as the original entry to make this adjustment. Since we want to reduce the invoice balance, we want to credit GL 0501 and debit GL 3101 with COBJ 0407.

```
S064   UC: 01                    STATE OF OREGON              09/24/24 08:00 AM
LINK TO:                     DOCUMENT RECORD INQUIRY                        PROD


        AGY: 101  DOC NO/SFX/CLASS: AR100101 001 001


CREATE DATE: 092424    CLOSE DATE:
    INQ TYPE: MC       (MA, YA, MY, YY, MC, YC)
    INQ YEAR: 25             INQ MONTH: 03     DOC BALANCE:          250.00


BT      TITLE                  AMOUNT  BT      TITLE                      AMOUNT
01 ORIG AMOUNT                 250.00




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

Amount due should be 225.00

Example 2: Finding a T-code

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- We have determined we want to record a transaction that credits GL 0501 and debits GL 3101 to decrease the receivable amount. We will use the same COBJ 0407 as the original entry.

- **Step 2**: Use research tools to narrow down possible Transaction Code options.

- We could use the T-Code spreadsheet to find a T-Code like we did in the prior example. Another option is to look at the 28B screen description for the T-Code we used to establish this receivable.

- It includes information on T-Codes that may be needed for subsequent entries for this receivable.

```
TRANS CODE: 199    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: ESTABLISH A/R OTHER-BILLED & ACCRUE REV. USE
             TC107 TO ADJ.  IF A/R WAS ESTAB IN PRIOR YEAR, MAY
             ALSO NEED TC113. USE TC176 OR TC730/731 TO RECORD
             COLLECTION. INVC NOT REQUIRED. TC103 FOR INVOICE.
             BAL. 0501-A/R-OTHER-BILLED;3101-REVENUE CTL-ACCRUE
```

Example 2: Review the 28A Screen

- Let's look up T-Code 107 on the 28A screen.

- We want to credit GL 0501 and debit 3101, so we need to make sure this T-Code allows reversal. The field is blank, so a reversal is optional for this T-Code.

- This T-Code requires a Reference Document (RDOC) to be entered. We need to enter the original AR document number so all activity for invoice AR100101 can be tracked on the 64 screen.

```
S28A    UC: 10                  STATE OF OREGON              08/23/24 11:15 AM
LINK TO:   ____              TRANSACTION CODE DECISION PROFILE            PROD

TRAN CODE: 107 TITLE: ADJUST ACCOUNTS RECEIVABLE OTHER-BILLED
GENERAL LEDGER    DR-1: 0501 CR-1: 3101 DR-2: ____ CR-2: ____
        POSTING   DR-3: ____  CR-3: ____  DR-4: ____  CR-4: ____
TRANS      DOCD _ DUDT R 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: 3 WW IND: 0 D/I: _  WAR CANCL TC: ___  PYTC: ___ FUTMY: N
GEN- TC:  ___  DT: __  ACCR TC: ___  TR TC: ___  INTERFACE IND: _ _ _ _ _ _ _ _ _ _
PAY LIQ TC: ___  PAY RED TC: ___  CUM POST IND: Y BAL TC: ___   A/S DOC AMT: +
             A/S  BT  MATCH GLA DOC      A/S  BT  MATCH GLA DOC
        DF: +   02    M     1    2       _    __    _     _   _
FILE    AP: +   14    _                  _    __    _     _   _
POSTING AB: +   14    _                  _    __    _     _   _
INDS:   CC: _   __    _                  _    __    _     _   _
        GP: +   14    _                  +    28    _
        PJ: +   14    _                  +    28    _
    AGY GL:                  1                      STATUS CODE: A
 EFF START DATE: 08281990  EFF END DATE: _____  LAST PROC DATE: 04042005
Z06 RECORD SUCCESSFULLY RECALLED

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

Example 2: Review the 28B Screen

- We can press F6 on the 28A screen to go to the 28B screen.

- The description of this T-Code helps to confirm this T-Code looks like the correct one to use.

- We found our T-Code quickly in this example using the 28B description field. T-Codes that require subsequent entries often include additional information in the description that can save you some time in finding the correct T-Code to use for your entry.

```
S28B   UC: 10                  STATE OF OREGON              08/23/24 11:42 AM
LINK TO: ____          TRANS CODE DESCRIPTION PROFILE              PROD
 TRANS CODE: 107    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO ADJUST ACCOUNTS RECEIVABLE OTHER - BILLED ____
             ESTABLISHED IN THE CURRENT YEAR WITH TC 103 OR 199
             THIS TC POSTS TO THE DOCUMENT FINANCIAL TABLE.
             _____
             0501-A/R-OTHER-BILLED;3101-REVENUE CNTL-ACCRUED ____
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 - 0299 , 0401 - 1200 , 1404 - 1405 , 1501 - 1750 , 2000 - 2600 , ____
____ - ____ , ____ - ____ , ____ - ____ , ____ - ____ , ____ - ____
ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("%" IN #1 = ALL VALID)
 1: AR    2: AI    3: AF    4: AM    5: AK    6: _    7: _    8: _    9: _    10: _
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("%" IN #1 = ALL VALID)
 1: 2    2: 4    3: _    4: _    5: _    6: _    7 : _    8: _    9 : _    10: _
 TREAS CAT: __                                    STATUS CODE: A
 EFF START DATE: 08281990    EFF END DATE: _____    LAST PROC DATE: 12102013
Z06 RECORD SUCCESSFULLY RECALLED

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

Example 2: Making the Entry

- **<u>Step 4</u>**: Make sure you have all required coding and the correct User Class to make the entry.

- Use the 28A and 28B screens to identify what information is required for your entry.

- The required fields will be similar to what we entered when we originally established this receivable. Make sure to enter an "R" in the reverse field on this entry to decrease the invoice amount.

- You will use a new current document number for this adjustment entry, but make sure to enter the original receivable document number as the reference document number on this adjustment entry since this activity is being tracked in R*STARS by the original receivable document number.

- Once we have all the necessary coding to make the entry, we need to make sure we have the correct User Class.

Example 2: User Class for Entry

- Let's go to the Transaction Code spreadsheet and use the filter column in the User Classes tab to find out which User Classes allow T-Code 107.

- We get similar results to what we saw with T-Code 199.

- Compare our results against the User Classes you have to determine if you have the correct access to be able to make the entry.

Search for UC by TC	Enter a TC in the yellow box and use filters below to limit results to 'TRUE' to look for UCs that allow that TC.		
107	**USER CLASS (D66 Screen)**	**USER CLASS TITLE (D66 Screen)**	**STATUS CODE**
TC Allowed? 🔽	🔽		🔽	🔽
TRUE	01	MASTER USER CLASS	A
TRUE	11	ACCOUNTS RECEIVABLE CLERKS	A
TRUE	19	FULL REVENUE CYCLE	A
TRUE	27	PROGRAM MANAGERS - EXTENDED AUTHORITY	A
TRUE	29	TRANSACTION INPUT-NO VOUCH/TRANSFER/APPROP ENTRY	A
TRUE	50	SYSTEM GENERATED TRANSACTIONS	A
TRUE	51	INTERFACE TRANSACTIONS	A
TRUE	56	AG 100-DHS-INTERFACE CORRECTION UC53/54/57/60	A
TRUE	84	EXPANDED WRITE ONLY	A
TRUE	98	PROGRAM MANAGER - RECEIPT/PAYMENT RELEASE	A

Example 2: End Results of Entry

See table below for the final General Ledger balances for all Accounts Receivable activity for this invoice:

	Activity	T-Code	GL 0501 Accounts Receivable – Other Billed DR/(CR)	GL 3101 Revenue Control – Accrued DR/(CR)
1)	Establish Accounts Receivable COBJ 0407 Other Charges for Services	199	$250.00	($250.00)
2)	Adjust Accounts Receivable COBJ 0407 Other Charges for Services	107R	($25.00)	$25.00
	BALANCE		**$225.00**	**($225.00)**

These transactions use GL 0501 for "Billed" so the activity for this invoice will be tracked on the 64 screen.

Let's see the next slide for an example of what this looks like for this example transaction.

Example 2: 64 Screen Results

```
S064   UC: 01                    STATE OF OREGON              09/24/24 08:00 AM
LINK TO:                    DOCUMENT RECORD INQUIRY                        PROD


         AGY: 101  DOC NO/SFX/CLASS: AR100101 001 001


CREATE DATE: 092424    CLOSE DATE:
    INQ TYPE: MC       (MA, YA, MY, YY, MC, YC)

    INQ YEAR: 25            INQ MONTH: 03    DOC BALANCE:          225.00


BT      TITLE                    AMOUNT   BT       TITLE              AMOUNT
01 ORIG AMOUNT                   250.00
02 ADJUSTMENT                     25.00-



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

Example 3: Collect Accounts Receivable

- The client paid the invoice in full. The program notified you that they received payment for this invoice number and the deposit is currently listed on the R*STARS 13 screen waiting to be reconciled. How will you record this activity and clear the outstanding A/R balance?

- **Step 1**: Identify the type of transaction you want to record.

- **Step 2**: Use research tools to narrow down possible Transaction Code options.

- **Step 3**: Pick the Transaction Code that is the best fit for your transaction.

- **Step 4**: Make sure you have all required coding and the correct User Class to make the entry.

    - GL Accounts: https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf
    - Compt Objects: https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf
    - T-Codes & User Classes: https://www.oregon.gov/das/Financial/AcctgSys/Documents/Transaction-Codes.xlsx

Example 3: GLs & COBJs to Use

- **What GLs to Use?**
    - This is collection on an existing invoice. We want to use the same GL Accounts as the original entry to clear the outstanding A/R balance. We also want to recognize the cash that was received.

    - The original entry to establish the invoice was a debit GL 0501 & a credit to GL 3101. We now want to credit GL 0501 & debit GL 3101 to clear the outstanding A/R balance and accrued revenue.

    - We also have a deposit on the R*STARS 13 screen waiting to be reconciled, so we want to debit GL 0065 and credit GL 3100 to record this as cash revenue instead.

- **What COBJ to Use?**
    - COBJ 0407 was used to record the original invoice. We will also want to use this same COBJ to record the collection of this A/R.

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- **What T-Code to Use?**
  - We can search the T-Code spreadsheet for a T-Code that will do what we want or we can take a shortcut and see if there is any additional information on the 28B screen for the T-Code we used to originally record this receivable.

```
TRANS CODE: 199    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: ESTABLISH A/R OTHER-BILLED & ACCRUE REV. USE
             TC107 TO ADJ. IF A/R WAS ESTAB IN PRIOR YEAR, MAY
             ALSO NEED TC113. USE TC176 OR TC730/731 TO RECORD
             COLLECTION. INVC NOT REQUIRED. TC103 FOR INVOICE.
             BAL. 0501-A/R-OTHER-BILLED;3101-REVENUE CTL-ACCRUE
```

  - T-Code 199 indicates that TC 176 or TC 730/731 can be used to record collection. Let's take a closer look at these T-Codes on the next slide.

Example 3: Review the 28A Screen

- Let's look up these T-Codes on the 28A screen.

- T-Code 176 has all the GL impacts we are looking for on this entry.

- T-Code 730 & T-Code 731 are balanced transfer T-Codes. These would be appropriate if another state agency that uses R*STARS was paying this invoice.

- We do not go over balanced transfer (BT) T-Codes in detail in this basic T-Code training.

```
TRAN CODE: 176 TITLE: COLLECTION A/R - OTHER BILLED
GENERAL LEDGER    DR-1: 0065 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 _ INVC I VNUM R VNAM R VADD R
INDS:      DMETH N APN# R FUND R  GLA N  AGL _ GRNT _ SUBG _ PROJ _ MULT _ G38# N

TRAN CODE: 730 TITLE: QUASI-EXTERNAL EXPEND (A/R)
GENERAL LEDGER    DR-1: 3500 CR-1: 0070 DR-2: ____ CR-2: ____
         POSTING  DR-3: ____ CR-3: ____ DR-4: ____ CR-4: ____
TRANS      DOCD _ DUDT _ SVDT _ CDOC I RDOC _  MOD N AGCY R IDX _  PCA _ COBJ R
EDIT       AOBJ _ RVRS _  PDT N  CI N 1099 _ WARR N INVC _ VNUM I VNAM R VADD R
INDS:      DMETH N APN# R FUND R  GLA N  AGL N GRNT _ SUBG _ PROJ _ MULT _ G38# N
POST SEQ: 3 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 I _ _ _ _ _ _ _
PAY LIQ TC: ___ PAY RED TC: ___ CUM POST IND: Y BAL TC: 731  A/S DOC AMT: -

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 I _ _ _ _ _ _ _
PAY LIQ TC: ___ PAY RED TC: ___ CUM POST IND: Y BAL TC: 730  A/S DOC AMT: +
```

- Let's look up these T-Codes on the 28B screen.

- Descriptions help confirm T-Code 176 is the correct one to use.

- T-Codes 730 & 731 must be used together and are intended for when another state agency is paying an invoice.

TRANS CODE: 176   (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: RECORD DEPOSIT OF A/R OTH-BILLED ESTAB W/TC103,199
OR 193. A/R REDUCED & ACCRUED REV RECLASS TO CASH
REVENUE. TC332 GEN WHEN DEP IS RECON W/TREAS.
0065-UNRECON DEPOSIT;0501-A/R-OTHER-BILLED
3101-REVENUE CTL-ACCRUED;3100-REVENUE CTL-CASH

TRANS CODE: 730   (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: QUASI-EXTERNAL EXPENDITURE FOR PURCHASE OF GOODS
OR SERVICES THAT WERE INVOICED (AR). THIS TC MUST
BE USED WITH TC 731 AS A BALANCED ENTRY. IF NO
ACCOUNT RECEIVABLE-USE TC 722.
3500-EXPENDITURE CTL-CASH;0070-CASH ON DEP W/TREAS

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

Example 3: Required Fields & User Class

- We determined we want to record this transaction with TC 176 and COBJ 0407.

- Use the 28A & 28B screens to identify what information is required. We must enter the original AR document as the reference document.

- We also need to find a User Class that allows T-Code 176.

- Compare against the User Classes you have to find a User Class you can use to make this entry.

Search for UC by TC		Enter a TC in the yellow box and use filters below to limit results to 'TRUE' to look for UCs that allow that TC.	
176	USER CLASS (D66 Screen)	USER CLASS TITLE (D66 Screen)	STATUS CODE
TC Allowed?			
TRUE	01	MASTER USER CLASS	A
TRUE	11	ACCOUNTS RECEIVABLE CLERKS	A
TRUE	16	CASH RECEIPTS CLERK	A
TRUE	19	FULL REVENUE CYCLE	A
TRUE	27	PROGRAM MANAGERS - EXTENDED AUTHORITY	A
TRUE	29	TRANSACTION INPUT-NO VOUCH/TRANSFER/APPROP ENTRY	A
TRUE	50	SYSTEM GENERATED TRANSACTIONS	A
TRUE	51	INTERFACE TRANSACTIONS	A
TRUE	55	ONLINE SALES RECEIPTING	A
TRUE	56	AG 100-DHS-INTERFACE CORRECTION UC53/54/57/60	A
TRUE	84	EXPANDED WRITE ONLY	A
TRUE	98	PROGRAM MANAGER - RECEIPT/PAYMENT RELEASE	A

Example 3: End Results of Entry

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	Activity	T-Code	GL 0065 Unreconciled Deposit DR/(CR)	GL 0070 Cash on Deposit with Treasurer DR/(CR)	GL 0501 A/R– Other Billed DR/(CR)	GL 3100 Revenue Control – Cash DR/(CR)	GL 3101 Revenue Control – Accrued DR/(CR)
1)	Establish Accounts Receivable COBJ 0407	199			$250.00		($250.00)
2)	Adjust Accounts Receivable COBJ 0407	107R			($25.00)		$25.00
3)	Collect Accounts Receivable COBJ 0407	176	$225.00		($225.00)	($225.00)	$225.00
4)	System-generated when deposit reconciles on 13 screen*	332	($225.00)	$225.00			
	BALANCE		**$0.00**	**$225.00**	**$0.00**	**($225.00)**	**$0.00**

*<u>Note</u>: Whenever a deposit on the 13 screen reconciles with treasury, the system generates TC 332. The agency cannot spend money that sits in GL 0065, only what sits in GL 0070.

Example 3: 64 Screen Results

```
S064   UC: 01                    STATE OF OREGON              09/24/24 08:00 AM
LINK TO:                    DOCUMENT RECORD INQUIRY                       PROD


        AGY: 101   DOC NO/SFX/CLASS: AR100101 001 001


CREATE DATE: 092424    CLOSE DATE:
    INQ TYPE: MC       (MA, YA, MY, YY, MC, YC)

    INQ YEAR: 25              INQ MONTH: 03    DOC BALANCE:              .00


BT      TITLE              AMOUNT  BT        TITLE              AMOUNT
01 ORIG AMOUNT             250.00
02 ADJUSTMENT               25.00-
03 LIQUIDATIONS            225.00
04 PYMT/COLLECTIONS        225.00



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

Example 4: Adjust Collection Entry

- The program contacts you about invoice AR100101. The payment that we previously recorded to clear this invoice was applied against the wrong invoice number. The client payment received was actually a payment for invoice AR100104. AR100101 is still outstanding. We need to correct our prior entry to apply the payment to the correct invoice.

- **Step 1**: Identify the type of transaction you want to record.

- What General Ledger (GL) accounts do we want to use for this transaction?

  https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf

- What Comptroller Object (COBJ) do we want to use for this transaction?

  https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf

- This is an adjustment to the collection entry we made with T-Code 176. The GLs and COBJs used on the entry were correct, but we applied the payment to the wrong invoice and should have made the entry with a different reference document number.

- We need to back out the impacts of TC 176 and then re-post the entry using the correct invoice in the reference document field.

- Could we just enter a T-Code 176R to back out the incorrect entry and then re-post it to the correct invoice with T-Code 176?
  - Maybe – It depends whether this deposit has already reconciled on the 13 screen.

Important Reminder - Whenever you are correcting a deposit entry, check to see if the deposit has reconciled on the R*STARS 13 screen or not. This will determine whether your correcting entry should use GL 0065 or GL 0070.

  - If deposit is still unreconciled, you could correct this with a T-Code 176R and T-Code 176.
  - For this example, assume the deposit reconciled and the cash is currently sitting in GL 0070.

Example 4: Finding a T-code

- **Step 2**: Use research tools to narrow down possible Transaction Code options.

- Let's look at the 28B screen for the original invoice entry and the collection entry to see if we can find more information in the description to help us find the T-Code we need to correct this.

```
TRANS CODE: 199    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: ESTABLISH A/R OTHER-BILLED & ACCRUE REV. USE
             TC107 TO ADJ. IF A/R WAS ESTAB IN PRIOR YEAR, MAY
             ALSO NEED TC113. USE TC176 OR TC730/731 TO RECORD
             COLLECTION. INVC NOT REQUIRED. TC103 FOR INVOICE.
             BAL. 0501-A/R-OTHER-BILLED;3101-REVENUE CTL-ACCRUE
```

```
TRANS CODE: 176    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: RECORD DEPOSIT OF A/R OTH-BILLED ESTAB W/TC103,199
             OR 193. A/R REDUCED & ACCRUED REV RECLASS TO CASH
             REVENUE. TC332 GEN WHEN DEP IS RECON W/TREAS.
             0065-UNRECON DEPOSIT;0501-A/R-OTHER-BILLED
             3101-REVENUE CTL-ACCRUED;3100-REVENUE CTL-CASH
```

- No additional information here, so our next step is to look at the T-Code spreadsheet for options.

Example 4: T-Codes to Review

- Limit to T-Codes that allow GL 0070 & COBJ 0407 and are in an Active status. We also want to impact balances on the 64 screen, so let's add a filter to only look at T-Codes requiring a Reference document.

Search for GL	Search for CObj		Enter a GL or CObj in the yellow box and use filters below to limit results to 'TRUE' to look for TCs that allow that GL or CObj		28A GENERAL LEDGER POSTING ACCOUNTS								
0070	0407	TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2	GL DR-3	GL CR-3	GL DR-4	GL CR-4	REF DOC IND
GL Allowed?	Cobj Allowed?												
TRUE	TRUE	443	MOVE UNEARNED REVENUE OUT AND CASH OUT	A	1604	0070	3100	3200					R
TRUE	TRUE	444	MOVE UNEARNED REVENUE IN AND CASH IN	A	0070	1604	3200	3100					I
TRUE	TRUE	450	MOVE REVENUE OUT AND CASH OUT, ADJ A/R	A	0543	0070	3100	3101					I
TRUE	TRUE	451	MOVE REVENUE IN AND CASH IN, ADJ A/R	A	0070	0543	3101	3100					I
TRUE	TRUE	464	MOVE REVENUE OUT AND CASH OUT, ADJ A/R	A	0501	0070	3100	3101					I
TRUE	TRUE	465	MOVE REVENUE IN AND CASH IN, ADJ A/R	A	0070	0501	3101	3100					I
TRUE	TRUE	717	QUASI-EXTERNAL REVENUE - A/R	A	0070	0501	3101	3100					I
TRUE	TRUE	719	QUASI-EXTERNAL REVENUE (A/R)	A	0070	0501	3101	3100					I
TRUE	TRUE	731	QUASI-EXTERNAL REVENUE (A/R)	A	0070	0501	3101	3100					I
TRUE	TRUE	784	QUASI-EXTERNAL REVENUE (A/R)	A	0070	0501	3101	3100					I
TRUE	TRUE	828	DHS COLL A/R UNBILLED DOC SUP AR/REV	A	0070	0501	3101	3100					I

Example 4: Narrow down T-Codes

- There are a few T-Codes to move revenue & cash in the 400 series. T-Codes 464 & 465 look promising.

- T-Codes in the 700 series below are for Quasi-External Revenue. These don't seem like what we want.

- T-Code 828 is specific to DHS so we would not want to use this one.

0070	0407	TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2	GL DR-3	GL CR-3	GL DR-4	GL CR-4	REF DOC IND
GL Allowed?	Cobj Allowed?				CL_G		CL_G		CL_		CL		
TRUE	TRUE	443	MOVE UNEARNED REVENUE OUT AND CASH OUT	A	1604	0070	3100	3200					R
TRUE	TRUE	444	MOVE UNEARNED REVENUE IN AND CASH IN	A	0070	1604	3200	3100					I
TRUE	TRUE	450	MOVE REVENUE OUT AND CASH OUT, ADJ A/R	A	0543	0070	3100	3101					I
TRUE	TRUE	451	MOVE REVENUE IN AND CASH IN, ADJ A/R	A	0070	0543	3101	3100					I
TRUE	TRUE	464	MOVE REVENUE OUT AND CASH OUT, ADJ A/R	A	0501	0070	3100	3101					I
TRUE	TRUE	465	MOVE REVENUE IN AND CASH IN, ADJ A/R	A	0070	0501	3101	3100					I
TRUE	TRUE	717	QUASI-EXTERNAL REVENUE - A/R	A	0070	0501	3101	3100					I
TRUE	TRUE	719	QUASI-EXTERNAL REVENUE (A/R)	A	0070	0501	3101	3100					I
TRUE	TRUE	731	QUASI-EXTERNAL REVENUE (A/R)	A	0070	0501	3101	3100					I
TRUE	TRUE	784	QUASI-EXTERNAL REVENUE (A/R)	A	0070	0501	3101	3100					I
TRUE	TRUE	828	DHS COLL A/R UNBILLED DOC SUP AR/REV	A	0070	0501	3101	3100					I

Example 4: Review the 28A Screen

- Let's look up T-Codes 464 and 465 on the 28A screen.

- These are balanced transfer (BT) T-Codes. We will cover these in more detail in the advanced T-Code training.

- BT T-Codes must be entered together in a batch and the document amount for the entry will always net to zero.

- These T-Codes post to the Document Financial (DF) table so entries will impact the 64 screen.

```
TRAN CODE: 464 TITLE: MOVE REVENUE OUT AND CASH OUT, ADJ A/R
GENERAL LEDGER    DR-1: 0501 CR-1: 0070 DR-2: 3100 CR-2: 3101
        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 _ VNAM _ VADD _
 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 I _ _ _ _ _ _ _
PAY LIQ TC: ___ PAY RED TC: ___ CUM POST IND: Y BAL TC: 465   A/S DOC AMT: -
         A/S  BT  MATCH GLA DOC     A/S  BT  MATCH GLA DOC
    DF:  -   03    M    1   2        -   04    M    1   2
```
```
TRAN CODE: 465 TITLE: MOVE REVENUE IN AND CASH IN, ADJ 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 _ VNAM _ VADD _
 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: _ WAR CANCL TC: ___ PYTC: ___ FUTMY: N
GEN- TC:   ___ DT: __ ACCR TC: ___ TR TC: ___ INTERFACE IND: 1 I _ _ _ _ _ _ _
PAY LIQ TC: ___ PAY RED TC: ___ CUM POST IND: Y BAL TC: 464   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
```

SFMS Transaction Code Training

Example 4: Review the 28B Screen

- Let's look up these T-Codes on the 28B screen.

- The descriptions mention that these can be used to reclass A/Rs between suffix numbers. We want to reclass between A/R documents. The description is similar to what we want to do.

- The descriptions may not always be a perfect match, but we can still use the T-Codes if we confirmed the GLs, COBJ and indicators on the 28A screen match what we want.

```
TRANS CODE: 464    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: ADJ A/R SUFFIX. TO RECLASS A/R'S BETWEEN VARIOUS
             SUFFIX NUMBERS. TC 464/465 MUST BE BALANCED ENTRY.
             USE WITHIN AGENCY & BETWEEN FUNDS OR WITHIN FUNDS.
             0501-A/R-OTHER-BILLED;0070-CASH ON DEP W/TREASURER
             3100-REVENUE CTL-CASH;3101-REVENUE CTL-ACCRUED
```

```
TRANS CODE: 465    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: ADJ A/R SUFFIX. TO RECLASS A/R'S BETWEEN SUFFIX
             NUMBERS. TC 464/465 MUST BE BALANCED ENTRY. USE
             WITHIN AN AGENCY & BETWEEN FUNDS OR WITHIN FUNDS.
             0070-CASH ON DEP W/TREASURER;0501-A/R-OTHER BILLED
             3101-REVENUE CTL-ACCRUED;3100-REVENUE CTL-CASH
```

Example 4: Other T-Code Tools

- Instead of using the T-Code spreadsheet, you could also look at the Receivable T-Code Decision Process available on the SFMS website to help you find T-Codes to correct this collection entry.

RECEIVABLE MATRIX TABLE

Billed Receivables
- These are Document Supported Transactions.
- Post to Document Financial Table (DF Table) / 64 screen, allows tracking of adjustments, payments, and current balances.

| Description | Tracked A/R GL account | Establish Receivable | | | Collection Entry | | |
		Invoice T-codes	No- Invoice T-codes	Adjusting T-codes	Deposit T-codes	Deposit Adjusting	Transfer T-codes
1 To credit **Accrued Revenue**							
-Federal	dr - GL 0543	101	197	110	178	450/451	-
-Local	dr- GL 0547	102	198	111	179		-
-Others	dr - GL 0501	103	199	107	176	464/465	730/731, 718/719, 716/717 783/784
- Interest Receivable	dr - GL 0574		121	122	147		-

Source: https://www.oregon.gov/das/Financial/AcctgSys/Documents/AR-T-code-Dec-Proc.pdf (see page 2).

Example 4: Making the Entry

- **Step 4**: Make sure you have all required coding and the correct User Class to make the entry.

- Use the 28A and 28B screens to identify what information is required for your entry.

- T-Code 464 will back out the impacts of the T-Code 176 entry that reconciled on the 13 screen. Make sure to enter the same fields as the original TC 176 entry.

- T-Code 465 will then repost this transaction. Make sure to use the correct Reference Document when making this entry to apply this payment against the correct invoice.

- Enter T-Code 464 & 465 in the same batch using the same BT document number. The BT document amount will be zero.

- Once we have all the necessary coding to make the entry, we need to make sure we have the correct User Class.

SFMS Transaction Code Training

Example 4: User Class for Entry

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- Let's go to the Transaction Code spreadsheet and find out which User Classes will allow T-Codes 464 & 465.

- Only T-Code 464 search results are shown here, but we get the same User Class results when we search for T-Code 465.

Search for UC by TC		Enter a TC in the yellow box and use filters below to limit results to 'TRUE' to look for UCs that allow that TC.		
464	**USER CLASS (D66 Screen)**	**USER CLASS TITLE (D66 Screen)**		**STATUS CODE**
TC Allowed?				
TRUE	19	FULL REVENUE CYCLE		A
TRUE	27	PROGRAM MANAGERS - EXTENDED AUTHORITY		A
TRUE	29	TRANSACTION INPUT-NO VOUCH/TRANSFER/APPROP ENTRY		A
TRUE	50	SYSTEM GENERATED TRANSACTIONS		A
TRUE	51	INTERFACE TRANSACTIONS		A
TRUE	84	EXPANDED WRITE ONLY		A
TRUE	98	PROGRAM MANAGER - RECEIPT/PAYMENT RELEASE		A

Example 4: End Results of Entry

	Activity	T-Code	GL 0065 Unreconciled Deposit DR/(CR)	GL 0070 Cash on Deposit with Treasurer DR/(CR)	GL 0501 A/R– Other Billed DR/(CR)	GL 3100 Revenue Control – Cash DR/(CR)	GL 3101 Revenue Control – Accrued DR/(CR)
1)	Establish A/R AR100101	199			$250.00		($250.00)
2)	Adjust Accounts Receivable	107R			($25.00)		$25.00
3)	Collect Accounts Receivable	176	$225.00		($225.00)	($225.00)	$225.00
4)	System-generated Deposit Recon	332	($225.00)	$225.00			
5)	Correct A/R payment	464		($225.00)	$225.00	$225.00	($225.00)
	AR100101 - BALANCE		**$0.00**	**$0.00**	**$225.00**	**$0.00**	**($225.00)**
A)	Establish A/R AR100104	199			$225.00		($225.00)
B)	Correct A/R payment	465		$225.00	($225.00)	($225.00)	$225.00
	AR100104 - BALANCE		**$0.00**	**$225.00**	**$0.00**	**($225.00)**	**$0.00**

Example 4: 64 Screen Results

Accounts Payable

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Accounts Payable Transactions

- Your agency received a bill and you want to issue payment through R*STARS.
- Step 1: Identify the type of payable transaction you want to record.

Type of Payable?

- The OAM lists several GLs associated with payables.
- Vouchers payable (GL 1211) is used in R*STARS to identify that a payment needs to be generated.
- Payments may be issued on a physical warrant that is mailed to the vendor or through ACH if the vendor has been set up for direct deposit in SFMA.

1211	Vouchers Payable	Liabilities for goods and services evidenced by approved vouchers.
1215	Accounts Payable	Short-term liabilities for goods and services received.
1216	Payroll Payable	Short-term liabilities for salaries and other payroll expenses.
1217	Mass Transit Payable	Short-term liability for mass transit taxes payable. This account is only used by the Department of Administrative Services.

Source: https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf

Voucher Payables – Key Points

- **Checks vs. Warrants**
  - Warrants are a promise to pay written from a receipted account at Treasury issued through R*STARS. In a fiscal emergency, the State is not legally required to immediately redeem.
  - Checks are demand drafts written from a suspense account at Treasury. Agencies may issue checks from a suspense account only if they have been granted check-writing authority.

- **Warrant Writing Indicator**
  - The 28A screen has a warrant writing indicator (WW IND) field to show you whether a T-Code will generate a warrant. A warrant writing indicator = 1 will generate a warrant.

- **Due Date**
  - Voucher Payable transactions that will generate a warrant will require you to enter a due date to indicate when the payment should generate. A transaction with a future due date will remain on the agency's 530 screen until the due date is reached and the warrant is generated.

Vendors & Payment Distribution Types

- **Vendor Profiles**
  - Voucher Payables require a vendor number and mail code on the transaction.
  - The R*STARS 51 screen shows you mail codes that have been set up for each vendor. The payment distribution type (PDT) on the profile indicates the default for vendor payments.

- **Payment Distribution Types (PDT)**
  - The PDT can be entered on the batch header, entered directly on individual transactions or left blank to use the default from the R*STARS 51 screen.

Transaction PDT	→ overrides →	Header PDT	→ overrides →	51 Screen PDT

- **Frequently used PDTs**
  - MA – mails warrant. Combines transactions with same Agy & Vendor mail code into 1 warrant.
  - RA – warrant returned to agency. Combines transactions into 1 warrant similar to above.
  - DA – ACH payment to vendor. Combines transactions into 1 warrant similar to above.
  - All PDT options – https://www.oregon.gov/das/Financial/AcctgSys/Documents/Chapter_5_Desc_Profiles.html#_Toc161476677

Accounts Payable Examples

- Example #1 – Record Voucher Payable for Expenditure (slides 120 – 131)

- Example #2 – Record Voucher Payable to Clear Deposit Liability Balance (slides 132 – 138)

- Example #3 – Correct Coding Used on a Voucher Payable (slides 139 – 148)

Example 1: Voucher Payable-Expenditure

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- Your agency ordered and received new business cards for your employees. You have received a bill from the vendor. You have already confirmed that this vendor is correctly set up in R*STARS and you want to record this expenditure in R*STARS and have the system generate a warrant that will be mailed directly to the vendor.

- **Step 1**: Identify the type of transaction you want to record.

- What General Ledger (GL) accounts do we want to use for this transaction?

  https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf

- What Comptroller Object (COBJ) do we want to use for this transaction?

  https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf

Example 1: GL Accounts to Use

- We want R*STARS to generate a payment to the vendor, so we want to record activity against GL 1211 Vouchers Payable. Once the payment is generated, the system will generate a payment liquidation entry to clear the voucher payable and reduce agency cash in GL 0070. We want to credit GL 1211 to increase Vouchers Payable.

- This activity is considered an expenditure to the agency. We will want to debit GL 3501 to increase accrued expenditures. Once the payment is generated, the system generated payment liquidation entry will update this to a cash expenditure instead.

3500	Expenditure Control – Cash	General ledger control account for cash expenditures.
3501	Expenditure Control – Accrued	General ledger control account for accrued expenditures.

Source: https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf

Example 1: COBJ to Use

- The example noted that the amounts collected are for business cards. The OAM definitions include categories for general office supplies and services. Pick the Comptroller Object that best describes the activity. For this example, we will use 4200 – Office Supplies.

4200	Office Supplies		Supplies, postage, forms, stationery, office reproduction supplies, and other miscellaneous office supplies. Does not include subscriptions, publications, and books.
4201	Office Services		Services related to office activities, such as Copy Center, outgoing shipments, and postal pre-sort services, shredding confidential material, recording liens and garnishments, repair of non-technical office equipment such as desks and chairs, and collection costs.

Example 1: Finding a T-code

- We have determined that we want to record a transaction that debits GL 3501 and credits GL 1211. We also want to use COBJ 4200 to record this expenditure.

- **Step 2**: Use research tools to narrow down possible Transaction Code options.

- What Transaction Codes could we use for this transaction? https://www.oregon.gov/das/Financial/AcctgSys/Documents/Transaction-Codes.xlsx

- Let's use the filter columns in the Transaction Code spreadsheet to narrow down our options.

Example 1: T-Codes to Review

- There are 12 different T-Codes that would allow both GL 1211 and COBJ 4200 for further review.

Search for GL	Search for CObj	TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2	GL DR-3	GL CR-3	GL DR-4	GL CR-4
1211	4200		Enter a GL or CObj in the yellow box and use filters below to limit results to 'TRUE' to look for TCs that allow that GL or CObj				28A GENERAL LEDGER POSTING ACCOUNTS					
GL Allowed?	Cobj Allowed?											
TRUE	TRUE	221	VOUCHERS PAYABLE-NOT ENC-RTI-TYPE R ONLY	A	3501	1211						
TRUE	TRUE	222	VOUCHER PAYABLE-NOT ENCUMBERED	A	3501	1211						
TRUE	TRUE	225	VOUCHER PAYABLE - ENCUMBERED	A	3501	1211					3011	2735
TRUE	TRUE	226	VOUCHER PAYABLE - PRE-ENCUMBERED	A	3501	1211					3012	2736
TRUE	TRUE	251	REIMB GRANT EXPEND COMMITMENT PAYMENTS	A	3501	1211	2919	2709				
TRUE	TRUE	289	VOUCHER PAYABLE-LOAN REC/PAY	A		3600	3501	1211				
TRUE	TRUE	380	PAYMENT LIQUIDATION EXPENDITURE	A	1211	0070	3500	3501	1111	1011		
TRUE	TRUE	682	CLEAN UP OF TC222 AND TC959-DAS USE ONLY	A	1211	3501						
TRUE	TRUE	804	AFS MANUAL CHECK	A	3501	1211						
TRUE	TRUE	837	CHECK LIQUIDATION EXPENDITURE	I	1211	0070	3500	3501	1111	1013		
TRUE	TRUE	959	ADPICS DIRECT VOUCHER - NOT ENCUMBERED	A	3501	1211						
TRUE	TRUE	960	ADPICS DIRECT VOUCHER ENCUMBERED	A	3501	1211					3011	2735

Example 1: Narrow down T-Codes

- Looking at our list, T-Code 837 has an inactive status code. Many T-Codes on this list also impact additional GLs that we do not want.

- T-Codes 221, 222, 682, 804 & 959 impact the GLs we want, so let's take a closer look at them.

1211	4200	TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2	GL DR-3	GL CR-3	GL DR-4	GL CR-4
GL Allowed?	Cobj Allowed?											
TRUE	TRUE	221	VOUCHERS PAYABLE-NOT ENC-RTI-TYPE R ONLY	A	3501	1211						
TRUE	TRUE	222	VOUCHER PAYABLE-NOT ENCUMBERED	A	3501	1211						
TRUE	TRUE	225	VOUCHER PAYABLE - ENCUMBERED	A	3501	1211					3011	2735
TRUE	TRUE	226	VOUCHER PAYABLE - PRE-ENCUMBERED	A	3501	1211					3012	2736
TRUE	TRUE	251	REIMB GRANT EXPEND COMMITMENT PAYMENTS	A	3501	1211	2919	2709				
TRUE	TRUE	289	VOUCHER PAYABLE-LOAN REC/PAY	A		3600	3501	1211				
TRUE	TRUE	380	PAYMENT LIQUIDATION EXPENDITURE	A	1211	0070	3500	3501	1111	1011		
TRUE	TRUE	682	CLEAN UP OF TC222 AND TC959-DAS USE ONLY	A	1211	3501						
TRUE	TRUE	804	AFS MANUAL CHECK	A	3501	1211						
TRUE	TRUE	837	CHECK LIQUIDATION EXPENDITURE	I	1211	0070	3500	3501	1111	1013		
TRUE	TRUE	959	ADPICS DIRECT VOUCHER - NOT ENCUMBERED	A	3501	1211						
TRUE	TRUE	960	ADPICS DIRECT VOUCHER ENCUMBERED	A	3501	1211					3011	2735

Example 1: Pick the best T-code

- **Step 3**: Pick the Transaction Code that is the best fit for your transaction.

- The title for T-Code 221 seems like it is only used for specific types of transactions. The title for T-Code 222 seems to match what we want to do.

- T-Code 682 is labeled as DAS USE ONLY in the title, so that would not be one we could use.

- T-Code 804 has the debit and credit reversed from what we want to do. We could check if the T-Code allows reversal, but this T-Code is in the 800 series and is specific to the AFS subsystem used by DHS.

- T-Code 959 is specific to the ADPICS system. Not what we want.

1211	4200	TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2	GL DR-3	GL CR-3	GL DR-4	GL CR-4
GL Allowed?	Cobj Allowed?				CL_G	CL_G		CL		CL	CL	
TRUE	TRUE	221	VOUCHERS PAYABLE-NOT ENC-RTI-TYPE R ONLY	A	3501	1211						
TRUE	TRUE	222	VOUCHER PAYABLE-NOT ENCUMBERED	A	3501	1211						
TRUE	TRUE	682	CLEAN UP OF TC222 AND TC959-DAS USE ONLY	A	1211	3501						
TRUE	TRUE	804	AFS MANUAL CHECK	A	3501	1211						
TRUE	TRUE	959	ADPICS DIRECT VOUCHER - NOT ENCUMBERED	A	3501	1211						

Example 1: Review the 28A Screen

- We can look up T-codes 221 & 222 on the 28A screen.

- There are some differences with a few of the indicators, but these T-Codes look similar on the 28A screen.

- We can also see that some other T-Codes that may be generated when using these T-Codes.
  - Warrant Stop/Cancel = 385
  - Payment Liquidation = 380
  - Payment Redemption = 390


```
TRAN CODE: 221 TITLE: VOUCHERS PAYABLE-NOT ENC-RTI-TYPE R ONLY
GENERAL LEDGER    DR-1: 3501 CR-1: 1211 DR-2: ____ CR-2: ____
         POSTING  DR-3: ____ CR-3: ____ DR-4: ____ CR-4: ____
TRANS       DOCD _ DUDT _ SVDT _ CDOC I RDOC _    MOD N AGCY R IDX _ PCA _ COBJ R
 EDIT       AOBJ _ RVRS N PDT R    CI N 1099 R WARR N INVC _ VNUM I VNAM R VADD R
 INDS:    DMETH R APN# R FUND R   GLA N  AGL N GRNT   SUBG _ PROJ _ MULT _ G38# N
POST SEQ: 3 REG NO: 2 WW IND: 1 D/I: D WAR CANCL TC: 385 PYTC: ___ FUTMY: Y
GEN- TC:       DT:      ACCR TC: ____ TR TC: ___ INTERFACE IND: _ _ _ _ _ _ _ _ _ _
PAY LIQ TC: 380 PAY RED TC: 390 CUM POST IND: Y BAL TC: ___    A/S DOC AMT: +
```

```
S28A   UC: 10              STATE OF OREGON           08/27/24 10:07 AM
LINK TO:  ____        TRANSACTION CODE DECISION PROFILE             PROD

TRAN CODE: 222 TITLE: VOUCHER PAYABLE-NOT ENCUMBERED
GENERAL LEDGER    DR-1: 3501 CR-1: 1211 DR-2: ____ CR-2: ____
         POSTING  DR-3: ____ CR-3: ____ DR-4: ____ CR-4: ____
TRANS       DOCD _ DUDT I SVDT _ CDOC I RDOC _    MOD N AGCY R IDX _ PCA _ COBJ R
 EDIT       AOBJ _ RVRS _ PDT R    CI N 1099 R WARR _ INVC _ VNUM I VNAM R VADD R
 INDS:    DMETH R APN# R FUND R   GLA N  AGL N GRNT   SUBG _ PROJ _ MULT _ G38# N
POST SEQ: 3 REG NO: 2 WW IND: 1 D/I: D WAR CANCL TC: 385 PYTC: ___ FUTMY: Y
GEN- TC:       DT:      ACCR TC: ____ TR TC: ___ INTERFACE IND: _ _ _ _ _ _ _ _ _ _
PAY LIQ TC: 380 PAY RED TC: 390 CUM POST IND: Y BAL TC: ___    A/S DOC AMT: +
```

Example 1: Review the 28B Screen

- Let's look these T-Codes up on the 28B screen.

- The description for T-Code 221 has more detail on when it should be used.

- T-Code 222 looks to be the one we want to use for this transaction.

```
TRANS CODE:  221    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION:  SET UP VOUCHER PAYABLE THAT WILL GENERATE WARRANT
              W/TC 380 FOR AN EXPENDITURE THAT WAS NOT ENCUMB.
              THIS TC IS USED ONLY FOR RECURRING TRANSACTIONS
              (RTI-TYPE R) PROCESSED IN NIGHT BATCH CYCLE.
              3501-EXPEND CONTROL-ACCRUED;1211-VOUCHER PAYABLE
```

```
TRANS CODE:  222    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION:  TO SET UP VOUCHER PAYABLE FOR AN EXPENDITURE THAT
              WAS NOT ENCUMBERED. USE TC 222R TO REDUCE PAYMENT
              TO VENDOR
              USE TC 217 FOR GASB 38
              3501-EXPEND CONTROL-ACCRUED;1211-VOUCHER PAYABLE
```

Example 1: Making the Entry

- **Step 4**: Make sure you have all required coding and the correct User Class to make the entry.

- Use the 28A and 28B screens to identify what information is required for your entry.

- Because this is a voucher payable, we will need to enter a vendor number and mail code to indicate what vendor is being paid and what remit address should be used. The vendor number and mail code input on the transaction will look up the associated vendor name and address that is on the 51 profile.

- Enter a due date on the transaction. You can use today's date if you want the payment to generate immediately or enter a future due date. If you enter a future due date, the transaction will remain on your agency's 530 screen until the due date is reached and the payment generates.

- Once we have all the necessary coding to make the entry, we need to make sure we have the correct User Class.

Example 1: User Class for Entry

- Let's go back to the Transaction Code spreadsheet and use the filter column in the User Classes tab to find out which User Classes allow T-Code 222.

- Compare our results against the User Classes you have to determine if you have the correct access to be able to make the entry.

Search for UC by TC		Enter a TC in the yellow box and use filters below to limit results to 'TRUE' to look for UCs that allow that TC.		
222	USER CLASS (D66 Screen)	USER CLASS TITLE (D66 Screen)		STATUS CODE
TC Allowed?				
TRUE	17	FULL EXPENDITURE CYCLE		A
TRUE	20	VOUCHER PAYABLE CLERKS		A
TRUE	28	PROGRAM MANAGERS - PAYMENT RELEASE		A
TRUE	50	SYSTEM GENERATED TRANSACTIONS		A
TRUE	51	INTERFACE TRANSACTIONS		A
TRUE	74	INTERFACE EXPENDITURE		A
TRUE	84	EXPANDED WRITE ONLY		A
TRUE	98	PROGRAM MANAGER - RECEIPT/PAYMENT RELEASE		A

Example 1: End Results of Entry

See table below for the final General Ledger balances from this voucher payable activity:

	Activity	T-Code	GL 0070 Cash on Deposit with Treasurer DR/(CR)	GL 1011 Payments Outstanding DR/(CR)	GL 1111 Payments Offset DR/(CR)	GL 1211 Vouchers Payable DR/(CR)	GL 3500 Expenditure Control – Cash DR/(CR)	GL 3501 Expenditure Control – Accrued DR/(CR)
1)	Voucher Payable Expenditure COBJ 4200	222				($50.00)		$50.00
2)	Payment Liquidation COBJ 4200 (generated on due date)	380	($50.00)	($50.00)	$50.00	$50.00	$50.00	($50.00)
3)	Payment Redemption No COBJ (generated when redeemed)	390		$50.00	($50.00)			
	BALANCE		**($50.00)**	**$0.00**	**$0.00**	**$0.00**	**$50.00**	**$0.00**

Example 2: Voucher Payable to Clear Deposit Liability Balance

- Your agency previously received a refundable deposit from a client. You recorded the deposit as a Deposit Liability with T-Code 162 and the deposit reconciled on the 13 screen. You are now ready to return this deposit to the client. How will you process this payment in R*STARS to generate a warrant and clear the associated deposit liability balance?

- **Step 1**: Identify the type of transaction you want to record.

- **Step 2**: Use research tools to narrow down possible Transaction Code options.

- **Step 3**: Pick the Transaction Code that is the best fit for your transaction.

- **Step 4**: Make sure you have all required coding and the correct User Class to make the entry.

  - GL Accounts: https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf
  - Compt Objects: https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf
  - T-Codes & User Classes: https://www.oregon.gov/das/Financial/AcctgSys/Documents/Transaction-Codes.xlsx

Example 2: GLs & COBJs to Use

- **What GLs to Use?**
  - We want to clear the deposit liability balance that was established with T-Code 162. We want to debit GL 1551 to clear the balance.

  - We want R*STARS to issue a warrant to the client to return these funds. We want to credit GL 1211 Vouchers Payable with this entry.

  - When the payment is generated based on the due date we enter on the transaction, the system will generate a payment liquidation entry to clear the balance in GL 1211 and reduce agency cash.

- **What COBJ to Use?**
  - There was no COBJ on the original T-Code 162 entry to record the Deposit Liability. We do not need to use a COBJ for this entry to clear the Deposit Liability and return the funds.

Example 2: Finding a T-code

- **What T-Code to Use?**
  - We can search the T-Code spreadsheet for a T-Code that will do what we want or we can take a shortcut and see if there is any additional information on the 28B screen for the T-Code we used to originally record this deposit liability.

```
TRANS CODE: 162   (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO RECORD THE RECEIPT OF A DEPOSIT LIABILITY THAT
             IS NOT DOCUMENT SUPPORTED.  TO RETURN DEPOSIT LIAB
             TO DEPOSITOR, USE TC 287.  WHEN THE CASH DEPOSIT
             IS RECONCILED WITH TREASURY, TC 332 IS GENERATED.
             0065-UNRECON DEPOSIT;1551-DEP LIAB-W/O DF SUPPORT
```

  - T-Code 162 indicates that TC 287 can be used to return the funds to the depositor. Let's take a closer look at this T-Code on the next slide.

Example 2: Review the 28A Screen

- Let's look up T-Code 287 on the 28A screen.

- This T-Code debits GL 1551 and credits GL 1211 like we want.

- We will need to enter a due date and a vendor number with this transaction. No COBJ is required.

- The Payment Liquidation will be recorded using T-Code 369. We can look up this T-Code on the 28A screen to see the impacts of this system-generated entry.

```
S28A   UC: 02                  STATE OF OREGON              08/27/24 04:55 PM
LINK TO: ___           TRANSACTION CODE DECISION PROFILE              PROD

TRAN CODE: 287 TITLE: RETURN DEP LIAB TO DEPOSITOR-NO DOC SUPP
GENERAL LEDGER   DR-1: 1551 CR-1: 1211 DR-2: ___    CR-2: ___
          POSTING   DR-3: ___  CR-3: ___  DR-4: ___  CR-4: ___
TRANS      DOCD _ DUDT I SVDT _ CDOC I RDOC _  MOD N AGCY R IDX _  PCA _ COBJ N
 EDIT      AOBJ N RVRS _  PDT R   CI N 1099 N WARR _ INVC _ VNUM I VNAM R VADD R
 INDS:   DMETH R APN# _ FUND R  GLA N  AGL _ GRNT _ SUBG _ PROJ _ MULT _ G38# N
POST SEQ: 3 REG NO: 2 WW IND: 1 D/I: D WAR CANCL TC: 383 PYTC: ___ FUTMY: Y
GEN- TC: ___  DT: __ ACCR TC: ___  TR TC: ___ INTERFACE IND: _ _ _ _ _ _ _ _ _ _
PAY LIQ TC: 369 PAY RED TC: 390 CUM POST IND: Y BAL TC: ___    A/S DOC AMT: +
            A/S  BT  MATCH GLA DOC      A/S  BT  MATCH GLA DOC
          DF: _  _    _    _         _   _    _    _   _
FILE   AP: _  _    _              _   _         _
POSTING AB: _  _    _              _   _         _
INDS:  CC: _  _    _              _   _         _
       GP: _  _    _              _   _         _
       PJ: _  _    _              _   _         _
    AGY GL:                 1              STATUS CODE: A
 EFF START DATE: 05111994    EFF END DATE: _____  LAST PROC DATE: 11052010
Z06 RECORD SUCCESSFULLY RECALLED

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

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- We can press F6 on the 28A screen to go to the 28B screen.

- The description of this T-Code helps to confirm this T-Code looks like the correct one to use.

- We found our T-Code quickly in this example using the 28B description field. T-Codes that require subsequent entries often include additional information in the description that can save you some time in finding the correct T-Code to use for your entry.

```
S28B   UC: 02                STATE OF OREGON              08/27/24 05:05 PM
LINK TO: ____            TRANS CODE DESCRIPTION PROFILE                 PROD
 TRANS CODE: 287    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: SET UP VOUCHER PAYABLE FOR RETURN OF DEPOSIT
             LIABILITY (NOT DOCUMENT SUPPORTED).  ORIGINAL
             DEPOSIT LIABILITY RECORDED WITH TC 162. CAN CLEAR
             DEP LIAB SET-UP WITH TC120 TO REMIT TO 3RD PARTY.
             1551-DEP LIAB-W/O DF SUPP;1211-VOUCHER PAYABLE
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 ",".

__ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE.  ("%" IN #1 = ALL VALID)
 1: VP   2: VI   3: __   4: __   5: __   6: __   7: __   8: __   9: __  10: __
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE.  ("%" IN #1 = ALL VALID)
 1: 4    2: _    3: _    4: _    5: _    6: _   7 : _    8: _   9 : _   10: _
  TREAS CAT: __                                     STATUS CODE: A
 EFF START DATE: 05111994   EFF END DATE: _____     LAST PROC DATE: 05272014
Z06 RECORD SUCCESSFULLY RECALLED


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

Example 2: Required Fields & User Class

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- We determined we want to record this transaction with TC 287 and no COBJ.

- Use the 28A & 28B screens to identify what information is required for the entry.

- We also need to find a User Class that allows T-Code 287.

- Compare against the User Classes you have to find a User Class you can use to make this entry.

Search for UC by TC	Enter a TC in the yellow box and use filters below to limit results to 'TRUE' to look for UCs that allow that TC.		
287	USER CLASS (D66 Screen)	USER CLASS TITLE (D66 Screen)	STATUS CODE
TC Allowed?			
TRUE	17	FULL EXPENDITURE CYCLE	A
TRUE	20	VOUCHER PAYABLE CLERKS	A
TRUE	28	PROGRAM MANAGERS - PAYMENT RELEASE	A
TRUE	50	SYSTEM GENERATED TRANSACTIONS	A
TRUE	51	INTERFACE TRANSACTIONS	A
TRUE	84	EXPANDED WRITE ONLY	A
TRUE	98	PROGRAM MANAGER - RECEIPT/PAYMENT RELEASE	A

Example 2: End Results of Entry

	Activity	T-Code	GL 0065 Unreconciled Deposit DR/(CR)	GL 0070 Cash on Deposit with Treasurer DR/(CR)	GL 1011 Payments Outstanding DR/(CR)	GL 1111 Payments Offset DR/(CR)	GL 1211 Vouchers Payable DR/(CR)	GL 1551* Deposit Liability Non-Doc Supported DR/(CR)
1)	Establish Deposit Liability	162	$175.00					($175.00)
2)	System-generated Deposit Reconciliation	332	($175.00)	$175.00				
3)	Voucher Payable to Return Deposit	287					($175.00)	$175.00
4)	Payment Liquidation (generated on due date)	369		($175.00)	($175.00)	$175.00	$175.00	
5)	Payment Redemption (generated on redeem)	390			$175.00	($175.00)		
	BALANCE		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

*<u>Note</u>: These entries use GL 1551, which is Non-Document Supported. This means the activity is not tracked on the R*STARS 64 screen.

Example 3: Correct Coding on previously recorded Voucher Payable

- In Example #1, we recorded a voucher payable to pay for new business cards. The voucher payable was entered in R*STARS and the batch was released. The voucher payable batch has cleared from the 530 screen and a payment number generated.

- The payment was for the correct amount and issued to the correct vendor, but we discovered that we used the wrong PCA when recording this voucher payable. How should we correct this?

- **<u>Step 1</u>**: Identify the type of transaction you want to record.

- What General Ledger (GL) accounts do we want to use for this transaction?

  https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf

- What Comptroller Object (COBJ) do we want to use for this transaction?

  https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf

Example 3: GLs & COBJ to Use

- The original Voucher Payable was recorded in Example #1 using T-Code 222.

- T-Code 222 credits GL 1211 Vouchers Payable and debits GL 3501 Accrued Expenditures.

- We don't want to use those same GLs for this correction as this would issue another payment to the vendor. The payment was already issued to the vendor for the correct amount.

- Don't forget about the system-generated entries! When the payment was issued, the system generated T-Code 380.
    - This cleared the GL impacts of our T-Code 222 entry.
    - It also credited GL 0070 Cash and debited GL 3500 Cash Expenditures. These are the GLs we want to correct.
    - GL 1111 and GL 1011 are offsetting GL accounts to track outstanding payments. These will automatically clear when the vendor redeems the payment. We do not need to correct them.

- COBJ 4200 was used on the original entry. This COBJ is correct, so we will also use it when we making our entry to correct the PCA.

Example 3: Finding a T-code

- We have determined that we want to record a transaction that will correct GL 0070 and GL 3500 activity. We also want to use COBJ 4200 to make this correction.

- **Step 2**: Use research tools to narrow down possible Transaction Code options.

- What Transaction Codes could we use for this transaction?
https://www.oregon.gov/das/Financial/AcctgSys/Documents/Transaction-Codes.xlsx

- Let's use the filter columns in the Transaction Code spreadsheet to narrow down our options.

Example 3: T-Codes to Review

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- There are many T-Codes that allow GL 0070 and COBJ 4200. More than what will fit on this slide.

Search for GL	Search for CObj		Enter a GL or CObj in the yellow box and use filters below to limit results to 'TRUE' to look for TCs that allow that GL or CObj		28A GENERAL LEDGER POSTING ACCOUNTS							
0070	4200	TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1	GL DR-2	GL CR-2	GL DR-3	GL CR-3	GL DR-4	GL CR-4
GL Allowed?	Cobj Allowed?											
TRUE	TRUE	291	EXPENDITURE TF PAID TO LGIP (NO WARRANT)	A	3500	0070						
TRUE	TRUE	298	EXPENDITURE TF PAID TO LGIP-LOAN REC/PAY	A		3600	3500	0070				
TRUE	TRUE	301	ALLOCATION OF INDIRECT COSTS-CHARGE	A	3500	0070						
TRUE	TRUE	302	ALLOCATION OF INDIRECT COSTS-RECOVERY	A	0070	3500						
TRUE	TRUE	380	PAYMENT LIQUIDATION EXPENDITURE	A	1211	0070	3500	3501	1111	1011		
TRUE	TRUE	385	WARRANT CANCELLATION/EXPENDITURE	A	3500	0070	1111	1011				
TRUE	TRUE	404	REIMBURS SUSPENSE ACCT FROM RECPTED ACCT	A	3500	0070						
TRUE	TRUE	409	RECORD EXP/DECREASE CASH (WITHIN AGENCY)	A	3500	0070						
TRUE	TRUE	415	MOVE EXPEND IN AND CASH OUT OF A FUND	A	3500	0070						
TRUE	TRUE	416	MOVE EXPEND OUT AND CASH INTO A FUND	A	0070	3500						
TRUE	TRUE	438	REIMB SUSP ACCT FROM RECP'T/PREV ENCUMB.	A	3500	0070					3011	2735
TRUE	TRUE	692	PAY SUSP AC FRM RECP AC BTWN AGN/PRE ENC	A	3500	0070					3011	2735
TRUE	TRUE	701	QUASI-EXTERNAL EXP - NO A/R	A	3500	0070						
TRUE	TRUE	704	QUASI-EXTERNAL EXPEND (A/R)	A	3500	0070						

Example 3: Pick the best T-code

- **Step 3**: Pick the Transaction Code that is the best fit for your transaction.

- You may follow the same steps we went through in prior examples to narrow down this list and eventually find the best fit.

- Let me save you some time and share some common correcting T-Codes that you'll want to know.

> **Important Tip:**
> Correcting previously recorded expenditures (i.e. GL 3500)? Check out T-Codes 415 & 416.
> Correcting previously recorded revenue (i.e. GL 3100)? Check out T-Codes 407 & 408.

0070	4200	TC	T-CODE TITLE	STATUS CODE	GL DR-1	GL CR-1
GL Allowed?	Cobj Allowed?				CL_G	
TRUE	TRUE	415	MOVE EXPEND IN AND CASH OUT OF A FUND	A	3500	0070
TRUE	TRUE	416	MOVE EXPEND OUT AND CASH INTO A FUND	A	0070	3500

- Let's look up T-Codes 415 and 416 on the 28A screen.

- These are balanced transfer (BT) T-Codes. We will cover these in more detail in the advanced T-Code training.

- BT T-Codes are entered together in a batch and the document amount will always net to zero.

- Use T-Code 416 to reverse out the impact of our prior entry and T-Code 415 to record to the correct PCA.

```
TRAN CODE: 415 TITLE: MOVE EXPEND IN AND CASH OUT OF A FUND
GENERAL LEDGER   DR-1: 3500 CR-1: 0070 DR-2: ____ CR-2: ___
        POSTING  DR-3: ____ CR-3: ____ DR-4: ____ CR-4: ___
TRANS       DOCD _ DUDT _ SVDT _ CDOC I RDOC _   MOD N AGCY R  IDX _   PCA _ COBJ R
 EDIT      AOBJ _ RVRS _   PDT N   CI N 1099 _ WARR N INVC _ VNUM _ VNAM _ VADD _
 INDS:     DMETH N APN# R FUND R  GLA N  AGL N GRNT _ SUBG _ PROJ _ MULT _ G38# N
POST SEQ: 3 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: 416   A/S DOC AMT: -
```

```
TRAN CODE: 416 TITLE: MOVE EXPEND OUT AND CASH INTO A FUND
GENERAL LEDGER   DR-1: 0070 CR-1: 3500 DR-2: ____ CR-2: ___
        POSTING  DR-3: ____ CR-3: ____ DR-4: ____ CR-4: ___
TRANS       DOCD _ DUDT _ SVDT _ CDOC I RDOC _   MOD N AGCY R  IDX _   PCA _ COBJ R
 EDIT      AOBJ _ RVRS _   PDT N   CI N 1099 _ WARR N INVC _ VNUM _ VNAM _ VADD _
 INDS:     DMETH N APN# R FUND R  GLA N  AGL N GRNT _ SUBG _ PROJ _ MULT _ G38# N
POST SEQ: 3 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: 415   A/S DOC AMT: +
```

Example 3: Review the 28B Screen

- Let's look these T-Codes up on the 28B screen.

- The descriptions for these match what we are looking to do for this correcting entry.

- These T-Codes will correct the coding on our books for this payment but will have no impact to the payment that was already sent out to the vendor. This is what we want.

```
TRANS CODE:  415    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: MOVE EXPENDITURES & REDUCE CASH WITHIN OR BETWEEN
             FUNDS FROM WHERE THE ORIGINAL EXPEND WAS PAID OUT.
             THIS TC MUST BE USED WITH/TC416 AS A BAL ENTRY.
             FOR USE WITHIN AN AGY, NOT BETWEEN AGY. XREF TC468
             3500-EXPEND CTL-CASH;0070-CASH ON DEP W/TREAS
```

```
TRANS CODE:  416    (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO MOVE EXPENDITURES ALREADY MADE EITHER WITHIN A
             FUND OR BETWEEN FUNDS.  THIS TC MUST BE USED WITH
             TC 415 AS A BALANCED ENTRY.  THIS TC IS FOR USE
             WITHIN AN AGENCY, NOT BETWEEN AGENCIES.XREF TC469.
             0070-CASH ON DEP W/TREAS;3500-EXPENDITURE CTL-CASH
```

Example 3: Making the Entry

- **Step 4**: Make sure you have all required coding and the correct User Class to make the entry.

- Use the 28A and 28B screens to identify what information is required for your entry.

- T-Code 416 will back out the impacts of the T-Code 222 & T-Code 380 entries. Make sure to enter the same coding as the original TC 222 entry to reverse out the original transaction that was made using the wrong PCA.

- T-Code 415 will repost this expenditure to the correct coding. Use the correct PCA on this entry.

- Enter T-Code 416 & 415 in the same batch using the same BT document number. The BT document amount will be zero. Recommend entering T-Code 416 to back out the activity first.

- Once we have all the necessary coding to make the entry, we need to make sure we have the correct User Class.

Example 3: User Class for Entry

- Let's go to the Transaction Code spreadsheet and find out which User Classes will allow T-Codes 415 & 416.

- There are numerous User Classes that will allow these T-Codes.

- Only T-Code 415 search results are shown here, but we get the same User Class results when we search for T-Code 416.

Search for UC by TC	Enter a TC in the yellow box and use filters below to limit results to 'TRUE' to look for UCs that allow that TC.		
415	**USER CLASS (D66 Screen)**	**USER CLASS TITLE (D66 Screen)**	**STATUS CODE**
TC Allowed?			
TRUE	17	FULL EXPENDITURE CYCLE	A
TRUE	19	FULL REVENUE CYCLE	A
TRUE	27	PROGRAM MANAGERS - EXTENDED AUTHORITY	A
TRUE	28	PROGRAM MANAGERS - PAYMENT RELEASE	A
TRUE	29	TRANSACTION INPUT-NO VOUCH/TRANSFER/APPROP E	A
TRUE	50	SYSTEM GENERATED TRANSACTIONS	A
TRUE	51	INTERFACE TRANSACTIONS	A
TRUE	54	ADULT AND FAMILY SERVICES INTERFACE	A
TRUE	56	AG 100-DHS-INTERFACE CORRECTION UC53/54/57/60	A
TRUE	60	DHS CR-AI (CCRS)	A
TRUE	61	DEPT OF CORRECTIONS	A
TRUE	62	PERS INTERFACE	A
TRUE	63	EMPLOYMENT INTERFACE	A
TRUE	74	INTERFACE EXPENDITURE	A
TRUE	84	EXPANDED WRITE ONLY	A
TRUE	98	PROGRAM MANAGER - RECEIPT/PAYMENT RELEASE	A

Example 3: End Results of Entry

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See table below for the final General Ledger balances from this voucher payable activity:

	Activity	T-Code	GL 0070 Cash on Deposit with Treasurer DR/(CR)	GL 1011 Payments Outstanding DR/(CR)	GL 1111 Payments Offset DR/(CR)	GL 1211 Vouchers Payable DR/(CR)	GL 3500 Expenditure Control – Cash DR/(CR)	GL 3501 Expenditure Control – Accrued DR/(CR)
1)	Voucher Payable Expenditure COBJ 4200	222				($50.00)		$50.00
2)	Payment Liquidation COBJ 4200 (generated on due date)	380	($50.00)	($50.00)	$50.00	$50.00	$50.00	($50.00)
3)	Move Expenditure out of wrong PCA – COBJ 4200	415	$50.00				($50.00)	
4)	Move Expenditure in with correct PCA – COBJ 4200	416	($50.00)				$50.00	
	BALANCE		**($50.00)**	**$0.00**	**$0.00**	**$0.00**	**$50.00**	**$0.00**

Links to Tools & Resources

OAM Chart of Accounts & SFMS Reference Lists

General Ledger (GL) Accounts
- https://www.oregon.gov/das/Financial/Acctng/Documents/60.10.00.pdf
- https://www.oregon.gov/das/Financial/AcctgSys/Documents/GL-List.xlsx

Comptroller Objects (COBJs)
- https://www.oregon.gov/das/Financial/Acctng/Documents/60.30.00.pdf
- https://www.oregon.gov/das/Financial/AcctgSys/Documents/Cobj-List.xlsx

Transaction Codes (T-Codes)
- https://www.oregon.gov/das/Financial/AcctgSys/Documents/Transaction-Codes.xlsx

SFMS Resource Documents

https://www.oregon.gov/das/Financial/AcctgSys/Pages/SFMS-Resources.aspx

➡ T-codes: 28A & B Profile Screens

➡ T-codes: Accounts Receivable Decision Process

T-codes: Balanced Transaction Matrix

➡ T-codes: Deposit Correction Decision Process

T-codes: Deposit Hanging Balance Guidance

T-codes: Deposit List

➡ = covered during this training

Thank you for attending!

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Visit the SFMS Website:
https://www.oregon.gov/das/Financial/AcctgSys/Pages/Index.aspx

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