

# **Transaction Codes**

## **Which One?**

### **Voucher Payable and**

### **Encumbrance**

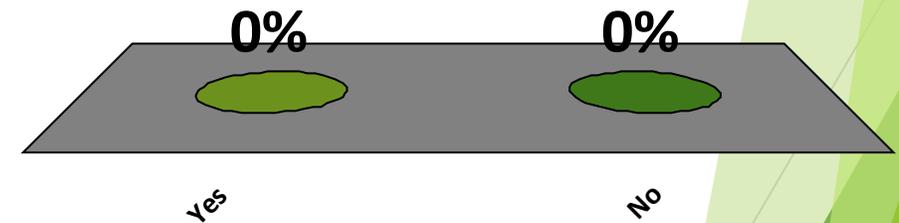
May 2018

Presented to: RSTARS Users

Presented by: SFMS

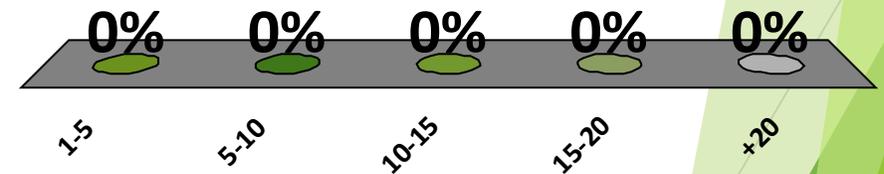
# Are you an Accounts Payables professional?

- A. Yes
- B. No



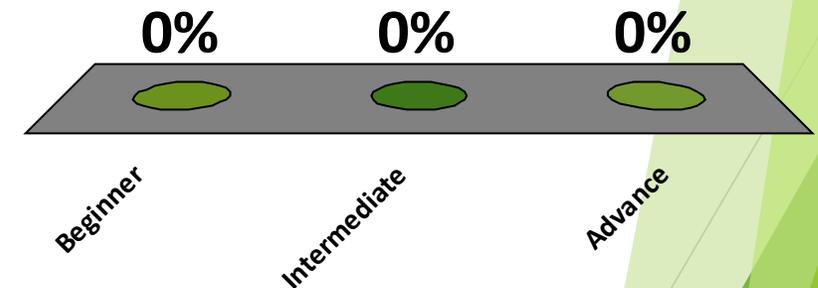
# How long have you been in the AP Position?

- A. 1-5
- B. 5-10
- C. 10-15
- D. 15-20
- E. +20



# How would you grade yourself with selecting right T-code?

- A. Beginner
- B. Intermediate
- C. Advance





## Questions to get to the right T-Code:

**1- What general ledger account will be used? (SARS)**

OAM 60.10.00

**2- What comptroller object can be used?**

OAM 60.30.00 -provides definitions to the COBJs

OAM 60.20.00 -lists the COBJ in financial statement

(SARS website, Oregon Accounting Manual)

<http://www.oregon.gov/das/Financial/Pages/Index.aspx>

# Toolbox

- ▶ General Ledger accounts: OAM & D31 screen
- ▶ Comptroller Object: OAM
- ▶ 28A & 28B Screens in RSTARS
- ▶ DAFQA010 – RSTARS requestable report
- ▶ T-codes.xlsx on SFMS website
- ▶ DataMart



# First Tool:

```
SD31 UC: 10 STATE OF OREGON 03/22/18 01:34 PM
LINK TO: _____ COMPTROLLER GENERAL LEDGER ACCOUNT PROFILE PROD

COMP GL ACCOUNT: 3500 TITLE: EXPENDITURE CONTROL - CASH
GAAP GL CLASS: 310 (MUST BE IN D14)
NACUBO GL CLASS: 99 (MUST BE IN D46)
NORMAL BALANCE: D (D=DEBIT, C=CREDIT)
YEAR END CLOSE: 2 (0=MEMO,1=REAL NOT CLOSED,2=NOMINAL CLOSED)
INVESTMENT TYPE: 99 G/L EDIT TYPE: S OBJECT IND: E
GASB 9 CASH FLOW CAT: 99 STMT OF CHANGES CATEGORY: 99

INDICATORS IDENTIFY VALID BALANCE TYPES (BT, FROM D05 BALANCE TYPE PROFILE)
IN EACH FINANCIAL TABLE TO BE POSTED FOR THE GL ACCOUNT:
APPROPRIATION: 15 (BT, NP=NO POST, AA=ANY)
AGENCY BUDGET: 15 (BT, NP=NO POST, AA=ANY)
CASH CONTROL: NP (BT, NP=NO POST, AA=ANY) DOCMNT: NP (BT, NP=NO POST, AA=ANY)
GRANT: 15 (BT, NP=NO POST, AA=ANY) PROJ: 15 (BT, NP=NO POST, AA=ANY)

GAAP GL CATEGORY: 30 NACUBO GL CATEGORY: 99 STATUS CODE: A
EFF START DATE: 06011990 EFF END DATE: _____ LAST PROC DATE: 09152001
Z06 RECORD SUCCESSFULLY RECALLED

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

# First Tool:

[Department of Administrative Services](#) > [Financial programs](#) > [Accounting system](#) > R\*STARS data entry guide

## R\*STARS data entry guide

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[ACH - VENDOR/DIRECT DEPOSIT](#)

[AGENCY ANALYST CONTACT](#)

[DATAMART](#)

[NEWS LISTS](#)

[R\\*STARS AND ADPICS COURSES](#)

▶ [R\\*STARS DATA ENTRY GUIDE](#)

[R\\*STARS REPORT GUIDE](#)

[R\\*STARS TRAINING MANUAL](#)

For your convenience, two formats are presented; HTML on the left and

[All topics index and screens list](#)

[Chapter #1 – Introduction – printable version](#) 

[Chapter #2 – System processing overview – printable version](#) 

[Chapter #3 – Online procedures – printable version](#) 

[Chapter #4 – Error correction – printable version](#) 

[Chapter #5 – Descriptive profiles – printable version](#) 

[Chapter #6 – Non-descriptive profiles – printable version](#) 

<b>R★STARS</b>	<b>VERSION 2.0</b>
<b>DATA ENTRY GUIDE DESCRIPTIVE PROFILE MAINTENANCE</b>	<b>5 – 86 REVISED 9/12</b>

### **D31 COMPTROLLER GENERAL LEDGER ACCOUNT PROFILE**

The **D31** profiles are the statewide Chart of Accounts. The **D31** is the lowest level of the general ledger structure for systemwide accounting purposes. DAS SFMS Operations maintains this profile.

General Ledger Accounts identify the nature of financial activities and balances. In R★STARS, Comptroller General Ledger (Comp GL) Accounts are used for balance sheet (real), operating (nominal), and memo classifications. For the balance sheet, the Comp GL Accounts provide the lowest level of statewide classification. For the operating statement, Comp GL Accounts serve as high level classifications of financial activity and are used to separate cash and accrued activity. **D10** Comptroller Objects serve as the lowest level of statewide classification for the operating statements. Memo classifications are accounts not reported on financial statements, such as pre-encumbrances and statistical activity.

When a new Comp GL Account is established, a corresponding profile must be set up in the **D67 – GL Tables Control Profile** under Agency ‘000’. The **D67** profile must be established before transactions are allowed to post to the new Comp GL Account.

#### **Control Key**

- **COMP GL ACCOUNT** – Enter the four-digit Comptroller General Ledger Account code.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **GAAP GL CLASS** – Enter a three-digit GAAP GL Class code. It must exist in the **D14** GAAP GL Class Profile. This element groups General Ledger Accounts. The GAAP GL Classes appear as line items on the Comprehensive Annual Financial Report.
- **NACUBO GL CLASS** – *Not used in Oregon.* Field will be ‘99’ default for all **D31** Profiles. Enter the two-digit NACUBO GL Class code. It must exist in the **D46** NACUBO GL Class profile. This is used for Higher Education Institutions only. This element groups general ledger accounts. The NACUBO GL Class appears as line items on the College and University Annual Financial Report (120 day report).

# Second Tool:

## 28A screen

```

S28A UC: 10 STATE OF OREGON 03/22/18 01:38 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 225 TITLE: VOUCHER PAYABLE - ENCUMBERED
GENERAL LEDGER DR-1: 3501 CR-1: 1211 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: 3011 CR-4: 2735
TRANS DOCD _ DUDT I SVDT _ CDOC I RDOC I MOD I AGCY R IDX _ PCA _ COBJ R
EDIT AOBJ _ RVRS N PDT R CI N 1099 R WARR _ INVC _ VNUM R 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: ±
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF: ± 03 M 8 2 ± 04 M 8 2
FILE AP: = 18 ± 17
POSTING AB: = 18 ± 17
INDS: CC: = GP: = 18 ± 17
PJ: = 18 ± 17
AGY GL: STATUS CODE: A
EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 09022013
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F

```

## 28B screen

```

S28B UC: 10 STATE OF OREGON 03/22/18 01:40 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 225 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO ISSUE WARRANT FOR VOUCHER PAYABLE THAT WAS
ENCUMBERED.
USE TC 218 FOR GASB 38
3501-EXPEND CONTROL-ACCRUED;1211-VOUCHER PAYABLE
3011-FUND BAL RES FOR ENCUMB;2735-ENCUMB CONTROL
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 4001 = 4030 , 4061 = 5999
ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: VI 2: VP 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: 06011990 EFF END DATE: LAST PROC DATE: 07102014
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT

```



Only the 28A indicates if the transaction code is inactive.



These go “hand-in-hand”.

# Third Tool:

## DAFQA010 (RSTARS requestable report)

DAFQA010 000 DLAY 01 ( ) ( ) ( ) ( ) ( ) ( ) RUN DATE: 05/18/16 TIME: 19:17:04 R\*STARS  
CYCLE: 05/19/16 19:16 0905 CFY:16 CFM:11 LCY:15 LCM:10 INAE:N FICHE:

DAFQA010 STATEWIDE T-CODE LISTING BY G/L ACCOUNT R\*STARS  
AS OF 05/18/16

PAGE: 1

GL ACCT	TITLE	TRANS CODE	DESCRIPTION
0060	UNDISTRIBUTED CASH RECEIPT	151	RECORD UNIDENTIFIED RECEIPT
		235	RETURN UNIDENTIFIED RECEIPT TO DEPOSITOR
		376	CAS ISSUED WARR CANC-RET UNIDENT RECEIPT
		388	WARR CANC-RETURN OF UNIDENT RECEIPT
		494	REVERSE TREASURY CREDIT ADVICE
		495	REVERSE TREASURY DEBIT ADVICE
		496	MOVE UNIDENTIFIED RECEIPT OUT OF A FUND
		497	MOVE UNIDENTIFIED RECEIPT INTO A FUND
		700	QUASI-EXTERNAL UNIDENTIFIED RECEIPT
		732	MOVE UNIDENT RECEIPT BETWEEN SFMS AGENCY
		733	MOVE UNIDENT RECEIPT BETWEEN SFMS AGENCY
		809	AFS MOVE UNIDENT RECEIPT BETW SFMS AGY
		810	AFS MOVE UNIDENT RECEIPT INTO SUSP ACCT
		811	AFS MOVE UNIDENT RECEIPT OUT OF FUND/AGY
		813	AFS MOVE UNIDENT RECEIPT OUT OF FUND/AGY
		815	AFS MOVE UNIDENT RECEIPT OUT OF FUND/AGY
		817	AFS MOVE UNIDENT RECEIPT OUT OF FUND/AGY
		825	DHS MOVE UNIDENT RECEIPT OUT OF FUND/AGY
		827	DHS MOVE UNIDENT RECEIPT OUT OF FUND/AGY
		889	CSD SUSPENSE TRUST RECEIPT LIABILITY
0065	UNRECONCILED DEPOSIT	Z04	COLLECT BENEFIT RECV - PERS ONLY
		Z11	COLLECT BENEFIT RECV - PERS ONLY
		137	COLLECTION A/R CASH EXP REFUND BILLED
		140	RECEIPT OF INVSTMNT-OR MASS TRANSIT
		141	COLL-NOTE/MTG/CONT/OTH/TAX RECV NC-GOVTL
		142	NOTE/MTG/CNT/TX/OTHR RECV-NC PROP/FID
		143	COLL-NOTE/MTG/CONT/OTH/TAX RECV NC-GOVTL
		144	RECORD COLLECTION-NC LOAN RECV-GOVTL FD
		145	RECORD COLLECTION-NC LOAN RECV-ALL FUNDS
		146	COLL OF INTEREST REC-OTHER UNBILLED
		147	COLLECTION OF INTEREST REC-OTHER BILLED
		148	COLLECTION OF INTEREST REC'V DESIGNATED
		149	CASH RECEIPTS/SALE OF FA-PROP/FID/GOVTL
		150	CASH RECP F/RETURN OF UNREIMBURSED ADV
		151	RECORD UNIDENTIFIED RECEIPT
		155	SUBGRANTEE - REFUND OF ADVANCE
		159	RECOG OUTG ACH/WIRE TFR/TRES FEE -G38
		160	COLLECTION A/R BILLED-DEP LIABILITY
		162	RECORD RECEIPT OF DEP LIAB NO DOC SUPP
		163	OUTGOING ACH WIRE/EXPENDITURE - ENCUMB
		164	RECEIPT OF UNEARNED REVENUE - NO DOC SUP
		165	RECORD RECEIPT OF DEPOSIT LIABILITY
		166	COLLECTION A/R UNBILLED TRANSFER
		167	RECOG OUTGOING ACH/WIRE TRANSFR/TRES FEE
		168	ADJUST RECEIPT OF DEPOSIT LIABILITY

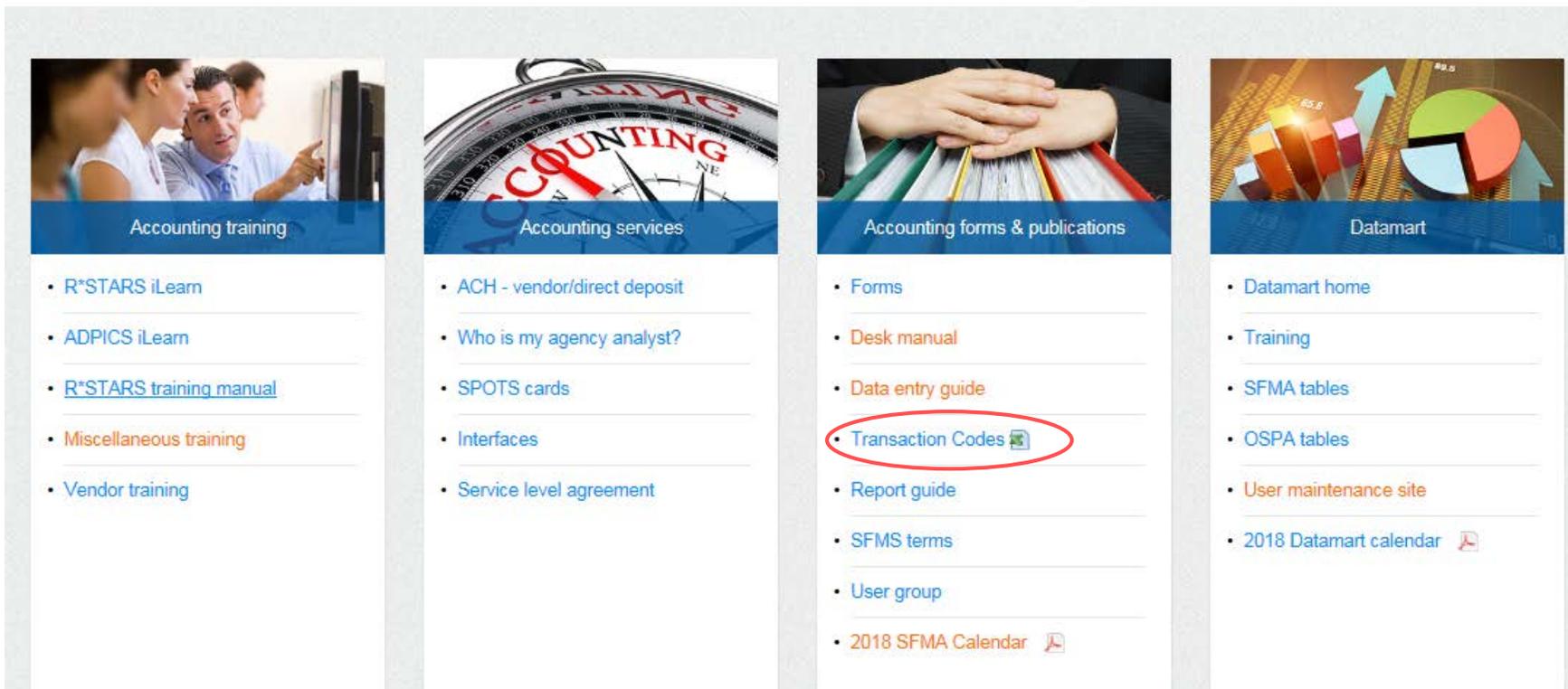
# Fourth Tool:

[T-codes.xlsx](#) (on SFMS Website: Transaction codes.xls)

<http://www.oregon.gov/das/Financial/AcctgSys/Pages/Index.aspx>

Department of Administrative Services > Financial programs > Accounting system

## Statewide Financial Management Services



The screenshot displays the 'Statewide Financial Management Services' website interface. It features four main navigation panels, each with a header image and a list of links:

- Accounting training**
  - R\*STARS iLearn
  - ADPICS iLearn
  - [R\\*STARS training manual](#)
  - [Miscellaneous training](#)
  - Vendor training
- Accounting services**
  - [ACH - vendor/direct deposit](#)
  - [Who is my agency analyst?](#)
  - SPOTS cards
  - [Interfaces](#)
  - [Service level agreement](#)
- Accounting forms & publications**
  - [Forms](#)
  - [Desk manual](#)
  - [Data entry guide](#)
  - [Transaction Codes](#) 
  - [Report guide](#)
  - [SFMS terms](#)
  - [User group](#)
  - [2018 SFMA Calendar](#) 
- Datamart**
  - [Datamart home](#)
  - [Training](#)
  - [SFMA tables](#)
  - [OSPA tables](#)
  - [User maintenance site](#)
  - [2018 Datamart calendar](#) 

# Sixth tool

The screenshot displays the Hyperion Interactive Reporting Studio interface. At the top, there is a menu bar with options: File, Edit, View, Insert, Format, Query, DataModel, Tools, Window, Help. Below the menu is a toolbar with various icons for file operations and data manipulation. A text bar shows 'Tahoma' and '9' with formatting options like bold, italic, underline, and text color. The main workspace is divided into sections: 'Sections' on the left with 'Query' and 'Results' tabs, and a 'Request' area with the instruction 'Drag Topic Items here to build a Query'. Below the sections is an 'Elements' list containing various data sources like COMPT\_SRCE\_GRP, CONTRACT, and GRANT\_NO. Two tables are visible in the workspace: 'Tc28a' and 'Tc28b'. 'Tc28a' contains fields such as Modifier Ind, Multicode Ind, Pca Ind, and Tcode. 'Tc28b' contains fields like Gl Acct48, Gl Acct49, and Tcode Desc1. A blue highlight is on the 'Tcode' field in Tc28a, and a line connects it to the 'Tcode' field in Tc28b.

Hyperion Interactive Reporting Studio - [Untitled]

File Edit View Insert Format Query DataModel Tools Window Help

Tahoma 9

Query

Sections

Request *Drag Topic Items here to build a Query*

Query

Results

Elements

- COMPT\_SRCE\_GRP
- CONTRACT
- CONTRACT\_FINANCIAL
- DOC\_FINANCIAL
- FUND\_D23
- GAAP\_FUND
- GL\_ACCT
- GL\_DETAIL
- GL\_SUMMARY
- GRANT\_FINANCIAL
- GRANT\_NO
- GRANT\_OBJ
- GRANT\_PHASE
- GRANTOR\_ID
- INDEX\_NO
- OPERATOR\_ID
- ORBITS\_RPT\_LEVEL
- ORG\_CODE
- PAYMENT\_CONTROL
- PCA

Tc28a

- Modifier Ind
- Multicode Ind
- Pca Ind
- Pj Add Sub Ind1
- Pj Add Sub Ind2
- Pj Bal Type1
- Pj Bal Type2
- Pj Match Ind1
- Pj Match Ind2
- Pmt Dst Typ Ind
- Pmt Liq Tc
- Pmt Red Tc
- Posting Seq Ind
- Prior Yr Tc
- Proc Date
- Proj No Ind
- Ref Doc No Ind
- Register Ind
- Reverse Ind
- Serv Date Ind
- Status Code
- Sub Grantee Ind
- Tcode**
- Tcode Title
- Vn Address Ind
- Vn Name Ind
- Vn No Ind
- Warr Cncl Tc
- Warr No Ind
- Ww Ind

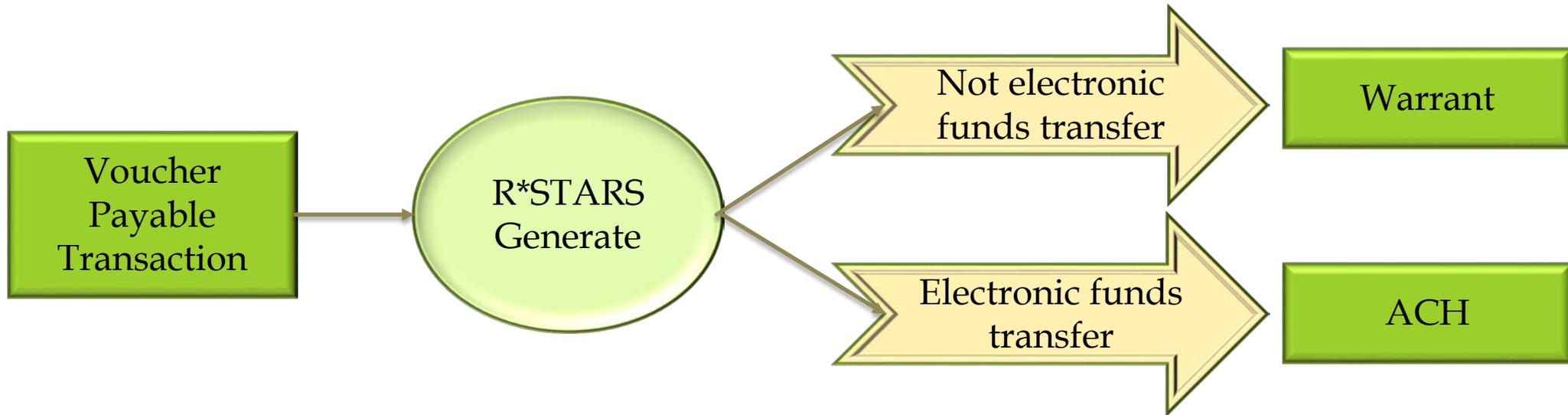
Tc28b

- Gl Acct48
- Gl Acct49
- Gl Acct5
- Gl Acct50
- Gl Acct51
- Gl Acct52
- Gl Acct53
- Gl Acct54
- Gl Acct55
- Gl Acct56
- Gl Acct57
- Gl Acct58
- Gl Acct59
- Gl Acct6
- Gl Acct60
- Gl Acct61
- Gl Acct62
- Gl Acct63
- Gl Acct7
- Gl Acct8
- Gl Acct9
- Gl Inc Exc Ind1
- Gl Inc Exc Ind2
- Gl Inc Exc Ind3
- Lastproc Dt
- Status Code
- Tcode**
- Tcode Desc1
- Tcode Desc2
- Tcode Desc3
- Tcode Desc4
- Tcode Desc5



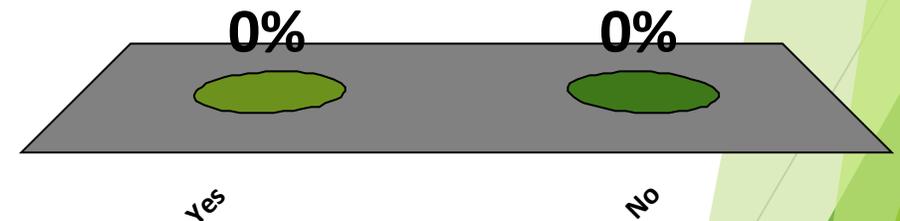
Let's  
Start  
the Show!

**VOUCHER PAYABLE!**



# Is there any difference between Warrant and Check?

- A. Yes
- B. No



A warrant is similar to a check.

A **check** is a demand draft that is written on a **suspense account** and is due immediately upon presentment for payment.

A **warrant** is a promise to pay that is written on a **receipted account** and is due only if cash is available at the time of presentment.

During a time of fiscal emergency, the state would not be legally required to immediately redeem a warrant.



## Receipted Account

- Agencies must have statutory authority to open an account.
- **DAS** coordinates the opening and closing of the account.
- Both **Treasury** and **R\*STARS** track transaction details and carry an account balance.

## Suspense Account

- Treasury coordinates the opening and closing of the account.
- Only **Treasury** tracks cash details and balance information.
- The **agency** may issue checks from the account.

# The Expenditure Cycle

1. Pre-encumbrances
2. Encumbrances
3. Accounts Payable
4. Disbursements
5. Expenditure Transfers



# The Expenditure Cycle

## Pre-encumbrances

- Optional
- Memo accounts only in appropriation

## Encumbrances

- More formal commitments
- Purchases above \$2,500

## Accounts Payable

- Record the related liability
- Commitment to pay

## Disbursements

- Will made through warrants, direct deposits, or wire transfers

## Expenditure Transfers

- recorded when one state agency provides goods or services to another state agency

R★STARS

Generates tracking codes to reflect full and partial payments

Warrants with an attached remittance advice on the Due Date

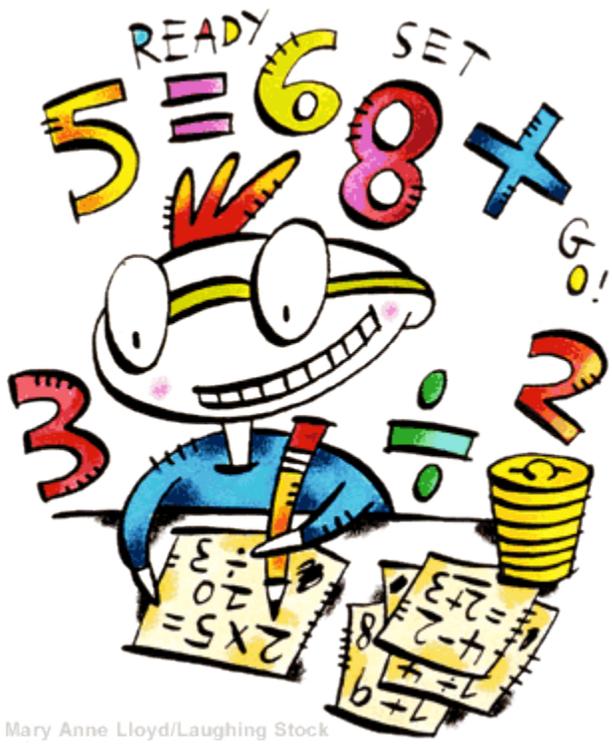
- Accommodates direct deposits

- The selling agency may credit revenue or expenditure reimbursements



# Profiles that Impact the Expenditure Cycle

- ⇒ 25 Agency Control Profile
- ⇒ 20 Appropriation Number Profile
- ⇒ 28A Transaction Code Decision Profile
- ⇒ 97 System Management Profile
- ⇒ D50 Payment Distribution Type Profile
- ⇒ 52 System wide Vendor Profile
- ⇒ 51 Vendor Mail Code Profile



© Mary Anne Lloyd/Laughing Stock

## Example 1:

Simple Voucher Payable

COMP GL ACCOUNT: 1211

TITLE: VOUCHERS PAYABLE

Tcode	Tcode Title	Full description	Status Code	GL Acct Dr1	GL Acct Cr1	GL Acct Dr Cr Ind1	GL Acct Dr2	GL Acct Cr2	GL Acct Dr Cr Ind2	GL Acct Dr3	GL Acct Cr3	GL Acct Dr Cr Ind3	GL Acct Dr4	GL Acct Cr4	GL Acct Dr Cr Ind4
217	Voucher Payable-Not Encumbered G38	To Set Up Voucher Payable For An A	A	3501	D	1211	C								
218	Voucher Payable - Encumbered G38	To Issue Warrant For Voucher Paya	A	3501	D	1211	C						3011	C	2735
221	Vouchers Payable-Not Enc-Rti-Type R Only	Set Up Voucher Payable That Will	A	3501	D	1211	C								
222	Voucher Payable-Not Encumbered	To Set Up Voucher Payable For An A	A	3501	D	1211	C								
225	Voucher Payable - Encumbered	To Issue Warrant For Voucher Paya	A	3501	D	1211	C						3011	C	2735
226	Voucher Payable - Pre-Encumbered	Issue A Warrant For A Vp & Liquida	A	3501	D	1211	C						3012	C	2736
231	Travel Reimbursement Pre-Encumbered	To Issue A Warrant To Reimburse Tl	A	3501	D	1211	C						3012	C	2736
232	Travel Reimbursement Not Encumbered	To Issue A Warrant To Reimburse Tl	A	3501	D	1211	C								
233	Travel Reimbursement Encumbered	To Issue A Warrant To Reimburse Tl	A	3501	D	1211	C						3011	C	2735
238	Subgrantee Reimb Expend Encumbered	To Issue A Warrant For Expenditur	A	3501	D	1211	C	2709	D	2919	C		3011	C	2735
239	Subgrantee Reimb Expend-No Commitment	Issue Wrnt For Expend Reimb Fron	A	3501	D	1211	C	2709	D	2919	C				
240	Subgrantee-Est Advance Not Encumbered	To Issue A Warrant For The Advanc	A	3501	D	1211	C	0571	D	3600	C				
241	Subgrantee-Est Advance Prev Encumbered	To Issue A Warrant For The Advanc	A	3501	D	1211	C						3011	C	2735
251	Subgrantee Reimb Expend Payment	To Issue A Warrant For Expenditur	A	3501	D	1211	C	2919	C	2709	D				
253	Subgrantee Reimb Expend Payment - G38	To Issue A Warrant For Expenditur	A	3501	D	1211	C	2919	C	2709	D				
804	Afs Manual Check	Record Afs Manual Check Orig Han	A	3501	D	1211	C								
959	Adpics Direct Voucher - Not Encumbered	To Issue A Warrant For A Voucher	A	3501	D	1211	C								
960	Adpics Direct Voucher Encumbered	To Issue Warrant For Voucher Paya	A	3501	D	1211	C						3011	C	2735

SD31 UC: 10

STATE OF OREGON

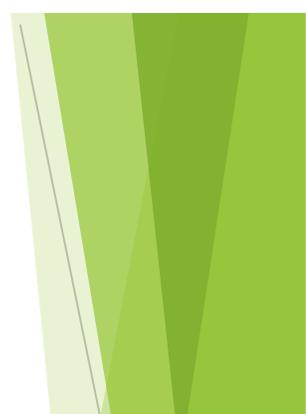
05/10/18

LINK TO: \_\_\_\_\_

COMPROLLER GENERAL LEDGER ACCOUNT PROFILE

COMP GL ACCOUNT: 3501

TITLE: EXPENDITURE CONTROL - ACCRUED



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Tcode	Tcode Title	Full description	Status Code	Gl Acct Dr1	Gl Acct Dr Cr Ind5	Gl Acct Cr1	Gl Acct Dr Cr Ind	Gl Acct Dr2	Gl Acct Dr Cr Ind6	Gl Acct Cr2	Gl Acct Dr Cr Ind2	Gl Acct Dr3	Gl Acct Dr Cr Ind7	Gl Acct Cr3	Gl Acct Dr Cr Ind3	Gl Acct Dr4	Gl Acct Dr Cr Ind8	Gl Acct Cr4	Gl Acct Dr Cr Ind4
217	Voucher Payable-Not Encumbered G38	To Set Up Voucher Payable For An	A	3501	D	1211	C												
221	Vouchers Payable-Not Enc-Rti-Type R Only	Set Up Voucher Payable That Will	A	3501	D	1211	C												
222	Voucher Payable-Not Encumbered	To Set Up Voucher Payable For An	A	3501	D	1211	C												
225	Voucher Payable - Encumbered	To Issue Warrant For Voucher Paya	A	3501	D	1211	C									3011	C	2735	D
226	Voucher Payable - Pre-Encumbered	Issue A Warrant For A Vp & Liquida	A	3501	D	1211	C									3012	C	2736	D
239	Subgrantee Reimb Expend-No Commitment	Issue Wrnt For Expend Reimb Fron	A	3501	D	1211	C	2709	D	2919	C								
251	Subgrantee Reimb Expend Payment	To Issue A Warrant For Expenditur	A	3501	D	1211	C	2919	C	2709	D								
253	Subgrantee Reimb Expend Payment - G38	To Issue A Warrant For Expenditur	A	3501	D	1211	C	2919	C	2709	D								
804	Afs Manual Check	Record Afs Manual Check Orig Han	A	3501	D	1211	C												
959	Adpics Direct Voucher - Not Encumbered	To Issue A Warrant For A Voucher	A	3501	D	1211	C												
960	Adpics Direct Voucher Encumbered	To Issue Warrant For Voucher Paya	A	3501	D	1211	C									3011	C	2735	D

S28A UC: 10  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
TRANSACTION CODE DECISION PROFILE

04/25/18 02:21 PM  
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: +

S28B UC: 10 STATE OF OREGON 04/25/18 02:22 PM  
LINK TO: \_\_\_\_\_ TRANS CODE DESCRIPTION PROFILE PROD

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

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 3129 , 3263 , 4000 - 5999 , 6093 , 6201 - 7415 , \_\_\_\_\_

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)

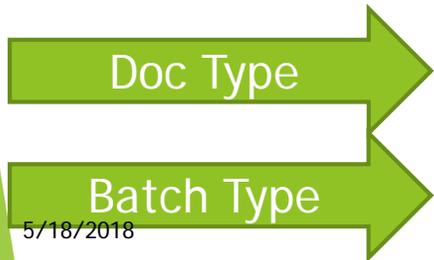
1: VP 2: VI 3: VS 4: VX 5: XC 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_

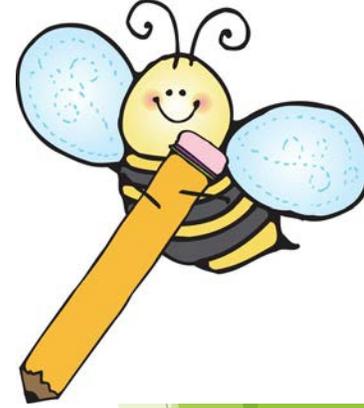
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)

1: 4 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_

TREAS CAT: \_\_\_\_\_ STATUS CODE: A

EFF START DATE: 06011990 EFF END DATE: \_\_\_\_\_ LAST PROC DATE: 10112016





- ▶ For T-code 222 transaction you are required to set a *Due Date*.
- ▶ The system will generate T-code 380 on the Due Date and will move the payment from an *accrued* expenditure to *cash* expenditure.
  - ➔ For warrants, the transaction will have a document type of *ZE* (Payment Liquidation).
  - ➔ For ACH payments, the transaction will have a document type of *ZA* (ACH Redemption Reversal).

```
S28A UC: 10 STATE OF OREGON 04/25/18 02:21 PM
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: +
```

```
S28A UC: 10 STATE OF OREGON 04/25/18 03:15 PM
LINK TO: _____ TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 380 TITLE: PAYMENT LIQUIDATION EXPENDITURE
GENERAL LEDGER DR-1: 1211 CR-1: 0070 DR-2: 3500 CR-2: 3501
POSTING DR-3: 1111 CR-3: 1011 DR-4: _____ CR-4: _____
TRANS DOCD _ DUDT _ SVDT _ CDOC I RDOC _ MOD N AGCY R IDX _ PCA _ COBJ R
EDIT AOBJ _ RVRS _ PDT _ CI N 1099 R WARR _ INVC _ VNUM R VNAM R VADD R
INDS: DMETH _ APN# R FUND R GLA N AGL N GRNT _ SUBG _ PROJ _ MULT _ G38# N
POST SEQ: 3 REG NO: 6 WW IND: 0 D/I: D WAR CANCL TC: _____ PYTC: _____ FUTMY: N
GEN- TC: _____ DT: _____ ACCR TC: _____ TR TC: _____ INTERFACE IND: P
PAY LIQ TC: _____ PAY RED TC: _____ CUM POST IND: Y BAL TC: _____ A/S DOC AMT: +
```

Post the VP  
Due date

GL	3501		1211		0070		3500	
	EXPENDITURE CONTROL - ACCRUED		VOUCHERS PAYABLE		CASH ON DEPOSIT WITH TREASURER		EXPENDITURE CONTROL - CASH	
Title	DR	CR	DR	CR	DR	CR	DR	CR
TCode								
222	\$ 1.00			\$ 1.00				
380		\$ 1.00	\$ 1.00			\$ 1.00	\$ 1.00	
Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 1.00	\$ -



# PDT (*Payment Distribution Type*)

- ▶ You will allow the PDT (*Payment Distribution Type*) to default from the 51 VENDOR MAIL CODE PROFILE. It will be either MA or DA for outside vendors and DA or RA for state employees.



- ▶ The MA PDT tells the system to create a warrant that **combines all of the voucher** payable document numbers for the same agency number, vendor and mail code, and the same or prior DUE DATE.
- ▶ The RA PDT also combines all transactions and directs the print plant to **return** the warrant to the agency.
- ▶ The DA PDT tells the system to make an **electronic** fund transfer and combine all the transactions, as with the MA PDT.

SD50 UC: 10  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
PAYMENT DISTRIBUTION TYPE PROFILE

04/26/18 09:11 AM  
PROD

PAYMENT DISTRIBUTION TYPE: MA  
TITLE: DIRECT MAIL-COMBINE ALL-BATAGY,DOC,FUNDS  
PAYMENT METHOD CODE: W (D=DIRECT DEPOSIT)  
(W=WARRANT/CHECK)

SUPPRE

SD50 UC: 10  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
PAYMENT DISTRIBUTION TYPE PROFILE

05/10/18 09:13 AM  
PROD

PAYMENT CONSOLIDII  
TA

PAYMENT DISTRIBUTION TYPE: RA  
TITLE: RETURN TO AGENCY-COMBINE ALL  
PAYMENT METHOD CODE: W (D=DIRECT DEPOSIT)  
(W=WARRANT/CHECK)  
(X=WIRE TRANSFER)

EFF ST  
Z06 REC

SD50 UC: 10  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
PAYMENT DISTRIBUTION TYPE PROFILE

05/10/18 09:14 AM  
PROD

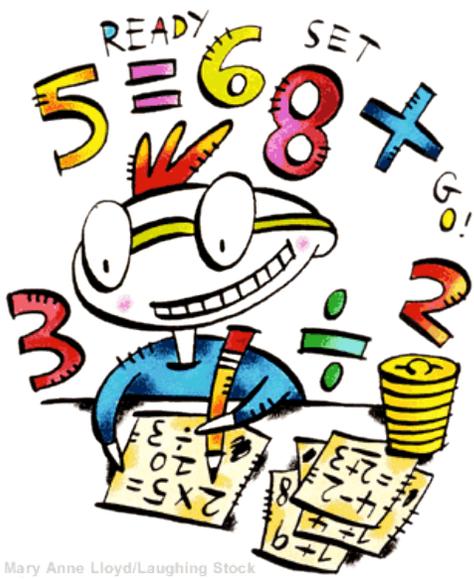
PAYMENT DISTRIBUTION TYPE: DA  
TITLE: DIRECT DEPOSIT - COMBINE ALL  
PAYMENT METHOD CODE: D (D=DIRECT DEPOSIT)  
(W=WARRANT/CHECK)  
(X=WIRE TRANSFER)  
DIRECT MAIL: \_ (Y=MAIL,N=DO NOT MAIL)  
SUPPRESS REMITTANCE: N (Y=SUPPRESS PRINTING OF REMITTANCE)  
(N=PRINT REMITTANCE LINES)



## D51:

- For **state employees**, SFMS will allow the default to be **RA** to return the warrant to the agency.
- For state employees who **travel** frequently and who have requested an electronic payment, the default will be **DA**.
- For vendors that have requested **electronic** payments, the default will be **DA**.

```
S051 UC: 10 STATE OF OREGON 05/10/18 09:15 AM
LINK TO: _____ VENDOR MAIL CODE PROFILE PROD
VENDOR NO: XXXXXXXXXX SEMS ENTERPRISES INC
MAIL CODE: 000 NAME: SEMS ENTERPRISES INC
SEARCH NAMES: SEMS ENTERPRISES INC SEMS
HOBBARDS ACCL MFGWARE
ADDRESS: XXXXXXXXXXXXXXXXXXXX
1700 DELTA MOUNTAIN RD
STE 100 CHS 963
CITY: XXXXXXXXXX ST: OR ZIP: 97504
COUNTRY: _____ REGION: _____ TAX RATE: _____
UPDATE REASON: CONV OWNERSHIP CODE: 0 LICENSE: _____
VENDOR CONTACT: POB SEMS (LDR CHS) USE 1750110066 FAX: 541 752 0060
TELEPHONE: 541 752 5877 EXT: _____ ALT VEND NAME: V LTR DATE: _____
PDT: MA EMAIL: _____ PNI: _____
AGY: 600 CONTACT: XXXXXXXXXX PHONE: 503 XXXXXXXX
DIR DEP DATE: _____
```



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## Example 2:

Staff member has signed a contract or issued a purchase order that commits the agency to the purchase of a good or service.

Encumbrance

Non ADPICS

► Filter by T-code Function

Group

We got approximately 42 T-Codes

Function	Status Code	Tcode	Tcode Title
3-Pre-Encumbrances, Encumbrances, Expenditures	A	298	Expenditure Tf Paid To Lgip-Loan Rec/Pay
3-Pre-Encumbrances, Encumbrances, Expenditures	A	289	Voucher Payable-Loan Rec/Pay
3-Pre-Encumbrances, Encumbrances, Expenditures	A	251	Subgrantee Reimb Expend Payment
3-Pre-Encumbrances, Encumbrances, Expenditures	A	253	Subgrantee Reimb Expend Payment - G38
3-Pre-Encumbrances, Encumbrances, Expenditures	A	239	Subgrantee Reimb Expend-No Commitment
3-Pre-Encumbrances, Encumbrances, Expenditures	A	290	Return Deposit Liability To Depositor
3-Pre-Encumbrances, Encumbrances, Expenditures	A	214	Neg Accounts Recv-Add Sfx To Document
3-Pre-Encumbrances, Encumbrances, Expenditures	A	213	Accounts Recv-Add Sfx To Document
3-Pre-Encumbrances, Encumbrances, Expenditures	A	212	Encumbrance - Add Sfx To Document
3-Pre-Encumbrances, Encumbrances, Expenditures	A	201	Adjust Pre-Encumbrance-(Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	204	Encumbrance Pre-Encumbered (Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	203	Encumbrance Not Pre-Encumb(Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	202	Cancel Pre-Encumbrance (Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	226	Voucher Payable - Pre-Encumbered
3-Pre-Encumbrances, Encumbrances, Expenditures	A	200	Establish A Pre-Encumbrance (Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	222	Voucher Payable-Not Encumbered
3-Pre-Encumbrances, Encumbrances, Expenditures	A	221	Vouchers Payable-Not Enc-Rti-Type R Only
3-Pre-Encumbrances, Encumbrances, Expenditures	A	220	Revenue Refund Payable/Trfr To Comp Unit
3-Pre-Encumbrances, Encumbrances, Expenditures	A	219	Transfer Funds To Non Treas Or Non System
3-Pre-Encumbrances, Encumbrances, Expenditures	A	217	Voucher Payable-Not Encumbered G38
3-Pre-Encumbrances, Encumbrances, Expenditures	A	206	Cancel Encumbrance (Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	205	Adjust Existing Encumb-(Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	230	Expense Of Unreimbursed Advance

- ▶ In Debit GI side filter with

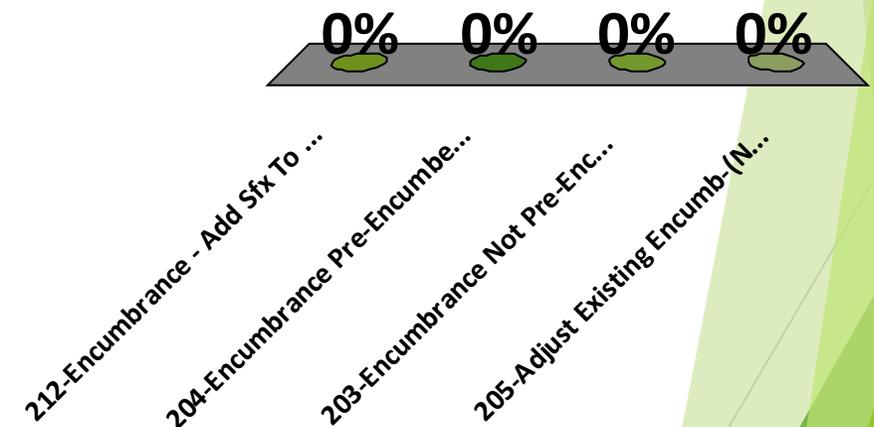
**2735**-Encumbrance Control-Doc Supported

- ▶ We are down to 4 T-Codes

Function	Status Code	Tcode	Tcode Title	Full description	GI Acct Dr1	GI Acct Title5	GI Acct Dr Cr Ind5
3-Pre-Encumbrances, Encumbrances, Expenditures	A	212	Encumbrance - Add Sfx To Document	Add Encumb & New Doc Suffix T	2735	Encumbrance Control-Doc Supported	D
3-Pre-Encumbrances, Encumbrances, Expenditures	A	204	Encumbrance Pre-Encumbered (Non-Adpics)	Establish Encumbrance That Wa:	2735	Encumbrance Control-Doc Supported	D
3-Pre-Encumbrances, Encumbrances, Expenditures	A	203	Encumbrance Not Pre-Encumb(Non-Adpics)	To Establish An Encumbrance. Th	2735	Encumbrance Control-Doc Supported	D
3-Pre-Encumbrances, Encumbrances, Expenditures	A	205	Adjust Existing Encumb-(Non-Adpics)	To Adjust An Encumbrance Estak	2735	Encumbrance Control-Doc Supported	D

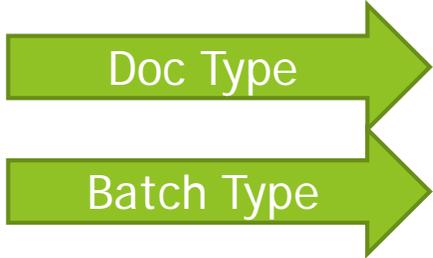
# Which T-Code would you choose?

- A. **212**-Encumbrance - Add Sfx To Document
- B. **204**-Encumbrance Pre-Encumbered (Non-Adpics)
- C. **203**-Encumbrance Not Pre-Encumb(Non-Adpics)
- D. **205**-Adjust Existing Encumb-(Non-Adpics)



TRAN CODE: 203 TITLE: ENCUMBRANCE NOT PRE-ENCUMB(NON-ADPICS)  
 GENERAL LEDGER DR-1: 2735 CR-1: 3011 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 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: 2 WW IND: 0 D/I: D WAR CANCL TC: \_\_\_\_\_ PYTC: \_\_\_\_\_ FUTMY: Y  
 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: + 01 N 1 1 \_\_\_\_\_  
 FILE AP: + 18 \_\_\_\_\_  
 POSTING AB: + 18 \_\_\_\_\_  
 INDS: CC: \_\_\_\_\_  
 GP: + 18 \_\_\_\_\_  
 PJ: + 18 \_\_\_\_\_  
 AGY GL: \_\_\_\_\_

S28B UC: 10 STATE OF OREGON 05/02/18 02:05 PM  
 LINK TO: \_\_\_\_\_ TRAN CODE DESCRIPTION PROFILE PROD  
 TRANS CODE: 203 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)  
 DESCRIPTION: TO ESTABLISH AN ENCUMBRANCE. THIS TC POSTS TO THE  
DOCUMENT FINANCIAL TABLE TO SUPPORT THE  
ENCUMBRANCE. USE TC 205 TO ADJUST.  
USE TC 207 FOR GASB 38.  
2735-ENCUMB CONTRL;3011-FUND BAL RESERV FOR ENCUMB  
 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 4001 - 4030 , 4061 - 5999 , \_\_\_\_\_  
 ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)  
 1: EE 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_  
 ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)  
 1: 3 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_  
 TREAS CAT: \_\_\_\_\_ STATUS CODE: A  
 EFF START DATE: 06011990 EFF END DATE: \_\_\_\_\_ LAST PROC DATE: 06092014  
 Z06 RECORD SUCCESSFULLY RECALLED



S505 UC: 17 STATE OF OREGON 05/03/18 10:01 AM  
LINK TO: \_\_\_\_\_ PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N TRNG  
BATCH: AGENCY 929 DATE 050318 TYPE 3 NO 100 SEQ NO 00002 MODE EDIT AND POST  
DOC DATE: \_\_\_\_\_ EFF DATE: 050918 DUE DATE: \_\_\_\_\_ SERV DATE: \_\_\_\_\_  
CUR DOC/SFX: EE000182 002 REF DOC/SFX: \_\_\_\_\_ MOD: \_ AGENCY: 929  
TRANS CODE: 203 ENCUMBRANCE NOT PRE-ENCUMB(NON-ADPICS)  
INDEX: \_\_\_\_\_  
PCA: 42320 DAS-IRMD-NC-VOICE SERVICES-UL AY: 19  
COMP/AGY OBJ: \_\_\_\_\_ 4730 PROFESSIONAL DEV IN-HOUSE TRAINING  
AMOUNT: \_\_\_\_\_ RVS: \_ DISC: \_\_\_\_\_ 1099: \_ FO: \_ PDT: \_  
DOC COUNT: 00001 DOC AMT: 0000000015.00 DOC AGY: 929 CI: \_ PROP #: \_\_\_\_\_  
INV #: \_\_\_\_\_ DT: \_\_\_\_\_ DESC: SET THE ENCUMBRANCE  
VEND/MC: 1911700102 000 NM: EXECUTIVE LEADERSHIP INC  
CONT NO: \_\_\_\_\_ ADDR 1: 110 COLUMBIA ST STE 201  
WARR NO: \_\_\_\_\_ ADDR 2: \_\_\_\_\_  
APPN NO: \_\_\_\_\_ ADDR 3: \_\_\_\_\_  
FUND: \_\_\_\_\_ ADDR 4: \_\_\_\_\_  
GL AC/AGY: \_\_\_\_\_ CITY: VANCOUVER ST: WA ZIP: 98660 3159  
GRANT NO/PH: \_\_\_\_\_ SUB GRANTEE: \_\_\_\_\_ PROJ NO/PH: 300001 18  
MPCD: \_\_\_\_\_ AGY CD-1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ G38: \_\_\_\_\_ RTI: \_\_\_\_\_  
TRANSACTION SUCCESSFULLY WRITTEN

F1-HELP F3-RTI F4-EDIT F5-PRIOR F6-BALANCING F7-DETAILS  
F9-INTERRUPT **F10-SAVE** F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

Te SSL

R 4 C 12 STCPU4EQ

Post the EE

GL	2735		3011	
	Encumbrance Control-Doc Supported		Fund Balance Reserved For Encumbrances	
Title	DR	CR	DR	CR
TCode	DR	CR	DR	CR
203	\$ 15.00			\$ 15.00

Balance

\$ 15.00	\$ -	\$ -	\$ 15.00
----------	------	------	----------

S064 UC: 17  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
DOCUMENT RECORD INQUIRY

05/04/18 01:53 PM  
TRNG

AGY: 929 DOC NO/SFX/CLASS: EE000182 001 001

CREATE DATE: 050318 CLOSE DATE:  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)  
INQ YEAR: 18 INQ MONTH: 11 DOC BALANCE: 15.00

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	15.00			

- ▶ *The 64 screen uses the Document Financial table. It will include pre-encumbrances, encumbrances, accounts receivable (document supported), and deposit liabilities (document supported).*

# Do you use 90 screen for your research?

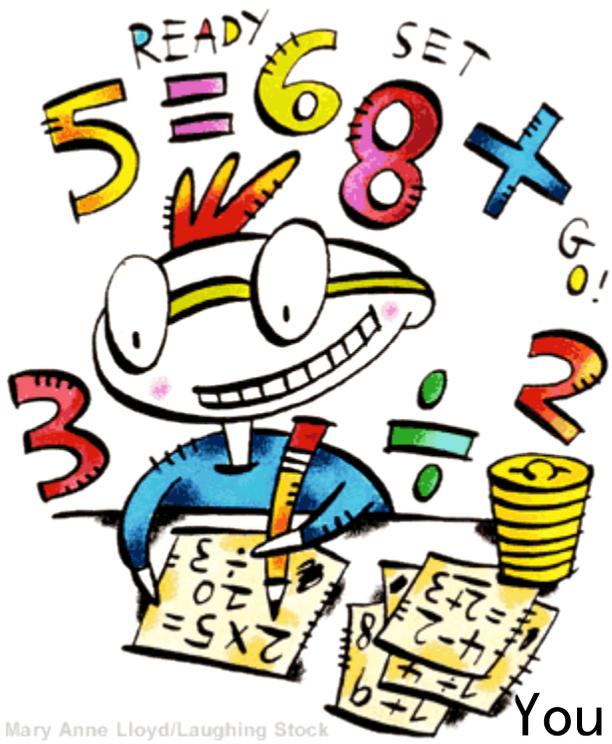
- A. Yes
- B. No



**SFMS – Screen 90-Batch Type  
page 1-3**

**BATCH TYPES USED BY AGENCIES ON A REGULAR BASIS:**

1 - BUDGETARY	SCREEN 503	
2 - REVENUES/RECEIPTS	SCREEN 504	
3 - PRE-ENCUMBRANCES/ENCUMBRANCES	SCREEN 505	
4 - EXPENDITURES/DISBURSEMENTS	SCREEN 505	
5 - JOURNAL VOUCHER	SCREEN 501	
7 - BUDGET AND APPROPRIATION ALLMT	SCREEN 503	
G - COMPANION TRANSACTION ENTRY	SCREEN 509	
8 - PAYROLL EXPENDITURES		
9 - PAYROLL LABOR HOURS		System Generated
A - ADPICS GENERATED TRANSACTIONS		
C - COST ALLOCATION	SCREEN 505	
F - FIXED ASSETS	SCREEN 505	
H - GENERATED TC	SCREEN 505	System Generated
I - GENERATED ACCRUAL REVERSALS		System Generated
K - INTEREST AND LATE FEES		
L - EXPIRED WARRANTS	SCREEN 505	System Generated
M - OUT OF SYSTEM ACTIVITY	SCREEN 505	
N - DEPOSIT RECONCILIATION	SCREEN 505	System Generated
P - GRANT AND PROJECT BILLING	SCREEN 505	
R - PAYMENT REDEMPTION	SCREEN 505	System Generated
S - CMIA GENERATED AR TRANS	SCREEN 505	System Generated
W - PAYMENT LIQUIDATION	SCREEN 505	System Generated
Y - YEAR END CLOSING	SCREEN 505	System Generated



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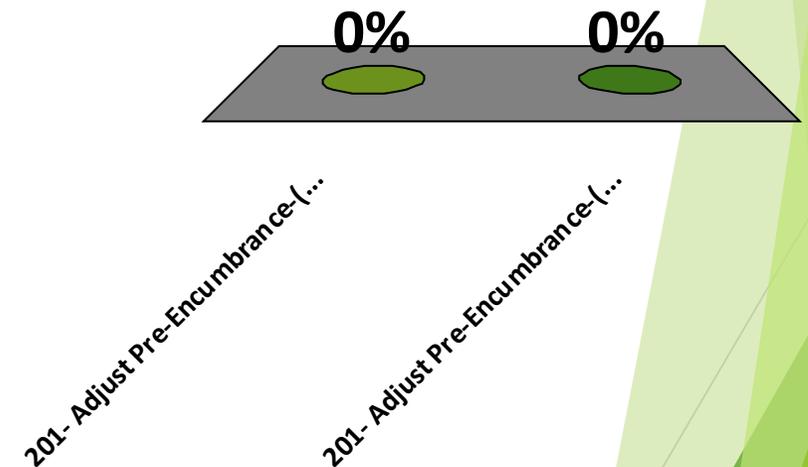
## Example 3:

You will adjust the existing encumbrance –  
increasing, decreasing

Function	Status Code	Tcode	Tcode Title
3-Pre-Encumbrances, Encumbrances, Expenditures	A	214	Neg Accounts Recv-Add Sfx To Document
3-Pre-Encumbrances, Encumbrances, Expenditures	A	213	Accounts Recv-Add Sfx To Document
3-Pre-Encumbrances, Encumbrances, Expenditures	A	212	Encumbrance - Add Sfx To Document
3-Pre-Encumbrances, Encumbrances, Expenditures	A	201	Adjust Pre-Encumbrance-(Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	204	Encumbrance Pre-Encumbered (Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	203	Encumbrance Not Pre-Encumb(Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	202	Cancel Pre-Encumbrance (Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	226	Voucher Payable - Pre-Encumbered
3-Pre-Encumbrances, Encumbrances, Expenditures	A	200	Establish A Pre-Encumbrance (Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	222	Voucher Payable-Not Encumbered
3-Pre-Encumbrances, Encumbrances, Expenditures	A	221	Vouchers Payable-Not Enc-Rti-Type R Only
3-Pre-Encumbrances, Encumbrances, Expenditures	A	220	Revenue Refund Payable/Trfr To Comp Unit
3-Pre-Encumbrances, Encumbrances, Expenditures	A	219	Transfer Funds To Non Treas Or Non System
3-Pre-Encumbrances, Encumbrances, Expenditures	A	217	Voucher Payable-Not Encumbered G38
3-Pre-Encumbrances, Encumbrances, Expenditures	A	206	Cancel Encumbrance (Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	205	Adjust Existing Encumb-(Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	230	Expense Of Unreimbursed Advance
3-Pre-Encumbrances, Encumbrances, Expenditures	A	229	Liquidate Unreimbursed Advance

# Which T-Code would you choose?

- A. **201**- Adjust Pre-Encumbrance-(Non-Adpics)
- B. **205**- Adjust Pre-Encumbrance-(Non-Adpics)



S28A UC: 10  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
TRANSACTION CODE DECISION PROFILE

05/02/18 02:49 PM  
PROD

TRAN CODE: 205 TITLE: ADJUST EXISTING ENCUMB-(NON-ADPICS)

GENERAL LEDGER DR-1: 2735 CR-1: 3011 DR-2: \_\_\_\_\_ CR-2: \_\_\_\_\_  
POSTING DR-3: \_\_\_\_\_ CR-3: \_\_\_\_\_ DR-4: \_\_\_\_\_ CR-4: \_\_\_\_\_

TRANS DOCD DUBT SVDT \_\_\_\_\_ CDOC I RDOC I MOD N AGCY R IDX \_\_\_\_\_ PCA \_\_\_\_\_ COBJ R  
EDIT AOBJ RVRS PDT N CI N 1099 \_\_\_\_\_ WARR N INVC \_\_\_\_\_ VNUM R 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: 2 WW IND: 0 D/I: D WAR CANCL TC: \_\_\_\_\_ PYTC: \_\_\_\_\_ FUTMY: Y

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:	<u>+</u>	<u>02</u>	<u>M</u>	<u>1</u>	<u>2</u>	<u>-</u>	<u>_____</u>	<u>-</u>	<u>-</u>	<u>-</u>

FILE AP: + 18

POSTING AB: + 18

INDS: CC: - \_\_\_\_\_

GP: + 18

PJ: + 18

AGY GL: \_\_\_\_\_

S28B UC: 10 STATE OF OREGON 05/02/18 02:50 PM  
LINK TO: \_\_\_\_\_ TRAN CODE DESCRIPTION PROFILE PROD

TRANS CODE: 205 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)

DESCRIPTION: TO ADJUST AN ENCUMBRANCE ESTABLISHED WITH TC 203  
OR 204. THIS TC POSTS TO THE DOCUMENT FINANCIAL  
TABLE. USE REVERSE CODE FOR DECREASE TO  
EXISTING ENCUMBRANCE. USE TC 208 FOR GASB 38  
2735-ENCUMB CONTRL;3011-FUND BAL RESERV FOR ENCUMB

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 4001 - 4030 , 4061 - 5999 , \_\_\_\_\_

\_\_\_\_\_

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)

1: EE 2: EC 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_

ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)

1: 3 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_



```

S505 UC: 17 STATE OF OREGON 05/04/18 02:00 PM
LINK TO: _____ PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N TRNG
BATCH: AGENCY 929 DATE 050418 TYPE 3 NO 103 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: _____ EFF DATE: 050918 DUE DATE: _____ SERV DATE: _____
CUR DOC/SFX: EE000183 001 REF DOC/SFX: EE000182 001 MOD: _ AGENCY: 929
TRANS CODE: 205 ADJUST EXISTING ENCUMB-(NON-ADPICS)
INDEX: 43200 DAS-IRMD-NC-VOICE SERVICES
PCA: 42320 DAS-IRMD-NC-VOICE SERVICES-UL AY: 19
COMP/AGY OBJ: 4404 4730 PROFESSIONAL DEV IN-HOUSE TRAINING
AMOUNT: 00000000020.00 RVS: _ DISC: _____ 1099: _ FO: _ PDT: _
DOC COUNT: _____ DOC AMT: 00000000020.00 DOC AGY: 929 CI: _ PROP #: _____
INV #: _____ DT: _____ DESC: _____
VEND/MC: 1911700102 000 NM: EXECUTIVE LEADERSHIP INC
CONT NO: _____ ADDR 1: 110 COLUMBIA ST STE 201
WARR NO: _____ ADDR 2: _____
APPN NO: 31556 ADDR 3: _____
FUND: 1200 ADDR 4: _____
GL AC/AGY: _____ CITY: VANCOUVER ST: WA ZIP: 98660 3159
GRANT NO/PH: _____ SUB GRANTEE: _____ PROJ NO/PH: 300001 18
MPCD: _____ AGY CD-1: _____ 2: _____ 3: 00652 G38: _____ RTI: _____

F1-HELP F3-RTI F4-EDIT F5-PRIOR F6-BALANCING F7-DETAILS
F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

S064 UC: 17  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
DOCUMENT RECORD INQUIRY

05/04/18 02:01 PM  
TRNG

AGY: 929 DOC NO/SFX/CLASS: EE000182 001 001

CREATE DATE: 050318 CLOSE DATE:  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)  
INQ YEAR: 18 INQ MONTH: 11

DOC BALANCE: **35.00**

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	15.00			
02	ADJUSTMENT	<b>20.00</b>			

F1-HELP

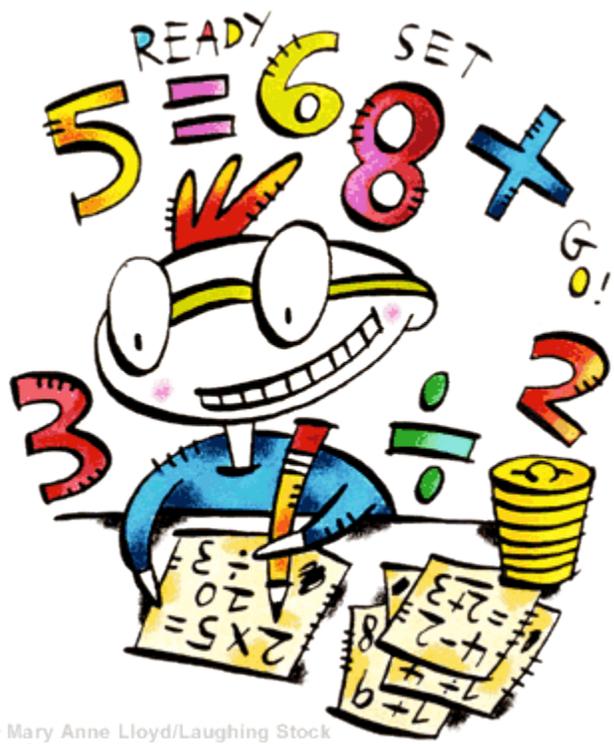
F5-NEXT

F9-INTERRUPT

ENTER-INQUIRE

CLEAR-EXIT

GL	2735		3011	
Title	Encumbrance Control-Doc Supported		Fund Balance Reserved For Encumbrances	
TCode	DR	CR	DR	CR
Post the EE	203	\$ 15.00		\$ 15.00
Adjust the EE	205	\$ 20.00		\$ 20.00
<b>Balance</b>	<b>\$ 35.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35.00</b>



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## Example 4:

Adding a new suffix

Function	Status Code	Tcode	Tcode Title
3-Pre-Encumbrances, Encumbrances, Expenditures	A	298	Expenditure Tf Paid To Lgip-Loan Rec/Pay
3-Pre-Encumbrances, Encumbrances, Expenditures	A	289	Voucher Payable-Loan Rec/Pay
3-Pre-Encumbrances, Encumbrances, Expenditures	A	251	Subgrantee Reimb Expend Payment
3-Pre-Encumbrances, Encumbrances, Expenditures	A	253	Subgrantee Reimb Expend Payment - G38
3-Pre-Encumbrances, Encumbrances, Expenditures	A	239	Subgrantee Reimb Expend-No Commitment
3-Pre-Encumbrances, Encumbrances, Expenditures	A	290	Return Deposit Liability To Depositor
3-Pre-Encumbrances, Encumbrances, Expenditures	A	214	Neg Accounts Recv-Add Sfx To Document
3-Pre-Encumbrances, Encumbrances, Expenditures	A	213	Accounts Recv-Add Sfx To Document
3-Pre-Encumbrances, Encumbrances, Expenditures	A	212	Encumbrance - Add Sfx To Document
3-Pre-Encumbrances, Encumbrances, Expenditures	A	201	Adjust Pre-Encumbrance-(Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	204	Encumbrance Pre-Encumbered (Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	203	Encumbrance Not Pre-Encumb(Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	202	Cancel Pre-Encumbrance (Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	226	Voucher Payable - Pre-Encumbered
3-Pre-Encumbrances, Encumbrances, Expenditures	A	200	Establish A Pre-Encumbrance (Non-Adpics)

S28A UC: 10  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
TRANSACTION CODE DECISION PROFILE

05/02/18 03:32 PM  
PROD

TRAN CODE: 212 TITLE: ENCUMBRANCE - ADD SFX TO DOCUMENT

GENERAL LEDGER DR-1: 2735 CR-1: 3011 DR-2: 2951 CR-2: 2951

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 N 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: 2 WW IND: 0 D/I: D WAR CANCL TC: \_\_\_\_\_ PYTC: \_\_\_\_\_ FUTMY: Y

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: + 01 N 1 2

FILE AP: + 18 \_\_\_\_\_

POSTING AB: + 18 \_\_\_\_\_

INDS: CC: \_\_\_\_\_

GP: + 18 \_\_\_\_\_

PJ: + 18 \_\_\_\_\_

AGY GL: \_\_\_\_\_

S28B UC: 10 STATE OF OREGON 05/02/18 03:32 PM  
LINK TO: \_\_\_\_\_ TRANS CODE DESCRIPTION PROFILE PROD

TRANS CODE: 212 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)

DESCRIPTION: ADD ENCUMB & NEW DOC SUFFIX TO ALREADY EXISTING  
ENCUMB DOC. ORIGINAL DOC# & NEW SUFFIX IS ENTERED  
IN THE REF DOC FIELD. USE TC 210 FOR GASB 38.  
2735-ENCUMBRANC CNTRL;3011-FUND BAL RES FOR ENCUMB  
2951-SYS CLEAR GL LEVEL ONLY

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 4001 - 4030 , 4061 - 5999

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)

1: EE 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_

ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)

1: 3 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_

TREAS CAT: \_\_\_\_\_ STATUS CODE: A

EFF START DATE: 06011990 EFF END DATE: \_\_\_\_\_ LAST PROC DATE: 06092014

Z06 RECORD SUCCESSFULLY RECALLED

Doc Type

Batch Type

S505 UC: 17 STATE OF OREGON 05/04/18 02:20 PM  
LINK TO: \_\_\_\_\_ PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N TRNG  
BATCH: AGENCY 929 DATE 050418 TYPE 3 NO 105 SEQ NO 00002 MODE EDIT AND POST  
DOC DATE: \_\_\_\_\_ EFF DATE: 050918 DUE DATE: \_\_\_\_\_ SERV DATE: \_\_\_\_\_  
CUR DOC/SFX: EE000186 005 REF DOC/SFX: EE000182 004 MOD: \_ AGENCY: 929  
TRANS CODE: 212 ENCUMBRANCE - ADD SFX TO DOCUMENT  
INDEX: \_\_\_\_\_  
PCA: 42310 DAS-IRMD-NC-DATA SERVICES-UL AY: 19  
COMP/AGY OBJ: \_\_\_\_\_ 4730 PROFESSIONAL DEV IN-HOUSE TRAINING  
AMOUNT: \_\_\_\_\_ RVS: \_ DISC: \_\_\_\_\_ 1099: \_ FO: \_ PDT: \_  
DOC COUNT: 00001 DOC AMT: 0000000080.00 DOC AGY: 929 CI: \_ PROP #: \_\_\_\_\_  
INV #: \_\_\_\_\_ DT: \_\_\_\_\_ DESC: ADD ANOTHER SUFX  
VEND/MC: 1911700102 000 NM: EXECUTIVE LEADERSHIP INC  
CONT NO: \_\_\_\_\_ ADDR 1: 110 COLUMBIA ST STE 201  
WARR NO: \_\_\_\_\_ ADDR 2: \_\_\_\_\_  
APPN NO: \_\_\_\_\_ ADDR 3: \_\_\_\_\_  
FUND: \_\_\_\_\_ ADDR 4: \_\_\_\_\_  
GL AC/AGY: \_\_\_\_\_ CITY: VANCOUVER ST: WA ZIP: 98660 3159  
GRANT NO/PH: \_\_\_\_\_ SUB GRANTEE: \_\_\_\_\_ PROJ NO/PH: \_\_\_\_\_  
MPCD: \_\_\_\_\_ AGY CD-1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ G38: \_\_\_\_\_ RTI: \_\_\_\_\_  
TRANSACTION SUCCESSFULLY WRITTEN  
  
F1-HELP F3-RTI F4-EDIT F5-PRIOR F6-BALANCING F7-DETAILS  
F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

S064 UC: 17  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
DOCUMENT RECORD INQUIRY

05/04/18 02:22 PM  
TRNG

AGY: 929 DOC NO/SFX/CLASS: EE000182 004 001

CREATE DATE: 050418 CLOSE DATE:  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)  
INQ YEAR: 18 INQ MONTH: 11

DOC BALANCE: 80.00

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	80.00			

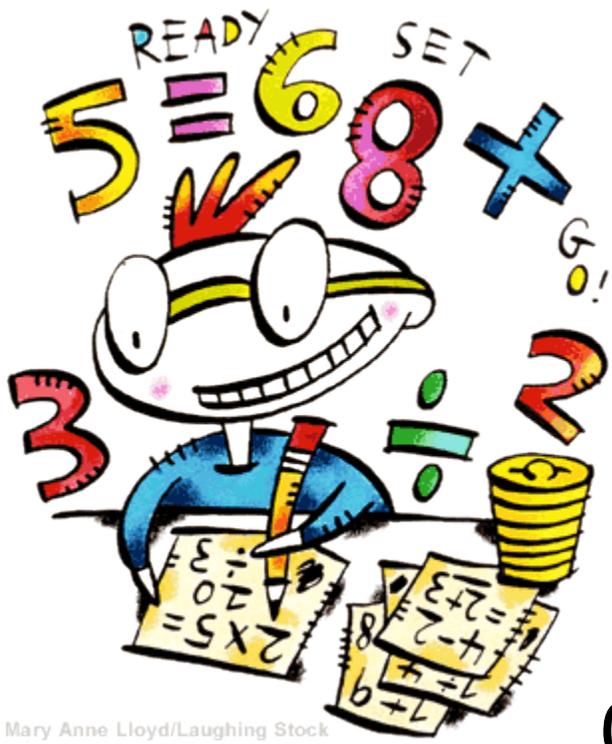


Post the EE  
Adjust the EE  
Add Sfx

GL	2735		3011		2951	
	Encumbrance Control-Doc Supported		Fund Balance Reserved For Encumbrances		SYSTEM CLEARING GENERAL LEDGER LEVEL ONL	
Title	DR	CR	DR	CR	DR	CR
203	\$ 15.00			\$ 15.00		
205	\$ 20.00			\$ 20.00		
212	\$ 80.00			\$ 80.00	\$ 80.00	\$ 80.00

Balance

\$ 115.00	\$ -	\$ -	\$ 115.00	\$ -	\$ -
-----------	------	------	-----------	------	------



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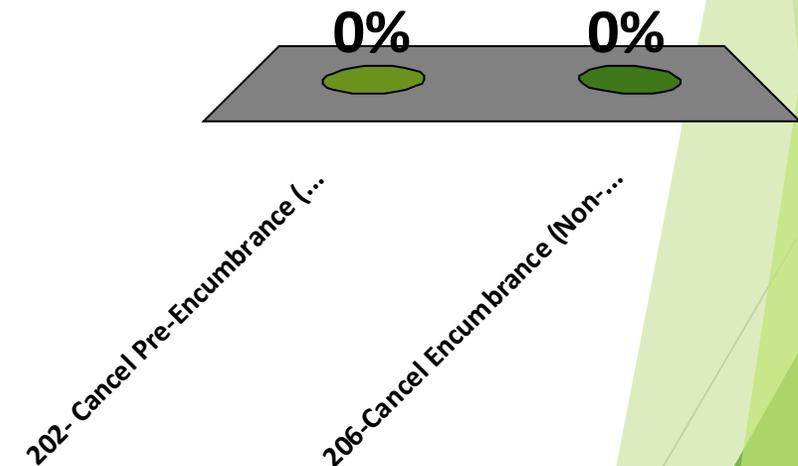
## Example 5:

Canceling different suffixes

Function	Status Code	Tcode	Tcode Title
3-Pre-Encumbrances, Encumbrances, Expenditures	A	201	Adjust Pre-Encumbrance-(Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	204	Encumbrance Pre-Encumbered (Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	203	Encumbrance Not Pre-Encumb(Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	202	Cancel Pre-Encumbrance (Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	226	Voucher Payable - Pre-Encumbered
3-Pre-Encumbrances, Encumbrances, Expenditures	A	200	Establish A Pre-Encumbrance (Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	222	Voucher Payable-Not Encumbered
3-Pre-Encumbrances, Encumbrances, Expenditures	A	221	Vouchers Payable-Not Enc-Rti-Type R Only
3-Pre-Encumbrances, Encumbrances, Expenditures	A	220	Revenue Refund Payable/Trfr To Comp Unit
3-Pre-Encumbrances, Encumbrances, Expenditures	A	219	Transfer Funds To Non Treas Or Non System
3-Pre-Encumbrances, Encumbrances, Expenditures	A	217	Voucher Payable-Not Encumbered G38
3-Pre-Encumbrances, Encumbrances, Expenditures	A	206	Cancel Encumbrance (Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	205	Adjust Existing Encumb-(Non-Adpics)
3-Pre-Encumbrances, Encumbrances, Expenditures	A	230	Expense Of Unreimbursed Advance
3-Pre-Encumbrances, Encumbrances, Expenditures	A	229	Liquidate Unreimbursed Advance
3-Pre-Encumbrances, Encumbrances, Expenditures	A	227	Disbursement Of Investment - Other
3-Pre-Encumbrances, Encumbrances, Expenditures	A	225	Voucher Payable - Encumbered
3-Pre-Encumbrances, Encumbrances, Expenditures	A	223	Unreimbursed Advance Not Encumbered

# Which T-Code would you choose?

- A. **202**- Cancel Pre-Encumbrance (Non-Adpics)
- B. **206**-Cancel Encumbrance (Non-Adpics)



S28A UC: 10  
LINK TO: \_\_\_\_\_

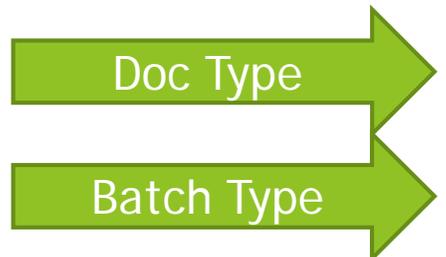
STATE OF OREGON  
TRANSACTION CODE DECISION PROFILE

05/02/18 03:42 PM  
PROD

TRAN CODE: 206 TITLE: CANCEL ENCUMBRANCE (NON-ADPICS)  
 GENERAL LEDGER DR-1: 2951 CR-1: 2951 DR-2: \_\_\_\_\_ CR-2: \_\_\_\_\_  
 POSTING DR-3: \_\_\_\_\_ CR-3: \_\_\_\_\_ DR-4: 3011 CR-4: 2735  
 TRANS DOCD \_ DUDT \_ SVDT \_ CDOC I RDOC I **MOD I** AGCY R IDX \_ PCA \_ COBJ R  
 EDIT AOBJ \_ RVRS N PDT N CI N 1099 \_ WARR N INVC \_ VNUM R 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: 2 WW IND: 0 D/I: D WAR CANCL TC: \_\_\_\_\_ PYTC: \_\_\_\_\_ FUTMY: Y  
 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: + 03 M 8 2 \_\_\_\_\_

FILE AP: = 18 \_\_\_\_\_  
 POSTING AB: = 18 \_\_\_\_\_  
 INDS: CC: \_\_\_\_\_  
 GP: = 18 \_\_\_\_\_  
 PJ: = 18 \_\_\_\_\_  
 AGY GL: \_\_\_\_\_

S28B UC: 10 STATE OF OREGON 05/02/18 03:42 PM  
 LINK TO: \_\_\_\_\_ TRAN CODE DESCRIPTION PROFILE PROD  
 TRANS CODE: 206 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)  
 DESCRIPTION: CANX ENCUMB ESTAB W/TC203 OR 204. TC POSTS TO DF  
TABLE TO LIQUIDATE THE ENCUMB. RVRS CANNOT BE USED  
IF NEED TO REESTABLIS, USE TC212. TC209 GASB38 CNX  
2951-SYST CLEAR GL LEVEL ONLY  
3011-FUND BAL RES FOR ENCUMB;2735-ENCUMBRANCE CTL  
 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 4001 = 4030 , 4061 = 5999  
 \_\_\_\_\_  
 ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)  
 1: EE 2: EC 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_  
 ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)  
 1: 3 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_  
 TREAS CAT: \_\_\_\_\_ STATUS CODE: A  
 EFF START DATE: 08311990 EFF END DATE: \_\_\_\_\_ LAST PROC DATE: 07102014  
 Z06 RECORD SUCCESSFULLY RECALLED



S505 UC: 17 STATE OF OREGON 05/04/18 02:36 PM  
LINK TO: \_\_\_\_\_ PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N TRNG  
BATCH: AGENCY 929 DATE 050418 TYPE 3 NO 106 SEQ NO 00002 MODE EDIT AND POST  
DOC DATE: \_\_\_\_\_ EFF DATE: 050918 DUE DATE: \_\_\_\_\_ SERV DATE: \_\_\_\_\_  
CUR DOC/SFX: EE000187 002 REF DOC/SFX: EE000182 001 MOD: C AGENCY: 929  
TRANS CODE: 206 CANCEL ENCUMBRANCE (NON-ADPICS)  
INDEX: 43200 DAS-IRMD-NC-VOICE SERVICES  
PCA: 42320 DAS-IRMD-NC-VOICE SERVICES-UL AY: 19  
COMP/AGY OBJ: 4404 4730 PROFESSIONAL DEV IN-HOUSE TRAINING  
AMOUNT: \_\_\_\_\_ RVS:    DISC: \_\_\_\_\_ 1099:    FO:    PDT:     
DOC COUNT: 00001 DOC AMT: 0000000003.00 DOC AGY: 929 CI:    PROP #: \_\_\_\_\_  
INV #: \_\_\_\_\_ DT: \_\_\_\_\_ DESC: \_\_\_\_\_  
VEND/MC: 1911700102 000 NM: EXECUTIVE LEADERSHIP INC  
CONT NO: \_\_\_\_\_ ADDR 1: 110 COLUMBIA ST STE 201  
WARR NO: \_\_\_\_\_ ADDR 2: \_\_\_\_\_  
APPN NO: 31556 ADDR 3: \_\_\_\_\_  
FUND: 1200 ADDR 4: \_\_\_\_\_  
GL AC/AGY: \_\_\_\_\_ CITY: VANCOUVER ST: WA ZIP: 98660 3159  
GRANT NO/PH: \_\_\_\_\_ SUB GRANTEE: \_\_\_\_\_ PROJ NO/PH: 300001 18  
MPCD: \_\_\_\_\_ AGY CD-1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: 00652 G38: \_\_\_\_\_ RTI: \_\_\_\_\_  
TRANSACTION SUCCESSFULLY WRITTEN

F1-HELP F3-RTI F4-EDIT F5-PRIOR F6-BALANCING F7-DETAILS  
F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT



S090 UC: 17  
LINK TO: \_\_\_\_\_  
ACTIVE  
KEYWORD: EH3 PAGE: 01

STATE OF OREGON  
NEWS/HELP TABLE

05/04/18 02:31 PM  
TRNG

CODE: EH3 MODIFIER REQUIRED

DATA ELEMENT: MODIFIER

EXPLANATION: THE TRANS CODE DECISION PROFILE (28A) INDICATES THE MODIFIER IS "R" (REQUIRED) OR "I" (INPUT). THIS MEANS THAT FOR THIS TRANSACTION THE MODIFIER MUST BE ENTERED. THE MODIFIER IDENTIFIES HOW THE DOCUMENT SHOULD BE POSTED AND IS REQUIRED ON ENCUMBRANCE TRANS REFERENCING PRE-ENCUMBRANCES AND EXPENDITURE TRANS REFERENCING ENCUMBRANCES.

SEE HELP 'E20' FOR VALID VALUES.

EFF START DATE: 06201990 EFF END DATE: \_\_\_\_\_ STATUS CODE: A  
Z06 RECORD SUCCESSFULLY RECALLED LAST PROC DATE: 12091994



Nothing is secret in R\*Stars, you can find information for your transactions from SCREENS.

```
S090 UC: 17 STATE OF OREGON 05/04/18 02:32 PM
LINK TO: _____ NEWS/HELP TABLE TRNG
ACTIVE
KEYWORD: E20 PAGE: 01

CODE: E20 INVALID MODIFIER

DATA ELEMENT: MODIFIER

EXPLANATION: VALID VALUES FOR MODIFIER ARE:

' SPACES ' NO MODIFIER ACTION
' A ' ACTIVATES A PREVIOUSLY CLOSED DOCUMENT
' C ' CLOSSES A DOCUMENT. IF A DOCUMENT IS CLOSED IT MAY SUBSEQUENTLY
BE ACTIVATED THROUGH THE USE OF ' A ' .
' F ' FINAL LIQUIDATION OF REFERENCE DOCUMENT
' P ' PARTIAL LIQUIDATION OF REFERENCE DOCUMENT
' X ' YEAR END CLOSING SPECIAL ENTRY
```

S064 UC: 17  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
DOCUMENT RECORD INQUIRY

05/04/18 02:36 PM  
TRNG

AGY: 929 DOC NO/SFX/CLASS: EE000182 001 001

CREATE DATE: 050318 CLOSE DATE: 050418  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)  
INQ YEAR: 18 INQ MONTH: 11 DOC BALANCE: .00

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	15.00			
02	ADJUSTMENT	20.00			
03	LIQUIDATIONS	35.00			

S059 UC: 17  
LINK TO: \_\_\_\_\_

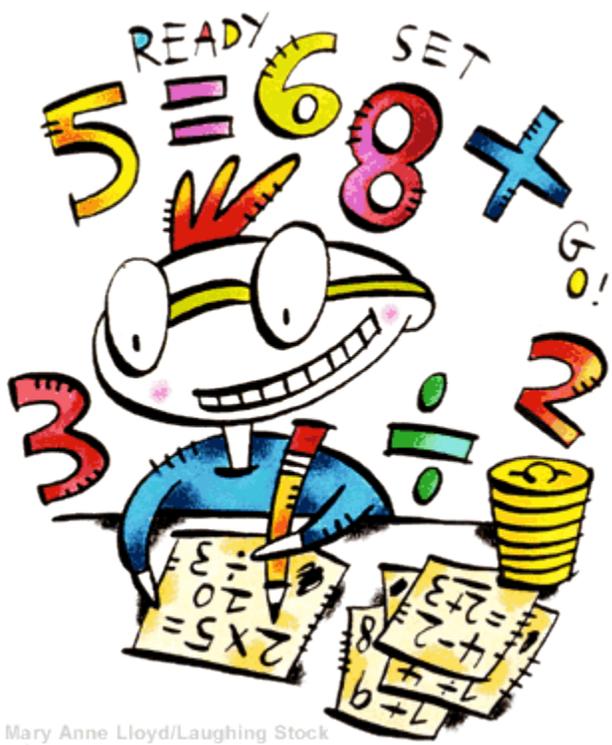
STATE OF OREGON  
VENDOR DOCUMENT INQUIRY

05/04/18 02:37 PM  
TRNG

AGY: 929 VENDOR NO/MC: 1911700102 000 DOC TYPE: EE FY: 18  
VENDOR NAME: EXECUTIVE LEADERSHIP INC

S	DOC NO / SFX	CREATE DATE	DOC DATE	DOC BALANCE
_	EE000174 003	07062017		1,350.00
_	EE000174 004	07062017		1,200.00
_	EE000182 004	05042018		80.00
_				

GL	2735		3011		2951	
	Encumbrance Control-Doc Supported		Fund Balance Reserved For Encumbrances		SYSTEM CLEARING GENERAL LEDGER LEVEL ONL	
Title	DR	CR	DR	CR	DR	CR
Post the EE	203	\$ 15.00		\$ 15.00		
Adjust the EE	205	\$ 20.00		\$ 20.00		
	212	\$ 80.00		\$ 80.00	\$ 80.00	\$ 80.00
Cancel	206		\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
Balance		\$ 80.00	\$ -	\$ 80.00	\$ -	\$ -



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## Example 6:

You will create the voucher payable to pay the vendor and liquidate the encumbrance.

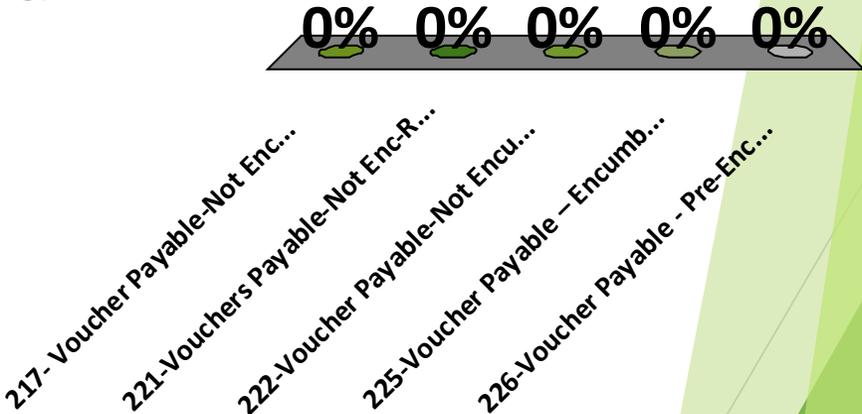
► 42 T-Codes

Function	Status Code	Tcode	Tcode Title
3-Pre-Encumbrances, Encumbrances, Exp A		214	Neg Accounts Recv-Add Sfx To Document
3-Pre-Encumbrances, Encumbrances, Exp A		217	Voucher Payable-Not Encumbered G38
3-Pre-Encumbrances, Encumbrances, Exp A		219	Transfer Funds To Non Treas Or Non System
3-Pre-Encumbrances, Encumbrances, Exp A		220	Revenue Refund Payable/Trfr To Comp Unit
3-Pre-Encumbrances, Encumbrances, Exp A		221	Vouchers Payable-Not Enc-Rti-Type R Only
3-Pre-Encumbrances, Encumbrances, Exp A		222	Voucher Payable-Not Encumbered
3-Pre-Encumbrances, Encumbrances, Exp A		223	Unreimbursed Advance Not Encumbered
3-Pre-Encumbrances, Encumbrances, Exp A		225	Voucher Payable - Encumbered
3-Pre-Encumbrances, Encumbrances, Exp A		226	Voucher Payable - Pre-Encumbered
3-Pre-Encumbrances, Encumbrances, Exp A		227	Disbursement Of Investment - Other
3-Pre-Encumbrances, Encumbrances, Exp A		229	Liquidate Unreimbursed Advance
3-Pre-Encumbrances, Encumbrances, Exp A		230	Expense Of Unreimbursed Advance
3-Pre-Encumbrances, Encumbrances, Exp A		235	Return Unidentified Receipt To Depositor
3-Pre-Encumbrances, Encumbrances, Exp A		237	Subgrantee-Total Expendable Budget
3-Pre-Encumbrances, Encumbrances, Exp A		239	Subgrantee Reimb Expend-No Commitment
3-Pre-Encumbrances, Encumbrances, Exp A		243	Subgrantee-Nonreimbursable Expenditures
3-Pre-Encumbrances, Encumbrances, Exp A		246	Subgrantee Reimb Budget After Enc Liq
3-Pre-Encumbrances, Encumbrances, Exp A		250	Subgrantee Reimbursable Expenditures
3-Pre-Encumbrances, Encumbrances, Exp A		251	Subgrantee Reimb Expend Payment
3-Pre-Encumbrances, Encumbrances, Exp A		252	Subgrantee Reimbursable Expend - G38
3-Pre-Encumbrances, Encumbrances, Exp A		253	Subgrantee Reimb Expend Payment - G38
3-Pre-Encumbrances, Encumbrances, Exp A		254	Subgrantee Reimbursable Expend W/Budget
3-Pre-Encumbrances, Encumbrances, Exp A		287	Return Dep Liab To Depositor-No Doc Supp
3-Pre-Encumbrances, Encumbrances, Exp A		288	Vouchers Payable For Trust Fund Payable
3-Pre-Encumbrances, Encumbrances, Exp A		289	Voucher Payable-Loan Rec/Pay
3-Pre-Encumbrances, Encumbrances, Exp A		290	Return Deposit Liability To Depositor
3-Pre-Encumbrances, Encumbrances, Exp A		291	Expenditure Tf Paid To Lgip (No Warrant)
3-Pre-Encumbrances, Encumbrances, Exp A		292	Revenue Transfer Out To Lgip(No Warrant)
3-Pre-Encumbrances, Encumbrances, Exp A		293	Record Lgip Deposit For Expend Transfer
3-Pre-Encumbrances, Encumbrances, Exp A		294	Record Lgip Deposit For Revenue Transfer
3-Pre-Encumbrances, Encumbrances, Exp A		295	Revenue Transfer Out W/Warrant
3-Pre-Encumbrances, Encumbrances, Exp A		298	Expenditure Tf Paid To Lgip-Loan Rec/Pay
3-Pre-Encumbrances, Encumbrances, Exp A		299	Record Lgip Deposit For Expend Transfer

Function	Status Code	Tcode	Tcode Title	Full description	GI Acct Dr1	GI Acct Title5	GI Acct Dr Cr Ind5	GI Acct Cr1	GI Acct Title	GI Acct Dr Cr Ind	GI Acct Dr2	GI Acct Title6	GI Acct Dr Cr Ind6	GI Acct Cr2	GI Acct Title2	GI Acct Dr Cr Ind2
3-Pre-Encumbrances, Encumbrances, Exp A	217	Voucher Payable-Not Encumbered G38	To Set Up Voucher Payable For A	3501 Expenditure Control - Accru D	1211	Vouchers Payable	C									
3-Pre-Encumbrances, Encumbrances, Exp A	221	Vouchers Payable-Not Enc-Rti-Type R Only	Set Up Voucher Payable That Wi	3501 Expenditure Control - Accru D	1211	Vouchers Payable	C									
3-Pre-Encumbrances, Encumbrances, Exp A	222	Voucher Payable-Not Encumbered	To Set Up Voucher Payable For A	3501 Expenditure Control - Accru D	1211	Vouchers Payable	C									
3-Pre-Encumbrances, Encumbrances, Exp A	225	Voucher Payable - Encumbered	To Issue Warrant For Voucher Pa	3501 Expenditure Control - Accru D	1211	Vouchers Payable	C									
3-Pre-Encumbrances, Encumbrances, Exp A	226	Voucher Payable - Pre-Encumbered	Issue A Warrant For A Vp & Liqui	3501 Expenditure Control - Accru D	1211	Vouchers Payable	C									
3-Pre-Encumbrances, Encumbrances, Exp A	239	Subgrantee Reimb Expend-No Commitment	Issue Wrnt For Expend Reimb Fr	3501 Expenditure Control - Accru D	1211	Vouchers Payable	C	2709	Reimbursable Expend D	2919	Subgrantee Expen C					
3-Pre-Encumbrances, Encumbrances, Exp A	251	Subgrantee Reimb Expend Payment	To Issue A Warrant For Expendit	3501 Expenditure Control - Accru D	1211	Vouchers Payable	C	2919	Subgrantee Expenditu C	2709	Reimbursable Exp D					
3-Pre-Encumbrances, Encumbrances, Exp A	253	Subgrantee Reimb Expend Payment - G38	To Issue A Warrant For Expendit	3501 Expenditure Control - Accru D	1211	Vouchers Payable	C	2919	Subgrantee Expenditu C	2709	Reimbursable Exp D					

# Which T-Code would you choose?

- A. **217**- Voucher Payable-Not Encumbered G38
- B. **221**-Vouchers Payable-Not Enc-Rti-Type R Only
- C. **222**-Voucher Payable-Not Encumbered
- D. **225**-Voucher Payable – Encumbered
- E. **226**-Voucher Payable - Pre-Encumbered



S28A UC: 17  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
TRANSACTION CODE DECISION PROFILE

05/04/18 03:24 PM  
TRNG

TRAN CODE: 225 TITLE: VOUCHER PAYABLE - ENCUMBERED

GENERAL LEDGER DR-1: 3501 CR-1: 1211 DR-2: \_\_\_\_\_ CR-2: \_\_\_\_\_  
POSTING DR-3: \_\_\_\_\_ CR-3: \_\_\_\_\_ DR-4: 3011 CR-4: 2735

TRANS DOCD \_ DUDT I SVDT \_ CDOC I RDOC I MOD I AGCY R IDX \_ PCA \_ COBJ R  
EDIT AOBJ \_ RVRS N PDT R CI N 1099 R WARR \_ INVC \_ VNUM R 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: ±

	A/S	BT	MATCH	GLA	DOC	A/S	BT	MATCH	GLA	DOC
DF:	<u>±</u>	<u>03</u>	<u>M</u>	<u>8</u>	<u>2</u>	<u>±</u>	<u>04</u>	<u>M</u>	<u>8</u>	<u>2</u>
FILE AP:	<u>-</u>	<u>18</u>	<u>-</u>			<u>+</u>	<u>17</u>			

POSTING AB: - 18  
INDS: CC: - \_\_\_\_\_  
GP: - 18  
PJ: - 18

S28B UC: 17 STATE OF OREGON 05/04/18 03:24 PM  
LINK TO: \_\_\_\_\_ TRAN CODE DESCRIPTION PROFILE TRNG

TRANS CODE: 225 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)  
DESCRIPTION: TO ISSUE WARRANT FOR VOUCHER PAYABLE THAT WAS  
ENCUMBERED.

USE TC 218 FOR GASB 38  
3501-EXPEND CONTROL-ACCRUED;1211-VOUCHER PAYABLE  
3011-FUND BAL RES FOR ENCUMB;2735-ENCUMB CONTROL

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 4001 - 4030 , 4061 - 5999

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)  
1: VI 2: VP 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



S505 UC: 17 STATE OF OREGON 05/04/18 03:50 PM  
LINK TO: \_\_\_\_\_ PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N TRNG  
BATCH: AGENCY 929 DATE 050418 TYPE 4 NO 107 SEQ NO 00001 MODE EDIT AND POST  
DOC DATE: \_\_\_\_\_ EFF DATE: 050918 DUE DATE: 050418 SERV DATE: \_\_\_\_\_  
CUR DOC/SFX: VP000544 001 REF DOC/SFX: EE000182 001 MOD: F AGENCY: 929  
TRANS CODE: 225 VOUCHER PAYABLE - ENCUMBERED  
INDEX: 43200 DAS-IRMD-NC-VOICE SERVICES  
PCA: 42320 DAS-IRMD-NC-VOICE SERVICES-UL AY: 19  
COMP/AGY OBJ: 4404 4730 PROFESSIONAL DEV IN-HOUSE TRAINING  
AMOUNT: 00000002000.00 RVS: \_ DISC: \_\_\_\_\_ 1099: \_ FO: \_ PDT: MA  
DOC COUNT: 00000 DOC AMT: 0000000000.00 DOC AGY: 929 CI: \_ PROP #: \_\_\_\_\_  
INV #: \_\_\_\_\_ DT: \_\_\_\_\_ DESC: \_\_\_\_\_  
VEND/MC: 1911700102 000 NM: \_\_\_\_\_  
CONT NO: \_\_\_\_\_ ADDR 1: \_\_\_\_\_  
WARR NO: \_\_\_\_\_ ADDR 2: \_\_\_\_\_  
APPN NO: 31556 ADDR 3: \_\_\_\_\_  
FUND: 1200 ADDR 4: \_\_\_\_\_  
GL AC/AGY: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_ ZIP: \_\_\_\_\_  
GRANT NO/PH: \_\_\_\_\_ SUB GRANTEE: \_\_\_\_\_ PROJ NO/PH: 300001 18  
MPCD: \_\_\_\_\_ AGY CD-1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: 00652 G38: \_\_\_\_\_ RTI: \_\_\_\_\_  
F10 DOC MOD NOT = A

S090 UC: 17 STATE OF OREGON 05/04/18 03:50 PM  
LINK TO: \_\_\_\_\_ NEWS/HELP TABLE TRNG  
ACTIVE  
KEYWORD: F10 PAGE: 01  
  
CODE: F10 DOC MOD NOT = A  
  
DATA ELEMENT: DOCUMENT  
  
EXPLANATION: WHEN POSTING TO A DOCUMENT WHICH HAS BEEN CLOSED, THE  
MODIFIER MUST EQUAL 'A'.

S505 UC: 17 STATE OF OREGON 05/04/18 03:54 PM  
LINK TO: \_\_\_\_\_ S D: \_ PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N TRNG  
BATCH: AGENCY 929 DATE 050418 TYPE 4 NO 107 SEQ NO 00001 MODE EDIT AND POST  
DOC DATE: \_\_\_\_\_ EFF DATE: 050918 DUE DATE: 050418 SERV DATE: \_\_\_\_\_  
CUR DOC/SFX: VP000544 001 REF DOC/SFX: EE000182 004 MOD: F AGENCY: 929  
TRANS CODE: 225  
INDEX: 43200  
PCA: 42320 AY: 19  
COMP/AGY OBJ: 4404 4730  
AMOUNT: 0000000002.00 RVS: \_ DISC: \_\_\_\_\_ 1099: \_ FO: \_ PDT: MA  
DOC COUNT: 00001 DOC AMT: 0000000002.00 DOC AGY: 929 CI: \_ PROP #: \_\_\_\_\_  
INV #: \_\_\_\_\_ DT: \_\_\_\_\_ DESC: \_\_\_\_\_  
VEND/MC: 1911700102 000 NM: EXECUTIVE LEADERSHIP INC  
CONT NO: \_\_\_\_\_ ADDR 1: 110 COLUMBIA ST STE 201  
WARR NO: \_\_\_\_\_ ADDR 2: \_\_\_\_\_  
APPN NO: 31556 ADDR 3: \_\_\_\_\_  
FUND: 1200 ADDR 4: \_\_\_\_\_  
GL AC/AGY: \_\_\_\_\_ CITY: VANCOUVER ST: WA ZIP: 98660 3159  
GRANT NO/PH: \_\_\_\_\_ SUB GRANTEE: \_\_\_\_\_ PROJ NO/PH: 300001 18  
MPCD: \_\_\_\_\_ AGY CD-1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: 00652 G38: \_\_\_\_\_ RTI: \_\_\_\_\_

S064 UC: 17  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
DOCUMENT RECORD INQUIRY

05/04/18 03:55 PM  
TRNG

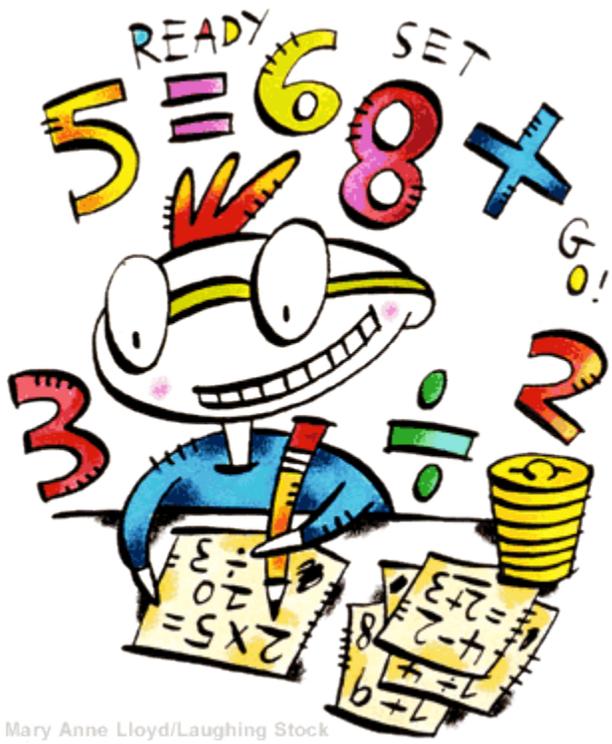
AGY: 929 DOC NO/SFX/CLASS: EE000182 004 001

CREATE DATE: 050418 CLOSE DATE: 050418  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)  
INQ YEAR: 18 INQ MONTH: 11

DOC BALANCE: .00

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	80.00			
03	LIQUIDATIONS	80.00			
04	PYMT/COLLECTIONS	2.00			

GL	2735		3011		2951		3501		1211		0070		3500		1111		1011	
	Encumbrance Control-Doc Supported		Fund Balance Reserved For Encumbrances		SYSTEM CLEARING GENERAL LEDGER LEVEL ONL		EXPENDITURE CONTROL - ACCRUED		VOUCHERS PAYABLE		CASH ON DEPOSIT WITH TREASURER		EXPENDITURE CONTROL - CASH		PAYMENTS OUTSTANDING OFFSET		PAYMENTS OUTSTANDING	
Title	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
Post the EE	203	\$ 15.00		\$ 15.00														
Adjust the EE	205	\$ 20.00		\$ 20.00														
	212	\$ 80.00		\$ 80.00	\$ 80.00	\$ 80.00												
Cancel	206		\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00												
VP-EE	225		\$ 2.00	\$ 2.00			\$ 2.00		\$ 2.00		\$ 2.00							
Due Date-System Generate	380						\$ 2.00	\$ 2.00			\$ 2.00		\$ 2.00		\$ 2.00			\$ 2.00
Balance		\$ 78.00	\$ -	\$ -	\$ 78.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.00	\$ -	\$ 2.00	\$ -	\$ -	\$ 2.00



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## Example 7:

Reactivating Encumbrance

Function	Status Code	Tcode	Tcode Title	GI Acct Dr1	GI Acct Title5	GI Acct Dr Cr Inc5	GI Acct Cr1	GI Acct Title	GI Acct Dr Cr Ind
3-Pre-Encumbrances, Encumbrances, Exp A	202	Cancel Pre-Encumbrance (Non-Adpics)	2951	System Clearing General Ledger Level Onl	C	2951	System Clearing General Le C		
3-Pre-Encumbrances, Encumbrances, Exp A	203	Encumbrance Not Pre-Encumb(Non-Adpics)	2735	Encumbrance Control-Doc Supported	D	3011	Fund Balance Reserved For C		
3-Pre-Encumbrances, Encumbrances, Exp A	204	Encumbrance Pre-Encumbered (Non-Adpics)	2735	Encumbrance Control-Doc Supported	D	3011	Fund Balance Reserved For C		
3-Pre-Encumbrances, Encumbrances, Exp A	205	Adjust Existing Encumb-(Non-Adpics)	2735	Encumbrance Control-Doc Supported	D	3011	Fund Balance Reserved For C		
3-Pre-Encumbrances, Encumbrances, Exp A	206	Cancel Encumbrance (Non-Adpics)	2951	System Clearing General Ledger Level Onl	C	2951	System Clearing General Le C		
3-Pre-Encumbrances, Encumbrances, Exp A	212	Encumbrance - Add Sfx To Document	2735	Encumbrance Control-Doc Supported	D	3011	Fund Balance Reserved For C		
3-Pre-Encumbrances, Encumbrances, Exp A	229	Liquidate Unreimbursed Advance	2951	System Clearing General Ledger Level Onl	C	0573	Unreimbursed Advances	D	

S28A UC: 10  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
TRANSACTION CODE DECISION PROFILE

05/10/18 01:36 PM  
PROD

TRAN CODE: 206 TITLE: CANCEL ENCUMBRANCE (NON-ADPICS)

GENERAL LEDGER DR-1: 2951 CR-1: 2951 DR-2: \_\_\_\_\_ CR-2: \_\_\_\_\_

POSTING DR-3: \_\_\_\_\_ CR-3: \_\_\_\_\_ DR-4: 3011 CR-4: 2735

TRANS DOCD \_ DUDT \_ SVDT \_ CDOC I RDOC I MOD I AGCY R IDX \_ PCA \_ COBJ R

EDIT AOBJ \_ RVRS N PDT N CI N 1099 \_ WARR N INVC \_ VNUM R 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: 2 WW IND: 0 D/I: D WAR CANCL TC: \_\_\_\_\_ PYTC: \_\_\_\_\_ FUTMY: Y

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: ± 03 M 8 2 \_\_\_\_\_

FILE AP: = 18 \_\_\_\_\_  
POSTING AB: = 18 \_\_\_\_\_  
INDS: CC: \_\_\_\_\_  
GP: = 18 \_\_\_\_\_  
PJ: = 18 \_\_\_\_\_  
AGY GL:  
EFF START DATE: 06011990  
Z06 RECORD SUCCESSFULLY RE

S28B UC: 10 STATE OF OREGON 05/10/18 01:37 PM  
LINK TO: \_\_\_\_\_ TRANS CODE DESCRIPTION PROFILE PROD

TRANS CODE: 206 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)

DESCRIPTION: CANX ENCUMB ESTAB W/TC203 OR 204. TC POSTS TO DF  
TABLE TO LIQUIDATE THE ENCUMB. RVRS CANNOT BE USED  
IF NEED TO REESTABLIS, USE TC212. TC209 GASB38 CNX  
2951-SYST CLEAR GL LEVEL ONLY  
3011-FUND BAL RES FOR ENCUMB;2735-ENCUMBRANCE CTL

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 4001 = 4030 , 4061 = 5999

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)

1: EE 2: EC 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_

ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)

1: 3 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_

TREAS CAT: \_\_\_\_\_ STATUS CODE: A

EFF START DATE: 08311990 EFF END DATE: \_\_\_\_\_ LAST PROC DATE: 07102014

Z06 RECORD SUCCESSFULLY RECALLED



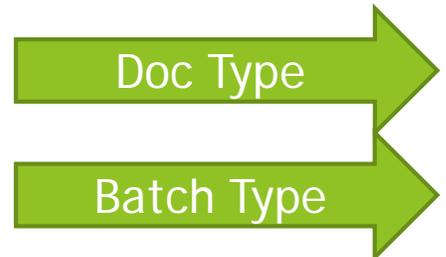
S28A UC: 10  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
TRANSACTION CODE DECISION PROFILE

05/10/18 01:42 PM  
PROD

TRAN CODE: 205 TITLE: ADJUST EXISTING ENCUMB-(NON-ADPICS)  
 GENERAL LEDGER DR-1: 2735 CR-1: 3011 DR-2: \_\_\_\_\_ CR-2: \_\_\_\_\_  
 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 \_ WARR N INVC \_ VNUM R 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: 2 WW IND: 0 D/I: D WAR CANCL TC: \_\_\_\_\_ PYTC: \_\_\_\_\_ FUTMY: Y  
 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: ± 18 - - - - -  
 POSTING AB: ± 18 - - - - -  
 INDS: CC: - - - - -  
 GP: ± 18 - - - - -  
 PJ: ± 18 - - - - -  
 AGY GL: - - - - -  
 EFF START DATE: 06011990 E  
 Z06 RECORD SUCCESSFULLY RECAL  
 F1-HELP F3-DEL F5-NEXT F6-28B

S28B UC: 10 STATE OF OREGON 05/10/18 01:42 PM  
 LINK TO: \_\_\_\_\_ TRAN CODE DESCRIPTION PROFILE PROD  
 TRANS CODE: 205 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)  
 DESCRIPTION: TO ADJUST AN ENCUMBRANCE ESTABLISHED WITH TC 203  
OR 204. THIS TC POSTS TO THE DOCUMENT FINANCIAL  
TABLE. USE REVERSE CODE FOR DECREASE TO  
EXISTING ENCUMBRANCE. USE TC 208 FOR GASB 38  
2735-ENCUMB CONTRL;3011-FUND BAL RESERV FOR ENCUMB  
 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 4001 - 4030 , 4061 - 5999 , \_\_\_\_\_  
 \_\_\_\_\_  
 ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)  
 1: EE 2: EC 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_  
 ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)  
 1: 3 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_  
 TREAS CAT: \_\_\_\_\_ STATUS CODE: A  
 EFF START DATE: 08311990 EFF END DATE: \_\_\_\_\_ LAST PROC DATE: 07102014  
 Z06 RECORD SUCCESSFULLY RECALLED



S505 UC: 17 STATE OF OREGON 05/04/18 04:45 PM  
LINK TO: \_\_\_\_\_ PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N TRNG  
BATCH: AGENCY 929 DATE 050418 TYPE 3 NO 111 SEQ NO 00001 MODE EDIT AND POST  
DOC DATE: \_\_\_\_\_ EFF DATE: 050918 DUE DATE: \_\_\_\_\_ SERV DATE: \_\_\_\_\_  
CUR DOC/SFX: EE000189 001 REF DOC/SFX: EE000182 001 MOD: A AGENCY: 929  
TRANS CODE: 206 CANCEL ENCUMBRANCE (NON-ADPICS)  
INDEX: 43200 DAS-IRMD-NC-VOICE SERVICES  
PCA: 42320 DAS-IRMD-NC-VOICE SERVICES-UL AY: 19  
COMP/AGY OBJ: 4404 4730 PROFESSIONAL DEV IN-HOUSE TRAINING  
AMOUNT: 000000000.00 RVS: \_ DISC: \_\_\_\_\_ 1099: \_ FO: \_ PDT: \_  
DOC COUNT: 00002 DOC AMT: 0000000070.00 DOC AGY: 929 CI: \_ PROP #: \_\_\_\_\_  
INV #: \_\_\_\_\_ DT: \_\_\_\_\_ DESC: \_\_\_\_\_

VEND/MC: 191170 S505 UC: 17 STATE OF OREGON 05/04/18 04:45 PM  
CONT NO: \_\_\_\_\_ LINK TO: \_\_\_\_\_ PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N TRNG  
WARR NO: \_\_\_\_\_ BATCH: AGENCY 929 DATE 050418 TYPE 3 NO 111 SEQ NO 00002 MODE EDIT AND POST  
APPN NO: 31556 DOC DATE: \_\_\_\_\_ EFF DATE: 050918 DUE DATE: \_\_\_\_\_ SERV DATE: \_\_\_\_\_  
FUND: 1200 CUR DOC/SFX: EE000189 002 REF DOC/SFX: EE000182 001 MOD: \_ AGENCY: 929  
GL AC/AGY: \_\_\_\_\_ TRANS CODE: 205 ADJUST EXISTING ENCUMB-(NON-ADPICS)  
GRANT NO/PH: \_\_\_\_\_ INDEX: 43200 DAS-IRMD-NC-VOICE SERVICES  
MPCD: \_\_\_\_\_ PCA: 42320 DAS-IRMD-NC-VOICE SERVICES-UL AY: 19  
COMP/AGY OBJ: 4404 4730 PROFESSIONAL DEV IN-HOUSE TRAINING  
AMOUNT: 00000000035.00 RVS: \_ DISC: \_\_\_\_\_ 1099: \_ FO: \_ PDT: \_  
DOC COUNT: 00002 DOC AMT: 0000000070.00 DOC AGY: 929 CI: \_ PROP #: \_\_\_\_\_  
INV #: \_\_\_\_\_ DT: \_\_\_\_\_ DESC: \_\_\_\_\_  
VEND/MC: 1911700102 000 NM: EXECUTIVE LEADERSHIP INC  
CONT NO: \_\_\_\_\_ ADDR 1: 110 COLUMBIA ST STE 201  
WARR NO: \_\_\_\_\_ ADDR 2: \_\_\_\_\_  
APPN NO: 31556 ADDR 3: \_\_\_\_\_  
FUND: 1200 ADDR 4: \_\_\_\_\_  
GL AC/AGY: \_\_\_\_\_ CITY: VANCOUVER ST: WA ZIP: 98660 3159  
GRANT NO/PH: \_\_\_\_\_ SUB GRANTEE: \_\_\_\_\_ PROJ NO/PH: 300001 18  
MPCD: \_\_\_\_\_ AGY CD-1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: 00652 G38: \_\_\_\_\_ RTI: \_\_\_\_\_  
CHANGE NOT ALLOWED TO FINAL APPROVED DOC

S064 UC: 17  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
DOCUMENT RECORD INQUIRY

05/04/18 02:36 PM  
TRNG

AGY: 929 DOC NO/SFX/CLASS: EE000182 001 001

CREATE DATE: 050318 CLOSE DATE: 050418  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)  
INQ YEAR: 18 INQ MONTH: 11

DOC BALANCE: .00

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	15.00			
02	ADJUSTMENT	20.00			
03	LIQUIDATIONS	35.00			

S064 UC: 17  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
DOCUMENT RECORD INQUIRY

05/04/18 04:45 PM  
TRNG

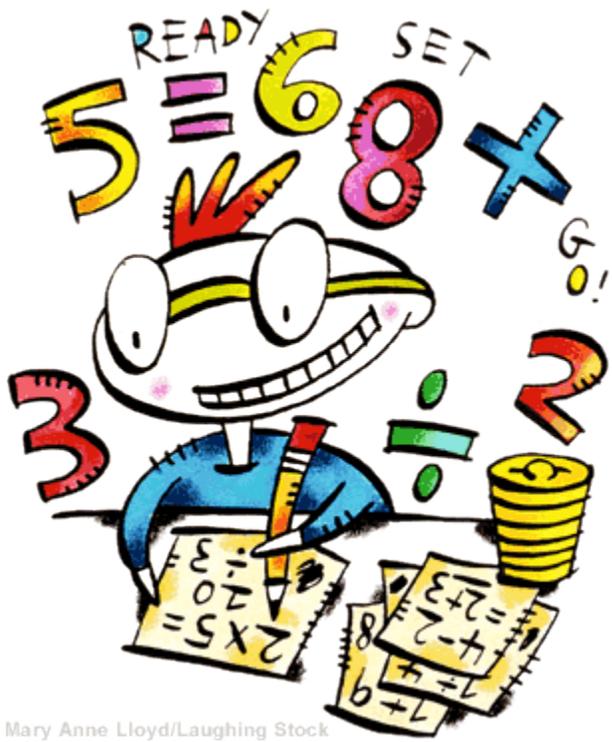
AGY: 929 DOC NO/SFX/CLASS: EE000182 001 001

CREATE DATE: 050318 CLOSE DATE:  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)  
INQ YEAR: 18 INQ MONTH: 11

DOC BALANCE: .00

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	15.00			
02	ADJUSTMENT	55.00			
03	LIQUIDATIONS	35.00			

GL	2735		3011		2951		3501		1211		0070		3500		1111		1011	
	Encumbrance Control-Doc Supported		Fund Balance Reserved For Encumbrances		SYSTEM CLEARING GENERAL LEDGER LEVEL ONL		EXPENDITURE CONTROL - ACCRUED		VOUCHERS PAYABLE		CASH ON DEPOSIT WITH TREASURER		EXPENDITURE CONTROL - CASH		PAYMENTS OUTSTANDING OFFSET		PAYMENTS OUTSTANDING	
Title	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
Post the EE	203	\$ 15.00		\$ 15.00														
Adjust the EE	205	\$ 20.00		\$ 20.00														
	212	\$ 80.00		\$ 80.00	\$ 80.00	\$ 80.00												
Cancel	206		\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00												
VP-EE	225		\$ 2.00	\$ 2.00			\$ 2.00			\$ 2.00		\$ 2.00						
Due Date-System Generate	380						\$ 2.00	\$ 2.00	\$ 2.00		\$ 2.00		\$ 2.00		\$ 2.00		\$ 2.00	
Activate	206		\$ -	\$ -		\$ -	\$ -											
Post the EE	205		\$ 35.00	\$ 35.00														
Balance		\$ 43.00	\$ -	\$ 43.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.00	\$ -	\$ 2.00	\$ -	\$ -	\$ 2.00



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## **Example 8:**

Error correction

Agency used T-code 222 instead of T-code 287

S28A UC: 10 STATE OF OREGON 05/16/18 01:35 PM  
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: +

S28A UC: 10 STATE OF OREGON 05/16/18 01:40 PM  
LINK TO: \_\_\_\_\_ TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 380 TITLE: PAYMENT LIQUIDATION EXPENDITURE  
GENERAL LEDGER DR-1: 1211 CR-1: 0070 DR-2: 3500 CR-2: 3501  
POSTING DR-3: 1111 CR-3: 1011 DR-4: \_\_\_\_\_ CR-4: \_\_\_\_\_  
TRANS DOCD \_ DUDT \_ SVDT \_ CDOC I RDOC \_ MOD N AGCY R IDX \_ PCA \_ COBJ R  
EDIT AOBJ \_ RVRS \_ PDT \_ CI N 1099 R WARR \_ INVC \_ VNUM R VNAM R VADD R  
INDS: DMETH \_ APN# R FUND R GLA N AGL N GRNT \_ SUBG \_ PROJ \_ MULT \_ G38# N  
POST SEQ: 3 REG NO: 6 WW IND: 0 D/I: D WAR CANCL TC: \_\_\_\_\_ PYTC: \_\_\_\_\_ FUTMY: N  
GEN- TC: \_\_\_\_\_ DT: \_\_\_\_\_ ACCR TC: \_\_\_\_\_ TR TC: \_\_\_\_\_ INTERFACE IND: P \_\_\_\_\_  
PAY LIQ TC: \_\_\_\_\_ PAY RED TC: \_\_\_\_\_ CUM POST IND: Y BAL TC: \_\_\_\_\_ A/S DOC AMT: +

S28A UC: 10

STATE OF OREGON

05/16/18 01:36 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: ±

S28A UC: 10

STATE OF OREGON

05/16/18 01:53 PM

LINK TO: \_\_\_\_\_

TRANSACTION CODE DECISION PROFILE

PROD

TRAN CODE: 369 TITLE: PAYMENT LIQUIDATION - NO EXPENDITURES

GENERAL LEDGER DR-1: 1211 CR-1: 0070 DR-2: 1111 CR-2: 1011

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 \_ CI N 1099 N WARR \_ INVC \_ VNUM R VNAM R VADD R

INDS: DMETH \_ APN# \_ FUND R GLA N AGL N GRNT \_ SUBG \_ PROJ \_ MULT \_ G38# N

POST SEQ: 3 REG NO: 6 WW IND: 0 D/I: D WAR CANCL TC: \_\_\_\_\_ PYTC: \_\_\_\_\_ FUTMY: N

GEN- TC: \_\_\_\_\_ DT: \_\_\_\_\_ ACCR TC: \_\_\_\_\_ TR TC: \_\_\_\_\_ INTERFACE IND: P \_\_\_\_\_

PAY LIQ TC: \_\_\_\_\_ PAY RED TC: \_\_\_\_\_ CUM POST IND: Y BAL TC: \_\_\_\_\_ A/S DOC AMT: ±



# What happened!

GL	3501		1211		1551		0070		3500		1111		1011	
Title	EXPENDITURE CONTROL - ACCRUED		VOUCHERS PAYABLE		DEPOSIT LIABILITY NON-DOCUMENT SUPPORTED		CASH ON DEPOSIT WITH TREASURER		EXPENDITURE CONTROL - CASH		PAYMENTS OUTSTANDING OFFSET		PAYMENTS OUTSTANDING	
TCode	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
						\$ 1.00								
222	\$ 1.00			\$ 1.00										
380		\$ 1.00	\$ 1.00					\$ 1.00	\$ 1.00		\$ 1.00			\$ 1.00

Balance  
Incorrect Tcode  
System Generated

Balance

\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ 1.00	\$ 1.00	\$ -	\$ 1.00	\$ -	\$ -	\$ -	\$ 1.00
------	------	------	------	------	---------	------	---------	---------	------	---------	------	------	------	---------

# What should have happen!

GL	3501		1211		1551		0070		3500		1111		1011	
Title	EXPENDITURE CONTROL - ACCRUED		VOUCHERS PAYABLE		DEPOSIT LIABILITY NON-DOCUMENT SUPPORTED		CASH ON DEPOSIT WITH TREASURER		EXPENDITURE CONTROL - CASH		PAYMENTS OUTSTANDING OFFSET		PAYMENTS OUTSTANDING	
TCode	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
						\$ 1.00								
287				\$ 1.00	\$ 1.00									
369			\$ 1.00					\$ 1.00			\$ 1.00			\$ 1.00

Balance  
Correct Tcode  
System Generated

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ -	\$ 1.00
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S28A UC: 10

STATE OF OREGON

05/16/18 02:20 PM

LINK TO: \_\_\_\_\_

TRANSACTION CODE DECISION PROFILE

PROD

TRAN CODE: 421 TITLE: MOVE DEP LIAB OUT AND CASH OUT (NON-DOC)

GENERAL LEDGER DR-1: 1551 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 N

EDIT AOBJ N RVRS \_ PDT N CI N 1099 N WARR N INVC \_ VNUM \_ VNAM \_ VADD \_

INDS: DMETH N APN# \_ 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: 422 A/S DOC AMT: -

Status Code	GI Acct Dr1	GI Acct Dr Cr Ind5	GI Acct Cr1	GI Acct Dr Cr Ind
A	1551	C	1211	C
A	1551	C	0070	D

421 Move Dep Liab Out And Cash Out (Non-Doc) fe

Tcode	Tcode Title	Full description	Status Code	GI Acct Dr1	GI Acct Dr Cr Ind5	GI Acct Cr1	GI Acct Dr Cr Ind	Full description	Status Code	GI Acct Dr1	GI Acct Dr Cr Ind5	GI Acct Cr1	GI Acct Dr Cr Ind
764	Revert G/F Prior Bi \$/Tsfr Expired \$	Record Reversion Of \$'S Rec'D For A	A	1551	C	0070	D	Agy(Non-Doc) To Move Deposit Liability And Cash	A	1551	C	0070	D
765	Revert G/F Prior Bi \$/Tsfr Expired \$	Record The Reversion Of \$ Rec'D For A	A	0070	D	3100	C	acct/Betw Agys Record Receipt Of Monies To A Su:A	A	2954	D	2904	C
421	Move Dep Liab Out And Cash Out (Non-Doc)	Move Deposit Liability & Cash From A	A	1551	C	0070	D						
422	Move Revenue In And Cash In (Non-Doc)	To Move Revenue And Cash In A Fr A	A	0070	D	3100	C						

S28A UC: 10

STATE OF OREGON

05/16/18 02:15 PM

LINK TO: \_\_\_\_\_

TRANSACTION CODE DECISION PROFILE

PROD

TRAN CODE: 737 TITLE: QUASI-EXTERNAL DEPOSIT LIABILITY

GENERAL LEDGER DR-1: 0070 CR-1: 1551 DR-2: \_\_\_\_\_ CR-2: \_\_\_\_\_

POSTING DR-3: \_\_\_\_\_ CR-3: \_\_\_\_\_ DR-4: \_\_\_\_\_ CR-4: \_\_\_\_\_

TRANS DOC DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ N

EDIT AOBJ N RVRS PDT N CI N 1099 N WARR N INVC VNUM VNAM VADD \_\_\_\_\_

INDS: DMETH N APN# 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: 736 A/S DOC AMT: ±

GL Acct Dr Cr Ind	GL Acct Cr1	GL Acct Dr Cr Ind	GL Acct Dr2
D	1551	C	
D	1551	C	
D	1551	C	
0070	D	1551	C
0070	D	1551	C
200	D	1551	C
0070	D	1551	C
505	D	1551	C
500	D	1551	C
0070	D	1551	C
0070	D	1551	C
3500	D	0070	D
0070	D	1551	C

375	Cas Issued Warrnt Cancx-Dep Liabl-No Doc	To Record The Cancellation Of A W I	0070	D	1551	C
737	Quasi-External Deposit Liability	Quasi-External Deposit Liability Ge A	0070	D	1551	C
773	Receipt Of Deposit Liability-Susp Acct	Record The Receipt Of A Deposit L A	0075	D	1551	C
792	B/U Wh Err-Rtn To Vendor-Redempt Compl	Backup Withholding-Funds Withh A	0070	D	1551	C
795	Establish Dep Liab/Cash For 2 Yr Expires	To Move Deposit Liability And Cas A	0070	D	1551	C

Tcode	Tcode Title	Full description	Status Code	GL Acct Dr1	GL Acct Dr Cr Ind	GL Acct Cr1	GL Acct Dr Cr Ind
736	Quasi-External Exp-No A/R	Quasi-External Expenditure Gener A		3500	D	0070	D
737	Quasi-External Deposit Liability	Quasi-External Deposit Liability Ge A		0070	D	1551	C

GL	3501		1211		1551		0070		3500		1111		1011	
	EXPENDITURE CONTROL - ACCRUED		VOUCHERS PAYABLE		DEPOSIT LIABILITY NON-DOCUMENT SUPPORTED		CASH ON DEPOSIT WITH TREASURER		EXPENDITURE CONTROL - CASH		PAYMENTS OUTSTANDING OFFSET		PAYMENTS OUTSTANDING	
Title	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
Balance						\$ 1.00								
Incorect Tcode	222	\$ 1.00		\$ 1.00										
System Generated	380		\$ 1.00	\$ 1.00				\$ 1.00	\$ 1.00		\$ 1.00			\$ 1.00
	736R						\$ 1.00			\$ 1.00				
	737R				\$ 1.00			\$ 1.00						

Balance

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ 1.00
------	------	------	------	------	------	------	---------	------	------	---------	------	------	---------	---------

Balance

Correct Tcode  
System Generated

GL	3501		1211		1551		0070		3500		1111		1011	
	EXPENDITURE CONTROL - ACCRUED		VOUCHERS PAYABLE		DEPOSIT LIABILITY NON-DOCUMENT SUPPORTED		CASH ON DEPOSIT WITH TREASURER		EXPENDITURE CONTROL - CASH		PAYMENTS OUTSTANDING OFFSET		PAYMENTS OUTSTANDING	
Title	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
Balance						\$ 1.00								
Correct Tcode	287			\$ 1.00	\$ 1.00									
System Generated	369		\$ 1.00					\$ 1.00			\$ 1.00			\$ 1.00

Balance

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ 1.00
------	------	------	------	------	------	------	---------	------	------	---------	------	------	---------	---------



S28A UC: 10

STATE OF OREGON

05/16/18 04:20 PM

LINK TO: \_\_\_\_\_

TRANSACTION CODE DECISION PROFILE

TRNG

TRAN CODE: 220 TITLE: REVENUE REFUND PAYABLE/TRFR TO COMP UNIT

GENERAL LEDGER DR-1: 3101 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 N 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: 3 WW IND: 1 D/I: D WAR CANCL TC: 384 PYTC: \_\_\_\_\_ FUTMY: Y

GEN- TC: \_\_\_\_\_ DT: \_\_\_\_\_ ACCR TC: \_\_\_\_\_ TR TC: \_\_\_\_\_ INTERFACE IND: \_\_\_\_\_

PAY LIQ TC: 382 PAY RED TC: 390 CUM POST IND: Y BAL TC: \_\_\_\_\_ A/S DOC AMT: ±

0/0 DT MATCH 0/0 DOC 0/0 DT MATCH 0/0 DOC

S28A UC: 10

STATE OF OREGON

05/16/18 04:21 PM

LINK TO: \_\_\_\_\_

TRANSACTION CODE DECISION PROFILE

TRNG

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: ±



# What happened!

GL	3101		1211		1551		0070		3100		1111		1011	
Title	REVENUE CONTROL - ACCRUED		VOUCHERS PAYABLE		DEPOSIT LIABILITY NON-DOCUMENT SUPPORTED		CASH ON DEPOSIT WITH TREASURER		REVENUE CONTROL - CASH		PAYMENTS OUTSTANDING OFFSET		PAYMENTS OUTSTANDING	
TCode	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
Balance						\$ 1.00								
Tcode	220	\$ 1.00		\$ 1.00										
System Generated	382		\$ 1.00	\$ 1.00				\$ 1.00	\$ 1.00		\$ 1.00			\$ 1.00

Balance  
Tcode  
System Generated

Balance

\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ 1.00	\$ 1.00	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00
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# What should have happen!

GL	3501		1211		1551		0070		3500		1111		1011	
Title	EXPENDITURE CONTROL - ACCRUED		VOUCHERS PAYABLE		DEPOSIT LIABILITY NON-DOCUMENT SUPPORTED		CASH ON DEPOSIT WITH TREASURER		EXPENDITURE CONTROL - CASH		PAYMENTS OUTSTANDING OFFSET		PAYMENTS OUTSTANDING	
TCode	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
Balance						\$ 1.00								
Correct Tcode	287			\$ 1.00	\$ 1.00									
System Generated	369		\$ 1.00					\$ 1.00			\$ 1.00			\$ 1.00

Balance  
Correct Tcode  
System Generated

5/18/2018

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00
------	------	------	------	------	------	------	---------	------	------	---------	------	------	---------



Balance  
Correct Tcode  
System Generated

GL	3501		1211		1551		0070		3500		1111		1011	
	EXPENDITURE CONTROL - ACCRUED		VOUCHERS PAYABLE		DEPOSIT LIABILITY NON-DOCUMENT SUPPORTED		CASH ON DEPOSIT WITH TREASURER		EXPENDITURE CONTROL - CASH		PAYMENTS OUTSTANDING OFFSET		PAYMENTS OUTSTANDING	
Title	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
						\$ 1.00								
287				\$ 1.00	\$ 1.00									
369			\$ 1.00					\$ 1.00			\$ 1.00			\$ 1.00

Balance

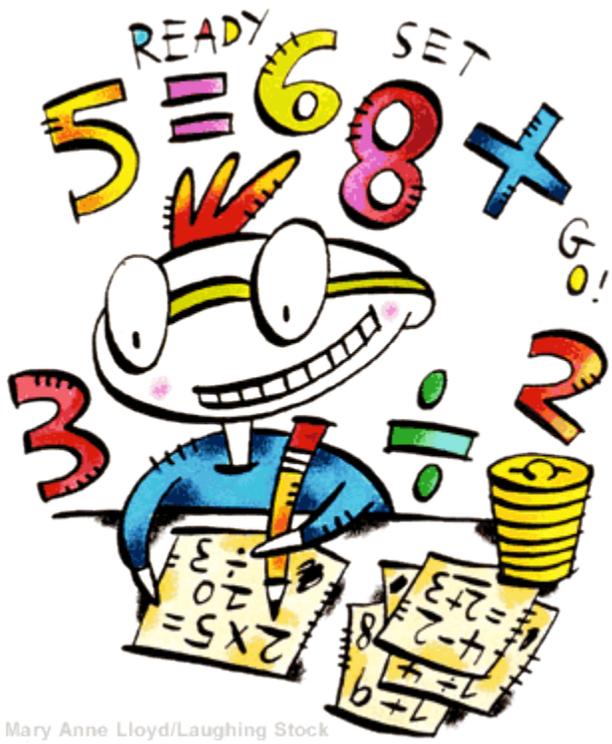
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00
------	------	------	------	------	------	------	---------	------	------	---------	------	------	---------

Balance  
Tcode  
System Generated

GL	3101		1211		1551		0070		3100		1111		1011	
	REVENUE CONTROL - ACCRUED		VOUCHERS PAYABLE		DEPOSIT LIABILITY NON-DOCUMENT SUPPORTED		CASH ON DEPOSIT WITH TREASURER		REVENUE CONTROL - CASH		PAYMENTS OUTSTANDING OFFSET		PAYMENTS OUTSTANDING	
Title	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
						\$ 1.00								
220	\$ 1.00			\$ 1.00										
382		\$ 1.00	\$ 1.00					\$ 1.00	\$ 1.00		\$ 1.00			\$ 1.00
421					\$ 1.00			\$ 1.00						
422							\$ 1.00			\$ 1.00				

Balance

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00
------	------	------	------	------	------	------	---------	------	------	---------	------	------	---------



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## Example 10:

Error correction

Agency used T-code 222 instead of T-code 220

S28A UC: 10  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
TRANSACTION CODE DECISION PROFILE

05/17/18 01:33 PM  
TRNG

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: ±

S28A UC: 10  
LINK TO: \_\_\_\_\_

STATE OF OREGON  
TRANSACTION CODE DECISION PROFILE

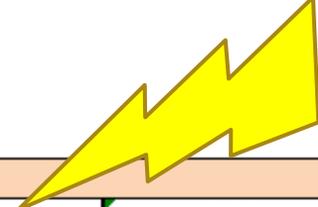
05/17/18 01:33 PM  
TRNG

TRAN CODE: 220 TITLE: REVENUE REFUND PAYABLE/TRFR TO COMP UNIT

GENERAL LEDGER DR-1: 3101 CR-1: 1211 DR-2: \_\_\_\_\_ CR-2: \_\_\_\_\_  
POSTING DR-3: \_\_\_\_\_ CR-3: \_\_\_\_\_ DR-4: \_\_\_\_\_ CR-4: \_\_\_\_\_

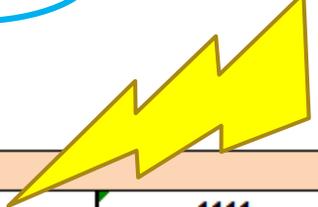
TRANS DOCD \_ DUDT I SVDT \_ CDOC I RDOC \_ MOD N AGCY R IDX \_ PCA \_ COBJ R  
EDIT AOBJ \_ RVRS \_ PDT R CI N 1099 N WARR \_ INVC \_ VNUM I VNAM R VADD R  
INDS: DMETH R APN# R FUND R GLA N AGL N GRNT \_ SUBG \_ PROJ \_ MULT \_ G38# N  
POST SEQ: 3 REG NO: 3 WW IND: 1 D/I: D WAR CANCL TC: 384 PYTC: \_\_\_\_\_ FUTMY: Y  
GEN- TC: \_\_\_\_\_ DT: \_\_\_\_\_ ACCR TC: \_\_\_\_\_ TR TC: \_\_\_\_\_ INTERFACE IND: \_\_\_\_\_  
PAY LIQ TC: 382 PAY RED TC: 390 CUM POST IND: Y BAL TC: \_\_\_\_\_ A/S DOC AMT: ±

# What happened!



GL		3101		1211		1551		0070		3100		1111		1011	
Title		REVENUE CONTROL - ACCRUED		VOUCHERS PAYABLE		DEPOSIT LIABILITY NON-DOCUMENT SUPPORTED		CASH ON DEPOSIT WITH TREASURER		REVENUE CONTROL - CASH		PAYMENTS OUTSTANDING OFFSET		PAYMENTS OUTSTANDING	
TCode		DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
Tcode	220	\$ 1.00			\$ 1.00										
System Generated	382		\$ 1.00	\$ 1.00				\$ 1.00	\$ 1.00		\$ 1.00				\$ 1.00
Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 1.00	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00

# What should have happen!



GL		3501		1211		3100		0070		3500		1111		1011	
Title		EXPENDITURE CONTROL - ACCRUED		VOUCHERS PAYABLE		REVENUE CONTROL - CASH		CASH ON DEPOSIT WITH TREASURER		EXPENDITURE CONTROL - CASH		PAYMENTS OUTSTANDING OFFSET		PAYMENTS OUTSTANDING	
TCode		DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
Incorect Tcode	222	\$ 1.00			\$ 1.00										
System Generated	380		\$ 1.00	\$ 1.00				\$ 1.00	\$ 1.00		\$ 1.00		\$ 1.00		\$ 1.00
Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 1.00	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00

Tcode	Tcode Title	Full description	Status Code	GI Acct Dr1	GI Acct Cr Ind5	GI Acct Cr1	GI Acct Dr Cr Ind
292	Revenue Transfer Out To Lgip(No Warrant)	Record A Revenue Tsfr Out To A Lc A		3100	C	0070	D
314	Allocation Of Indirect Revenues - Charge	System Generated. To Allocate Inc A		3100	C	0070	D
384	Warrant Cancellation/ Revenue Refund	System Generated. To Cancel A W: A		3100	C	0070	D
395	Warrant Cancellation-Rev Transfer	System Gen. System Puts A Revers A		3100	C	0070	D
407	Move Revenue And Cash Out Of A Fund	To Move Revenue And Cash Collec A		3100	C	0070	D
417	Record Revenue Refund-Receipted Account	To Reimburse A Suspense Account A		3100	C	0070	D
694	Rev Ref To Susp From Rect'D Acct/Btw Agy	Record Revenue Refund Pymnt Or A		3100	C	0070	D
712	Quasi-External Revenue Refund- No A/R	Quasi-External Revenue Refund G A		3100	C	0070	D
716	Quasi-External Revenue Refund - A/R	Quasi-External Revenue Refund G A		3100	C	0070	D
734	Quasi-External Revenue Refund- No A/R	Quasi-External Revenue Refund G A		3100	C	0070	D
752	Quasi-Ext Red Of Rev A/R Billed Dep Liab	Quasi-Ext Red Of Rev Generated B A		3100	C	0070	D
914	Year End Revenue Reclass Out Within Fund	To Reclass Cash Revenue At Year E I		3100	C	2952	C
974	Auto Rev Year End Revenue Reclass Out	To Automatically Reverse Year Enc I		3100	C	2952	C
Z02	Reclass Contributns From Pers Reg To Var	To Reclass Contributions From Per A		3100	C	0586	D

Tcode	Tcode Title	Full description	Status Code	GI Acct Dr1	GI Acct Dr Cr Incb	GI Acct Cr1	GI Acct Dr Cr Cr Ind
149	Cash Receipts/Sale Of Fa-Prop/Fid/Govtl	Record Cash Rec'D For Sale Of Ca It A	0065	D	3100	C	
182	Recognize Interest Dist. From Treasury	Recognize Interest Distrib From Tr A	0065	D	3100	C	
189	Pay Loss On Bonds/Cop Call Exp	Use Tc 189R To Record The Loss On A	0065	D	3100	C	
190	Receipt Of Revenue Not Accrued	Record & Adj Recpt & Deposit Of RA	0065	D	3100	C	
315	Allocation Of Indirect Revenues-Recovery	System Generated. To Recover Th A	0070	D	3100	C	
356	Project Recovery - Revenue Recognition	System Generated. Record Cash In I	0070	D	3100	C	
374	Cas Issued Warrant Cancellatn/Rev Refund	To Record The Cancellation Of A W I	0070	D	3100	C	
399	Reclass Dep Liab--Doc Supp To Revenue	To Reclass Dep Liab And Cash To R A	0070	D	3100	C	
406	Reverse Unreconciled Deposit	406R To Rvrs Prev Entered Cash De A	0065	D	3100	C	
408	Move Revenue And Cash Into A Fund	To Move Revenue And Cash Collec A	0070	D	3100	C	
410	Record Revenue/Increase Cash (Within Ag)	To Record Revenue And Cash Incre A	0070	D	3100	C	
422	Move Revenue In And Cash In (Non-Doc)	To Move Revenue And Cash In A F A	0070	D	3100	C	
481	Recognize Investment Rev/Sale Cash Bank	Record Gain Or Loss From Sale Of I A	0077	D	3100	C	
567	Revenue And Cash W/Bank/Fiscal Agent	To Record & Adj The Receipt & Dep A			3100	C	
601	Das Mass Transit	To Record Das Activity For Mass Tr I	1217	C	3100	C	
624	General Fund Revenue	To Record General Fund Revenue I	0070	D	3100	C	
655	Revenue Conversion To Sfms	To Convert Revenues (Other Than I	2951	C	3100	C	
723	Quasi-External Revenue - No A/R	Quasi-External Revenue Generate A	0070	D	3100	C	
725	Quasi-External Revenue - No A/R	Quasi-External Revenue Generate A	0070	D	3100	C	
735	Quasi-External Revenue - No A/R	Quasi-External Revenue Generate A	0070	D	3100	C	
765	Revrt G/F Prior Bi \$/Tsfr Expired \$	Record The Reversion Of \$ Rec'D F A	0070	D	3100	C	
786	Quasi-External Revenue - No (A/R)	Quasi-External Revenue Generate A	0070	D	3100	C	
812	Afs Tfr Of Rev Not Accrued From Fund/Agy	To Move Unidentified Receipt Org A	0070	D	3100	C	
839	Afs Check Cancellation For Prior Ay	To Cancel An Afs Check Issued In A I	0070	D	3100	C	
842	Monthly Revenue For Vrd Reporting Agenc	To Record Net Revenue For The M I	2951	C	3100	C	
867	Cross System Unbilled Revenue	To Recognize Revenue In From An I	0070	D	3100	C	
890	Scf/Oya Receipt	Scf/Oya Receipt, Also Used For Co A	0070	D	3100	C	
913	Year-End Revenue Reclass In Within Fund	To Reclass Cash Revenue At Year E I	2952	C	3100	C	
975	Auto Reverse Year End Revenue Reclass In	To Automatically Reverse Year Enc I	2952	C	3100	C	
996	Record Encoding Error < \$2.00	To Record Encoding Errors Less Th A	0070	D	3100	C	

One T-code do DR-3100  
 Another T-code do CR-3500  
 With the Joint account.



Tcode	Tcode Title	Status Code	Gl Acct Dr1	Gl Acct Dr Cr Incb	Gl Acct Cr1	Gl Acct Dr Cr Ind
292	Revenue Transfer Out To Lgip(No Warrant)	A	3100	C	0070	D
314	Allocation Of Indirect Revenues - Charge	A	3100	C	0070	D
384	Warrant Cancellation/ Revenue Refund	A	3100	C	0070	D
395	Warrant Cancellation-Rev Transfer	A	3100	C	0070	D
407	Move Revenue And Cash Out Of A Fund	A	3100	C	0070	D
417	Record Revenue Refund-Receipted Account	A	3100	C	0070	D
694	Rev Ref To Susp From Rect'D Acct/Btw Agy	A	3100	C	0070	D
712	Quasi-External Revenue Refund- No A/R	A	3100	C	0070	D
716	Quasi-External Revenue Refund - A/R	A	3100	C	0070	D
734	Quasi-External Revenue Refund- No A/R	A	3100	C	0070	D
752	Quasi-Ext Red Of Rev A/R Billed Dep Liab	A	3100	C	0070	D
914	Year End Revenue Reclass Out Within Fund	I	3100	C	2952	C
974	Auto Rev Year End Revenue Reclass Out	I	3100	C	2952	C
Z02	Reclass Contributns From Pers Reg To Var	A	3100	C	0586	D

Tcode	Tcode Title	Status Code	Gl Acct Dr1	Gl Acct Dr Cr Incb	Gl Acct Cr1	Gl Acct Dr Cr Ind
259	Recog Outg Ach/Wire Tfr/Tres Fee -G38	A	0065	D	3500	D
167	Recog Outgoing Ach/Wire Transfr/Tres Fee	A	0065	D	3500	D
172	Refund Of Expenditure	A	0065	D	3500	D
302	Allocation Of Indirect Costs-Recovery	A	0070	D	3500	D
416	Move Expend Out And Cash Into A Fund	A	0070	D	3500	D
469	Move Expend Out/Cash Into A Fund - G38	A	0070	D	3500	D
741	Quasi-External Reduction Of Exp - No A/R	A	0070	D	3500	D
816	Refund Of Expenditure	A	0070	D	3500	D
819	Issue Afs Direct Deposit	A	0065	D	3500	D
Z01	Reclass Benefit Exp From Pers Reg To Var	A	0586	D	3500	D

Tcode	Tcode Title	Status Code	Gl Acct Dr1	Gl Acct Dr Cr Ind5	Gl Acct Cr1	Gl Acct Dr Cr Ind	Gl Acct Dr2	Gl Acct Dr Cr Ind6	Gl Acct Cr2	Gl Acct Dr Cr Ind2
292	Revenue Transfer Out To Lgip(No Warrant)	A	3100	C	0070	D				
314	Allocation Of Indirect Revenues - Charge	A	3100	C	0070	D				
384	Warrant Cancellation/ Revenue Refund	A	3100	C	0070	D	1111	D		
395	Warrant Cancellation-Rev Transfer	A	3100	C	0070	D	1111	D		
407	Move Revenue And Cash Out Of A Fund	A	3100	C	0070	D				
417	Record Revenue Refund-Receipted Accoun	A	3100	C	0070	D				
694	Rev Ref To Susp From Rect'D Acct/Btw Agy	A	3100	C	0070	D				
712	Quasi-External Revenue Refund- No A/R	A	3100	C	0070	D				
716	Quasi-External Revenue Refund - A/R	A	3100	C	0070	D				
734	Quasi-External Revenue Refund- No A/R	A	3100	C	0070	D				
752	Quasi-Ext Red Of Rev A/R Billed Dep Liab	A	3100	C	0070	D				

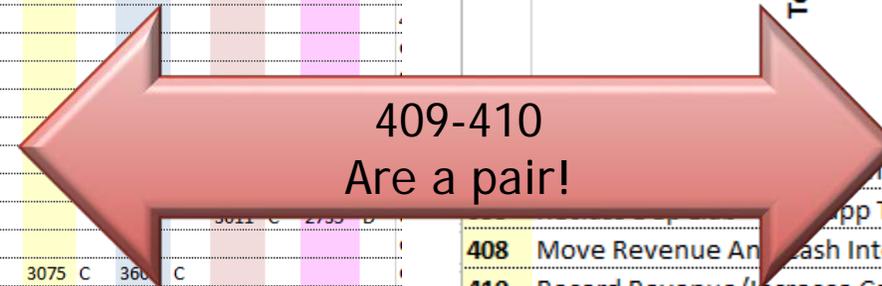
No pair accounts

Tcode	Tcode Title	Status Code	Gl Acct Dr1	Gl Acct Dr Cr Ind5	Gl Acct Cr1	Gl Acct Dr Cr Ind
300	Allocation Of Indirect Costs-Recovery	A	0070	D	3500	D
302	Expend Out And Cash Into A Fund	A	0070	D	3500	D
303	Expend Out/Cash Into A Fund - G38	A	0070	D	3500	D
741	Quasi-External Reduction Of Exp - No A/R	A	0070	D	3500	D
816	Refund Of Expenditure	A	0070	D	3500	D



# Lets try the other way around!

Tcode	Tcode Title	Status Code	GI Acct Dr1	GI Acct Dr Cr Ind5	GI Acct Cr1	GI Acct Dr Cr Ind	GI Acct Dr2	GI Acct Dr Cr Ind6	GI Acct Cr2	GI Acct Dr Cr Ind2	GI Acct Dr3	GI Acct Dr Cr Ind7	GI Acct Cr3	GI Acct Dr Cr Ind8	GI Acct Dr4	GI Acct Dr Cr Ind8	GI Acct Cr4	GI Acct Dr Cr Ind4
291	Expenditure Tf Paid To Lgip (No Warrant)	A	3500	D	0070	D												
301	Allocation Of Indirect Costs-Charge	A	3500	D	0070	D												
385	Warrant Cancellation/Expenditure	A	3500	D	0070	D	1111	D	1011	C								
391	Warrant Cancellation/Expenditure G38	A	3500	D	0070	D	1111	D	1011	C								
402	Dist To Funds Within Agy-Gf/Othr Transfr	A	3500	D	0070	D												
404	Reimburs Suspense Acct From Recpted Acc	A	3500	D	0070	D												
409	Record Exp/Decrease Cash (Within Agency)	A	3500	D	0070	D												
415	Move Expend In And Cash Out Of A Fund	A	3500	D	0070	D												
438	Reimb Susp Acct From RecpT/Prev Encumb	A	3500	D	0070	D												
468	Move Expend In And Cash Out Of Fund -G3	A	3500	D	0070	D												
692	Pay Susp Ac Frm Recp Ac Btwn Agn/Pre Enc	A	3500	D	0070	D												
696	Reimburs Susp Acct From Recpted Acct G38	A	3500	D	0070	D												
698	Record Prepayment Legal Fees-Govt	A	3500	D	0070	D	0602	D	3032	C	3075	C	3600	C				
701	Quasi-External Exp - No A/R	A	3500	D	0070	D												
704	Quasi-External Expnd (A/R)	A	3500	D	0070	D												
708	Expenditure Transfer Out (Between Agcys)	A	3500	D	0070	D												
714	Pmt To Susp From Recpted Acct/Betw Agy's	A	3500	D	0070	D												
718	Quasi-External Exp/Encumbered-A/R	A	3500	D	0070	D								3011	C	2735	D	
722	Quasi-External Exp-No A/R	A	3500	D	0070	D								3011	C	2735	D	
724	Quasi-External Exp/Encumbered-No A/R	A	3500	D	0070	D												
726	Expenditure Transfer Out (Between Agcys)	A	3500	D	0070	D												
730	Quasi-External Expnd (A/R)	A	3500	D	0070	D												
736	Quasi-External Exp-No A/R	A	3500	D	0070	D												
738	Quasi-External Exp-No A/R	A	3500	D	0070	D												
740	Quasi-External Exp-No A/R	A	3500	D	0070	D												
744	Quasi-Ext Exp/Exp Trfr Out-Odot Only	A	3500	D	0070	D												
756	Quasi-External Exp/Subgrantee - A/R G38	A	3500	D	0070	D	2919	C	2709	D								
760	Quasi-External Exp (A/R-Billed Dep Liab)	A	3500	D	0070	D												
779	Expenditure/Prepaid Legal Fees-Prop	A	3500	D	0070	D	0602	D	3600	C								
783	Quasi-External Exp/Subgrantee - A/R	A	3500	D	0070	D	2919	C	2709	D								
785	Quasi-External Exp/Subgrantee-No A/R	A	3500	D	0070	D	2919	C	2709	D								
787	Quasi-External Exp/Subgrantee - G38	A	3500	D	0070	D	2919	C	2709	D								
846	Quasi-External Exp-A/R Orkids	A	3500	D	0070	D												
881	Csd Expenditures	A	3500	D	0070	D												



Tcode	Tcode Title	Status Code	GI Acct Dr1	GI Acct Dr Cr Ind5	GI Acct Cr1	GI Acct Dr Cr Ind
409	Record Exp/Decrease Cash (Within Agency)	A	0070	D	3100	C
410	Record Revenue/Increase Cash (Within Ag)	A	0070	D	3100	C
408	Move Revenue And Cash Into A Fund	A	0070	D	3100	C
422	Move Revenue In And Cash In (Non-Doc)	A	0070	D	3100	C
723	Quasi-External Revenue - No A/R	A	0070	D	3100	C
725	Quasi-External Revenue - No A/R	A	0070	D	3100	C
735	Quasi-External Revenue - No A/R	A	0070	D	3100	C
765	Revrt G/F Prior Bi \$/Tsfr Expired \$	A	0070	D	3100	C
786	Quasi-External Revenue - No (A/R)	A	0070	D	3100	C
812	Afs Tfr Of Rev Not Accrued From Fund/Agy	A	0070	D	3100	C
890	Scf/Oya Receipt	A	0070	D	3100	C
996	Record Encoding Error < \$2.00	A	0070	D	3100	C

Incorect Tcode  
System Generated

GL	3501		1211		3100		0070		3500		1111		1011	
	EXPENDITURE CONTROL - ACCRUED		VOUCHERS PAYABLE		REVENUE CONTROL - CASH		CASH ON DEPOSIT WITH TREASURER		EXPENDITURE CONTROL - CASH		PAYMENTS OUTSTANDING OFFSET		PAYMENTS OUTSTANDING	
Title	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
222	\$ 1.00			\$ 1.00										
380		\$ 1.00	\$ 1.00					\$ 1.00	\$ 1.00		\$ 1.00			\$ 1.00
409R					\$ 1.00		\$ 1.00			\$ 1.00				
410R								\$ 1.00						
<b>Balance</b>	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00

Tcode  
System Generated

GL	3101		1211		1551		0070		3100		1111		1011	
	REVENUE CONTROL - ACCRUED		VOUCHERS PAYABLE		DEPOSIT LIABILITY NON-DOCUMENT SUPPORTED		CASH ON DEPOSIT WITH TREASURER		REVENUE CONTROL - CASH		PAYMENTS OUTSTANDING OFFSET		PAYMENTS OUTSTANDING	
Title	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
220	\$ 1.00			\$ 1.00										
382		\$ 1.00	\$ 1.00					\$ 1.00	\$ 1.00		\$ 1.00			\$ 1.00
<b>Balance</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 1.00	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00



# Thank you for your Time!



For additional questions, please contact your SFMS analyst.

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