



Transaction Codes: Which One?

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Transaction Codes: Which One?

R*STARS is designed to...

achieve the objective of maximum flexibility

while maintaining control and efficiency.

Transaction Codes: Which One?

Additionally, R*STARS:

- Provides flexibility at the agency level to satisfy agency requirements
- Provides uniformity and consistency in statewide accounting and reporting
- Minimizes the impact on user agencies

Transaction Codes: Which One?

Today, we'll look at ...

- a. Overview of transaction codes
- b. General Ledger Profile: D31 screen
- c. Transaction Code Profiles: 28A and 28B screens
- d. Tools for selecting transaction codes
- e. Questions and answers

Transaction Codes: Overview

What is a Transaction Code?

A 3-character code that determines the accounting impact of financial transactions in R*STARS.

TC 199	TC 172	TC190
TC 407/408	TC 730/731	TC493
TC 200	TC 225	TC 135
TC 217		TC Z12

So many choices 😊 So little time ☹️

Transaction Codes: Overview

Transaction Codes are designed as a single transaction concept. At the time the transaction is recorded:

- All general ledger accounts for a dual accounting system are posted using just one transaction code
- The full range of classification data is affected
- All system tables are impacted
- No additional entries are needed to record:
 - Appropriation
 - Fund
 - Encumbrance balances

Transaction Codes: Overview

Various edit and validation criteria must be met before transactions are posted.

1. Improper Entry
2. Invalid Values
3. Insufficient Balances

General Ledger accounts

What general ledger account will be used?

OAM 60.10.00

What comptroller object can be used?

OAM 60.30.00

OAM 60.20.00

(SARS website, Oregon Accounting Manual link)

General Ledger accounts:

SD31 UC: 10 STATE OF OREGON 08/31/10 09:53 AM
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

Transaction Code: Profile

28A screen

28B screen

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S28A UC: 10 STATE OF OREGON 08/31/10 09:54 AM
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 CANCEL 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: 09022003
Z06 RECORD SUCCESSFULLY RECALLED

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

```

S28B UC: 10 STATE OF OREGON 08/31/10 09:55 AM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD

TRAN 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

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 4000 - 5999 , 6093 , 6800 - 7415 ,

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: 09012009
Z06 RECORD SUCCESSFULLY RECALLED

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

These go “hand-in-hand”.

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



Transaction Code: Profile

Segments on the 28A screen:

1. General Ledger Posting Segment – indicates the general ledger accounts to which the transaction will post.
2. Transaction Edit Indicators Segment – indicates the elements to be filled in on the transaction entry screen.
3. Special Indicators Segment – fields that provide added power and flexibility.
4. File Posting Indicators Segment – determines the financial table to which the system will post the transaction.

Transaction Code: Profile

Let's take a closer look at :

28A screen

Transaction Code: Profile

Whew! That is a lot of info!
But there's even more ...

Transaction Code: Profile

28B screen provides:

Definition – the most common use of the transaction code, but not necessarily the only use.

List of elements that can be used:

- General ledger accounts
- Comptroller objects
- Document types
- Batch types

Transaction Code: Profile

Let's take a closer look at :

28B screen

Transaction Code: Open

Let's take a closer look at "open" t-codes:

Blank
Debit
and
Credit
pair

```

S28A UC: 10 STATE OF OREGON 01/18/18 10:06 AM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 129 TITLE: WRITE OFF UNCOL A/R-BILLED
GENERAL LEDGER DR-1: 0502 CR-1: 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 N WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA I AGL GRNT SUBG PROJ MULT G38# N
POST SEQ: 2 REG NO: 5 WW IND: 0 D/I: WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:
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 2 2
FILE AP:
POSTING AB:
INDS: CC:
GP: - 28
PJ: - 28
AGY GL: 2 STATUS CODE: A
EFF START DATE: 08301990 EFF END DATE: LAST PROC DATE: 09022003
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
    
```



Transaction Code: Open

Choose
credit
GL account
from
28B
screen

```
S28B UC: 10 STATE OF OREGON 01/18/18 10:09 AM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD

TRANS CODE: 129 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: WRITE OFF A RECV ESTAB WITH TC101-103,121,188,193,
197,198 OR 199. AN ALLOWANCE HAS BEEN ESTAB W/TC
127. THE DOC WILL BE LIQUIDATED. IF THE GRANT &/OR
PROJ HAS OBJECT LEVEL POSTING>0, MUST ALSO ENTER
TC357 OR 358;0502-ALLOW FOR UNCOLLECT ACCT-CURRENT
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ", ".
I 0501 , 0543 , 0547 , 0574 ,

I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ", ".
I 0111 - 1200 , 1404 - 1408 , 1430 - 1435 , 1501 - 1700 , 2310 - 2641 , 2670

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: RW 2: AM 3: 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: 2 2: 4 3: 5 4: 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 08281990 EFF END DATE: LAST PROC DATE: 09062011
Z06 RECORD SUCCESSFULLY RECALLED

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

Transaction Code: Open

Input
GL #
in GLA
field

```
S504 UC: 27 STATE OF OREGON 01/18/18 10:14 AM
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: ACPT
BATCH: AGENCY DATE 011818 TYPE 2 NO 300 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 011818 DUE DATE: SERV DATE:
CUR DOC/SFX: RW000001 001 REF DOC/SFX: AR001000 001 MOD: AGENCY: 102
TRANS CODE: 129
INDEX: 12345
PCA: 54321 AY: 19
COMP/AGY OBJ: 0300 0300
AMOUNT: 333.33 RVS: DESC:
DOC COUNT: DOC AMT: 333.33 DOC AGY: 102 FUND OVRD:
VEND/MC: 3332221111 001 NM:
PMT TYPE: INT: ADD1:
BANK: ADD2:
DISC DT: TM: ADD3:
PEN DT: TM: CITY: ST: ZIP:
PEN AMT: CHECK #: DEPOSIT #:
G38: APPN NO: 55555 FUND: 1111 GL ACCT/AGY: 0501
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: RTI:
```

Transaction Code: Spreadsheet

The SFMS spreadsheet:

T-codes.xlsx

(on SARS website-OAM-Quick link: Transaction codes)

Transaction Code: Spreadsheet

The RSTARS report:

DAFQA010

- On RSTARS 91 profile
- Can be run any night since this is a profile report
- Lists t-codes available for each general ledger account
- Report does not list if in open GLs on 28B

Transaction Code: Tools

Toolbox

- General Ledger accounts: OAM & D31 screen
- Comptroller Object: OAM
- 28A & 28B Screens
- T-codes.xlsx on SARS website
- DAFQA010 from RSTARS

Question #1

What screen indicates if a General Ledger account is normally a Debit or a Credit?

1. D31 screen
2. 28A screen
3. 90 HELP screen

Question #2

There are 2 positions used for the Interface Indicator field on the 28A screen. They are used to tell us:

1. If agencies are allowed to send interface files to RSTARS and how many files
2. If the transaction will interface to Treasury and if it will interface to a receipted (agency) or suspense (treasury) account
3. If this transaction code relates to another transaction code and, if so, which transaction code

Question #3

Document supported transaction codes have information in the File Posting Indicators section of the 28A screen. What indicates that the t-code is document supported?:

1. All documents are supported
2. There will be nothing in the A/S and BT columns
3. There will be indicators in the DF table row under BT, Match, GLA and Doc columns

References

Here are some references and resources available to you for additional details.

- Data Entry Guide, Chapter 5
http://www.oregon.gov/das/Financial/AcctgSys/Documents/Chapter_5_Desc_Profiles.pdf
- Data Entry Guide, Chapter 6
http://www.oregon.gov/das/Financial/AcctgSys/Documents/Chapter_6_Non_Descriptive_Profiles.pdf

References

- Desk Manual, Treasury Trea.1
<http://www.oregon.gov/das/Financial/AcctgSys/Documents/trea1.pdf>
- Desk Manual, Treasury Trea.2
<http://www.oregon.gov/das/Financial/AcctgSys/Documents/trea2.pdf>
- Desk Manual, Central Processing Cent.2
<http://www.oregon.gov/das/Financial/AcctgSys/Documents/cent2.pdf>

Transaction Codes: Which One?

Thank you for attending today!

For additional questions regarding transaction codes,
please contact your SFMS analyst.

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