

# Transaction Codes: Which One?

Payroll  
Budget  
Journal Vouchers  
Accruals

May 2018  
Presented to: RSTARS Users  
Presented by: SFMS

# Toolbox



General Ledger accounts:  
OAM 60.10.00  
RSTARS D31 screen

Comptroller Object:  
OAM 60.30.00  
OAM 60.20.00

Transaction Code information:  
RSTARS 28A and 28B screens  
IR Studio Query  
T-codes.xlsx on SFMS website  
OAM 05.35.00  
DAFQ28C0 in RSTARS 91 screen  
DAFQA010 in RSTARS 91 screen

# Transaction Code Tools

What general ledger account will be used?

[OAM 60.10.00](#)

RSTARS D31 screen

What comptroller object can be used?

[OAM 60.30.00](#)

[OAM 60.20.00](#)

(SARS website, Oregon Accounting Manual link)

# Transaction Code Tools

```
SD31 UC: 10 STATE OF OREGON 02/16/18 04:33 PM
LINK TO: COMPROLLER GENERAL LEDGER ACCOUNT PROFILE PROD

COMP GL ACCOUNT: 3100 TITLE: REVENUE CONTROL - CASH
GAAP GL CLASS: 310 (MUST BE IN D14)
NACUBO GL CLASS: 99 (MUST BE IN D46)
NORMAL BALANCE: C (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: R
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: 12 (BT, NP=NO POST, AA=ANY)
AGENCY BUDGET: 12 (BT, NP=NO POST, AA=ANY)
CASH CONTROL: NP (BT, NP=NO POST, AA=ANY) DOCMNT: NP (BT, NP=NO POST, AA=ANY)
GRANT: 12 (BT, NP=NO POST, AA=ANY) PROJ: 12 (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
```

Reference:

[http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/data\\_entry\\_guide/chapter\\_5\\_desc\\_profiles.html#\\_Toc161476658](http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/data_entry_guide/chapter_5_desc_profiles.html#_Toc161476658)

# Transaction Code Tools

## 28A and B Transaction Code Decision Profile

28A screen

28B screen

```
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 DOCB 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 638# 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
FILE DF: + 03 M 8 2 + 04 M 8 2
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
206 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
206 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.

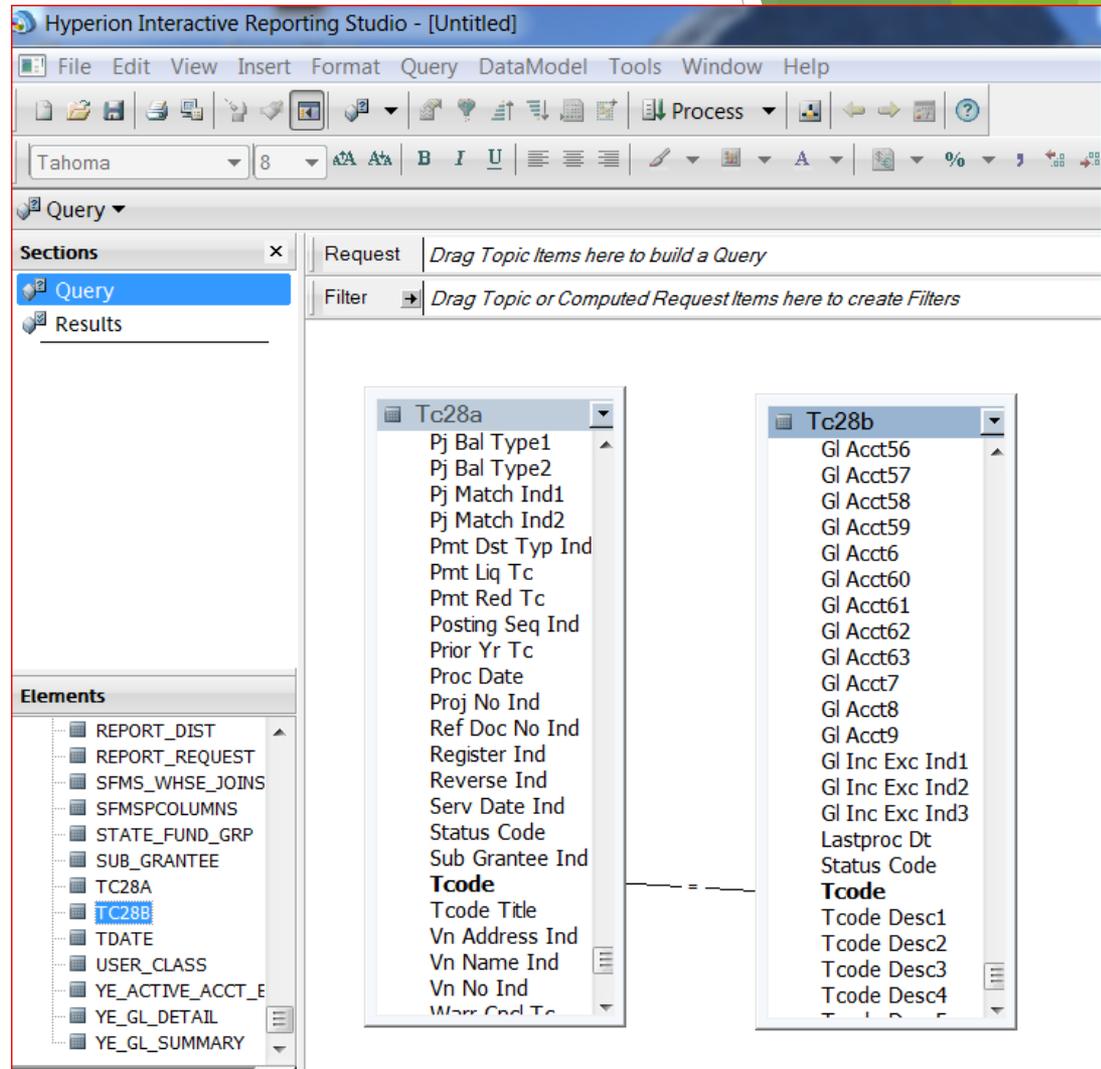
# Transaction Code Tools

## IR Studio Query

Query 28A and B

information via

IR Studio



# Transaction Code Tools

## SFMS Transaction Code spreadsheet

We can search the Transaction Code spreadsheet found at:

The screenshot shows a web browser window displaying the Oregon State Financial Management Services website. The browser's address bar shows the URL: <http://www.oregon.gov/das/financial/acctgs>. The website's navigation menu includes 'Home', 'Oregon Accounting Manual', 'System access', and 'Contact us'. The main content area is titled 'Statewide Financial Management Services' and features four columns 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](#)

The 'Transaction Codes' link in the 'Accounting forms & publications' column is highlighted with a yellow background. The browser's status bar at the bottom shows the URL: <http://www.oregon.gov/das/Financial/AcctgSys/Pages/training.aspx>.

# Transaction Code Tools

Transaction code spreadsheet:

Tcode	Tcode Title	Full description	Status Code	GI Acct Dr1	GI Acct Cr1	GI Acct Dr Cr Ind	GI Acct Dr2
101	Estblsh Intergov Rec(Fed) Billed Invoice	Estab Recv Federal Govt (Billed) & Accrue Rev Su A	A	0543	D	3101 C	
102	Est Intergov Rec (Local) Billed Invoice	Estab Recv Local-Billed & Accrue Rev Su A	A	0547	D	3101 C	
103	Establish A/R Other Billed-Invoice	Estab A/R Oth-Billed & Accrue Rev Su A	A	0501	D	3101 C	
104	Establish/Adjust A/R Other- Unbilled	Establish/Adjust A/R Unbilled And Accrue Rev Su A	A	0503	D	3101 C	
105	Est/Adiust Intergov Rec(Federal)Unbilled	Establish/Adiust An A/R Federal - Unbilled & Accrue Rev Su A	A	0542	D	3101 C	

# Transaction Code Tools

- ▶ OAM 05.35.00.PR provides information about the R\*STARS transaction code structure.

## Numerical Ranges

.108 Transaction codes are grouped by type of transaction. Determining the appropriate range can narrow the search for a particular transaction code.

001-080	Budgetary Transactions
101-199	Revenue, Receipt, and Receivable Transactions
200-299	Pre-encumbrances, Encumbrances, Expenditures, and Disbursements
301-395	System Generated Transactions
398-399	Deposit Liability Reclassification Transactions
400-599	Journal Vouchers (Including Capital Assets)

# Transaction Code Tools

DAFQA010 ordered from R\*STARS 91 profile:

Frequency – any weekday

```
S091 UC: 10 STATE OF OREGON 04/16/18 10:32 AM
LINK TO: REPORT REQUEST PROFILE PROD

AGENCY: 000 REQUESTER: DLAY REQUEST NO: 01 REPORT ID: DAFQA010

APPN YEAR: PERIOD: FY: FREQUENCY: 04232018 FREQ CONTROL: S
RANGE - FROM DATE: THRU DATE:
LEVEL - ORG: PROGRAM: OBJECT: FUND: NACUBO FUND: GL ACCT:

SPECIAL SELECTS -
AGENCY: OR AGENCY GROUP: ORG CODE:
PROGRAM CODE: NACUBO FUND:
APPROP FUND: FUND:
COMP OBJECT: AGY OBJECT:
GL ACCT: AGY GL ACCT:
SPEC SEL 1: SPEC SEL 2:

STATUS CODE: A
EFF START DATE: 05022014 EFF END DATE: LAST PROC DATE: 04162018
```

# Transaction Code Tools

Transaction codes available for any GL:

(except if an open t-codes)

GL ACCT		TITLE	TRANS CODE	DESCRIPTION
STATEWIDE T-CODE LISTING BY G/L ACCOUNT AS OF 04/16/18				
1577		TRUST FUNDS PAY -NONCURRENT	595 967	CUM AGCY FND BAL/NC TRST FND PAY W/A RVS GENERATED NC TRUST FUNDS PAY - REVERSAL
1578		RESERVE SECURITIES IN TRUST	591 596 968	REC FIDUCIARY&AGCY FD BAL/RES SEC-TRUST CUM AGCY FND BAL/RES SEC IN TRST W/A RVS GENERATED RES SEC IN TRUST - REVERSAL
1600		OBLIGATIONS UNDER SECURITY LENDING	928 989	ESTBLSH SECURITIES LENDING CASH & OBLIG AUTO RVS SECURITIES LENDING CASH & OBLIG
1603		UNEARNED REVENUE - NON DOC	164 492 632 910 973	RECEIPT OF UNEARNED REVENUE - NO DOC SUP RECOGNIZ EARNED UNEARNED REV- NO DOC SUP SET UP CONVERTED NO DOC SUP DEFERRED REV RECLASS ACCRUED REVENUE TO UNEARNED REV AUTO REV RECLASS ACCRD REV TO UNEARN REV
1604		UNEARNED REVENUE - DOC SUPPORTED	170 443 444 493 625 699 780 782	RECEIPT OF UNEARNED REVENUE-DOC SUPP MOVE UNEARNED REVENUE OUT AND CASH OUT MOVE UNEARNED REVENUE IN AND CASH IN RECOGNIZE EARNED PORTION OF UNEARNED REV SET UP CONVERTED DOC SUP DEFERRED REV RECORD RECEIPT OF PREPAID LEGAL FEES REVENUE/PREPAID LEGAL FEES-PROP REVENUE TSFR IN

# PAYROLL T-CODES

## A. Payroll Transaction Codes

- Payroll Expenditure Cycle
- Mass Transit Cycle
- Other payroll related transaction codes

## B. Payroll Examples

- Correct a posted payroll transaction
- Job rotation reimbursement

# Payroll t-codes: Payroll Matrix

See the  
PAYROLL MATRIX  
handout

# Payroll t-codes: Payroll Matrix

## Payroll Expenditure Cycle

T-codes 857 (agency) & 858 (DAS) are companion t-codes

```
S28A UC: 10 STATE OF OREGON 05/03/18 01:14 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 857 TITLE: SFMS AGY PMT FOR PAYROLL PAYABLE
GENERAL LEDGER DR-1: 1216 CR-1: 0070 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC R RDOC MOD N AGCY R IDX PCA COBJ N
EDIT AOBJ RVRS N PDT N CI N 1099 N WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 2 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 858 A/S DOC AMT: -
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP:
POSTING AB:
INDS: CC: + 15
GP:
PJ:
AGY GL: STATUS CODE: A
EFF START DATE: 06231994 EFF END DATE: LAST PROC DATE: 06112009
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INO CLEAR-EXIT
```

```
S28A UC: 10 STATE OF OREGON 05/03/18 01:15 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 858 TITLE: RECOGNIZE PMT BY SFMS AGY FOR PAYROL REC
GENERAL LEDGER DR-1: 0075 CR-1: 0507 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC R RDOC MOD N AGCY R IDX PCA COBJ N
EDIT AOBJ RVRS N PDT N CI N 1099 N WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# FUND R GLA N AGL I GRNT N SUBG N PROJ N MULT G38# N
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 857 A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP:
POSTING AB:
INDS: CC:
GP:
PJ:
AGY GL: 2 STATUS CODE: A
EFF START DATE: 06231994 EFF END DATE: LAST PROC DATE: 01292007
Z07 NEXT RECORD SUCCESSFULLY READ
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INO CLEAR-EXIT
```

The batch cannot clear until all transactions are error-free and there is enough cash in agency funds to move to DAS.

# Payroll t-codes: Payroll Matrix

See the  
PAYROLL MATRIX  
handout

# Payroll t-codes: Payroll Matrix

## Mass Transit Expenditure Cycle

T-codes 862 (agency) & 863 (DAS) are companion t-codes

```
S28A UC: 10 STATE OF OREGON 05/03/18 01:20 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 862 TITLE: SFMS AGY PMT FOR MASS TRANSIT PAYABLE
GENERAL LEDGER DR-1: 1216 CR-1: 0070 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC R RDOC MOD N AGCY R IDX PCA COBJ N
EDIT AOBJ RVRS N PDT N CI N 1099 N WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 2 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 863 A/S DOC AMT: -
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP:
POSTING AB:
INDS: CC: + 15
GP:
PJ:
AGY GL: STATUS CODE: A
EFF START DATE: 06231994 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
```

```
S28A UC: 10 STATE OF OREGON 05/03/18 01:20 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 863 TITLE: RECOGNIZE PMT BY SFMS AGY/MASS TRAN REC
GENERAL LEDGER DR-1: 0070 CR-1: 0507 DR-2: 3101 CR-2: 3100
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC R RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS N PDT N CI N 1099 N WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL I GRNT N SUBG N PROJ R MULT G38# N
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 862 A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: + 12 - 14
POSTING AB: + 12 - 14
INDS: CC: + 12
GP: + 12 - 14
PJ: + 12 - 14
AGY GL: 2 STATUS CODE: A
EFF START DATE: 06231994 EFF END DATE: LAST PROC DATE: 01292007
Z07 NEXT RECORD SUCCESSFULLY READ

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

The batch cannot clear until all transactions are error-free and there is enough cash in agency funds to move to DAS.

# Payroll t-codes: T-code Spreadsheet

All t-codes related to payroll and mass transit cycles

Function	Status Code	Tcode	Tcode Title	Full description
19-Payroll/Mass Transit T-Codes	A	863	Recognize Pmt By Sfms Agy/Mass Tran	Liquidation Of An A/R For The Mas
19-Payroll/Mass Transit T-Codes	A	861	Pmt To Sfms Agy For Mass Transit Neg	Liquidation Of A Negative Mass Tra
19-Payroll/Mass Transit T-Codes	A	858	Recognize Pmt By Sfms Agy For Payrol	Liquidation Of An A/R For The Payr
19-Payroll/Mass Transit T-Codes	A	857	Sfms Agy Pmt For Payroll Payable	Sfms Agency Payment To Das Due T
19-Payroll/Mass Transit T-Codes	A	856	Pmt To Sfms Agy For Payroll Negative A	Liquidation Of A Negative Payroll R
19-Payroll/Mass Transit T-Codes	A	855	Pmt To Sfms Agy For Payroll Payable	Payment From Das Payroll Fund To
19-Payroll/Mass Transit T-Codes	A	851	A/R For Payroll Fund By Agency	Payroll Interface Transaction To Es
19-Payroll/Mass Transit T-Codes	A	850	Recognize Payroll/Mt Expend For Sfms	Generate Trans To Record Amt To
19-Payroll/Mass Transit T-Codes	A	862	Sfms Agy Pmt For Mass Transit Payable	Sfms Agency Payment To Das Due T
19-Payroll/Mass Transit T-Codes	A	860	Pmt To Sfms Agy For Mass Transit Paya	Payment From Das Mass Transit Fu
19-Payroll/Mass Transit T-Codes	A	859	Amt Due From Agencies For Mass Trans	To Establish A/R To Reflect Amt Ag
19-Payroll/Mass Transit T-Codes	I	854	Liquidate Payroll A/R For Non-Sfms Agy	Cross-System Transfer To Record P

Payroll PA, RP, PI docs: 850, 851, 857/858

Mass Transit PM, PT docs: 850, 859, 862/863

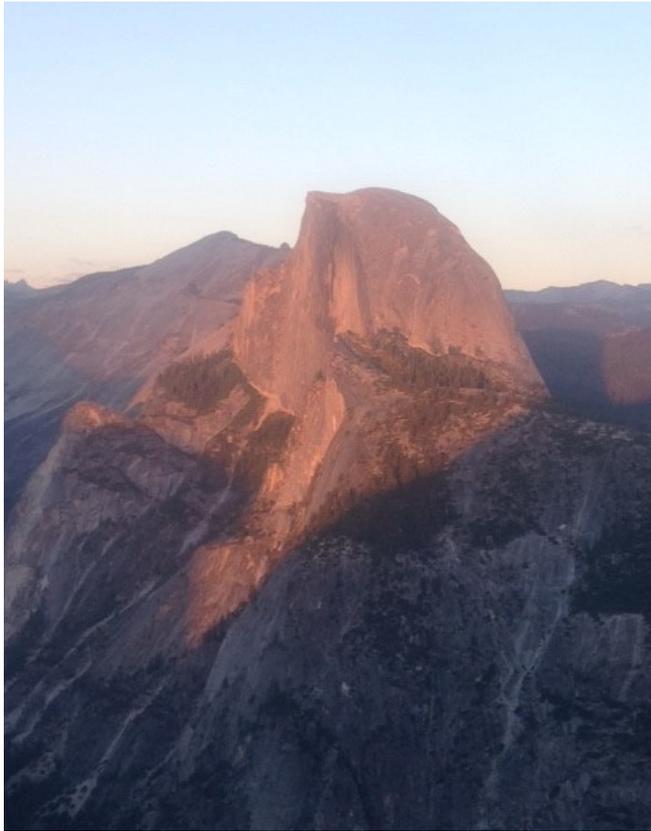
# Payroll t-codes: T-code Spreadsheet

## Other payroll transaction codes:

855/856 -DAS reimburses agency - the opposite of TC857/858

860/861 -DAS reimburses agency - the opposite of TC862/863

Used when there is a reduction of payroll expense for the agency



Time for questions

## Payroll t-codes: Correction to posted payroll

**EXAMPLE:** Incorrect PCA was used on posted transaction

**GOAL:** Change PCA 12345 to PCA 54321

**Step 1:** Find the document number/suffix and comptroller objects  
so you know what to reverse

- OSPA reports
- IR Studio query for PA documents

# Payroll t-codes: Correction to posted payroll

This is the accounting that posted to agency books:

		Incorrect, posted to PCA 12345 - Fund A									
		GL 0070 Cash		GL 1216 Payroll Liability		GL 3500 Expense		COBJ			
		TCode	DR	CR	DR	CR	DR	CR			
Posted entries											
1	From DSPS to RSTARS: PA998031 payroll elements for a specific employee	850				3,000	3,000			3111	plr
						400	400			3210	w/h
						200	200			3212	w/h
						50	50			3215	w/h
						50	50			3216	w/h
						240	240			3217	w/h
						160	160			3221	w/h
						3	3			3241	w/h
						450	450			3263	w/h
						3	3			3291	w/h
2	PA998031 clears 530 screen payroll elements for a specific employee	857		3,000	3,000					3111	plr
				400	400					3210	w/h
				200	200					3212	w/h
				50	50					3215	w/h
				50	50					3216	w/h
				240	240					3217	w/h
				160	160					3221	w/h
				3	3					3241	w/h
				450	450					3263	w/h
				3	3					3291	w/h
Balance after posting payroll				4,556	0		4,556				

## Payroll t-codes: Correction to posted payroll

**EXAMPLE:** Incorrect PCA was used on posted transaction

### Step 2: Find the companion t-codes

credit GL 3500 on one side of the pair

debit GL 3500 on the other side of the pair

### Method 1: Scroll through 28a screen

Balanced transactions within an agency are usually

within the "400" series of t-codes

Start with 400 on RSTARS 28a screen

Scroll through screens, using F5 NEXT, noting "Bal TC" field  
to view both transactions until you find the pair that works

## Payroll t-codes: Correction to posted payroll

EXAMPLE: Incorrect PCA was used on posted transaction

Step 2, Method 1: -continued

TC400/401

```
S28A UC: 10 STATE OF OREGON 05/03/18 02:25 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 400 TITLE: OPERATING REVENUE-TRNSFR OUT (WITHIN AGY)
GENERAL LEDGER DR-1: 3550 CR-1: 0070 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 N WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# R
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 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 401 A/S DOC AMT: -
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: + 21
POSTING AB: + 21
INDS: CC: + 21
GP: + 21
PJ: + 21
AGY GL: STATUS CODE: A
EFF START DATE: 07161990 EFF END DATE: LAST PROC DATE: 06302007
Z06 RECORD SUCCESSFULLY RECALLED

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

```
S28A UC: 10 STATE OF OREGON 05/03/18 02:26 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 401 TITLE: OPERATING REVENUE-TRANSF IN (WITHIN AGY)
GENERAL LEDGER DR-1: 0070 CR-1: 3150 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 N WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# R
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 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 400 A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: + 20
POSTING AB: + 20
INDS: CC: + 20
GP: + 20
PJ: + 20
AGY GL: STATUS CODE: A
EFF START DATE: 07161990 EFF END DATE: LAST PROC DATE: 06302007
Z07 NEXT RECORD SUCCESSFULLY READ

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

This balanced transaction pair does not work, keep scrolling ...

## Payroll t-codes: Correction to posted payroll

EXAMPLE: Incorrect PCA was used on posted transaction

Step 2, Method 1: -continued

TC415/416

```
S28A UC: 10 STATE OF OREGON 05/03/18 02:28 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 415 TITLE: MOVE EXPEND IN AND CASH OUT OF A FUND
GENERAL LEDGER DR-1: 3500 CR-1: 0070 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 416 A/S DOC AMT: -
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: + 15
POSTING AB: + 15
INDS: CC: + 15
GP: + 15
PJ: + 15
AGY GL: STATUS CODE: A
EFF START DATE: 05201994 EFF END DATE: LAST PROC DATE: 10022011
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INO CLEAR-EXIT
```

```
S28A UC: 10 STATE OF OREGON 05/03/18 02:29 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 416 TITLE: MOVE EXPEND OUT AND CASH INTO A FUND
GENERAL LEDGER DR-1: 0070 CR-1: 3500 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 415 A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: - 15
POSTING AB: - 15
INDS: CC: - 15
GP: - 15
PJ: - 15
AGY GL: STATUS CODE: A
EFF START DATE: 05201994 EFF END DATE: LAST PROC DATE: 02252010
Z07 NEXT RECORD SUCCESSFULLY READ
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INO CLEAR-EXIT
```

This balanced transaction pair may work

## Payroll t-codes: Correction to posted payroll

EXAMPLE: Incorrect PCA was used on posted transaction

Step 2, Method 1: -continued

Now check the comptroller (COBJ) on the 28b screen:

```
S28B UC: 10 STATE OF OREGON 05/03/18 02:33 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 415 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: MOVE EXPENDITURES & REDUCE CASH WITHIN OR BETWEEN
FUNDS FROM WHERE THE ORIGINAL EXPEND WAS PAID OUT.
THIS TC MUST BE USED WITH/TC416 AS A BAL ENTRY.
FOR USE WITHIN AN AGY, NOT BETWEEN AGY. XREF TC468
3500-EXPEND CTL-CASH;0070-CASH ON DEP W/TREAS
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 3111 - 5999 , 6093 , 6201 - 7415 , 7510 , 7511 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: BT 2: BI 3: BX 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: G 2: 2 3: 4 4: 5 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 05201994 EFF END DATE: LAST PROC DATE: 10022011
Z06 RECORD SUCCESSFULLY RECALLED

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

```
S28B UC: 10 STATE OF OREGON 05/03/18 02:35 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 416 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO MOVE EXPENDITURES ALREADY MADE EITHER WITHIN A
FUND OR BETWEEN FUNDS. THIS TC MUST BE USED WITH
TC 415 AS A BALANCED ENTRY. THIS TC IS FOR USE
WITHIN AN AGENCY, NOT BETWEEN AGENCIES.XREF TC469.
0070-CASH ON DEP W/TREAS;3500-EXPENDITURE CTL-CASH
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 3111 - 5999 , 6093 , 6201 - 7415 , 7510 , 7511 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: BT 2: BI 3: BX 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: G 2: 2 3: 4 4: 5 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 05201994 EFF END DATE: LAST PROC DATE: 07192011
Z07 NEXT RECORD SUCCESSFULLY READ

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

This balanced transaction pair DOES work - YEAH!

If we keep scrolling to find other possibilities ...

## Payroll t-codes: Correction to posted payroll

EXAMPLE: Incorrect PCA was used on posted transaction

Step 2, Method 1: -continued

TC468/469

```
S28A UC: 10 STATE OF OREGON 05/08/18 02:55 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 468 TITLE: MOVE EXPEND IN AND CASH OUT OF FUND -G38
GENERAL LEDGER DR-1: 3500 CR-1: 0070 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCI R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# R
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PITC: FUTMI: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 469 A/S DOC AMT: -
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: + 15
POSTING AB: + 15
INDS: CC: + 15
GP: + 15
PJ: + 15
AGI GL: STATUS CODE: A
EFF START DATE: 07012003 EFF END DATE: LAST PROC DATE: 02262010
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

```
S28A UC: 10 STATE OF OREGON 05/08/18 02:56 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 469 TITLE: MOVE EXPEND OUT/CASH INTO A FUND - G38
GENERAL LEDGER DR-1: 0070 CR-1: 3500 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCI R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# R
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PITC: FUTMI: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 468 A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: - 15
POSTING AB: - 15
INDS: CC: - 15
GP: - 15
PJ: - 15
AGI GL: STATUS CODE: A
EFF START DATE: 07012003 EFF END DATE: LAST PROC DATE: 02252010
Z07 NEXT RECORD SUCCESSFULLY READ
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

We also find 468/469 which uses G38  
but payroll transactions do not use G38 field  
so, this pair does NOT work.

## Payroll t-codes: Correction to posted payroll

**EXAMPLE:** Incorrect PCA was used on posted transaction

**Step 2:** Find the companion t-codes that lets you  
credit GL 3500 on one side of the pair  
debit GL 3500 on the other side of the pair

**Method 2:** Use the t-code spreadsheet

Balanced transactions within an agency are usually  
within the "400" series of t-codes

Filter on Cr-1 for GL 3500 to reverse incorrect PCA

Filter on DR-1 for GL 0070 because

balanced transactions use GL 0070 on both pairs

## Payroll t-codes: Correction to posted payroll

**EXAMPLE:** Incorrect PCA was used on posted transaction

Step 2, Method 2: - continued

1	Tcode	Tcode Title	Full description	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 Ind3	GI Acct Dr4	GI Acct Dr Cr Ind8	GI Acct Cr4	GI Acct Dr Cr Ind4
186	302	Allocation Of Indirect Costs-Recovery	System Generated. To Recc A	0070	D	3500	D													
217	355	Project Recovery-Expenditure Reducti	System Generated. Record I	0070	D	3500	D													
229	373	Cas Issued Warrant Cancellation/Exp	To Record The Cancellatio	0070	D	3500	D													
269	416	Move Expend Out And Cash Into A Fun	To Move Expenditures Alre A	0070	D	3500	D													
321	469	Move Expend Out/Cash Into A Fund - (	Move Expenditure Already A	0070	D	3500	D													
531	741	Quasi-External Reduction Of Exp - No	Quasi-External Reduction C A	0070	D	3500	D													
603	816	Refund Of Expenditure	To Move Unidentified Rece A	0070	D	3500	D													
650	872	Cross System Reduction Of Expense	To Recognize A Reduction (I	0070	D	3500	D													
782																				

Possibilities: 416 469 741 816

## Payroll t-codes: Correction to posted payroll

EXAMPLE: Incorrect PCA was used on posted transaction

Step 2, Method 2: - continued

### TC 415/416

```
S28A UC: 10 STATE OF OREGON 05/03/18 03:08 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 415 TITLE: MOVE EXPEND IN AND CASH OUT OF A FUND
GENERAL LEDGER DR-1: 3500 CR-1: 0070 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCEL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 416 A/S DOC AMT: -
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: + 15
POSTING AB: + 15
INDS: CC: + 15
GP: + 15
PJ: + 15
AGY GL: STATUS CODE: A
EFF START DATE: 05201994 EFF END DATE: LAST PROC DATE: 10022011
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

```
S28A UC: 10 STATE OF OREGON 05/03/18 03:07 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 416 TITLE: MOVE EXPEND OUT AND CASH INTO A FUND
GENERAL LEDGER DR-1: 0070 CR-1: 3500 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCEL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 415 A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: - 15
POSTING AB: - 15
INDS: CC: - 15
GP: - 15
PJ: - 15
AGY GL: STATUS CODE: A
EFF START DATE: 05201994 EFF END DATE: LAST PROC DATE: 02252010
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

The GLs allow us to use this pair

Does not allow G38

## Payroll t-codes: Correction to posted payroll

EXAMPLE: Incorrect PCA was used on posted transaction

Step 2, Method 2: - continued

Check the 28b screen

```
S28B UC: 10 STATE OF OREGON 05/03/18 03:18 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 415 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: MOVE EXPENDITURES & REDUCE CASH WITHIN OR BETWEEN
FUNDS FROM WHERE THE ORIGINAL EXPEND WAS PAID OUT.
THIS TC MUST BE USED WITH/TC416 AS A BAL ENTRY.
FOR USE WITHIN AN AGY, NOT BETWEEN AGY. XREF TC468
3500-EXPEND CTL-CASH;0070-CASH ON DEP W/TREAS
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 3111 - 5999 , 6093 , 6201 - 7415 , 7510 , 7511 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: BT 2: BI 3: BX 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: G 2: 2 3: 4 4: 5 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 05201994 EFF END DATE: LAST PROC DATE: 10022011
Z06 RECORD SUCCESSFULLY RECALLED

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

```
S28B UC: 10 STATE OF OREGON 05/03/18 03:17 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 416 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO MOVE EXPENDITURES ALREADY MADE EITHER WITHIN A
FUND OR BETWEEN FUNDS. THIS TC MUST BE USED WITH
TC 415 AS A BALANCED ENTRY. THIS TC IS FOR USE
WITHIN AN AGENCY, NOT BETWEEN AGENCIES.XREF TC469.
0070-CASH ON DEP W/TREAS;3500-EXPENDITURE CTL-CASH
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 3111 - 5999 , 6093 , 6201 - 7415 , 7510 , 7511 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: BT 2: BI 3: BX 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: G 2: 2 3: 4 4: 5 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 05201994 EFF END DATE: LAST PROC DATE: 07192011
Z06 RECORD SUCCESSFULLY RECALLED

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

And the COBJs allow us to use this pair.

Let's look at the other possibilities.

## Payroll t-codes: Correction to posted payroll

EXAMPLE: Incorrect PCA was used on posted transaction

Step 2, Method 2: - continued

TC 468/469

```
S28A UC: 10 STATE OF OREGON 05/03/18 03:15 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 468 TITLE: MOVE EXPEND IN AND CASH OUT OF FUND -G38
GENERAL LEDGER DR-1: 3500 CR-1: 0070 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCB DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# R
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 469 A/S DOC AMT: -
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: + 15
POSTING AB: + 15
INDS: CC: + 15
GP: + 15
PJ: + 15
AGY GL: STATUS CODE: A
EFF START DATE: 07012003 EFF END DATE: LAST PROC DATE: 02262010
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

```
S28A UC: 10 STATE OF OREGON 05/03/18 03:12 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 469 TITLE: MOVE EXPEND OUT/CASH INTO A FUND - G38
GENERAL LEDGER DR-1: 0070 CR-1: 3500 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCB DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# R
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 468 A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: - 15
POSTING AB: - 15
INDS: CC: - 15
GP: - 15
PJ: - 15
AGY GL: STATUS CODE: A
EFF START DATE: 07012003 EFF END DATE: LAST PROC DATE: 02252010
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

The GLs look good.

Requires G38 but payroll trans do not use G38 field.

## Payroll t-codes: Correction to posted payroll

EXAMPLE: Incorrect PCA was used on posted transaction

### Step 2, Method 2: - continued

Check the 28b screen

```
S28B UC: 10 STATE OF OREGON 05/03/18 03:19 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 469 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: MOVE EXPENDITURE ALREADY MADE EITHER WITHIN A FUND
OR BETWEEN FUNDS. MUST BE USED WITH TC468 AS BAL
ENTRY. TC FOR USE WITHIN AN AGENCY, NOT BETWEEN
AGENCIES. USE FOR GASB38. XREF TC 416.
0070-CASH ON DEP W/TREASURER;3500-EXPEND CTL-CASH
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ", ".

I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ", ".
I 6169 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: BT 2: BI 3: 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: G 2: 2 3: 4 4: 5 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 07012003 EFF END DATE: LAST PROC DATE: 07222011
Z06 RECORD SUCCESSFULLY RECALLED

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

```
S28B UC: 10 STATE OF OREGON 05/03/18 03:20 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 468 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: MOVE EXP. & RED CASH WITHIN A FUND OR BETWEEN FUNDS
FROM WHERE ORIG EXP WAS PAID. TC MUST BE USED W/TC
469 AS A BALANCED ENTRY. TC FOR USE W/IN AGENCY,
NOT BETWEEN AGENCIES. USE FOR GASB38,XREF TC 415.
3500-EXPEND CTL-CASH;0070-CASH ON DEP W/TREASURER
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 6169 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: BT 2: BI 3: 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: G 2: 2 3: 4 4: 5 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 07012003 EFF END DATE: LAST PROC DATE: 07222011
Z06 RECORD SUCCESSFULLY RECALLED

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

And the available COBJs are not payroll,  
so this pair does NOT work.

## Payroll t-codes: Correction to posted payroll

EXAMPLE: Incorrect PCA was used on posted transaction

Step 2, Method 2: - continued

TC 740/741

```
S28A UC: 10 STATE OF OREGON 05/03/18 03:24 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 741 TITLE: QUASI-EXTERNAL REDUCTION OF EXP - NO A/R
GENERAL LEDGER DR-1: 0070 CR-1: 3500 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 WARR N INVC VNUM I VNAM R VADD R
INDS: DMETH N APN# R FUND R GLA N AGL N 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 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 740 A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: - 15
POSTING AB: - 15
INDS: CC: - 15
GP: - 15
PJ: - 15
AGY GL: STATUS CODE: A
EFF START DATE: 04111994 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
```

```
S28A UC: 10 STATE OF OREGON 05/03/18 03:25 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 740 TITLE: QUASI-EXTERNAL EXP-NO A/R
GENERAL LEDGER DR-1: 3500 CR-1: 0070 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 WARR N INVC VNUM I VNAM R VADD R
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 741 A/S DOC AMT: -
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: + 15
POSTING AB: + 15
INDS: CC: + 15
GP: + 15
PJ: + 15
AGY GL: STATUS CODE: A
EFF START DATE: 04111994 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
```

The GLs allow us to use this pair.

G38 codes are not allowed.

## Payroll t-codes: Correction to posted payroll

EXAMPLE: Incorrect PCA was used on posted transaction

Step 2, Method 2: - continued

Check the 28b screen

```
S28B UC: 10 STATE OF OREGON 05/03/18 03:26 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 741 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: QUASI-EXTERNAL REDUCTION OF EXPENSE GENERATED BY
THE PAYING AGENCY WHERE BOTH AGENCIES ARE ON SFMS.
MUST BE USED WITH TC 740 AS A BALANCED ENTRY.
CANNOT BE USED FOR OPERATING TRANSFERS.
0070-CASH ON DEP W/TREAS;3500-EXPENDITURE CTL-CASH
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ", ".

I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ", ".
I 3111 - 5999 , 6201 - 7415 , 7510 , 7511 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: BT 2: BI 3: 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: G 2: 2 3: 4 4: 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 04111994 EFF END DATE: LAST PROC DATE: 07252011
Z06 RECORD SUCCESSFULLY RECALLED

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

```
S28B UC: 10 STATE OF OREGON 05/03/18 03:28 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 740 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: QUASI-EXTERNAL EXPENDITURE GENERATED BY THE PAYING
AGY WHERE BOTH AGENCIES ARE ON SFMS. MUST BE USED
WITH TC 741 AS A BALANCED ENTRY. CANNOT BE USED FOR
OPERATING TRANSFERS.
3500-EXPENDITURE CTL-CASH;0070-CASH ON DEP W/TREAS
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 3111 - 5999 , 6201 - 7415 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: BT 2: BI 3: 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: G 2: 2 3: 4 4: 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 04111994 EFF END DATE: LAST PROC DATE: 07252011
Z06 RECORD SUCCESSFULLY RECALLED

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

And the COBJs allow us to use this pair.

The description states "both agencies"; the "700" series is usually between agencies. Therefore, so far 415/416 is a better choice.

## Payroll t-codes: Correction to posted payroll

EXAMPLE: Incorrect PCA was used on posted transaction

Step 2, Method 2: - continued

TC815/816

```
S28A UC: 10 STATE OF OREGON 05/03/18 04:01 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 815 TITLE: AFS MOVE UNIDENT RECEIPT OUT OF FUND/AGY
GENERAL LEDGER DR-1: 0060 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 N VNAM VADD
INDS: DMETH N APN# FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 4 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 816 A/S DOC AMT: -
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP:
POSTING AB:
INDS: CC: + 23
GP:
PJ:
AGY GL: STATUS CODE: A
EFF START DATE: 07011995 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
```

```
S28A UC: 10 STATE OF OREGON 05/03/18 03:32 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 816 TITLE: REFUND OF EXPENDITURE
GENERAL LEDGER DR-1: 0070 CR-1: 3500 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 N WARR N INVC VNUM N VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N 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 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 815 A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: - 15
POSTING AB: - 15
INDS: CC: - 15
GP: - 15
PJ: - 15
AGY GL: STATUS CODE: A
EFF START DATE: 07011995 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
```

The GLs do not allow us to use this pair,  
and it is used for "AFS" (specific agency),  
so this pair does not work.

## Payroll t-codes: Correction to posted payroll

**EXAMPLE:** Incorrect PCA was used on posted transaction

**Step 2 Result:** Method 1 -OR- Method 2

TC 415/416

What does the accounting show us?

## Payroll t-codes: Correction to posted payroll

**EXAMPLE:** Incorrect PCA was used on posted transaction

OSPA → RSTARS → Agency books

		Incorrect, posted to PCA 12345 - Fund A							
		GL 0070 Cash		GL 1216 Payroll Liability		GL 3500 Expense		COBJ	
		TCode	DR	CR	DR	CR	DR	CR	
Posted entries									
1	From OSPS to RSTARS: PA998031 payroll elements for a specific employee	850				3,000	3,000		3111 pr
						400	400		3210 wth
						200	200		3212 wth
						50	50		3215 wth
						50	50		3216 wth
						240	240		3217 wth
						160	160		3221 wth
						3	3		3241 wth
						450	450		3263 wth
						3	3		3291 wth
2	PA998031 clears 530 screen payroll elements for a specific employee	857		3,000	3,000				3111 pr
				400	400				3210 wth
				200	200				3212 wth
				50	50				3215 wth
				50	50				3216 wth
				240	240				3217 wth
				160	160				3221 wth
				3	3				3241 wth
				450	450				3263 wth
				3	3				3291 wth
Balance after posting payroll				4,556	0		4,556		

## Payroll t-codes: Correction to posted payroll

**EXAMPLE:** Incorrect PCA was used on posted transaction

Accounting result when entry posts:

		Incorrect, posted to PCA 12345 - Fund A							Correct PCA 54321 - Fund B								
		GL 0070 Cash		GL 1216 Payroll Liability		GL 3500 Expense		COBJ			GL 0070 Cash		GL 1216 Payroll Liability		GL 3500 Expense		COBJ
		TCode	DR	CR	DR	CR	DR	CR		TCode	DR	CR		DR	CR		
Balance after posting payroll				4,556	0	4,556											
Correcting entries																	
3	Reverse from incorrect PCA 12345	416	3,000				3,000		3111	pr							
			400				400		3210	wh							
			200				200		3212	wh							
			50				50		3215	wh							
			50				50		3216	wh							
			240				240		3217	wh							
			160				160		3221	wh							
			3				3		3241	wh							
			450				450		3263	wh							
			3				3		3291	wh							
4	Post to correct PCA 54321										415	3,000		3,000		3111	pr
												400		400		3210	wh
												200		200		3212	wh
												50		50		3215	wh
												50		50		3216	wh
												240		240		3217	wh
												160		160		3221	wh
												3		3		3241	wh
												450		450		3263	wh
												3		3		3291	wh
Balance after agency correction			0		0		0					4,556		4,556			

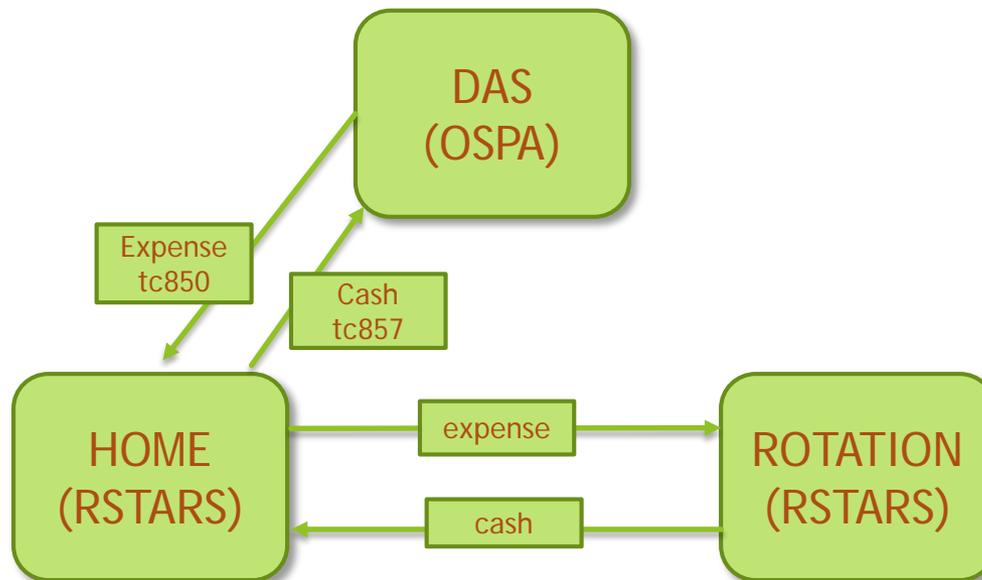
Time for questions



# Payroll t-codes: Job rotation reimbursement

**EXAMPLE:** HOME agency employee at ROTATION agency  
(both agencies use RSTARS)

**GOAL:** HOME agency does not have expense on books  
ROTATION agency has expense on books



## Payroll t-codes: Job rotation reimbursement

**EXAMPLE:** HOME agency employee at ROTATION agency

### Posted to RSTARS

		HOME AGENCY								ROTATION AGENCY						
		GL 0070 Cash		GL 1216 Payroll Liability		GL 3500 Expense		COBJ		GL 0070 Cash		GL 3500 Expense		COBJ		
		TCode	DR	CR	DR	CR	DR	CR		TCode	DR	CR	DR	CR		
Payroll Process Posted Entries:																
1	From OSPS to RSTARS: PA998031	850														
	Regular Employees					3,000	3,000								3111	p/r
	To <b>simplify</b> example-all withholding					1,556	1,556								varies	w/h
2	PA998031 clears	857														
	Regular Employees			3,000	3,000										3111	p/r
	To <b>simplify</b> example-all withholding			1,556	1,556										varies	w/h
Payroll charged to HOME agency				<b>4,556</b>	<b>0</b>	<b>4,556</b>										

## Payroll t-codes: Job rotation reimbursement

**EXAMPLE:** HOME agency employee at ROTATION agency

Balanced transaction (BT) t-code

- record expenditure for ROTATION agency
- record reduction of expenditure  
for HOME agency

BT t-codes to use

Payroll COBJs involved for employee

Amounts involved for each COBJ

HOME agency's coding elements

or

HOME agency's A/R number, if used



HOME agency  
determines t-code



HOME agency  
sends to  
ROTATION agency

## Payroll t-codes: Job rotation reimbursement

**EXAMPLE:** HOME agency employee at ROTATION agency

### HOME Agency Choices:

Scenario 1: HOME agency does not establish an A/R

Scenario 2: HOME agency establishes A/R,  
billed, no invoice

## Payroll t-codes: Job rotation reimbursement

Scenario 1: HOME agency does not establish an A/R

Method 1: scroll through 28a screen

- ✓ BTs within an agency are usually within the “700” series of t-codes (for between agencies)
- ✓ Start with 700 on 28a screen
- ✓ Scroll through screens, using F5 NEXT, noting “Bal TC’ field to view both transactions until you find the pair that works
- ✓ List the possible t-code pairs you find: TC 740/741
- ✓ Review the 28a & 28b screens for:
  - G/Ls listed
  - COBJs available
  - Active (on 28a screen only)
  - G38 should not be required

## Payroll t-codes: Job rotation reimbursement

Scenario 1: HOME agency does not establish an A/R

Method 2: Use the t-code spreadsheet

Filter Cr1 column for GL 3500

Filter Dr1 column for GL 0070

(balanced transactions use offsetting GL0070 in each entry)

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
302	Allocation Of Indirect Costs-Recovery	System Generated. To Recover The A A	0070	D	3500	D				
355	Project Recovery-Expenditure Reduction	System Generated. Record Cash Incre I	0070	D	3500	D				
373	Cas Issued Warrant Cancellation/Exp	To Record The Cancellation Of A War I	0070	D	3500	D				
416	Move Expend Out And Cash Into A Fund	To Move Expenditures Already Made A	0070	D	3500	D				
469	Move Expend Out/Cash Into A Fund - G38	Move Expenditure Already Made Eith A	0070	D	3500	D				
741	Quasi-External Reduction Of Exp - No A/R	Quasi-External Reduction Of Expense A	0070	D	3500	D				
816	Refund Of Expenditure	To Move Unidentified Receipt Originæ A	0070	D	3500	D				
872	Cross System Reduction Of Expense	To Recognize A Reduction Of Expense I	0070	D	3500	D				

# Payroll t-codes: Job rotation reimbursement

Scenario 1: HOME agency does not establish an A/R

RESULT: Method 1 -or- Method 2

TC 740/741

HOME agency side (posted by ROTATION):

- receives cash
- reduces expense
- does not post to an A/R

ROTATION agency side:

- reduces cash
- records expense

```
S28A UC: 10 STATE OF OREGON 05/08/18 09:17 AM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 740 TITLE: QUASI-EXTERNAL EXP-NO A/R
GENERAL LEDGER DR-1: 3500 CR-1: 0070 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOD I RDOC MOD N AGCI R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 WARR N INVC VNUM I VNAM R VADD R
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCEL TC: PITC: FUTMI: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAI LIQ TC: PAI RED TC: CUM POST IND: I BAL TC: 741 A/S DOC AMT: -
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: + 15
POSTING AB: + 15
INDS: CC: + 15
GP: + 15
PJ: + 15
AGY GL: STATUS CODE: A
EFF START DATE: 04111994 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-INO CLEAR-EXIT
```

```
S28A UC: 10 STATE OF OREGON 05/08/18 09:16 AM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 741 TITLE: QUASI-EXTERNAL REDUCTION OF EXP - NO A/R
GENERAL LEDGER DR-1: 0070 CR-1: 3500 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOD I RDOC MOD N AGCI R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 WARR N INVC VNUM I VNAM R VADD R
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 2 REG NO: 5 WW IND: 0 D/I: D WAR CANCEL TC: PITC: FUTMI: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAI LIQ TC: PAI RED TC: CUM POST IND: I BAL TC: 740 A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: - 15
POSTING AB: - 15
INDS: CC: - 15
GP: - 15
PJ: - 15
AGY GL: STATUS CODE: A
EFF START DATE: 04111994 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-INO CLEAR-EXIT
```

## Time for questions



# Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

**GOAL:** HOME agency does not have expense nor A/R on books  
ROTATION agency has expense on books

**STEPS:** 1. Find GL for reduction of expense - accrued

2. Find receivable TC using GL & enter transaction

3. Find payment TC using GL & give to ROTATION

## Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

Step 1. Find GL for reduction of expense - accrued

Method 1: Scroll through D31 screen in RSTARS

3500 TITLE: EXPENDITURE CONTROL - CASH

3501 TITLE: EXPENDITURE CONTROL - ACCRUED

3502 TITLE: EXPENDITURE CONTROL - SUSPENSE

 **3503 TITLE: REDUCT OF EXPEND - ACCRUED**

3505 TITLE: EXPENDITURE CONTROL - FIN STMT ACCRUAL

3550 TITLE: OPERATING TRANSFERS OUT CONTROL

3552 TITLE: OPERATING TRANSFERS OUT CONTROL-SUSPENSE

## Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

Step 1. Find GL for reduction of expense - accrued

Method 2: Find "reduc" in OAM 60.10.00

3500	Expenditure Control – Cash	General ledger control account for cash expenditures.
OAM 60.10.00		
3501	Expenditure Control – Accrued	General ledger control account for accrued expenditures.
3502	Expenditure Control – Suspense	General ledger control account for expenditures made from a suspense account.
3503	<b>Reduction</b> of Expenditures - Accrued	General ledger control account for accrued reduction of expenditures.
3505	Expenditure Control – Financial Statement Accrual	General ledger control account for financial statement accruals of expenditures (generally automatically reversed).
3550	Operating Transfers Out Control	General ledger control account for transfers to other funds.
3552	Operating Transfers Out Control Suspense	General ledger control account for transfers out of a suspense account.

10 in

## Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

Step 1. Find GL for reduction of expense - accrued

Method 3: Find "reduc" in TransactionCode.xls

"By Function" tab

"GL Acct Cr1 Title" column

Find and Replace

Find what:

Options >>

Find All Find Next Close

Book	Sheet	Name	Cell	Value	Formula
TransactionCode.xlsx	By Function		\$J\$80	Reduct Of Expend - Accrued	
TransactionCode.xlsx	By Function		\$J\$81	Reduct Of Expend - Accrued	
TransactionCode.xlsx	By Function		\$J\$670	Reduct Of Expend - Accrued	
TransactionCode.xlsx	By Function		\$J\$774	Reduct Of Expend - Accrued	

4 cell(s) found

## Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

Step 1. Find GL for reduction of expense - accrued

Method 3: Find "reduc" in TransactionCode.xls

80	2-Revenues, Receipts, Receivables	A	136	Adjust Receivable For Cash Refund Of E	To Adjust Receivable For A Cash Re	0501	Accounts Receivable -Other - D	3503	Reduct Of Expend - Accrued	D
81	2-Revenues, Receipts, Receivables	A	135	Estab Receivable For Cash Refund Of E	To Record Receivable For Cash Ref	0501	Accounts Receivable -Other - D	3503	Reduct Of Expend - Accrued	D
670	21-CSD T-Codes	I	897	Csd Receivable-Refund Of E	To Record Scf/Oya Receiv	0503	Accounts Receivable - D	3503	Reduct Of Expend - Accrued	D
774	27-PERST T-Codes	A	Z10	Record Benefit Recv (Rox) P	To Record Receivable For	0503	Accounts Receivable - D	3503	Reduct Of Expend - Accrued	D

**Result: GL 3503**

(Possible t-codes: 135 136 Z10)

**End of Step 1**

## Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

Step 2. Find receivable TC using GL 3503

Method 1: Scroll through 28a & 28b screens in RSTARS

(receivable t-codes are in "100" series)

```
S28A UC: 10 STATE OF OREGON 05/08/18 10:07 AM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 135 TITLE: ESTAB RECEIVABLE FOR CASH REFUND OF EXP
GENERAL LEDGER DR-1: 0501 CR-1: 3503 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT R SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS N PDT N CI N 1099 WARR N INVC VNUM I VNAM R VADD R
INDS: DMETH N APN# R FUND R GLA N AGL GRNT SUBG PROJ MULT G38# N
POST SEQ: 2 REG NO: 3 WW IND: 0 D/I: WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF: + 01 N 1 1
FILE AP: + 35
POSTING AB: + 35
INDS: CC:
GP: + 35
PJ: + 35
AGY GL: 1 STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 08242009
Z07 NEXT RECORD SUCCESSFULLY READ

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 05/08/18 10:08 AM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 135 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO RECORD RECEIVABLE FOR CASH REFUND FROM A
VENDOR TO BE APPLIED AGAINST EXPENDITURES.
USE TC 136 TO ADJUST. TO RECORD COLLECTION OF
RECEIVABLE USE TC 137 OR 704/705.
0501-A/R-OTHER-BILLED;3503-REDUCT OF EXPEND-ACC RUE
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 3111 - 5999 , 6201 - 7415 , 7510 , 7511 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: AR 2: AI 3: AC 4: AM 5: AK 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: 2 2: 4 3: 4: 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 07152011
Z06 RECORD SUCCESSFULLY RECALLED

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

## Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

Step 2. Find receivable TC using GL

Method 2: Search TransactionCode.xls ("100" series for receivables)

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
135	Estab Receivable For Cash Refund Of Exp	To Record Receivable For C: A		0501	D	3503	D	
136	Adjust Receivable For Cash Refund Of Exp	To Adjust Receivable For A (A		0501	D	3503	D	
897	Csd Receivable-Refund Of Expenditure	To Record Scf/Oya Receivabl		0503	D	3503	D	
Z10	Record Benefit Recv (Rox) Pers Only	To Record Receivable For C: A		0503	D	3503	D	

## Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

Step 2. Find receivable TC using GL 3503

RESULT: Method 1 -OR- Method 2: TC135

		HOME AGENCY										ROTATION AGENCY							
		GL 0070 Cash		GL 1216 Payroll Liability		GL 3500 Expense				COBJ		GL 0070 Cash		GL 3500 Expense		COBJ			
		TCode	DR	CR	DR	CR	DR	CR					TCode	DR	CR	DR	CR	DR	CR
Payroll Process Posted Entries:																			
1	From OSPS to RSTARS: PA998031 Regular Employees To <b>simplify</b> example-all withholding	850					3,000	3,000				3111	p/r						
						1,556	1,556					varies	w/h						
2	PA998031 clears Regular Employees To <b>simplify</b> example-all withholding	857		3,000	3,000							3111	p/r						
				1,556	1,556							varies	w/h						
Payroll charged to HOME agency				<b>4,556</b>	<b>0</b>	<b>4,556</b>													
3	HOME agency posts receivable	135			3,000				3,000	3111	p/r								
					1,556				1,556	varies	w/h								
<b>Balance after A/R</b>				<b>0</b>	<b>4,556</b>				<b>4,556</b>										

End of Step 2

## Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

Step 3. Find payment TC using GL 3503 (balanced transaction)

Method 1a: 28b screen in RSTARS for receivable TC 135

```
S28B UC: 10 STATE OF OREGON 05/08/18 10:08 AM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 135 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO RECORD RECEIVABLE FOR CASH REFUND FROM A
VENDOR TO BE APPLIED AGAINST EXPENDITURES.
USE TC 136 TO ADJUST. TO RECORD COLLECTION OF
RECEIVABLE USE TC 137 OR 704/705.
0501-A/R-OTHER-BILLED;3503-REDUCT OF EXPEND-ACCRUE
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 3111 - 5999 , 6201 - 7415 , 7510 , 7511 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: AR 2: AI 3: AC 4: AM 5: AK 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: 2 2: 4 3: 4: 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 07152011
Z06 RECORD SUCCESSFULLY RECALLED

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

# Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

Step 3. Find payment TC using GL 3503 (balanced transaction)

Method 1b: Scroll through 28a & 28b screens in RSTARS

TC 704/705 - this may work

```
S28A UC: 10 STATE OF OREGON 05/09/18 01:33 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 704 TITLE: QUASI-EXTERNAL EXPEND (A/R)
GENERAL LEDGER DR-1: 3500 CR-1: 0070 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCB DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 WARR N INVC VNUM I VNAM R VADD R
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 705 A/S DOC AMT: -
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: + 15
POSTING AB: + 15
INDS: CC: + 15
GP: + 15
PJ: + 15
AGY GL: STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 08242009
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

```
S28A UC: 10 STATE OF OREGON 05/09/18 01:30 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 705 TITLE: QUASI-EXTERNAL REDUCTION OF EXP (A/R)
GENERAL LEDGER DR-1: 0070 CR-1: 0501 DR-2: 3503 CR-2: 3500
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCB 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 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 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 704 A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF: + 03 M 2 2 + 04 M 2 2
FILE AP: - 15 - 35
POSTING AB: - 15 - 35
INDS: CC: - 15
GP: - 15 - 35
PJ: - 15 - 35
AGY GL: 2 STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 08242009
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

## Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

Step 3. Find payment TC using GL 3503 (balanced transaction)

Method 2a: TransactionCode.xls - does not work

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
824	Afs Expenditure Overpayment A/R-Unbilled	Record The Accou A	3503	D	0503	D				

Only a specific agency  
can use this t-code  
(DHS)

No companion t-code

```

S28A UC: 10 STATE OF OREGON 05/09/18 01:50 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 824 TITLE: AFS EXPENDITURE OVERPAYMENT A/R-UNBILLED
GENERAL LEDGER DR-1: 3503 CR-1: 0503 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDCC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT CI N 1099 WARR N INVC VNUM N VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL GRNT SUBG PROJ MULT G38# N
POST SEQ: 2 REG NO: 5 WW IND: 0 D/I: D WAR CANCEL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC

DF:
FILE AP: - 35
POSTING AB: - 35
INDS: CC:
GP: - 35
PJ: - 35
AGY GL: 2 STATUS CODE: A
EFF START DATE: 01012011 EFF END DATE: LAST PROC DATE: 06302011
Z06 RECORD SUCCESSFULLY RECALLED

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

## Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

Step 3. Find payment TC using GL 3503 (balanced transaction)

Method 2b: TransactionCode.xls - 705, 826 may work

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
137	Collection A/R Cash Exp Refund Billed	To Record The Collec A	0065	D	0501	D	3503	D	3500	D		
705	Quasi-External Reduction Of Exp (A/R)	To Record The Recei A	0070	D	0501	D	3503	D	3500	D		
826	Dhs Coll A/R Other-Unbilled Frm Fund/Agy	Move Unidentified Ri A	0070	D	0501	D	3503	D	3500	D		
896	Csd Receipt Of A/R Expenditure	To Record A Scf/Oya I	0070	D	0503	D	3503	D	3500	D		
898	Csd Withhold A/R Expend From Payment	To Record Scf/Oya P:I	0535	D	0503	D	3503	D	3500	D		
Z11	Collect Benefit Recv - Pers Only	Record The Collectio A	0065	D	0503	D	3503	D	3500	D		

Rule out: incorrect Dr1, not 0070 (137, 898, Z11)

incorrect Cr1, not 0501 (896, 898, Z11)

inactive t-code (896, 898)

# Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

Step 3. Find payment TC using GL 3503 (balanced transaction)

RESULT: Method 1 -OR- Method 2: TC 704/705

## HOME agency

```

S28A UC: 10 STATE OF OREGON 05/09/18 02:03 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 705 TITLE: QUASI-EXTERNAL REDUCTION OF EXP (A/R)
GENERAL LEDGER DR-1: 0070 CR-1: 0501 DR-2: 3503 CR-2: 3500
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 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 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 704 A/S DOC AMT: +
      A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
      DE: + 03 M 2 2 + 04 M 2 2
FILE AP: - 15 - 35
POSTING AB: - 15 - 35
INDS: CC: - 15
      GP: - 15 - 35
      PJ: - 15 - 35
AGY GL: 2 STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 08242009
Z06 RECORD SUCCESSFULLY RECALLED

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

## ROTATION agency

```

S28A UC: 10 STATE OF OREGON 05/09/18 02:05 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 704 TITLE: QUASI-EXTERNAL EXPEND (A/R)
GENERAL LEDGER DR-1: 3500 CR-1: 0070 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 WARR N INVC VNUM I VNAM R VADD R
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 705 A/S DOC AMT: -
      A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
      DF:
FILE AP: + 15
POSTING AB: + 15
INDS: CC: + 15
      GP: + 15
      PJ: + 15
AGY GL: STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 08242009
Z06 RECORD SUCCESSFULLY RECALLED

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

## Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

Step 3. Find payment TC using GL 3503 (balanced transaction)

RESULT: Method 1 -OR- Method 2: TC 704/705

### HOME agency

```
S28B UC: 10 STATE OF OREGON 05/09/18 02:10 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 705 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO RECORD THE RECEIPT ON A/R FOR REDUCTN OF EXP
ON PURCHASE OF GOODS OR SVCS FROM OTH SFMS AGY.
USE W/TC704 AS A BAL ENTRY. IF NO A/R USE TC741.
0070-CASH ON DEP W/TREAS;0501-ACCT REC-OTH-BILLED
3503-REDUCT OF EXP-ACCURUE;3500-EXPEND CTL-CASH
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ",".

I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ",".
I 3111 - 5999 , 6201 - 7415 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: BT 2: BI 3: 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: G 2: 2 3: 4 4: 5: 6: 7 : 8: 9 : 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 08232011
Z07 NEXT RECORD SUCCESSFULLY READ

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

### ROTATION agency

```
S28B UC: 10 STATE OF OREGON 05/09/18 02:08 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 704 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: QUASI-EXTERNAL EXPEND GENERATED BY PAYING AGY
WHERE BOTH AGYS ARE ON SFMS FOR PURCHASE OF GOODS
OR SVCS THAT WERE INVOICED (AR). USE W/TC705 AS A
BAL ENTRY. IF NO A/R - USE TC 740.
3500-EXPEND CTL-CASH;0070-CASH ON DEP W/TREAS
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 3111 - 5999 , 6201 - 7415 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: BT 2: BI 3: 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: G 2: 2 3: 4 4: 5: 6: 7 : 8: 9 : 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 08232011
Z06 RECORD SUCCESSFULLY RECALLED

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

# Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

Step 3. Find payment TC using GL 3503 (balanced transaction)

RESULT Method 1 -OR- Method 2: TC 825/826 - does not work

## HOME agency

```

S28A UC: 10 STATE OF OREGON 05/10/18 02:39 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 826 TITLE: DHS COLL A/R OTHER-UNBILLED FRM FUND/AGY
GENERAL LEDGER DR-1: 0070 CR-1: 0501 DR-2: 3503 CR-2: 3500
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCB 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 GRNT SUBG PROJ MULT G38# N
POST SEQ: 2 REG NO: 5 WW IND: 0 D/I: D WAR CANCEL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 825 A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DP: + 03 M 2 2 + 04 M 2 2
FILE AP: - 15 - 35
POSTING AB: - 15 - 35
INDS: CC: - 15 - 35
GP: - 15 - 35
PJ: - 15 - 35
AGY GL: 2 STATUS CODE: A
EFF START DATE: 02012011 EFF END DATE: LAST PROC DATE: 08302011
Z06 RECORD SUCCESSFULLY RECALLED

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

## ROTATION agency

```

S28A UC: 10 STATE OF OREGON 05/10/18 02:42 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 825 TITLE: DHS MOVE UNIDENT RECEIPT OUT OF FUND/AGY
GENERAL LEDGER DR-1: 0060 CR-1: 0070 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCB DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ N
EDIT AOBJ N RVRS PDT N CI N 1099 WARR N INVC VNUM I VNAM R VADD R
INDS: DMETH N APN# FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 4 REG NO: 5 WW IND: 0 D/I: D WAR CANCEL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 826 A/S DOC AMT: -
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP:
POSTING AB:
INDS: CC: + 23
GP:
PJ:
AGY GL: STATUS CODE: A
EFF START DATE: 02012011 EFF END DATE: LAST PROC DATE: 08302011
Z06 RECORD SUCCESSFULLY RECALLED

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

End of Step 2

## Payroll t-codes: Job rotation reimbursement

Scenario 2: HOME agency establishes A/R, billed, no invoice

HOME posts TC 135 A/R

ROTATION posts TC 704/705 to reimburse HOME

		HOME AGENCY										ROTATION AGENCY							
		GL 0070 Cash		GL 1216 Payroll Liability		GL 3500 Expense				COBJ		GL 0070 Cash		GL 3500 Expense		COBJ			
		TCode	DR	CR	DR	CR	DR	CR					TCode	DR	CR	DR	CR		
Payroll Process Posted Entries:																			
1	From OSPS to RSTARS: PA998031 Regular Employees To <b>simplify</b> example-all withholding	850																	
						3,000	3,000											3111	p/r
						1,556	1,556											varies	w/h
2	PA998031 clears Regular Employees To <b>simplify</b> example-all withholding	857																	
				3,000	3,000													3111	p/r
				1,556	1,556													varies	w/h
Payroll charged to HOME agency				<b>4,556</b>	<b>0</b>	<b>4,556</b>													
		GL 0070 Cash		GL 0501 A/R		GL 3500 Expense		GL 3503 Red Exp Accrd		COBJ		GL 0070 Cash		GL 3500 Expense		COBJ			
3	HOME agency posts receivable	135			3,000				3,000	3111	p/r								
					1,556				1,556	varies	w/h								
4	ROTATION agency pays home agency	705	3,000		3,000		3,000	3,000		3111	p/r	704		3,000	3,000		3111	p/r	
			1,556		1,556		1,556	1,556		varies	w/h			1,556	1,556		varies	w/h	
<b>Balance after reimbursement</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>					<b>4,556</b>	<b>4,556</b>					



Time for questions

# BUDGET T-CODES

List of all  
Budget  
T-codes  
from the  
SFMS spreadsheet

Function	Status Code	Tcode	Tcode Title
1-Budgetary	A	011	Appropriated Capital Projects Adjustment
1-Budgetary	A	009	E-Board Appn Adj/Revisions-Capital Proj
1-Budgetary	A	010	Establish Orig Appn - Capital Projects
1-Budgetary	A	002	Appropriation Allotment
1-Budgetary	A	019	Agency Budget Adjustment - W/Out Allot
1-Budgetary	A	014	Appropriation - Unschedule
1-Budgetary	A	013	Linking Allotment
1-Budgetary	A	012	Establish Original Appropriation
1-Budgetary	A	008	E-Board Appropriation Adj/Revisions
1-Budgetary	A	007	Appropriation Adjustments/Revisions
1-Budgetary	A	005	Appropriation Transfer In
1-Budgetary	A	004	Appropriation Transfers Out
1-Budgetary	A	073	Project Billable Unit Budget (Stat)
1-Budgetary	A	071	Project Expendable Budget
1-Budgetary	A	070	Project Billable Budget
1-Budgetary	A	063	Agency Trans Out Financial Plan
1-Budgetary	A	062	Agency Trans In Financial Plan
1-Budgetary	A	061	Agency Revenue Financial Plan
1-Budgetary	A	060	Agency Expend Financial Plan
1-Budgetary	A	024	Establish/ Adjust Agency Revenue Budget
1-Budgetary	A	023	Agency Budget - Unschedule
1-Budgetary	A	022	Agency Budget Allotment
1-Budgetary	A	020	Establish Agy Orig Budget W/Out Allot
1-Budgetary	A	080	Grant/Project Transfer Out Budget
1-Budgetary	A	079	Agency Grant/Project Est Transfer In
1-Budgetary	A	078	Grant Billable Unit Budget (Stat)
1-Budgetary	A	077	Grant/Project Estimated Revenue
1-Budgetary	A	076	Grant Expendable Budget
1-Budgetary	A	075	Grant Billable Budget
1-Budgetary	I	001	Establish Original Appropriation/Allot
1-Budgetary	I	006	Appropriation Reversion (Lapse)
1-Budgetary	I	003	Establish /Adjust Estimated Revenue

## Budget t-codes

### APPROPRIATION

#### T-Codes:

004 005 007  
008 009 010  
011 012 014

#### G/L accounts

2700 2900

The appropriation structure represents the highest level of budgeting capabilities in R\*STARS and satisfies the reporting needs of the Legislature.

## Budget t-codes

### AGENCY BUDGET

T-Codes:

019 020  
023 024

G/L accounts

2705 2718 2905

The agency budget is designed to address individual agency budget tracking needs.

Reference: R\*STARS Training Manual, Chapter 3

## Budget t-codes

### GRANT OR PROJECT BUDGET

#### T-Codes:

070 071 073  
075 076 077  
078 079 080

#### G/L accounts

2705 2711 2712 2715 2716 2717  
2905 2911 2912 2915 9020 9021

Grant and Project Budgets are both optional features in R\*STARS and are independent of appropriation or agency budgets. They include billable budgets as well as expendable budgets.

## Budget t-codes

### FINANCIAL PLAN

T-Codes:

060 061  
062 063

G/L accounts

2703 2704  
2707 2710 2907

R\*STARS agencies may choose to record financial plans at low levels of detail to provide a management tool for the day-to-day monitoring of governmental activities. These may include expenditures, revenues and statistical units.

Reference: R\*STARS Training Manual, Chapter 3

# Budget t-codes

## ALLOTMENTS

T-Codes:

002 013 022

G/L accounts

2701 2706 2720  
2901 2906 2920

R\*STARS has the capability of allocating any of the four budget types to individual time periods.

Any questions  
on budget  
T-codes?



# JOURNAL VOUCHERS

# Journal Vouchers –

## What transaction code should be used?

- ▶ OAM 05.35.00.PR provides information about the R\*STARS transaction code structure.

### Numerical Ranges

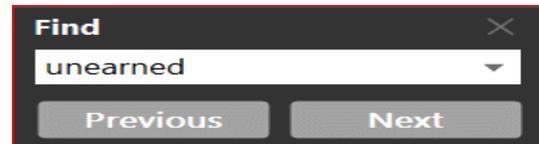
.108 Transaction codes are grouped by type of transaction. Determining the appropriate range can narrow the search for a particular transaction code.

001-080	Budgetary Transactions
101-199	Revenue, Receipt, and Receivable Transactions
200-299	Pre-encumbrances, Encumbrances, Expenditures, and Disbursements
301-395	System Generated Transactions
398-399	Deposit Liability Reclassification Transactions
400-599	Journal Vouchers (Including Capital Assets)

# Journal Vouchers - Example 1:

## Recognize the earned portion of unearned or deferred revenue - what GL?

- ▶ What General Ledger Account will we need to use?
- ▶ There are two types of unearned or deferred revenue - doc supported and not doc supported. By searching the OAM we find:



A screenshot of a search interface. At the top, the word "Find" is displayed in a dark box. Below it is a search input field containing the text "unearned". To the right of the input field is a small downward-pointing arrow. Below the input field are two buttons: "Previous" on the left and "Next" on the right.

1603 Unearned Revenue – Non Document Supported

Revenue that has been received but has not yet been recognized because it has not been earned – without document support.

1604 Unearned Revenue – Document Supported

Revenue that has been received but has not yet been recognized because it has not been earned – with document support.

# Journal Vouchers - Example 1:

## Recognize the earned portion of unearned or deferred revenue - What t-codes hit this GL?

- ▶ Search for possible t-codes that debit GL1603 or GL1604
- ▶ Here is a search of the t-code spreadsheet:

Status Code	Tcode	GL Acct Dr1	GL Acct Title5	GL Acct Dr Cr Ind5	GL Acct Cr1	GL Acct Title	GL Acct Dr Cr Ind	GL Acct Dr2	GL Acct Title6	GL Acct Dr Cr Ind6	GL Acct Cr2	GL Acct Title2	GL Acct Dr Cr Ind2
A	443	1604	Unearned Revenue - Doc Supp C	C	0070	Cash On Deposit With Treasu D	D	3100	Revenue Control - Cash C	C	3200	Gaap Revenue Offs D	D
A	493	1604	Unearned Revenue - Doc Supp C	C	3200	Gaap Revenue Offset	D						
A	492	1603	Unearned Revenue - Non Doc C	C	3200	Gaap Revenue Offset	D						
A	973	1603	Unearned Revenue - Non Doc C	C	3105	Revenue Control - Fin Stmt Ar C	C						

- ▶ Can we eliminate any of these t-codes?

# Journal Vouchers - Example 1:

Recognize the earned portion of unearned or deferred revenue - Which t-codes can we eliminate?

- ▶ Let us start with t-code 443. Is this one we can use?
- ▶ Here are the 28A screens for TC443 and companion TC444

```

S28A UC: 10 STATE OF OREGON 04/23/18 03:15 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 443 TITLE: MOVE UNEARNED REVENUE OUT AND CASH OUT
GENERAL LEDGER DR-1: 1604 CR-1: 0070 DR-2: 3100 CR-2: 3200
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC R MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 N WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N 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 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 444 A/S DOC AMT: -
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF: - 02 M 1 2
FILE AP: - 12
POSTING AB: - 12
INDS: CC: - 12
GP: - 12
PJ: - 12
AGY GL: STATUS CODE: A
EFF START DATE: 05201994 EFF END DATE: LAST PROC DATE: 02132015
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
    
```

```

S28A UC: 10 STATE OF OREGON 04/23/18 03:18 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 444 TITLE: MOVE UNEARNED REVENUE IN AND CASH IN
GENERAL LEDGER DR-1: 0070 CR-1: 1604 DR-2: 3200 CR-2: 3100
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC I MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS N PDT N CI N 1099 N WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 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 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 443 A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF: + 01 N 2 2
FILE AP: + 12
POSTING AB: + 12
INDS: CC: + 12
GP: + 12
PJ: + 12
AGY GL: STATUS CODE: A
EFF START DATE: 05201994 EFF END DATE: LAST PROC DATE: 02132015
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
    
```

- ▶ These t-codes move unearned revenue. They do not recognize the earned portion.

# Journal Vouchers - Example 1:

## Recognize the earned portion of unearned or deferred revenue - Which t-codes are left?

- ▶ That leaves only t-codes 492 and 493 - will they work?
- ▶ Here are the 28A and B screens for TC492

```

S28A UC: 10 STATE OF OREGON 04/23/18 03:25 PM
LINK TO: _____ TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 492 TITLE: RECOGNIZ EARNED UNEARNED REV- NO DOC SUP
GENERAL LEDGER DR-1: 1603 CR-1: 3200 DR-2: _____ CR-2: _____
POSTING DR-3: _____ CR-3: _____ DR-4: _____ CR-4: _____
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 N WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 4 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: - - - - -
FILE AP: - - - - -
POSTING AB: - - - - -
INDS: CC: - - - - -
GP: - - - - -
PJ: - - - - -
AGY GL: STATUS CODE: A
EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 02132015
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 04/23/18 03:26 PM
LINK TO: _____ TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 492 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO RECOGNIZE UNEARNED REVENUE ESTABLISHED WITH
TC 164 THAT'S BEEN EARNED. UNEARNED REVENUE WILL
BE RECLASSIFIED AS EARNED REVENUE.
1603-UNEARNED REV-NON DOC;3200-GAAP REVENUE OFFSET
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ", ".
-----
I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ", ".
I 0111 - 1200 , 1404 - 1405 , 1501 - 1750 , 2000 - 2600 ,
ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: JV 2: JI 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: 06011990 EFF END DATE: LAST PROC DATE: 02132015
Z06 RECORD SUCCESSFULLY RECALLED

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

- ▶ T-code 492 credits GL1603. This t-code does not post to the document financial table.

# Journal Vouchers - Example 1:

## Recognize the earned portion of unearned or deferred revenue - Which t-codes are left?

- ▶ Here are the 28A and B screens for TC493

```

S28A UC: 10 STATE OF OREGON 04/23/18 03:34 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 493 TITLE: RECOGNIZE EARNED PORTION OF UNEARNED REV
GENERAL LEDGER DR-1: 1604 CR-1: 3200 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# FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 4 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 1 2
FILE AP:
POSTING AB:
INDS: CC:
      GP:
      PJ:
AGY GL: STATUS CODE: A
EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 02132015
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 04/23/18 03:33 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD
TRANS CODE: 493 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO RECOGNIZE UNEARNED REVENUE ESTABLISHED WITH
              TC 170 OR TC 699 THAT'S BEEN EARNED. UNEARNED
              REVENUE WILL BE RECLASSIFIED AS EARNED REVENUE.
              1604-UNEARN REV-DOC SUPP;3200-GAAP REVENUE OFFSET
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ",".
-----
I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ",".
I 0111 - 1200 , 1404 - 1405 , 1501 - 1750 , 2000 - 2600 ,
ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: JV 2: JI 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: 06011990 EFF END DATE: LAST PROC DATE: 02132015
Z06 RECORD SUCCESSFULLY RECALLED

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

- ▶ T-code 493 credits GL1604. This T-code does post to the document financial table.

# Journal Vouchers - Example 1:

## Recognize the earned portion of unearned or deferred revenue – Accounting Entries

- ▶ Here are the accounting entries for Unearned revenue, not doc supported:

		Unearned revenue - (not doc supported)										
		GL0065 Unreconciled Dept		GL 0070 Cash		GL1603 Unearned Rev - Non Doc Sup		GL 3200 GAAP Rev Offset		GL 3100 Revenue Control- Cash		
		TCode	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
Original Entry:												
1	Set up Unearned Rev/n	164	100				100		100			100
2	Deposit Reconciliation	332		100	100							
3	Recognize Earned Rev	492					50			50		
<b>Balance</b>												
			0	0	100		0	50	50			100

- ▶ If the original entry used TC164, use TC492 to recognize the earned portion of this revenue.

# Journal Vouchers - Example 1:

## Recognize the earned portion of unearned or deferred revenue – Accounting Entries

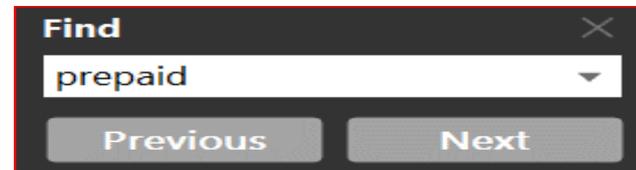
- ▶ Here is what the accounting entries would look like for doc supported unearned revenue:

		Unearned revenue - (doc supported)										
		GL0065 Unreconciled Dept		GL 0070 Cash		GL1604 Unearned Rev - Doc Sup		GL 3200 GAAP Rev Offset		GL 3100 Revenue Control- Cash		
		TCode	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
Original Entry:												
1	Set up Unearned Rev/doc	170	100				100		100			100
2	Deposit Reconciliation	332		100	100							
3	Recognize Earned Rev	493					50			50		
<b>Balance</b>			<b>0</b>	<b>0</b>	<b>100</b>		<b>0</b>	<b>50</b>	<b>50</b>			<b>100</b>

- ▶ If the original entry used TC170 or 699, use TC493 to recognize the earned portion of this revenue.

# Journal Vouchers - Example 2: Recognize Prepaid Expenditures as Actual- What GL?

- ▶ General Ledger Accounts will we need to use
- ▶ By searching the OAM we find:



0602 Prepaid Expenses

Recurring expenses entered in the accounts for benefits not yet received. Examples are postage on hand and unexpired insurance premiums. The offsetting fund balance account in governmental funds is account 3032, Nonspendable Fund Balance-Prepaid Items.

3032 Nonspendable Fund Balance-Prepays

In governmental funds, a segregation of fund balance for prepaid items, indicating that such amounts are not available for expenditure.

## Journal Vouchers - Example 2: Recognize Prepaid Expenditures as Actual- What t-codes hit this GL?

- ▶ Search for possible t-codes that post to GL0602 or GL3032
- ▶ Here is a search of the t-code spreadsheet:

Status Code	Tcode	Tcode Title	Full description GL Acct Dr1	GL Acct Titles	GL Acct Dr Cr Ind5	GL Acct Cr1	GL Acct Title	GL Acct Dr Cr Ind	GL Acct Dr2	GL Acct Title6	GL Acct Dr Cr Ind6	GL Acct Cr2	GL Acct Title2	GL Acct Dr Cr Ind2	GL Acct Dr3	GL Acct Title7	GL Acct Dr Cr Ind7	GL Acct Cr3	GL Acct Title3
A 510	Rec/Adj Prepaid Exp In Governmental	FR0602 Prepaid Expenses	D 3032 Nonspendable Fund Balance- C	3075 Change In Res/ Nonspen C	3600 Gaap Expenditure C C														
A 698	Record Prepayment Legal Fees-Govt	R3500 Expenditure Control - Cash	D 0070 Cash On Deposit With Treasu D	0602 Prepaid Expenses	D 3032 Nonspendable Func C	3075 Change In Res/ Nonspen C	3600 Gaap Expenditure												
A 779	Expenditure/Prepaid Legal Fees-Prop	R3500 Expenditure Control - Cash	D 0070 Cash On Deposit With Treasu D	0602 Prepaid Expenses	D 3600 Gaap Expenditure C C														
I 781	Exp Tsfr Out/Prepaid Legal Fees-Govt	T3500 Expenditure Control - Cash	D 0070 Cash On Deposit With Treasu D	0602 Prepaid Expenses	D 3001 Reserved-Other C	3075 Change In Res/ Nonspen C	3600 Gaap Expenditure												

- ▶ Can we eliminate any of these t-codes?

# Journal Vouchers - Example 2: Recognize Prepaid Expenditures as Actual- What t-codes hit this GL?

- ▶ Search for possible t-codes that post to GL0602 and GL3600
- ▶ Here is a search of the t-code spreadsheet with 'prepaid' in the title:

A	500	Record Prepaid Exp/Inventory	R	3600	Gaap Expenditure Offset	C
---	-----	------------------------------	---	------	-------------------------	---

- ▶ But can we use this t-code? Does it allow us to use GL0602?

```

S28A UC: 10 STATE OF OREGON 04/27/18 04:52 PM
LINK TO: TRANSACTION CODE DECISION PROFILE ACPT
TRAN CODE: 500 TITLE: RECORD PREPAID EXP/INVENTORY
GENERAL LEDGER DR-1: CR-1: 3600 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 R
EDIT AOBJ RVRS PDT N CI N 1099 N WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# FUND R GLA I AGL GRNT SUBG PROJ MULT G38# N
POST SEQ: 4 REG NO: 5 WW IND: 0 D/I: D WAR CANCEL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP:
POSTING AB:
INDS: CC:
GP:
PJ:
AGY GL: 1 STATUS CODE: A
EFF START DATE: 07111990 EFF END DATE: LAST PROC DATE: 04102015
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 04/27/18 04:53 PM
LINK TO: TRANSACTION CODE DESCRIPTION PROFILE ACPT
TRANS CODE: 500 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: RECORD PREPAID ITEMS OR INVENTORY BALANCE.
GOVTL FUND - USE GL 0601 ONLY. USE TC 514 FOR
BOND/COP UNEARNED CHARGES. ASSET GL MUST BE
ENTERED ON THE TRANSACTION. GASB34
3600-GAAP EXPENDITURE OFFSET
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ",".
I 0600 - 0602 , 0967
I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ",".
I 3111 - 5999 , 6201 - 7415
ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: JV 2: JI 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: 06161990 EFF END DATE: LAST PROC DATE: 02132015
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
    
```

## Journal Vouchers - Example 2: Recognize Prepaid Expenditures as Actual: Accounting Entries - Governmental Fund

- ▶ Here is what the accounting entries will look like to recognize the actual expenditures from our Governmental fund:

		Prepaid expenses - Governmental Fund												
		GL3500 Expenditure Control - Cash		GL 0070 Cash		GL0602 Prepaid Expenses		GL 3032 Nonspendable Fund Balance- Prepays		GL 3075 Change in Res/Nonspendable Fund Balance		GL 3600 GAAP Expenditure Offset		
		TCode	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR
Original Entry:														
1	Record prepaid expense	698	500			500	500			500	500			500
2	Recognize actual expense	510						100	100			100	100	
<b>Balance</b>			<b>500</b>	<b>0</b>		<b>500</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b>400</b>			<b>400</b>

- ▶ If the original entry used TC698, use TC510 to recognize the actual expenditure for this prepaid expense.

## Journal Vouchers - Example 2: Recognize Prepaid Expenditures as Actual: Accounting Entries - Proprietary Fund

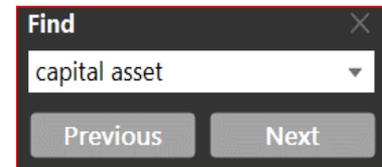
- ▶ Here is what the accounting entries will look like to recognize the actual expenditures from our Proprietary fund:

		Prepaid expenses - Proprietary Fund								
		GL3500 Expenditure Control - Cash		GL 0070 Cash		GL0602 Prepaid Expenses		GL 3600 GAAP Expenditure Offset		
		TCode	DR	CR	DR	CR	DR	CR	DR	CR
Original Entry:										
1	Record prepaid expense	779	500			500	500			500
2	Recognize actual expens	500						100	100	
	<b>Balance</b>		<b>500</b>	<b>0</b>		<b>500</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>400</b>

- ▶ If the original entry used TC779, use TC500 to recognize the actual expenditure for this prepaid expense.

# Journal Vouchers - Example 3: Record Capital Asset - What GL?

- ▶ General Ledger Accounts will we need to use
- ▶ By searching the OAM we find:



A screenshot of a search interface. It features a dark grey header with the word "Find" and a close button (X). Below the header is a search input field containing the text "capital asset". At the bottom of the search box are two buttons: "Previous" and "Next".

3018 Net Investment in Capital Assets

The component of net position consisting of total capital assets minus accumulated depreciation.

3074 Change in Capital Assets

Equity account used to offset change in net position when capital assets are purchased or otherwise changed.

# Journal Vouchers - Example 3: Record Capital Asset What t-codes hit these GLs?

- ▶ Search for possible t-codes that post to GL3018 or GL3074
- ▶ Here is a search of the t-code spreadsheet:

Status Code	Tcode	Tcode Title	GL Acct Dr1	GL Acct Title5	GL Acct Dr Cr Ind5	GL Acct Cr1	GL Acct Title	GL Acct Dr Cr Ind	GL Acct Dr2	GL Acct Title6
A	939	Fid Funds Only - Remove Invest Cap Ass	3074	Change In Capital Assets	C	3018	Net Investment In Capital Ass C			

- ▶ Hmm, only 1 t-code comes up. This search shows only the first set of GL accounts. Would these GLs show up in one of the other GL positions?

## Journal Vouchers - Example 3: Record Capital Asset - More T-codes?

- ▶ Search for possible t-codes that post to GL3018 or GL3074
- ▶ Here are additional t-codes if we look at GL DR and CR 2:

Status Code	Tcode	Tcode Title	GL Acct Dr1	GL Acct Title5	GL Acct Dr Cr Ind5	GL Acct Cr1	GL Acct Title	GL Acct Dr Cr Ind	GL Acct Dr2	GL Acct Title6	GL Acct Dr Cr Ind6	GL Acct Cr2	GL Acct Title2	GL Acct Dr Cr Ind2
A	466	Est Liab/Asset For Cap Lease	0863	Capital Leased Property	D				3074	Change In Capital Assets	C	3018	Net Investment In C C	
A	545	Est Cap Asset Acq/Adj-Prop/Govt-Wide/Fid				3600	Gaap Expenditure Offset	C	3074	Change In Capital Assets	C	3018	Net Investment In C C	
A	537	Eliminate Excess Asset Value/Record Loss	3200	Gaap Revenue Offset	D				3018	Net Investment In Capit:	C	3074	Change In Capital A C	
A	542	Accum Deprec/Amort-Prop/Govt-Wide/Fid	3600	Gaap Expenditure Offset	C				3018	Net Investment In Capit:	C	3074	Change In Capital A C	
A	901	Capital Asset Tsfr In Btwn Funds/Agencys				3150	Operating Transfers In Contrc	C	3074	Change In Capital Assets	C	3018	Net Investment In C C	
A	900	Capital Asset Tsfr Out Btwn Funds/Agys	3550	Operating Transfers Out Conti	D				3018	Net Investment In Capit:	C	3074	Change In Capital A C	

- ▶ In addition to t-code 939, we could recognize the asset using several other t-codes. The additional t-codes have what is referred to as an open GL. This means you can chose the appropriate credit or debit GL to reflect the type of asset you are recording.

# Journal Vouchers - Example 3: Record Capital Asset - T-code 545?

- ▶ T-code 545 is the only one on the list that looks appropriate. Can we use this t-code?
- ▶ Here is a look at the 28A and B screens for this t-code:

```

S28A UC: 10 STATE OF OREGON 05/09/18 02:42 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 545 TITLE: EST CAP ASSET ACQ/ADJ-PROP/GOVT-WIDE/FID
GENERAL LEDGER DR-1: CR-1: 3600 DR-2: 3074 CR-2: 3018
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 N WARR N INVC VNUM VNAM VADD
INDS: DMETH N APN# FUND R GLA I AGL GRNT SUBG PROJ MULT G38# N
POST SEQ: 4 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP:
POSTING AB:
INDS: CC:
GP:
PJ:
AGY GL: 1 STATUS CODE: A
EFF START DATE: 05091994 EFF END DATE: LAST PROC DATE: 09042003
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 05/09/18 02:52 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRAN CODE: 545 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: RECORD THE PURCHASE, INCREASE OR ADJUSTMENT OF AN
ASSET IN THE GOVT-WIDE REPORTING, FIDUCIARY, OR
PROPRIETARY FUND. GASB34 USE 545R TO RECORD CAP
ASSET IMPAIRMENTS. 3600-GAAP EXPENDITURE OFFSET
3074-CHG IN CAP ASSET;3018-NET INV IN CAP ASSET
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ",".
I 0811 - 0863 ,
I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ",".
I 3111 - 5999 , 6201 - 7415 , 7510 , 7511 ,
ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: JV 2: JI 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: 05091994 EFF END DATE: LAST PROC DATE: 01292013
Z06 RECORD SUCCESSFULLY RECALLED

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

# Journal Vouchers - Example 3: Record Capital Asset -Accounting Entries

- ▶ Here is what the accounting entries will look like to purchase a motor vehicle and recognize the purchase as a capital asset:

		Purchase and recognize motor vehicle as capital asset																	
		GL3501 Expenditure Control - Accrued		GL 1211 Voucher Payable		GL3500 Expenditure Control - Cash		GL 0070 Cash		GL0816 Motor Vehicles		GL 3600 GAAP Expenditure offset		GL 3074 Change in Capital Asset		GL 3018 Net Inv in Cap Asset			
		TCode	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	DR	CR	
Original Entry:																			
1	Purchase of vehicle	222	1,000			1,000													
2	Issue of warrant	380		1000	1000			1000		1000									
3	Recognize asset	545									1000			1000	1000			1000	
<b>Balance</b>				<b>0</b>		<b>0</b>		<b>1000</b>		<b>0</b>		<b>1000</b>		<b>0</b>	<b>1000</b>		<b>1000</b>		<b>1000</b>

- ▶ The JV will only record the t-code 545 transaction.

# ACCRUALS

# Accrual Transactions-

## What transaction code should be used?

- ▶ OAM 05.35.00.PR provides information about the R\*STARS transaction code structure.

### Numerical Ranges

.108 Transaction codes are grouped by type of transaction. Determining the appropriate range can narrow the search for a particular transaction code

400-599	Journal Vouchers (Including Capital Assets)
601-683	SFMA Maintenance Transactions
685-691, 779-795, 996-998	Specialty T-Codes (Central and Agency Specific)
692-697	Balanced Transactions Between Agencies
700-705	Treasury Interface Entries
706-743, 748-765, 866-874	Interagency Transactions
744-747, 800-845, 881-895	Agency Specific Transactions
766-778	Suspense Account Transactions
850-863	Payroll/Mass Transit Transactions
900-949	Fiscal Year End Transactions
950-960	ADPICS Interface Transactions
961-995	Automatic Reversal Transactions

# Accrual Transactions-

## Some additional tools:

- ▶ Near the end of the fiscal year and the end the biennium both SFMS and SARS provide year end training and documentation to assist in identifying and entering accrual transactions.
- ▶ From SFMS there is a “Guidelines to Facilitate Year End Closing Transactions” :

### GUIDELINES TO FACILITATE YEAR END CLOSING TRANSACTIONS

May 16, 2017

These guidelines are intended to assist agencies with closing for Fiscal Month 12 (FM12) and Fiscal Month 13 (FM13) of FY17 / AY17.

**Fiscal Month 12 (FM12) - June effective dates, fiscal month closes July 14<sup>th</sup>**

**Fiscal Month 13 (FM13) - June 31 effective date - Begins July 1<sup>st</sup> through August 11<sup>th</sup>**

FM13, also known as Period 13, is the last fiscal period in R\*STARS to record year end accounting adjustments.

FM13 should be used generally to post material items that cannot be posted to FM12.

**530 Screen**  Remind your staff when viewing batches from the 530 screen, select a batch with F2-Details and select a transaction from the 520 screen with F2-Select. Another option to view is to select a batch from the 530 screen with F11-Correct Batch, on the 510 screen select F7-Details, and select a transaction from the 520 screen with F2-Details. When F4-CHGE is selected from the 510 screen, it can either put an approved batch on hold or cause user class errors on system generated batches such as type “8” t-code 857/858 batches.

**Note – when two fiscal years are open,** a transaction effective date cannot be changed on a tracked document in an edit mode ‘2’ batch. Delete and enter new transactions with correct date if edit mode “2”.

# Accrual Transactions-

## Some additional tools:

- ▶ From SARS there is a Year-End Close Training:

## SARS Year-end Close Training

- ▶ And Guide to Year End Closing:

### Year-End Close

[EXECUTIVE ORDER 17-09](#)

[DISCLOSURES](#)

[NEWS GROUPS](#)

[OREGON ACCOUNTING MANUAL](#)

[PUBLICATIONS](#)

[STATEWIDE BALANCING REPORTS](#)

[SYSTEMS SECURITY](#)

[TRAINING AND RESOURCES](#)

[TRAVEL](#)

▶ [YEAR-END CLOSE](#)

[STATEWIDE ACCOUNTS](#)

[RECEIVABLE MANAGEMENT](#)

## Guide to Year-End Closing

Topic	Chapter	Alpha/Number	Document title
☰ <b>Chapter : A-G (7)</b>			
YEC	A-G	A	<a href="#">Current Year Schedule</a> 
YEC	A-G	B	<a href="#">Year-End Closing Overview</a> 
YEC	A-G	C	<a href="#">Pre-Closing Review</a> 
YEC	A-G	D	<a href="#">Month 13 - Year-End Closing</a> 
YEC	A-G	E	<a href="#">GAAP Offset Transactions</a> 
YEC	A-G	F	<a href="#">Schedule of Expenditures of Federal Awards</a> 
YEC	A-G	G	<a href="#">Post-Closing Adjustments</a> 

# Accrual- Example 1: Accrue expenses- what GL?

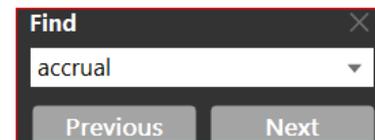
- ▶ General Ledger Accounts will we need to use
- ▶ By searching the OAM 60.10.00 we find:



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

# Accrual- Example 1: Accrue expenses- for financial statements? what GL?

- ▶ General Ledger Accounts will we need to use?
- ▶ By searching the OAM 60.10.11 we find:



3501	Expenditure Control – Accrued	General ledger control account for accrued expenditures.
3502	Expenditure Control – Suspense	General ledger control account for expenditures made from a suspense account.
3503	Reduction of Expenditures - Accrued	General ledger control account for accrued reduction of expenditures.
3505	Expenditure Control – Financial Statement Accrual	General ledger control account for financial statement accruals of expenditures (generally automatically reversed).

# Accrual- Example 1:

## Accrue expenses- GL3505

### What t-codes hit this GL?

- ▶ Search for possible active t-codes that post to GL3505 and to GL1215
- ▶ Here is a search of the t-code spreadsheet:

Status Code	Tcode	Tcode Title	GL Acct Dr1	GL Acct Title5	GL Acct Dr Cr Ind5	GL Acct Cr1	GL Acct Title	GL Acct Dr Cr Ind	GL Acct Dr2	GL Acct Title6
A	437	Establish Est Exp Accr W/Auto Reverse	3505	Expenditure Control - Fin Stmt D						
A	572	Record Expenditure - Cash In Bank/Fis A	3500	Expenditure Control - Cash D						
A	771	Record Accts Payable In Suspense Accou	3502	Expenditure Control - Suspens D		1215	Accounts Payable C			
A	904	Est Receivable For Refund Of Expenditur				3505	Expenditure Control - Fin Stm D			
A	942	Auto Reverse Subrecipient Dist Accrual				3505	Expenditure Control - Fin Stm D			
A	941	Accrue Distribution To Subrecipient	3505	Expenditure Control - Fin Stmt D						
A	936	Est Receivable For Refund Of Expend G3				3505	Expenditure Control - Fin Stm D			
A	961	Auto Reverse Recv For Refund Of Exp G3	3505	Expenditure Control - Fin Stmt D						
A	983	Auto Reverse Expenditure Accrual				3505	Expenditure Control - Fin Stm D			
A	982	Auto Reverse Recv For Refund Of Exp	3505	Expenditure Control - Fin Stmt D						

- ▶ There are quite a few options, which can we eliminate?

# Accrual- Example 1: Accrue expenses - T-code 437?

- ▶ After eliminating most of the t-codes based on the t-code description, we have TC437 and 983 to look at.
- ▶ Here are the 28A and B screens for 437 t-code:

```

S28A UC: 10 STATE OF OREGON 05/11/18 01:04 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 437 TITLE: ESTABLISH EST EXP ACCR W/AUTO REVERSE
GENERAL LEDGER DR-1: 3505 CR-1: 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 R
EDIT AOBJ RVRS PDT N CI N 1099 N WARR N INVC N VNUM N VNAM N VADD N
INDS: DMETH N APN# FUND R GLA I AGL GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: GA ACCR TC: 983 TR TC: INTERFACE IND:
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF: - - - - -
FILE AP: - - - - -
POSTING AB: - - - - -
INDS: CC: - - - - -
GP: - - - - -
PJ: - - - - -
AGY GL: - - - - - 2 STATUS CODE: A
EFF START DATE: 04261994 EFF END DATE: LAST PROC DATE: 09022003
Z06 RECORD SUCCESSFULLY RECALLED

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

```

S28B UC: 10 STATE OF OREGON 05/11/18 01:08 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD
TRANS CODE: 437 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: ESTABLISH ESTIMATE EXPENSE FOR MONTH, QTR, OR YEAR
FOR FINANCIAL STMT PURPOSE (IE COP/INT/PAY). THIS
WILL BE RVRSD IN FOLLOWING MONTH W/TC983. TO
DECREASE FINANCIAL STMT ESTIMATED EXPEND USE TC
437R. XREF TC473 3505-EXPEND CTL-FIN STMT ACCRUAL
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ",".
I 0060 , 1215 , 1230 , 1512 , 1533 ,
I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ",".
I 3111 - 5999 , 6201 - 7415 ,
ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: FS 2: FI 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: 5 3: 4: 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 04261994 EFF END DATE: LAST PROC DATE: 06292015
Z06 RECORD SUCCESSFULLY RECALLED

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

- ▶ The 28A screen shows GL3505 with a blank DR. The 28B offers a limited number of GLs but does allow GL1215.

# Accrual- Example 1: Accrue expenses - Auto Reverse? What is that?

- ▶ In reviewing the 28A screen for TC437, you will notice it has w/auto reverse as part of the description.
- ▶ In the ACCR TC it lists TC983. Here is the 28A for TC983:

```

S28A UC: 10 STATE OF OREGON 05/11/18 01:48 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 437 TITLE: ESTABLISH EST EXP ACCR W/AUTO REVERSE
GENERAL LEDGER DR-1: 3505 CR-1: 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 R
EDIT AOBJ RVRS PDT N CI N 1099 N WARR N INVC N VNUM N VNAM N VADD N
INDS: DMETH N APN# FUND R GLA I AGL GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: GA ACCR TC: 983 TR TC: INTERFACE IND:
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP:
POSTING AB:
INDS: CC:
GP:
PJ:
AGY GL: 2 STATUS CODE: A
EFF START DATE: 04261994 EFF END DATE: LAST PROC DATE: 09022003
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INO CLEAR-EXIT
  
```

```

S28A UC: 10 STATE OF OREGON 05/11/18 01:46 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 983 TITLE: AUTO REVERSE EXPENDITURE ACCRUAL
GENERAL LEDGER DR-1: CR-1: 3505 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 R
EDIT AOBJ RVRS PDT N CI N 1099 N WARR N INVC N VNUM N VNAM N VADD N
INDS: DMETH N APN# FUND R GLA I AGL GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 5 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:
FILE AP:
POSTING AB:
INDS: CC:
GP:
PJ:
AGY GL: 1 STATUS CODE: A
EFF START DATE: 04261994 EFF END DATE: LAST PROC DATE: 09022003
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INO CLEAR-EXIT
  
```

The description is Auto Reverse Expenditure Accrual. This will be a system generated transaction that will occur in the month following your TC437 transaction. It will use your original TC437 transaction to determine the coding for the reversal.

# Accrual- Example 1 :

## Accrue expenses-Accounting Entries

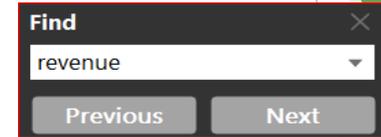
- ▶ Here is what the accounting entries will look like for the accrual of unpaid expense and after the auto reversal entry the following fiscal month:

		Accrue unpaid expenses				
		GL3505 Expenditure Control - Fin Stmt Accrual			GL 1215 Accounts Payable	
		TCode	DR	CR	DR	CR
Original Entry:						
1	Establish Est Exp Accrual	437	350			350
<b>Balance</b>	Ending fiscal period		<b>350</b>			<b>350</b>
2	Auto Reversal following period	983		350	350	
<b>Balance</b>	Following Fiscal Month			<b>350</b>	<b>350</b>	
<b>Balance</b>	<b>Ending balance</b>			<b>0</b>		<b>0</b>

## Accrual- Example 2:

Establish a receivable amount for revenue not billed and not recorded for financial statements what GL?

- ▶ General Ledger Accounts will we need to use?
- ▶ By searching OAM 60.10.00 we find:



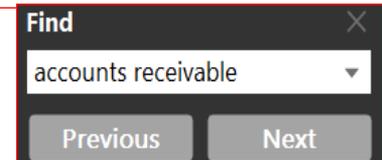
Find

revenue

Previous Next

3101	Revenue Control – Accrued	General ledger control account for accrued revenue.
------	---------------------------	---

3105	Revenue Control – Financial Statement Accrual	General ledger control account for financial statement accruals of revenue (usually automatically reversed).
------	---	--



Find

accounts receivable

Previous Next

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

## Accrual- Example 2:

Establish a receivable amount for revenue not billed and not recorded for financial statements

What t-code?

- ▶ Search for possible t-codes that post to GL3105 or GL0503
- ▶ Looks like there are just two t-codes listed that could use both of these GLs

Status Code	Tcode	Tcode Title	GL Acct Dr1	GL Acct Title5	GL Acct Dr Cr Ind5	GL Acct Cr1	GL Acct Title	GL Acct Dr Cr Ind	GL Acct Dr2
A	436	Estimated Unbilled Rec/Inv W/Auto Revers				3105	Revenue Control - Fin Stmt Ar C		
A	981	Auto Reverse Unbilled Receivable/Invstmt	3105	Revenue Control - Fin Stmt Ac C					

- ▶ TC436 and an auto reverse t-code of 981. For our original entry we will need to use TC436. Let's confirm that we can use GL0503 with this t-code

# Accrual- Example 2: Establish a receivable amount -T-code 436?

- ▶ We have TC436 and 981 to look at.
- ▶ Here are the 28A and B screens for 436 t-code:

```

S28A UC: 10 STATE OF OREGON 05/11/18 03:04 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 436 TITLE: ESTIMATED UNBILLED REC/INV W/AUTO REVERS
GENERAL LEDGER DR-1: CR-1: 3105 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 RVRN PDT N CI N 1099 N WARR N INVC N VNUM N VNAM N VADD N
INDS: DMETH N APN# 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: GA ACCR TC: 981 TR TC: INTERFACE IND:
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP:
POSTING AB:
INDS: CC: GP: PJ:
AGY GL: 1 STATUS CODE: A
EFF START DATE: 08281990 EFF END DATE: LAST PROC DATE: 09042003
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 05/11/18 03:05 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 436 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: ESTABLISH A REC/INVESTMENT NOT BILLED AND NOT
RECORDED, AND ACCRUE REVENUE FOR F.S. PURPOSE. TC
WILL GENERATE REVERSE TC981 IN NEXT MONTH. USE436R
TO DECREASE EST UNBILLED REC. GL MUST BE INPUT.
3105-REVENUE CTL-FIN STMT ACCRUAL
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ",".
I 0060 0250 0410 0411 0503 0504 0542 0572 0575
I 0576 0587 0930 0933 1575
I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ",".
I 0111 1200 1404 1455 1457 1799 2000 2600
ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: FS 2: FI 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: 5 3: 4: 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 08281990 EFF END DATE: LAST PROC DATE: 04022012
Z06 RECORD SUCCESSFULLY RECALLED

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

- ▶ The 28A screen shows GL3105 with a blank DR. The 28B offers a limited number of GLs but does allow GL0503.

# Accrual- Example 2: Establish a receivable amount- Auto Reversal TC981

- ▶ In reviewing the 28A screen for TC436, you will notice it has w/auto reverse as part of the description.
- ▶ In the ACCR TC it lists TC981. Here is the 28A for TC981:

```

S28A UC: 10 STATE OF OREGON 05/11/18 03:08 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 436 TITLE: ESTIMATED UNBILLED REC/INV W/AUTO REVERS
GENERAL LEDGER DR-1: CR-1: 3105 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 N WARR N INVC N VNUM N VNAM N VADD N
INDS: DMETH N APN# 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: GA ACCR TC: 981 TR TC: INTERFACE IND:
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP:
POSTING AB:
INDS: CC:
GP:
PJ:
AGY GL: 1 STATUS CODE: A
EFF START DATE: 08281990 EFF END DATE: LAST PROC DATE: 09042003
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
  
```

```

S28A UC: 10 STATE OF OREGON 05/11/18 03:10 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 981 TITLE: AUTO REVERSE UNBILLED RECEIVABLE/INVSTMT
GENERAL LEDGER DR-1: 3105 CR-1: DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 N WARR N INVC N VNUM N VNAM N VADD N
INDS: DMETH N APN# 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: 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:
FILE AP:
POSTING AB:
INDS: CC:
GP:
PJ:
AGY GL: 2 STATUS CODE: A
EFF START DATE: 08281990 EFF END DATE: LAST PROC DATE: 09042003
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
  
```

The description is Auto Reverse Unbilled Receivable/Invstmt. This will be a system generated transaction that will occur in the month following your TC436 transaction. It will use your original TC436 transaction to determine the coding for the reversal.

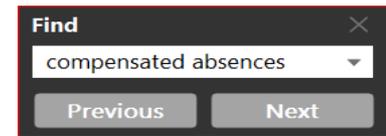
## Accrual- Example 2: Establish a receivable amount Accounting Entries

- Here is what the accounting entries will look like for the accrual of unrecorded receivables and after the auto reversal entry the following fiscal month:

		Accrue unrecorded receivables				
		GL3105 Revenue Control - Fin Stmt Accrual		GL 0503 Accounts Receivable - Other Unbilled		
		TCode	DR	CR	DR	CR
Original Entry:						
1	Establish Est Revenue Accrual	436		200	200	
<b>Balance</b>	Ending fiscal period			<b>200</b>	<b>200</b>	
2	Auto Reversal following period	981	200			200
<b>Balance</b>	Following Fiscal Month		<b>200</b>			<b>200</b>
<b>Balance</b>	<b>Ending balance</b>			<b>0</b>		<b>0</b>

## Accrual- Example 3: Record Compensated Absences What GL?

- ▶ General Ledger Accounts will we need to use
- ▶ By searching the OAM 60.10.00 we find:



1605	Vacation Payable – Current	The portion of the liability for compensated absences expected to be liquidated within one year.
------	----------------------------	--

1718	Vacation Payable – Noncurrent	The noncurrent portion of the liability for compensated absences.
------	-------------------------------	---

## Accrual- Example 3: Record Compensated Absences What t-code?

- ▶ Search for possible t-codes that post to GL1605 or GL1718
- ▶ Looks like there are just two t-codes listed that could use these GLs

Status Code	Tcode	Tcode Title	GL Acct Dr1	GL Acct Title5	GL Acct Dr Cr Ind5	GL Acct Cr1	GL Acct Title	GL Acct Dr Cr Ind
A	442	Recd/Adj Nc Vac Pay-Prop/Govt-Wide/Fid	3600	Gaap Expenditure Offset	C	1718	Vacation Payable - Noncurrent	C
A	440	Recd/Adj Current Vac Pay-Govtl/Prop/Fid	3600	Gaap Expenditure Offset	C	1605	Vacation Payable-Current	C

- ▶ TC440 for Current and TC442 for Noncurrent.

# Accrual- Example 3: Record Compensated Absences -T-code?

- ▶ Here are the 28A and B screens for t-code 440:

```

S28A UC: 10 STATE OF OREGON 05/11/18 04:09 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD
TRAN CODE: 440 TITLE: RECD/ADJ CURRENT VAC PAY-GOVTL/PROF/FID
GENERAL LEDGER DR-1: 3600 CR-1: 1605 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 N WARR N INVC VNUM N VNAM N VADD N
INDS: DMETH N APN# FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 4 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
AP:
FILE AB:
POSTING CC:
INDS: GP:
PJ:
AGY GL: STATUS CODE: A
EFF START DATE: 05201994 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 05/11/18 04:10 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 440 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO RECORD INCREASE OR DECREASE(USE 440R) IN CURREN
T VACATION PAYABLE FOR A GOVERNMENTAL/FIDUCIARY
/PROPRIETARY FUND. USE TC442 TO REC'D NC VACATION
PAYABLE IN PROPRIETARY/GOVT-WIDE OR FIDUCIARY FUND
3600-GAAP EXPENDITURE OFFST;1605-VACATION PAY-CURR
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 3111
ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: JV 2: JI 3: 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: 5 2: 4 3: 4: 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 05201994 EFF END DATE: LAST PROC DATE: 07192011
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
    
```

- ▶ The year end closing documentation that you will receive from SARS will provide you with the correct transaction codes to use for recording compensated absence adjustments.

# Accrual- Example 3: Record Compensated Absences -T-code?

- Here are the 28A and B screens for t-code 442:

```

S28A UC: 10 STATE OF OREGON 05/11/18 04:16 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD
TRAN CODE: 442 TITLE: RECD/ADJ NC VAC PAY-PROP/GOVT-WIDE/FID
GENERAL LEDGER DR-1: 3600 CR-1: 1718 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 N WARR N INVC VNUM N VNAM N VADD N
INDS: DMETH N APN# FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 4 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP:
POSTING AB:
INDS: CC:
GP:
PJ:
AGY GL: STATUS CODE: A
EFF START DATE: 05201994 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-INO CLEAR-EXIT
    
```

```

S28B UC: 10 STATE OF OREGON 05/11/18 04:15 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 442 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO RECORD NON-CURRENT COMPENSATED ABSENCES IN A
PROP, GOVT-WIDE OR FIDUCIARY FUND. USE TC442 TO
RECORD DECREASE & TC440 TO RECORD CHANGE IN CURR
VACATION PAYABLE IN A PROP, GOVT OR FIDUCIARY FUND
3600-GAAP EXPEND OFFSET;1718-VACATION PAY-NON CURR
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 3111 ,
ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: JV 2: JI 3: 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: 5 2: 4 3: 4: 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 05201994 EFF END DATE: LAST PROC DATE: 08222011
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INO CLEAR-EXIT
    
```

- In addition to providing the t-codes to use for these adjustments, SARS also provides special reports to each agency to use in determining the amount of the adjustments needed.

# Accrual- Example 3: Record Compensated Absences Accounting Entries

- ▶ Here is what the accounting entries will look like to record an adjustment for the current and noncurrent compensated absences:

		Adj Compensated Absences -						
		GL3600 GAAP Expenditure Offset		GL 1605 Vacation Payable - current		GL 1718 Vacation Payable - Non current		
		TCODE	DR	CR	DR	CR	DR	CR
Original Entry:								
1	Adj Compensated Absence - curr	440	150			150		
2	Adj Compensated Absence - nc	442	400					400
<b>Balance</b>			<b>550</b>			<b>150</b>		<b>400</b>

# Journal Vouchers and Accruals

## Important things to remember:

- ▶ This presentation is just to show you how to use the tools available to determine which t-codes you could use to make an entry.
- ▶ Some transactions codes that are used for journal entries and accruals have system generated auto reversals in the following fiscal period. Some do not.
- ▶ For year end closing entries, please make sure to use the information and guidelines provided by the SARS year end training. SFMS also provides a document called Guidelines to Facilitate Year End Closing Transactions.

Any final questions for today?



# References

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

- ▶ Data Entry Guide, Chapter 5

[http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/data\\_entry\\_guide/chapter\\_5\\_desc\\_profiles.html#\\_Toc161476658](http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/data_entry_guide/chapter_5_desc_profiles.html#_Toc161476658)

- ▶ Data Entry Guide, Chapter 6

[http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/data\\_entry\\_guide/chapter\\_6\\_non\\_descriptive\\_profiles.html#\\_Toc188258591](http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/data_entry_guide/chapter_6_non_descriptive_profiles.html#_Toc188258591)

# Additional References and Resources

- ▶ Oregon Accounting Manual  
<http://www.oregon.gov/das/Financial/Acctng/Pages/OAM.aspx>
- ▶ DAFQA010 - Statewide T-Code Listing by General Ledger Account requestable report
- ▶ DAFQ28C0 - Transaction Code Reference Listing (listing of 28A & 28B)

# References

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

- ▶ Data Entry Guide, Chapter 5

[http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/data\\_entry\\_guide/chapter\\_5\\_desc\\_profiles.html#\\_Toc161476658](http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/data_entry_guide/chapter_5_desc_profiles.html#_Toc161476658)

- ▶ Data Entry Guide, Chapter 6

[http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/data\\_entry\\_guide/chapter\\_6\\_non\\_descriptive\\_profiles.html#\\_Toc188258591](http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/data_entry_guide/chapter_6_non_descriptive_profiles.html#_Toc188258591)

## References - continued

- ▶ Oregon Accounting Manual  
<http://www.oregon.gov/das/Financial/Acctng/Pages/OAM.aspx>
- ▶ DAFQA010 - Statewide T-Code Listing by General Ledger Account (requestable report)
- ▶ DAFQ28C0 - Transaction Code Reference Listing (listing of 28A & 28B, requestable report)

# Transaction Codes: Which One?

*Thank you for attending today!*

For additional questions, please contact your SFMS analyst.

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