

## What SFMA Can Do

The fundamental layout of the Statewide Financial Management Application (SFMA) is an important aspect of understanding what SFMA can do.

Online, SFMA is menu driven. The main menu consists of seven categories as follows:

- Cost Accounting
- Document Tracking
- Financial Data Entry
- Profile Maintenance
- Payment Processing
- Reporting/Inquiry (including Help screens)
- System Control

For those unfamiliar with the term profile, SFMA uses profiles to provide specific non-static or changing information such as identification of the appropriation number, agencies' organization coding information, general ledger codes, vendor information, etc. Profile screens provide direction for the operation of SFMA, whereas inquiry screens provide information on transactions.

For a more complete understanding, we have provided a cheat sheet of all of the accessible screens from the menu screen.

These screens can be accessed via the function keys indicated, linking or interrupting. Linking is merely moving from one screen to another with no intention of returning to the initial screen. Interrupting is moving from one screen to another with the intention of returning to the initial screen. To link one just needs to place the cursor in the "link to" field and type the screen number and press enter. To interrupt place the cursor in the "link to" field, type the screen number and press F9.

Now that the basics regarding how to move around in SFMA have been discussed, let's move forward with an overview of the classification structure.

### **R\*Stars Structure**

The classification structure is flexible due to the complex needs of government. At the highest level the structure needs to provide the information needed for the Comprehensive Annual Financial Report (CAFR) as specified by the Government Accounting Standard Board (GASB). The Federal government, citizens and agencies have reporting requirements.

There are eight subsets of the classification structure. They include Fund, General Ledger, Object, Appropriation, Program, Organization, Project and Grant. They are defined as follows:

<u>Structure</u>	<u>Description</u>
Fund	The Fund Structure is primarily concerned with accounting, budgeting, cash management, and managerial reporting requirements for the State. It plays an important role in the CAFR.
General Ledger	The General Ledger (GL) structure is also integral to the CAFR. GL accounts include balance sheet accounts (cash and cash equivalents, payables and fund balances).
Object	The Object Structure is used for revenue, expenditure, operating transfers and statistical tracking. The object codes group transactions by sources of revenue and kinds of expenditures as well as tracking appropriations and budgets.
Appropriation	The Appropriation Structure is used to monitor budgets for the Legislature and agencies. Budget and Management (BAM) controls Appropriations.
Program	This is an agency-defined structure that is used to account for agency activities and track appropriations on a more detailed level. The program ties the accounting transactions to the ORBITS system through the ORBITS X-Reference number. It impacts transaction entry, resource management, on-line inquiry, and reporting.
Organization	The Organization Structure allows agencies to create an alternative structure for looking at managing resources.
Projects and Grants	These two structures provide additional tracking resources for agencies involved in projects and grants.

The Fund Structure

A fund is a self-balancing set of accounts designed for accounting and budgeting.

R\*Stars fund structures include the following:

Treasury Funds	Treasury Funds are statewide receipted (Agency Account) and suspense (Treasury Account) accounts that are used to track the State of Oregon banking activity. Treasury funds are defined in the D53 Title Profile, TABLE ID: "tres".
Appropriated Funds	This fund fulfills the State Legislature's requirement for agencies to report on revenue and expenditure activity for their appropriations. BAM summarizes agency-specific

activity through appropriated fund structures. Appropriated funds are defined on the D22 Appropriated Fund and D39 State Fund Group profiles. Examples include General Fund, Other Funds, and Federal Funds.

GAAP Funds	GAAP funds are used for CAFR reporting. GAAP fund types are defined on the D24 GAAP Fund, D32 GAAP Fund Type and D20 GAAP Fund Group profiles. Examples of D20 funds include Governmental, Proprietary and Fiduciary, etc.
Fund	R*Stars also includes a D23 Fund Profile. Each agency requests SFMS approve and set-up its D23 Fund Profile to define the relationship of the agency's structure to the other R*Stars funds.
Cash Fund	Cash Funds allow the pooling of cash for several different appropriations or D23 funds. The D73 Cash Fund Profile is used for this purpose. Several D23 funds may point to one Cash fund. All of the D23 funds must have the same Treasury fund in order to share a cash fund. Several Cash Funds may point to a Treasury Fund.

#### General Ledger Account Structure

The General Ledger Account Structure defines the Chart of Accounts. The GL structure may also be used for statistical tracking. The agency defined subsidiary accounts are defined on the D32 Agency General Ledger Account Profile. The statewide General Ledger Accounts are defined on the D31 Comptroller General Ledger Account Profile. Transaction Codes designate General Ledger Accounts. The relationships are defined on the Transaction Code Decision Profile (28A).

#### Object Structure

The Object Structure is used to identify the source of revenues and the type of expenditures. The agency defined objects are defined in the D11 Agency Objects and the statewide objects are defined in the D10 Comptroller Objects.

Agency objects roll-up to more general Comptroller Objects for consistency and 1099-MISC reporting. R\*Stars provides roll-ups specific to budget (D09 Comptroller Source Group and D53 Budget Rollup 1(Bud2) and Rollup 2(Bud3)); financial statements (D08 GAAP Source Object and D16 GAAP Category), and appropriations (D01 Objects).

#### Appropriation Structure

Appropriation numbers are used to control the State's appropriations and limitations from the Legislature. Appropriation numbers provide budgetary controls. BAM maintains the appropriation structure. Agencies provide input for the appropriation number, the description, the legal authority and the agency budget indicators. The profiles that define

the appropriation structure include the 20 Appropriation Number, D15 Appropriation Group, and the D53 Title Profile. For accounting transactions the Appropriation can be looked up by the PCA or Index.

Program Structure

The Program Structure allows agencies to track financial activity by the objectives or programs of the agency. The top two levels of the program structure are used to track appropriations. Agencies can track their own budgets in levels three through nine. The Program Code Profile (D04) is maintained by BAM/ORBITS. The program structure is designated in the accounting transaction by the PCA (26 Program Cost Account Profile).

Organization Structure

The Organization Structure is similar to the Program Structure; however it tracks how the agency is physically organized. The organization structure is established on the D03 Organization Code Profile and is designated in the accounting transaction by the index (24 Index Code Profile).

Grants and Projects Structure

Both the grant and project structures are used to track budgets, revenues, expenditures, and statistics for a specific funding source in the case of a grant or an activity in the case of a project. Subgrantee accounting can be used in the grant structure to track advances as well as expenditures, budgets and other related financial activities. The Grant structure is set-up via the 29 Grant Control, D47 Grant Number, D40 Grant Category, D28 Grantor, and D35 Grant Type profiles. The Project structure can be set-up via the 27 Project Control, D42 Project Number, D06 Project Type, and D41 Project Category profiles. Both the Grants and Projects may be designated in the accounting transaction by the PCA.

Coding Reductions

The PCA can be used to reduce the coding on the Program Structure and the Index can be used to reduce the coding on the Organization Structure.

Below is specific information about how these structures can be looked up by the PCA or Index:

<b>Structure</b>	<b>PCA</b>	<b>Index</b>
Fund	yes	yes
General Ledger Account	no	no
Object	no	no
Appropriation Number	yes	yes
Program	yes	no
Organization	no	yes
Projects/Grants	yes	yes
PCA	----	yes
Index	yes	----

## **Appropriation and Budget**

Budgetary controls can be set for programs, funds, grants and projects, expenditures and encumbrances.

There are four budget types as follows:

- Appropriation
- Agency Budget
- Grant or Project Budget
- Financial Plan

### Appropriations

The 20 Appropriation Number Profile represents the legal spending authority set by the State Legislature. The D15 Appropriation Groups are defined by BAM and used for reporting purposes. DAS Central Staff establish controls on D22 Appropriated Fund, D02 Agency, and D04 program Code Profiles. These controls impact how transactions post, on-line inquiries, and reports.

The State of Oregon standard is to post Appropriations at the Appropriated Fund, Agency and Program Level 2. BAM enters appropriations for all agencies. As indicated above, the Appropriation Number can be “looked up” by a PCA or an Index when the transaction is being processed.

The numbering convention for Appropriations is as follows:

3XXXX	Other Funds and Non-Budgeted Other Funds
6XXXX	Federal Funds and Non-Budgeted Federal Funds
7XXXX	General Fund Revenue
8XXXX	General Funds
99999	Non-Budget Appropriation

Appropriations are not tracked via the Organization Structure. They are tracked at Program Level 02 for most agencies. Oregon controls appropriations on a cash and accrued basis. During most of the biennium there is a warning error when encumbrances exceed appropriation. The last few months of the biennium the warning error is switched to a fatal error so that agencies do not over commit.

### D23 Fund Profile

The D23 fund has an appropriation fund level indicator of “1”, which means transactions will post at the Appropriated Fund level. Therefore the 62 Appropriations Financial Inquiry will show summary level information regardless of the setting on the Detail/Summary field. The “D” in the Detail/Summary field allows drill down to the detailed transactions comprising the summarized total on the 62 screen and page through multiple program codes with the F5 key.

S062	UC: 10	STATE OF OREGON	02/01/12 11:17 AM
LINK TO:	APPROPRIATION FINANCIAL INQUIRY		PROD
AGY: 101	APPN YEAR: 13	APPN #: 31501	OPERATING BUDGET - LIMITED
APPR FUND: 3400	FUND:	COMP SRCE/GRP:	OBJ/COMP OBJ:
PRG CD: 0010	LVL: 02	OPERATING BUDG	ORG CD: LVL:
INQ TYPE: MC	INQ YEAR: 12	INQ MONTH: 08	DETAIL/SUMMARY: D
CASH BASIS BUD:	275,076,807.82	ADJ BUD:	378,360,959.00
ACCR BASIS BUD:	273,446,373.58	REM APPN ALLOT:	61,022,839.16
ENC BASIS BUD:	270,167,855.16	ALLOT TO BUD % :	44.70
EXP TO BUD % :	27.70	UNSCHED TO BUD % :	0.00
BT	TITLE	AMOUNT	BT TITLE AMOUNT
01	ORIG BUDGT	379,400,650.00	30 UNITS ACCUM 909,697.21
02	REVISIONS-	1,039,691.00-	35 RED OF EXPE 4,599.15
12	CASH REVEN	104,190,444.83	
14	ACCRD REVE	15,263,298.19	
15	CASH EXPEN	103,284,151.18	
17	ACCRD EXPE	1,630,434.24	
18	ENCUM OUTS	3,278,518.42	
20	TRAN IN-CA	25,382,616.07	
21	TRAN OUT-C	50,805,987.84	
23	ALLOTMENT-	169,215,943.00	
F1-HELP	F2-DOC INQ	F5-NEXT	F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

### Program and Organization Structure

The PCA and Index can link the agency's program and organization structure to Appropriations. The 26 Program Cost Account and 24 Index Code Profiles define these relationships. There are a number of requestable appropriation reports. These reports can be found on the SFMS website at:

[http://egov.oregon.gov/DAS/EGS/FBS/SFMS/report\\_guide.shtml](http://egov.oregon.gov/DAS/EGS/FBS/SFMS/report_guide.shtml). Appropriation information is accessed via the 62 Appropriation Financial Inquiry Screen. Although only summary information is available on this screen, detailed transactions are available via the drill down process.

### **Agency Budgets**

The Agency Budget is designed to address the individual agency budget tracking needs. The agency budgets are controlled by the agency Budget Managers and can be entered at levels 2 through 9 of the program structure. Agencies can determine more stringent posting levels and editing for agency budgets than the BAM appropriation required levels addressed above.

The 25 Agency Control Profile indicates whether Agency Budgets will be controlled by Organization or by Program. If an agency chooses to control its budget by organization an Index will be required on all transactions posting to the Agency Budget Financial Table. If an agency wants to control its budget by program or PCA an Appropriation Number will be required on all transactions posting to the Agency Budget Financial Table. The 20 Appropriation Number Profile also needs to be set-up to reflect Agency Budget indicators. 20 Appropriation Number Profile options include a strict process that will not post if a transaction exceeds the budgeted amount, a warning or ignore the transaction's impact on the budget. Revenue and expenditure objects may be controlled

as low as the D11 Agency Object, higher levels, or no agency budget object posting. Agency staff may also put controls in place for quarterly or monthly allotments. The D23 Fund Profile must also be set-up consistent with the agency's budget control. The options are none, appropriated fund or fund level. The level determined also identifies the Fund level used on the 61 Agency Budget Financial Inquiry. The 26 Program Cost Account and 24 Index Code Profiles need to identify the level of program or organization structure at which the Agency Budget will post on the Agency Budget Financial Table as well as the 61 Agency Budget Financial Inquiry.

The 61 Agency Budget Financial Inquiry has drill down features. Let's look at an example:

S061	UC: 10	STATE OF OREGON	02/03/12 03:35 PM
LINK TO:		AGENCY BUDGET FINANCIAL INQUIRY	PROD
AGENCY:	101	AY: 13	ORG CDE: PGM CDE: 4002
AP FUND:	FUND: 4150	GRANT/PH:	PROJECT/PH: PCA: 41501
COMP SRC/GRP:	OBJ/COBJ/AGY	OBJ: 3111	AGY OBJ GROUP:
ORG LEVEL:			
PGM LEVEL:	03 OTHER FUNDS LIMIT - ADMINISTRATION		
FUNC LEVEL:			
INQ TYPE:	MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D
INQ YEAR:	12	INQ MONTH: 08	ADJ BUD: 2,333,106.00
AGENCY BUD AVAILABLE:	1,719,136.07	AGENCY BUD % AVAIL:	73.68
EXPENDITURES TO BUD %:	26.30	ALLOT TO BUD % :	0.00
BT	TITLE	AMOUNT	BT TITLE AMOUNT
09	ORIG-AGY BD	2,333,106.00	
15	CASH EXPEND	613,969.93	
F1-HELP	F2-DOC INQ	F5-NEXT	F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

Grant and Project Budgets

Agencies may set-up Agency Budgets for grants and projects. Grant budget level indicators are identified on the D47 profile. Grants may be controlled for the Grant and Cash Control Financial Tables at the phase level or the grant level.

Project budgets are very similar to grant budgets. The D42 controls the posting information on the Project budgets. Project budgets can be viewed on the 80 Project Financial Inquiry screen. This screen shows the project budget as either a balance type 25 or 26 depending on if it's billable or expendable. The screen shows the expend budget balance as it is spent down.

```

S080 UC: 10 STATE OF OREGON 02/03/12 01:44 PM
LINK TO: PROJECT FINANCIAL INQUIRY PROD

AGENCY: 101 PROJ NO/PH: GA0035 AGY CD-2:
FUND: 4840 COMP/AGY OBJ: 4701 AGY OBJ GROUP:
TITLE: ABOVE - EAST VALLEY DISTRICT PROJECT TYPE: 0

PROJECT MANAGER:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 12 INQ MONTH: 08 EXPEND BUDGET BALANCE: 59,966.85
NET CASH ACTIVITY: 53,904.56-
BT TITLE AMOUNT BT TITLE AMOUNT
15 CASH EXPEN 53,904.56
26 EXPEND BUD 113,871.41

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

```

Grant budgets can be viewed on the 66 Grant Financial Inquiry screen. This screen shows the grant budget as either a balance type 25 or 26 depending on if it's billable or expendable.

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S066 UC: 10 STATE OF OREGON 02/06/12 01:56 PM
LINK TO: GRANT FINANCIAL INQUIRY PROD

AGENCY: 101 GRANT NO/PH: 09S024 00 AGY CD-1:
FUND: 7201 COMP AGY/OBJ: GRANT OBJECT:

TITLE: ARRA FY 10 REDUCT UMPQUA NF-ROSEBURG
GRANT CAT: 10.688 RECOVERY ACT OF 2009: MANAGEMENT
GRANTOR ID: 19399999999999999999
GRANTOR NAME: USDA SERVICE
GRANT TYPE: 01
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 12 INQ MONTH: 08 EXPEND BUDGET BALANCE: 3,870.16

BT TITLE AMOUNT BT TITLE AMOUNT
12 CASH REVEN 642,741.77 30 UNITS ACCUM 8.00
14 ACCRD REVE .00
15 CASH EXPEN 725,063.74
17 ACCRD EXPE .00
26 EXPEND BUD 728,933.90
28 AMT BILLED 642,741.77

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

```

## Transaction Codes

All financial transactions are entered into SFMA via transaction codes. SFMS offers a detailed seminar style training on the use of transaction codes. Transaction codes, also known as t-codes, are defined on the 28A Transaction Code Decision Profile and the 28B Trans Code Description Profile. The 28A Transaction Code Decision Profile

- Specifies the general ledger accounts

- Identifies the data element coding and editing requirements.
- Identifies the Financial Table postings, which determine how transactions are stored for inquiry and reporting.
- Specifies what balance types the transaction post to the financial tables
- Identifies if the transaction will produce a warrant or ACH.
- Specifies the posting sequence of the transaction during the batch processing cycle.

#### The 28B Trans Code Description Profile

- Provides a narrative of the t-codes and its use
- Identifies valid document types
- Identifies valid batch types
- Provides an option to include or exclude specific comptroller objects
- Provides an option to include or exclude specific general ledger accounts

### **User Security**

The 96A and 96B Security Profiles define the system access for each user. Codes determine the level of access including but not limited to: inquire, enter, change, enter and change on released transactions, release or no release authority, as well as disbursement indicators for hold, manual, release and/or expedite a disbursement.

### **Types of Transaction**

Simple transactions perform a simple function determined by the t-code, described above. In addition to simple transactions, R\*Stars has the capability to perform more complex transactions.

#### Balanced Transactions or Transfers (BTs)

Balanced transactions have at least two paired transactions in a document that are processed together and must net to zero. There are different types of BTs as follows: Quasi-external transfers to record transactions between agencies and/or fund as though the other party was an external entity; operating transfers to record financial activity between agencies and/or funds; and reclassification between coding elements.

#### Recurring Transactions (RTIs)

The recurring transaction subsystem reduces data entry for transactions that occur frequently over a period of time. The transactions may be split among several programs and may or may not vary in amount. RTIs can be set-up to run on a pre-defined schedule or to retrieve coding while creating a batch.

#### Reverse Transactions

Reverse transactions create a transaction for a negative amount. The 28A screen has an indicator designated by R VRS which identifies whether a negative amount is accepted or not.

## **Edit Modes**

R\*Stars performs two types of edits on entered transactions – Data Element edits and Financial Edits. Data Element edits compare the data fields against profiles for valid data. Financial Edits compare financial fields to budgetary constraints in the system.

The Edit Mode determines when these edits are performed.

- 0 – Data Entry Only                      All edits occur during the nightly batch cycle after the batch is released. Profile and financial errors will appear on the DAFR2151 Error Report.
- 1 – Master Edit Only                      Profile edits are performed but the transaction does not post until the nightly batch cycle after the batch is released. Transactions with profile errors will not post. Financial errors will appear on the DAFR2151 Error Report.
- 2 – Edit and Post                          Transactions with profile or financial errors must be corrected before the transaction can be saved. This edit mode is used for on-line entry only.
- 3 – Batches with Errors                  System assigned edit mode for edit mode 0 or 1 batch error(s).
- 4 – Waiting Approval or Payment      System assigned edit mode for batches waiting approval or the voucher payable has a future due date.

In addition, Batch Balancing Edits are performed if batch count and/or batch amount are keyed. The 530 View Batch Header screen lists all batches that are waiting to process. The 54A lists batches that were entered in Batch Edit Mode 0 or 1 that have gone through the nightly batch cycle. The DAFR2151 Error Report provides a list of the transactions that have errors.

## **Journal Entries**

Journal entries are performed to adjust financial balances because of audit adjustments, errors or needed accruals and reclassifications. R\*STARS allows high level adjustments that only affect the General Ledger Financial Table and not the other financial tables, as well as low level adjustments that affect all financial tables that were originally posted.

### High Level Adjustments

High level adjustments typically only impact the balance sheet for financial reporting and only update the General Ledger and Accounting Event tables. These adjustments may be recorded using specific or “generic” transaction codes. Generic transaction codes should only be used where the specific transaction codes do not address the particular situation. A generic transaction code has either the debit (DR-1) or the credit (CR-1) field blank.

### Low Level Adjustments

Low level adjustments are required when users or subsystem interfaces record transactions with incorrect data elements that affect the financial table. There are two methods to correct these errors. One can either reverse the incorrect transaction or transfer the data from the incorrect data element(s) to the accurate data element(s). The following errors require reversing the incorrect transaction:

- Claims payable using the wrong fund
- Pre-encumbrances and encumbrances entered with classification elements that do not reflect the correct appropriation accounts
- Any document tracked transaction entered in the Document Financial Table.

### **Error Codes**

R\*STARS performs various edits when profiles, batch headers and transactions are saved. The edits ensure valid and complete information and edits against any controls that are required at the statewide or agency level. Error codes will appear on the bottom of the screen with a three digit alpha/numeric code and title. F1-HELP allows users to access detailed information about the error code. The error codes can be accessed directly on the 90 News/Help Table by typing in the three digit error code.

Data element edits compare the coding fields on the transactions against profiles for valid data. Examples include: invalid data element and data element is not allowed for the transaction code.

Financial edits compare financial fields on the transaction to budgetary and cash constraints. Examples include: appropriation has been exceeded and cash balance has been exceeded.

Balancing edits compare the BATCH AMOUNT and BATCH COUNT on the header with the computed BATCH AMOUNT and BATCH COUNT. They compare the amount for each document number to the DOCUMENT AMOUNT to ensure the document is in balance. Examples include: Incorrect Batch Count and/or Batch Amount and Document Amounts out-of-balance.

### **Payment Research**

Researching vendor payments can be approached from several different directions in R\*STARS depending on what is known about the payment. If the agency knows the vendor number, then the most useful screens are the:

- 85 Vendor Transaction Inquiry
- 87 Cumulative Vendor Invoice Inquiry
- 88 Cumulative Vendor Payment Inquiry

Vendor Transaction Inquiry

The Vendor Transaction Inquiry screen retrieves transactions from the Accounting Event and Inactive Accounting Event Tables.

```

S085 UC: 10 STATE OF OREGON 08/01/12 03:49 PM
LINK TO: VENDOR TRANSACTION INQUIRY PROD
PAGE 0001
VEND NO/MC: 1341573735 AGY: 101 DOC TYPE: VP INV#:
VEND NAME: OFFICE MAX INCORPORATED
REC TYPE: A APPR FUND: FUND: EFF DATE RANGE: TO 080112

DOC NO / SFX REF DOC/SFX INVOICE # TC PDT PMT- # DATE APPR DT
AP FUND FUND INDEX PCA AY COBJ AOBJ TRANS AMT R S
VP024715 001 3400 3400 413577 42414 13 4200 4200 052312 052312 718.52
VP024715 002 3400 3400 413577 42414 13 4200 4200 052312 052312 654.14 S
VP582402 001 6400 6400 0413577-410999 18956 13 4200 4200 051712 051712 1275.51
VP582402 001 8000 1700 0413577-410999 18956 13 4200 4200 051712 051712 717.47
VP582402 002 8000 1700 0413577-410999 18855 13 4200 4200 051712 051712 128.58
VP582402 003 6400 6400 0413577-410999 18957 13 4200 4200 051712 051712 596.36

F1-HELP F2-84 F7-PRIOR PG F8-NEXT PG F9-INTERRUPT ENTER-INQ CLEAR-EXIT
    
```

This screen has drill down capability. To view the detail of any line item on the 85 screen, place your cursor in the “S” column, select the line item by typing an “S” and press F2-84. In this example, the second line has been selected to view the detail.

```

S084 UC: 10 STATE OF OREGON 08/01/12 03:54 PM
LINK TO: ACCOUNTING EVENT RECORD INQUIRY PROD
BATCH: AGENCY 101 DATE 052312 TYPE 4 NO 302 SEQ NO 00006 REC TYPE: A STATUS: A
GL: DR1 3501 CR1 1211 DR2 CR2 DR3 CR3 DR4 CR4
DOC AGY: 101 DOC DATE: 052312 EFF DATE: 052312 DUE DATE: 052312
SERV DATE: CUR DOC/SFX/CLASS: VP024715 002 MOD:
REF DOC/SFX/CLASS: AGENCY: 101
TRANS CODE: 222 INDEX: 43700 PCA: 42414 AY: 13 COMP/AGY OBJ: 4200 4200
AMOUNT: 654.14 RVS: DISCOUNT: .00 FO: PDT: MA
CI: PROP #: 1099: INV-NO: 413577 DT: 043012
VEND/MC: 1341573735 005 DESC: OFFICE SUPPLIES 3/01-04/30/12
NAME: OFFICE MAX INCORPORATED CONT NO:
CITY: CHICAGO ST: IL ZIP: 60675 2698 RTI:
PMT-NO: 122726963 DT: 052312 AP NO: 34402 FUND: 3400 AGY GL:
GRANT NO/PH: 997040 13 SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 9999 2: 3: CASH FUND: 10401
G38-TRANSFER: PMT TYPE: INT TM: 0.000 BANK:
DISC-DT: TM: PEN-DT: TM: PEN AMT: .00
LAST PROC - DT: 05232012 TIME: 1023 ORIG SEQ NO: APPROVAL DT: 052312
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F2-85 F3-PRIOR INQ F4-PRIOR F5-NEXT F7-86 F9-INT ENTER-INQ
    
```

### Cumulative Vendor Invoice Inquiry

The Cumulative Vendor Invoice Inquiry screen retrieves transactions from the Cumulative Payment Table.

S087	UC: 10	STATE OF OREGON	08/01/12 03:56 PM	
LINK TO:		CUMULATIVE VENDOR INVOICE INQUIRY	PROD	
AGY 101	VEND NO/MC	1341573735 005	FY 12 INVOICE NO 413577	ORGL2
ORGL3	VEND NAME OFFICE MAX INCORPORATED			
INVOICE NO	INV DT	--TRANSACTION ID--	TC DAG REF DOC/SFX M	AMOUNT R
S INDEX PCA	COBJ AOBJ IRS	PAYMENT CUR DOC/SFX	DESCRIPTION	
413577	033112	080052312430200005	222 080	718.52
43700 42414	4200 4200	122726963	VP024715 001	OFFICE SUPPLIES 3/01-04/30/1
413577	043012	080052312430200006	222 080	654.14
43700 42414	4200 4200	122726963	VP024715 002	OFFICE SUPPLIES 3/01-04/30/1
Z21 END OF LOGICAL FILE				
F1-HELP F2-VEN DOC F7-PRIOR PG F8-NEXT PG F9-INT ENTER-INQUIRE CLEAR-EXIT				

This screen does not have drill down capability.

### Cumulative Vendor Payment Inquiry

The Cumulative Vendor Payment Inquiry screen retrieves transactions from the Cumulative Payment Table.

S088	UC: 10	STATE OF OREGON	08/01/12 04:03 PM	
LINK TO:		CUMULATIVE VENDOR PAYMENT INQUIRY	PROD	
AGY 101	VEND NO/MC	1341573735 005	FY 12 CUR DOC VP024715	ORGL2 ORGL3
ORGL3	VEND NAME OFFICE MAX INCORPORATED			
CURR DOC/SFX	--TRANSACTION ID--	TC DAG REF DOC/SFX M	INV DT	AMOUNT R
S INDEX PCA	COBJ AOBJ IRS	PAYMENT INVOICE NO	DESCRIPTION	
VP024715 001	080052312430200005	222 080	033112	718.52
43700 42414	4200 4200	122726963	413577	OFFICE SUPPLIES 3/01-04/30
VP024715 002	080052312430200006	222 080	043012	654.14
43700 42414	4200 4200	122726963	413577	OFFICE SUPPLIES 3/01-04/30
Z21 END OF LOGICAL FILE				
F1-HELP F4-VEN INV F7-PRIOR PG F8-NEXT PG F9-INT ENTER-INQUIRE CLEAR-EXIT				

This screen does not have drill down capability.

If the agency knows the payment number, then the most useful screens are the:

- 44 Single Payment Cancellation
- 47 Payment Control Table Status Maintenance

### Single Payment Cancellation

The Single Payment Cancellation screen retrieves data from the Payment Cancel Table.

S044	UC: 10	STATE OF OREGON	08/01/12 04:09 PM											
LINK TO:		SINGLE PAYMENT CANCELLATION	PROD											
PAYMENT NO: 122726963 CANCEL REASON CODE: DOCUMENT NO:														
VENDOR NO/MC: 1341573735 005														
VENDOR NAME: OFFICE MAX INCORPORATED														
ISSUE DATE: 05/23/12 PAYMENT STATUS: P														
COUNT: 00002 PAYMENT AMT: 1372.66 DOCUMENT AMT: 1372.66														
DOC NO	SFX	AGY	TC	INDEX	PCA	APP	FND	AY	COBJ	AOBJ	PDT	W	R	AMT
VP024715	001	101	222	43700	42414	34402	3400	13	4200	4200	MA	1		718.52
VP024715	002	101	222	43700	42414	34402	3400	13	4200	4200	MA	1		654.14
Z06 RECORD SUCCESSFULLY RECALLED														
*NO MORE PAYMENT CANCELLATIONS*														
F1-HELP F8-NEXT F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT														

This screen does not have drill down capability. Once the document number is available, the 86 Document Transaction Inquiry screen can be used to look up the details of the transaction.

### Payment Control Table Status Maintenance

The Payment Control Table Status Maintenance screen retrieves data from the Payment Control Table.

S047	UC: 10	STATE OF OREGON	08/01/12 04:11 PM
LINK TO:		PAYMENT CONTROL TABLE STATUS MAINTENANCE	PROD
WARRANT INFORMATION:			
WARRANT NUMBER: 122726963 STATUS MAINTENANCE:			
CLEARANCE DATE: 05312012 (MMDDYYYY)			
CLEARANCE FISCAL: 1112			
CURRENT STATUS: P			
STOP DATE:			
WARRANT ISSUE DATE: 05232012			
WARRANT EXPIRATION DATE: 05232014			
VENDOR/MC: 1341573735 005			
VENDOR NAME: OFFICE MAX INCORPORATED			
FISCAL YR: 12			
AMOUNT: 1372.66			
CROSS REFERENCE NUMBER: STATUS: REWRITE/DUPLICATE IND:			
BANK MICROFILM NUMBER: 000009091991967 BANK TAPE NUMBER:			
Z06 RECORD SUCCESSFULLY RECALLED			
F1-HELP F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT			

This screen does not have drill down capability.

Another useful tool when researching what happened with a payment is to know the Payment Distribution Type (PDT). The Payment Distribution Type identifies how transactions will combine and the payments are routed. It serves several purposes:

- To identify the payment as a warrant or direct deposit
- To identify how transactions should be combined
- To identify how warrants should be routed
- To reduce the number of payments for a single vendor

The D50 Payment Distribution Type Profile defines the valid PDT values:

D	Direct Deposit – no combining
DA	Direct Deposit – combine all
M	Direct Mail – no combining
MA	Direct Mail – combine all
MB	Direct Mail – combine batch agency, documents
MC	Direct Mail – combine documents
MD	Direct Mail – combine documents, fund
ME	Direct Mail – combine fund
R	Return to agency – no combining
RA	Return to agency – combine all
RB	Return to agency – combine batch agency, documents
RC	Return to agency – combine documents
RD	Return to agency – combine documents, fund
RE	Return to agency – combine fund
RG	Hold, Return to agency – no combining
RH	Hold, Return to agency – combine all

## **Online Inquiry**

The R\*STARS online inquiry feature allows users to view information stored in the various financial tables. Financial inquiries focus on Appropriation, Budget, Cash and General Ledger. They can be used by accounting as well as non-accounting personnel.

Online inquiries are impacted by the transaction code used on the financial entries. The transaction code controls the posting to financial tables and balance types. All transaction codes post to the Accounting Event (AE), General Ledger Detail (GL) and Summary General Ledger (GS). The other possible tables are Agency Budget (AB), Appropriation (AP), Cash Control (CC), Document Financial (DF), Grant (GP) and Project (PJ).

Each financial table, except the Accounting Event, contains several balance types. The program uses the balance types to accumulate all the financial data together, regardless of the general ledger account. Examples include: 12-Cash Revenue, 15-Cash Expenditure, 18-Encumbrance Outstanding and 34-Unreconciled Deposit.

The Inquiry Year refers to the fiscal year, not the calendar year. The Inquiry Month refers to the fiscal month, not the calendar month. The financial inquiry screens have options for requesting year and month data. Data can be viewed cumulatively for the year or at a detail level by month.

### Inquiry Drill Down

Most of the financial inquiries have “drill down” capability which allows users to start at a summarized level and drill down to the detailed transactions. The following tables have drill down capability.

#### Agency Budget Financial Inquiry

The Agency Budget table contains the agency budget, revenue, expenditure, and encumbrance balances on a program, organization, fund and/or object basis.

S061	UC: 10	STATE OF OREGON	02/03/12	03:35	PM
LINK TO:		AGENCY BUDGET FINANCIAL INQUIRY			PROD
AGENCY:	101	AY: 13	ORG CDE:	PGM CDE: 4002	FUNC CDE: PCA: 41501
AP FUND:	FUND: 4150	GRANT/PH:	PROJECT/PH:		
COMP SRC/GRP:	OBJ/COBJ/AGY	OBJ:	3111	AGY OBJ GROUP:	
ORG LEVEL:					
PGM LEVEL:	03	OTHER FUNDS LIMIT - ADMINISTRATION			
FUNC LEVEL:					
INQ TYPE:	MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY:	D	
INQ YEAR:	12	INQ MONTH: 08	ADJ BUD:	2,333,106.00	
AGENCY BUD AVAILABLE:	1,719,136.07	AGENCY BUD % AVAIL:	73.68		
EXPENDITURES TO BUD %:	26.30	ALLOT TO BUD %:	0.00		
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
09	ORIG-AGY BD	2,333,106.00			
15	CASH EXPEND	613,969.93			
F1-HELP	F2-DOC INQ	F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT

To view the detail of any line item on the 61 screen, place your cursor on the BT number you would like to view and press F2. In this example, BT 09 has been selected to view the detail.

S011	UC: 10	STATE OF OREGON	02/03/12	3:37	PM
LINK TO:	ACTIVE	DOCUMENT SUMMARY INQUIRY			PROD
AGENCY:	101	FISCAL YR: 12	MO: 08	DAY: 29	BT: 09 ORIG-AGY BD
		BT AMT:	2,333,106.00		
AY AFND	AOBJ	PGMC	PCA		
KEY:	13	4150	3111	4002	41501
EFFECTIVE DATE	DOC	AGY	DOC NUMBER	REFERENCE	DOC
20110930	101	AB000019	2333106.00		
Z06	RECORD SUCCESSFULLY RECALLED				
F1-HELP	F2-TRANS	INQ	F3-PRIOR	INQ	F7-PRIOR
			F8-NEXT	F9-INTERRUPT	ENTER-

From the 11 Document Summary Inquiry screen, place your cursor on the specific document number and press F2. In this example, AB000019 was selected for drill down.

S060	UC: 10	STATE OF OREGON		02/03/12 03:39 PM	
LINK TO:	ACTIVE	TRANSACTION SUMMARY INQUIRY			PROD
AGENCY: 101		FISCAL YEAR: 12	EFF DATE: 20110930	SFX: 016	
REC TYPE: I	DOC AGY: 101	DOC NO: AB000019	REF DOC:		
KEYS: 13 4150 3111 4002 41501					
SFX	EFF DATE	VENDOR NO/MC	VENDOR NAME	TC	AMOUNT R
016	20110930			020	2333106.00
F1-HELP F2-AE DETAIL F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTER ENTER-INQUIRE					

Due to the time period the transaction was entered, an "I" was placed in the REC TYPE field to bring up detail. Further drill down to the inactive accounting event transaction allows you to view the actual transaction. This level of detail is not included in this example.

Appropriation Financial Inquiry

The Appropriation table contains appropriation, allotment, revenue, expenditure, encumbrances and transfer balances by appropriation number.

S062	UC: 10	STATE OF OREGON		02/01/12 11:17 AM	
LINK TO:	APPROPRIATION FINANCIAL INQUIRY			PROD	
AGY: 101	APPN YEAR: 13	APPN #: 31501	OPERATING BUDGET - LIMITED		
APPR FUND: 3400	FUND:	COMP SRCE/GRP:	OBJ/COMP OBJ:		
PRG CD: 0010	LVL: 02	OPERATING BUDG	ORG CD:	LVL:	
INQ TYPE: MC	INQ YEAR: 12	INQ MONTH: 08	DETAIL/SUMMARY: D		
CASH BASIS BUD:	275,076,807.82	ADJ BUD:	378,360,959.00		
ACCR BASIS BUD:	273,446,373.58	REM APPN ALLOT:	61,022,839.16		
ENC BASIS BUD:	270,167,855.16	ALLOT TO BUD % :	44.70		
EXP TO BUD % :	27.70	UNSCHE TO BUD % :	0.00		
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG BUDGT	379,400,650.00	30	UNITS ACCUM	909,697.21
02	REVISIONS-	1,039,691.00-	35	RED OF EXPE	4,599.15
12	CASH REVEN	104,190,444.83			
14	ACCRD REVE	15,263,298.19			
15	CASH EXPEN	103,284,151.18			
17	ACCRD EXPE	1,630,434.24			
18	ENCUM OUTS	3,278,518.42			
20	TRAN IN-CA	25,382,616.07			
21	TRAN OUT-C	50,805,987.84			
23	ALLOTMENT-	169,215,943.00			
F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

To view the detail of any line item on the 62 screen, place your cursor on the BT number you would like to view and press F2. In this example, BT 15 has been selected to view the detail.

S011	UC: 10	STATE OF OREGON			02/01/12 11:20 AM
LINK TO:	ACTIVE	DOCUMENT SUMMARY INQUIRY			PROD
AGENCY: 101	FISCAL YR: 12	MO: 08	DAY: 29	BT: 15 CASH EXPEN	
	BT AMT:	103,284,151.18			
	AY AFND PGMC APPN#				
KEY: 13	3400	0010	31501		
EFFECTIVE DATE	DOC AGY	DOC NUMBER	REFERENCE DOC	BALANCE/AMOUNT	
20120206	458	BT016547	ARZ08024	-4556.13	
20120203	101	BT092642	AIT1J095	238.75	
20120203	101	BT092643	ARK39518	10.00	
20120203	101	BT092646	ARH06889	29.36	
20120203	101	BT092648	5783	-146.40	
20120203	101	CR029133		3454.07	
20120203	101	ZE20203R	VP319748	1860.00	
20120203	101	ZE20203R	VP319781	1870.61	
20120203	101	ZE20203R	VP319825	320.00	
20120203	101	ZE20203R	VP319885	22.82	
20120203	101	ZE20203R	VP319921	681.44	
20120203	101	ZE20203R	VP319942	500.16	
Z06 RECORD SUCCESSFULLY RECALLED					
F1-HELP F2-TRANS INQ F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTERRUPT ENTER-INQUIRE					

From the 11 Document Summary Inquiry screen, place your cursor on the specific document number and press F2. In this example, ZE20203R/VP319748 was selected for drill down.

S060	UC: 10	STATE OF OREGON			02/01/12 11:29 AM
LINK TO:	ACTIVE	TRANSACTION SUMMARY INQUIRY			PROD
AGENCY: 101	FISCAL YEAR: 12	EFF DATE: 20120203	SFX: 001		
REC TYPE: A	DOC AGY: 101	DOC NO: ZE20203R	REF DOC: VP319748		
	AY AFND PGMC APPN#				
KEYS: 13	3400	0010	31501		
SFX	EFF DATE	VENDOR NO/MC	VENDOR NAME	TC	AMOUNT R
001	20120203	1930991592 000	WISE STEPS INC	380	1860.00
F1-HELP F2-AE DETAIL F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTER ENTER-INQUIRE					

Further drill down from the 60 Transaction Summary Inquiry screen to the accounting event transaction allows you to view the actual transaction. This level of detail is not included in this example.

### Cash Control Financial Inquiry

The Cash Control table contains the balance of available cash by fund and provides the ability to control and monitor cash disbursements at a defined level of detail. Cash can be controlled at the Cash Fund, Fund and Grant No/Ph level. The D23 Fund profile controls posting at the Cash Fund and Fund level and the 29 Grant Control profile controls cash at the grant level. Agencies determine the level of cash control.

S063	UC: 10	STATE OF OREGON	04/25/12 03:41 PM
LINK TO:		CASH CONTROL FINANCIAL INQUIRY	PROD
AGENCY: 101	APPR FUND:	CASH FUND: 10401	FUND: GRANT NO/PH:
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D	
INQ YEAR: 12	INQ MONTH: 10	CASH BALANCE:	24,594,301.15
BT	TITLE	AMOUNT	BT TITLE AMOUNT
12	CASH REVEN	27,908,536,898.77	
13	PYMTS OUTS	4,202,447.99	
15	CASH EXPEN	30,381,485,658.62	
20	TRAN IN-CA	3,114,717,004.64	
21	TRAN OUT-C	663,458,968.42	
22	OTHER INCR	681,558,854.44-	
23	OTHER DECR	732,611,670.52-	
25	BEG BALANC	64,332.38	
34	UNREC DEPO	4,832,123.68	

To view the detail of any line item on the 63 screen, place your cursor on the BT number you would like to view and press F2. In this example, BT 34 has been selected to view the detail.

S011	UC: 10	STATE OF OREGON	04/25/12 03:45 PM
LINK TO:	ACTIVE	DOCUMENT SUMMARY INQUIRY	PROD
AGENCY: 101	FISCAL YR: 12	MO: 10	DAY: 30
	BT AMT:	4,832,123.68	BT: 34 UNREC DEPO
CFND			
KEY: 10401			
EFFECTIVE DATE	DOC AGY	DOC NUMBER	REFERENCE DOC BALANCE/AMOUNT
20120426	101	CIPPEGNI	-116.97
20120426	101	DIPPEGNI	116.97
20120425	101	CIPPEFNI	-70.98
20120425	101	DIPPEFNI	70.98
20120425	101	CR150181	-583.63
20120425	101	CR150182	-379.06
20120425	101	DL002371	-75909.59
20120425	101	ST150179	-32662.44
20120425	101	ST150180	-20982.93
20120425	101	ST150183	-7340.25
20120425	101	ST150184	-4923.69
20120425	101	CR038783	51331.76
Z06	RECORD SUCCESSFULLY RECALLED		
F1-HELP F2-TRANS INQ F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTERRUPT ENTER-INQUIRE			

From the 11 Document Summary Inquiry screen, place your cursor on the specific document number and press F2. In this example, CR038783 was selected for drill down.

```

S060 UC: 10 STATE OF OREGON 04/25/12 03:48 PM
LINK TO: ACTIVE TRANSACTION SUMMARY INQUIRY PROD

AGENCY: 101 FISCAL YEAR: 12 EFF DATE: 20120425 SFX: 001
REC TYPE: A DOC AGY: 101 DOC NO: CR038783 REF DOC:

CFND
KEYS: 10401
SFX EFF DATE VENDOR NO/MC VENDOR NAME TC AMOUNT R
001 20120425 190 51331.76

F1-HELP F2-AE DETAIL F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTER ENTER-INQUIRE

```

Further drill down from the 60 Transaction Summary Inquiry screen to the accounting event transaction allows you to view the actual transaction. This level of detail is not included in this example.

### Grant Financial Inquiry

The Grant table contains the budgets, expenditures, and revenues of a grant.

```

S066 UC: 10 STATE OF OREGON 02/06/12 01:56 PM
LINK TO: GRANT FINANCIAL INQUIRY PROD

AGENCY: 101 GRANT NO/PH: 09S024 00 AGY CD-1:
FUND: 7201 COMP AGY/OBJ: GRANT OBJECT:

TITLE: ARRA FY 10 REDUCT UMPQUA NF-ROSEBURG
GRANT CAT: 10.688 RECOVERY ACT OF 2009: MANAGEMENT
GRANTOR ID: 1939999999999999
GRANTOR NAME: USDA SERVICE
GRANT TYPE: 01
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 12 INQ MONTH: 08 EXPEND BUDGET BALANCE: 3,870.16

BT TITLE AMOUNT BT TITLE AMOUNT
12 CASH REVEN 642,741.77 30 UNITS ACCUM 8.00
14 ACCRD REVE .00
15 CASH EXPEN 725,063.74
17 ACCRD EXPE .00
26 EXPEND BUD 728,933.90
28 AMT BILLED 642,741.77

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

```

To view the detail of any line item on the 66 screen, place your cursor on the BT number you would like to view and press F2. In this example, BT 26 has been selected to view the detail.

```

S011 UC: 10 STATE OF OREGON 02/06/12 01:59 PM
LINK TO: ACTIVE DOCUMENT SUMMARY INQUIRY PROD
AGENCY: 101 FISCAL YR: 12 MO: 08 DAY: 29 BT: 26 EXPEND BUD
BT AMT: 728,933.90
FUND GRANT PH
KEY: 7201 09S024 00
EFFECTIVE DATE DOC AGY DOC NUMBER REFERENCE DOC BALANCE/AMOUNT
20111101 101 OB000158 217635.90
20091201 101 OB000118 511298.00
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F2-TRANS INQ F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTERRUPT ENTER-INQUIRE

```

From the 11 Document Summary Inquiry screen, place your cursor on the specific document number and press F2. In this example, OB000158 was selected for drill down.

```

S060 UC: 10 STATE OF OREGON 02/06/12 02:02 PM
LINK TO: ACTIVE TRANSACTION SUMMARY INQUIRY PROD
AGENCY: 101 FISCAL YEAR: 12 EFF DATE: 20111101 SFX: 002
REC TYPE: A DOC AGY: 101 DOC NO: OB000158 REF DOC:
FUND GRANT PH
KEYS: 7201 09S024 00
SFX EFF DATE VENDOR NO/MC VENDOR NAME TC AMOUNT R
002 20111101 076 217635.90
F1-HELP F2-AE DETAIL F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTER ENTER-INQUIRE

```

Further drill down to the accounting event transaction allows you to view the actual transaction. This level of detail is not included in this example.

Agency/Fund Record Inquiry

The Agency Fund table contains the appropriation, allotment, revenue, expenditure and encumbrances by appropriated fund or fund.

S069 UC: 10	STATE OF OREGON	04/25/12 04:43 PM			
LINK TO:	AGENCY/FUND RECORD INQUIRY	PROD			
AGENCY: 101 AP YEAR: 13 APPR FUND: 3400 FUND:					
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D			
INQ YEAR: 12	INQ MONTH: 10	REM APPROP ALLOT: 642,905,703.89			
NET CSH ACT:	11,026,677.11-				
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG BUDGT	430,454,029.00	30	UNITS ACCUM	941,852.41
02	REVISIONS-	21,808,195.00	35	RED OF EXPE	200,462.30-
12	CASH REVEN	128,534,231.28			
14	ACCRD REVE	4,444,466.47			
15	CASH EXPEN	139,560,908.39			
17	ACCRD EXPE	52,305.40			
18	ENCUM OUTS	152,332.95			
20	TRAN IN-CA	46,630,843.53			
21	TRAN OUT-C	171,089.28			
23	ALLOTMENT-	201,670,157.00			
F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

To view the detail of any line item on the 69 screen, place your cursor on the BT number you would like to view and press F2. In this example, BT 15 has been selected to view the detail.

S011 UC: 10	STATE OF OREGON	04/25/12 04:44 PM		
LINK TO:	ACTIVE DOCUMENT SUMMARY INQUIRY	PROD		
AGENCY: 101	FISCAL YR: 12 MO: 10 DAY: 30	BT: 15 CASH EXPEN		
	BT AMT:	139,560,908.39		
AY AFND				
KEY: 13 3400				
EFFECTIVE DATE	DOC AGY	DOC NUMBER	REFERENCE DOC	BALANCE/AMOUNT
20120426	101	BTPPEGNI		12724.27
20120425	101	BTPPEFNI		8178.60
20120425	101	BT003769	MAR12PRE	6.28
20120425	101	BT121021	CR038786	3000.15
20120425	101	BT121022		254.21
20120425	101	BT121023		1836.45
20120425	101	BT121024	CR038788	24393.00
20120425	101	BT121026		12327.50
20120425	101	BT121027		1646.59
20120425	101	BT121028		2059.43
20120424	101	BTPPCGNI		53219.09
20120424	101	BTPPECNI		23970.37
Z06 RECORD SUCCESSFULLY RECALLED				
F1-HELP F2-TRANS INQ F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTERRUPT ENTER-INQUIRE				

From the 11 Document Summary Inquiry screen, place your cursor on the specific document number and press F2. In this example, BT121026 was selected for drill down.

S060	UC: 10	STATE OF OREGON			04/25/12 04:46 PM
LINK TO:	ACTIVE	TRANSACTION SUMMARY INQUIRY			PROD
AGENCY: 101		FISCAL YEAR: 12	EFF DATE: 20120425	SFX: 004	
REC TYPE: A		DOC AGY: 101	DOC NO: BT121026	REF DOC:	
AY AFND					
KEYS: 13 3400					
SFX	EFF DATE	VENDOR NO/MC	VENDOR NAME	TC	AMOUNT R
004	20120425		HARROLD FRED PARIS/X	415	12327.50
F1-HELP F2-AE DETAIL F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTER ENTER-INQUIRE					

Further drill down to the accounting event transaction allows you to view the actual transaction. This level of detail is not included in this example.

### Project Financial Inquiry

The Project table contains the budgets, expenditures, and revenues of a project.

S080	UC: 10	STATE OF OREGON			02/03/12 01:44 PM
LINK TO:		PROJECT FINANCIAL INQUIRY			PROD
AGENCY: 101		PROJ NO/PH: GA0035	AGY CD-2:		
FUND: 4840		COMP/AGY OBJ: 4701	AGY OBJ GROUP:		
TITLE: ABOVE - EAST VALLEY DISTRICT				PROJECT TYPE: 0	
PROJECT MANAGER:					
INQ TYPE: MC		(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D		
INQ YEAR: 12		INQ MONTH: 08	EXPEND BUDGET BALANCE:		59,966.85
				NET CASH ACTIVITY:	
				53,904.56-	
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
15	CASH EXPEN	53,904.56			
26	EXPEND BUD	113,871.41			
F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

To view the detail of any line item on the 80 screen, place your cursor on the BT number you would like to view and press F2. In this example, BT 26 has been selected to view the detail.

S011	UC: 10	STATE OF OREGON			02/03/12 01:47 PM
LINK TO:	ACTIVE	DOCUMENT SUMMARY INQUIRY			PROD
AGENCY: 101		FISCAL YR: 12	MO: 08	DAY: 29	BT: 26 EXPEND BUD
		BT AMT:	113,871.41		
FUND AOBJ PROJCT					
KEY: 4840 4701 GA0035					
EFFECTIVE DATE	DOC AGY	DOC NUMBER	REFERENCE DOC	BALANCE/AMOUNT	
20100518	101	OB051810		-50794.59	
20100114	101	OB011410		164666.00	
Z06 RECORD SUCCESSFULLY RECALLED					

From the 11 Document Summary Inquiry screen, place your cursor on the specific document number and press F2. In this example, OB011410 was selected for drill down.

S060	UC: 10	STATE OF OREGON			02/03/12 01:49 PM
LINK TO:	ACTIVE	TRANSACTION SUMMARY INQUIRY			PROD
AGENCY: 101		FISCAL YEAR: 12	EFF DATE: 20100114	SFX: 004	
REC TYPE: I		DOC AGY: 101	DOC NO: OB011410	REF DOC:	
FUND AOBJ PROJCT					
KEYS: 4840 4701 GA0035					
SFX	EFF DATE	VENDOR NO/MC	VENDOR NAME	TC	AMOUNT R
004	20100114			071	164666.00
F1-HELP F2-AE DETAIL F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTER ENTER-INQUIRE					

Due to the time period the transaction was entered, an "I" was placed in the REC TYPE field to bring up detail. Further drill down to the inactive accounting event transaction allows you to view the actual transaction. This level of detail is not included in this example.

### Inquiry No Drill Down

#### General Ledger Record Inquiry

The General Ledger Detail table contains balances by the lowest level in the classification structure for all financial transactions that post to selected accounts. The screen key is highlighted:

S065	UC: 10	STATE OF OREGON			07/26/12 02:39 PM
LINK TO:		GENERAL LEDGER RECORD INQUIRY			PROD
AGY: 101		COMP/AGY GL: 3100	FUND: 0050		
INDEX:		PCA: 99601	COMP/AGY OBJ: 0405 0800 ORG CODE:		
PGM CD: 2012		APPN YR: 13	APPN NO: 77303		
GRANT/PH:		SUBGRANTEE:			
PROJ/PH:		AGY CD - 1:		2:	3: 00401
NACUBO - FUND:		SUBFUND:		FUNCTION:	
		G38-TRANSFER:		CONTRACT #:	
INQ TYPE: MA		(MA, YA, MY, YY, MC, YC)			
INQ YEAR: 12		INQ MONTH: 12			
BEGINNING BALANCE		ACTIVITY		ENDING BALANCE	
DIR:	5,501,621.62	474,242.39		5,975,864.01	
IND:	.00	.00		.00	
BAL:	5,501,621.62	474,242.39		5,975,864.01	
F1-HELP		F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT

This screen does not have drill down capability. The associated detailed accounting event records are available on the Datamart and in requestable R\*STARS reports. Please see the R\*STARS Report Guide on our website for specific reports that can be ordered by fund.

Summary General Ledger Account Inquiry

The Summary General Ledger table contains summarized balances for each general ledger account. The screen key is highlighted:

S089 UC: 10	STATE OF OREGON		07/26/12 02:42 PM	
LINK TO:	SUMMARY GENERAL LEDGER ACCOUNT INQUIRY		PROD	
AGENCY:	101	EXAMPLE STATE AGENCY		
COMPTROLLER GL:	0070	CASH ON DEPOSIT WITH TREASURER		
AGENCY GL:				
STATE FUND GROUP:				
APPR FUND:				
FUND:	0050	GENERAL FUND MISC REVENUE		
ORG:		TC:		
GRANT/PH:		PROJ/PH:		
G38-TRANSFER:		AGY CD 1:		
INQ TYPE:	MA (MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY:	S	
INQ YEAR:	12	INQ MONTH:	12	
BEGINNING BALANCE	DEBIT	CREDIT	ENDING BALANCE	
195,519,264.46	474,242.39	.00	195,993,506.85	
F1-HELP	F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT

This screen does not have drill down capability, but has detailed inquiry capability at the transaction code level. See following example by placing a “D” in the Detail/Summary field from the previous example:

S089 UC: 10	STATE OF OREGON		07/26/12 02:44 PM	
LINK TO:	SUMMARY GENERAL LEDGER ACCOUNT INQUIRY		PROD	
AGENCY:	101	EXAMPLE STATE AGENCY		
COMPTROLLER GL:	0070	CASH ON DEPOSIT WITH TREASURER		
AGENCY GL:				
STATE FUND GROUP:	9999	DEFAULT OREGON		
APPR FUND:	8800	GENERAL FUND REVENUE		
FUND:	0050	GENERAL FUND MISC REVENUE		
ORG:		TC:	408	
GRANT/PH:		PROJ/PH:		
G38-TRANSFER:		AGY CD 1:		
INQ TYPE:	MA (MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY:	D	
INQ YEAR:	12	INQ MONTH:	12	
BEGINNING BALANCE	DEBIT	CREDIT	ENDING BALANCE	
17,683,465.30	444,990.01	.00	18,128,455.31	

The associated detailed accounting event records are available on the Datamart and in requestable R\*STARS reports. Please see the R\*STARS Report Guide on our website for specific reports that can be ordered by fund.

Document Record

The Document Financial Table contains the balance of each outstanding pre-encumbrance, encumbrance, accounts receivable, deposit liability and travel advance.

```

S064 UC: 10 STATE OF OREGON 08/01/12 01:34 PM
LINK TO: DOCUMENT RECORD INQUIRY PROD
AGY: 101 DOC NO/SFX/CLASS: EEF00112 001 001
CREATE DATE: 062912 CLOSE DATE: 121809
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 13 INQ MONTH: 02 DOC BALANCE: .00
BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 25,000.00
03 LIQUIDATIONS 25,000.00
04 PYMT/COLLECTIONS 9,222.00
F1-HELP F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT
  
```

This screen does not have drill down capability. The key for this screen is the agency number and document number. The search can be narrowed by entering a suffix number. The screen will not scroll between document numbers. This example has a zero balance and a close date. The associated detailed accounting event transactions will be located on the inactive accounting event.

```

S086 UC: 10 STATE OF OREGON 08/01/12 01:38 PM
LINK TO: DOCUMENT TRANSACTION INQUIRY PROD
AGY: 101 DOCUMENT NO/SUFFIX: EEF00112 001 REC TYPE: I
EFF DATE RANGE: TO 080112
-----TRANS ID----- TC D DT PAYMENT # REF DOC/SFX TRANSACTION AMOUNT R
CUR DOC/SFX M INDEX PCA AY COBJ AOBJ VENDOR NO/MC AP FUND FUND S
101 12/18/09 3 518 00010 206 EEF00112 001 15778.00
EE005884 010 C 11270 11 4701 5209 1930788869 000 3400 4627
101 11/19/09 4 430 00016 225 11/09 121470865 EEF00112 001 901.50
VP281758 001 P 11270 11 4701 5209 1930788869 000 3400 4627
101 10/28/09 4 340 00010 225 10/09 121437497 EEF00112 001 8320.50
VP280620 001 P 11270 11 4701 5209 1930788869 000 3400 4627
101 10/26/09 3 317 00001 203 10/09 06302011 EXP 25000.00
EEF00112 001 11270 11 4701 5209 1930788869 000 3400 4627
F1-HELP F2-84 F3-15 F7-PRIOR PG F8-NEXT PG F9-INT ENTER-INQ CLEAR-EXIT
  
```

The following example has a balance and no close date:

```

S064 UC: 10 STATE OF OREGON 08/01/12 01:40 PM
LINK TO: DOCUMENT RECORD INQUIRY PROD

AGY: 101 DOC NO/SFX/CLASS: AR003592 001 001

CREATE DATE: 062912 CLOSE DATE:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 13 INQ MONTH: 02 DOC BALANCE: 86.29

BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 86.29

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

The associated detailed accounting event transactions will be located on the active accounting event.

```

S086 UC: 10 STATE OF OREGON 08/01/12 01:41 PM
LINK TO: DOCUMENT TRANSACTION INQUIRY PROD
PAGE 0001

AGY: 101 DOCUMENT NO/SUFFIX: AR003592 001 REC TYPE: A
EFF DATE RANGE: TO 080112

-----TRANS ID----- TC D DT PAYMENT # REF DOC/SFX TRANSACTION AMOUNT R
CUR DOC/SFX M INDEX PCA AY COBJ AOBJ VENDOR NO/MC AP FUND FUND S
101 09/04/09 2 788 00004 135 09/09 BT000078 001 86.29
AR003592 001 00955 11 3111 10R0123456 000 8000 1955

F1-HELP F2-84 F3-15 F7-PRIOR PG F8-NEXT PG F9-INT ENTER-INQ CLEAR-EXIT
  
```

Contract Record

The Contract Financial Table maintains expenditure and encumbrance data. The 30 Contract Profile maintains the budget amount for the contract.

```

S068 UC: 10 STATE OF OREGON 08/01/12 01:50 PM
LINK TO: CONTRACT RECORD INQUIRY PROD

AGENCY: 101 CONTRACT NO: 12320
AMENDMENT NO: CHANGE NO: TYPE: COMP NO:
DESCRIPTION: ***FISCAL & BUSINESS SERVICES***
COPIER RENTAL

VENDOR NO/MC: 1930665413 000 NAME: PACIFIC OFFICE AUTOMATION INC

INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 13 INQ MONTH: 02

BUDGET: 6,759.84 BALANCE: 4,886.06

BT TITLE AMOUNT BT TITLE AMOUNT
02 TOTAL EXPENDITURE 1,873.78

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

This screen does not have drill down capability. The associated detailed accounting event records are available on the Datamart.

Document Tracking

The Document Tracking Inquiry provides an on-line inquiry for tracking actions associated with a document. Actions may include initial transaction entry, changes, deletions, releases and payments.

S037 UC: 10	STATE OF OREGON	08/01/12 02:34 PM
LINK TO:	DOCUMENT TRACKING INQUIRY	NOTE: N PROD
DOC AGY: 101	DOC NO: EEF00112	FY: 10 STATUS: Y
TAPE NO:	DOC AMT: 25,000.00	ARCHIVE REF NO:
BATCH - AGY: 101	DATE: 102609	TYPE: 3 NO: 317
RQ ACT:		
COMPUTED COUNT: 00001	COMPUTED AMOUNT: 25,000.00	CNTL AGY:
* * * * * ACTION HISTORY * * * * *		
DATE	TIME	AGY CODE USER ID
10/26/09	08:06:24	000 100 ABCDE01
10/26/09	10:11:38	000 200 ABCDE02
Z06 RECORD SUCCESSFULLY RECALLED		
* NO MORE ACTIONS *		
F1-HELP	F2-DOC APPROVALS	F4-RECALL BATCH
F6-DETAILS	F8-NEXT PAGE	
F9-INTERRUPT	F12-HEADERS	ENTER-INQUIRE
CLEAR-EXIT		

A description of the action code is located on the D44 Action Code Profile. The employee name associated with the USER ID is located on the 96a Security Profile. This screen is useful to determine what actions have taken place on a specific document.

**Statistical Information**

R\*STARS has the ability to record statistical data. This data is a unit rather than a dollar amount. Transaction code 599 RECORD UNITS (STATISTICS) ACCUMULATED is used to record data into memo general ledger accounts 9010 and 9011. The transaction code requires a D10 Comptroller Object to be included on the transactions. The two comptroller objects allowed are 9000 PERFORMANCE MEASURES and 9001 OTHER STATISTICS. The statistical data not only posts to the GL's mention, but also to Balance Type "30" on the Appropriation, Allotment, Grant and Project screens. Currently, payroll hours are interfaced from OSPA (Oregon State Payroll Application) into R\*STARS and can be viewed on several different screens.

Let's look at the statistical balance type on the 62 screen:

S062	UC: 10	STATE OF OREGON	08/07/12 01:24 PM		
LINK TO:	APPROPRIATION FINANCIAL INQUIRY		PROD		
AGY: 101	APPN YEAR: 13	APPN #: 31501	OPERATING BUDGET - LIMITED		
APPR FUND: 3400	FUND:	COMP SRCE/GRP:	OBJ/COMP OBJ:		
PRG CD: 0010	LVL: 02	OPERATING BUDG ORG CD:	LVL:		
INQ TYPE: MC INQ YEAR: 13 INQ MONTH: 02 DETAIL/SUMMARY: D					
CASH BASIS BUD:	185,059,965.15	ADJ BUD:	372,053,465.00		
ACCR BASIS BUD:	184,953,640.22	REM APPN ALLOT:	61,568,488.93		
ENC BASIS BUD:	183,481,650.93	ALLOT TO BUD % :	67.20		
EXP TO BUD % :	50.20	UNSCHED TO BUD % :	0.00		
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG BUDGT	379,400,650.00	30	UNITS ACCUM	1,673,997.61
02	REVISIONS-	7,347,185.00-	35	RED OF EXPE	66,913.11
12	CASH REVEN	202,194,974.42			
14	ACCRD REVE	9,813,573.98			
15	CASH EXPEN	186,993,499.85			
17	ACCRD EXPE	106,324.93			
18	ENCUM OUTS	1,471,989.29			
20	TRAN IN-CA	42,040,412.82			
21	TRAN OUT-C	75,252,577.04			
23	ALLOTMENT-	250,140,303.00			
F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

Since the 62 screen has drill down capability, the balance type '30' can be selected and drilled down to the detailed information.

Let's take a look at the statistical general ledger balances on the 89 screen:

S089	UC: 10	STATE OF OREGON	08/07/12 01:35 PM
LINK TO:	SUMMARY GENERAL LEDGER ACCOUNT INQUIRY		PROD
AGENCY: 101	EXAMPLE STATE AGENCY		
COMPTROLLER GL: 9010	UNITS ACCUMULATED		
AGENCY GL:			
STATE FUND GROUP:			
APPR FUND:			
FUND: 4630	STATE OWNED FACILITIES-L		
ORG:	TC:		
GRANT/PH:	PROJ/PH:		
G38-TRANSFER:	AGY CD 1:		
INQ TYPE: MA	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: S	
INQ YEAR: 13	INQ MONTH: 01		
BEGINNING BALANCE	DEBIT	CREDIT	ENDING BALANCE
7,015,780.98	20,550.52	.00	7,036,331.50
F1-HELP F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT			

This screen does not have drill down capability.