

# TIPS & TECHNIQUES



A SFMS Desk Manual

**R\*STARS: CENT.4**

Revised: 05/11/2017

## SFMA TRANSFER TRANSACTIONS

### OVERVIEW

This document addresses intra-agency transfers (within agency/agency group) as well as interagency transfers (between agencies). All transfer in/transfer out transactions must balance at fiscal year-end. Transactions involving interagency and intra-agency transfer general ledger accounts 3150 & 3550 require the use of a GASB 38 code. It is very important that this field be used correctly, as it is critical for Statewide Accounting and Reporting Section (SARS) to properly disclose interagency and intra-agency transfers in the Comprehensive Annual Financial Report (CAFR) at year end. The OAM chapter and sections on Inter-fund and Interagency Transactions are OAM 15.45.10 – Interfund Services, Reimbursements, and Transfers and OAM 15.45.20 - Advances Between Funds/Agencies. These documents provide direction on inter-fund and interagency transaction classification and coding. Sample transaction codes are included in the documents.

SFMA to SFMA transfer transactions are considered companion transactions. The originating agency of the interagency transfer transaction inputs both sides of the entry. R\*STARS provides system edits to support internal control features for companion transactions:

- Balanced transaction codes must be processed together.
- All transfer transaction "ins" and "outs" per Document Number must balance (net to zero).
- One agency may not reduce cash for another agency.

To support the system edit of preventing the originating agency from reducing cash in another agency the following **96A – SECURITY PROFILE RECORDS** are established.

For the user entering transactions:

User class\* = 48  
Release flag = 0  
Agency range = full range of all agencies

For the user releasing batches:

User class\* = 28

Release flag = 1

\*Maintained on the **D66 – USER CLASS PROFILE**.

Companion transaction codes were set up to allow flexibility to the user. All allow a **batch type** of G, 2, 4, or 5. This provides the user the choice of the most efficient transaction entry screen for the activity being recorded. The **document type** drives the system to edit the transactions in a given document and require it to balance. This allows one-to-one transactions, as well as many-to-one.

The combination of the **batch type** and **document type** can be used to the advantage of the user. For example, to record a one-to-one transaction the 'G' batch type will bring up the companion transaction screen, of which the user can then record both sides of the entry on one screen. However, the many-to-one transactions are more easily entered using the batch type 2, 4, or 5 transaction entry screens.

NOTE: **Only one combination of companion transactions may be used per document.** For example, document number BT000001 is processed with transaction codes 400/401:

<u>Doc No</u>	<u>TC</u>	<u>Amount</u>
BT000001 001	400	\$ 25.00
BT000001 002	400	\$ 25.00
BT000001 003	401	\$ 50.00
BT000001 004	415	\$ 10.00
BT000001 005	416	\$ 10.00

Although the document above is still in balance, more than one combination of companion transactions within a document is not allowed. However, if the transaction codes 415/416 were assigned a document number of BT000002 001 and BT000002 002 respectively, the batch would process successfully.

**SFMA to SFMA – Intra-agency** - companion transactions are to be used for transfer transactions within an agency or agency group. The agency group is defined on the **D02 – AGENCY PROFILE** and the **D12 – AGENCY GROUP PROFILE**. Transaction codes are in the 400 series. *A list of all available transaction codes for this activity can be found later in this document.* The allowable **document type** for these transaction codes is BT (Balanced Transfer) and BI (Balanced Transfers (Interfaces)). Balanced transactions within an agency using general ledger codes 3150 and 3550 (including expenditure transfer out general ledger code 3500) require the use of the G38 number. This number is comprised of the agency number and **D23 – FUND PROFILE** fund on the opposite T-Code.

**For example:**

Agency 101 using T-Codes 400/401 to transfer money between fund 4220 and fund 4061 respectively, would use G38 number 10140610 on T-Code 400 and G38 number 10142200 on T-Code 401. This provides a cross reference similar to agency GL.

**SFMA to SFMA – Interagency** - state policy dictates that payment between state agencies are processed with an interagency transfer instead of by issuing a warrant. Transaction codes in the number series of 692 – 697, 700 – 701, 704 – 741, 754 – 755, 760 - 765, 779 – 788, and 900 - 901 are to be used for recording transfer activity between state agencies. The allowable **document type** for these transactions is BT (balanced transfer) and BI (balanced transfers (interfaces)). Additionally, transaction codes 855 - 858 and 860 - 863 are specific to payroll activity. Allowable **document types** for these transactions are PI (payroll transfer) and PT (payroll mass transit transfer). *A complete list of the transaction codes can be found later in this document.*

To prevent an agency from erroneously reducing cash in another agency, system edits will produce a fatal error message of EAC "CASH RED(uction) NOT ALLOWED".

Because interagency transactions are considered cash activity, the **effective date** of both sides of the transaction should always be **equal to the current system date**. **Remember – do not back date interagency transfers**. Interagency transfers impact cash at Treasury and can cause reconciling problems at the receiving agency. Use accruals if you must post something to a specific period and are having difficulty getting the information you need from the other agency. If the transactions use general ledger's 3150 and 3550, the G38 number must be used. The **G38 Transfer** number uses the format AAAFFFF0, where AAA is the agency on the other end of the transfer, FFFF is the appropriate **D23** fund in which the other agency will record the transfer, followed by a zero and a blank space for fillers. In other words, the other agency's **D23** fund number and agency number is put in the G38 field on the originating agency's side of the transaction and vice versa.

**For example:**

If Agency 101 originates a transaction with agency 246, the G38 number on the Agency 101 side of the transaction would include Agency 246's **D23** fund number and agency number, and the G38 number on the Agency 246 side of the transaction would include Agency 101's **D23** fund and agency number.

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## INTERAGENCY TRANSFER TIPS

The following guidelines are to help make interagency transfers as smooth and error free as possible and to help eliminate incorrect transfers made because of inaccurate assumptions made by the paying/receiving agencies.

**The receiving agency (the agency who gets paid) on the invoice or documentation that is sent to the initiating agency should provide the following:**

- Name and phone number of the person to contact if there are any questions or problems with making the transfer. This is important because it is often difficult to track down the person who has the information to help resolve the problem.
- Include both the agency number and vendor number (agency Fein) on the documentation.
- A *suggested* T-Code pair so the initiating agency has an idea of how the receiving agency needs their side of the transaction recorded (revenue, reduction of expense, to suspense, etc.). The T-Codes should be considered a suggestion because the initiating agency also has to make some decisions regarding which pair to use (was it encumbered or not, for example).
- If doc supported, the entire document number, including suffix must be included. Also include the specific \$ amount for each suffix. Before sending out invoices, make sure that the document is available in the system.
- If not doc supported, the coding needed for the receiving agency's side of the transaction (PCA, index, comp object, agency object, project/ph, etc.) needs to be included.
- Include the above transfer payment information on training registrations and order forms if they go out to other agencies.
- Include instructions as to whether or not your agency needs to receive back a copy of the remittance and if so, what information needs to be included (i.e. BT number)
- Include agency information regarding the G38 number used (G38 = your agency number and **D23** Fund number) Example Agency = 101, D23 =4110, equals G38# 10141100.

**The initiating agency (the agency making the payment)** can make things much easier for the receiving agency by providing as much specific descriptive information as possible - invoice number, purpose of payment, account #, original doc #, or anything else that would help them identify the transaction.

**SFMA to LGIP - transfers to the Local Govt Invest Pool (LGIP)**— companion transactions allow SFMA agencies to process either expenditure or revenue transfers to the LGIP. The Oregon State Treasurer's (agency 170) LGIP suspense account 17099 is designated by **D23** Fund as #0043. The SFMS **51 – VENDOR MAIL CODE PROFILE** is used to store the local government pool number in the "License" field. The Treasury uses the pool number to designate which LGIP account to post

the deposit of cash. For consistency, the pool accounts are found on the 001 mail code of the appropriate vendor.

The user must choose the correct vendor ID/mail code and input the same vendor number for both sides of the transaction. After selecting a vendor number, review the "license" field on the **51** Profile to ensure that there is an LGIP account number. Any questions regarding LGIP account numbers can be directed to Oregon State Treasury Cash Management at 503-373-1194. **It is important to note that the Oregon State Treasury is technically a trustee of the LGIP accounts, therefore once a transaction has posted to the account, it may not be reversed or deleted without the written permission of its owner.** Therefore, care should be given that the correct vendor and dollar amount are used.

Transaction codes for LGIP transfers are numbered in the series of 291 through 294. *A detailed list of available transaction codes is found later in this document.* Valid **document types** for these transactions are LI (LGIP Transfers Interface) and LT (LGIP Transfers).

If not already set up, an agency making new types of transfers to the LGIP on a regular basis should contact the Treasury. The Treasury can assign a unique alpha character to be used as the 3rd digit of the document number. This unique document number will provide a description to the vendor in the pool. For example, document type LT is used with the 3rd character of R to designate the monthly cigarette tax distribution (Document number LTR00001 001, 002, etc.).

## LIST OF TRANSACTIONS CODES

### SFMA TO SFMA - WITHIN AGENCY/AGENCY GROUP:

400	OPERATING REVENUE-TRNSFR OUT(WITHIN AGY)
401	OPERATING REVENUE-TRANSF IN (WITHIN AGY)
402	DIST TO FUNDS WITHIN AGY-GF/OTHR TRANSFR
403	TRANSFER IN FROM GF/OTHR FUND WITHIN AGY
404*	REIMBURSE SUSPENSE ACCT FROM RECEIPTED ACCT
405*	RECORD SUSPENSE ACCT REIMB FROM RECEIPTED ACCT
407	MOVE REVENUE AND CASH OUT OF A FUND
408	MOVE REVENUE AND CASH INTO A FUND
409	RECORD EXP/DECREASE CASH (WITHIN AGENCY)
410	RECORD REVENUE/INCREASE CASH (WITHIN AG)
411	EXPEND TRANSFER OUT/ENCUMBRD (W/IN AGY)
412	GF TRANSFR IN(PREV ENCUMB)(W/IN AGY)
413*	REIMB SUSPENSE ACCT FROM DEP LIAB-RECPTD
414*	RECORD SUSP ACCT REIMB FROM RECEIPTED ACCT

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415	MOVE EXPEND IN AND CASH OUT OF A FUND
416	MOVE EXPEND OUT AND CASH INTO A FUND
417*	RECORD REVENUE REFUND-RECEIPTED ACCOUNT
418*	REIMBURSE SUSP ACCT FROM RECPTD ACCT
419*	RECORD TRANSFER OUT TO SUSPENSE ACCT
420*	RECORD SUSP ACCT RECEIPT FROM RCPTD ACCT
421	MOVE DEP LIAB OUT AND CASH OUT (NON-DOC)
422	MOVE REVENUE IN AND CASH IN (NON-DOC)
423	REFUND OPERATING REV-TFR IN (WITHIN AGY)
424	OPERATING REVENUE-TRANSF IN (WITHIN AGY)
425	OPERATING REVENUE-TRNSFR OUT(WITHIN AGY)
426	OPER REV-REDUCTION OF TFR OUT/WITHIN AGY
427	RECORD DUE FROM OTHER FUNDS WITHIN AGCY
428	RECORD DUE TO OTHER FUNDS-WITHIN AGENCY
430	MOVE DEP LIAB OUT AND CASH OUT (NON-DOC)
431	MOVE DEP LIAB IN AND CASH IN (DOC SUP)
432	MOVE DEP LIAB OUT AND CASH OUT (NON-DOC)
433	MOVE DEP LIAB IN AND CASH IN (NON-DOC)
434	RECLASSIFY UNREIMBURSED ADVANCE BETWEEN FUNDS
435	RECLASSIFY UNREIMBURSED ADVANCE FROM ANOTHER FUND
438*	REIMB SUSP ACCT FROM RECPT/PREV ENCUMB
439*	RECORD SUSP ACCT REIMB FROM RECPTD ACCT
443	MOVE DEFERRED REVENUE OUT AND CASH OUT
444	MOVE DEFERRED REVENUE IN AND CASH IN
450	MOVE REVENUE OUT AND CASH OUT, ADJ A/R
451	MOVE REVENUE IN AND CASH IN, ADJ A/R
464	MOVE REVENUE OUT AND CASH OUT, ADJ A/R
465	MOVE REVENUE IN AND CASH IN ADJ A/R
468	MOVE EXPEND IN AND CASH OUT OF FUND –G38
469	MOVE EXPEND OUT/CASH INTO A FUND – G38
482	EST ADVANCE FROM OTH FUND/ AGY GOVTL FUND
483	EST AMT PROV-NC DEBT FOR ADV-GOVTL FUND
484	ADJ ADVANCE FROM OTH FUND / AGY GOVTL FUND
485	ADJ AMT PROV-NC DEBT FOR ADV-GOVTL FUND
496	MOVE UNIDENTIFIED RECEIPT OUT OF FUND
497	MOVE UNIDENTIFIED RECEIPT INTO FUND

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569	OPER REV-TFR OUT (W/IN AGY) – CASH IN BANK
570	OPER REV-TFR IN (WITHIN AGY) – CASH IN BANK
696*	REIMBURSE SUSPENSE ACCT FROM RECEIPTED ACCT G38
697*	RECORD SUSPENSE ACCT REIMB FROM RECEIPTED ACCT G38
915	ACCRUE DUE FROM OTHER FUNDS WITHIN AGENCY
916	ACCRUE DUE TO OTHER FUNDS-WITHIN AGENCY

\* SFMS transactions to a Suspense Account within an Agency or Agency Group.

SFMA TO SFMA - BETWEEN AGENCIES:

692	PAY SUSP AC FRM RECP AC BTWN AGN/PRE ENC
693	RECPT OF PMT TO SUSP AC/BTW AGYS/PRE ENC
694	REV REF TO SUSP FROM RECT'D ACCT/BTW AGY
695	RECEIPT OF PMT TO A SUSP ACCT/BETW AGY'S
700	QUASI-EXTERNAL UNIDENTIFIED RECEIPT
701	QUASI-EXTERNAL EXP – NO A/R
704	QUASI-EXTERNAL EXPEND (A/R)
705	QUASI-EXTERNAL REDUCTION OF EXP (A/R)
706	EXPEND TRANSFER OUT/ENCUMB(BTWN AGYS)A/R
707	EXPEND TFR IN/ENCUMB (BETW AGYS)-A/R
708	EXPENDITURE TRANSFER OUT (BETWEEN AGCYS)
709	EXPEND TFR IN AS REVENUE (BETW AGYS)-A/R
710	REVENUE-TRFR OUT(BETW AGY)A/R-NO INVOICE
711	QUASI-EXTERNAL TRANSFER IN(BETW AGY) A/R
712	QUASI-EXTERNAL REVENUE REFUND - NO A/R
713	QUASI-EXTERNAL UNIDENTIFIED LIABILITY
714	PMT TO SUSP FROM RECPTED ACCT/BETW AGY'S
715	RECEIPT OF PMT TO TO A SUSP ACCT/BETW AGY'S
716	QUASI-EXTERNAL REVENUE REFUND A/R
717	QUASI-EXTERNAL REVENUE A/R
718	QUASI-EXTERNAL EXPENDITURE/ENCUMBERED- A/R
719	QUASI-EXTERNAL REVENUE A/R
720	REVENUE-TRANSFR OUT(BETWN AGY)NO INVOICE
721	REVENUE-TRANSFR IN(BETWN AGY)NO INVOICE
722	QUASI-EXTERNAL EXP-NO A/R
723	QUASI-EXTERNAL REVENUE - NO A/R

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724	QUASI-EXTERNAL EXP/ENCUMBERED-NO A/R
725	QUASI-EXTERNAL REVENUE - NO A/R
726	EXPENDITURE TRANSFER OUT (BETWEEN AGCYS)
727	EXPEND TFR IN AS REVENUE (BETWEEN AGCYS)
728	EXPEND TRANSFER OUT/ENCUMBRD (BTWN AGYS)
729	EXPEND TRANSF IN (BTWN AGYS)
730	QUASI-EXTERNAL EXPENDITURE A/R
731	QUASI-EXTERNAL REVENUE A/R
732	MOVE UNIDENT RECEIPT BETWEEN SFMS AGENCY
733	MOVE UNIDENT RECEIPT BETWEEN SFMS AGENCY
734	QUASI-EXTERNAL REVENUE REFUND- NO A/R
735	QUASI-EXTERNAL REVENUE - NO A/R
736	QUASI-EXTERNAL EXP-NO A/R
737	QUASI-EXTERNAL DEPOSIT LIABILITY
738	QUASI-EXTERNAL EXP-NO A/R
739	QUASI-EXTERNAL DEPOSIT LIABILITY - DOC SUPP
740	QUASI-EXTERNAL EXP-NO A/R
741	QUASI-EXTERNAL REDUCTION OF EXP - NO A/R
744	QUASI-EXT EXP/EXP TRFR OUT-ODOT ONLY
745	RECORD CASH PAYMENT - ODOT ONLY
746	REVENUE TRANSFER OUT- ODOT ONLY
747	RECORD CASH PAYMENT - ODOT ONLY
754	REDUCE REVENUE TRANSFER IN
755	RECORD CASH RECEIVED-SUSPENSE ACCOUNT
760	QUASI-EXTERNAL EXP (A/R-BILLED DEP LIAB)
761	QUASI-EXT A/R-BILLED RE:DEB LIAB
762	MOVE DEP LIAB/CASH OUT OF AGY(NON-DOC)
763	RECEIPT OF CASH TO TO A SUSP ACCT/BTW AGYS
764	REVRT G/F PRIOR BI \$/TSFR EXPIRED \$
765	REVRT G/F PRIOR BI \$/TSFR EXPIRED \$
779	EXP TSFR OUT/PREPAID LEGAL FEES-PROP
780	REVENUE TRANSFER IN
781	EXP TSFR OUT/PREPAID LEGAL FEES-GOVT
782	REVENUE TRANSFER IN
783	QUASI-EXTERNAL EXP/SUBGRANTEE - A/R
784	QUASI-EXTERNAL REVENUE (A/R)



785	QUASI-EXTERNAL EXP/SUBGRANTEE-NO A/R
786	QUASI-EXTERNAL REVENUE - NO (A/R)
787	QUASI-EXTERNAL EXP/SUBGRANTEE - G38
788	EXPEND TRANSF IN (BTWN AGYS) -G38
855*	PAYMENT TO SFMS AGENCY FOR PAYROLL PAYABLE
856*	PMT TO SFMS AGY FOR PAYROLL NEGATIVE A/R
857*	SFMS AGENCY PAYMENT FOR PAYROLL PAYABLE
858*	RECOGNIZE PMT BY SFMS AGY FOR PAYROL REC
860*	PAYMENT TO SFMS AGENCY FOR MASS TRANSIT PAYABLE
861*	PAYMENT TO SFMS AGENCY FOR MASS TRANSIT NEG A/R
862*	SFMS AGENCY PAYMENT FOR MASS TRANSIT PAYABLE
863*	RECOGNIZE PMT BY SFMS AGY/MASS TRAN REC
900	CAPITAL ASSET TSFR OUT BTWN FUNDS/AGYS
901	CAPITOL ASSET TSFR IN BTWN FUNDS/AGENCYCYS

\*Payroll related.

#### SFMA TO LGIP: TRANSACTION CODES:

291	EXPENDITURE TF PAID TO LGIP (NO WARRANT)
293	RECORD LGIP DEPOSIT FOR EXPENDITURE TRANSFER
292	REVENUE TRANSFER OUT TO LGIP(NO WARRANT)
294	RECORD LGIP DEPOSIT FOR REVENUE TRANSFER

#### OVERVIEW OF BALANCED TRANSACTIONS WHEN TRANSFERS IMPACT TREASURY

This section is meant to provide a broad overview of the **relationships between the D23 profiles, transaction codes, and the Treasury interfaces** when an agency enters balanced transactions.

The Treasury interface edits against the financial agency number, the Treasury fund number on the agency's **D23** profile, and the system i.e. SFMA. Note: The Treasury does not edit against which T-Code has been used in the transaction.

Most balanced transactions are recognized by the interface to Treasury, however, some of the transactions may not have any impact on the Treasury fund total. Other transactions will affect a transfer between the agencies' accounts in Treasury. The agency number and Treasury fund number are used to determine where the transaction will post in Treasury.

1. Balanced transactions will impact the agencies' accounts in Treasury if the transactions contain any of the following data elements

- Same agency number and different Treasury fund numbers on their **D23** profiles.
  - Different agency numbers and different Treasury fund numbers on their **D23** profiles.
2. Balanced transaction will not impact the agencies' accounts in Treasury if the transactions contain any of the following data elements:
- Same agency number and the same Treasury fund number on the **D23** profiles.
  - Different agency numbers and the same Treasury fund number on the **D23** profiles.

Erroneous entries that impact Treasury accounts frequently require the cooperation of the initiating and receiving agencies in order to correct/reverse the entry(s). Agencies need to be aware that these erroneous entries have substantial impact on the monthly reconciliation done by SFMS Operations staff to Treasury statements and SFMS control reports. These erroneous transactions generally can be corrected by the initiating and or receiving agency with the use of various T-Codes.

<u>Agency</u>	<u>Treasury Fund</u>	<u>Result at Treasury</u>
Different	Different	Transfer Made
Different	Same	No Transfer
Same	Different	Transfer Made
Same	Same	No transfer

**LOOKING ON-LINE TO LOCATE INFORMATION:**

- View the **28A – TRANSACTION CODE DECISION PROFILE** and the **28B – TRANSACTION CODE DESCRIPTION PROFILE**. Enter the transaction code and press enter. The **28B** provides a brief explanation on the use of the T-Code. A balanced entry requires the use of two specific T-Codes, i.e. 734/735. Check the interface indicator on the **28A**. (See Cent.2 for more information on interface indicators.)
  - '1' in the first position denotes the transaction will interface to Treasury. ('2' is for CSD transactions that interface to Treasury.)
  - 'S' in the second position denotes the transaction involves a Treasury suspense account.
  - 'T' in the second position can denote both the initiating and receiving agency are on SFMA and are receipted accounts. If both T-Codes are coded with a 'T', then the T-Code combination should only be used when both agencies are on SFMA and are using receipted accounts.
  - 'L' & 'M' are non-SFMA systems.
  - 'Y' & 'Z' are CSD indicators only.

- View the **D23** Fund Profile for the transactions. The Treasury fund number is the key.

**Received versus suspense accounts:** These terms are frequently used in T-Code titles and descriptions. Because of the relation between the T-Codes, **D23** profiles, agency code 3s and the Treasury interface indicator when agencies use balanced transactions, it is important to understand what these terms mean and where to find the R\*STARS on-line information. To establish a Treasury account, an agency must have statutory authority.

- **Suspense Account** - An account established with Treasury and controlled by Treasury. These accounts may be for deposit only or deposit with check-writing authority, if approved by both Treasury and the Department of Administrative Services. The standard suspense account is not allowed to include deposits and writing of checks in the same account. These accounts are outside the purview of the Budget and Management Division of the Department of Administrative Services and there is no cash control on SFMA. Agencies record data in suspense SFMA **D23** funds for reporting purposes only.
- **Received Account** - Those accounts set up specific to an agency or shared accounts such as 0401 General Fund and 0539 Lottery. Received accounts are controlled on SFMA. If a statute says 'establish an account separate and distinct from the general fund' a new separate treasury account is set up specifically for that agency. Requests to establish these accounts start with the State Controller's Division, Department of Administrative Services.

The terms received account and suspense account refer to the Treasury Fund number display on the D23 fund profile as defined in D53 – TITLES PROFILE under keyword *TRES*. Suspense accounts are assigned 0000 – 0399, 8000 - 9999. Received accounts are assigned 0400 – 7999. For example, the General Fund is a Received account, number 0401, Treasury account 00401. The state payroll account is a suspense account, number 0003, Treasury account number 10503. (Five digit Treasury fund Suspense Account numbers are cross-walked to a four digit Treasury fund number on SFMA.)

SOME SAMPLES AND EXAMPLES

28A TRANSACTION CODE DECISION PROFILE

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S28A UC: 02 STATE OF OREGON 09/03/XX 10:53 AM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD
ACTIVE
TRAN CODE: 724 TITLE: QUASI-EXTERNAL EXP/ENCUMBERED-NO A/R
GENERAL LEDGER DR-1: 3500 CR-1: 0070 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: 3011 CR-4: 2735
TRANS DOCB DUDT SVDT CDOC I RDOC R MOD I 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: 725 A/S DOC AMT: -
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF: + 03 M 8 2 + 04 M 8 2
FILE AP: - 18 + 15
POSTING AB: - 18 + 15
INDS: CC: + 15
GP: - 18 + 15
PJ: - 18 + 15
AGY GL: STATUS CODE: A
EFF START DATE: 0411XXXX EFF END DATE: LAST PROC DATE: 0902XXXX
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
    
```

28B TRANSACTION CODE DESCRIPTION PROFILE

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S28B UC: 02 STATE OF OREGON 09/03/XX 10:54 AM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD

TRANS CODE: 724 (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 725 AS A BALANCED ENTRY.CANNOT BE USED FOR
OPERATING TRANSFERS. EXPENDITURE PREVIOUSLY
ENCUMBERED.
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 , 6800 - 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: 0411XXXX EFF END DATE: LAST PROC DATE: 0701XXXX
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
    
```

D23 FUND PROFILE

Example 1

Both SFMA agencies have the same Treasury fund number on their **D23** profiles. A balanced transaction would not have any impact at Treasury because the same Treasury fund number is used on both sides of the entry.

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SD23 VER 2.0                STATE OF OREGON                08/26/XX 09:25 AM
LINK TO:                    FUND PROFILE                    PROD

                AGENCY: 101          FISCAL YEAR: XX          FUND: 1750
                TITLE: CITY REVENUE SHARING-NB
APPROPRIATED FUND: 3600    (MUST BE IN D22 APPROP FUND PROFILE)
GAAP FUND: 1006          (MUST BE IN D24 GAAP FUND PROFILE)
STATE FUND GROUP: 9999    DEFAULT OREGON
LOCAL FUND IND: N        BANK ID:                CASH FUND:
FUND LEVELS DETERMINE THE LEVEL OF CONTROL FOR THE FOLLOWING
(0=NONE, 1=APPROPRIATED FUND, 2=FUND, 3=CASH FUND):
APPROPRIATION: 1        AGENCY BUDGET: 2        CASH CONTROL: 2
CASH BALANCE DISP - IND: N    %/AMT: 00000000000    TREASURY FUND: 0401
DESCRIPTION:
CC ORG LEVEL IND: 1        (0=DO NOT POST AGENCY, 1=POST AGENCY)
DEPOSIT INTEREST - IND: Y    AGENCY:                FUND:
GAAP FUND GROUP: 01        (SYSTEM GENERATED)
GAAP FUND TYPE: 02        (SYSTEM GENERATED)    STATUS CODE: A
EFF START DATE: 0712XXXX    EFF END DATE:          LAST PROC DATE: 0408XXXX
Z07 NEXT RECORD SUCCESSFULLY READ

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

```

SD23 VER 2.0                STATE OF OREGON                08/26/XX 09:26 AM
LINK TO:                    FUND PROFILE                    PROD

                AGENCY: 328          FISCAL YEAR: XX          FUND: 7001
                TITLE: OTHER FUNDS - LIMITED
APPROPRIATED FUND: 3400    (MUST BE IN D22 APPROP FUND PROFILE)
GAAP FUND: 1006          (MUST BE IN D24 GAAP FUND PROFILE)
STATE FUND GROUP: 9999    DEFAULT OREGON
LOCAL FUND IND: N        BANK ID:                CASH FUND: 32810
FUND LEVELS DETERMINE THE LEVEL OF CONTROL FOR THE FOLLOWING
(0=NONE, 1=APPROPRIATED FUND, 2=FUND, 3=CASH FUND):
APPROPRIATION: 1        AGENCY BUDGET: 2        CASH CONTROL: 3
CASH BALANCE DISP - IND: N    %/AMT: 00000000000    TREASURY FUND: 0401
DESCRIPTION:
CC ORG LEVEL IND: 1        (0=DO NOT POST AGENCY, 1=POST AGENCY)
DEPOSIT INTEREST - IND: Y    AGENCY:                FUND:
GAAP FUND GROUP: 01        (SYSTEM GENERATED)
GAAP FUND TYPE: 02        (SYSTEM GENERATED)    STATUS CODE: A
EFF START DATE: 0712XXXX    EFF END DATE:          LAST PROC DATE: 0408XXXX
Z07 NEXT RECORD SUCCESSFULLY READ

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

**Example 2**

Both SFMS agencies do not have the same Treasury fund number on their **D23** profiles. A balanced transaction would interface to Treasury.

```

SD23 VER 2.0                STATE OF OREGON                08/26/XX 09:28 AM
LINK TO:                    FUND PROFILE                    PROD

                AGENCY: 328    FISCAL YEAR: XX    FUND: 7505
                TITLE: US DOE - OHA
APPROPRIATED FUND: 6400    (MUST BE IN D22 APPROP FUND PROFILE)
                GAAP FUND: 1005    (MUST BE IN D24 GAAP FUND PROFILE)
STATE FUND GROUP: 9999    DEFAULT OREGON
LOCAL FUND IND: N    BANK ID:                CASH FUND: 32825
FUND LEVELS DETERMINE THE LEVEL OF CONTROL FOR THE FOLLOWING
(0=NONE, 1=APPROPRIATED FUND, 2=FUND, 3=CASH FUND):
APPROPRIATION: 1    AGENCY BUDGET: 2    CASH CONTROL: 3
CASH BALANCE DISP - IND: N    %/AMT: 00000000000    TREASURY FUND: 0764
DESCRIPTION:
CC ORG LEVEL IND: 1    (0=DO NOT POST AGENCY, 1=POST AGENCY)
DEPOSIT INTEREST - IND: Y    AGENCY:                FUND:
GAAP FUND GROUP: 01    (SYSTEM GENERATED)
GAAP FUND TYPE: 02    (SYSTEM GENERATED)    STATUS CODE: A
EFF START DATE: 0712XXXX    EFF END DATE:                LAST PROC DATE: 0408XXXX
Z07 NEXT RECORD SUCCESSFULLY READ

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

```

SD23 VER 2.0                STATE OF OREGON                08/26/XX 09:28 AM
LINK TO:                    FUND PROFILE                    PROD

                AGENCY: 101    FISCAL YEAR: XX    FUND: 3150
                TITLE: CASH INSURANCE PREM
APPROPRIATED FUND: 3600    (MUST BE IN D22 APPROP FUND PROFILE)
                GAAP FUND: 6404    (MUST BE IN D24 GAAP FUND PROFILE)
STATE FUND GROUP: 9999    DEFAULT OREGON
LOCAL FUND IND: N    BANK ID:                CASH FUND: 15000
FUND LEVELS DETERMINE THE LEVEL OF CONTROL FOR THE FOLLOWING
(0=NONE, 1=APPROPRIATED FUND, 2=FUND, 3=CASH FUND):
APPROPRIATION: 1    AGENCY BUDGET: 2    CASH CONTROL: 3
CASH BALANCE DISP - IND: N    %/AMT: 00000000000    TREASURY FUND: 0652
DESCRIPTION:
CC ORG LEVEL IND: 1    (0=DO NOT POST AGENCY, 1=POST AGENCY)
DEPOSIT INTEREST - IND: Y    AGENCY:                FUND:
GAAP FUND GROUP: 03    (SYSTEM GENERATED)
GAAP FUND TYPE: 09    (SYSTEM GENERATED)    STATUS CODE: A
EFF START DATE: 0712XXXX    EFF END DATE:                LAST PROC DATE: 0408XXXX
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

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

Interfacing to Treasury with intra-agency balanced transactions are governed by the same data elements as interagency transactions.

**Example 3**

The **D23** profiles are for the same agency, however, different Treasury fund numbers have been used. A balanced transaction would interface to Treasury.

```

SD23 VER 2.0                STATE OF OREGON                08/26/XX 09:30 AM
LINK TO:                    FUND PROFILE                    PROD

                AGENCY: 420    FISCAL YEAR: XX    FUND: 3010
                TITLE: FEDERAL FUNDS - SSI DEDICATED
APPROPRIATED FUND: 6400    (MUST BE IN D22 APPROP FUND PROFILE)
                GAAP FUND: 6404    (MUST BE IN D24 GAAP FUND PROFILE)
STATE FUND GROUP: 9999    DEFAULT OREGON
LOCAL FUND IND: N        BANK ID:          CASH FUND:
FUND LEVELS DETERMINE THE LEVEL OF CONTROL FOR THE FOLLOWING
(0=NONE, 1=APPROPRIATED FUND, 2=FUND, 3=CASH FUND):
APPROPRIATION: 1    AGENCY BUDGET: 2    CASH CONTROL: 2
CASH BALANCE DISP - IND: N    %/AMT: 00000000000    TREASURY FUND: 0812
DESCRIPTION:
CC ORG LEVEL IND: 1        (0=DO NOT POST AGENCY, 1=POST AGENCY)
DEPOSIT INTEREST - IND: Y    AGENCY:          FUND:
GAAP FUND GROUP: 03        (SYSTEM GENERATED)
GAAP FUND TYPE: 09        (SYSTEM GENERATED)    STATUS CODE: A
EFF START DATE: 0712XXXX    EFF END DATE:          LAST PROC DATE: 0408XXXX
Z07 NEXT RECORD SUCCESSFULLY READ

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

```

```

SD23 VER 2.0                STATE OF OREGON                08/26/XX 09:30 AM
LINK TO:                    FUND PROFILE                    PROD

                AGENCY: 420    FISCAL YEAR: XX    FUND: 7000
                TITLE: OYA - CLIENT TRUST
APPROPRIATED FUND: 3600    (MUST BE IN D22 APPROP FUND PROFILE)
                GAAP FUND: 6305    (MUST BE IN D24 GAAP FUND PROFILE)
STATE FUND GROUP: 9999    DEFAULT OREGON
LOCAL FUND IND: N        BANK ID:          CASH FUND:
FUND LEVELS DETERMINE THE LEVEL OF CONTROL FOR THE FOLLOWING
(0=NONE, 1=APPROPRIATED FUND, 2=FUND, 3=CASH FUND):
APPROPRIATION: 1    AGENCY BUDGET: 2    CASH CONTROL: 2
CASH BALANCE DISP - IND: N    %/AMT: 00000000000    TREASURY FUND: 0842
DESCRIPTION:
CC ORG LEVEL IND: 1        (0=DO NOT POST AGENCY, 1=POST AGENCY)
DEPOSIT INTEREST - IND: Y    AGENCY:          FUND:
GAAP FUND GROUP: 03        (SYSTEM GENERATED)
GAAP FUND TYPE: 07        (SYSTEM GENERATED)    STATUS CODE: A
EFF START DATE: 0712XXXX    EFF END DATE:          LAST PROC DATE: 0408XXXX
Z07 NEXT RECORD SUCCESSFULLY READ

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

```

**Example 4**

Same agency has set up separate **D23** profiles with the same Treasury fund. A balanced transaction would not have any impact at Treasury because the same Treasury fund number is used on both sides of the entry.

```

SD23 VER 2.0                STATE OF OREGON                08/26/XX 09:31 AM
LINK TO:                    FUND PROFILE                    PROD

          AGENCY: 328      FISCAL YEAR: XX      FUND: 8010
          TITLE: PROGRAM ADMINISTRATION
APPROPRIATED FUND: 3400      (MUST BE IN D22 APPROP FUND PROFILE)
          GAAP FUND: 4003      (MUST BE IN D24 GAAP FUND PROFILE)
STATE FUND GROUP: 9999      DEFAULT OREGON
LOCAL FUND IND: N          BANK ID:          CASH FUND: 93055
FUND LEVELS DETERMINE THE LEVEL OF CONTROL FOR THE FOLLOWING
(0=NONE, 1=APPROPRIATED FUND, 2=FUND, 3=CASH FUND):
APPROPRIATION: 1          AGENCY BUDGET: 2 CASH CONTROL: 3
CASH BALANCE DISP - IND: N  %/AMT: 00000000000      TREASURY FUND: 0494
DESCRIPTION:
CC ORG LEVEL IND: 1          (0=DO NOT POST AGENCY, 1=POST AGENCY)
DEPOSIT INTEREST - IND: Y    AGENCY:          FUND:
GAAP FUND GROUP: 02          (SYSTEM GENERATED)
GAAP FUND TYPE: 05          (SYSTEM GENERATED)          STATUS CODE: A
EFF START DATE: 0712XXXX    EFF END DATE:          LAST PROC DATE: 0408XXXX
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

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

```

```

SD23 VER 2.0                STATE OF OREGON                08/26/XX 09:32 AM
LINK TO:                    FUND PROFILE                    PROD

          AGENCY: 328      FISCAL YEAR: XX      FUND: 8025
          TITLE: LOANS RECEIVABLE N/L
APPROPRIATED FUND: 3230      (MUST BE IN D22 APPROP FUND PROFILE)
          GAAP FUND: 4003      (MUST BE IN D24 GAAP FUND PROFILE)
STATE FUND GROUP: 9999      DEFAULT OREGON
LOCAL FUND IND: N          BANK ID:          CASH FUND: 93050
FUND LEVELS DETERMINE THE LEVEL OF CONTROL FOR THE FOLLOWING
(0=NONE, 1=APPROPRIATED FUND, 2=FUND, 3=CASH FUND):
APPROPRIATION: 1          AGENCY BUDGET: 2 CASH CONTROL: 3
CASH BALANCE DISP - IND: N  %/AMT: 00000000000      TREASURY FUND: 0494
DESCRIPTION:
CC ORG LEVEL IND: 1          (0=DO NOT POST AGENCY, 1=POST AGENCY)
DEPOSIT INTEREST - IND: Y    AGENCY:          FUND:
GAAP FUND GROUP: 02          (SYSTEM GENERATED)
GAAP FUND TYPE: 05          (SYSTEM GENERATED)          STATUS CODE: A
EFF START DATE: 0712XXXX    EFF END DATE:          LAST PROC DATE: 0408XXXX
Z07 NEXT RECORD SUCCESSFULLY READ

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

```