

# TIPS & TECHNIQUES



## A SFMS Desk Manual

R\*STARS: OTHE.9  
03/11/05

### **DRILL DOWN PROCEDURES**

Drilldown capabilities enhance your on-line inquiry by enabling you to access detail accounting transactions from most financial tables. The General Ledger Record and Summary General Ledger Record financial tables do not have drill down capabilities, Screens 065 and 089, respectively.

Prior to the migration of these enhancements, drilldown was cumbersome with limited capabilities. Financial data often was located only after entering all required key elements and scrolling through several screens. Selecting optional key elements or scrolling back and forth to view the next or prior page was not available.

The enhancements to drilldown provide additional selection criteria and allows scrolling back and forth between accounting records.

### **INQUIRY SCREENS AND DRILL DOWN ENHANCEMENT(S)**

#### **Financial Tables**

- AGENCY BUDGET FINANCIAL INQUIRY Screen (061)

- APPROPRIATION FINANCIAL INQUIRY Screen (062)

Note: If you inquire on these screens (061 and 062) for Non-Capital Construction records for FY 2000 and prior or for Capital Construction Data and Like Capital Construction Data with a close date of June 31, 2000 and prior, you will receive the error message "No Record Found or Financial Data Archived as of 6/30/2000". Because AY 2001 was still open after FY 2000, you may continue to see values in balance types on Non-Capital Construction and capital construction records for the first six months of FY 2001 with no or incomplete detail on drilldown to support the balance. If you drilldown on these screens with a future fiscal year on a Non-Capital Construction record or capital construction record, you may continue to see documents on the SO11 Document Summary Inquiry for FY 2000 or prior that combined Non-Capital Construction and Capital Construction transactions within the same document number.

- CASH CONTROL FINANCIAL INQUIRY Screen (063)

Note: If you inquire on this screen for Capital Construction and Non-Capital Construction records for FY 2000 and prior, you will receive the error message "No Record Found or Financial Data Archived as of 6/30/2000". If you drilldown on this screen with a future fiscal year, the detail on the SO11 Document Summary Inquiry screen will not include any records

for FY 2000 or prior. Because the balances roll forward each fiscal year to support the total in the cash balance field, you will continue to see values in balance types with no or incomplete detail on drilldown to support the total of the balance type.

- GRANT FINANCIAL INQUIRY Screen (066)

Note: If you inquire on this screen for Capital Construction and Non-Capital Construction records for FY 2000 and prior, you will receive the error message "No Record Found or Financial Data Archived as of 6/30/2000". If you drilldown on this screen with a future fiscal year, the detail on the SO11 Document Summary Inquiry screen will not include any records for FY 2000 or prior. Because the balances roll forward each fiscal year, you will continue to see values in balance types with no or incomplete detail on drilldown to support the total of the balance type.

- AGENCY/FUND RECORD INQUIRY Screen (069)

Note: If you inquire on this screen for Capital Construction and Non-Capital Construction records for FY 2000 and prior, you will receive the error message "No Record Found or Financial Data Archived as of 6/30/2000". If you drilldown on this screen with a future fiscal year, the detail on the SO11 Document Summary Inquiry screen will not include any records for FY 2000 or prior. Because AY 2001 was still open after FY 2000, you may continue to see values in balance types for the first six months of FY 2000 with no or incomplete detail on drilldown to support the total of the balance type.

- PROJECT FINANCIAL INQUIRY Screen (080)

Note: If you inquire on this screen for Capital Construction and Non-Capital Construction records for FY 2000 and prior, you will receive the error message "No Record Found or Financial Data Archived as of 6/30/2000". If you drilldown on this screen with a future fiscal year, the detail on the SO11 Document Summary Inquiry screen will not include any records for FY 2000 or prior. Because the balances roll forward each fiscal year, you will continue to see values in balance types with no or incomplete detail on drilldown to support the total of the balance type.

All financial tables, unless otherwise noted, have drill down functions that allow a specific month to be selected.

### **Summary And Detail Inquiry Screens**

- DOCUMENT SUMMARY INQUIRY Screen (011)

- Selection of month and day,
- Prior and next page search, and
- Redisplays the selected drill down document.

Note: This screen is only available through drilldown. Capital construction data was archived for all other screens with drill down. The specifics of this screen have been described above with the screens that have drilldown available. Since payroll documents reuse the same document number each fiscal year, the detail on the SO60 Transaction Summary Inquiry will not total the document amount on this screen. If you drilldown to this screen for records that have been archived, you will receive the error message "Z08 Record Not Found - End of File".

- TRANSACTION SUMMARY INQUIRY Screen (060)
  - Selection by RECORD TYPE 'A' or 'I',
  - Selection by suffix,
  - Prior and next page search,
  - Displays liquidation amounts for BALANCE TYPES 18 and 19, and
  - Redisplays the selected drill down transaction.
  
- ACCOUNTING EVENT RECORD INQUIRY Screen (084)
  - Selection by RECORD TYPE 'A', 'B', or 'I',
  - Selection of month and day, and
  - Prior and next page search.

Note: If you inquire on the SO84 Accounting Event Record Inquiry for Non-Capital Construction documents for FY 2000 and prior with a record type "I" or for Capital Construction Data and Like Capital Construction Data with a close date of June 31, 2000 and prior, you will receive the error message "Z08 Record Not Found - End of File". We plan to add the expanded error message to this screen in the future. If you inquire on the SO86 Document Transaction Inquiry for Non-Capital Construction documents for FY 2000 and prior with a record type "I" or for Capital Construction and Like Capital Construction Data with a close date of June 31, 2000 and prior, you will receive the error message "No Record Found or Financial Data Archived as of 6/30/2000".

## **RECORD TYPE**

The system default RECORD TYPE 'A' directs R\*STARS to search the active accounting event records. If you select RECORD TYPE 'I', R\*STARS will search the inactive accounting event records. RECORD TYPE 'B' is available when inquiring on the ACCOUNTING EVENT RECORD INQUIRY Screen (084), only. R\*STARS will search both the active and inactive accounting records. A word of caution when using RECORD TYPE 'B', R\*STARS does not indicate whether the transaction was found in the active or inactive accounting event record.

**DRILL DOWN FUNCTION KEYS**

Some functions keys may be used for dissimilar purposes on different screens. The primary differences in functions relating to drill down are listed below.

- <F2> (DETAIL) Links to the ACCOUNTING EVENT RECORD INQUIRY Screen, (084).
- (DOC INQ) Links forward to the DOCUMENT SUMMARY INQUIRY Screen (011).
- (AE) Links forward to the TRANSACTION SUMMARY INQUIRY Screen (060).
- (85) Links to the VENDOR TRANSACTION Screen (085).
- <F3> (PRIOR INQ) Links back to the prior screen with the inquired accounting record data elements.
- <F4> (PRIOR) Scrolls the page backward. Displays prior accounting transaction.
- <F5> (NEXT) Scrolls the page forward to next accounting transaction.
- <F7> (PRIOR) Same function as <F4>.
- (86) Links to DOCUMENT TRANSACTION INQUIRY Screen (086).
- <F8> (NEXT) Same function as <F5>.
- (LIQ) Toggles from actual payment transaction to the liquidation on the ACCOUNTING EVENT RECORD INQUIRY Screen (084).

**SUMMARY OF EXAMPLES**

<u>EXAMPLE #</u>	<u>EXAMPLE DESCRIPTION</u>
1	Drill Down From The APPROPRIATION FINANCIAL INQUIRY Screen (062)
2	Drill Down From The DOCUMENT SUMMARY INQUIRY Screen (011)
3	ACCOUNTING EVENT RECORD INQUIRY Screen (084)
4	Retrieving The Record
5	Accessing The Payment Transactions From The ACCOUNTING EVENT RECORD INQUIRY Screen (084)
6	Accessing The Liquidating Transaction(s) From The Original Payment Transaction On The ACCOUNTING EVENT RECORD INQUIRY Screen (084)

**USING DRILL DOWN CAPABILITIES****Month And Day Selection**

From any financial inquiry screen, e.g., APPROPRIATION FINANCIAL INQUIRY Screen (062), you may designate the fiscal month (INQ MONTH) and year (INQ YEAR) of the document(s) you want to view. To request a specific day, enter the date in the DAY field on the DOCUMENT SUMMARY INQUIRY Screen (011). All documents posted on the day selected will be retrieved and displayed first, before all other documents that were processed during the month. If a specific day is not selected, the record search defaults to reverse chronological order by fiscal month selected.

**Example #1**

**Drill Down From The APPROPRIATION FINANCIAL INQUIRY Screen (062)**

S062 VER 2.0		STATE OF OREGON		02/01/05 01:35 PM	
LINK TO:		<b>APPROPRIATION FINANCIAL INQUIRY</b>		PROD	
AGY: 107 APPN YEAR: 05 APPN #: 31501		DAS OPERATING BUDGET - LIMITED			
APPR FUND: 3400 FUND:		COMP SRCE/GRP:		OBJ/COMP OBJ:	
PRG CD: 0010 LVL: 02 OPERATIONS CONT'		ORG CD:		LVL:	
INQ TYPE: MC		INQ YEAR: 05		INQ MONTH: 06	
		DETAIL/SUMMARY: D			
CASH BASIS BUD:		66,426,266.29		ADJ BUDG: 203,594,977.00	
ACCR BASIS BUD:		65,923,568.15		REM APPN ALLOT: 5,014,155.05	
ENC BASIS BUD:		58,330,646.05		ALLOT TO BUDG % : 73.80	
EXP TO BUDG % : 67.60				UNSCHE TO BUDG % : 1.10	
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG BUDGT	196,970,284.00			
02	REVISIONS-	8,946,267.00			
08	UNSCHE AP	2,321,574.00			
12	CASH REVEN	196,933,432.55			
14	ACCRD REVE	10,849,507.55			
15	<b>CASH EXPEN</b>	137,168,710.71			
17	ACCRD EXPE	502,698.14			
18	ENCUM OUTS	7,592,922.10			
23	ALLOTMENT-	150,278,486.00			
30	UNITS ACCU	2,756,039.81			
F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

For example, to view a December 2004 cash expenditure BALANCE TYPE 15 transaction, LINK to the APPROPRIATION FINANCIAL INQUIRY Screen (062), enter the agency appropriation number and press <ENTER>. Tab to INQ YEAR and type the number 05 (the last two digits of the fiscal year). Tab to the INQ MONTH, type the number 06 (denotes the fiscal month). Place the cursor directly underneath BALANCE TYPE 15 and press <F2> (DOC INQ).

DRILL DOWN PROCEDURES

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S011 VER 2.0	STATE OF OREGON	02/01/05 01:43 PM		
LINK TO: ACTIVE	DOCUMENT SUMMARY INQUIRY	PROD		
AGENCY: 107 FISCAL YR: 05 MO: 06 DAY: 30 BT: 15 CASH EXPEN				
BT AMT: 137,168,710.71				
AY AFND PGMC APPN#				
KEY: 05 3400 0010 31501				
<b>EFFECTIVE DATE</b>	<b>DOC AGY</b>	<b>DOC NUMBER</b>	<b>REFERENCE DOC</b>	<b>BALANCE/AMOUNT</b>
20041230	107	ZE41230R	VC401143	19.99
20041230	107	ZE41230R	VP185172	340.50
20041230	107	ZE41230R	VP185248	45.40
20041230	107	ZE41230R	VP185285	72.90
20041230	107	ZE41230R	VP185286	237.50
20041230	107	ZE41230R	VP185458	900.00
20041230	107	ZE41230R	VP185657	276240.00
20041230	107	ZE41230R	VP185776	678.65
20041230	107	ZE41230R	VP185802	347.95
20041230	107	ZE41230R	VP185803	776.13
20041230	107	ZE41230R	VP185805	240.37
20041230	107	ZE41230R	VP185816	1490.94
Z06 RECORD SUCCESSFULLY RECALLED				
F1-HELP F2-TRANS INQ F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTERRUPT ENTER-INQUIRE				

The DOCUMENT SUMMARY INQUIRY Screen (011) lists the documents in reverse chronological order with the effective date appearing first. If the month requested does not have any documents, the next prior month's posted documents will be displayed. For instance, if December 2004 BALANCE TYPE 15 transactions were not found, R\*STARS would have displayed November 2004 documents since there were not any cash expenditures posted in the month selected.

**Example #2 Drill Down From the DOCUMENT SUMMARY INQUIRY Screen (011)**

To retrieve documents posted with a specific effective date, enter the fiscal month and day in the MO and DAY field, respectively, press <ENTER>. Documents posted with that effective date will be displayed first.

```

S011 VER 2.0                STATE OF OREGON                12/16/04 10:40 AM
LINK TO:      ACTIVE      DOCUMENT SUMMARY INQUIRY                PROD

AGENCY: 107   FISCAL YR: 05   MO: 02   DAY: 16   BT: 15 CASH EXPEN
                BT AMT:                130,474,033.14
                AY AFND PGMC APPN#
KEY: 05 3400 0010 31501
EFFECTIVE DATE DOC AGY   DOC NUMBER   REFERENCE DOC   BALANCE/AMOUNT
20040816         107     BT055388     AITB4079        1224.15
20040816         107     BT055391     AITB4078        1266.38
20040816         107     BT055392     AIA79683         244.70
20040816         107     BT055396     AIA79685         509.22
20040816         107     BT055397     ARH02415          14.00
20040816         107     BT055398     AIF33430          14.00
20040816         107     BT055399     AIC49718         262.80
20040816         107     BT055401     AIC16661           9.80
20040816         107     BT055403     ARD08398         115.76
20040816         107     BT055404     ARD22301         367.15
20040816         107     BT055405     ARD22479         344.03
20040816         107     BT055406     LORDFRED         190.00

Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F2-TRANS INQ F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTERRUPT ENTER-INQUIRE
    
```

In the example above, documents posted on August 16, 2004 were selected. The number 02 was typed in the MO field; and, the number 16 was entered in the DAY field. <ENTER> was pressed. R\*STARS displayed the posted transactions with that effective date. To drilldown for additional information on a specific document, place the cursor directly under the document's effective date, then press <F2> (TRANS INQ).

```

S060 VER 2.0                STATE OF OREGON                12/16/04 10:38 AM
LINK TO:      ACTIVE      TRANSACTION SUMMARY INQUIRY                PROD

AGENCY: 107   FISCAL YEAR: 05   EFF DATE: 20040816   SFX: 001
REC TYPE: A   DOC AGY: 107     DOC NO: BT055388   REF DOC: AITB4079
                AY AFND PGMC APPN#
KEYS: 05 3400 0010 31501
SFX  EFF DATE  VENDOR NO/MC  VENDOR NAME      TC      AMOUNT  R
001  20040816  1931116396 001  DEPARTMENT OF ADMINI  730      3.01
003  20040816  1931116396 001  DEPARTMENT OF ADMINI  730     643.14
004  20040816  1931116396 001  DEPARTMENT OF ADMINI  730     578.00

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

R\*STARS will search the active accounting event records when the system default RECORD TYPE 'A' is displayed. If you receive the message "NO RECORDS FOUND", you may type the letter 'I' in the RECORD TYPE field then press <ENTER> R\*STARS will search the inactive accounting event records.

All posted transactions are displayed in chronological order by suffix number (SFX). To display a specific suffix, type the suffix number in the SFX field, then press <ENTER>. R\*STARS will display that transaction first. To further inquire on a specific suffix, position the cursor directly under the suffix number (SFX) and press <F2> (AE DETAIL).

**Example #3 ACCOUNTING EVENT RECORD INQUIRY Screen (084)**

In order to obtain additional information on the document from the TRANSACTION SUMMARY INQUIRY Screen (060), the cursor is placed directly under suffix number (SFX) 018. After pressing <F2> (AE DETAIL), the ACCOUNTING EVENT RECORD INQUIRY Screen (084) is displayed. If you receive the message "NO RECORDS FOUND", change the RECORD TYPE from 'A' to 'I'.

```

S084 VER 2.0                STATE OF OREGON                12/16/04 10:44 AM
LINK TO:                    ACCOUNTING EVENT RECORD INQUIRY        PROD
ACTIVE
BATCH: AGENCY 107 DATE 081604 TYPE 4 NO 304 SEQ NO 00017 REC TYPE: A STATUS: A

GL: DR1 3500 CR1 0070 DR2      CR2      DR3      CR3      DR4      CR4
DOC AGY: 107  DOC DATE:      EFF DATE: 081604  DUE DATE: 081604
SERV DATE: 063004 CUR DOC/SFX/CLASS: BT055388 001  MOD:
REF DOC/SFX/CLASS: AITB4079 001  AGENCY: 107
TRANS CODE: 730 INDEX: 04503 PCA: 04508 AY: 05  COMP/AGY OBJ: 4301 4531
AMOUNT:      3.01  RVS:  DISCOUNT:      .00  FO:  PDT:
CI:  PROP #:      1099:  INV-NO: AITB4079  DT:
VEND/MC: 1931116396 001 DESC: 107047 TELECOM SVCS 06/04
NAME: DEPARTMENT OF ADMINISTRATIVE SERVICES  CONT NO:
CITY: SALEM          ST: OR ZIP: 97301          RTI:
PMT-NO:      DT:      AP NO: 31501 FUND: 4250  AGY GL:
GRANT NO/PH:      SUB GRANTEE:      PROJ NO/PH:
MPCD:      AGY CD-1: 2:      3: 15000  CASH FUND: 15000
G38-TRANSFER:      PMT TYPE:  INT TM: 0.000 BANK:
DISC-DT:      TM:  PEN-DT:      TM:  PEN AMT:      .00
LAST PROC - DT: 08162004 TIME: 1128 ORIG SEQ NO:      APPROVAL DT: 081604
Z06 RECORD SUCCESSFULLY RECALLED

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

Press <F9> (INT) from the ACCOUNTING EVENT RECORD INQUIRY Screen (084) to return to the financial table inquiry screen, e.g., the APPROPRIATION FINANCIAL INQUIRY Screen (062) as shown in Example #1.

Or, return to the TRANSACTION SUMMARY INQUIRY Screen (060) by pressing <F3> (PRIOR INQ). The original requested transaction, e.g., suffix 018, will be displayed on the 060 screen when returning from the ACCOUNTING EVENT RECORD Screen (084).

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S060 VER 2.0		STATE OF OREGON		12/16/04 10:47 AM	
LINK TO:	ACTIVE	<b>TRANSACTION SUMMARY INQUIRY</b>			PROD
AGENCY: 107		FISCAL YEAR: 05	EFF DATE: 20040816	<b>SFX: 001</b>	
REC TYPE: A		DOC AGY: 107	DOC NO: <b>BT055388</b>	REF DOC: AITB4079	
AY AFND PGM APPN#					
KEYS: 05 3400 0010 31501					
SFX	EFF DATE	VENDOR NO/MC	VENDOR NAME	TC	AMOUNT R
001	20040816	1931116396 001	DEPARTMENT OF ADMINI	730	3.01
003	20040816	1931116396 001	DEPARTMENT OF ADMINI	730	643.14
004	20040816	1931116396 001	DEPARTMENT OF ADMINI	730	578.00
F1-HELP F2-AE DETAIL <b>F3-PRIOR INQ</b> F7-PRIOR F8-NEXT F9-INTER ENTER-INQUIRE					

Press <F3> (PRIOR INQ) to return to the DOCUMENT SUMMARY INQUIRY Screen (011) from the TRANSACTION SUMMARY INQUIRY Screen (060).

S011 VER 2.0		STATE OF OREGON		12/16/04 10:48 AM	
LINK TO:	ACTIVE	<b>DOCUMENT SUMMARY INQUIRY</b>			PROD
AGENCY: 107		FISCAL YR: 05	MO: 02	DAY: 16	BT: 15 CASH EXPEN
		BT AMT:	130,474,033.14		
AY AFND PGM APPN#					
KEY: 05 3400 0010 31501					
<b>EFFECTIVE DATE</b>	<b>DOC AGY</b>	<b>DOC NUMBER</b>	<b>REFERENCE DOC</b>	<b>BALANCE/AMOUNT</b>	
20040816	107	<b>BT055388</b>	AITB4079	1224.15	
20040816	107	BT055391	AITB4078	1266.38	
20040816	107	BT055392	AIA79683	244.70	
20040816	107	BT055396	AIA79685	509.22	
20040816	107	BT055397	ARH02415	14.00	
20040816	107	BT055398	AIF33430	14.00	
20040816	107	BT055399	AIC49718	262.80	
20040816	107	BT055401	AIC16661	9.80	
20040816	107	BT055403	ARD08398	115.76	
20040816	107	BT055404	ARD22301	367.15	
20040816	107	BT055405	ARD22479	344.03	
20040816	107	BT055406	LORDFRED	190.00	
Z06 RECORD SUCCESSFULLY RECALLED					
F1-HELP F2-TRANS INQ <b>F3-PRIOR INQ</b> F7-PRIOR F8-NEXT F9-INTERRUPT ENTER-INQUIRE					

The original document will be displayed on the 011 screen, e.g., effective date 20040816, document number BT055388. Press <F3> (PRIOR INQ) to return to the original financial table inquiry screen, e.g., APPROPRIATION FINANCIAL INQUIRY Screen (062).

**RETRIEVING RECORDS DIRECTLY FROM SCREEN 084**

Enter any one of the following key elements to retrieve an accounting event record directly from the ACCOUNTING EVENT RECORD INQUIRY Screen (084) displaying the selected criteria.

If one of the criteria can not be located during the record search, you may receive the error message Z08, 'RECORD NOT FOUND'. Simply press, <F5> (NEXT) to view the next accounting record based on the original criteria specified.

- Batch agency number, only.

All transactions with that batch agency number will be displayed chronologically, regardless of batch date(s), batch type(s), or other key elements.

- Batch agency number and batch date.

All posted transactions within the specified batch date and agency number will be displayed chronologically. The record search ignores batch number(s), batch type(s) and other key elements.

- Batch agency number, batch date and batch type.

Again the system will display in chronological order, all posted transactions within the criteria selected, ignoring other key elements, e.g., batch number(s).

- Batch agency number, batch date, batch type and batch number.

All posted transactions with the specified criteria will be displayed chronologically, regardless of other key elements.

- Batch agency number, batch date, batch type, batch number and sequence number.

The posted transaction with the selected criteria will be displayed.

- Batch agency and record type 'A', 'B', or 'T'.

RECORD TYPE 'A' causes R\*STARS to search the active accounting event records. RECORD TYPE 'B' directs R\*STARS to search both the active and inactive accounting event records. And, RECORD TYPE 'T' limits R\*STARS search to inactive accounting event records.

**Example #4 Retrieving the Record**

In this example, we entered BATCH AGENCY NUMBER 107, BATCH DATE July 1, 2004 (070104) and BATCH TYPE 2 on the first line of the ACCOUNTING EVENT INQUIRY Screen (084) and allowed the system to default to the active accounting records.

By pressing <ENTER>, the first posted transaction with the specified criteria was displayed. (Note BATCH NUMBER was not specified in the selected criteria.)

```

S084 VER 2.0                STATE OF OREGON                12/16/04 10:59 AM
LINK TO:                    ACCOUNTING EVENT RECORD INQUIRY        PROD

BATCH: AGENCY 107 DATE 070104 TYPE 2 NO 571 SEQ NO 00001 REC TYPE: A STATUS: A

GL: DR1 0501 CR1 3101 DR2      CR2      DR3      CR3      DR4      CR4
DOC AGY: 107  DOC DATE:        EFF DATE: 070104  DUE DATE: 073104
SERV DATE:      CUR DOC/SFX/CLASS: ARN07442 005 001 MOD:
REF DOC/SFX/CLASS:                AGENCY: 107
TRANS CODE: 199 INDEX:        PCA: 19620 AY: 05  COMP/AGY OBJ: 0407 1015
AMOUNT:        929434.00  RVS:  DISCOUNT:        .00  FO:  PDT:
CI:  PROP #:        1099:  INV-NO:                DT:
VEND/MC: 0000100001 000 DESC: ANNUAL RISK CHARGES 2004-2005
NAME: DHS DIRECTOR'S OFFICE                CONT NO:
CITY: SALEM                ST: OR ZIP: 97301 1097                RTI:
PMT-NO:                DT:        AP NO: 31556 FUND: 5760  AGY GL:
GRANT NO/PH:                SUB GRANTEE:                PROJ NO/PH: 196200 04
MPCD:                AGY CD-1:        2:        3: 12000  CASH FUND: 12000
G38-TRANSFER:                PMT TYPE:  INT TM: 0.000 BANK:
DISC-DT:                TM:  PEN-DT:                TM:  PEN AMT:        .00
LAST PROC - DT: 07012004 TIME: 1342 ORIG SEQ NO:                APPROVAL DT: 070204
Z06 RECORD SUCCESSFULLY RECALLED

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

The search of the active accounting records located the first accounting transaction in BATCH NUMBER 571.

**LIQUIDATION OF AN ENCUMBRANCE OR PRE-ENCUMBRANCE**

When the final payment differs from the amount remaining on the outstanding encumbrance, two accounting records are created. One record displays the amount of the actual payment to the vendor; the second record shows the system generated liquidation transaction of the remaining balance on the original encumbrance. The first explanation addresses drill down on BALANCE TYPE 18, outstanding encumbrances.

From one of the financial table inquiry screens, select encumbrance outstanding by placing the cursor directly under BALANCE TYPE 18. Press <F2> (DOC INQ) to view more specific information on the DOCUMENT SUMMARY INQUIRY Screen (011).

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S011 VER 2.0	STATE OF OREGON			02/28/05 03:11 PM
LINK TO:	ACTIVE	<b>DOCUMENT SUMMARY INQUIRY</b>		PROD
AGENCY: 259 FISCAL YR: 02 MO: 10 DAY: 30 BT: 18 ENCUM OUTS				
BT AMT: 82,499.00				
AY AFND PGM APPN#				
KEY: 03 3400 0100 30000				
EFFECTIVE DATE	DOC AGY	DOC NUMBER	REFERENCE DOC	BALANCE/AMOUNT
20020430	259	EE000046	EE000031	-1550.00
20020430	259	EE000047	PO991235	23933.96
20020430	259	VP017115	EE000020	0.00
<b>20020430</b>	<b>259</b>	<b>VP017121</b>	<b>EE000045</b>	<b>-1300.00</b>
20020426	259	VP016940	EE000031	0.00
20020424	259	VP016934	EE000043	0.00
<b>20020418</b>	<b>259</b>	<b>EE000045</b>	<b>PO991226</b>	<b>1300.00</b>
20020418	259	VP016890	EE000039	-1200.00
20020415	259	VP016869	EE000037	-4500.00
20020408	259	EE000042	AIS11867	723.00
20020408	259	EE000043	PO991207	12000.00
20020408	259	EE000044	AIS11916	300.00
Z06 RECORD SUCCESSFULLY RECALLED				
F1-HELP F2-TRANS INQ F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTERRUPT ENTER-INQUIRE				

Both the original encumbrance and liquidation amounts are shown. To view the liquidation transaction record that was created when the final payment was processed, place the cursor under the effective date of the liquidation document, e.g., EE003171, and press <F2> (TRANS INQ).

S060 VER 2.0	STATE OF OREGON			02/28/05 03:15 PM		
LINK TO:	ACTIVE	<b>TRANSACTION SUMMARY INQUIRY</b>		PROD		
AGENCY: 259 FISCAL YEAR: 02 EFF DATE: 20020430 SFX: 001						
REC TYPE: I DOC AGY: 259 DOC NO: VP017121 REF DOC: EE000045						
AY AFND PGM APPN#						
KEYS: 03 3400 0100 30000						
SFX	EFF DATE	VENDOR NO/MC	VENDOR NAME	TC	AMOUNT	R
001	20020430	1237261628 003	OREGON PEACE OFFICER	225	1070.00	
F1-HELP F2-AE DETAIL F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTER ENTER-INQUIRE						

The liquidation amount of \$1070 is shown on the TRANSACTION SUMMARY INQUIRY Screen (060). Note: The amount differs from the BT 01 Original Amount and the BT 03 Liquidation amount versus the BT 04 Actual payment shown below on the S064 Document Record Inquiry Screen. This is because the S084 screen also shown below has a MOD: F meaning this is a final payment.

S064 VER 2.0	STATE OF OREGON			02/28/05 03:36 PM
LINK TO:	<b>DOCUMENT RECORD INQUIRY</b>			PROD

DRILL DOWN PROCEDURES

R\*STARS: OTHE.9

03/11/05

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```

AGY: 259  DOC NO/SFX/CLASS: EE000045 001 001

CREATE DATE: 070104  CLOSE DATE: 051402
  INQ TYPE: MC      (MA, YA, MY, YY, MC, YC)
  INQ YEAR: 05      INQ MONTH: 08      DOC BALANCE: .00

BT      TITLE      AMOUNT  BT      TITLE      AMOUNT
01 ORIG AMOUNT      1,300.00
03 LIQUIDATIONS     1,300.00
04 PYMT/COLLECTIONS 1,070.00

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

*To continue drill down to view the payment made to the vendor, place the cursor under the suffix number (SFX) of the transaction desired, press <F2> (AE DETAIL).*

```

S084 VER 2.0      STATE OF OREGON      02/28/05 03:22 PM
LINK TO:      ACCOUNTING EVENT RECORD INQUIRY      PROD
ACTIVE  LIQUIDATION
BATCH: AGENCY 259 DATE 051402 TYPE 4 NO 418 SEQ NO 00020 REC TYPE: I STATUS: A

GL: DR1 3501 CR1 1211 DR2      CR2      DR3      CR3      DR4 3011 CR4 2735
DOC AGY: 259  DOC DATE:      EFF DATE: 043002  DUE DATE: 051402
SERV DATE:      CUR DOC/SFX/CLASS: VP017121 001      MOD: F
REF DOC/SFX/CLASS: EE000045 001 001 AGENCY: 259
TRANS CODE: 225 INDEX:      PCA: 12920 AY: 03      COMP/AGY OBJ: 4975 4975
AMOUNT:      1070.00      RVS:      DISCOUNT:      .00      FO:      PDT: MA
CI:      PROP #:      1099: 7      INV-NO: 02-0001      DT: 041702
VEND/MC: 1237261628 003 DESC: REG:KRIS EIESLAND PO25999-1226
NAME: OREGON PEACE OFFICERS ASSOCIATION      CONT NO:
CITY: BROOKS      ST: OR ZIP: 97305      RTI:
PMT-NO: 117213478 DT: 051502 AP NO: 30000 FUND: 4250      AGY GL:
GRANT NO/PH:      SUB GRANTEE:      PROJ NO/PH:
MPCD:      AGY CD-1:      2:      3: 02000      CASH FUND: 02000
G38-TRANSFER:      PMT TYPE:      INT TM: 0.000 BANK:
DISC-DT:      TM:      PEN-DT:      TM:      PEN AMT:      .00
LAST PROC - DT: 05142002 TIME: 1531 ORIG SEQ NO: 00020 APPROVAL DT: 051502
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP  F2-85  F3-PRIOR INQ  F4-PRIOR  F5-NEXT  F7-86  F8-LIQ  F9-INT ENTER-INQ
    
```

*When viewing the payment record, the word **'LIQUIDATION'** may be displayed at the top of ACCOUNTING EVENT RECORD INQUIRY Screen (084). This indicates a liquidating transaction record was created at the same time as the actual payment record for the voucher payable.*

As stated earlier, two records are created when the final payment does not equal the remaining balance on the outstanding encumbrance.

**Example #5 Viewing The Payment Transactions From The ACCOUNTING EVENT RECORD INQUIRY Screen (084)**

From the ACCOUNTING EVENT RECORD INQUIRY Screen (084), press <F7> (86), then press <ENTER> to view all of the document's payment transaction(s) on the DOCUMENT TRANSACTION INQUIRY Screen (086).

```

S086 VER 2.0                STATE OF OREGON                02/28/05 03:25 PM
LINK TO:                    DOCUMENT TRANSACTION INQUIRY        PROD
ACTIVE
  AGY: 259  DOCUMENT NO/SUFFIX: VP017121 001 REC TYPE: I
                   EFF DATE RANGE:          TO 022805
-----TRANS ID----- TC D DT PAYMENT # REF DOC/SFX TRANSACTION AMOUNT R
      M INDEX PCA AY COBJ AOBJ  VENDOR NO/MC AP FUND FUND          S
1259 05/14/02 4 418 00020 225 05/02 117213478 EE000045 001          1070.00
      F          12920 03 4975 4975 1237261628 003 3400 4250
  
```

F1-HELP F2-DETAIL F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

Tab to the specific transaction you want to view, type the letter S, press <F2> (DETAIL) to display the ACCOUNTING EVENT RECORD INQUIRY Screen (084).

From the 084 screen, you may press <F2> (85) to view the vendor history displayed on the VENDOR TRANSACTION INQUIRY Screen (085).

**Example #6 Viewing The Liquidating Transaction(s)**

To view the accounting event record for the liquidating transaction, press <F8> (LIQ) from the accounting event record of the original payment transaction on the 084 screen.

```

S084 VER 2.0                STATE OF OREGON                02/28/05 03:27 PM
LINK TO:                    ACCOUNTING EVENT RECORD INQUIRY    PROD
ACTIVE  LIQUIDATION
BATCH: AGENCY 259 DATE 051402 TYPE 4 NO 418 SEQ NO 00020 REC TYPE: I STATUS: A

GL: DR1 3501 CR1 1211 DR2      CR2      DR3      CR3      DR4 3011 CR4 2735
DOC AGY: 259  DOC DATE:          EFF DATE: 043002  DUE DATE: 051402
SERV DATE:          CUR DOC/SFX/CLASS: VP017121 001  MOD: F
                   REF DOC/SFX/CLASS: EE000045 001 001 AGENCY: 259
TRANS CODE: 225 INDEX:          PCA: 12920 AY: 03  COMP/AGY OBJ: 4975 4975
  AMOUNT:          1300.00  RVS:  DISCOUNT:          .00  FO:  PDT: MA
  CI:  PROP #:          1099: 7  INV-NO: 02-0001          DT: 041702
VEND/MC: 1237261628 003  DESC: REG:KRIS EIESLAND PO25999-1226
NAME: OREGON PEACE OFFICERS ASSOCIATION          CONT NO:
CITY: BROOKS          ST: OR ZIP: 97305          RTI:
PMT-NO: 117213478 DT: 051502 AP NO: 30000 FUND: 4250  AGY GL:
GRANT NO/PH:          SUB GRANTEE:          PROJ NO/PH:
MPCD:          AGY CD-1: 2:          3: 02000  CASH FUND: 02000
G38-TRANSFER:          PMT TYPE:  INT TM: 0.000  BANK:
DISC-DT:          TM:  PEN-DT:          TM:  PEN AMT:          .00
LAST PROC - DT: 05142002 TIME: 1531 ORIG SEQ NO: 00020  APPROVAL DT: 051502
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F2-85 F3-PRIOR INQ F4-PRIOR F5-NEXT F7-86 F8-LIQ F9-INT ENTER-INQ
  
```

To view all the liquidating transaction(s) press <F7> (86), then press <ENTER>.

S086 VER 2.0	STATE OF OREGON		02/28/05 03:28 PM			
LINK TO:	DOCUMENT TRANSACTION INQUIRY		PROD			
ACTIVE						
AGY: 259	DOCUMENT NO/SUFFIX: EE000045 001		REC TYPE: I			
	EFF DATE RANGE:		TO 022805			
-----TRANS ID-----	TC	D	DT	PAYMENT #	REF DOC/SFX	TRANSACTION AMOUNT R
M INDEX	PCA	AY	COBJ	AOBJ	VENDOR NO/MC	AP FUND FUND S
259 05/14/02 4 418	00020	225	05/02	117213478	EE000045 001	1300.00
F	12920	03	4975 4975	1237261628	003 3400 4250	
259 04/19/02 3 389	00001	203	04/02		PO991226 001	1300.00
	12920	03	4975 4975	1237261628	003 3400 4250	
F1-HELP F2-DETAIL F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT						

Both the original encumbrance and liquidating transaction(s) are shown in reverse chronological order. Tab to the specific transaction you want, type the letter S, press <F2> (DETAIL).

**SCROLLING SELECTION**

As stated earlier, there are three inquiry screens with backward and forward page search; the DOCUMENT SUMMARY INQUIRY Screen (011), the TRANSACTION SUMMARY INQUIRY Screen (060), and the ACCOUNTING EVENT RECORD INQUIRY Screen (084). These instructions address both the 011 and 060 screens.

S011 VER 2.0	STATE OF OREGON		02/01/05 02:01 PM		
LINK TO:	ACTIVE	DOCUMENT SUMMARY INQUIRY		PROD	
AGENCY: 107	FISCAL YR: 05	MO: 06	DAY: 31	BT: 12 CASH REVEN	
	BT AMT:	196,933,432.55			
AY AFND PGMC APPN#					
KEY: 05 3400 0010 31501					
EFFECTIVE DATE	DOC	AGY	DOC NUMBER	REFERENCE DOC	BALANCE/AMOUNT
20041231		107	BT057172	ARD23136	-1209.54
20041231		107	BT057172	ARD23137	1209.54
20041231		107	BT057230	AIA80912	92797.67
20041231		107	BT057230	AIC16332	-374.48
20041231		107	BT057230	AIC50676	4243.51
20041231		107	BT057230	AIF44187	363.00
20041231		107	BT057230	AIY00724	631.85
20041231		107	BT057230	ARD22907	-2845.61
20041231		107	BT057230	ARD23079	-0.01
20041231		107	BT057230	ARD23262	3521.91
20041231		107	BT057237		0.00
20041231		107	BT057238		-692244.83
Z06 RECORD SUCCESSFULLY RECALLED					
F1-HELP F2-TRANS INQ F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTERRUPT ENTER-INQUIRE					

To display the next page, press <F8> (NEXT).

S011 VER 2.0	STATE OF OREGON			02/01/05 02:02 PM	
LINK TO: ACTIVE	DOCUMENT SUMMARY INQUIRY			PROD	
AGENCY: 107	FISCAL YR: 05	MO: 06	DAY: 31	BT: 12	CASH REVEN
	BT AMT:	196,933,432.55			
AY AFND PGMC APPN#					
KEY: 05 3400 0010 31501					
EFFECTIVE DATE	DOC AGY	DOC NUMBER	REFERENCE DOC	BALANCE/AMOUNT	
20041231	107	BT057239		137946.00	
20041231	107	BT057244		-14256.00	
20041231	107	BT057248	AIMK4024	0.00	
20041231	107	BT057248	AIMK4079	0.00	
20041231	107	BT057255		0.00	
20041231	107	BT057257	BT057063	0.00	
20041231	107	BT057257	CR011191	0.00	
20041231	107	BT057257	CR011209	0.00	
20041231	107	BT057257	CR011319	0.00	
20041231	107	BT057258	ARQ04618	0.00	
20041231	107	BT057258	ARQ04708	0.00	
20041231	107	BT057259	ARQ04618	-5210.99	
Z06 RECORD SUCCESSFULLY RECALLED					
F1-HELP F2-TRANS INQ F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTERRUPT ENTER-INQUIRE					

To return to the prior page, press <F7> (PRIOR).

**SCROLL FUNCTION USE WITH THE ACCOUNTING EVENT RECORD INQUIRY**

The ACCOUNTING EVENT RECORD INQUIRY Screen (084) also has the scrolling function, with one restriction. Scrolling forward is not limited to viewing records within a specific batch. By pressing <F5> (NEXT), you will be able to view the next sequential record, regardless of batch number.

The functionality of scrolling backward is restricted to documents with the same batch number. Press <F4> (PRIOR) to display the prior record with the same batch number

**RECORD NOT FOUND**

Earlier we stated you may receive error message Z08, 'RECORD NOT FOUND', if an incorrect key element is entered or the data has been archived. Make sure the correct RECORD TYPE has been selected then press <F5> (NEXT) to display the next accounting record. Continue pressing <F5> (NEXT) until you have located the accounting record you want to view.