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| OREGON ACCOUNTING MANUAL | |
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| Chapter: Relational Statewide Accounting and Reporting System (R*STARS) | |
| Part: Transaction Code Structure | |
| Section: | |
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 GASB Statement No. 38

Transaction Code Selection

- .101 This procedure identifies various factors to consider in transaction code selection, including a general description of the related structural framework in the Relational Statewide Accounting and Reporting System (R*STARS). (Statewide Financial Management Services (SFMS) maintains the detailed [T-Codes](#) listings as a resource on the SFMS website.)
- .102 Before a transaction is recorded; consideration should be given to the following:
 - a. The financial tables to which the transaction will post.
 - b. The balance type the system will use to post to the financial tables.
 - c. The nature of the transaction and the underlying event.
 - d. The general ledger accounts intended to be impacted by the transaction.
 - e. The revenue, expenditure, or transfer objects intended to be impacted.
 - f. The measurement focus and basis of accounting of the fund in which the transaction should be recorded.

Design Concepts

- .103 Transaction codes are three digit alpha/numeric codes that determine the accounting impact of financial transactions in R*STARS. Under the single transaction concept, the full range of classification data affected by the transaction and the consequence it has on the system's financial tables are identified at the time a transaction is recorded. Transaction codes are defined by two profiles, the 28A – Transaction Code Decision Profile and 28B – Transaction Code Description Profile. Each accounting event is identified by a transaction code, which defines the general ledger impact (debit and credit accounts) and postings to the financial tables. The transaction code profiles also indicate whether specific data elements are required, optional, or not allowed.

- .104 The 28A Transaction Code Decision Profile indicates the following:
- a. Specifies the general ledger accounts impacted by the transaction.
 - b. Identifies the data element coding and editing requirements of each accounting event.
 - c. Identifies the financial table postings, which determine how transactions are stored in the system for later inquiry and reporting purposes.
 - d. Specifies what balance types the transaction posts to the financial tables.
 - e. Identifies if the transaction will produce a warrant.
 - f. Specifies the posting sequence of the transaction during the batch processing cycle.
- .105 The 28B Transaction Code Description Profile indicates the following:
- a. Provides a narrative of the transaction code and the effects of its use.
 - b. Identifies the valid document types for the transaction.
 - c. Identifies the valid batch types.
 - d. Provides an option to include or exclude specific comptroller objects or object ranges to be used with the transaction code.
 - e. Provides an option to include or exclude specific general ledger account ranges that can be entered on the transaction.

Financial Tables

- .106 Financial transactions entered into R*STARS are stored in financial tables for later inquiry and reporting. The transaction code indicates the financial tables to which the transaction will post and the balance type the system will use to post to the tables. The 28A Transaction Code Decision Profile provides posting indicators for the following financial tables:
- DF Document Financial Contains the balance of each outstanding pre-encumbrance, encumbrance, accounts receivable, and due to/from account.
 - AP Appropriation Contains appropriation balances and revenue, expenditure, pre-encumbrance, and encumbrance balances.
 - AB Agency Budget Contains agency budget balances and revenue, expenditure, and encumbrance balances on a program, organization, fund, and/or object basis.
 - CC Cash Control Contains the balance of available cash by fund, cash fund, or appropriated fund, and provides the ability to control and monitor cash disbursements at a defined level of detail.
 - GP Grant Contains the budgets, expenditures, revenues, and transfers in and out related to a particular grant.
 - PJ Project Contains the budgets, expenditures, revenues, and transfers in and out related to a particular project.

- .107 Each of these financial tables contains several balance types. The system uses the balance types to accumulate all of the financial data together, regardless of general ledger account. Balance types are defined on the D05 Balance Type Profile, subdivided by TABLE ID (for example DF). Some balance types that commonly appear on the 28A Transaction Code Decision Profile in the file posting indicator fields are:

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| 12 Cash Revenue | 18 Encumbrances Outstanding |
| 14 Accrued Revenue | 20 Transfer In – Cash |
| 15 Cash Expenditures | 21 Transfer Out – Cash |
| 17 Accrued Expenditures | |

Numerical Ranges

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

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| 001-080 | Budgetary Transactions |
| 101-199 | Revenue, Receipt, and Receivable Transactions |
| 200-299 | Pre-encumbrances, Encumbrances, Expenditures, and Disbursements |
| 301-395 | System Generated Transactions |
| 398-399 | Deposit Liability Reclassification Transactions |
| 400-599 | Journal Vouchers (Including Capital Assets) |
| 601-683 | SFMA Maintenance Transactions |
| 685-691, 779-795, 996-998 | Specialty T-Codes (Central and Agency Specific) |
| 692-697 | Balanced Transactions Between Agencies |
| 700-705 | Treasury Interface Entries |
| 706-743, 748-765, 866-874 | Interagency Transactions |
| 744-747, 800-845, 881-895 | Agency Specific Transactions |
| 766-778 | Suspense Account Transactions |
| 850-863 | Payroll/Mass Transit Transactions |
| 900-949 | Fiscal Year End Transactions |
| 950-960 | ADPICS Interface Transactions |
| 961-995 | Automatic Reversal Transactions |

General Ledger Accounts

- .109 General ledger accounts contain the records needed to reflect the financial position and results of operations of the State. When determining what transaction code to use, consider the following in relation to general ledger accounts:
- General ledger accounts that say document supported or billed mean that they are tracked in the document financial table. The document financial table tracks balances of documents at a lower level than general ledger accounts. Non-document supported/unbilled accounts may be used to record summary information when an agency retains its own subsidiary system or does not need a subsidiary record.
 - Certain general ledger accounts allow for further definition at the agency level. If the general ledger edit type on the D31 profile for a comptroller general ledger account contains an “A”, agencies may set up an agency general ledger account on the D32 profile to provide greater detail for that comptroller general ledger account.
 - When the general ledger accounts listed below are used, the transaction code will require that an agency general ledger account be used. The agency general ledger account used in this case is not one established in the D32 Agency General Ledger profile. Rather, the agency general ledger account is a cross reference of the agency numbers and funds involved in the transaction. The agency general ledger is an

eight-digit field. The first three digits are the agency number of the other agency. The next four digits are the D23 fund of the other agency. The final digit is always zero. (Also see [OAM 15.45.10](#) Interfund Services, Reimbursements, and Transfers.)

- 0586 – Due From Other Funds/Agencies
 - 0950 – Advances To Other Funds/Agencies
 - 1532 – Due To Other Funds/Agencies
 - 1800 – Advances From Other Funds/Agencies
- d. Some transaction codes allow a choice of general ledger account. If the first debit or credit on a transaction code is left open (blank in the debit or credit field on the 28A screen), the user must fill in the general ledger account number when the transaction is entered. The “optional general ledger” accounts permitted by the transaction code are listed on the 28B screen.
- e. Some transaction codes allow the general ledger accounts to be posted in reverse of the way they are shown on the 28A screen. In other words, the general ledger account that is shown as a debit may be credited and vice versa. If the transaction edit indicator field “RVRS” on the 28A screen is blank, the user may input an “R” on the transaction. This causes the general ledger accounts to post the reverse of what would normally be posted to the financial tables.

Revenue, Expenditure, and Transfer Objects

- .110 Comptroller objects are use to classify revenues, expenditures, transfers. When determining what transaction code to use, consider the information in paragraphs .111 through .116 in relation to comptroller objects.
- .111 The two profiles applicable to objects are the D10, comptroller object profile and the D11, agency object profile. Agencies wanting greater detail may define agency objects. Each agency object profile is tied to an associated comptroller object so that during data entry, the agency object that is entered determines the comptroller object for the transaction.
- .112 Transaction codes that are used to record revenues, expenditures and transfers typically use control general ledger accounts. Certain general ledger accounts act as control accounts that accumulate the detailed revenue, expenditure, or transfer transactions for posting. Objects are designated as revenue, expenditure, transfer, other, or statistics on the D10 comptroller object profile. The designation on the D10 profile must be consistent with the designation on the D31 general ledger control account profile when used in a transaction. For example, a personal income taxes revenue object may only be used with a general ledger control account associated with revenue objects. Some general ledger control accounts are:
- 3100 Revenue Control – Cash
 - 3101 Revenue Control – Accrued
 - 3150 Operating Transfers In Control
 - 3200 GAAP Revenue Offset
 - 3500 Expenditure Control – Cash
 - 3501 Expenditure Control – Accrued
 - 3550 Operating Transfers Out Control
 - 3600 GAAP Expenditure Offset
- .113 Governmental Accounting Standards Board (GASB) Statement No. 38 requires that detailed information about interfund and interagency transfers be disclosed. In order to be able to comply with the disclosure requirements, a cross reference number, referred to as GASB 38 code, is required in transactions involving transfers between funds or agencies (D10 comptroller objects 1279-1403, 1430, 1456, 1801-1914, and distributions to state agencies, D10 comptroller objects 6081-6200). The format of the eight-digit GASB 38 code is AAAFFFF0, where AAA is the other agency and FFFF is the applicable D23 fund of the other agency involved in the transaction, followed by a zero.

- .114 The comptroller or agency object used in a transfer requires particular attention. Distributions to other state agencies are budgeted as expenditures and roll up to Special Payments to State Agencies. Special Payments to State Agencies are treated as transfers for financial reporting purposes. Special Payments to State Agencies objects should not be used if the transaction involves loans, the sale of goods or services between funds, or repayments to a fund for expenditures or expenses initially made from it that should be charged to a different fund since these items are not appropriately reported as transfers. Special Payments to State Agencies are posted to general ledger account 3500, Expenditure Control – Cash, rather than to general ledger account 3550, Operating Transfers Out Control. Consequently, on a transaction by transaction basis, general ledger account 3150, Operating Transfers In Control for the receiving agency, will not necessarily balance with general ledger account 3550 Operating Transfers Out Control for the agency making the transfer. In order to ensure transfers balance statewide, Special Payments to State Agencies are reclassified to Operating Transfers Out during financial statement compilation.
- .115 Comptroller objects 1279 through 1456 are transfer objects, with the following exceptions, which are revenue objects:
- 1404 Transfer to Cities
 - 1405 Transfer to Counties
 - 1407 Transfer to Oregon Health and Science University
 - 1408 Transfer to Nongovernmental Units
 - 1435 Transfer to Semi Independent Agency
- .116 Because the exceptions listed in .115 above are revenue comptroller objects, transaction amounts associated with these objects are considered budgeted revenue distributions rather than budgeted expenditures. Therefore, a reclassification from revenue to expenditure is required during financial statement compilation.

Measurement Focus and Basis of Accounting

- .117 In some instances, the measurement focus and **basis of accounting** for the GAAP fund in which a transaction is being recorded will impact transaction code selection. Governmental funds (for example, the general fund and special revenue funds) use a current resources measurement focus and the modified accrual basis of accounting. Proprietary funds (for example enterprise funds and internal service funds) on the other hand, use a total financial resources measurement focus and accrual basis of accounting. Generally accepted accounting principals require that certain transactions be accounted for differently in the different fund types. Accordingly, certain transaction codes are designed to be used only in governmental funds and certain transaction codes are designed to be used only in proprietary funds. When selecting a transaction code, care should be taken to make sure the transaction code is appropriate for the GAAP fund type. In most cases, a transaction code that is designed for use in a specific fund type will include the fund type in the transaction code title or in the transaction code description. For information regarding measurement focus and basis of accounting as well as a list of GAAP funds by associated fund type, refer to **OAM 05.20.00.PR**, Fund and Appropriation Structure.
- .118 Some transactions codes that are permissible in all fund types allow general ledger accounts that are not appropriate in all fund types. Transaction codes 474 and 475 each allow a wide range of general ledger accounts and are used for reclassifications in all fund types. Care should be taken to make sure that the general ledger account selected in an entry using these transaction codes is appropriate to the fund type. Capital asset and long-term liabilities general ledger accounts would not be used in governmental funds, for example.

Reference Materials

- .119 Statewide Financial Management Services (SFMS) maintains the detailed **T-Codes** listings as a resource on the SFMS website to assist in transaction code selection. For greater detail and

further illustration, refer to the R*STARS training manual at <http://www.oregon.gov/das/Financial/AcctgSys/Pages/trngmanual.aspx>.

- .120 A mainframe report (the DAFQ28CO) is available that displays transaction codes numerically and includes information from the 28A and 28B profiles.
- .121 A mainframe report is also available (DAFQA010) that lists alpha/numeric transaction codes by general ledger account. Note that one limitation of using this report is that the transaction codes will only appear when the general ledger account is one of the debits or credits on the 28A profile. This report will not list a transaction code if one of the debits or credits is left open and the user must fill in the general ledger account number when the transaction is entered.