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DATA ENTRY GUIDE ON-LINE PROCEDURES	3-1 Revised 04/15

PURPOSE

This chapter is intended to provide system users with an understanding of the R★STARS on-line functions and procedures.

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3-1 TERMINAL OPERATIONS

R★STARS is an on-line, interactive system providing users with immediate access to accounting information as well as immediate feedback when entering profile maintenance and financial transactions. The on-line update and inquiry capabilities virtually eliminate the delays associated with overnight batch editing and update. To make effective use of the on-line features, users must be familiar with the on-line procedures and options available.

This Chapter discusses procedures for entering transactions into R★STARS. On-line profile maintenance instructions are described in Chapters 5 and 6.

The topics discussed in this section include:

- Security Features
- Terminal Keyboard Functions
- Sign-on Procedures
- Menu Navigation
- Log-Off Procedures

SECURITY FEATURES

The security features of R★STARS help prevent unauthorized access to on-line functions. There are various levels of security that can be assigned to users. A designated security officer is responsible for establishing and controlling all aspects of security. Based upon the security level assigned to an individual user, the user is able to perform only those functions for which he or she has been authorized. Any questions regarding security should be directed to the agency's designated security officer.

System access is determined by two elements – The RACF ID and the User Password. The RACF ID identifies to R★STARS who is entering transactions into the system. It also controls the security level assigned to the user. The User Password is a personal key assigned to the RACF ID to allow access. The User Password should be kept confidential and be easy to remember. The system requires that the password be changed every 90 days to ensure against theft.

When leaving a terminal, the user should log off so that each operator uses only their own RACF ID and password to access R★STARS.

R★STARS security is discussed in greater detail in the System Management Guide.

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TERMINAL KEYBOARD FUNCTIONS

The keyboard resembles a typewriter with additional 'function' keys. These keys perform special functions when communicating with the R★STARS application software. This section discusses the Terminal Keys (Cursor Control Keys and Data Editing Keys) as well as the R★STARS Function Keys. For purposes of instruction in this manual, it is assumed that a PC with a standard keyboard is using some form of TCP protocol terminal emulation to access R★STARS.

CURSOR CONTROL KEYS

The following keys move the cursor on the screen:

- **Return ([Enter↵]):** Moves the cursor to the first entry position on the next line.
- **Backspace ([←] on keyboard):** Moves the cursor backward within an unprotected (data entry) field erasing the characters in that position.
- **[Tab↹]:** Moves the cursor to the first entry position of the next unprotected field
- **Backtab ([Shift] [Tab↹]):** moves backward to the next unprotected field
- **[Ctrl] [Enter↵]:** Carriages down to the first unprotected field in the next row
- **[Home]:** Places the cursor in the **LINK TO:** field
- **Arrow Up ([↑])/Down ([↓])/Left ([←])/Right ([→]):** move cursor to next position on the screen (could be either protected or unprotected)

All of the R★STARS screens are formatted so that data elements can only be typed in specific fields. The **[Tab]** and **[Shift][Tab]** keys move the cursor directly from one data element field to another. The **[↑]**, **[↓]**, **[←]** and **[→]** arrow keys move the cursor a space at a time to any position on the screen. The **[Tab]** and **[Shift][Tab]** keys are more effective navigation tools since they will position the cursor at the beginning of the data entry fields.

DATA EDITING KEYS

The following keys are available to the user to edit the data on the screen:

- **[Insert]:** In Insert mode, data entered does not overwrite current data, but will 'push' it farther along in the field.

Note: if field locks while in insert mode, the field is full. Press **[Insert]** again to undo **[Insert]** and unlock field.

- **[Delete]:** Removes the character at the cursor's current position (the remainder of the line shifts one character position to the left)

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- **[Shift]**: Selects upper characters on dual-character keys, uppercase characters for alphabetic keys, or to turn off shift-lock feature
- **[Caps Lock]**: Locks keyboard into uppercase mode

Note: R★STARS screens are not case sensitive. Characters can be entered in either lower- or uppercase mode. During processing, all characters are eventually re-displayed and saved in uppercase.

FUNCTION KEYS

Function keys perform special activities based on the on-line program. Functions for each key may vary depending on which screen is used.

In R★STARS, Function Keys primarily perform the following functions:

- **ENTER**: Used to retrieve data on a screen. For example, on profile screens, it is pressed after key information is entered to display the specific profile record.
- **CLEAR**: Returns the user to the menu.
- **[F1]**:
 - **Help** – Automatically links to the **90 – News/Help Profile**. The appropriate type of help record (screen help or error code help) is automatically retrieved, depending on the activity previously performed by the user before pressing F1.
 - **Selection Help** – If the user is on a financial data entry screen and the cursor is positioned in any one of the following fields: **Index, PCA, Comptroller Object, Agency Object, Vendor Number** or **Vendor Name**, the corresponding selection help screen is displayed.
- **[F2]**: Primarily used to transfer the user to another screen that has some association with the originating screen. If data is displayed on the originating screen, that information is carried to the new screen. Used to access the **520 – View a Batch** screen from the **530 – View Batch Headers** screen.
- **[F3]**: Primarily used to delete records from the database. In addition, it is used for retrieval of recurring transaction records during financial data entry or to transfer the user back to the originating screen during a drill down inquiry.
- **[F4]**: Primarily used to perform data look-ups and access Reference Document information during financial data entry. In addition, it is used to transfer to another screen that has some association with the originating screen.
- **[F5]**: Primarily used to recall the next record in the database with the next greatest key value. In batch processing, executes interrupt to **37 – Document Tracking Inquiry**.
- **[F6]**: Primarily used to 'toggle' from A and B versions of screens and to access the **502 – Batch Balancing** screen.

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- **[F7]**: Primarily used to scroll to a prior page of data on screens that display lists of information. Also used to access **520 – View a Batch** screen during batch processing.
- **[F8]**: Primarily used to scroll to the next page of data on screens that display lists of information. In batch processing, executes interrupt to **37 – Document Tracking Inquiry**.
- **[F9]**: (Interrupt): Found on almost all R★STARS screens. It initiates an active interrupt to another screen and ends an active interrupt by returning the user to the original screen.
- **[F10]**: Primarily used to save (commit) newly entered or changed records in the database. During this function, the data remains on the screen.
- **[F11]**: Primarily used to save (commit) newly entered or changed records in the database. During this function, the data is cleared from the screen. Also used to open a new batch once a batch has been released within batch processing.
- **[F12]**: Primarily used to access the **530 – View Batch Headers** screen from financial data entry and document tracking screens.

For those keys whose functions vary by screen, look at the function key menu at the bottom of the screen or the screen help record to determine the specific function performed.

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SIGN-ON PROCEDURES

When the user opens the mainframe connection to R★STARS, the first screen visible will have a list of system “regions”. These regions are areas set aside in the system to accomplish certain tasks. The main production region for SFMS is E23 – DASCICSP.

Sample logon procedures:

Type “e23” at the bottom of the screen and press [Enter-↓].

Example:

```

                Dept. of Administrative Services
              General  Government Data  Center
                Help Desk 378-3181

E1 - ROSCOE          E24 - SFMSTRN          E31 - CICSTSRI
E8 - SWITCH          E25 - SFMSACPT          H2 - GCICS
E15 - PEBBCICS       E26 - SFMSTEST          J1 - JACKSON CNTY
E18 - CICSSPR        E27 - CASPOOL           L3 - AIRS PROD
E19 - TSO            E28 - SFMSAGCY          L6 - AIRS TEST
E21 - DASCICST       E29 - DASACPT           M2 - PPDS
E22 - EBTSCICS       E30 - SFMSOPRD          M3 - MULT-PICS
E23 - DASCICSP

                MENU SELECTION AND ORDER HAS CHANGED AS OF 07/28/05
```

```

WELCOME TO DASCICSP 09:51:15

                *****\ *****\ *****\ *****\ (R)
                *****\ *****\ *****\ *****\
                **\\|\\|\\|**\\ **\\|\\|\\|**\\ **\\|\\|\\|**\\
                **\\  \\ **\\ **\\  \\ **\\  \\
                **\\      **\\ **\\      *****\
                **\\      **\\ **\\      *****\
                **\\      **\\ **\\      |\\|\\|\\|**\\
                **\\  **\\ **\\ **\\  **\\ **\\  **\\
                *****\ *****\ *****\ *****\
                *****\\ *****\\ *****\\ *****\\
                |\\|\\|\\|  |\\|\\|\\|  |\\|\\|\\|  |\\|\\|\\|
```

Press the [Pause/Break] key while in the CICS screen. The screen will clear and the Cursor will be in the home position.

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Type “cesn” and press [Enter↵]. The Login Screen will appear.

Example:

```

                                CICS Sign-on

Type your userid and password:

  Userid  ==> xxxxx00
  Password ==> ****
  Language ==>

New Password ==>

PF 3=End
DFHCE3520 Please type your userid.
```

Type in the RACF ID and password in the appropriate fields and press [Enter↵]. The following line will appear in the home position.

Example:

```
DFHCE3549 Sign-on is complete (Language E).
```

Type “fsys” and press [Enter↵].

Example:

```

fsysE3549 Sign-on is complete (Language E).
```


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The following screen should appear.

Example:

```

SSYS  VER 2.0                STATE OF OREGON                12/31/08 09:53 AM
                                PROD

*****\          *****\          *****\          **\          *****\          *****\
*****\          *****\          *****\          ****\          *****\          *****\
**\\\\**\          **\\\\**\          **\\\\**\          **\\\\**\          **\\\\**\          **\\\\**\
**\  **\          * * *          **\  **\          **\  **\          **\  **\          **\  **\
*****\          ***          *****\          **\          *****\          *****\
*****\          *****          *****\          **\          *****\          *****\
**\\\\**\          ***          **\\\\**\          **\          **\\\\**\          **\\\\**\
**\  **\          * * *          **\  **\          **\  **\          **\  **\          **\  **\
**\  **\          *****\          **\          **\          **\          **\          **\          **\
**\  **\          *****\          **\          **\          **\          **\          **\          **\
\\  \\          \\  \\          \\  \\          \\  \\          \\  \\          \\  \\

                                OREGON PRODUCTION REGION

                                USER CLASS: 01
                                ALTERNATE CLASSES: 03 10 19 27 48

                                CLEAR-EXIT

```

This screen allows the user to choose a **User Class**. A User Class determines the accessible screens and the accounting functions allowed on those screens. If the RACF ID has more than one valid User Class, the lowest numerical value will default. Type the desired User Class or use the default and press [Enter,↓].

The News Screen appears next. The user should always check the News Screen for important information such as programming schedules and projected down time.

Example:

```

S002  UC: 10                STATE OF OREGON                12/31/08 09:53 AM
                                NEWS DISPLAY                PROD

                                WELCOME TO R★STARS - OREGON PRODUCTION REGION
                                HOURS: MON-FRI 7:00 AM-6:00 PM / SAT 7:00 AM-3:00 PM/ MONTH-END CLOSE @ 5:30 PM
                                VENDOR DESK: 503-373-1044 X 240                WARRANT PICKUP: REGULAR 12:30
                                SFMS FAX: 503-378-8940                EXPEDITE 3:30

                                VENDOR ACTIVATION/CHANGE REQUESTS RECEIVED BY 11:00 AM
                                WILL BE PROCESSED BY 5:00 PM THE SAME DAY

                                WEBSITE:HTTP://WWW.OREGON.GOV/ DAS/FINANCIAL/ACCTGSYS/PAGES/INDEX.ASPX
                                ANALYST=PG05
                                *** ** DAILY NEWS *** **

                                FUTURE CLEANUP DATES: JUN 9; JUL 7; AUG 11; SEP 15; OCT6; NOV 3; DEC 8

                                CLEAR-EXIT                PRESS (ENTER) TO CONTINUE

```

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Press [**Enter**↵] to proceed to the R★STARS Main Menu.

Example:

S000	UC: 10	STATE OF OREGON	12/31/08 04:28 PM
LINK TO:	MAIN	MAIN MENU	PROD
(2)	CAM	COST ACCOUNTING MENU	
(3)	DT	DOCUMENT TRACKING MENU	
(4)	FIN	FINANCIAL DATA ENTRY MENU	
(5)	PR	PROFILE MAINTENANCE MENU	
(6)	PAY	PAYMENT PROCESSING MENU	
(7)	RFM	REPORTING/INQUIRY MENU	
(8)	SYS	SYSTEM CONTROL MENU	
F1-HELP F9-INTERRUPT CLEAR-EXIT			

MENU NAVIGATION

The Main Menu is the focal point of user interaction with the system. All other menus used in R★STARS are selected from this menu. Note that the Main Menu provides a function key (number in parentheses) corresponding to each of the major system functions.

Submenus are selected in one of three ways:

- Press the corresponding function key (e.g., press [**F2**] to access the Cost Accounting Submenu).
- Tab down to the desired menu option and press [**Enter**↵].
- Enter the submenu ID in the **LINK TO:** field and press [**Enter**↵]. (See Section 3-6 for further discussion of the link facility).

The following screens illustrate the menu navigation process using the Financial Data Entry submenus as an example.

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Example – Financial Data Entry:

From the Main Menu, select the Financial Entry submenu using one of the three options described above.

Example:

S000	UC: 10	STATE OF OREGON	12/31/08 02:18 PM
LINK TO:	FIN	FINANCIAL DATA ENTRY MENU	PROD
(2)	500	BATCH HEADER ENTRY	
(3)	510	RECALL A BATCH FOR CORRECTION	
(4)	515	INVOICE DETAIL ENTRY	
(5)	518	SPLIT TRANSACTION INQUIRY	
(6)	530	VIEW BATCH HEADERS	
(7)	54A	BATCH ERROR CORRECTIONS	
(8)	550	RECURRING TRANSACTION PROFILE	
(10)	93	RECURRING TRANSACTION REQUEST	
(11)	94	AGENCY MESSAGE PROFILE	
F1-HELP F9-INTERRUPT CLEAR-EXIT			

The **Batch Header Entry** screen can be accessed by pressing [F2], by tabbing to the **Batch Header Entry** line and pressing [Enter↵], or by entering "500" in the **LINK TO:** field and pressing [Enter↵] as shown below.

Example:

S000	UC: 10	STATE OF OREGON	12/31/08 02:18 PM
LINK TO:	500 FIN	FINANCIAL DATA ENTRY MENU	PROD
(2)	500	BATCH HEADER ENTRY	
(3)	510	RECALL A BATCH FOR CORRECTION	
(4)	515	INVOICE DETAIL ENTRY	
(5)	518	SPLIT TRANSACTION INQUIRY	
(6)	530	VIEW BATCH HEADERS	
(7)	54A	BATCH ERROR CORRECTIONS	
(8)	550	RECURRING TRANSACTION PROFILE	
(10)	93	RECURRING TRANSACTION REQUEST	
(11)	94	AGENCY MESSAGE PROFILE	
F1-HELP F9-INTERRUPT CLEAR-EXIT			

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The system will display the **500 – Batch Header Entry** screen as illustrated below. The user is now ready to input batch header information.

Example:

```

S500 UC: 10 STATE OF OREGON 12/31/08 02:20 PM
LINK TO: BATCH HEADER ENTRY PROD

BATCH AGENCY: (SIGN ON AGENCY)
BATCH DATE: (MMDDYY, DEFAULTS TO TODAYS DATE)
BATCH TYPE:
BATCH NUMBER:

BATCH COUNT: BATCH AMOUNT:

BATCH EDIT MODE: 0 (0=NO EDIT/NO POST)
PAYMENT DIST TYPE: (MUST BE IN D50 PDT PROFILE)
DISB METH IND: (H, M, R, E OR SPACE)
EFFECTIVE DATE: (MMDDYY, DEFAULTS TO TODAYS DATE)
FAST ENTRY: (M/S/I/P/ )
RACF ID: DASXX00 LAST NAME, FIRST NAME
USER CLASS: 10
ACTION CODE AGENCY:
ACTION CODE:

F1-HELP F9-INTERRUPT F10/F11-SAVE CLEAR-EXIT

```

LOGOFF PROCEDURES

As previously discussed, log off the system when not in use. Logging Off is relatively simple.

Press **[Pause/Break]** to return to any menu or submenu. For example, from the **500** screen, press **[Pause/Break]** to return to the **Financial Data Entry Menu**.

Type “quit” or “exit” in the **LINK TO:** field and press **[Enter↵]**.

Example:

```

S000 UC: 10 STATE OF OREGON 12/31/08 02:56 PM
LINK TO: quit FIN FINANCIAL DATA ENTRY MENU PROD

(2) 500 BATCH HEADER ENTRY
(3) 510 RECALL A BATCH FOR CORRECTION
(4) 515 INVOICE DETAIL ENTRY
(5) 518 SPLIT TRANSACTION INQUIRY
(6) 530 VIEW BATCH HEADERS
(7) 54A BATCH ERROR CORRECTIONS
(8) 550 RECURRING TRANSACTION PROFILE
(10) 93 RECURRING TRANSACTION REQUEST
(11) 94 AGENCY MESSAGE PROFILE

F1-HELP F9-INTERRUPT CLEAR-EXIT

```

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The Following Screen will appear.

Example:

```
CESF LOGOFF <== TYPE OVER THE C AND PRESS ENTER TO LOGOFF OF CICS
```

Type over the “C” in “CESF” and press [Enter↵].

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3-2 TRANSACTION DATA ENTRY

This section describes the various procedures involved in accounting data entry with emphasis placed on those procedures performed by users entering data on line.

This section provides information on the following:

- Document Preparation
- Transaction Codes
- Transaction Batching
- Batch Header Identification
- Batch Control
- Batch Header Data Entry
- Accounting Transaction Data Entry
- Data Element and Function Key Definitions
- Detail Coding Instructions
- Batch Balancing

DOCUMENT PREPARATION

Document preparation is the responsibility of the agencies (see OAM 10.15.00.PO for further guidance). Transaction input forms are optional but recommended especially when doing adjustment transactions. Most agencies use data input forms of one type or another containing all required and optional data elements.

TRANSACTION CODES

A Transaction Code (T-Code) is a three-digit profile record that determines the accounting impact (debits and credits) of each financial transaction entered. It determines which data elements are required, optional or not allowed on each transaction.

T-Codes are established and defined in the **28A – Transaction Code Decision Profile**. They are described in the **28B – Transaction Code Description Profile**. A listing of each available T-Code can be requested with following reports:

- DAFQ28C0 – T-Code Reference Listing*
- DAFQA010 – Statewide T-Code Listing by G/L Account*
- DAFQ28A0 – Transaction Code Decision Profile Listing
- DAFQ28B0 – Transaction Code Description Profile Listing

**Used Most frequently*

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28A – Transaction Code Decision Profile

Example:

S28A	UC: 10	STATE OF OREGON	01/05/09 08:49 AM
LINK TO:		TRANSACTION CODE DECISION PROFILE	PROD
TRAN CODE:	TITLE:		
GENERAL LEDGER	DR-1:	CR-1:	DR-2:
	CR-2:		
POSTING	DR-3:	CR-3:	DR-4:
	CR-4:		
TRANS	DOCD	DUDT	SVDT
	CDOC	RDOC	MOD
	AGCY	IDX	PCA
	COBJ		
EDIT	AOBJ	RVRS	PDT
	CI	1099	WARR
	INVC	VNUM	VNAM
	VADD		
INDS:	DMETH	APN#	FUND
	GLA	AGL	GRNT
	SUBG	PROJ	MULT
	G38#		
POST SEQ:	REG NO:	WW IND:	D/I:
	WAR	CANCL	TC:
	PYTC:	FUTMY:	
GEN- TC:	DT:	ACCR TC:	TR TC:
	INTERFACE	IND:	
PAY LIQ TC:	PAY RED TC:	CUM POST IND:	BAL TC:
	A/S	DOC AMT:	
	BT	MATCH	GLA
	DOC	A/S	BT
	MATCH	GLA	DOC
	DF:		
FILE	AP:		
POSTING	AB:		
INDS:	CC:		
	GP:		
	PJ:		
	AGY GL:		
	EFF START DATE:	06012006	EFF END DATE:
			STATUS CODE: A
			LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT			

The elements of the **28A** profile are described below:

- **TRANSACTION CODE (TRAN CODE)** – A three-digit number that uniquely identifies all the elements in a particular T-Code Profile. Similar T-codes are grouped together in transaction types:
 - 001-099 Budgetary
 - 100-199 Revenues, Receipts, Receivables
 - 200-299 Pre-Encumbrances, Encumbrances, Expenditures, Disbursements
 - 300-399 System-Generated Transactions
 - 400-599 Journal Vouchers (including Fixed Assets)
 - 600-680 Conversion Transaction Codes
 - 685-691 Specialty T-Codes (Central and Agency Specific)
 - 692-697 Receipt/Suspense Account Transaction Codes
 - 700-795 Interagency T-Codes
 - 800-899 Agency-Specific / Interagency T-Codes
 - 900-949 SARS Year-End T-Codes
 - 950-960 ADPICS T-Codes
 - 961-995 Auto-Reverse T-Codes
 - 966-999 Specialty T-Codes
- **TITLE** – A descriptive title describing the purpose and effect of the transaction code.

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- **GENERAL LEDGER POSTING** – Up to four pairs of debits and credits can be entered to determine the general ledger accounting impact; however, the fourth pair is reserved for document liquidations against pre-encumbrance and encumbrance accounts only. It is possible to leave one side of the first debit/credit pair blank. This is done when more than one GL account is used as the debit or credit. The appropriate general ledger account is entered on the transaction. General ledger accounts or ranges of accounts allowed for entries are listed in the **28B** profile preceded by an ‘I’ (include). Specific General Ledger accounts not allowed may also be listed, but preceded by an ‘E’ (exclude). When one half of a pair is left blank, the General Ledger Account Edit Indicator (described below) must be set to ‘I’. This capability offers significant flexibility, but must be used carefully due to the financial impact.
- **TRANSACTION EDIT INDICATORS (TRANS EDIT INDS)** – A one-character edit indicator is entered to control whether data elements that impact a transaction are required, not allowed, or optional. Valid values are:
 - I** – Must be entered on transaction
 - R** – Required on the transaction, but may either be entered or looked up based on one of the other data elements entered
 - N** – Not allowed to be present on the accounting transaction regardless of whether the data element is entered or looked up
 - Blank** – the data element is optional and is entered, looked up or left blank

The transaction edit indicators affect the following data elements:

DOCD – Document Date	WARR – Warrant Number
DUDT – Due Date	INVC – Invoice Number
SVDT – Service Date	VNUM – Vendor Number
CDOC – Current Document Number	VNAM – Vendor Name
RDOC – Reference Document Number	VADD – Vendor Address
MODI – Modifier	DMETH – Disbursement Method
AGCY – Agency Number	APN# – Appropriation Number
IDX – Index Code	FUND – Fund
PCA – Program Cost Account	GLA – General Ledger Account
COBJ – Comptroller Object	AGL – Agency General Ledger Account
AOBJ – Agency Object	GRNT – Grant Number
RVRS – Reverse Code	SUBG – Subgrantee Number
PDT – Payment Distribution Type	PROJ – Project Number
CI – Capitalized/Inventory Indicator	MULT – Multipurpose Code
1099 – 1099 Indicator	G38# – GASB 38 Transfer Code

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System Processing Indicators:

- **Posting Sequence Indicator (POST SEQ)** – Determines the order of transactions posting during the batch update cycle. For example, a value of '1' will always post before a value of '2', etc. Oregon posting sequences are:

1 – Budgetary	3 – Expenditures
2 – Revenues	4 – All other transactions

- **Register Number (REG NO)** – Specifies on which transaction register (control report) the transaction will be reported. Oregon values are:

1 – Budgetary	4 – Cost Allocation
2 – Encumbrance/Pre-Encumbrance/Expenditure	5 – Journal Entries
3 – Revenue/Receipts	6 – Warrant Register

- **Warrant Writing Indicator (WW IND)** – Classifies the type of transaction as payment or non-payment, which determines whether or not a warrant will be issued.

0 – Non-payment
1 – Payment

- **Direct/Indirect Indicator (D/I)** – Determines whether the transaction is entered directly into the system or generated by the cost allocation subsystem.

D – Direct
I – Indirect
Blank – Neither

- **Warrant Cancellation Transaction Code (WAR CANCL TC)** – Identifies the T-code used by the Payment Processing Subsystem to generate cancellation transactions. Must exist in the 28A profile.
- **Prior Year Transaction Code (PYTC – *Not used in Oregon*)** – Used in place of the T-Code in the key for transactions with Effective Dates in the prior year.
- **Future Month Indicator (FUTMY)** – Determines whether the T-Code can be used on future dated transactions. **Y** = Yes **N** = No
- **Generate Transaction Code (GEN-TC)** – Determines if a second transaction is to be generated during the next batch cycle. The field contains the number of the T-code that will be used for the generated transaction. The T-code must exist in the 28A profile.
- **Generate Document Type (GEN-DT)** – Defines the document type used for the current document number of generated or generated accrual transactions. Oregon document types are “GT” (Generated Transactions) or “GA” (Generated Accrual Reversal).
- **Generate Accrual Transaction Code (ACCR TC)** – Identifies the T-Code that will be used to reverse the transaction on the first of the month following the Effective Date on the original

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transaction. In Oregon, this field is primarily used to reverse SARS reclassification transactions at year-end, but can be used throughout the year.

- **Treasury Users Transaction Code (TR TC – *Not used in Oregon*)** – Identifies the T-Code for transactions needed by the Treasurer's Office. Must exist in the **28A** profile.
- **INTERFACE IND(icator)** – There are ten Interface Indicator fields. Oregon is currently using two of them. The first field (position) is a Treasury indicator. Not all T-Codes have a Treasury indicator. This position indicator determines how and if the transaction interfaces to the Treasury. Valid indicators for the first position are as follows:
 - 1** – Normal Interface to Treasury
 - 2** – CSD Specific Indicator
 - P** – EFT Pre-Note Notification
 - Blank** – No Interface to Treasury

The second field (position) is the cash reconciliation indicator. The cash reconciliation reports use this indicator to separate and subtotal the different types of transactions. These breakdowns then correspond to the reports Treasury produces for their indicator types. Not all transaction codes need this indicator. Codes currently used are as follows:

- C** – Warrant/Checks Cancelled
 - D** – Deposits (All transactions subject to the deposit reconciliation process will be reflected as a deposit.)
 - L** – SFMS Transfer Other
 - P** – Warrants, Checks Issued
 - S** – Suspense Account Transfer (Transactions posted to suspense account 10503 – Payroll – are reported as T – Transfers.)
 - T** – SFMS Receipted to SFMS Receipted Transfer
 - W** – Warrants Redeemed
 - Y** – CSD Accounts Receivable
 - Z** – CSD Expenditures
 - Blank** – Not On Cash Reconciliation Report
- **Payment Liquidation Transaction Code (PAY LIQ TC)** – Identifies the T-Code used by the Payment Processing Subsystem to liquidate vouchers payable. Must exist in the **28A** profile.
 - **Payment Redemption Transaction Code (PAY RED TC)** – Identifies the T-Code to be generated when warrants are redeemed at the bank. Must exist in the **28A** profile.
 - **Cumulative Post Indicator (CUM POST IND)** – Determines whether posting is to the current fiscal month only (Y) or to the current fiscal month and all thereafter (N).
 - **Balance Transaction Code Indicator (BAL TC)** – A T-Code required for balancing transactions. A balance T-Code requires that the opposite transaction(s) be entered with the same Current Document Number to balance and release the batch. The T-Code entered in the BAL TC field must exist in the **28A** profile.

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- **Add/Subtract Document Amount Indicator (A/S DOC AMT)** – A one-character field (‘+’ or ‘-’) that indicates whether the transaction amount will be added or subtracted to calculate the document amount. This allows the document amount to be a net amount rather than an absolute value. If the transaction entered is reversed (reverse code R), this indicator will be reversed in the calculation of the document amount.
- **Financial Table Posting Indicators (FILE POSTING INDS)** – This segment of the profile contains the rules for posting the transaction to the R★STARS financial tables. All transactions also post to these tables:
 - General Ledger
 - Summary GL
 - Accounting Event
 - History File

In addition to determining the financial field to be posted, this segment of the profile determines:

- Whether the transaction is an increase or decrease to the Balance Type.
- Whether the transaction requires a match (or a match is not allowed) to a previously entered record in the table.
- The general ledger account used to post the transaction.
- The document used to post the transaction (current or reference document number).

The File Posting Indicator abbreviations are:

DF – Document Table (64 screen)	GP – Grant Table (66 screen)
AP – Appropriation Table (62 screen)	PJ – Project Table (80 screen)
AB – Agency Budget Table (61 screen)	AGY GL – Agency General Ledger Account*
CC – Cash Control Table (63 screen)	

*The AGY GL determines which of the eight COMP GL Accounts above in the General Ledger Posting section will be supported by an Agency General Ledger Account if entered on the transactions.

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The remaining elements in the **28A** Profile are:

- **A/S** – '+' adds or increases normal balance. '-' subtracts or decreases normal balance.
- **BT** – Balance Type as defined in the **D05 –Balance Type Profile**.
- **MATCH** – Primarily used for the DF, AP and AB tables to ensure that documents and appropriations are correctly updated.
 - M** – Detail transaction must find a matching record.
 - N** – Detail transaction must not find a matching record.
 - Blank** – No match control.
- **GLA** – Identifies which GL account from the General Ledger Posting section is used to post to the table. Also identifies which GLA is supported by the Agency GL Account entered on the transaction entry screen.

1 – DR-1	3 – DR-2	5 – DR-3	7 – DR-4
2 – CR-1	4 – CR-2	6 – CR-3	8 – CR-4
- **Doc** – Determines the Posting Document Number to be used to post to the DF Table indicator. Valid values are:
 - 1** – Current Document Number
 - 2** – Reference Document Number

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28B – Transaction Code Description Profile

Example:

```

S28B UC: 10 STATE OF OREGON 01/05/09 08:59 AM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD

TRANS CODE: (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION:

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 ", ".

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: 2: 3: 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: 2: 3: 4: 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 06012006 EFF END DATE: LAST PROC DATE:

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

```

This profile provides textual comments for T-Codes established in the **28A** profile, and defines processing rules related to Document Types (**33 – Document Control Profile**), Batch Types (**D54 – System Parameters Profile – Table ID: “BTYP”**), valid/invalid GL Accounts (**D31 – Comptroller General Ledger Account Profile**) and valid/invalid Comptroller Objects (**D10 – Comptroller Object Profile**).

Shown below are examples of the **28A** and **28B** profiles displaying T-Code 222 to record accounts payable, not encumbered.

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Example:

```

S28A UC: 10 STATE OF OREGON 01/05/09 01:31 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 222 TITLE: VOUCHER PAYABLE-NOT ENCUMBERED
GENERAL LEDGER DR-1: 3501 CR-1: 1211 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT I SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT R CI N 1099 R WARR INVC VNUM I VNAM R VADD R
INDS: DMETH R APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 2 WW IND: 1 D/I: D WAR CANCL TC: 385 PYTC: FUTMY: Y
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:
PAY LIQ TC: 380 PAY RED TC: 390 CUM POST IND: Y BAL TC: A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: + 17
POSTING AB: + 17
INDS: CC:
GP: + 17
PJ: + 17
AGY GL: STATUS CODE: A
EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 09022003
Z06 RECORD SUCCESSFULLY RECALLED

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

```

Example:

```

S28B UC: 10 STATE OF OREGON 01/05/09 01:32 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD

TRANS CODE: 222 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO SET UP VOUCHER PAYABLE FOR AN EXPENDITURE THAT
WAS NOT ENCUMBERED. USE TC 222R TO REDUCE PAYMENT
TO VENDOR
USE TC 217 FOR GASB 38

I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ", ".

I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ", ".
I 4000 - 5999 , 6093 , 6201 - 7600 , 3263 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: VP 2: VI 3: VS 4: VX 5: XC 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: 4 2: 3: 4: 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 10052005
Z06 RECORD SUCCESSFULLY RECALLED

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

```

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TRANSACTION BATCHING

All transactions are entered into R★STARS via a ‘batch’ created by the agency. Data input is arranged into batches by Batch Type for documentation and control. Transactions within a batch are identified by the Batch ID which includes the elements described in the next section.

BATCH HEADER IDENTIFICATION

A Batch ID is comprised of four elements:

- **Batch Agency** – the three–digit agency code.
- **Batch Date** – the date the batch is created or entered.
- **Batch Type** – groups like transactions together.
- **Batch Number** – a three–character identifier assigned to each batch by the agency.

BATCH CONTROL

It is recommended that each organization maintain a **Batch Control Log** to track all batches input into R★STARS. The log includes the Batch Agency, Batch Date, Type, Number, Batch Count and Batch Amount, to verify against the DAFR2201 Batch Summary Report (a control report) automatically generated by the system. Most agencies assign blocks of numbers for specific units or purposes (e.g., 000–099 for Receivables Section, 100–199 for the Disbursements Section, etc.) Prepare a batch by grouping all data input forms by batch type. Assign a batch number to each group.

BATCH HEADER DATA ENTRY

From the Main Menu select the Financial Data Entry submenu by either pressing a function key ([F4]), entering a submenu ID (“FIN”) in the **LINK TO:** field or tabbing to that submenu line and pressing [Enter↵]. From the Data Entry submenu, the operator selects option **500 – Batch Header Entry** ([F2] or ‘500’ in the **LINK TO:** field) .

Generally, based on the User’s **96A/96B Security Profile**, the Agency number defaults on the Batch Header and the cursor is positioned at Batch Date. Otherwise, the cursor will begin at the Batch Agency field and the user will be required to either enter the Agency number manually or press [F10] to retrieve the Agency in the security record. Agency '000' is a Security Agency and cannot be used as the Batch Agency.

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An example of the **500** screen is shown below:

Example:

S500 UC: 17	STATE OF OREGON	01/05/09 02:41 PM
LINK TO:	BATCH HEADER ENTRY	PROD
BATCH AGENCY:	(SIGN ON AGENCY)	
BATCH DATE:	(MMDDYY, DEFAULTS TO TODAY'S DATE)	
BATCH TYPE:		
BATCH NUMBER:		
BATCH COUNT:	BATCH AMOUNT:	
BATCH EDIT MODE: 0	(0=NO EDIT/NO POST)	
PAYMENT DIST TYPE:	(MUST BE IN D50 PDT PROFILE)	
DISB METH IND:	(H, M, R, E OR SPACE)	
EFFECTIVE DATE:	(MMDDYY, DEFAULTS TO TODAY'S DATE)	
FAST ENTRY:	(M/S/I/P/)	
RACF ID: DASXX00	LAST NAME, FIRST NAME	
USER CLASS: 17		
ACTION CODE AGENCY:		
ACTION CODE:		
F1-HELP	F9-INTERRUPT	F10/F11-SAVE CLEAR-EXIT

500 – Batch Header Input Screen Coding Instructions

Batch header information must be entered before any accounting transactions in the batch can be recorded. The detailed Batch Header input coding instructions are as follows:

- **BATCH AGENCY** – This field is required, but it will default or can be input as explained above. The Batch Agency number used must exist in the **D02 – Agency Profile**.
- **BATCH DATE** – Enter the six-digit BATCH DATE in MMDDYY format. If left blank, this field defaults to the **97 – System Management Profile** Current Effective Date.
- **BATCH TYPE** – Required. Enter the one-character BATCH TYPE. The Batch Type determines which data entry screen will be retrieved by the system after the batch header is saved. Some of the valid Batch Types for data entry and the screens they access are:

1 – Budgetary (503)	4 – Expenditures/Disbursements (505)
2 – Revenues/Receipts (504)	5 – Journal Voucher (501)
3 – Pre-encumbrances/Encumbrances (505)	G – Companion Transactions (509)

There are also system-generated batch types. All Batch Types are defined in the **90** table under the keyword 'BATCTYPE'.

Each batch should contain only one type of transaction. The Batch Type must be valid for all of the transactions in the batch. Valid Batch Types for each T-Code are shown in the **28B** Profile.

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- **BATCH NUMBER** – Required. Enter the three-character BATCH NUMBER, which is a unique sequential number for each batch type.
- **BATCH COUNT** – Optional. Enter the total NUMBER OF TRANSACTIONS in the batch (up to a five-digit number). Do not count the Batch Header as a transaction. This field is used with the batch balancing feature.
- **BATCH AMOUNT** – Optional. Enter the total AMOUNT of all transactions in the batch (up to 11 digits with a two-digit decimal). This is an absolute amount that does not consider positives or negatives. For example, if a companion transaction is entered to move \$500 out of one fund and into another, the batch amount will be \$1,000 even though the document amount is zero (+500/–500).

Like the BATCH COUNT, this field is used with the batch balancing feature. The BATCH COUNT / AMOUNT figures are compared to the COMPUTED COUNT / AMOUNT fields (totals from transactions displayed on the Batch Balancing Screen) to determine if the batch is in balance. If the BATCH COUNT / AMOUNT are not entered, they are derived from the count and amount of the transactions.

- **BATCH EDIT MODE** – The BATCH EDIT MODE indicator will default based on the operator's security record. Valid Edit Mode Indicators are:
 - 0** – No On-line Editing or Posting
 - 1** – On-line Editing, Posting performed in batch
 - 2** – On-line Editing and On-line Posting
 - If the user's security record has a '0' Edit Mode Indicator, the default is '0' and it cannot be changed.
 - If the user's security record has a '1' Edit Mode Indicator, the default is '1' and it can be changed to '0'.
 - If the user's security record has a '2' Edit Mode Indicator, the default is '2', and it can be changed to '0' or '1'.
- **PAYMENT DIST(ribution) TYPE** – The Payment Distribution Type (PDT) entered here will override the PDT used on **51 – Vendor Mail Code Profile** records. If this field is left blank, the default will not appear on the batch header, but will default on each transaction from the **51** profile. It is recommended that the PDT be allowed to default because a manually-entered PDT will override codes on vendors that have direct deposit. The PDT must exist in the **D50 – Payment Distribution Type Profile**.

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- **DISB(ursment) METH(od) IND(icator)** – Enter the one–character indicator as follows:
 - H** – Hold processing of disbursement
 - M** – Manual disbursement (typewritten or handwritten check)
 - R** – Release to automated payment processing subsystem
 - E** – Expedite disbursement
 - Blank** – No Action (transaction not related to a payment) OR If left blank on voucher payable transactions, will default to ‘R’.
- **EFFECTIVE DATE** – Defaults to the **97** profile Current Effective date in MMDDYY format. May be overridden on the Batch Header or on individual transactions within the batch. This element determines the accounting period of the transaction.
- **FAST ENTRY** – Enter the one–character FAST ENTRY indicator to bring up the fast entry screens indicated below:
 - M** – **507 – Multiple Vendor Fast Entry**
 - S** – **506 – Single Vendor Fast Entry**
 - I** – **508 – Multiple Invoice Fast Entry**
 - P** – **516 – Open Document Fast Entry**
 - Blank** – No Fast Entry screen is selected; the detail transaction entry screen is based on the batch type. Fast Entry options ‘M’, ‘S’, and ‘I’ are valid only when the Batch Edit mode is '0' or '1'. All Edit modes are valid for Fast Entry option ‘P’.
- **ACTION CODE AGENCY** (*Not used in Oregon*) – Enter the three–character AGENCY for the Agency authorized to input the associated action code.
- **ACTION CODE** (*Not used in Oregon*) – Enter the three–character ACTION CODE. Must exist in the **D44 – Action Code Profile**. The Action Code Agency and Action Code will default from the user's security record if not entered.

TRANSACTION ID

The information entered on the batch header is automatically included on every transaction entered for that batch. R★STARS automatically assigns a Sequence Number to each transaction within the batch which, when appended to the Batch ID, creates the Transaction ID. The Transaction ID contains the following elements:

Batch Agency	Batch Type	Sequence Number
Batch Date	Batch Number	

In other words, every transaction recorded in R★STARS is uniquely identified by the Transaction ID.

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TRANSACTION ENTRY SCREENS

When all the elements from the Batch Header have been entered, press **[F10]** or **[F11]**. This will save the batch header data and retrieve one of the financial transaction entry screens. The following pages show examples of the transaction screens.

- **501 – Journal Voucher Transaction Entry.** This screen is accessed from the Batch Header screen when a Batch Type '5' is entered.

Example:

S501	UC: 17	STATE OF OREGON	01/06/09 11:01 AM
LINK TO:	JOURNAL VOUCHER TRANSACTION ENTRY		NOTE: PROD
BATCH: AGENCY 101	DATE 010609	TYPE 5 NO 001 SEQ NO 00001	MODE EDIT AND POST
DOC DATE:	EFF DATE: 010609	DUE DATE:	SERV DATE:
CUR DOC/SFX:	REF DOC/SFX:	AGENCY:	
TRANS CODE:			
INDEX:			
PCA:	AY: 09		
COMP/AGY OBJ:			
AMOUNT:	RVS:	FUND OVRD:	
DOC COUNT:	DOC AMT:	DOC AGY: 101	
GL ACCT/AGY:			
DESCRIPTION:			
FUND:	GRANT NO/PH:	PROJ NO/PH:	
G38-TRANSFER:			
RTI:			
F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE			
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT			

Features:

- Single transaction entry per screen
- All edit modes allowed
- Allows all elements needed to process journal voucher transactions

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- **503 – Budgetary Transaction Entry.** This screen is selected when Batch Type '1' is entered in the Batch Header.

Example:

```

S503 UC: 02 STATE OF OREGON 01/06/09 10:55 AM
LINK TO: BUDGETARY TRANSACTION ENTRY NOTE: PROD
BATCH: AGENCY 101 DATE 010609 TYPE 1 NO 001 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 010609
CUR DOC/SFX: REF DOC/SFX: AGENCY:
TRANS CODE:
INDEX:
PCA: AY: 09
COMP/AGY OBJ:
AMOUNT: RVS: FUND OVRD:
DOC COUNT: DOC AMT: DOC AGY: 101
DESCRIPTION:

APPN NO: FUND: GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: RTI:

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

Features:

- Single transaction entry per screen
- All edit modes allowed
- Allows all elements needed to process budgetary transactions

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- **504 – Revenue/Receipts Transaction Entry.** This screen appears when Batch Type ‘2’ is entered in the Batch Header.

Example:

```

S504 UC: 19 STATE OF OREGON 01/06/09 10:57 AM
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: PROD
BATCH: AGENCY 101 DATE 010609 TYPE 2 NO 001 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 010609 DUE DATE: SERV DATE:
CUR DOC/SFX: REF DOC/SFX: MOD: AGENCY:
TRANS CODE:
INDEX:
PCA: AY: 09
COMP/AGY OBJ:
AMOUNT: RVS: DESC:
DOC COUNT: DOC AMT: DOC AGY: 101 FUND OVRD:
VEND/MC: NM:
PMT TYPE: INT: ADD1:
BANK: ADD2:
DISC DT: TM: ADD3:
PEN DT: TM: CITY: ST: ZIP:
PEN AMT: CHECK #: DEPOSIT #:
G38: APPN NO: FUND: GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: RTI:

F1-HELP F2-INVOICE F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F8-PRINT
F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

Features:

- Single transaction entry per screen
- All edit modes allowed
- Allows all elements needed to process revenue/receipt transactions

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- **505 – Pre-Enc/Enc Expend Transaction Entry.** This screen is retrieved when entering Batch Type '3' or '4'. This screen is used to enter pre-encumbrances, encumbrances and expenditures.

Example:

```

S505 UC: 17 STATE OF OREGON 01/06/09 10:54 AM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: PROD
BATCH: AGENCY 101 DATE 010609 TYPE 4 NO 001 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 010609 DUE DATE: SERV DATE:
CUR DOC/SFX: REF DOC/SFX: MOD: AGENCY:
TRANS CODE:
INDEX:
PCA: AY: 09
COMP/AGY OBJ:
AMOUNT: RVS: DISC: 1099: FO: PDT:
DOC COUNT: DOC AMT: DOC AGY: 101 CI: PROP #:
INV NO: DT: DESC:
VEND/MC: NM:
CONT NO: ADDR 1:
WARR NO: ADDR 2:
APPN NO: ADDR 3:
FUND: ADDR 4:
GL AC/AGY: CITY: ST: ZIP:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: G38: RTI:

F1-HELP F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

Features:

- Single transaction entry per screen
- All edit modes allowed
- Allows all elements needed to process pre-encumbrance/encumbrance/expenditure transactions

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- **506 – Single Vendor Fast Entry.** This screen is intended for input of vouchers which do not require online entry of optional elements such as Agency Code 1, Grant, and Multipurpose Code. The **506** screen provides an efficient method for voucher entry of similar repetitive transactions. This screen is accessed by typing "S" in the Fast Entry field on the Batch Header screen. The Edit Mode must be either '0' or '1'.

Example:

```

S506 UC: 17 STATE OF OREGON 01/06/09 11:03 AM
LINK TO: SINGLE VENDOR FAST ENTRY NOTE: N PROD
BATCH: AGY 101 DATE 010609 TYPE 4 NO 001 MODE DATA ENTRY RTI:
RT AMT: DATE-DOC: EFF: 010609 DUE: SRV:
CUR DOC: DOC CNT: DOC AMT: DOC AGY: 101
V/MC: PDT:
INV#: INV DATE: DESC:
SEQ SFX INDEX PCA AY COBJ AOBJ 1099 AMOUNT R REF DOC/SFX M AGY TC ERR CD
001 07 000
002
003
004
005
006
007
008
009
010
011
012

F1-HELP F2-REPEAT F3-RTI F4-EDIT F6-BALANCING F8-NEXT PAGE F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR CLEAR-EXIT

```

Features:

- Multiple transaction entry on one screen
- Limited to Edit Modes 0 and 1 (no on-line posting)
- Multiple coding blocks for single vendor and invoice number
- Limited coding block elements
- Example use: Phone bill with multiple accounting distributions

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- **507 – Multiple Vendor Fast Entry.** This screen is accessed typing "M" in the Fast Entry Field on the Batch Header screen. This screen is intended to be used for payments with similar coding elements to multiple vendors. The Edit Mode must be either '0' or '1'.

Example:

```

S507 UC: 17 STATE OF OREGON 01/06/09 11:47 AM
LINK TO: MULTIPLE VENDOR FAST ENTRY NOTE: N PROD
BATCH: AGY 101 DATE 010609 TYPE 4 NO 001 MODE MASTR EDIT RTI:
RT AMT: DOC-DATE: EFF: 010609 DUE: SRV:
AGY: 000 CUR DOC: DOC CNT: DOC AMT: DOC AGY: 101
REF DOC: M: TC: INDEX: PCA: AY: 09
SEQ CSFX VENDOR NO/MC AMOUNT R PDT 1099 COBJ AOBJ RSFX ERROR CD
001
002
003
004
005
006
007
008
009
010
011
012
013

F1-HELP F2-REPEAT F3-RTI F4-EDIT F6-BALANCING F8-NEXT PAGE F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR CLEAR-EXIT

```

Features:

- Multiple transaction entry on one screen
- Limited to Edit Modes 0 and 1 (no on-line posting)
- Single Reference Document, Transaction Code, Index and PCA with multiple coding blocks for vendors, objects, and cur doc/ref doc suffixes
- Limited coding block elements
- Example use: A batch of bills with multiple vendors and/or objects payable by the same program/organization (Index/PCA)

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- **508 – Multiple Invoice Fast Entry.** This screen is accessed when an 'I' is present in the Fast Entry Field on the Batch Header screen. This screen is intended to be used for multiple invoices with similar coding elements to a single vendor. The Edit Mode must be either '0' or '1'.

Example:

```

S508 UC: 17 STATE OF OREGON 01/06/09 11:48 AM
LINK TO: MULTIPLE INVOICE FAST ENTRY NOTE: N PROD
        BATCH: AGENCY 101 DATE 010609 TYPE 4 NO 001 MODE MASTR EDIT
VENDOR NO/MC: VENDOR NAME:
ADDR CITY ST ZIP CODE
DOC DATE: EFF DATE: 010609 DUE DATE: SERV DATE:
CUR DOC: REF DOC: MOD: AGY: 000 TC: INDEX:
PCA: COBJ: AOBJ: AY: 09 1099: FO: PDT:
DOC CNT: DOC AMT: DOC AGY: 101
CI: PROP#: CONT NO: APPN NO: FUND:
GL A/AGY: GRANT NO/PH: PROJ NO/PH:
SEQ SFX INVOICE NO INV DATE INV DESCRIPTION AMOUNT R R SFX ERR
001
002
003
004
005
006
007
008

F1-HELP F2-REPEAT F4-EDIT F6-BALANCING F8-NEXT PAGE F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR CLEAR-EXIT

```

Features:

- Multiple transactions on one screen
- Limited to Edit Modes 0 and 1 (no on-line posting)
- Single vendor and coding block with multiple lines of invoice information for remittance advice
- Coding block less limited than Screens 506/507
- Example use: more than one invoice for a single vendor, with need for each separate invoice to show up on the remittance advice

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- **509 – Companion Transaction Entry.** This screen is selected when a Batch Type 'G' is entered in the Batch Header. This screen is used for entering two related transactions where the T-Codes require a BAL TC.

Example:

```

S509 UC: 48 STATE OF OREGON 01/06/09 11:50 AM
LINK TO: COMPANION TRANSACTION ENTRY NOTE: N PROD

BATCH: AGENCY 101 DATE 010609 TYPE G NO 001 SEQ NO 00001 MODE EDIT AND POST
--DOCUMENT INFORMATION: DOC DATE: EFF DATE: 010609
TRANS AMOUNT:
DOC AGY: 101 CUR DOC: DOC AMT: DOC COUNT:
DESC:
--TRANSACTION INFORMATION: #1
SFX: SER DATE: REF DOC/SFX: MOD: AGY: TC:
INDEX: PCA: AY: 09 COBJ/AOBJ: APPN NO: FUND:
VEND/MC: CONT NO: GL AC/AGY:
GRANT/PH: SUBGRANTEE: PROJ/PH: FO:
MPCD: AGY CD-1: 2: 3: G38: RVS:
--TRANSACTION INFORMATION: #2
SFX: SER DATE: REF DOC/SFX: MOD: AGY: TC:
INDEX: PCA: AY: 09 COBJ/AOBJ: APPN NO: FUND:
VEND/MC: CONT NO: GL AC/AGY:
GRANT/PH: SUBGRANTEE: PROJ/PH: FO:
MPCD: AGY CD-1: 2: 3: G38: RVS:

F1-HELP F4-EDIT F6-BALANCING F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR CLEAR-EXIT

```

Features:

- Two transactions entered on one screen
- Ensures that “balanced” transactions are balanced
- All edit modes allowed
- Allows all elements needed to process balanced transfers

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- **516 – Open Document Fast Entry.** The Open Document Fast Entry screen is intended to be used for cash received against open receivables or voucher payables against open encumbrances. Suffixes with a non-zero document balance within a document are retrieved all at once and easily paid or liquidated. For example, a user may retrieve numerous suffixes (or transactions) related to a Reference Document that set up an Accounts Receivable, and easily liquidate them all against one cash receipt. The screen is accessible from the 500 Batch Header screen by typing a “P” in the Fast Entry field. Unlike other fast entry screens, this screen will be available for use in Edit Mode 0, 1 or 2.

Example:

```

S516 UC: 17 STATE OF OREGON 01/06/09 11:51 AM
LINK TO: OPEN DOCUMENT FAST ENTRY NOTE: N PROD
BATCH: AGY 101 DATE 010609 TYPE 4 NO 001 MODE EDIT/POST RTI:
RT AMT: DATE-DOC: EFF: 010609 DUE: SRV:
CUR DOC: D-TC: DOC AMT: DOC AGY: 101 DOC CNT:
REF DOC: AMT TO DISTRIBUTE: PMT #: 1099:
BANK: PMT TYPE: PDT: CONTRACT: G38:
V/MC: V/NM: AGY:
INV#: INV DATE: DESC:
SEQ TC AMOUNT AY INDEX PCA GRANT#/PH COBJ AOBJ RSX M R SFX ERR CD
001 09
002
003
004
005
006
007
008
009
010

F1-HELP F2-REPEAT F3-RTI F4-EDIT F6-BALANCING F8-NEXT PAGE F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR CLEAR-EXIT

```

Features:

- Multiple transactions on one screen
- All edit modes allowed
- Single vendor and invoice with multiple, limited coding blocks
- Example use: when writing a voucher against all lines of an encumbrance, this screen does not require the user to enter each line of the document

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ACCOUNTING TRANSACTION DATA ENTRY

If the information on the batch header is valid, R★STARS automatically retrieves one of the nine transaction entry screens. When the transaction entry screen appears, transactions may be entered. The key fields from the batch header are automatically carried forward at the top of each screen, and the sequence number automatically advances one number for each transaction entered. The cursor is positioned at the first data element on the screen. Batch header elements are displayed for information only and cannot be changed.

The screen may contain many blank fields, as some transactions require only a few data elements. For document types defined in the **D59 – Current Document Number Increment Profile**, the document number can be automatically assigned by entering the document type in the ‘CUR DOC’ field on the transaction entry screens. The document suffix is also automatically incremented.

Data Element and Function Key Definitions

When the required data elements are entered, press **[F4]** to edit the data, or press **[F10]** or **[F11]** to commit the transaction to the system. The **[F4]** key does not post the transaction. It edits the transaction for required fields and valid values, and fills in certain looked up elements. The **[F11]** key commits the transaction and returns an empty screen. The **[F10]** key commits the transaction, increments the document suffix and batch sequence number and is ready for the next entry. All data fields from the previous transaction remain embedded and available for the next transaction, whether they are visible on the screen or not, with the exception of the Transaction Amount field, Reverse indicator, and Fund Override indicator, which are blank. Function keys are discussed in further detail below.

- **Function Key 4 – Edit on Transaction Data Entry Screens.** If **[F4]** is pressed and the edit mode of the batch is '1' (data edits) or '2' (data edits and financial table posting) the following functions are performed:

If the transaction requires a matching Document Financial Table record, a Reference Document/Suffix must be entered. Before pressing **[F4]**, the user must enter the two-digit DOC TYPE, the REFDOC/SFX and amount. Pressing **[F4]** will then retrieve all the classification elements of the referenced transaction. The following elements will be retrieved if they exist:

Index	Payment Distribution Type
Comptroller Object	Program Cost Account (PCA)
Agency Object	Agency General Ledger Account
Vendor Number, Name,	Appropriation Number
Address, City, State and Zip Code	Project Number/Phase
Grant Number/Phase	Interest Terms
Fund	G38 #
Agency Code 1	Multipurpose Code

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Agency Code 2	Contract Number
Agency Code 3	Appropriation Year
Penalty Amount	Capitalize Indicator
Discount Date	Property Number
Discount Terms	1099 Indicator
Penalty Date	Subgrantee
Penalty Terms	

Along with retrieving the essential reference/look up data, pressing **[F4]** initiates the following edits:

- *Edit Agency.* This step edits the agency on the transaction to ensure the agency is compatible with agencies identified on the user's **96A/96B** profile. It also edits whether the agency is on the **D02** profile.
- *Edit Index Code.* This step edits the Index (**24 – Index Code Profile**), if entered or looked up, in combination with the Agency and Appropriation Year to determine that it is valid. Then it retrieves any look-up values, such as PCA, Grant and Phase, Project and Phase, etc.
- *Edit PCA.* This step edits the PCA (**26 – PCA Profile**), if entered or looked up, in combination with the Agency and Appropriation Year to determine that it is valid. Then it retrieves any look-up values such as Index Code, Grant and Phase, Project and Phase, etc.
- *Edit Comptroller Object.* This step edits the Comptroller Object (**D10** profile), in combination with Appropriation Year, to determine that it is valid.
- *Edit 1099 Indicator.* This step edits the 1099 indicator on the transaction (defaults from the **D10** profile).
- *Edit Subgrantee.* The Subgrantee (**31 – Subgrantee Control Profile**) is edited and a Grant Number/Phase is potentially retrieved.
- *Edit Project Number.* The Project Number is edited (**27 – Project Control Profile** and **D42 – Project Number Profile**) and Grant Number/Phase are potentially retrieved.
- *Edit Grant Number.* The Grant Number is edited (**29 – Grant Control Profile** and **D47 – Grant Number Profile**) and Project Number/Phase are potentially retrieved.
- *Edit Vendor Number/Mail Code.* The Vendor Name and Address information is retrieved (**51 and 52 – Systemwide Vendor** profiles).

If a required Reference Document is entered and **[F4]** is pressed, all classification elements from the reference document are retrieved and marked as input. This means that the transaction screen interprets the retrieved data as if it were entered by the user.

Caution should be used to prevent incorrect classification element values from being carried forward to new transactions. If **[F10]** is used to commit the transaction, most data elements from the previous transaction remain embedded on the screen. **[F11]** can be used to commit the

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transaction and clear the screen. When the next transaction is entered, [F4] can then be used to retrieve the new classification information. A full edit of the transaction (all data edits) and fund control edits and financial table posting are performed if [F10] or [F11] is pressed and the edit mode is '2'. If the edit mode is '0' or '1', these edits are performed during the nightly IEU cycle.

- **Function Key 10 – Process (Commit) Transaction Data Entry.** If [F10] is pressed and the transaction is successfully posted, the following look up information from the **24** profile or the **26** profile either remains blank or is changed to blank on the screen:

Appropriation Number	Agency Code 1
Fund	Agency Code 2
Grant Number/Phase	Agency Code 3
Project Number/Phase	

If [F10] is pressed and errors are detected, the system will continue to display the items listed above. The only look up information that is not displayed is the Multipurpose Code. If any of the look up information was manually entered on the screen, the information is redisplayed. Elements not manually entered are erased.

Note: When [F3] is pressed and a **Recurring Transaction Index (RTI)** value is entered, any elements retrieved from the **550 – Recurring Transaction Profile** act as if they were entered. After the data is retrieved and [F10] is pressed, any of the non-blank elements retrieved from the **550** profile are redisplayed.

Detail Coding Instructions

A comprehensive list of all the elements from all of the transaction entry screens and the coding instructions for each is provided. Coding elements are required, not allowed, or optional as indicated on the **28A** and **28B** T-Code profiles. Also, indicators on other profiles throughout R★STARS may determine the coding requirements. As it is applicable, these rules are discussed.

The following elements are required on all transactions regardless of the T-Code used:

- Amount
- Effective Date
- Agency
- Transaction Code
- Appropriation Year (AY)

Below are definitions of R★STARS data entry fields. These elements may be found on only one type of transaction screen, or on all of them. Refer to the transaction entry screens themselves to see which data elements they contain.

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- **1099** – This defaults from the **D10** profile. The one-character indicators are as follows:

- 1 – Rent
- 2 – Royalties
- 3 – Other Income
- 4 – Federal Income Tax Withheld
- 5 – Fishing Boat Proceeds
- 6 – Medical and Health Care Payments
- 7 – Non-employee Compensation
- 8 – Substitute Payments in Lieu of dividends or interest
- 9 – Payer made direct sales of \$5000 or more of consumer products to a buyer
- 0 – Crop Insurance Proceeds

- **ADDRESS LINE 1 – 4 (ADDR 1 – 4)** – These 50-character fields identify the postal address of the vendor and may contain internal routing instructions. ADDR-1 is required if a vendor name is entered or looked up. These fields are manually input when the vendor number begins with ‘9’. They are normally populated (inferred) based on the Vendor Number and Mail Code entered. VENDOR NO/MAIL CODE must exist on the **34 – Agency Vendor Profile** or the **51** profile.
- **AGENCY** – A three-digit required field. When entered or inferred, it must exist in the **D02** profile.
- **AGENCY CODE 1 (AGY CD 1)** – A four-digit agency-defined field. It must exist in the **D26 – Agency Code 1 Profile**. Commonly used with grants. The grants must exist in the **29** profile. It may be inferred from either Index or PCA, or entered manually.
- **AGENCY CODE 2 (AGY CD 2)** – A four-digit agency-defined field. It must exist in the **D27 – Agency Code 2 Profile**. Commonly used with projects. The projects must exist in the **27** profile. It may be inferred from either Index or PCA or entered manually.
- **AGENCY CODE 3 (AGY CD 3)** – A five-digit agency-defined field. It must exist in the **D36 – Agency Code 3 Profile**. In Oregon, this field is required for the deposit reconciliation process. It may be inferred from either Index or PCA or entered manually.
- **AMOUNT** – Enter up to an 11-digit transaction amount. The last two digits are decimal places. AMOUNT is required for all transactions. If the amount is entered as “1000”, “10.” or “10.00” the result in each case is 10.00 (also known as TRANS AMT).
- **AMOUNT (AMT) TO DISTRIBUTE** – A 13-digit field available only on the **516** screen. The amount to distribute is an amount that is edited against the Reference Document Amount. It will be distributed among the Reference Document transactions in sequence by suffix. If the amount to distribute is greater than the Reference Document Amount, a balancing transaction is created and all of the transactions within that document will have a modifier of “F” indicating that they were fully paid. Any remaining amount is used to record revenue that was not accrued or expenditures that were not encumbered. If the Amount to Distribute is less than the Reference Document Amount, then all remaining transactions after the exhaustion of the

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Amount to Distribute will have an amount less than the document/suffix balance or a zero balance indicating that the money received was not used to offset their balances. Zero dollar transactions have no financial impact.

Thus, those particular Reference Document suffixes will remain outstanding and have a modifier of “P”, indicating that they are partially paid. By having the amount to distribute as an amount separate from the Document Amount, multiple Reference Documents can be included on a single current document number.

- **APPROPRIATION NUMBER (APPN NO)** – A five–digit code generally looked up by the Index or PCA. It must exist in the **20 – Appropriation Profile**. This field identifies each budgeted line item in legislative appropriation bills as well as other appropriated items belonging to the agency.
- **APPROPRIATION YEAR (AY)** – A two–digit required field. The system automatically defaults to the default appropriation year identified in the **97** profile. Appropriation Year (also known as Biennium) identifies the year for which Funds were appropriated by the legislature.
- **BANK NAME (BANK)** – A 13–digit field.
- **BANK ID** – A two–character field. The ID entered must exist in the **D56 – Bank ID Profile**.
- **CHECK NUMBER (CHECK #)** – A nine–character alphanumeric field. This is usually an optional field on cash receipt transactions. The WARR transaction edit indicator on the **28A** profile corresponds to both the ‘Check #’ element on the **504** screen, and the ‘Warr No.’ element on the **505** screen. If the WARR transaction edit indicator on the **28A** profile for the T–Code being used is set to ‘I’ (input), the CHECK Number is required.
- **CAPITALIZED/INVENTORIED (CI)** – Enter a one–character indicator as follows:
 - C – Capitalized
 - I – Inventoried
 - M – Maintenance

The CI indicator is used by agencies who use the Fixed Asset Subsystem (FAS). It identifies whether the purchased item is to be capitalized or inventoried, or whether the transaction is for maintenance expense on capitalized assets. The Fixed Asset Indicator on the **25 – Agency Control Profile** determines whether an Agency is using the FAS. The Comptroller Object and Agency Object entered on the transaction determine the CI value. For example, if the CI Indicator on the **D10** profile is 'C', the 25 FA Indicator is 'Y', and the transaction amount is greater than the capital threshold amount, the CI Indicator on the transaction defaults to 'C'. If entered, the PROPERTY NUMBER must also be entered unless the transaction is from ADPICS. *This element is not currently being used in Oregon.*

- **CITY** – A 20–character field usually inferred from the Vendor Number and Mail Code. For non–US vendor addresses, the country is substituted in this field.
- **COMPTROLLER OBJECT/AGENCY OBJECT (COMP/AGY OBJ)** – Two separate four–digit codes usually adjacent to each other. If the Comptroller Object is entered, it must

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exist in the **D10** Profile. If the Agency Object is entered, it must exist in the **D11 – Agency Object Profile**. As a common practice, most users enter the AOBJ since the AOBJ's **D11** profile carries the appropriate **D10** profile COBJ into the transaction with it.

The **28B** Profile defines the range of Comptroller Objects allowed depending upon the type of transaction. For example, when a revenue (batch type 2) transaction is recorded, only a 'revenue' type Comptroller Object (0001 – 2999) would be valid.

Whether or not an Agency Object is required is determined by the Agency Object Indicator in the **25** profile. If the Agency Object Indicator is 'N', the Agency Object is not allowed. If the indicator is 'R' (Revenue), 'E' (Expenditure), or 'B' (Both), the Agency Object may be required depending on the type of transaction.

- **CONTRACT NUMBER (CONT NO)** – A ten-character code. It must exist in the **30 – Contract Control Profile**.
- **CURRENT DOCUMENT/SUFFIX (CUR DOC/SFX)** – Codes up to Eight Characters and three digits long respectively. The first two digits of the CUR DOC/SFX are the Document Type. The Document Type must exist in the **33** profile. The valid Document Types for each T-Code are defined in the **28B** Profile.

Examples: Receivables – Doc Type "AR"
 Encumbrances – Doc Type "EE"

Note: As described earlier, the **D59** profile enables individual agencies to establish automatic document numbering for each document type. When auto-incrementing is used, only the two-character Document Type is entered in the CUR-DOC/SFX field; the remaining spaces are left blank.

- **INVOICE (INV) DATE (also DT)** – Enter a six-digit INVOICE DATE in MMDDYY format or leave blank.
- **DEFAULT TRANSACTION CODE (D-TC)** – A three-character optional code that will determine the accounting distribution for all the transactions in sequence for the Current Document. This data element is found only on the **516** screen.
- **DEPOSIT #** – An alphanumeric code up to 14 characters in length. The INVC (Invoice Number) transaction edit indicator on the **28A** profile record corresponds to both the Deposit Number on the **504** screen and the Invoice Number on the **505, 506, 508** and **516** payment screens. If the INVC transaction edit indicator on the **28A** profile for the T-Code being used is set to 'I' (input), the DEPOSIT Number is required.
- **DESCRIPTION (also DESC)** – Up to 30 characters. Agencies may code this field as desired in order to provide information about the transaction being entered. On a payable transaction, information entered in the Description field will be printed on the payment remittance advice of warrants or on the ACH website for direct deposits.

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- **DISCOUNT AMOUNT (DISC)** – A 13–digit amount field. The last two digits are decimal places. This element is for informational use only; it does not reduce a payment made to a vendor.
- **DISCOUNT DATE (DISC DT)** – A six–digit date field in MMDDYY format for informational use only.
- **DOCUMENT AGENCY (DOC AGY)** – Defaults to the batch Agency. It must be in the **D02** profile. The DOC AGY represents the Agency that created and is responsible for the document. It is a required element for tracked documents. Note: It is strongly recommended that the user DOES NOT override the DOC AGY.
- **DOCUMENT AMOUNT (DOC AMT)** – A 13–digit amount field. The last two digits are decimal places. DOC AMT is required if the document type requires balancing as defined in the **33** profile. It is the total of all transactions entered for the current document. For Batch Balancing, the calculated total of the document must equal the entered DOC AMT in order for the batch to be balanced and released. The same data entry rules apply as before with the AMOUNT field.
- **DOCUMENT (DOC) COUNT** – A system–generated field that will automatically increment. It counts the number of transactions entered for the current document.
- **DOCUMENT (DOC) DATE** – A six–digit date field in MMDDYY format. This element typically identifies the date the document was created. It is optional for most transaction codes, as defined in the **28A** profile.
- **DUE DATE** – A six–digit date field in MMDDYY format. Required for payment transactions, this element identifies the date a warrant or direct deposit will be generated if the transaction is error–free and released/approved.

For accounts receivable transactions, this element identifies the date by which payment is due from the customer. The user can either enter the date on which accounts receivable are due or allow the due date to default to the effective date plus an agency defined number of days. In order to use this default date feature, the Due Date indicator on the **28A** profile must be set to ‘R’ and the A/R DEF DUE DAYS on the **53 – Agency Document Control Profile** must indicate the number of days (up to 999) to be added to the effective date.
- **EFFECTIVE (EFF) DATE** – This field defaults to the current date on the **97** profile or to the entered effective date on the **500** screen. This six–digit field is in MMDDYY format. A different date may be entered on each transaction within a batch; entered dates will override the batch header default or entered date. EFF DATE determines the month and year to which the transaction will post. For months or years that are closed, or when future or prior month/year postings are not allowed by the transaction code being used, the system edits against EFF DATE to determine whether or not the transaction can be posted.
- **FUND** – This 4–digit code must exist in the **D23 – Fund Profile**. The Fund is the lowest level of the Fund Structure and is assigned by agencies to meet their internal accounting needs. FUND may be inferred by either Index or PCA or manually keyed.

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- **FUND OVERRIDE (FUND OVRD) (also known as “FO” – SFMS Operations Use Only)** – Enter the one–character field as follows:

- Blank** – Transaction posts normally
- A** – Overrides any agency fund control edits and forces the transaction to post.
- W** – Overrides any system wide fund control edits and forces the transaction to post.

The FUND OVRD indicator allows the system to override fund control edits in order to post an accounting transaction. Only authorized personnel may enter this element. If “A” or “W” is entered in this field, it will edit against the Security Fund Override Indicator on the user's **96A** profile record.

- **GASB 38 NUMBER (G38#)** – An 8–digit code identifying interagency and interfund transfers which require reporting under GASB Statement 38 Para.14. The G38 transfer number uses the format AAFFFF0, 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 or fillers.
- **COMPTROLLER/AGENCY GENERAL LEDGER ACCOUNT (GL ACCT/AGY)** – Enter a four–digit Comptroller General Ledger Account and/or an eight–digit Agency General Ledger Account. If Comptroller General Ledger Account (COMP GL) is entered, it must exist in the **D31** Profile. If Agency General Ledger Account (AGY GL) is entered, and the **D31** profile G/L EDIT TYPE is 'D' (for a DUE TO/DUE FROM account), the AGY GL is edited as follows: the first three digits represent the Financial Agency number and must exist in the **D02** profile, the next four digits represent the Fund and must exist in the **D23** profile, and the last digit must be zero.

If the **D31** profile G/L EDIT TYPE is 'A' (for agency) or 'S' (for system wide), the AGY GL must exist in the **D32 – Agency General Ledger Account Profile**. If both the COMP GL and the AGY GL are entered, use the COMP GL looked up by the AGY GL. If the Agency has established AGY GL Accounts in the **D32** profile for a particular COMP GL, the user will be required to enter an AGY GL on the transaction to affect amounts in the COMP GL. This ensures consistent use of AGY GL.

Note that the COMP GL is normally looked up by the T–Code and is not usually entered on the transaction unless the T–Code being used has an “open” debit or credit. In this case, the COMP GL must be entered on the transaction. The **28B** profile record lists specific COMP GLs that are allowed, or not allowed, for use with specific T–Codes.

- **GRANT NUMBER/PHASE (GRANT NO/PH)** – Enter the six–digit Grant Number and the two–digit Grant Phase. When entered, they must exist in the **29** and **D47** profiles. The Grant Number and Grant Phase elements are set up as a means for accumulating grant expenditures, revenues, receipts, budgets and statistical information in R★STARS. These elements are established in the **29** profile, which defines how costs are accumulated and billed for each grant. When the Grant Number and Phase are entered or looked up on accounting transactions, the

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financial or statistical data is recorded in the Grant Financial Table. GRANT NO/PH may be inferred by Index, Project/Phase, Subgrantee or PCA.

- **INDEX** – Enter the five–digit Index Code. When entered, INDEX must exist in the **24** profile. The Index is required to be entered or looked up when the ‘Agency Budget by Organization’ Indicator is ‘Y’ (Yes) on the **25** profile and the T–Code being used posts to the Agency Budget (AB) Financial Table. INDEX may look up a PCA. INDEX is used as a coding reduction tool.
- **INTEREST TERMS (INT TM)** – A two–digit field for informational use only and will not affect the amount of the document.
- **INVOICE NUMBER (INV NO)** – Up to 14–character alphanumeric characters. The Invoice Number is generally an optional element which is coded to associate a particular invoice with the transaction. If entered on a payable transaction, it will print on the payment remittance advice of warrants or on the ACH website for direct deposits. The INVC (Invoice Number) transaction edit indicator on the **28A** record corresponds to both the Deposit Number on the **504** screen and the Invoice Number on the **505, 506, 508** and **516** payment screens. If the INVC transaction edit indicator on the **28A** profile for the T–Code being used is set to ‘I’ (input), INV NO is required.
- **MODIFIER (MOD)** – A one–character code required on encumbrance transactions referencing pre–encumbrances and expenditure transactions referencing encumbrances. The valid values are:
 - F** – Final Liquidation – the transaction represents a final payment on the pre–encumbrance or encumbrance and closes the document
 - P** – Partial Liquidation – the transaction represents a partial payment on the document
 - A** – Activate a previously–closed document; used when ‘F’ has been entered in error on a partial liquidation, closing the document to further processing.
 - C** – Close a document to preclude further posting; used to close documents with zero balances when the user failed to enter a modifier of ‘F’.Used to close a document with a remaining balance greater than zero preventing any further processing on that document and liquidating the remaining balance.

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- **MULTIPURPOSE CODE (MPCD)** – A ten-character code. This is an agency-defined field which can be used for any coding purpose. The MPCD may be inferred from either the INDEX or PCA or may be entered manually. *In Oregon, this field is also used by the system to identify the microfiche address for summarized warrant redemption information. Oregon is not using the following automatic generation of allotment transactions function.* The MPCD Code is used for automatic generation of allotment transactions. The values must follow a specific pattern as described below:

M – 12 monthly allotments are generated

Q – 4 quarterly allotments are generated

NN – 1 allotment is generated for month specified where NN = 01–12

NNNNNNNN – 4 allotments generated based on percentages specified where total of positions 1&2+3&4+5&6+7&8=100%

- **NAME** – A 50-Character Field. The Vendor Name is looked up by the Vendor Number, if entered.
- **NOTE** – A one-character Electronic Note indicator defaults to ‘N’ and is changed to ‘Y’ by the system when a note is added to the document. The electronic note is used to tie miscellaneous text to a document. After a batch header is created and a transaction is saved, the user may link to the **103 Electronic Note Pad** screen from entry screens **501, 503, 504** and **505** by typing "NOTE" in the **LINK TO:** field and pressing [**F9**]. When the note is entered and saved, it will be tied to the document. After the document is final approved, the attached note cannot be changed. The notepad can be accessed via the **37** screen.

Currently, 23 and 27 are the only standard User Classes that have the capability to inquire, add, change or delete items on the **103** screen. All others may inquire only. A special request is needed from the Agency Security Officer for changes to a user’s security profile to allow add, change or delete privileges. The notepad indicators are defined as follows:

- The notepad indicators are as follows:

Y – Note attached

N – No note attached

- **PROGRAM COST ACCOUNT (PCA)** – Enter the five-digit PCA code. When entered, PCA must exist in the **26** profile. The PCA is required to be entered or looked up if the ‘Agency Budget by Program’ Indicator is ‘Y’ (Yes) on the **25** profile and the T-Code being used posts to the Agency Budget (AB) Financial Table. The PCA may look up an INDEX. If the PCA looks up a Fund, then that Fund is the only Fund that can be posted for a transaction that uses that PCA.
- **PAYMENT DISTRIBUTION TYPE (PDT)** – Typically, the PDT will be left blank and will default from the **51** profile if the first digit of the Vendor Number is less than ‘9’. If entered, the PDT must exist in the **D50** profile. The PDT identifies how transactions are combined for

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warrants and direct deposits, how warrants are routed, and whether payment will be issued in the form of a warrant, direct deposit, or wire transfer.

- **PENALTY AMOUNT/DATE (PEN AMT/DT)** – The Penalty Amount (PEN AMT) is a 13–digit amount field. The last two digits are decimal places. The Penalty Date (PEN DT) is a six–digit date field in MMDDYY format. These fields are for informational purpose only, and do not affect the document amount.
- **PAYMENT NUMBER (PMT #)** – Enter the nine–digit PMT #, or leave blank. This field is controlled by the WARR indicator on the **28A** profile of the transaction code being used.
- **PAYMENT (PMT) TYPE** – Enter the one–digit Cash Receipt PMT TYPE as follows or leave blank:
 - 1 – Cash
 - 3 – U.S. Treasury Checks/Letters of Credit
 - 2 – Checks
 - 4 – State Warrants
- **PROJECT NUMBER/PHASE (PROJ NO/PH)** – Enter the six–digit alphanumeric Project Number and the two–digit PROJECT PHASE. When entered, they must exist in the **27** profile. The Project Number and Phase elements are established to accumulate project expenditures, revenues, budgets and statistical information. This profile defines how costs are accumulated and how reimbursable projects are billed. Project–related information is recorded in the Project Financial Table and can be viewed on the **80 – Project Financial Inquiry** screen. PROJ NO/PH may be inferred by the INDEX or PCA.
- **PROPERTY NUMBER (PROP #)** (*Not used in Oregon*) – A ten–digit Number. This field is required if the C/I Indicator is entered unless the transaction is from ADPICS. It must be left blank if the C/I indicator is blank. It identifies each asset recorded in the Fixed Asset Subsystem as a unique item.
- **REFERENCE DOCUMENT/SUFFIX (REF DOC/SFX)** – A two part field. The Reference Document is up to eight characters – the Suffix is three. The Reference Document is automatically left justified. The Suffix is always required when the Reference Document is entered. If the Reference Document Indicator (RDOC) on the **28A** profile is blank, REFDOC/SFX is optional and often used for tracking purposes. If the RDOC is ‘I’ or ‘R’, REFDOC/SFX identifies a document previously entered in R★STARS.

For example, an encumbrance is established to reserve spending authority. When the goods or services are paid for, the original encumbrance is referenced to reduce the reserve of spending authority. The original encumbrance is identified by entering it in the Reference Document and Suffix fields.

A receivable reference document number is selected for a particular vendor when the vendor number is entered on the transaction entry screen and the user interrupts to the **59 – Vendor Document Inquiry** screen. All documents with a non–zero balance associated with a specific vendor are displayed on the **59** screen. The user may select a document and end the interrupt. The document number is carried to the Reference Document and Suffix field on the transaction

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entry screen. The document amount will also be carried over if the document amount on the transaction entry screen is blank or greater than the Reference Document Amount.

- **RECURRING TRANSACTION INDEX (RT) AMOUNT** – *(Fast-Entry Screens Only)* A 13-digit amount field where the last two digits are decimal places. This amount will be distributed to the transactions retrieved by the RTI based on the percentage allocation defined in the **550** profile.
- **RECURRING TRANSACTION INDEX (RTI)** – A six-character field. When entered, the RTI must exist in the **550** profile. The RTI is an element used as a coding reduction tool for transactions which are recurrent in nature, such as lease payments or telephone expense. The coding block elements for the recurring transaction are pre-defined in the **550** profile. The RTI may be directly input on any of the **500** series screens. A PCA or Grant may also look up an RTI.

The RTI type indicator on the **550** profile defaults to ‘R’, which indicates that the record will be used for traditional recurring transaction entry. If the RTI type is set to ‘S’, it is used to perform transaction split. See Section 3.4 for more information on **Transaction Split Data Entry**.

- **REVERSE (RVS or R)** – Entering an 'R' in this field reverses the impact of the transaction. The **28A** Profile identifies whether this element is required, must be input, is optional, or not allowed.
- **SERVICE (SERV) DATE** – *(Optional – for Agency Informational Use Only)* Enter the six-digit Service Date in MMDDYY format. This field identifies the date on which goods or services are received or rendered. For example, the service date for purchased items would be the day the merchandise was received; the service date for recurring expenses, such as rent, would be the first day of the month; and the service date for payroll would be the last day of the pay period. Additionally, SERV DATE is used to edit against the Final Post Date on the **27** profile and the **29** profile if the Service Date Control Indicator (SERV DATE CTL IND) in the related profile is 'Y'.
- **STATE** – This 2-character field is part of the Vendor Address, and is tied to and looked up by the Vendor Number. For foreign (non-USA) vendors, ‘XX’ is entered in this field.
- **SUBGRANTEE** – A 14-digit code. It must exist in the **31** Profile. Subgrantees are other agencies, localities, etc., who receive portions of pass-through grants. The Grant must account for advances and expenditures made to the subgrantees. If the Subgrantee entered on the transaction looks up a Grant Number and Phase, they must exist in the **29** profile.
- **DISCOUNT DATE INTEREST TERMS (TM (DISCOUNT))** – A two-digit field. This field is for informational use only, and does not affect the document amount.
- **PENALTY DATE INTEREST TERMS (TM (PENALTY))** – A two-digit field. This field is for informational use only, and does not affect the document amount.

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- **TRANSACTION AMOUNT (TRANS AMT)** – A 13 digit field found only on the **509** screen. The last two digits are decimal places. The single amount is used for both transactions
- **TRANSACTION (TRANS) CODE (or T-CODE)** – A three-digit code. This element is required for all transactions and must exist in the **28A** and the **28B** Profiles. It identifies the accounting impact (debits and credits) to be recorded in R★STARS. The T-CODE dictates how the rest of the transaction will be entered by determining which elements are required, optional or not allowed. It also determines the valid Document Types, Batch Types, General Ledger Accounts and Comptroller Objects for the transaction. T-CODE elements were described earlier in the chapter.
- **VENDOR NUMBER/MAIL CODE (VEND/MC)** – The ten-digit Vendor Number and the 3-digit Vendor Mail Code must exist in the **34** profile if the first digit equals 0 (zero). If the first digit is greater than 0 and less than 9, the Mail Code must exist in the **51** profile.

The Vendor Number identifies the vendor being paid for purchased materials or services. Expenditure and encumbrance transactions require a Vendor Number. One-time vendor numbers can be created a beginning with a '9', if the payment is not 1099 reportable and it is truly a one-time situation. Since the one-time Vendor Number is not entered on the **52** profile, these fields must be entered on the transaction screen:

VENDOR NUMBER	STATE
VENDOR NAME	ZIP
ADDRESS	PDT
CITY	

In some agencies, a one-time Vendor Number is actually entered on the **52** profile. This number is then used to make multiple one-time payments in situations such as jury duty. When entering Revenue or Expenditure transactions the Vendor Number (if known) can be looked up using the **3N – Vendor Number Inquiry** screen to choose the correct Mail Code.

- **VENDOR NAME** – This 50-character field is directly assigned to a specific Vendor Number found on the **34** or **51** profiles. When entering transactions, VENDOR NAME can be looked up using the **3A – Vendor Alpha Inquiry** screen.
- **WARRANT NUMBER (WARR NO)** – A nine-digit number. The first two digits denote the Bank Type. If the DISBURSEMENT METHOD INDICATOR (DISB METH IND) for the batch is 'M' (Manual Warrant), WARR NO is required; otherwise it is generated by the system.
- **ZIP** – The first five digits of this numeric field are required on certain transactions, the last four digits are optional. It is tied to and looked up by the Vendor Number.

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Batch Balancing

When the last transaction in the batch has been entered and the last transaction has been saved with [F10] or [F11], press [F6] to bring up the **502** screen. This screen can also be accessed from the **510 – Recall A Batch for Correction, 520** or **530** screens using [F6].

R★STARS computes the number of transactions and the total amount entered for the batch. R★STARS then compares the computed count and amount to both the count and amount entered on the **500** screen or to the document count on the transaction entry screen and the total of all transaction amounts. In either case, the **502** screen displays the entered and computed counts and amounts.

- **Balanced Batch.** If the batch is in balance (i.e., the entered count and amount equal the computed count and amount), the user may release the batch for overnight or immediate processing. The message, 'THIS BATCH IS BALANCED' will be displayed at the bottom of the **502** screen. A **502** screen showing a balanced batch is displayed below.

Example:

S502 UC: 27	STATE OF OREGON	01/06/09 03:49 PM
LINK TO:	BATCH BALANCING	PROD
BATCH AGENCY: 101		
BATCH DATE: 010609		
BATCH TYPE: 4		
BATCH NUMBER: 001		
BATCH BALANCING:		
ENTERED COUNT: 00000	ENTERED AMOUNT: 00000000000.00	
COMPUTED COUNT: 00000	COMPUTED AMOUNT: 00000000000.00	
PAYMENT DIST TYPE:		
DISB METH IND:		
RACF ID: DASXX00	LAST NAME, FIRST NAME	
USER CLASS: 27		
THIS BATCH IS BALANCED...PLEASE SELECT APPROPRIATE ACTION		
F1-HELP	F2-RECALL BATCH	F3-DEL HDR
F6-RELEASE	F7-DETAILS	F8-DOC TRK
F9-INTERRUPT	F10-HOLD	F11-HDR ENTRY
F12-HEADERS	CLEAR-EXIT	

To release the batch, press [F6]. Refer to Screen Help, Keyword 'S502,' for valid function key processing.

- **Batch / Document Not in Balance.** If the batch is out of balance, the user should attempt to correct the balancing error. Three types of balancing edits are performed when a user attempts to release a batch:
 - **Batch Balancing** – The entered batch count and amount are compared to the computed count and amount for all transactions in the batch. The batch total is the total of the absolute value of all transactions.

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- **Document Balancing** – The entered document amount is compared to the computed document amount for all transactions in each document. This is a ‘net’ amount which considers the +/- Indicator on the **28A** profile and the REVERSE Code (RVS) entered on the transaction. In addition, this process checks for “balancing T-Codes” (identified by an entry in the BAL TC field on the **28A** profile record) to ensure that the right combination of T-Codes is used and that the totals for each T-Code are equal within a document.

In addition, if the document BALANCING INDICATOR on the **33** profile is 'Y' (Yes) for any document type used in the batch, the computed DOC AMT must equal the entered DOC AMT for each tracked document in the batch before the batch is balanced. Most documents are tracked.

- **Invoice Balancing** – The total of all transactions (net) within each Accounts Receivable document is compared to the total of all line items on the corresponding invoice.

Certain Accounts Receivable (AR) T-Codes require invoice balancing – example: 103 – Establish an Accounts Receivable – Billed. The invoice balancing requirement is set by including a specific T-Code number on the **D53 – Titles Profile** under Table ID ‘ARIV’. Before a batch containing this type of T-Code can be released, the system will require that each invoice be balanced against its corresponding transaction.

If one or more AR transaction and invoice pairs are not in balance, one of two error messages will occur. If there is no matching Invoice for an AR Document, the message “NO MATCHING INVOICE FOUND FOR AR TRANSACTION WITH CURRENT DOCUMENT # . . .” will appear. If the amount on an Invoice does not match the amount on the AR Document, the message will read, “INVOICE AMT DOES NOT MATCH AR TRANSACTION AMT FOR CURRENT DOC # . . .” The user can either interrupt to the **515 – Invoice Entry** screen to add an invoice or correct an invoice amount, or follow the batch and document correction process described below to correct a transaction error. See Chapter 10 for further discussion on the **515** and **504** screens.

- **Correcting a Batch Balancing Problem.** After the last transaction in a batch has been saved ([F10] or [F11]) and an attempt has been made to balance the batch ([F6]), the **502** screen will appear and indicate whether the batch is balanced. If the batch is not balanced, an error message, “WARNING...BATCH OR DOCUMENTS NOT IN BALANCE” will appear. The system will not indicate whether the problem is a batch, document or invoice out of balance (an exception to this is the AR balancing previously discussed). One method of correcting batch and document balancing problems is described below:

1. From the **502** screen, press [F7] and the **520** screen will appear. This screen is a *view* screen only; the transactions cannot be accessed for correction purposes using this screen. The **520** screen can be reviewed for the accuracy of the transactions in a batch and a document. If a transaction amount is found to have been incorrectly entered, the Batch ID information and the sequence number of the erroneous transactions should be noted.

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2. From the **520** screen, press **[F11]** –CORRECT BATCH. The **510** screen will be retrieved. From this screen the batch header can be changed (press **[F2]** – CHGE HDR) or individual transactions can be DELETED (press **[F3]** – DEL TRANS), CHANGED (press **[F4]** – CHGE), or ADDED (press **[F10]** – ADD). To delete or change a specific transaction, the SEQUENCE NUMBER must be entered. Entering the sequence number of a transaction to be changed will cause the input screen with that transaction to appear. If the sequence number field is left blank, the first transaction in the batch will be retrieved.
3. Once the transaction entry screen for the sequence number is displayed, correct any erroneous entries by entering accurate information in the field. AFTER CHANGES HAVE BEEN MADE, THE CORRECTED TRANSACTION MUST BE SAVED WITH **[F10]**. To correct multiple entries in the batch use **[F5]** – NEXT to progress to the next transaction.
4. If the error is in the batch header, press **[F2]** on the **510** screen to go to the **511 – Change a Batch Header** screen. Correct the ENTERED COUNT, ENTERED AMOUNT or the EFFECTIVE DATE fields as required.
5. After the necessary corrections have been made and saved, press **[F6]** to balance the batch. The **502** screen will appear and identify that the batch is in balance. Proceed as described in the Balanced Batch section earlier in this chapter.

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Example:

```

S510 UC: 27 STATE OF OREGON 01/16/09 03:59 PM
LINK TO: RECALL A BATCH FOR CORRECTION PROD

BATCH AGENCY: 101
BATCH DATE: 011609
BATCH TYPE: 4
BATCH NUMBER: 001
SEQUENCE NUMBER: (REQUIRED IF CHANGING, DELETING, OR VIEWING A
TRANS)

BATCH BALANCING-
ENTERED COUNT: 00011 ENTERED AMOUNT: 00000142500.00
COMPUTED COUNT: 00012 COMPUTED AMOUNT: 00000142500.00

PAYMENT DIST TYPE:
DISB METH IND:
ORIGINAL RACF ID: XXXXX00 LAST NAME, FIRST NAME
USER CLASS: 27
LAST RACF ID: XXXXX00 LAST NAME, FIRST NAME

F1-HELP F2-CHGE HDR F3-DEL TRANS F4-CHGE F5-VIEW F6-BALANCING F7-DETAILS
F8-DOC TRK F9-INTERRUPT F10-ADD F11-RECOMPUTE F12-HEADERS CLEAR-EXIT

```

Example:

```

S511 UC: 27 STATE OF OREGON 01/16/09 04:00 PM
LINK TO: CHANGE BATCH HEADER PROD

ENTER CHANGES - PRESS SAVE KEY TO UPDATE OR CANCEL KEY TO CANCEL

BATCH AGENCY: 101
BATCH DATE: 011609
BATCH TYPE: 4
BATCH NUMBER: 001

BATCH BALANCING:
ENTERED COUNT: 00012 ENTERED AMOUNT: 00000142500.00
COMPUTED COUNT: 00012 COMPUTED AMOUNT: 00000142500.00
BATCH EDIT MODE: 2
PAYMENT DIST TYPE:
DISB METH IND:
EFFECTIVE DATE: 061106
RACF ID: XXXXX00 LAST NAME, FIRST NAME
USER CLASS: 27

F1-HELP F9-INTERRUPT F10-SAVE F12-CANCEL CLEAR-EXIT

```

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After all batches are complete and balanced, the user can view all the batch headers by entering the **530** screen from the Financial Data Entry Menu, or by pressing **[F12]** from one of the other Batch Processing screens.

This screen will list all the Batch Headers for a particular agency. It also displays the current status of each batch and the entered and computed counts and amounts. The BAL indicator shows if the batch is in balance with either a 'Y' for yes or 'N' for no.

Example:

S530 UC: 27	STATE OF OREGON	06/13/12 08:49 AM
LINK TO:	VIEW BATCH HEADERS	PROD
BATCH AGENCY: 101 TYPE: I/E:		
...BATCH ID...		
S	DATE TYP NO STA BAL MODE	EFF ENTERED ENTERED COMP COMP
		DATE COUNT AMOUNT COUNT AMOUNT
	123008 4 689 P N 2	123008 00022 00000051598.84 00002 00000009680.66
	010509 3 659 H Y 2	010509 00000 00000000000.00 00000 00000000000.00
	010609 4 418 P N 2	010609 00030 00000003560.54 00002 00000000012.70
	010609 A 2D1 P Y 2	010609 00001 00000000196.20 00001 00000000196.20
	010709 4 468 P N 2	010709 00015 00000002488.36 00002 00000000588.25
	010909 4 470 P N 2	010909 00019 00000041830.98 00007 00000038503.84
	011609 4 490 P N 2	010909 00019 00000004803.03 00002 00000001142.56
	011609 4 491 P N 2	011609 00012 00000694367.04 00002 00000013284.67
	011609 4 493 P N 2	011609 00017 00000036666.27 00006 00000014523.53
	011609 4 664 P N 2	053106 00024 00000010729.15 00004 00000003431.49
	012009 4 494 P N 2	012009 00011 00000027513.90 00002 00000000128.00
	012009 4 499 P N 2	012009 00006 00000004723.25 00004 00000004056.00
	012009 4 669 P N 2	012009 00024 00000537267.38 00005 00000184018.22
PRESS NEXT PAGE KEY TO VIEW ADDITIONAL RECORDS		
F1-HELP F2-DETAILS F6-BALANCING F7-PRIOR PG F8-NEXT PG		
F9-INTERRUPT F11-CORRECT BATCH ENTER-FIRST PAGE CLEAR-EXIT		

- **Batch Status.** The Batch Status is used by IEU (Input, Edit and Update) to determine if and how batches are processed. The valid values are:
 - **R (Release)** – Transactions within the batch are released. The user is finished entering transactions.
 - **H (Hold)** – Transactions within the batch are held. The user is not finished entering or correcting transactions. If the Edit Mode is '0' or '1', the batch is not processed by IEU. If the Edit Mode is '2', transactions have posted but will not be processed while the batch is on hold.
 - **D (Delete)** – In Edit Mode 2, transactions within the batch and the batch itself are immediately deleted from the system. In Edit Modes 0 and 1, the transaction and the batch are flagged for deletion. The deleted transactions do not show on the **520 – View a Batch** screen, but they still exist in the transaction history. The actual deletion of the transactions and batch occur in the batch cycle.
 - **A (Approval Required)** – Transactions within the batch are released and require approval (*not used in Oregon*).
 - **P (Posted)** – Transactions within the batch are released and approved.

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If a transaction is added/deleted/changed in the batch, the 'Recompute' function will recompute the 'Entered' batch count and amount only if these amounts were NOT previously entered by the operator. This capability is available if a user exits a batch abnormally and the system does not automatically recompute the count and amount. The recompute function is available on the **510** screen.

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3-3 ACCOUNTING TRANSACTION DATA ENTRY EXAMPLES

Three examples of accounting transaction data entry are presented on the following pages. The first example presents a correct and balanced batch. The others contain batch balancing errors. The second example contains an incorrect transaction amount. The third shows an incorrect transaction count. Posting procedures and steps required to correct the second and third batches are described in detail. Each example contains an overview description of the entries, followed by sample data entry screens illustrating each step.

Example 1

Two encumbrance transactions were entered for Agency 101. Each transaction has an amount of \$100.00.

The first step is to bring up the **500** screen. This entry screen uniquely identifies the batch by agency, date, the type of transactions and the batch number. The number of transactions and the total amount of the batch may also be entered for auditing purposes. Press **[F10]** or **[F11]** when header entry is complete.

Example:

S500	UC: 17	STATE OF OREGON	01/16/09 04:10 PM
LINK TO:		BATCH HEADER ENTRY	PROD
BATCH AGENCY: 101		(SIGN ON AGENCY)	
BATCH DATE: 011609		(MMDDYY, DEFAULTS TO TODAYS DATE)	
BATCH TYPE: 3			
BATCH NUMBER: 200			
BATCH COUNT: 2		BATCH AMOUNT: 200.00	
BATCH EDIT MODE: 2		(0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)	
PAYMENT DIST TYPE:		(MUST BE IN D50 PDT PROFILE)	
DISB METH IND:		(H, M, R, E OR SPACE)	
EFFECTIVE DATE:		(MMDDYY, DEFAULTS TO TODAYS DATE)	
FAST ENTRY:		(M/S/I/P/)	
USER ID: XXXXX00		LAST NAME, FIRST NAME	
USER CLASS: 17			
ACTION CODE AGENCY:			
ACTION CODE:			
F1-HELP	F9-INTERRUPT	F10/F11-SAVE	CLEAR-EXIT

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Entering Batch Type 3 on the Batch Header retrieves the **505** screen (encumbrances). These two transactions are entered either as two separate documents, or one document with two suffixes (transactions). Note that the Batch ID (Batch Agency, Date Type, and No.) is brought forward from the **500** screen. Also, the first transaction sequence number defaults. These fields are protected and cannot be changed on the transaction entry screen.

After the data elements are entered, **[F10]** or **[F11]** is pressed to submit the transaction. The sequence number will automatically advance to the next number after the first transaction is successfully posted. If the **D59** profile is set up for auto-incrementing, only the two-character Document Type (EE) is entered in the CUR-DOC/SFX field; the remaining spaces are left blank.

Example:

```

S505 UC: 17 STATE OF OREGON 01/17/09 08:25 AM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 011609 TYPE 3 NO 200 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 060906 DUE DATE: SERV DATE:
CUR DOC/SFX: EE000273 001 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 203 ENCUMBRANCE NOT PRE-ENCUMB (NON-ADPICS)
INDEX: 11000 DAS-DO-ADMINISTRATION
PCA: 11100 DAS-DO-ADMINISTRATION-L AY: 09
COMP/AGY OBJ: 4202 4302 EQUIPMENT RENTAL
AMOUNT: 00000000100.00 RVS: DISC: 1099: 1 FO: PDT:
DOC COUNT: 00000 DOC AMT: 0000000200.00 DOC AGY: 101 CI: PROP #:
INV NO: DT: DESC:
VEND/MC: 1561529842 001 NM: OFFICE SYSTEMS GROUP
CONT NO: ADDR 1: 1972 NE 3RD ST #189
WARR NO: ADDR 2:
APPN NO: 31501 ADDR 3:
FUND: 1110 ADDR 4:
GL AC/AGY: CITY: BEND ST: OR ZIP: 97701
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: G38: RTI:

F1-HELP F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```


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After the second transaction is entered and successfully posted, press [F6] to go to the **502** screen.

Example:

```

S502 UC: 17 STATE OF OREGON 01/16/09 08:27 AM
LINK TO: BATCH BALANCING PROD

BATCH AGENCY: 101
BATCH DATE: 011609
BATCH TYPE: 3
BATCH NUMBER: 200

BATCH BALANCING:
ENTERED COUNT: 00002 ENTERED AMOUNT: 00000000200.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000000200.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: DASXX00 LAST NAME, FIRST NAME
USER CLASS: 17

THIS BATCH IS BALANCED...PLEASE SELECT APPROPRIATE ACTION
F1-HELP F2-RECALL BATCH F3-DEL HDR F6-RELEASE F7-DETAILS F8-DOC TRK
F9-INTERRUPT F10-HOLD F11-HDR ENTRY F12-HEADERS CLEAR-EXIT

```

This screen identifies that the batch is in balance. Press [F6] to release the batch.

Example:

```

S502 UC: 17 STATE OF OREGON 01/16/09 08:36 AM
LINK TO: BATCH BALANCING PROD

BATCH AGENCY: 101
BATCH DATE: 011609
BATCH TYPE: 3
BATCH NUMBER: 200

BATCH BALANCING:
ENTERED COUNT: 00002 ENTERED AMOUNT: 00000000200.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000000200.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: DASXX00 LAST NAME, FIRST NAME
USER CLASS: 17

BATCH HAS BEEN SUCCESSFULLY RELEASED

F1-HELP F2-RECALL BATCH F3-DEL HDR F6-RELEASE F7-DETAILS F8-DOC TRK
F9-INTERRUPT F10-HOLD F11-HDR ENTRY F12-HEADERS CLEAR-EXIT

```

Then press [F11] to bring up a new **500** screen.

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Example 2

The same transactions are used in this example, but the user incorrectly enters only \$50.00 for the second transaction. After all transactions are entered, the **502** screen identifies that the batch is NOT in balance.

Example:

```

S502 UC: 17 STATE OF OREGON 01/16/09 08:29 AM
LINK TO: BATCH BALANCING PROD

BATCH AGENCY: 101
BATCH DATE: 011609
BATCH TYPE: 3
BATCH NUMBER: 200

BATCH BALANCING:
ENTERED COUNT: 00002 ENTERED AMOUNT: 00000000200.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000000150.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: DASXX00 LAST NAME, FIRST NAME
USER CLASS: 17

WARNING...DOCUMENTS NOT IN BALANCE
COMPUTED TRANSACTIONS HAVE POSTED

F1-HELP F2-RECALL BATCH F3-DEL HDR F6-RELEASE F7-DETAILS F8-DOC TRK
F9-INTERRUPT F10-HOLD F11-HDR ENTRY F12-HEADERS CLEAR-EXIT

```

Press [F7] to view the detail transactions for the batch on the **520** screen.

Example:

```

S520 UC: 17 STATE OF OREGON 06/13/12 08:45 AM
LINK TO: VIEW A BATCH PROD

BATCH ID: AGENCY 101 DATE 011609 TYPE 3 NO 200 SEQUENCE 00001
MODE EDIT & POST EFF DATE 060906 STATUS H PRINTER ID:

S P SEQ CUR DOC/SFX REF DOC/SFX M AGY TC INDEX PCA AY AMOUNT R
00001 EE000273 001 101 203 11000 11100 07 100.00
S 00002 EE000273 002 101 203 13000 11300 07 50.00

ENTERED COUNT: 00002 ENTERED AMOUNT: 00000000200.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000000150.00
NO MORE DETAILS IN THIS BATCH

F1-HELP F2-SELECT F4-PRINT F5-DOC TRACK F6-BALANCING F7-PRIOR PG F8-NEXT PG
F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR-EXIT

```

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Notice that the second transaction (Suffix Number '002') is in error. To correct it, tab the cursor to the Selector ('S') column for the transaction, type "S" and press [F11]. The system retrieves the 510 screen with the selected transaction's sequence number in the Sequence Number field.

Example:

```

S510 UC: 17 STATE OF OREGON 01/16/09 08:31 AM
LINK TO: RECALL A BATCH FOR CORRECTION PROD

BATCH AGENCY: 101
BATCH DATE: 011609
BATCH TYPE: 3
BATCH NUMBER: 200
SEQUENCE NUMBER: 00002 (REQUIRED IF CHANGING, DELETING, OR VIEWING A
TRANS)

BATCH BALANCING-
ENTERED COUNT: 00002 ENTERED AMOUNT: 00000000200.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000000150.00

PAYMENT DIST TYPE:
DISB METH IND:
ORIGINAL USER ID: XXXXX00 LAST NAME, FIRST NAME
USER CLASS: 17
LAST USER ID: XXXXX00 LAST NAME, FIRST NAME

F1-HELP F2-CHGE HDR F3-DEL TRANS F4-CHGE F5-VIEW F6-BALANCING F7-DETAILS
F8-DOC TRK F9-INTERRUPT F10-ADD F11-RECOMPUTE F12-HEADERS CLEAR-EXIT

```

Press [F4]. The 505 screen containing the accounting transaction is recalled to the screen.

Example:

```

S505 UC: 10 STATE OF OREGON 01/16/09 08:32 AM
LINK TO: S D: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 011609 TYPE 3 NO 200 SEQ NO 00002 MODE EDIT AND POST
DOC DATE: EFF DATE: 060906 DUE DATE: SERV DATE:
CUR DOC/SFX: EE000273 002 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 203
INDEX: 13000
PCA: 11300 AY: 09
COMP/AGY OBJ: 4202 4302
AMOUNT: 0000000050.00 RVS: DISC: 1099: 1 FO: PDT:
DOC COUNT: 00002 DOC AMT: 00000000200.00 DOC AGY: 101 CI: PROP #:
INV NO: DT: DESC:
VEND/MC: 1561529842 001 NM: OFFICE SYSTEMS GROUP
CONT NO: ADDR 1: 1972 NE 3RD ST #189
WARR NO: ADDR 2:
APPN NO: 31501 ADDR 3:
FUND: 1100 ADDR 4:
GL AC/AGY: CITY: BEND ST: OR ZIP: 97701
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 00652 G38: RTI:

F1-HELP F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

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Change the amount field to reflect the correct amount of \$100.00. Press [F10] or [F11] to save the change.

Example:

```

S505 UC: 10 STATE OF OREGON 01/16/09 08:32 AM
LINK TO: S D: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 011609 TYPE 3 NO 200 SEQ NO 00002 MODE EDIT AND POST
DOC DATE: EFF DATE: 060906 DUE DATE: SERV DATE:
CUR DOC/SFX: EE000273 002 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 203 ENCUMBRANCE NOT PRE-ENCUMB(NON-ADPICS)
INDEX:
PCA: 11300 DAS-DO-OFFICE OF BUSINESS ADMIN-L AY: 09
COMP/AGY OBJ: 4202 4302 EQUIPMENT RENTAL
AMOUNT: 0000000100.00 RVS: DISC: 1099: FO: PDT:
DOC COUNT: 00002 DOC AMT: 0000000200.00 DOC AGY: 101 CI: PROP #:
INV NO: DT: DESC:
VEND/MC: 1561529842 001 NM: OFFICE SYSTEMS GROUP
CONT NO: ADDR 1: 1972 NE 3RD ST #189
WARR NO: ADDR 2:
APPN NO: ADDR 3:
FUND: ADDR 4:
GL AC/AGY: CITY: BEND ST: OR ZIP: 97701
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: G38: RTI:

TRANSACTION SUCCESSFULLY CHANGED
F1-HELP F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

Now press [F6]. The system retrieves the 502 screen, which identifies that the batch is now in balance.

Example:

```

S502 UC: 10 STATE OF OREGON 01/16/09 08:27 AM
LINK TO: BATCH BALANCING PROD

BATCH AGENCY: 101
BATCH DATE: 011609
BATCH TYPE: 3
BATCH NUMBER: 200

BATCH BALANCING:
ENTERED COUNT: 00002 ENTERED AMOUNT: 00000000200.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000000200.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: DASXX00 LAST NAME, FIRST NAME
USER CLASS: 17

THIS BATCH IS BALANCED...PLEASE SELECT APPROPRIATE ACTION
F1-HELP F2-RECALL BATCH F3-DEL HDR F6-RELEASE F7-DETAILS F8-DOC TRK
F9-INTERRUPT F10-HOLD F11-HDR ENTRY F12-HEADERS CLEAR-EXIT

```

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Release the batch by pressing [F6], then press [F11] to recall a new **500** screen.

Example 3

Once again, the same transactions are used in this example. This time the user incorrectly enters “3” as the number of transactions in the batch.

After all transactions are entered, the **502** screen identifies that the batch is NOT in balance.

Example:

```

S502 UC: 10 STATE OF OREGON 01/16/09 08:33 AM
LINK TO: BATCH BALANCING PROD

BATCH AGENCY: 101
BATCH DATE: 011609
BATCH TYPE: 3
BATCH NUMBER: 200

BATCH BALANCING:
ENTERED COUNT: 00003 ENTERED AMOUNT: 00000000200.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000000200.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: XXXXX00 LAST NAME, FIRST NAME
USER CLASS: 17

WARNING...BATCH NOT IN BALANCE
COMPUTED TRANSACTIONS HAVE POSTED
F1-HELP F2-RECALL BATCH F3-DEL HDR F6-RELEASE F7-DETAILS F8-DOC TRK
F9-INTERRUPT F10-HOLD F11-HDR ENTRY F12-HEADERS CLEAR-EXIT

```

Pressing [F2] retrieves the **510** screen.

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Press **[F2]** again to retrieve the **511** screen, which enables the user to change the number of entered transactions to '2'.

Example:

```

S511 UC: 10 STATE OF OREGON 01/16/09 08:35 AM
LINK TO: CHANGE BATCH HEADER PROD

ENTER CHANGES - PRESS SAVE KEY TO UPDATE OR CANCEL KEY TO CANCEL

BATCH AGENCY: 101
BATCH DATE: 011609
BATCH TYPE: 3
BATCH NUMBER: 200

BATCH BALANCING:
ENTERED COUNT: 00002 ENTERED AMOUNT: 00000000200.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000000200.00
BATCH EDIT MODE: 2
PAYMENT DIST TYPE:
DISB METH IND:
EFFECTIVE DATE: 061406
USER ID: XXXXX00 LAST NAME, FIRST NAME
USER CLASS: 17

F1-HELP F9-INTERRUPT F10-SAVE F12-CANCEL CLEAR-EXIT

```

Press **[F10]** to save the change and return to the **510** screen. Press **[F6]** to balance the corrected batch. The system retrieves the **502** screen, which identifies that the batch is now in balance. Press **[F6]** again to release the batch.

Press **[F11]** to recall the **500** screen for additional transaction processing, or press **[Pause/Break]** (Clear) to exit to the Financial Data Entry Menu.

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3-4 TRANSACTION SPLIT DATA ENTRY

Recurring Transaction Subsystem allows fixed transaction schedules and coding blocks to be stored and accessed to automatically generate transactions. Recurring Transaction Indexes (RTIs) are maintained in the **550** profile. This profile is used to record data elements required for establishing traditional and split RTIs.

Traditional, non-split recurring transactions (RTI type 'R') are used for those payments which recur regularly in the same amount, such as rent payments, or periodic or monthly accruals. Traditional recurring transactions can also be used for coding block retrieval when entering transactions on the transaction entry screens. These transactions are allocated by specified dollar amounts or percents. See Chapter 8 of this guide and Reference Manual Chapter 7 for discussion of traditional recurring transactions.

Split recurring transactions (RTI type 'S') allocate a percentage of a specified amount across multiple funds or appropriations. This process provides the capability for splitting any type of transaction, such as revenues, expenditures, pre-encumbrances, and encumbrances. The Transaction Split process is designed to reduce the manual effort necessary for repetitive posting of like transactions.

This chapter discusses the procedures for setting up RTIs for transaction split, followed by examples of transaction data entry and financial table inquiry.

RECURRING TRANSACTION PROFILE

The **550** profile is accessed by selecting the 'Financial Data Entry' option from the Main Menu and then selecting option '550' from the submenu or pressing the related function key. The **550** profile is shown below. You may also type **550** into the LINK TO: field and press Enter.

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Example:

S550 UC: 17	STATE OF OREGON	01/17/09 11:23 AM
LINK TO:	RECURRING TRANSACTION PROFILE	PROD
AGENCY:	TRANS NO:	RTI:
USER ID: DASXX00	DESCRIPTION:	RTI TYPE: R
GENERATE SCHEDULE (MMDD) - 1:	2:	3:
BATCH - AGY:	TYPE:	DOC DATE:
CUR DOC/SFX:	REF DOC/SFX:	SERV DATE:
TRANS CODE:		FINANCIAL AGY:
INDEX:		
PCA:		
COMP/AGY OBJ:		
AMOUNT:	RVS: DISCOUNT:	FUND OVRD:
DOC AMT:	DOC AGY:	
% ALLOCATED:	PDT: MOD:	APPN YEAR:
FUND:	GL ACCT/AGY:	APPN NO:
GRANT NO/PH:	SUBGRANTEE:	G38:
MPCD:	AGY CD - 1:	PROJ NO/PH:
VEND/MC:	2:	3:
EFF START DATE: 01172009	EFF END DATE:	STATUS CODE: A
		LAST PROC DATE:
F1-HELP	F3-DELETE	F4-EDIT
F5-NEXT TRANS NO	F8-NEXT FOR RTI	F9-INTERRUPT
F10-SAVE	F11-SAVE/CLEAR	F12-RTI COMPLETE
ENTER-INQUIRE	CLEAR-EXIT	

The elements on this profile are described below:

- **Agency** – Each agency maintains its own profiles. This field defaults to the user’s security agency.
- **Transaction Number** – A user–defined number that uniquely identifies each recurring transaction defined within an RTI.
- **Recurring Transaction Index (RTI)** – A user–defined coding block which, when entered on a transaction, identifies the elements to be split or looked up by the RTI and the percentage allocation. Between one and ten coding blocks (splits) can be assigned to one unique RTI.
- **RTI Type** – Valid values are:
 - R** – Regular (traditional) non–split transaction
 - S** – Split transaction

The indicator defaults to ‘R’. The user must change the type to ‘S’ when establishing split RTIs. All transactions within a given RTI must have the same RTI type.

- **Coding Block** – These classification elements are allowed on a split transaction RTI:

Index	Project Number/Phase
PCA	Grant Number/Phase
Fund	Subgrantee
Appropriation Number	Multipurpose Code
Appropriation Year	Agency Codes 1, 2, and 3

See Section 3–2 for a description of these elements.

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- **% ALLOCATED** – Establishes the total percentage allocated to each transaction within a given RTI. If the RTI Type is ‘S’, this field must be entered. The figures are entered in decimal format (e.g. 0.35000 = 35%.) The total percentage allocation must equal 1.00 (100% percent) for all transactions assigned to a RTI.

Once all of the elements have been added, the **550** profile is saved by pressing F10-SAVE. For each profile, the STATUS indicator will be I (inactive) until all the profile entries are made. Once the final profile is entered and saved, pressing F12-RTI COMPLETE will change the status of the entire RTI to STATUS A (active).

COMMON USES OF TRANSACTION SPLIT

The RTI Split Process is used by agencies in a variety of ways. Some agencies use Grants to lookup RTIs that split across Funds and Appropriation Numbers. In other instances, PCAs will look up RTIs that split Funds, Appropriation Numbers and various other classification structure elements.

TRANSACTION SPLIT BY PROGRAM AND ORGANIZATION

The RTI Split Process is also used for splitting across multiple Programs and Organizations. An example of splitting across Programs would be payroll transactions where an individual’s salary is split across multiple programs (PCAs).

When a PCA looks up an RTI that splits across PCAs or Indexes, all classification elements (e.g., Fund, Appropriation Number) required on the Transaction Code should be entered on the Transaction Entry screen, looked up by the Index or Grant, entered on the Transaction Entry screen or looked up by the RTI

As a general rule, when the PCA or Index looks up an RTI that splits across Programs or Organizations, classification elements should be blank on the original Index and PCA profiles. This is because the PCAs or Indexes looked up by the RTI will override the original interfaced (or input) PCA or Index. The resulting split transactions will post using only the elements that are looked up by the RTI.

ESTABLISHING THE 550 PROFILE

The following example illustrates the steps taken by Agency 101101 to establish a Transaction Split RTI. This RTI will split across Program Cost Accounts allocated as follows: 20% to PCA 11100, 45% to PCA 21110, and 35% to PCA 41200. The profile records are established using RTI ‘CPY-01’ and Transaction Numbers ‘060001’, ‘060002’ and ‘060003’ respectively.

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Example:

```

S550 UC: 17 STATE OF OREGON 01/17/09 11:51 AM
LINK TO: RECURRING TRANSACTION PROFILE PROD
AGENCY: 101 TRANS NO: 060001 RTI: CPY-01 RTI TYPE: S
USER ID: DASXX00 DESCRIPTION:
GENERATE SCHEDULE (MMDD) - 1: 2: 3: 4:
BATCH - AGY: TYPE: DOC DATE: SERV DATE:
CUR DOC/SFX: REF DOC/SFX: FINANCIAL AGY: 101
TRANS CODE:
INDEX:
PCA: 11100
COMP/AGY OBJ:
AMOUNT: RVS: DISCOUNT: FUND OVRD:
DOC AMT: DOC AGY:
% ALLOCATED: 0.20000 PDT: MOD: APPN YEAR: APPN NO:
FUND: GL ACCT/AGY: G38:
GRANT NO/PH: SUBGRANTEE: PROJ NO/PH:
MPCD: AGY CD - 1: 2: 3:
VEND/MC: STATUS CODE: I
EFF START DATE: 01172009 EFF END DATE: LAST PROC DATE:
Z01 RECORD SUCCESSFULLY ADDED

F1-HELP F3-DELETE F4-EDIT F5-NEXT TRANS NO F8-NEXT FOR RTI F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-RTI COMPLETE ENTER-INQUIRE CLEAR-EXIT

```

The first profile entry for RTI 'CPY-01' posted successfully; however, the record's status code is set to 'I' (inactive). A new 550 profile record must be established for each of the other two RTI components. Each component is made unique by manually incrementing the Transaction Number.

The second transaction for RTI 'CPY-01' is shown below:

Example:

```

S550 UC: 17 STATE OF OREGON 01/17/09 11:51 AM
LINK TO: RECURRING TRANSACTION PROFILE PROD
AGENCY: 101 TRANS NO: 060002 RTI: CPY-01 RTI TYPE: S
USER ID: DASXX00 DESCRIPTION:
GENERATE SCHEDULE (MMDD) - 1: 2: 3: 4:
BATCH - AGY: TYPE: DOC DATE: SERV DATE:
CUR DOC/SFX: REF DOC/SFX: FINANCIAL AGY: 101
TRANS CODE:
INDEX:
PCA: 21110
COMP/AGY OBJ:
AMOUNT: RVS: DISCOUNT: FUND OVRD:
DOC AMT: DOC AGY:
% ALLOCATED: 0.45000 PDT: MOD: APPN YEAR: APPN NO:
FUND: GL ACCT/AGY: G38:
GRANT NO/PH: SUBGRANTEE: PROJ NO/PH:
MPCD: AGY CD - 1: 2: 3:
VEND/MC: STATUS CODE: I
EFF START DATE: 01172009 EFF END DATE: LAST PROC DATE:
Z01 RECORD SUCCESSFULLY ADDED

F1-HELP F3-DELETE F4-EDIT F5-NEXT TRANS NO F8-NEXT FOR RTI F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-RTI COMPLETE ENTER-INQUIRE CLEAR-EXIT

```

The third transaction is shown below:

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Example:

```

S550 UC: 17 STATE OF OREGON 01/17/09 11:52 AM
LINK TO: RECURRING TRANSACTION PROFILE PROD

AGENCY: 101 TRANS NO: 060003 RTI: CPY-01 RTI TYPE: S
USER ID: DASXX00 DESCRIPTION:
GENERATE SCHEDULE (MMDD) - 1: 2: 3: 4:
BATCH - AGY: TYPE: DOC DATE: SERV DATE:
CUR DOC/SFX: REF DOC/SFX: FINANCIAL AGY: 101
TRANS CODE:
INDEX:
PCA: 41200
COMP/AGY OBJ:
AMOUNT: RVS: DISCOUNT: FUND OVRD:
DOC AMT: DOC AGY:
% ALLOCATED: 0.35000 PDT: MOD: APPN YEAR: APPN NO:
FUND: GL ACCT/AGY: G38:
GRANT NO/PH: SUBGRANTEE: PROJ NO/PH:
MPCD: AGY CD - 1: 2: 3:
VEND/MC: STATUS CODE: I
EFF START DATE: 01172009 EFF END DATE: LAST PROC DATE:
Z01 RECORD SUCCESSFULLY ADDED

F1-HELP F3-DELETE F4-EDIT F5-NEXT TRANS NO F8-NEXT FOR RTI F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-RTI COMPLETE ENTER-INQUIRE CLEAR-EXIT

```

Once all of these components have been entered and saved, the user must press **[F12] – RTI COMPLETE** to activate all the transaction profiles for this RTI. R★STARS will change the status code to ‘A’ if the total RTI Percentage Allocated equals 1.00 (100 percent). The activation of RTI ‘CPY-01’ is illustrated below:

Example:

```

S550 UC: 17 STATE OF OREGON 01/17/09 11:52 AM
LINK TO: RECURRING TRANSACTION PROFILE PROD

AGENCY: 101 TRANS NO: 060003 RTI: CPY-01 RTI TYPE: S
USER ID: DASXX00 DESCRIPTION:
GENERATE SCHEDULE (MMDD) - 1: 2: 3: 4:
BATCH - AGY: TYPE: DOC DATE: SERV DATE:
CUR DOC/SFX: REF DOC/SFX: FINANCIAL AGY: 101
TRANS CODE:
INDEX:
PCA: 41200
COMP/AGY OBJ:
AMOUNT: RVS: DISCOUNT: FUND OVRD:
DOC AMT: DOC AGY:
% ALLOCATED: 0.35000 PDT: MOD: APPN YEAR: APPN NO:
FUND: GL ACCT/AGY: G38:
GRANT NO/PH: SUBGRANTEE: PROJ NO/PH:
MPCD: AGY CD - 1: 2: 3:
VEND/MC: STATUS CODE: A
EFF START DATE: 01172009 EFF END DATE: LAST PROC DATE: 01172009
TRANSACTIONS SUCCESSFULLY ACTIVATED

F1-HELP F3-DELETE F4-EDIT F5-NEXT TRANS NO F8-NEXT FOR RTI F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-RTI COMPLETE ENTER-INQUIRE CLEAR-EXIT

```

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If a user attempts to post a transaction that includes an 'inactive' RTI while processing transactions in edit mode '2', the transaction will not post and an error message will be displayed indicating that the RTI must exist in the **550** profile. Also, if an RTI has been activated and one of the records on the **550** profile is subsequently changed or deleted in such a way that the percent allocated no longer equals 1.00, R★STARS will automatically inactivate all records assigned to that RTI.

TRANSACTION SPLIT PROCESSING

The Transaction Split process was designed to support up to 3 levels of lookups. For example, if a PCA is entered on the Transaction Entry screen, the PCA can look up an RTI that splits across multiple Programs (PCAs). Each of these PCAs can look up various Funds, Appropriation Numbers, Grants, Projects, etc.

The 'split RTI' must either be entered on the transaction or looked up by any of the following elements:

- **PCA**
- **Grant/Phase**
- **Project/Phase**

If more than one of the above elements is entered on the transaction, each element looks up a different RTI.

An example of PCA 41201 created to look up RTI 'CPY-01' is shown below.

Example:

S026 UC: 10	STATE OF OREGON	01/17/09 09:56 AM
LINK TO:	PROGRAM COST ACCOUNT PROFILE	PROD
AGENCY: 101	APPN YEAR: 09	PCA: 41201
PCA TYPE: D	TITLE: DAS-IRMD-GGDC-OPS-COPYSPLT-RTI	
PROGRAM CODE: 4120	PCA GROUP:	AGY BUD PRG LEVEL IND: 4
FUNCTION CODE:		AGY BUD FUNC LEVEL IND:
NACUBO FUND:	NACUBO SUBFUND:	
APPN NUMB: [REDACTED]	FUND: [REDACTED]	INDEX: [REDACTED]
GRANT NO/PH:	PROJECT NO/PH:	RTI: CPY-01
MPCODE:	AGENCY CODE - 1: 2:	3:
GRANT REQ IND: N	PROJECT REQ IND: N	
		STATUS CODE: A
EFF START DATE: 01172009	EFF END DATE:	LAST PROC DATE: 01172009
Z06 RECORD SUCCESSFULLY RECALLED		
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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Since the elements in the split entry RTI are from different funds and appropriations, these elements must be left out of the PCA. The RTI Coding Block elements cannot be overridden. If any elements of the RTI conflict with elements from the PCA, the transactions will not process. For example, an Appropriation is entered on the Transaction Entry screen along with a PCA that calls up an RTI that splits across different Appropriation Numbers. If the Appropriation is not included in the RTI, the **518 – Split transaction Inquiry** screen will appear showing ‘ERROR CODE: EAL – CANT’ OVERRD APPR NO’ for that transaction.

ENTERING SPLIT TRANSACTIONS

Split transactions can be entered on any of the financial transaction entry screens following the same procedures as non-split transactions. These screens, as well as the coding instructions for completing a batch header and entering on-line and batch transactions, are discussed in Section 3-2.

To enter a split transaction:

1. Select the appropriate Batch Type based on the type of transaction to be entered and complete the Batch Header.
2. Once the Transaction Entry screen is displayed, enter the T-Code and any other elements required by the T-Code (e.g., Index, Comptroller Object, and Transaction Amount).
3. If one of the data elements (such as the PCA or Project/Phase) is capable of looking up the RTI, enter that element.
– OR –

If you know which RTI is needed, enter it in the **RTI:** field.

When all data has been entered, press **[F4]** to edit the data or, alternatively, press **[F10]** to save the data. Note: Although the **[F3]** RTI key is visible on any of the transaction entry screens, this function key is only valid when using an 'R' Type RTI to retrieve a coding block defined in the **550** profile. It cannot be used with split RTIs.

Example – Entering Split Transactions – Edit Mode 2

The following example illustrates the steps taken by Agency 101 to post encumbrance transactions that will be split across three different funds and appropriations according to the percentages allocated in RTI ‘CPY-01’.

The Batch Header is entered using Batch Type ‘3’ and Edit Mode ‘2’.

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Example:

S500 UC: 17	STATE OF OREGON	01/20/09 11:49 AM
LINK TO:	BATCH HEADER ENTRY	PROD
BATCH AGENCY: 101	(SIGN ON AGENCY)	
BATCH DATE: 011609	(MMDDYY, DEFAULTS TO TODAYS DATE)	
BATCH TYPE: 3		
BATCH NUMBER: 001		
BATCH COUNT: 3	BATCH AMOUNT: 2000.00	
BATCH EDIT MODE: 2	(0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)	
PAYMENT DIST TYPE:	(MUST BE IN D50 PDT PROFILE)	
DISB METH IND:	(H, M, R, E OR SPACE)	
EFFECTIVE DATE:	(MMDDYY, DEFAULTS TO TODAYS DATE)	
FAST ENTRY:	(M/S/I/P/)	
USER ID: DASXX00	LAST NAME, FIRST NAME	
USER CLASS: 17		
ACTION CODE AGENCY:		
ACTION CODE:		
F1-HELP	F9-INTERRUPT	F10/F11-SAVE CLEAR-EXIT

Note: If the user chooses to enter a batch count and batch amount, the count and amount must reflect the total of the split transactions ONLY. In the example, the split transaction is entered for \$2,000 that will split into 3 transactions. Therefore, the batch count and batch amount will be 3 and \$2,000, respectively. If the batch count and amount are left blank, the system will automatically calculate the values.

In the following example, Batch type '3' invokes the **505** screen. All elements required by the T-Code are entered. The previously established PCA 41201 will look up RTI 'CPY-01'.

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Example:

```

S505 UC: 17 STATE OF OREGON 01/20/09 11:54 AM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 012009 TYPE 3 NO 001 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 011709 DUE DATE: 011709 SERV DATE:
CUR DOC/SFX: EE000275 001 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 203 ENCUMBRANCE NOT PRE-ENCUMB (NON-ADPICS)
INDEX: 42000 DAS-IRMD-GENERAL GOVERNMENT DATA CENTER
PCA: 41201 DAS-IRMD-GGDC-OPS-COPYSPLT-RTI AY: 09
COMP/AGY OBJ: 4202 4202 EQUIPMENT RENTAL
AMOUNT: 00000002000.00 RVS: DISC: 1099: 1 FO: PDT:
DOC COUNT: 00000 DOC AMT: 00000002000.00 DOC AGY: 927 CI: PROP #:
INV NO: DT: DESC:
VEND/MC: 1930524553 000 NM: AMERICAN BUSINESS MACHINES
CONT NO: ADDR 1: 2720 SW CORBETT
WARR NO: ADDR 2:
APPN NO: 31501 ADDR 3:
FUND: 1100 ADDR 4:
GL AC/AGY: CITY: PORTLAND ST: OR ZIP: 97201
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: G38: RTI: CPY-01

F1-HELP F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

Once all data has been entered, [F4] is pressed to edit the transaction (optional); then [F10] to edit, save and post the transaction. The transaction is posted to the Internal Transaction File, Accounting Event Table and all applicable financial tables. The input transaction must be error free before further processing and splitting occurs. If either [F4] or [F10] is pressed and the 'parent' transaction contains data edit errors (e.g., 'Invalid Index', 'Document Number Required'), some of the looked-up fields will be displayed as well as the related error codes and messages. Press [F10] after all data edit errors have been corrected.

If there are errors associated with the RTI (e.g., RTI looks up an invalid fund or appropriation), R★STARS automatically interrupts to the 518 screen to view the resulting errors. This screen displays two lines of data elements and corresponding error codes for each generated transaction. The details of each split transaction and their associated error codes and messages can be selected from this screen by placing an 'S' in the select field of the transaction to be viewed and pressing [F2].

An example of the 518 screen is shown below. Assume RTI 'CPY-01' contains two splits with no PCA and an invalid fund (1500) and appropriation (31556). R★STARS will successfully split the second transaction but will fail on the first and third transaction when it tries to post. None of the transactions are posted due to the errors. Even correctly entered transactions in the split are reversed.

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Example:

```

S518 UC: 17 STATE OF OREGON 01/20/09 01:22 PM
LINK TO: SPLIT TRANSACTION INQUIRY PROD
ACTIVE
BATCH: AGENCY 101 DATE 012009 TYPE 4 NO 101 SEQ NO 00001

S SEQNO AGY RTI FUND APPN AY GRANT/PH PROJECT/PH INDEX ERRORS
PCA SUBGRANTEE MULTI CODE ACD1 ACD2 ACD3
00001 101 CPY-01 1100 31501 07 42000
41201 00652
00002 1200 31556 07 42000 EAL EAK
41201 00652
00003 1100 31501 07 21100
21110 00652
00004 1500 31556 07 42000 EAL EAK
41201 00652

NO MORE RECORD(S) FOUND

F1-HELP F2-VIEW DET F3-DELETE F7-PRIOR PAGE F8-NEXT PAGE F9-INT ENTER-INQ

```

The user can select the transaction in error and press **[F2]** to view the detail of the transaction and the error messages:

Example:

```

S505 UC: 17 STATE OF OREGON 01/20/09 01:44 PM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 011709 TYPE 3 NO 101 SEQ NO 00002 MODE EDIT AND POST
DOC DATE: EFF DATE: 011709 DUE DATE: 011709 SERV DATE:
CUR DOC/SFX: EE000276 001 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 203
INDEX: 42000
PCA: 41201 AY: 09
COMP/AGY OBJ: 4202 4202
AMOUNT: 00000000400.00 RVS: DISC: 00000000000.00 1099: 1 FO: PDT: MA
DOC COUNT: 00000 DOC AMT: 00000000000.00 DOC AGY: 101 CI: PROP #:
INV NO: DT: DESC:
VEND/MC: 1930524553 000 NM: AMERICAN BUSINESS MACHINES
CONT NO: ADDR 1: 2720 SW CORBETT
WARR NO: ADDR 2:
APPN NO: 31556 ADDR 3:
FUND: 1200 ADDR 4:
GL AC/AGY: CITY: PORTLAND ST: OR ZIP: 97201
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 00652 G38: RTI: CPY-01
EAL CANNOT OVERRIDE APPN EAK CANNOT OVERRIDE FUND

RECORD SUCCESSFULLY RECALLED
F1-HELP F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

[F6] is pressed to return to the **518** screen, then **[F9]** to interrupt to the original Transaction Entry screen to correct the errors. A message is displayed indicating 'TRANSACTION HAS ERRORS – PLEASE CORRECT'.

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Example:

```

S505 UC: 17 STATE OF OREGON 01/20/09 01:44 PM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 011709 TYPE 3 NO 101 SEQ NO 00002 MODE EDIT AND POST
DOC DATE: EFF DATE: 011709 DUE DATE: 011709 SERV DATE:
CUR DOC/SFX: EE000276 001 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 203
INDEX: 42000
PCA: 41201 AY: 09
COMP/AGY OBJ: 4202 4202
AMOUNT: 00000000400.00 RVS: DISC: 00000000000.00 1099: 1 FO: PDT: MA
DOC COUNT: 00000 DOC AMT: 00000000000.00 DOC AGY: 101 CI: PROP #:
INV NO: DT: DESC:
VEND/MC: 1930524553 000 NM: AMERICAN BUSINESS MACHINES
CONT NO: ADDR 1: 2720 SW CORBETT
WARR NO: ADDR 2:
APPN NO: 31556 ADDR 3:
FUND: 1200 ADDR 4:
GL AC/AGY: CITY: PORTLAND ST: OR ZIP: 97201
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 00652 G38: RTI: CPY-01
TRANSACTION HAS ERRORS - PLEASE CORRECT

RECORD SUCCESSFULLY RECALLED
F1-HELP F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

The correction is made from the Transaction Entry screen by linking to the **550** profile and removing the incorrect coding from the transaction. Once the error has been corrected, **[F9]** is pressed to interrupt back to the Transaction Entry screen. Then **[F10]** is pressed to save the transaction.

Example:

```

S505 UC: 17 STATE OF OREGON 01/20/09 02:23 PM
LINK TO: S D: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 011709 TYPE 3 NO 101 SEQ NO 00002 MODE EDIT AND POST
DOC DATE: EFF DATE: 011709 DUE DATE: 011709 SERV DATE:
CUR DOC/SFX: EE000276 001 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 203 ENCUMBRANCE NOT PRE-ENCUMB(NON-ADPIC)
INDEX:
PCA: 11100 DAS-DO-ADMINISTRATION-L AY: 09
COMP/AGY OBJ: 4202 4202 EQUIPMENT RENTAL
AMOUNT: 00000000400.00 RVS: DISC: 00000000000.00 1099: 1 FO: PDT: MA
DOC COUNT: 00003 DOC AMT: 0000002000.00 DOC AGY: 101 CI: PROP #:
INV NO: DT: DESC:
VEND/MC: 1930524553 000 NM: AMERICAN BUSINESS MACHINES
CONT NO: ADDR 1: 2720 SW CORBETT
WARR NO: ADDR 2:
APPN NO: ADDR 3:
FUND: ADDR 4:
GL AC/AGY: CITY: PORTLAND ST: OR ZIP: 97201
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: G38: RTI: CPY-01
TRANSACTION SUCCESSFULLY UPDATED
F1-HELP F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

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If no additional errors occur, the transaction will successfully post and split. The batch sequence number will increment and the screen is ready for another transaction.

Pressing [F7] invokes the **520** screen to view the details of the batch:

Example:

S520	UC: 17	STATE OF OREGON	06/13/12 08:45 AM									
LINK TO:		VIEW A BATCH	PROD									
BATCH ID: AGENCY 101 DATE 011609 TYPE 3 NO 001 SEQUENCE 00001												
MODE EDIT & POST EFF DATE 011709 STATUS P PRINTER ID:												
S	P	SEQ	CUR DOC/SFX	REF DOC/SFX	M	AGY	TC	INDEX	PCA	AY	AMOUNT	R
	Y	00001	EE000276	001		101	203		41201	07	2000.00	
		00002	EE000276	001		101	203	11000	11100	07	400.00	
		00003	EE000276	001		101	203	21100	21110	07	900.00	
		00004	EE000276	001		101	203	42000	42200	07	700.00	
ENTERED COUNT: 00003				ENTERED AMOUNT: 00000002000.00								
COMPUTED COUNT: 00003				COMPUTED AMOUNT: 00000002000.00								
NO MORE DETAILS IN THIS BATCH												
F1-HELP F2-SELECT F4-PRINT F5-DOC TRACK F6-BALANCING F7-PRIOR PG F8-NEXT PG												
F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR-EXIT												

R★STARS assigns a 'Y' in the 'Parent' (P) field to indicate the entered transaction. The remaining transactions are split transactions. Although the 'Parent' transaction is displayed here, the transaction as it was entered no longer exists after the transaction is successfully split. No Accounting Event record is created for the 'Parent' transaction and it has no impact on the financial tables. Only the split transactions, known as the 'Children', are reflected in the Accounting Event and impact all applicable financial tables.

SPLIT TRANSACTION INQUIRY

Split transactions can be viewed and inquired upon in the same manner as non-split transactions. The following screens illustrate the records posted for the split transactions demonstrated above, using the **64 – Document Record Inquiry**, **86 – Document Transaction Inquiry** and **84 – Accounting Event Inquiry** screens.

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Example – Document Record Inquiry

A detail record is created for each split transaction (\$4,800/ \$1,600 / \$700). Each split transaction posts to the same Document No/Suffix, and is incremented by the class sequence number as depicted below in this example of the **64** screen:

Example:

S064 UC: 10	STATE OF OREGON	01/20/09 01:13 PM			
LINK TO:	DOCUMENT RECORD INQUIRY	PROD			
AGY: 101 DOC NO/SFX/CLASS: EE000276 001 001					
CREATE DATE: 011609	CLOSE DATE:				
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)				
INQ YEAR: 06	INQ MONTH: 12	DOC BALANCE: 400.00			
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	400.00			
F1-HELP	F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT	

Pressing [**F5**] scrolls through the remaining records for this document. The CLASS number will increment by one for each split transaction posted to the DOC NO/SFX as shown on the following two screens:

Example:

S064 UC: 10	STATE OF OREGON	01/20/09 01:13 PM			
LINK TO:	DOCUMENT RECORD INQUIRY	PROD			
AGY: 101 DOC NO/SFX/CLASS: EE000276 001 002					
CREATE DATE: 011609	CLOSE DATE:				
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)				
INQ YEAR: 06	INQ MONTH: 12	DOC BALANCE: 900.00			
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	900.00			
F1-HELP	F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT	

Example:

S064 UC: 10	STATE OF OREGON	01/20/09 01:14 PM			
LINK TO:	DOCUMENT RECORD INQUIRY	PROD			
AGY: 101 DOC NO/SFX/CLASS: EE000276 001 003					
CREATE DATE: 011609	CLOSE DATE:				
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)				
INQ YEAR: 06	INQ MONTH: 12	DOC BALANCE: 700.00			
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	700.00			
F1-HELP	F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT	

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Example – Accounting Event Record Inquiry

The **86** screen is used to inquire on the Document Number for the Split Transaction. Using the example transaction for RTI 'CPY-01', a record is generated for each sequence number in the Batch.

Example:

S064	UC: 10	STATE OF OREGON	02/24/09	03:28 PM	
LINK TO:		DOCUMENT RECORD INQUIRY		PROD	
AGY: 101 DOC NO/SFX/CLASS: EE027907 001 002					
CREATE DATE: 012209	CLOSE DATE:				
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)				
INQ YEAR: 09	INQ MONTH: 08	DOC BALANCE:	13,950.27		
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	35,950.00			
02	ADJUSTMENT	18,009.17-			
03	LIQUIDATIONS	3,990.56			
04	PYMT/COLLECTIONS	3,990.56			
F1-HELP	F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT	

Note that there is no record found for the 'Parent' transaction ('00001') since no accounting records are effected. Tab to the 'S' column entry field for transaction '00002', type 's' and [Enter↵]. This invokes the **84** screen and displays the transaction detail.

Example:

S084	UC: 10	STATE OF OREGON	01/20/09	01:16 PM	
LINK TO:		ACCOUNTING EVENT RECORD INQUIRY		PROD	
BATCH: AGENCY 101 DATE 011609 TYPE 3 NO 001 SEQ NO 00002 REC TYPE: A STATUS: A					
GL: DR1 2735 CR1 3011 DR2	CR2	DR3	CR3	DR4	CR4
DOC AGY: 101	DOC DATE:	EFF DATE: 011709	DUE DATE: 011709		
SERV DATE:	CUR DOC/SFX/CLASS: EE000276 001 001	MOD:			
	REF DOC/SFX/CLASS:	AGENCY: 101			
TRANS CODE: 203	INDEX: 11000	PCA: 11100	AY: 09	COMP/AGY OBJ: 4202	4202
AMOUNT: 400.00	RVS:	DISCOUNT:	.00	FO:	PDT:
CI:	PROP #:	1099: 1	INV-NO:	DT:	
VEND/MC: 1930524553 000 DESC:					
NAME: AMERICAN BUSINESS MACHINES			CONT NO:		
CITY: PORTLAND			ST: OR ZIP: 97201		
PMT-NO:			DT: AP NO: 31501 FUND: 1110		
GRANT NO/PH:			SUB GRANTEE:		
MPCD:			AGY CD-1: 2: 3: 00652		
G38-TRANSFER:			PMT TYPE: INT TM: 0.000		
DISC-DT: TM: PEN-DT: TM: PEN AMT: .00					
LAST PROC - DT: 01202009			TIME: 1311 ORIG SEQ NO: 00001		
Z06 RECORD SUCCESSFULLY RECALLED			APPROVAL DT: 011709		
F1-HELP	F2-85	F3-PRIOR INQ	F4-PRIOR	F5-NEXT	F7-86 F9-INT ENTER-INQ

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The original ('Parent') Sequence Number is referenced on all split transactions in the ORIG SEQ NO: field. Pressing [F5] advances to the remaining records for this batch. The last Sequence Number is '00004'.

Example:

```

S084 UC: 10 STATE OF OREGON 01/20/09 01:16 PM
LINK TO: ACCOUNTING EVENT RECORD INQUIRY PROD
BATCH: AGENCY 101 DATE 011609 TYPE 3 NO 001 SEQ NO 00003 REC TYPE: A STATUS: A
GL: DR1 2735 CR1 3011 DR2 CR2 DR3 CR3 DR4 CR4
DOC AGY: 101 DOC DATE: EFF DATE: 011709 DUE DATE: 011709
SERV DATE: CUR DOC/SFX/CLASS: EE000276 001 002 MOD:
REF DOC/SFX/CLASS: AGENCY: 101
TRANS CODE: 203 INDEX: 21100 PCA: 21110 AY: 09 COMP/AGY OBJ: 4202 4202
AMOUNT: 900.00 RVS: DISCOUNT: .00 FO: PDT:
CI: PROP #: 1099: 1 INV-NO: DT:
VEND/MC: 1930524553 000 DESC:
NAME: AMERICAN BUSINESS MACHINES CONT NO:
CITY: PORTLAND ST: OR ZIP: 97201 RTI: CPY-01
PMT-NO: DT: AP NO: 31501 FUND: 1100 AGY GL:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 00652 CASH FUND: 15000
G38-TRANSFER: PMT TYPE: INT TM: 0.000 BANK:
DISC-DT: TM: PEN-DT: TM: PEN AMT: .00
LAST PROC - DT: 01202009 TIME: 1311 ORIG SEQ NO: 00001 APPROVAL DT: 011709
Z06 RECORD SUCCESSFULLY RECALLED

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

```

Example:

```

S084 UC: 10 STATE OF OREGON 01/20/09 01:16 PM
LINK TO: ACCOUNTING EVENT RECORD INQUIRY PROD
BATCH: AGENCY 101 DATE 011609 TYPE 3 NO 001 SEQ NO 00004 REC TYPE: A STATUS: A
GL: DR1 2735 CR1 3011 DR2 CR2 DR3 CR3 DR4 CR4
DOC AGY: 101 DOC DATE: EFF DATE: 011709 DUE DATE: 011709
SERV DATE: CUR DOC/SFX/CLASS: EE000276 001 003 MOD:
REF DOC/SFX/CLASS: AGENCY: 101
TRANS CODE: 203 INDEX: 42000 PCA: 42200 AY: 09 COMP/AGY OBJ: 4202 4202
AMOUNT: 700.00 RVS: DISCOUNT: .00 FO: PDT:
CI: PROP #: 1099: 1 INV-NO: DT:
VEND/MC: 1930524553 000 DESC:
NAME: AMERICAN BUSINESS MACHINES CONT NO:
CITY: PORTLAND ST: OR ZIP: 97201 RTI: CPY-01
PMT-NO: DT: AP NO: 31556 FUND: 1200 AGY GL:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 00652 CASH FUND: 15000
G38-TRANSFER: PMT TYPE: INT TM: 0.000 BANK:
DISC-DT: TM: PEN-DT: TM: PEN AMT: .00
LAST PROC - DT: 01202009 TIME: 1311 ORIG SEQ NO: 00001 APPROVAL DT: 011709
Z06 RECORD SUCCESSFULLY RECALLED

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

```

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Example – Entering Split Transactions – Edit Mode ‘0’ or ‘1’

Split transactions can be entered in Edit Mode ‘0’ (no on–line editing or posting) or ‘1’ (on–line data editing only, with fund control editing and posting performed in batch).

The following examples illustrate the entry of a receivable transaction using Batch Type ‘2’ and Edit Mode ‘0’. In the example, PCA ‘81121’ looks up RTI ‘GAS–07’ (which splits 25% to each of PCAs ‘81120’, ‘81130’, ‘82120’ and ‘82130’). PCA ‘82130’ has been inactivated for purposes of this demonstration.

Example – A Split Transaction for \$3000 in Edit Mode ‘0’

```

S504 UC: 10 STATE OF OREGON 02/11/09 04:25 PM
LINK TO: S D: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 021109 TYPE 2 NO 100 SEQ NO 00001 MODE DATA ENTRY ONLY
DOC DATE: EFF DATE: 063006 DUE DATE: 073106 SERV DATE:
CUR DOC/SFX: CR000273 001 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 103
INDEX: 81200
PCA: 81121 AY: 09
COMP/AGY OBJ: 0407 1008
AMOUNT: 00000003000.00 RVS: DESC:
DOC COUNT: 00002 DOC AMT: 0000010000.00 DOC AGY: 101 FUND OVRD:
VEND/MC: 1931111585 013 NM:
PMT TYPE: INT: ADD1:
BANK: ADD2:
DISC DT: TM: ADD3:
PEN DT: TM: CITY: ST: ZIP:
PEN AMT: CHECK #: DEPOSIT #:
G38: APPN NO: 31501 FUND: 1100 GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: RTI: SPO-2

F1-HELP F2-INVOICE F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS
F8-PRINT F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

The system displays the “TRANSACTION SUCCESSFULLY WRITTEN” message when [F10] is pressed to save the transaction. However, since the transaction is posted in Edit Mode ‘0’ (data entry only), the editing, splitting and posting will not occur until the nightly IEU (Input, Edit, Update) process.

Although the transaction has multiple splits, the splitting has not yet occurred and the original transaction entered is not yet flagged as ‘Parent’. Details of the batch on shown on the 520 screen below by pressing [F7]:

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CORRECTION OF ERRORS

The DAFR2151 Error Report, which is generated each time the batch process is run, displays the original transaction and all splits. The original transactions and associated splits will have an “FB9 ERROR IN SPLIT TRAN” message. An error code with the specific reason the transaction failed (e.g., “FUND INACTIVE”) will also be displayed. The procedures for correcting errors on split transactions are virtually the same as those for regular transactions, except that certain data elements on split transactions cannot be changed, as discussed below. See Chapter 4 of this guide and Reference Manual Chapter 11 for Error Correction Procedures using the **510** and **54*** series screens.

Changing and Deleting Split Transactions

Changes can be made to transactions generated through the Transaction Split process, depending on the Edit Mode used (‘0’, ‘1’, or ‘2’) and the user’s level of security. Changes to the Transaction Code, Transaction Amount, Current Document Number, and Reference Document Number are allowed for all security levels in Edit Modes ‘0’ or ‘1’. In Edit Mode ‘2’, changes to the Transaction Code, Transaction Amount and Reverse Code (if applicable) are not allowed, regardless of the user’s level of security. Changes to the Document Amount and Batch Header, in order to balance a batch, are allowed by most security levels in Edit Modes ‘0’, ‘1’ and ‘2’. A higher level of security (Accounting Transaction indicator set to ‘3’ or ‘4’ on the user’s **96A** profile) will allow the user to change other transaction data elements on split transactions, such as PCA, in Edit Mode ‘2’.

Deleting a Split Transaction will cause all other Split Transactions with the same Original Transaction Sequence Number (‘Parent’) to be deleted. The **510** screen is brought up to recall the batch. The transaction is deleted by typing the correct SEQUENCE NUMBER and by pressing **[F3]**.

The screen below illustrates the warning given when a split transaction is deleted.

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Example:

```

S510 UC: 19 STATE OF OREGON 02/11/09 09:15 AM
LINK TO: RECALL A BATCH FOR CORRECTION PROD

BATCH AGENCY: 101
BATCH DATE: 021109
BATCH TYPE: 2
BATCH NUMBER: 100
SEQUENCE NUMBER: 00002 (REQUIRED IF CHANGING, DELETING, OR VIEWING A
TRANS)

BATCH BALANCING-
ENTERED COUNT: 00002 ENTERED AMOUNT: 00000010000.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000010000.00

PAYMENT DIST TYPE:
DISB METH IND:
ORIGINAL USER ID: XXXXX00 NAME, NAME
USER CLASS: 19
LAST USER ID: XXXXX00 NAME, NAME
WARNING...SPLIT TRANSACTION, ALL ASSOCIATED TRANSACTIONS WILL BE DELETED
Z03 DELETE RECORD? PRESS DELETE AGAIN TO CONFIRM
F1-HELP F2-CHGE HDR F3-DEL TRANS F4-CHGE F5-VIEW F6-BALANCING F7-DETAILS
F8-DOC TRK F9-INTERRUPT F10-ADD F11-RECOMPUTE F12-HEADERS CLEAR-EXIT

```

At this point, if [F3] is pressed again, the 'Parent' and all 'Children' transactions related to it will be deleted.

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3–5 FINANCIAL INQUIRY

Users have on–line access to pertinent accounting data as current as the last batch update cycle for transactions entered in Edit Mode ‘0’ or ‘1’. They can also view the effects of the current day's transactions if the batches were fully edited and updated on–line for transactions entered in Edit Mode 2. Transactions are not required to be posted on line. There may be instances when it is not desirable to post transactions on line. The on–line posting option is available on a batch–by–batch basis (not individual transactions) and is designated at the time of data entry by the Edit Mode on the Batch Header. The Edit Mode field on the **500** screen defaults to ‘2’.

The financial inquiry capability is available for the following financial tables:

- **Agency Budget (AB)** – Contains agency budget balances and revenue, expenditure and encumbrance balances.
- **Appropriation (AP)** – Contains appropriation balances and revenue, expenditure and encumbrance balances.
- **Cash Control (CC)** – Contains the balance of available cash by fund or fund and grant.
- **Document Financial Table (DF)** – Contains the balance of each outstanding pre–encumbrance, encumbrance, accounts receivable, and due to/from account.
- **Grant Table (GP)** – Contains the budgets, expenditures and revenues of a grant.
- **Project Table (PJ)** – Contains the budgets, expenditures and revenues of a project.

Posting of transactions to each of these six financial tables is controlled by the file posting indicators on the **28A** Profile. Transaction amounts may post to all, some or none of these tables, depending upon the transaction code used for process the transaction. In addition to the financial tables, every transaction posts to the following three “internal” tables listed below:

- **Accounting Event (AE)** – Contains the full accounting classification for each financial transaction that posts to all the other financial tables.
- **General Ledger (GL)** – Contains a balance by the lowest level in the classification structure.
- **Summary General Ledger (GS)** – Contains summarized balances for each general ledger account.

Certain types of transactions also post to other internal tables that are not listed here. These tables will be discussed where applicable.

Most financial inquiry screens are comprised of specific informational components. These components are described in the following pages.

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BALANCE TYPES

Each financial table, except the AE, GL and GS internal tables, contains several Balance Types which accumulate financial data posted to R★STARS. For example, Balance Type '15', Cash Expenditures, is used to group all cash expenditure transactions, regardless of general ledger account or T-Code, together. Financial transactions are posted to the appropriate Balance Types based on the Transaction Code entered on each transaction. The financial inquiry capability provides the user with on-line information by Balance Type in order to track detailed financial balances and transactions. The Balance Types used on each financial table are defined in the **D05** profile.

CALCULATED BALANCES

Calculated financial account balances are displayed on some financial inquiry screens where appropriate. These balances are determined by adding and subtracting the amounts associated with specific Balance Types. For example, the Document Balance amount on the **64** screen is calculated by adding Balance Types '01' , '02' and '05', and subtracting Balance Type '03'. These formulas are used to determine account balances for fund control purposes. Each Balance Type is identified by a title (e.g., LIQUIDATIONS). The balance amount is displayed to the right of the description.

INQUIRY TYPES

Each inquiry screen has several different inquiry options. These options are used to display different time frames of data balances and activity. The inquiry options are:

- **MA (Monthly activity)** – Summarizes the activity that occurred during the selected month. The Beginning Balance, a summary of all debits and credits during the month and the ending balance are displayed.
- **YA (Prior year activity)** – Summarizes the activity that occurred during the prior year. Takes the prior year's balance and subtracts the prior-prior year's balance.
- **MY (Year to date)** – Summarizes all of the activity for the current year that occurred up to the selected month. Takes the selected month's balance and subtracts the prior year's balance.
- **YY (Prior prior year activity)** – Summarizes the activity that occurred for the year before the prior year.
- **MC (Cumulative to date)** – Summarizes the activity for all years up to the selected month. Shows the balance through the selected month.
- **YC (Prior years activity)** – Summarizes the activity for all years up to the end of the prior year. Shows the prior year's balance.

Each inquiry screen displays all of the Balance Types that have had transactions posted against them. For a complete list of all possible Balance Types, refer to the **D05** profile. Subordinate

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inquiry screens are available that support summarized balances. These subordinate screens inquire against the Document Summary Table and the AE Table and display the detail financial transactions that are associated with a particular Balance Type. This capability is called “Drill Down” and is discussed in more detail later in this section.

TITLE AND ELEMENT LOOK UPS

Some of the inquiry screens retrieve titles and data elements associated with specific values entered on the screen. For example, the **80** screen displays the title of the entered project value. Additionally, the project manager's name and project type from project-related profiles are retrieved.

SUMMARY AND DETAIL SELECTION OPTIONS

To access the financial data on each screen, the user must enter the required elements associated with the screen. If only the required elements are entered, the first record most closely matching these elements and any optional elements is displayed. The user may scroll through the records by pressing **[F5]**. Each time **[F5]** is pressed, each record with at least one value greater than the displayed record is retrieved until the last record in the table with matching required elements has been displayed.

The element with the next greatest value is determined by the order elements are displayed on the screen. In other words, the left most optional element is evaluated before the one next to it and so forth across the screen.

Some inquiry screens provide two selection options for viewing data – summary and detail. The detail option displays only those Balance Type values for the record that either exactly matches the data elements entered on the screen or, if no record matches the entered elements, the next record in the table. Scrolling to the next record is allowable only with the detail selection option. The detail option will default if no selection option is entered.

When the summary option is selected, all records matching the elements entered on the screen are displayed and summarized. That is, all records matching the entered elements are added together by Balance Type and displayed. Scrolling is not allowed when using the summary option because all the records have already been retrieved. The following examples depict the use of the detail and summary selection options.

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Example 1 – Detail Selection Option

The user enters only the agency and grant values on the **66 – Grant Financial Inquiry** screen and presses **[Enter-↓]**. The first record inquiring Agency ‘340’, Grant ‘G29038 06’ is retrieved and the financial amount(s) is displayed by Balance Type. The AGY/OBJ for the first inquiry is ‘4213’.

Example:

S066 UC: 10	STATE OF OREGON	02/13/09 11:58 AM			
LINK TO:	GRANT FINANCIAL INQUIRY	PROD			
AGENCY: 340	GRANT NO/PH: G29038 06	AGY CD-1:			
FUND: 6020	COMP AGY/OBJ: 4213	GRANT OBJECT:			
TITLE: TMDL WILLAM RIVER SUPPORT PROJECTS #2					
GRANT CAT: 66.436 SURVEY, STUDY, INVESTIG, DEMONSTR, TRAIN CLEAN WATER					
GRANTOR ID: 0123987654000					
GRANTOR NAME: ENVIRONMENTAL PROTECTION AGENCY					
GRANT TYPE: 01					
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D					
INQ YEAR: 07 INQ MONTH: 01 EXPEND BUDGET BALANCE: 400.00-					
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
15	CASH EXPEN	400.00			
F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

When **[F5]** is pressed, the next record in the table is retrieved. This record displays an AGY/OBJ value of ‘4520’, and Balance Types ‘15’, ‘17’ and ‘18’.

Example:

S066 UC: 10	STATE OF OREGON	02/13/09 11:58 AM			
LINK TO:	GRANT FINANCIAL INQUIRY	PROD			
AGENCY: 340	GRANT NO/PH: G29038 06	AGY CD-1:			
FUND: 6020	COMP AGY/OBJ: 4520	GRANT OBJECT:			
TITLE: WILLAM RIVER SUPPORT PROJECTS #2					
GRANT CAT: 66.436 SURVEY, STUDY, INVESTIG, DEMONSTR, TRAIN CLEAN WATER					
GRANTOR ID: 0123987654000					
GRANTOR NAME: ENVIRONMENTAL PROTECTION AGENCY					
GRANT TYPE: 01					
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D					
INQ YEAR: 07 INQ MONTH: 01 EXPEND BUDGET BALANCE: 65,600.00-					
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
15	CASH EXPEN	62,000.00			
17	ACCRD EXPE	.00			
18	ENCUM OUTS	3,600.00			
F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

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When [F5] is pressed once more, AGY/OBJ '8601' is displayed and Balance Types '12' and '14'.

Example:

S066 UC: 10	STATE OF OREGON	02/13/09 11:59 AM			
LINK TO:	GRANT FINANCIAL INQUIRY	PROD			
AGENCY: 340	GRANT NO/PH: G29038 09	AGY CD-1:			
FUND: 6020	COMP AGY/OBJ: 8601	GRANT OBJECT:			
TITLE: WILLAM RIVER SUPPORT PROJECTS #2					
GRANT CAT: 66.436 SURVEY, STUDY, INVESTIG, DEMONSTR, TRAIN CLEAN WATER					
GRANTOR ID: 0123987654000					
GRANTOR NAME: ENVIRONMENTAL PROTECTION AGENCY					
GRANT TYPE: 01					
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D					
INQ YEAR: 07 INQ MONTH: 01 EXPEND BUDGET BALANCE: .00					
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
12	CASH REVEN	65,000.00			
14	ACCRD REVE	.00			
F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

Example 2 – Summary Selection Option

The user enters the same agency and grant values depicted in Example 1, but changes the selection option to 'S'. All records in the Grant Financial Table matching the agency and grant/phase are totaled and displayed by Balance Type. Notice that the Balance Type '15' amounts from Example 1 are added together and displayed in the example below (\$62,000.00 + \$400.00).

Example:

S066 UC: 10	STATE OF OREGON	02/13/09 11:59 AM			
LINK TO:	GRANT FINANCIAL INQUIRY	PROD			
AGENCY: 340	GRANT NO/PH: G29038 09	AGY CD-1:			
FUND:	COMP AGY/OBJ:	GRANT OBJECT:			
TITLE: WILLAM RIVER SUPPORT PROJECTS #2					
GRANT CAT: 66.436 SURVEY, STUDY, INVESTIG, DEMONSTR, TRAIN CLEAN WATER					
GRANTOR ID: 0123987654000					
GRANTOR NAME: ENVIRONMENTAL PROTECTION AGENCY					
GRANT TYPE: 01					
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S					
INQ YEAR: 07 INQ MONTH: 01 EXPEND BUDGET BALANCE: 66,000.00-					
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
12	CASH REVEN	65,000.00			
14	ACCRD REVE	.00			
15	CASH EXPEN	62,400.00			
17	ACCRD EXPE	.00			
18	ENCUM OUTS	3,600.00			
F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

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ACCESSING FINANCIAL INQUIRY SCREENS

To access an inquiry screen, the user must either know the screen number or use one of the screen selection options as discussed previously in this chapter. Sample Financial Inquiry and Document Inquiry Menu Screens are shown below.

Example:

S000	UC: 10	STATE OF OREGON	02/13/09 01:16 PM
LINK TO:	FI	FINANCIAL INQUIRY MENU	PROD
(2)	57	CASH CONTROL SUMMARY	
(3)	58	AGENCY/FUND SUMMARY	
(4)	61	AGENCY BUDGET RECORD	
(5)	62	APPROPRIATION RECORD	
(6)	63	CASH CONTROL RECORD	
(7)	65	GENERAL LEDGER RECORD	
(8)	66	GRANT RECORD	
(10)	69	AGENCY/FUND RECORD	
(11)	80	PROJECT RECORD	
(12)	89	SUMMARY GL ACCOUNT INQUIRY	
F1-HELP F9-INTERRUPT CLEAR-EXIT			

Example:

S000	UC: 10	STATE OF OREGON	02/13/09 01:16 PM
LINK TO:	DIM	DOCUMENT INQUIRY MENU	PROD
(2)	68	CONTRACT RECORD	
(3)	56	PROJECT TRANSACTIONS	
(4)	59	VENDOR DOCUMENT	
(5)	64	DOCUMENT RECORD	
(6)	67	GRANT TRANSACTIONS	
(7)	84	ACCOUNTING EVENT	
(8)	85	VENDOR TRANSACTIONS	
(10)	86	DOCUMENT TRANSACTIONS	
F1-HELP F9-INTERRUPT CLEAR-EXIT			

Each of these screens is discussed briefly in the following pages.

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▪ **56 – Project Transaction Inquiry**

The **56** screen reads the AE Table and displays supporting detail financial information for the Agency, Project and Balance Type. The effective date range allows a user to restrict the time frame of information displayed. For example, if the user wishes to view only December encumbrance records and the current month is January, the user enters "1201{YY}" and "1231{YY}" in the EFF DATE RANGE fields and "18" in the Balance Type field. Only December information displays.

If the EFF DATE RANGE fields are left blank, all AE transactions with current effective dates less than or equal to the TO Date (which defaults from the **97** profile current effective date) are retrieved. These transactions are then sorted in descending order by date (even though date does not appear on the screen) and displayed.

The Record Type field identifies the AE Table from which the information should be retrieved. The default value 'A' identifies the 'Active' AE Table. The value 'I' indicates the 'Inactive' AE Table. See Reference Manual Chapter 5 for detailed information about the Active and Inactive AE Tables. Because the **56** screen displays lists of transactions associated with the requested values, the scroll feature is used to access the next "page" of transactions instead of the next inquiry record. To bring up information for a different project/phase or time period, the user must enter the desired values in the necessary fields and press **[Enter-↓]**.

Example:

S056 UC: 10	STATE OF OREGON	02/13/09 04:06 PM			
LINK TO:	PROJECT TRANSACTION INQUIRY	PROD			
AGY: 340	PROJ NO: N39042	HHW-SW DISPOSAL FEE			
PROJ PH: 00	AGY CD-2:	*UNKNOWN AGENCY CODE 2*			
EFF DATE RANGE:	TO 021309	BALANCE TYPE: 15 REC TYPE: A			
FUND:		COMP/AGY OBJ:			
CUR DOC/SFX/CLASS	VEND NO/MC	VENDOR NAME	TC	TRANS AMT	R
REF DOC/SFX/CLASS	INDEX	PCA AY FUND	COBJ	AOBJ	GRANT/PH AGY CD-1
ZE004402 001	1933333333 002	HOME PLATE, INC		380	122.40
	VP001402 001	13320 30252 07 3020 4101 4101			
ZE008686 001	1933333333 002	HOME PLATE, INC		380	642.53
	VP001402 002	13320 30252 07 3020 4103 4103			
ZE009498 001	1944444444 002	TANGENT LLC		380	3500.00
	VP007249 001	13320 30252 07 3020 4701 4714			
ZE010248 001	1488888888 001	WORLD 1 CORPORATE PAYMENT		415	42.06
	VP007250 001	13320 30252 07 3020 4200 4210			
ZE010249 001	1466666666 001	WORLD 1 CORPORATE PAYMENT		415	250.00
	VP007251 001	13320 30252 07 3020 4405 4405			
F1-HELP	F8-NEXT PAGE	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT	

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▪ **57 – Cash Control Summary Inquiry**

The **57** screen reads information in the CC Table. The information is requested and summarized by Agency alone, Agency and Fund, Agency and Cash Fund, or Appropriated Fund alone.

Example:

S057	UC: 10	STATE OF OREGON	02/14/09	04:21 PM	
LINK TO:		CASH CONTROL SUMMARY INQUIRY		PROD	
AGENCY: 101	APPR FUND:	CASH FUND: 15000	FUND:		
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)				
INQ YEAR: 09	INQ MONTH: 08	CASH BALANCE:	56,869,569.45		
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
12	CASH REVENUES	1,620,320,556.68			
13	PYMTS OUTSTANDING	698,824.71			
15	CASH EXPENDITURES	1,520,558,488.83			
20	TRAN IN-CASH	668,288,086.48			
21	TRAN OUT-CASH	754,394,753.92			
22	OTHER INCREASE	322,291,115.22			
23	OTHER DECREASE	299,178,648.00			
25	BEG BALANCE	21,411,090.39			
34	UNREC DEPOSIT	1,309,388.57			
F1-HELP	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT		

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▪ **58 – Agency/Fund Summary Inquiry**

The **58** screen reads information from the Agency Fund Financial Table. Posting to this table is controlled through the T-Code File Posting Indicators for the AP (Appropriation) Table. Information is displayed on this screen by Agency alone, Agency and Fund, or Appropriated Fund alone.

Example:

S058 UC: 10	STATE OF OREGON	02/13/09 04:44 PM
LINK TO:	AGENCY/FUND SUMMARY INQUIRY	PROD
AGENCY: 635	APPR FUND:	FUND:
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	
INQ YEAR: 09	INQ MONTH: 08	
NET CASH ACT:	110,436,995.50-	REM APPROP ALLOT: 164,506,213.85
APPN ACCR CSH AVAIL:	1,341,032,405.58	APPN ENC CASH AVAIL: 1,330,790,891.54
BT	TITLE	AMOUNT
BT	TITLE	AMOUNT
01 ORIG BUDGT-APPN	1,400,281,094.00	
02 REVISIONS-APPN	54,748,223.00	
08 UNSCHED APPN	2,672,255.00	
12 CASH REVENUES	1,053,360,368.25	
14 ACCRD REVENUES	9,756,556.29	
15 CASH EXPENDITURES	1,163,797,363.75	
17 ACCRD EXPENDITURE	887,660.92	
18 ENCUM OUTSTANDING	10,241,514.04	
23 ALLOTMENT-APPN	1,339,432,752.56	
30 UNITS ACCUMULATED	25,118,939.76	
F1-HELP	F9-INTERRUPT	ENTER-INQUIRE
		CLEAR-EXIT

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▪ **59 – Vendor Document Inquiry**

The **59** screen reads the DF Table and lists all encumbrance or receivable documents related to a particular vendor sorted in chronological order (oldest first) by Document Date. This screen displays information for documents with a balance greater than zero (Balance Types 01 + 02 – 03 + 05). The data elements Agency, Vendor Number, Mail Code, Document Type and Fiscal Year must be entered to retrieve data on this screen. The vendor name is retrieved from the **34** or **51** profiles.

Users can interrupt from financial data entry screens to this screen to select the oldest receivable or applicable encumbrance document as a Reference Document for a payable or receivable transaction. Pre-encumbrance documents can also be accessed this way if they contain vendor info. Once the user has selected a document by entering an "S" in the Selector column and pressing [**F9**], the document number and suffix are automatically carried back to the financial data entry screen and displayed in the Reference Document and Suffix fields.

Example:

S059	UC: 10	STATE OF OREGON	02/24/09 08:29 AM
LINK TO:		VENDOR DOCUMENT INQUIRY	PROD
AGY: 340	VENDOR NO/MC: 1930334999 000	DOC TYPE: EE	FY: 09
	VENDOR NAME: METROPOLITAN SUPPLY, INC.		
S	DOC NO / SFX	CREATE DATE	DOC DATE DOC BALANCE
	EE001606 001	11182008	11182008 67,344.89
	EE005106 001	01262009	01262009 11,496.43
	EE008806 001	02142009	02142009 40,000.00
NO MORE RECORD(S) FOUND			
F1-HELP F5-NEXT RECORD F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT			

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▪ **61 – Agency Budget Financial Inquiry**

The **61** screen reads the AB Table and displays information by Agency. All other elements are optional. If Appropriation Year (AY) is not entered, it will default to the **97** profile current appropriation year.

Example:

S061	UC: 10	STATE OF OREGON	02/24/09 08:46 AM
LINK TO:		AGENCY BUDGET FINANCIAL INQUIRY	PROD
AGENCY: 101	AY: 09	ORG CODE:	PGM CODE:
AP FUND:	FUND:	GRANT/PH:	PROJECT/PH:
COMP SRC/GRP:	OBJ/COBJ/AGY OBJ:		AGY OBJ GROUP:
ORG LEVEL:			
PGM LEVEL:			
FUNC LEVEL:			
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: S	
INQ YEAR: 09	INQ MONTH: 08	ADJ BUDG:	.00
AGENCY BUDG AVAILABLE:	5,047,218,328.72-	AGENCY BUDG PCT AVL:	.00
EXP TO BUDG % :	0.00	ALLOT TO BUDG % :	0.00
BT	TITLE	AMOUNT	BT TITLE AMOUNT
12	CASH REVENU	3,208,009,895.59	
14	ACCRD REVEN	30,902,039.99	
15	CASH EXPEND	5,042,857,276.11	
17	ACCRD EXPEN	524,486.53-	
18	ENCUM OUTST	4,885,539.14	
30	UNITS ACCUM	20,649,304.70	
F1-HELP	F2-DOC INQ	F5-NEXT	F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

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▪ **62 – Appropriation Financial Inquiry**

The **62** screen reads the AP Table and displays information by Agency and Appropriation. All other elements are optional. If Appropriation Year is not entered, it defaults to the **97** profile current AY.

Example:

S062	UC: 10	STATE OF OREGON	02/24/09 08:58 AM
LINK TO:		APPROPRIATION FINANCIAL INQUIRY	PROD
AGY: 101	APPN YEAR: 09	APPN #: 81000	OPERATIONS GENERAL FUND APPROP
APPR FUND: 8000	FUND:	COMP SRCE/GRP:	OBJ/COMP OBJ:
PRG CD: 0002	LVL: 02	OJD BUDGET OR APPR ORG CD:	LVL:
INQ TYPE: MC	INQ YEAR: 09	INQ MONTH: 08	DETAIL/SUMMARY: S
CASH BASIS BUD:	131,397,782.17	ADJ BUDG:	257,339,824.00
ACCR BASIS BUD:	131,331,388.61	REM APPN ALLOT:	127,599,503.51-
ENC BASIS BUD:	129,740,320.49	ALLOT TO BUDG % :	0.00
EXP TO BUDG % :	48.90	UNSCHE TO BUDG % :	0.00
BT	TITLE	AMOUNT	BT TITLE AMOUNT
01	ORIG BUDGT	256,236,244.00	
02	REVISIONS-	1,103,580.00	
15	CASH EXPEN	125,942,041.83	
17	ACCRD EXPE	66,393.56	
18	ENCUM OUTS	1,591,068.12	
30	UNITS ACCU	2,995,565.63	
F1-HELP	F2-DOC INQ	F5-NEXT	F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

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▪ **63 – Cash Control Financial Inquiry**

The **63** screen reads the CC Table and displays information for each Balance Type as requested. In ‘Detail’ mode (DETAIL/SUMMARY: D), the user enters only the Agency Number and presses [**Enter**]. The user can then scroll through individual Cash Fund/Fund balances by pressing [**F5**]. In ‘Summary’ mode (DETAIL/SUMMARY: S), totals of all Balance Types for the Agency will be displayed with no option to scroll.

Drill down may be performed on the different Balance Types in ‘detail’ mode only; however, users cannot view detail transaction level information for agencies not included in their **96A** profile Agency Range (or Group).

Example:

S063 UC: 10	STATE OF OREGON	02/24/09 09:04 AM
LINK TO:	CASH CONTROL FINANCIAL INQUIRY	PROD
AGENCY: 101 APPR FUND:	CASH FUND: 10408 FUND:	GRANT NO/PH:
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D
INQ YEAR: 09	INQ MONTH: 08	CASH BALANCE: 46,962,421.88
BT	TITLE	AMOUNT
12	CASH REVEN	3,674,074,847.37
13	PYMTS OUTS	215,337.41
15	CASH EXPEN	5,152,018,556.23
20	TRAN IN-CA	2,665,674,445.30
21	TRAN OUT-C	2,681,099,128.65
22	OTHER INCR	272,058,886.46
23	OTHER DECR	969,032,189.93-
25	BEG BALANC	299,908,050.56
34	UNREC DEPO	668,312.86
F1-HELP	F2-DOC INQ	F5-NEXT
F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT

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▪ **64 – Document Record Inquiry**

The **64** screen reads the DF Table and displays information by Agency and Document Number. Both elements must be entered; scrolling is allowed through Document Suffix/Class only, and will not move automatically to the next Document Number. Document Class is incremented only when a transaction has been “split” using an RTI (see page 3–73). If a date is displayed in the ‘Close Date’ field, additional transactions cannot post to this document unless the document is re–opened.

Example:

S064	UC: 10	STATE OF OREGON	02/24/09	09:33 AM	
LINK TO:		DOCUMENT RECORD INQUIRY		PROD	
	AGY: 101	DOC NO/SFX/CLASS: EE000902	001	001	
CREATE DATE:	101809	CLOSE DATE:	022310		
INQ TYPE:	MC	(MA, YA, MY, YY, MC, YC)			
INQ YEAR:	09	INQ MONTH:	08	DOC BALANCE: .00	
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	489,432.36			
03	LIQUIDATIONS	489,432.36			
04	PYMT/COLLECTIONS	124,721.76			
F1-HELP	F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT	

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▪ **65 – General Ledger Record Inquiry**

The **65** screen reads the GL Table and displays information by Agency and General Ledger Account. All other elements are optional. The Beginning Balance column displays the ending balance amount for the period before the requested Inquiry Type period. The Activity column shows the activity amount for the request period. The Ending Balance column amount reflects the sum of the other two column amounts.

Example:

S065	UC: 10	STATE OF OREGON	02/24/09 09:51 AM
LINK TO:		GENERAL LEDGER RECORD INQUIRY	PROD
	AGY: 101	COMP/AGY GL: 0926 33080150	FUND: 4100
	INDEX:	PCA:	COMP/AGY OBJ:
	PGM CD:	APPN YR: 07	APPN NO:
	GRANT/PH:		SUBGRANTEE:
	PROJ/PH:		AGY CD - 1: 2: 3:
	NACUBO - FUND:	SUBFUND:	FUNCTION:
		G38-TRANSFER:	CONTRACT #:
	INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	
	INQ YEAR: 09	INQ MONTH: 08	
	BEGINNING BALANCE	ACTIVITY	ENDING BALANCE
DIR:	.00	91,039.58	91,039.58
IND:	.00	.00	.00
BAL:	.00	91,039.58	91,039.58
F1-HELP	F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE
			CLEAR-EXIT

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▪ **66 – Grant Financial Inquiry**

The 66 screen reads the GP Table and displays information for each Balance Type by Agency and Grant Number. All other elements are optional.

Example:

S066	UC: 10	STATE OF OREGON	02/24/09	09:50 AM	
LINK TO:		GRANT FINANCIAL INQUIRY		PROD	
AGENCY: 101	GRANT NO/PH: 150511 09	AGY CD-1:			
FUND:	COMP AGY/OBJ: 6600	GRANT OBJECT:			
TITLE: TITLE V--LEA					
GRANT CAT: 84.298 STATE GRANTS FOR INNOVATIVE PROGRAMS					
GRANTOR ID: 00000216580000					
GRANTOR NAME: U.S. DEPARTMENT OF EDUCATION					
GRANT TYPE: 01					
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D					
INQ YEAR: 09 INQ MONTH: 08 EXPEND BUDGET BALANCE:				228,762.37	
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
15	CASH EXPEN	2,328,250.52			
17	ACCRD EXPE	75,989.74			
18	ENCUM OUTS	184,193.17			
26	EXPEND BUD	2,817,195.80			
F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

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▪ **67 – Grant Transaction Inquiry**

The **67** screen reads the AE Table and displays supporting detail financial information for the Agency, Grant and Balance Type. The effective date range allows a user to restrict the timeframe of information displayed. For example, if the user wishes to view only December encumbrance records and the current month is January, the user enters "1201{YY}" and "1231{YY}" in the EFF DATE Range fields and "18" in the Balance Type field. Only December information displays.

If the EFF DATE Range fields are left blank, all AE transactions with current effective dates less than or equal to the To Date (which defaults from the **97** profile current effective date) are retrieved. These transactions are then sorted in descending order by date (even though date does not appear on the screen) and displayed.

The Record Type field identifies the AE Table from which the information should be retrieved. The default value 'A' identifies the 'Active' AE Table. The value 'I' indicates the 'Inactive' AE Table. See Reference Manual Chapter 5 for detailed information about the Active and Inactive AE Tables. Because the **67** screen displays lists of transactions associated with the requested values, the scroll feature (**[F8]**) is used to access the next "page" of transactions instead of the next inquiry record. To bring up information for a different Grant/Phase or time period, the user must enter the desired values in the necessary fields and press **[Enter-↓]**.

Example:

S067 UC: 10	STATE OF OREGON	02/24/09 09:55 AM			
LINK TO:	GRANT TRANSACTION INQUIRY	PROD			
AGY: 101	GRANT NO: 150511	TITLE V			
GRANT PH: 09		AGY CD-1:			
EFF DATE RANGE:	TO 022409	BALANCE TYPE: 15			
FUND:		COMP/AGY OBJ:			
		REC TYPE: A			
		GRANT OBJECT:			
CUR DOC/SFX/CLASS	VEND NO/MC	VEND NAME	TC	TRANS AMT	R
REF DOC/SFX/CLASS	INDEX PCA	AY FUND COBJ AOBJ GOBJ	PROJ/PH	AGY CD-2	
ZE006624 001	1936600376 008	MALHU RICHEY SCH DIST 888	380	37674.82-	
VP202402 002	36979 35013 09 6070 6600				
ZE006624 001	1936091902 000	BUGG CO SCH DIST 73	380	19.78-	
VP203499 001	36979 35013 09 6070 6600				
ZE006624 001	1936204207 012	LAYTON SCHOOL DISTRICT	380	8344.29-	
VP199404 001	36979 35013 09 6070 6600				
ZE006975 001	1936408309 000	CORT CO SCH DIST 777	380	17040.84-	
VP199403 001	36979 35013 09 6070 6600				
ZE006975 001	1936074999 000	VANCOUVER HILLS SCH DIST	380	2398.42-	
VP200400 002	36979 35013 09 6070 6600				
F1-HELP	F8-NEXT PAGE	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT	

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▪ **68 – Contract Record Inquiry**

The **68** screen reads the Contract Table and displays information for Balance Types 01 – Encumbrances Outstanding and 02 – Total Expenditure by Agency and Contract number.

Transactions with contract numbers and T-Codes that post to the AP table under Balance Type 18 will post to Balance Type 01 on the **68** screen. Transactions with contract numbers and T-Codes that post to the AP table under Balance Type 15 and/or 17 will post to Balance Type 02 on this screen. Balance Type 35 for refund of expenditure is not included because it is considered an accrual. The refund is reflected in the AP table, Balance Type 15 when the payment is received.

All other information elements (e.g., Amendment Number, Change Number, Type, etc.) are retrieved from the **30** profile.

Example:

S068	UC: 10	STATE OF OREGON	02/24/09	10:12 AM	
LINK TO:		CONTRACT RECORD INQUIRY		PROD	
AGENCY: 101	CONTRACT NO: 30112695				
AMENDMENT NO:	CHANGE NO:	TYPE:	COMP NO:		
DESCRIPTION: START DATE: 01-01-2009					
	SEE EXHIBIT A PART 2 OF CONTRACT FOR CONTRACT BREAKDOWN				
VENDOR NO/MC: 1934025402	000	NAME: CRATER LAKE MEDICAL SCHOOL			
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)				
INQ YEAR: 09	INQ MONTH: 08				
BUDGET: 104,066.72	BALANCE: 49,283.86				
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
02	TOTAL EXPENDITURE	69,346.92			
F1-HELP	F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT	

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▪ **69 – Agency/Fund Record Inquiry**

The **69** screen reads information from the Agency Fund Financial Table. Posting to this table is controlled through the T-Code File Posting Indicators for the AP Table. AGENCY and AP YEAR are the only required elements on the screen. This screen allows scrolling through Appropriated Funds of the Agency when AGENCY and AP YEAR are entered in 'Detail' mode. In Oregon, balances are detailed at APPR FUND only.

Example:

S069 UC: 10	STATE OF OREGON	02/24/09 10:20 AM
LINK TO:	AGENCY/FUND RECORD INQUIRY	PROD
AGENCY: 101 AP YEAR: 09 APPR FUND: 3200 FUND:		
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D
INQ YEAR: 09	INQ MONTH: 08	REM APPROP ALLOT: 347,101,905.22
NET CSH ACT:	122,857,440.22	APP ACCR CSH AVL: 241,722,316.65
APP CSH AVL:	242,776,062.22	APP ENCM CSH AVL: 241,601,001.40
BT	TITLE	AMOUNT
01	ORIG BUDGT	101,918,622.00
02	REVISIONS-	12,000,000.00
12	CASH REVEN	163,047,311.71
14	ACCRD REVE	966,209.64
15	CASH EXPEN	40,189,871.49
17	ACCRD EXPE	1,053,745.57
18	ENCUM OUTS	121,315.25
23	ALLOTMENT-	104,325,843.00
BT TITLE AMOUNT BT TITLE AMOUNT		
F1-HELP	F2-DOC INQ	F5-NEXT
F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT

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▪ **80 – Project Financial Inquiry**

The **80** screen reads the PJ Table and displays information for each Balance Type by Agency and Project Number. All other elements are optional.

Example:

S080	UC: 10	STATE OF OREGON	02/24/09 10:29 AM
LINK TO:		PROJECT FINANCIAL INQUIRY	PROD
AGENCY: 101	PROJ NO/PH: 952004 99	AGY CD-2:	
FUND:	COMP/AGY OBJ:	AGY OBJ GROUP:	
TITLE: *UNKNOWN DESCRIPTION*		PROJECT TYPE:	
PROJECT MANAGER:			
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: S	
INQ YEAR: 09	INQ MONTH: 08	EXPEND BUDGET BALANCE:	2,504.37-
		NET CASH ACTIVITY:	4,443.40
BT	TITLE	AMOUNT	BT TITLE AMOUNT
12	CASH REVEN	6,947.77	
15	CASH EXPEN	2,504.37	
28	AMT BILLED	3,486.07	
30	UNITS ACCU	100.00	
F1-HELP	F2-DOC INQ	F5-NEXT	F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

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▪ **84 – Accounting Event Record Inquiry**

The **84** screen has one access path by Transaction ID (Batch Agency, Batch Date, Batch Type, Batch Number and Sequence Number). The detail accounting classification elements for each financial transaction are displayed on this screen. The record type identifies whether the record is retrieved from the Active ('A') or Inactive ('I') AE Table. The Record Type defaults to 'A'.

See Reference Manual Chapter 5 for detailed information about the Active and Inactive AE Tables.

Example:

S084	UC: 10	STATE OF OREGON	02/24/09 11:08 AM
LINK TO:		ACCOUNTING EVENT RECORD INQUIRY	PROD
	LIQUIDATION		
BATCH:	AGENCY 101	DATE 080706	TYPE 4 NO 505 SEQ NO 00001 REC TYPE: A STATUS: A
GL:	DR1 3501 CR1 1211 DR2	CR2	DR3 CR3 DR4 3011 CR4 2735
DOC AGY:	101	DOC DATE:	EFF DATE: 073106 DUE DATE: 080706
SERV DATE:		CUR DOC/SFX/CLASS: VP002134 001	MOD: P
		REF DOC/SFX/CLASS: EE002773 001 001	AGENCY: 101
TRANS CODE:	225	INDEX:	PCA: 11320 AY: 09 COMP/AGY OBJ: 4701 5209
AMOUNT:	2925.00	RVS:	DISCOUNT: .00 FO: PDT: MA
CI:	PROP #:	1099: 7	INV-NO: L0207742706 DT:
VEND/MC:	1135590906 001	DESC: CUST# 329734	JULY 2006
NAME:	RAMPMAN LIFT COMPANY	CONT NO:	
CITY:	BOARDMAN	ST: OR	ZIP: 97999 RTI:
PMT-NO:	127123444	DT: 080706	AP NO: 31501 FUND: 4630 AGY GL:
GRANT NO/PH:		SUB GRANTEE:	PROJ NO/PH: 110113 00
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:	08072006	TIME: 0959	ORIG SEQ NO: 00001 APPROVAL DT: 080706
Z06 RECORD SUCCESSFULLY RECALLED			
F1-HELP F2-85 F3-PRIOR INQ F4-PRIOR F5-NEXT F7-86 F8-LIQ F9-INT ENTER-INQ			

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▪ **85 – Vendor Transaction Inquiry**

The **85** screen provides a multiple record inquiry into either the Active or Inactive Accounting Event Tables by Vendor Number and Document Type. Payable and receivable document types may be accessed on this screen for both system-wide (**51/52 Profile**) and agency (**34 Profile**) vendors. Information may be restricted by entering Mail Code and/or Agency and/or Invoice Number. Additionally, Appropriated Fund and/or Fund may be entered to further restrict the information.

If the EFF DATE RANGE fields are left blank, all AE transactions with current effective dates less than or equal to the 'To Date' (which defaults from the **97** profile current effective date) will be retrieved. These transactions are then sorted in descending order by date and displayed.

Two other inquiry features are available on this screen. If the user does not enter a vendor number but enters a vendor name and presses [**F1**], the program interrupts to the **3A** screen. The user may then select a vendor number and return to the inquiry screen by pressing [**F9**]. The Vendor Number is automatically carried back to the **85** screen.

As an alternative, the user may enter part of the vendor number and press [**F1**]. The program interrupts to the **3N** screen. The user may then select a vendor number and return to the **85** screen. If the vendor number begins with a '0' (zero), Agency is required.

The [**F8**] 'Next Page' function on this screen allows the user to scroll through any additional pages of transactions for the vendor selected.

Example:

S085	UC: 10	STATE OF OREGON	02/24/09 11:16 AM
LINK TO:		VENDOR TRANSACTION INQUIRY	PROD
VEND NO/MC: 1135590906 001 AGY: 101 DOC TYPE: VP INV#:			
VEND NAME: RAMPMAN LIFT COMPANY			
REC TYPE: A	APPR FUND:	FUND:	EFF DATE RANGE: TO 022409
DOC NO / SFX	REF DOC/SFX	INVOICE #	TC PDT PMT- # DATE APPR DT
	AP FUND FUND	INDEX PCA	AY COBJ AOBJ TRANS AMT R
VP002134 001	EE002773 001	L0207742706	225 MA 119629775 022009 022009
	3400 4630	11320	07 4701 5209 2925.00
VP002134 002	EE002773 002	L0207742706	225 MA 119629775 022009 022009
	3400 4630	11320	07 4701 5209 3205.00
VP002134 003	EE002773 003	L0207742706	225 MA 119629775 022009 022009
	3400 4670	11500	07 4701 5209 1400.00
VP002134 004	EE002773 004	L0207742706	225 MA 119629775 022009 022009
	3400 4630	11320	07 4701 5209 320.00
VP002134 005	EE002773 005	L0207742706	225 MA 119629775 022009 022009
	3400 4630	11320	07 4701 5209 420.00
VP002134 006	EE002773 006	L0207742706	225 MA 119629775 022009 022009
	3400 4630	11320	07 4701 5209 290.00
F1-HELP	F8-NEXT PAGE	F9-INTERRUPT	ENTER-INQUIRE CLEAR-EXIT

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▪ **86 – Document Transaction Inquiry**

The **86** screen provides an alternate record inquiry into either the Active or Inactive Accounting Event Tables by Agency and Document Number. Document Suffix is optional. If Record Type is not entered, it defaults to 'A'.

If the EFF DATE RANGE fields are left blank, all AE transactions for a certain document with effective dates less than or equal to the 'To Date' (which defaults from the **97** profile current effective date) will be retrieved. These transactions are then sorted in descending order by effective date and displayed (even though this element does not appear on the screen).

Example:

S086	UC: 10	STATE OF OREGON	02/24/09 11:25 AM
LINK TO:		DOCUMENT TRANSACTION INQUIRY	PROD
			PAGE 0001
AGY: 101	DOCUMENT NO/SUFFIX: EE002773	REC TYPE: A	
	EFF DATE RANGE:	TO 022409	
-----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
101 02/20/09 4 459 00001	225 08/06	128463027	EE002773 001 2925.00
P	11320 07 4701 5209	1135590906 001	3400 4630
101 02/20/09 4 459 00002	225 08/06	128463027	EE002773 002 3205.00
P	11320 07 4701 5209	1135590906 001	3400 4630
101 02/20/09 4 459 00003	225 08/06	128463027	EE002773 003 1400.00
P	11500 07 4701 5209	1135590906 001	3400 4670
101 02/20/09 4 459 00004	225 08/06	128463027	EE002773 004 320.00
P	11320 07 4701 5209	1135590906 001	3400 4630
101 02/20/09 4 459 00005	225 08/06	128463027	EE002773 005 420.00
P	11320 07 4701 5209	1135590906 001	3400 4630
101 02/20/09 4 459 00006	225 08/06	128463027	EE002773 006 290.00
P	11320 07 4701 5209	1135590906 001	3400 4630
101 02/20/09 4 459 00007	225 08/06	128463027	EE002773 007 290.00
P	11320 07 4701 5209	1135590906 001	3400 4630
F1-HELP	F2-84	F7-PRIOR PG	F8-NEXT PG F9-INTERRUPT ENTER-INQ CLEAR-EXIT

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▪ **87 – Cumulative Vendor Invoice Inquiry**

The **87** screen reads the Cumulative Payment Table to retrieve vendor invoice information by Agency, Vendor Number, Vendor Mail Code and Fiscal Year. This table is updated during the nightly Payment Processing Cycle. To further restrict the records, the user may enter Invoice Number and/or Organization Level 2 or Level 3. Only one of the organization levels may be entered.

A selection option is available for this screen that allows a user to select a detail record (by typing an "S" in the select column next to the detail record) and transfer to the **88** screen (shown next) by pressing [**F2**].

Example:

S087	UC: 10	STATE OF OREGON	02/24/09 11:34 AM
LINK TO:		CUMULATIVE VENDOR INVOICE INQUIRY	PROD
AGY 101	VEND NO/MC 1135590906	001 FY 07 INVOICE NO	ORGL2
ORGL3	VEND NAME RAMPMAN LIFT COMPANY		
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
L1234543210	101022009445900006	225 101 EE002773 006 P	290.00
	11320 4701 5209 7 128463117	VP002134 006 CUST# 329734	FEB 2009
L1234543210	101022009445900007	225 101 EE002773 007 P	290.00
	11320 4701 5209 7 128463117	VP002134 007 CUST# 329734	FEB 2009
L1234543210	101022009445900008	225 101 EE002773 008 P	845.00
	11320 4701 5209 7 128463117	VP002134 008 CUST# 329734	FEB 2009
L1234543210	101022009445900009	225 101 EE002773 009 P	740.00
	11320 4701 5209 7 128463117	VP002134 009 CUST# 329734	FEB 2009
L1234543210	101022009445900010	225 101 EE002773 010 P	232.00
	11320 4701 5209 7 128463117	VP002134 010 CUST# 329734	FEB 2009
L1234543210	101022009445900011	225 101 EE002773 011 P	255.00
	11320 4701 5209 7 128463117	VP002134 011 CUST# 329734	FEB 2009
L1234543210	101022009445900012	225 101 EE002773 012 P	2499.00
	11320 4701 5209 7 128463117	VP002134 012 CUST# 329734	FEB 2009
F1-HELP	F2-VEN DOC	F7-PRIOR PG	F8-NEXT PG
F9-INT	ENTER-INQUIRE	CLEAR-EXIT	

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▪ **88 – Cumulative Vendor Payment Inquiry**

The **88** screen reads the Cumulative Payment Table to retrieve vendor payment information by Agency, Vendor Number, Mail Code and Fiscal Year. To further restrict the records, the user may enter Payment (Cur) Document Number and/or Organization Level 2 or 3. Only one of the organization levels may be entered.

Payment transactions (i.e., TC 222) are posted to the Cumulative Payment Table when the batch is released to overnight IEU. This means that payment records, without payment numbers, will appear on the **88** screen before the actual warrant or direct deposit transmittal is issued.

A selection option is available for this screen that allows a user to select a detail record (by typing an "S" in the select column next to the detail record) and transfer to the **87** screen by pressing **[F4]**.

Example:

S088	UC: 10	STATE OF OREGON	02/24/09 11:43 AM
LINK TO:		CUMULATIVE VENDOR PAYMENT INQUIRY	PROD
AGY 101	VEND NO/MC 1135590906 001	FY 07 CUR DOC	ORGL2 ORGL3
	VEND NAME RAMPMAN LIFT COMPANY		
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
VP002134 001	101022009445900001	225 101 EE002773 001 P	2925.00
	11320 4701 5209 7	128463027 L1234543210	CUST# 424042 FEB 2009
VP002134 002	101022009445900002	225 101 EE002773 002 P	3205.00
	11320 4701 5209 7	128463027 L1234543210	CUST# 424042 FEB 2009
VP002134 003	101022009445900003	225 101 EE002773 003 P	1400.00
	11500 4701 5209 7	128463027 L1234543210	CUST# 424042 FEB 2009
VP002134 004	101022009445900004	225 101 EE002773 004 P	320.00
	11320 4701 5209 7	128463027 L1234543210	CUST# 424042 FEB 2009
VP002134 005	101022009445900005	225 101 EE002773 005 P	420.00
	11320 4701 5209 7	128463027 L1234543210	CUST# 424042 FEB 2009
VP002134 006	101022009445900006	225 101 EE002773 006 P	290.00
	11320 4701 5209 7	128463027 L1234543210	CUST# 424042 FEB 2009
VP002134 007	101022009445900007	225 101 EE002773 007 P	290.00
	11320 4701 5209 7	128463027 L1234543210	CUST# 424042 FEB 2009
F1-HELP F4-VEN INV F7-PRIOR PG F8-NEXT PG F9-INT ENTER-INQUIRE CLEAR-EXIT			

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▪ **89 – Summary General Ledger Account Inquiry**

The **89** screen reads the GS Table and displays information on amounts moved into and out of each G/L account using specific T-Codes. Information may be requested for Comptroller G/L accounts or Agency G/L accounts.

If Agency and Comptroller G/L account are entered, information can be specified by entering either State Fund Group or Appropriated Fund and Fund. If Agency and Agency G/L account are entered, information can be specified by entering either State Fund Group or Appropriated Fund.

When the scroll feature is used, pressing **[F5]** will bring up the next T-Code number within the same G/L account, Appropriated Fund and Fund. When the last T-Code (highest numerical value) is reached for the Fund displayed, **[F5]** will bring up the next Fund, still within the same G/L account and appropriated fund. When the last record of the last Fund has been reached, **[F5]** will bring up the next appropriated fund and begin all over again. G/L account cannot be scrolled; the account desired must be entered.

Example:

S089	UC: 10	STATE OF OREGON	02/24/09 11:54 AM
LINK TO:		SUMMARY GENERAL LEDGER ACCOUNT INQUIRY	PROD
AGENCY:	274	OREGON DEPARTMENT OF VETERANS' AFFAIRS	
COMPTROLLER GL:	0075	CASH ON DEPOSIT-SUSPENSE ACCT AT TREAS	
AGENCY GL:			
STATE FUND GROUP:			
APPR FUND:			
FUND:	0475	SUSPENSE ACCT 27405-ODVA SERIES 75	
ORG:		TC:	
GRANT/PH:		PROJ/PH:	
G38-TRANSFER:		NACUBO FUND/SUBFUND:	
INQ TYPE:	MC (MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY:	S
INQ YEAR:	06	INQ MONTH:	13
BEGINNING BALANCE	DEBIT	CREDIT	ENDING BALANCE
.00	199,805,982.41	199,771,423.72-	34,558.69
F1-HELP	F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE
			CLEAR-EXIT

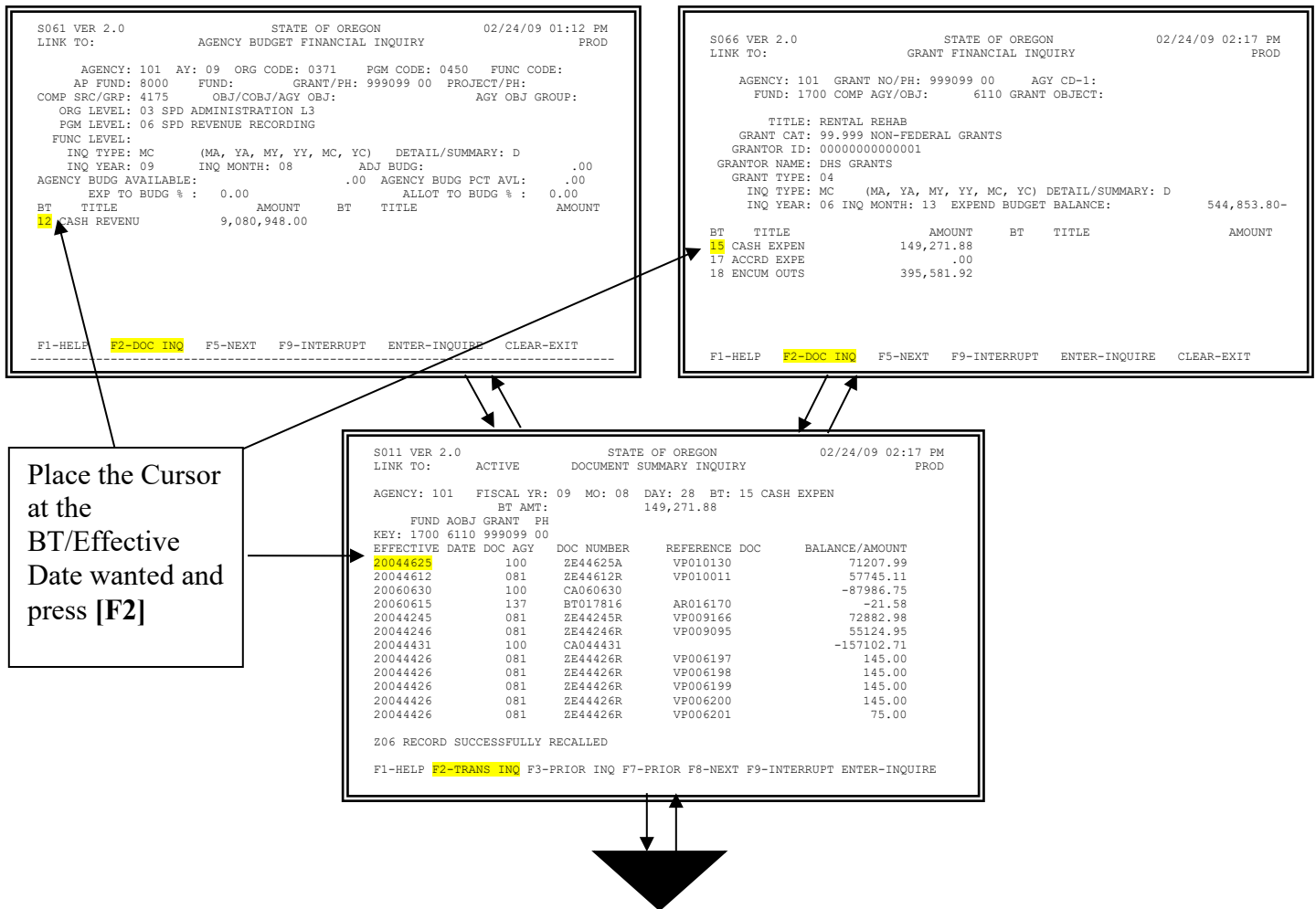
DRILL DOWN INQUIRY

Drill Down Inquiry enables the user to view increasing levels of detail from certain Financial Inquiry screens:

- **11 Document Summary Inquiry** – allows the user to view the documents supporting a Balance Type selected from the financial inquiry screens (61, 62, 63, 66, 69 and 80).
- **60 Transaction Summary Inquiry** – allows the user to view the transactions supporting a document selected from the 11 screen.
- **84 Accounting Event Record Inquiry** – allows the user to view the information, either input or looked up, for a transaction selected from the 60 screen.

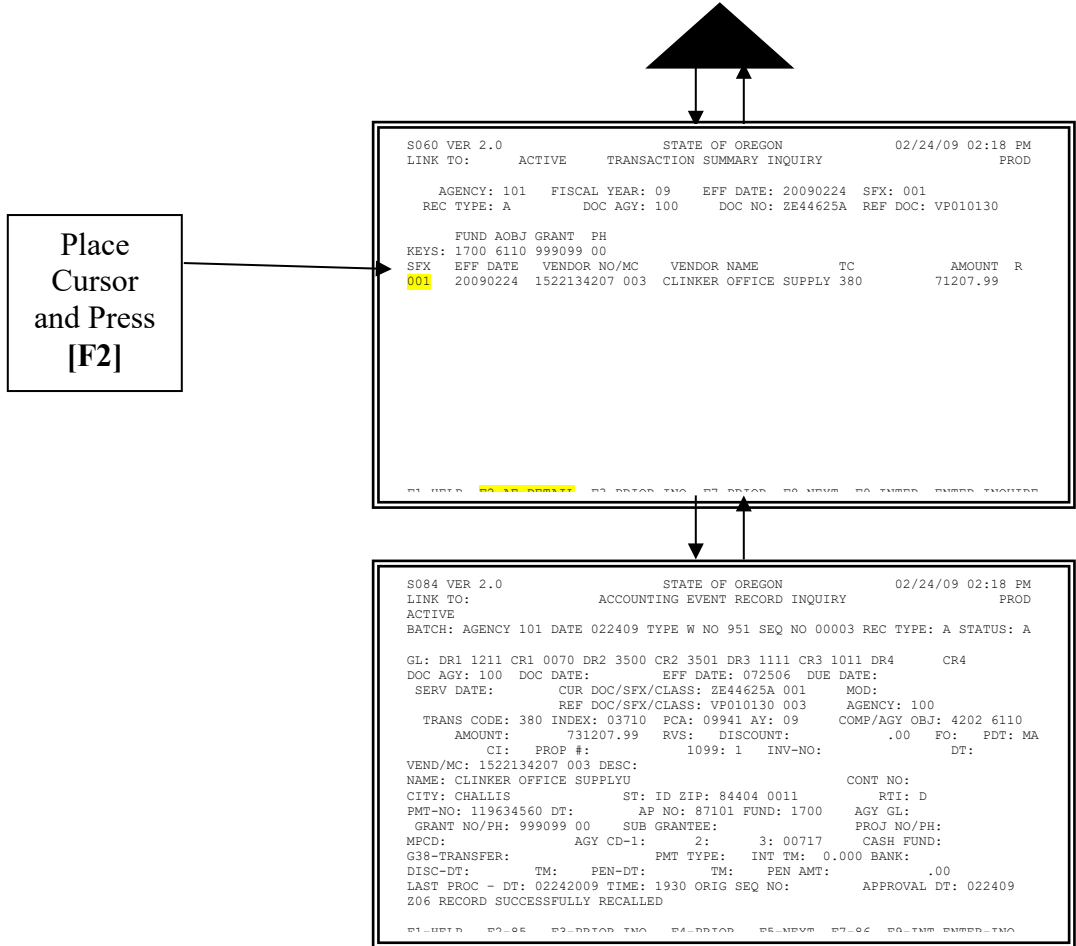
The Drill Down Inquiry process is presented below:

Example:



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Drill Down Inquiry Process (Continued)



To execute the Drill Down function, press **[F2]** while the cursor is placed on one of the elements in the fields highlighted in the examples above. Press **[F3]** to return to the previous inquiry screen. Press **[F9]** to return all the way back to the original Financial Inquiry screen.

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3-6 HELP, INTERRUPT AND LINK FACILITIES

Three features of R★STARS are available during on-line processing that allow the user to navigate through various screens quickly and access and/or modify system information. The HELP feature provides on-line documentation on many aspects of the system, including reports, screens, error messages and any other topics deemed necessary by the system manager. The INTERRUPT feature allows the user to access other screens to inquire on data or modify profiles and return to the original screen with the data intact. INTERRUPTS are especially helpful for correcting coding errors during data entry. The LINK feature allows quick navigation through virtually any screen available to the user.

THE HELP FACILITY

The HELP facility provides on-line documentation for the R★STARS system. The actual topics described by the HELP facility and their contents are determined and maintained centrally in a profile. HELP documentation is viewed and maintained through the **90** table, which is accessed from the System Management Submenu. The key fields of the **90** table are a topic **KEYWORD:** and a **PAGE:** number. Typical HELP keywords include three-character system error messages (e.g., 'G56'). The profile also includes up to 14 lines of free-form text per page.

In order to access HELP for a specific subject, the user enters the Keyword associated with the desired topic in the **KEYWORD:** field. The **PAGE:** field defaults to '01'. A specified page for the requested topic can be entered if desired and available.

HELP consists of four types of on-line R★STARS assistance:

- **Data Element Help** – During financial transaction entry, the user may interrupt to a scroll screen to select a valid Index, Program Cost Account, Comptroller Object, Agency Object, Vendor Name or Vendor Number. These screens are accessed by pressing **[F1]** while the cursor is in the related field. To select an element, the user enters an 'S' in the Selector column to the left of the data element list. When **[F9]** is pressed to end interrupt, the selected information is automatically carried back to the financial data entry screen. These screens can also be accessed from the **LINK TO:** field or from their associated submenu; however, the Selector column to the left of the data element list is available only when these screens are accessed from a financial data entry screen.

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Example:

```

S077 UC: 10 STATE OF OREGON 02/18/09 01:39 PM
INDEX SELECTION PROD

STARTING - AGY: 101 IDX: APPN YR: 09
S AGY IDX AY TITLE
101 04685 05 IRM-ENS-DVS-IP TELEPHONY SERV-NL
101 04701 05 IRM-ENS-VOS-STC (SALEM TELECON)-NL
101 04702 05 IRM-ENS-VOS-ONLINE SERVICES-NL
101 04703 05 IRM-ENS-VOS-STC (SALEM TELECON)-L
101 04714 05 IRM-ENS-VOS-ONLINE SERVICES-L
101 04722 05 IRM-ENS-VOS-GATEWAY SERVICES-NL
101 04723 05 IRM - ENS - VOS - TERRESTRIAL SERVICES
101 04732 05 IRM-ENS-VOS-BASIC VIDEO SERV-NL
101 04801 05 IRM-ENS-VOICE-L
101 04805 05 IRM-ENS-VOICE-ADMIN-NL
101 04825 05 IRM-ENS-VOICE-SWITCHED/LOCAL SRVS-NL
101 04835 05 IRM-ENS-VOICE-SWITCHEDSRVS/TRUNKING-NL
101 04845 05 IRM-ENS-VOICE-SWITCHED SRVS/OPX-NL
101 04856 05 IRM-ENS-VOICE-SWITCHED SRVS/EDP SUP-NL
101 04875 05 IRM-ENS-VOICE-TOLL SRVS/DDD TOLL-NL
101 04885 05 IRM-ENS-VOICE-TOLL SRVS/SDN OFF NET-NL
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

```

Example:

```

S078 UC: 10 STATE OF OREGON 02/18/09 01:42 PM
PROGRAM COST ACCOUNT SELECTION PROD

STARTING - AGY: 101 PCA: APPN YR: 09
S AGY PCA AY TITLE
101 38651 05 OPB - POPULATION SURVEY
101 38652 05 OPB - OS III
101 40150 05 DISPUTE RESOLUTINO COMMISSION-OF-L
101 40160 05 CAPITOL PLANNING COMMISSION-OF-L
101 40210 05 SCD ARREST & RETURN - OF - L
101 42000 05 SCD/STATEWIDE ADMINISTRATION - L
101 42020 05 SCD/STATEWIDE ADMINISTRATION - NL
101 42700 05 SCD - STATEWIDE A/R MGMT - L
101 42800 05 SCD - E-COMMERCE - L - OF
101 42900 05 SCD - FINANCIAL INTERNAL CONTROL-L
101 44200 05 OREGON STATE PAYROLL SYSTEM (OSPS) - L
101 44220 05 SCD/OREGON STATE PAYROLL SYS (OSPS) - NL
101 44230 05 SCD/OSPS AD HOC REPORTING - NL
101 45000 05 SCD - SHARED CLIENT SERVICES - L
101 46001 05 SARS
101 46020 05 SCD/SARS - SFR/ACFR - NL
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

```

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Example:

```

S079 UC: 10 STATE OF OREGON 02/18/09 01:40 PM
          COMPTROLLER OBJECT SELECTION PROD
STARTING - APPN YR: 09 COMP OBJ:
S AY COBJ TITLE
05 0229 INDIGENT DEFENSE RECOVERY
05 0300 FEDERAL REVENUE
05 0401 ADMINISTRATIVE AND SERVICE CHARGES
05 0402 EDUCATION OF CHILDREN IN STATE SCHOOLS
05 0403 CARE OF STATE WARDS
05 0404 SUPPORT COLLECTIONS
05 0405 CENTRAL SERVICE CHARGES
05 0406 INDIRECT COST REIMBURSEMENTS
05 0407 OTHER CHARGES FOR SERVICES
05 0410 INSURANCE PREMIUMS
05 0500 FINES AND FORFEITS
05 0600 RENTS AND ROYALTIES
05 0701 LIQUOR SALES
05 0702 PARI-MUTUEL RECEIPTS
05 0703 STATE FOREST LANDS
05 0704 COMMON SCHOOL LANDS
05 0708 OTHER SALES INCOME
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

```

Example:

```

S081 UC: 10 STATE OF OREGON 02/18/09 01:43 PM
          AGENCY OBJECT SELECTION PROD
STARTING - AGY: 101 APPN YR: 09 AGY OBJ:
S AGY AY AOBJ TITLE
101 07 4153 OUT-OF-STATE GROUND TRANSPORTATION
101 07 4154 OUT-OF-STATE TRAVEL MISC EXPENSES
101 07 4155 FOREIGN MEAL AND LODGING
101 07 4156 FOREIGN AIR TRANSPORTATION
101 07 4157 FOREIGN GROUND TRANSPORTATION
101 07 4158 FOREIGN TRAVEL MISCELLANEOUS EXPENSE
101 07 4200 OFFICE SUPPLIES
101 07 4201 SMALL EQUIPMENT
101 07 4202 EQUIPMENT RENTAL
101 07 4203 SMALL EQUIPMENT INV NONCAP
101 07 4204 PHOTOGRAPHIC SUPPLIES
101 07 4205 SPOTS DEFAULT
101 07 4250 OFFICE SERVICES
101 07 4251 POSTAGE
101 07 4252 PRESORT EXPENSE
101 07 4253 FREIGHT CARTAGE & EXPRESS
101 07 4254 LATE PAYMENT CHARGES
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

```


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Example:

```

S03A UC: 10 STATE OF OREGON 02/18/09 01:45 PM
VENDOR ALPHA INQUIRY PROD
SELECT VENDORS FROM: A (S=SYSTEMWIDE, A=AGENCY)
SEARCH NAME: BOISE AGY: 101 VENDOR TYPE:

S VENDOR NO / MC SC PDT VENDOR NAME ADDRESS
0000X26001 000 A BOISE CASCADE 4660 N CHANNEL AVE

0000X26152 000 A BOISE CASCADE OFFICE PRODUCTS ATTN: TIM GRAY
4660 N CHANNEL AVE

0000X26002 000 A NORTHWEST ELEVATOR COMPANY 17700 SW UPPER BONES

Z36 RECORD(S) RECALLED - END OF LIST

F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

```

Example:

```

S03N UC: 10 STATE OF OREGON 02/18/09 01:49 PM
VENDOR NUMBER INQUIRY PROD

VENDOR NO: 0000X26152 AGY: 101

S VENDOR NO / MC PDT SC VENDOR NAME ADDRESS 1
0000X26152 000 A BOISE CASCADE OFFICE PRODUCTS ATTN: TIM GRAY

Z36 RECORD(S) RECALLED - END OF LIST

F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

```

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- **3S – Vendor Record Status Inquiry.** The Status Inquiry screen allows users view key information from vendor profiles awaiting activation based on the record’s Status Code: ‘P’ - partial record from ADPICS; ‘R’ - agency request to activate new record; or ‘B’ - “Both”; entered if the user wishes to view both ‘P’ and ‘R’ records.

A record may be selected by entering “S” in the selector column on the inquiry screen. If the record selected has a Mail Code of ‘000’, the system interrupts to the **52** profile. If the record has a Mail Code other than ‘000’, the system interrupts to the **51** profile. This inquiry aids personnel who maintain the statewide vendor profiles with the review and activation of vendor records.

Example:

S03S	UC: 10	STATE OF OREGON	02/24/09 10:25 AM
LINK TO:		VENDOR RECORD STATUS INQUIRY	PROD
STATUS: P (P/R/B)			
S	LAST PROC DT	VENDOR ID MC	NAME STATUS
	02/06/09	8585747477 501	DS WATERS OF AMERICA P
	02/23/09	3684842843 000	HARLOW'S BUS SALES, INC. P
	02/23/09	8547859685 501	OREGON SCHOOL NURSES ASSOCIATION P
Z36 RECORD(S) RECALLED - END OF LIST			
F1-HELP F2-SEL F7-PRIOR PAGE F8-NEXT PAGE F9-INT ENTER-INQUIRED CLEAR-EXIT			

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- **Error Code Help** – Error Code Help assists the user in the correction of errors detected during on-line data entry. When an error has been generated by R★STARS, pressing **[F1]** will retrieve the **90** table screen and display the first error code. **[F8]** is used to access information on the next error code. Samples of a transaction with errors and the **90** table screens with error codes explained are shown below.

Example:

```

S504 UC: 19 STATE OF OREGON 02/18/09 02:20 PM
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 021809 TYPE 2 NO 001 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 021809 DUE DATE: SERV DATE:
CUR DOC/SFX: CR000275 001 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 190 RECEIPT OF REVENUE NOT ACCRUED
INDEX: 13000 DAS-DO-OFFICE OF BUSINESS ADMINISTRATION
PCA: 11300 DAS-DO-OFFICE OF BUSINESS ADMIN-L AY: 09
COMP/AGY OBJ: 4101 4101 INSTATE MEALS AND LODGING
AMOUNT: 00000000500.00 RVS: DESC:
DOC COUNT: 00000 DOC AMT: 0000000000.00 DOC AGY: 101 FUND OVRD:
VEND/MC: NM:
PMT TYPE: INT: ADD1:
BANK: ADD2:
DISC DT: TM: ADD3:
PEN DT: TM: CITY: ST: ZIP:
PEN AMT: CHECK #: DEPOSIT #:
G38: APPN NO: 31501 FUND: 1100 GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: RTI:
EE7 INVALID GL/OBJ COMBO EE8 INVALID OBJ/GL COMBO EDE OBJ NOT INCLUDED 28B

F1 F1-HELP F2-INVOICE F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS
F8-PRINT F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

Example:

```

S090 UC: 19 STATE OF OREGON 02/18/09 02:22 PM
LINK TO: NEWS/HELP TABLE PROD
ACTIVE
KEYWORD: EE7 PAGE: 01

CODE: EE7 INVALID GL/OBJ COMBO

DATA ELEMENT: AGENCY OBJECT

EXPLANATION: THE AGENCY OBJECT ENTERED MUST HAVE A CONSISTENT OBJECT TYPE AS
              THAT DEFINED FOR THE GENERAL LEDGER ACCOUNT ON THE TRANSACTION.
              THE VALID VALUES FOR THE OBJECT TYPE INDICATOR IN BOTH THE D11
              AGENCY OBJECT PROFILE & THE D31 GENERAL LEDGER ACCT PROFILE ARE:
              'E'-EXPENDITURE, 'R'-REVENUE, 'S'-STATISTICS, 'T'-TRANSFER, AND
              'O'-OTHER. IF AOBJ ENTERED ON THE TRANS HAS AN OBJ TYPE OF 'E'
              THEN ONE OF THE GL ACCTS ON THE TCODE (SEE 28A) MUST, ALSO, HAVE
              AN OBJECT TYPE OF 'E'.

              STATUS CODE: A
EFF START DATE: 07221991 EFF END DATE: LAST PROC DATE: 07221991
Z06 RECORD SUCCESSFULLY RECALLED

F3-DELETE F5-NEXT RECORD F8-NEXT ERROR F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT

```

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Example:

```

S090 UC: 19 STATE OF OREGON 02/18/09 02:22 PM
LINK TO: NEWS/HELP TABLE PROD
ACTIVE
KEYWORD: EE8 PAGE: 01

CODE: EE8 INVALID OBJ/GL COMBO

DATA ELEMENT: COMPTROLLER OBJECT/D10 COMP OBJECT TYPE/D31 GL TYPE

EXPLANATION: THE COMPTROLLER OBJECT D10 PROFILE CONTAINS AN OBJECT TYPE IND
IDENTIFYING IF THE OBJECT IS 'R'-REVENUE, 'E'-EXPENDITURE, 'T'-
TRANSFER, 'D'-DUE TO DUE FROM, 'O'-OTHER, OR 'S'-STATITICS. THE
GENERAL LEDGER D31 PROFILE, ALSO, HAS AN OBJECT TYPE INDICATOR
WHICH SPECIFIES WHICH TYPE OF OBJECT MAY BE USED WHEN POSTING THE
GL ACCOUNT. THE COMPTROLLER OBJECT ENTERED ON THE ACCTG TRANS.
MUST HAVE A MATCHING 'OBJECT TYPE' AS THE GL ACCT FOR WHICH THE
TRANSACTION IS POSTING (SEE 28A).
SEE PAGE 02 FOR FURTHER EXPLANATION.

STATUS CODE: A
EFF START DATE: 06201990 EFF END DATE: LAST PROC DATE: 07151991
Z07 NEXT RECORD SUCCESSFULLY READ

F3-DELETE F5-NEXT RECORD F8-NEXT ERROR F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT

```

Example:

```

S090 UC: 19 STATE OF OREGON 02/18/09 02:22 PM
LINK TO: NEWS/HELP TABLE PROD
ACTIVE
KEYWORD: EE8 PAGE: 02

CODE: EE8 INVALID OBJ/GL COMBO (CONTINUED)

IF THE OBJECT TYPE INDICATOR ON THE D10 COMP OBJ PROFILE IS 'R' ONE OF THE 8 GL
ACCTS IN THE TC DECISION PROF (28A) MUST HAVE AN OBJECT INDICATOR (ON THE D31
PROFILE) OF 'R'. IF THE D10 OBJ TYPE IND IS 'S' ONE OF THE 8 GL ACCTS IN THE
TCODE MUST HAVE A D31 OBJECT IND OF 'S'. IF THE D10 OBJ TYPE IND IS 'T' ONE OF
THE 8 GL ACCTS IN THE TCODE MUST HAVE A D31 OBJECT IND OF 'T'. IF THE D10 OBJ
TYPE IND IS 'O' ONE OF THE 8 GL ACCTS IN THE TCODE MUST HAVE A D31 OBJECT IND
OF 'O'.

STATUS CODE: A
EFF START DATE: 01051994 EFF END DATE: LAST PROC DATE: 01051994
Z07 NEXT RECORD SUCCESSFULLY READ

F3-DELETE F5-NEXT RECORD F8-NEXT ERROR F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT

```

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Example:

S090 UC: 19	STATE OF OREGON	02/18/09 02:23 PM
LINK TO:	NEWS/HELP TABLE	PROD
ACTIVE		
KEYWORD: EDE	PAGE: 01	
CODE: EDE	COBJ NOT INCL IN 28B	
DATA ELEMENT:	COMPTROLLER OBJECT	
EXPLANATION:	THE COMPTROLLER OBJECT ENTERED ON THE ACCOUNTING TRANSACTION IS NOT VALID FOR THE TRANSACTION CODE BEING USED BECAUSE IT IS NOT INCLUDED IN THE RANGE OF COMP OBJECTS ALLOWED FOR THE T-CODE BEING USED. THE 28B TRANSACTION CODE DESCRIPTION PROFILE DEFINES WHICH COMP OBJECTS ARE ALLOWED OR DISALLOWED FOR A PARTICULAR T-CODE. THE COMP OBJECTS ALLOWED ARE IDENTIFIED IN AN 'INCLUDE' RANGE AND THE COMP OBJECTS DISALLOWED ARE IDENTIFIED IN AN 'EXCLUDE' RANGE. THE 28B PROFILE WILL IDENTIFY VALID COMP OBJs FOR THE T-CODE BEING USED.	
		STATUS CODE: A
EFF START DATE: 06201990	EFF END DATE:	LAST PROC DATE: 11221994
Z06 RECORD SUCCESSFULLY RECALLED		
F3-DELETE	F5-NEXT RECORD	F8-NEXT ERROR
F11-SAVE/CLEAR	ENTER-INQUIRE	CLEAR-EXIT
		F9-INTERRUPT
		F10-SAVE

- **Screen Help** – If a user needs information about a screen, pressing [F1] while that screen is displayed will retrieve that screen's HELP record. (Note: this only works if there are no error codes displayed on the screen. If an error code is present, [F1] will cause the 90 table to display the HELP record for the error code instead of the HELP record for the screen.) Any screen HELP record can be recalled by typing "Snnn" (where "nnn" is the screen ID) in the Keyword field of the 90 table and pressing [Enter↵].
- **Report Help** – A help record exists that describes each requestable report. It may include instructions related to special select options and any other relevant information. These records can be recalled by entering the report ID (DAFRnnnn) in the Keyword field and pressing [Enter↵].
- **News** – During the Logon process, the first page of NEWS is automatically displayed to the user. The first page of news and any additional pages that may exist can be viewed by entering the Keyword 'NEWS' on the 90 table.

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THE INTERRUPT FACILITY

The INTERRUPT facility allows a user to temporarily exit an on-line function and execute one or more other on-line functions. As an example, a typical interrupt session might proceed as follows:

1. The operator is entering financial transactions and receives an error message.
2. The operator interrupts transaction data entry to check the Help facility for a further explanation of the error message. The Help screen explains that the PCA entered is not in the PCA Profile.
3. The operator returns to the financial transaction entry screen, interrupts from there to the PCA Profile, and enters the new PCA into the profile.
4. The operator returns to the financial transaction entry screen and presses **[F4]** or **[F10]** to re-edit the transaction.

When the operator returns to the original screen, all of the original data is displayed.

BEGINNING AN INTERRUPT SESSION

In the upper left corner of each screen is the LINK TO: field. The screen below shows the placement of this field. When a screen is first retrieved, the cursor is positioned in the first enterable field on the screen. The **Backtab** (**[Shift] [Tab]**) or **[Home]** keys can be used to position the cursor in the LINK TO: field. To begin an interrupt, the user types the profile ID of the screen they wish to view in the LINK TO: field. If an INTERRUPT to that function is permitted, control will be transferred when **[F9]** is pressed. When an INTERRUPT session has begun, the screen displays the word 'ACTIVE' next to the LINK TO: entry field to remind the operator that an INTERRUPT is in progress.

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Example:

```

S505 UC: 17 STATE OF OREGON 02/18/09 03:27 PM
LINK TO: 64 PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 012609 TYPE 4 NO 101 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 012609 DUE DATE: 021809 SERV DATE:
CUR DOC/SFX: VP000989 001 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 222
INDEX: 11000
PCA: 11100 AY: 09
COMP/AGY OBJ: 4200 4251
AMOUNT: 00000000450.00 RVS: DISC: 1099: FO: PDT: RA
DOC COUNT: 00000 DOC AMT: 0000000450.00 DOC AGY: 101 CI: PROP #:
INV NO: DT: DESC:
VEND/MC: 1410760000 003 NM: UNITED STATES POSTAL SERVICE
CONT NO: ADDR 1: % CMRS-PBP
WARR NO: ADDR 2: PO BOX 504766
APPN NO: 31501 ADDR 3:
FUND: 1110 ADDR 4:
GL AC/AGY: CITY: THE LAKES ST: NV ZIP: 88905 4766
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: G38: RTI:

F1-HELP F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

Example:

```

S064 UC: 17 STATE OF OREGON 02/18/09 03:28 PM
LINK TO: DOCUMENT RECORD INQUIRY PROD
ACTIVE
AGY: 101 DOC NO/SFX/CLASS: EE000001 001 001

CREATE DATE: 012209 CLOSE DATE: 033109
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 06 INQ MONTH: 13 DOC BALANCE: .00

BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 500.00
03 LIQUIDATIONS 500.00

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

```

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DURING AN INTERRUPT SESSION

During some INTERRUPT sessions, certain key values can be attached and carried back to the original transaction. An example is interrupting to the **59** screen to find an encumbrance previously posted using a specific Vendor Code. Entering the Vendor Code and Document Type displays a list of documents. After typing an 's' in the Select column for the specific document and pressing **[F9]** to end INTERRUPT, the system will automatically retrieve the document number and post it to the REF DOC field on the original entry screen. Another example is retrieving a Vendor Number during a transaction. After invoking the **3A** or **3N** screens by pressing **[F1]**, if the operator enters an "s" next to the desired vendor and then presses **[F9]** to end INTERRUPT, the system will place the selected vendor number in the vendor number field of the original entry screen.

Also, when HELP (**[F1]**) is requested with an error message on the screen during data entry, the system will automatically display the help message related to the error.

RETURNING FROM AN INTERRUPT SESSION

Pressing **[F9]** returns the operator from an active INTERRUPT function to the function or screen that was active before the INTERRUPT started. Once an INTERRUPT session has been started, it will remain active until **[F9]** is pressed again to end it. During this time, the user may move from screen to screen by entering the screen ID in the LINK TO: field and pressing **[Enter↵]**.

Note: this is not true if the user has interrupted to the HELP facility; during an active INTERRUPT session, the **90** table may only be exited by pressing **[F9]**.

As explained above, when **[F9]** is pressed to return from selected INTERRUPT locations, R★STARS can carry select data to the original entry screen.

LINK FACILITY

The LINK Facility is a quick way to navigate through the R★STARS screens. To LINK, the user goes to the LINK TO: field, types the desired screen and presses **[Enter↵]**. R★STARS will take the user to the requested screen without requiring a return to the original screen. LINK is helpful in assisting experienced users with quick navigation through the system.