

TRANSACTION CODES TRACK III

FINDING THE CORRECT TRANSACTION CODE

- STEP 1: To select a transaction code, identify the accounting event and determine EACH pair of general ledger accounts that require posting.
- STEP 2: Refer to the General Ledger Account/Transaction Code Cross Reference report in Volume 5 of the CALSTARS Procedures Manual. This report is in sequence by General Ledger Account. Transaction Codes that debit a General Ledger Account are displayed first, followed by the Transaction Codes that credit the General Ledger Account.
- STEP 3: Select one of the general ledger accounts that require posting from Step 1, and locate the account on the General Ledger Account/Transaction Code Cross Reference report. Search the list of transaction codes and find a transaction code that posts to the correct pair(s) of general ledger accounts.
- STEP 4: Locate this transaction code in the Transaction Illustrations, Volume 5, Chapter III of the CALSTARS Procedures Manual. Carefully compare the general ledger posting of the transaction code to the required general ledger posting as determined in Step 1. If that particular transaction code is not the appropriate one, go back to the cross-reference listing and repeat Steps 3 and 4. If you are liquidating, adjusting or reversing a document, or adjusting or reversing a previous entry, be sure the file postings are the same as the original entry.
- NOTE: If an appropriate transaction code does not exist, contact your CALSTARS Analyst or the Hotline.

Let's identify an accounting event and determine the general ledgers that require posting.

Accounting Event: Record an expenditure that liquidates an encumbrance and is paid by an automated claim schedule.

General Ledgers:

Dr 9000 Expenditures

 Cr 3021 Claims in Process

Dr 6155 Encumb. Offset

 Cr 6150 Encumbrances

The following is a copy of one page from the General Ledger/Transaction Code Cross Reference report (T02). This page lists some of the debit and credit transaction codes for General Ledger Account 9000, Appropriation Expenditures.

Now let's look at the Cross Reference report and select the proper transaction code for our accounting event.

EXHIBIT II-1
GENERAL LEDGER ACCOUNT/TRANSACTION CODE CROSS REFERENCE

GENERAL LEDGER ACCOUNT	TC	TRANSACTION CODE TITLE	DR-1	CR-1	DR-2	CR-2	DR-3	CR-3	DR-4	CR-4
<u>8100 REIMBURSEMENTS (Continued)</u>										
CREDITS	257	RECORD CLAIM CORRECTION - INCREASE REIMBURSEMENTS	1140	8100	----	----	----	----	----	----
(Continued)	453	ADJUST INCREASE DUE FROM OTHER GOVTS-REIMBURSMT	1500	8100	----	----	----	----	----	----
	589	A-10 FOR REIMBURSEMENTS	1600	8100	----	----	----	----	----	----
	655	YEC-LOAD TOTAL EARNED REIMB-AL FILE-NO GL SUPPORT	8100	8100	----	----	----	----	----	----
	714	YEC-LOAD ACCRUED REIMBURSEMENTS-AP FILE ONLY	8100	8100	----	----	----	----	----	----
	717	YEC-LOAD UNREMITTED REIMBURSEMENTS-AP FILE ONLY	8100	8100	----	----	----	----	----	----
	720	YEC-LOAD INTRANS REIMBURSEMENTS-AP FILE ONLY	8100	8100	----	----	----	----	----	----
	769	LOAD ACCRUED REIMBURSEMENTS IN AP & AL FILES	8100	8100	----	----	----	----	----	----
	782	LOAD HISTORICAL REIMBURSEMENT - GP/OP FILE ONLY	8100	8100	----	----	----	----	----	----
	786	LOAD HISTORICAL REIMBURSEMENTS - GP FILE ONLY	8100	8100	----	----	----	----	----	----
<u>9000 APPRO EXPEND/OPERATING EXPEND & EXPENSES</u>										
DEBITS	B03	ACCRUE INTEREST PAYABLE ON PMIA LOAN	9000	3310	----	----	----	----	----	----
	B05	SCO PAYMENT OF INTEREST PAYABLE ON PMIA LOAN	9000	1140	----	----	----	----	----	----
	149	RECORD NEGATIVE PAYROLL A/R - ABATEMENT	9000	1311	----	----	----	----	----	----
	208	REC ACCRUED EXP/ESTAB DUE TO GOVTS-PREV ENCUMB	9000	INPUT	----	----	----	----	6155	6150
	209	REC ACCRUED EXPEND/ESTAB DUE TO FUND-PREV ENCUMB	9000	3110	----	----	----	----	6155	6150
	214	ACCRUE EXPEND PREV ENCUMBERED AS ACCT PAYABLE	9000	3010	----	----	----	----	6155	6150
	215	ACCRUE EXPEND NOT PREV ENCUMBERED AS ACCT PAYABLE	9000	3010	----	----	----	----	----	----
	218	AMORTIZE PREPAID EXPENSES	9000	1720	----	----	----	----	----	----
	226	SCHEDULE PREPAY TO OTH GOVT - NO GP EXP (AUTO)	9000	3021	1740	5330	----	----	----	----
	227	SCHEDULE PREPAY TO OTHER GOVT - NO GP EXP (MANUAL)	9000	3021	1740	5330	----	----	----	----
	228	SCHEDULE PREPAYMTS TO NON-GOVTS - NO GP EXP (AUTO)	9000	3021	1750	5330	----	----	----	----
	229	SCHEDULE PREPAYMTS TO NON-GOVTS - NO GP EXP (MAN)	9000	3021	1750	5330	----	----	----	----
	231	SCHED EXPEND NOT PREV ENCUMBERED OR ACCRUED (AUTO)	9000	3021	----	----	----	----	----	----
	232	SCHED EXPENDITURES PREVIOUSLY ENCUMBERED (AUTO)	9000	3021	----	----	----	----	6155	6150
	240	SCHED DIRECT EXPEND NOT PREV ENC OR ACCRUED (MAN)	9000	3021	----	----	----	----	----	----
	242	REC DIRECT SCO PAY OF EXP NOT PREV ENC OR ACC	9000	1140	----	----	----	----	----	----
	243	SCHED EXPENDITURES PREV ENCUMBERED (MANUAL)	9000	3021	----	----	----	----	6155	6150
	245	REC SCO PAY OF EXPENDITURE PREV ENCUMBERED	9000	1140	----	----	----	----	6155	6150
	250	SCHED PREPAY TO OTHER FUND/APPN-NO GP EXP (AUTO)	9000	3021	1730	5330	----	----	----	----
	251	SCHED PREPAYMTS TO OTHER FUND/APPN-NO GP EXP (MAN)	9000	3021	1730	5330	----	----	----	----
	283	REC ACCRUED EXPENDITURE & AMT DUE TO GOVERNMENTS	9000	INPUT	----	----	----	----	----	----
	285	REC ACCRUED EXPEND & AMT DUE TO OTHER FUNDS	9000	3110	----	----	----	----	----	----
	287	REFUND OVERCOLLECTION OF ABATEMENT-AUTO CHECK	9000	1110	----	----	----	----	----	----
	290	REFUND OVERCOLLECTION OF ABATEMENT-MANUAL CHECK	9000	1110	----	----	----	----	----	----
	294	RECORD DISHONORED CHECK-DEFER ABATE-AUTO CHECK	9000	1110	----	----	----	----	----	----
	301	ALLOCATED COST - CHARGE - GENERATED TRANSACTION	9000	6297	----	----	----	----	----	----
	311	FUND SOURCE DISTRIBUTION - CHARGE	9000	6297	----	----	----	----	----	----
	371	LABOR DISTRIBUTION-CHARGE/CREDIT (CLEARING ACCT)	9000	6201	----	----	----	----	----	----
	372	PAYROLL DISBURSEMENT (SCO)	9000	1140	----	----	----	----	----	----
	412	RECORD CASH SHORTAGE - ABATEMENTS - RESERVED	9000	1110	1316	1600	----	----	----	----
	428	RECORD DISHONORED CHECK-DEFER ABATE-MANUAL CHECK	9000	1110	----	----	----	----	----	----
	459	REC ADJUSTMENT DECREASE DUE FRM OTH GOVTS-ABATMNTS	9000	1500	----	----	----	----	----	----

TRANSACTION CODE DECISION TABLE ILLUSTRATION
ACTIVE TRANSACTION CODES
AS OF 10/10/01

(TRANSACTION ADDED/MODIFIED: 08/13/01)

TRANSACTION CODE: 232 SCHED EXPENDITURES PREVIOUSLY ENCUMBERED (AUTO)

SECTION 4

-----INPUT CODING REQUIREMENTS-----
 CLAIM SCHEDULE #: REQUIRED
 MODIFIER: OPT/AGY DEFINED
 REFERENCE DOCUMENT #: REQUIRED
 VENDOR #: OPT/AGY DEFINED
 INVOICE #: OPT/AGY DEFINED
 CURRENT DOCUMENT #: OPT/AGY DEFINED
 INDEX: REQUIRED
 OBJECT DETAIL: REQUIRED
 PCA NO: REQUIRED
 PROJECT #: OPT/AGY DEFINED
 MULTI-PURPOSE CODE: OPT/AGY DEFINED
 SOURCE: NOT ALLOWED
 CHECK #: NOT ALLOWED
 APPROPRIATION SYMBOL: LOOKED UP BY PCA
 FUND/FUND SOURCE: LOOKED UP BY PCA
 FUND DETAIL: OPT/AGY DEFINED
 BUDGETARY SEQ: NOT ALLOWED
 SUBSIDIARY ACCOUNT: NOT ALLOWED
 G/L ACCOUNT #: NOT ALLOWED
 VENDOR NAME/ADDRESS: REQD IF VENDOR# NOT USED

SECTION 2

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:
 DR1 9000 APPRO EXPEND/OPERATING EXPEND & EXPENSES
 CR1 3021 CLAIMS IN PROCESS
 DR2
 CR2
 DR3
 CR3
 DR4 6155 ENCUMBRANCES - OFFSET
 CR4 6150 ENCUMBRANCES

SECTION 1

POSTING SEQUENCE: 8 SECURITY GROUP: EXPENDITURES
 CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1) NET BATCH BAL: PLUS
 TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6) ACTIVE STATUS: ACTIVE

TO GENERATE AUTOMATED CLAIM SCHEDULE & REMITTANCE
 ADVICE FOR EXPENDITURE PREVIOUSLY ENCUMBERED.
 CODING FIELDS MUST MATCH EXISTING DOCUMENT. FOR
 DOC RETRIEVAL, USE F4 KEY. TRANS WILL GEN TC 360.
 USE TC 240-R TO RVRS AND TC 212 TO CORRECT ENCUM.
 *****"R" REVERSE CODE IS NOT ALLOWED*****

SECTION 3

SECTION 5

TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

<p>----- DOCUMENT FILE ----- * (MATCH REQUIRED) 1) POSTS AS CREDIT TO LIQUIDATIONS DOCUMENT SUPPORTS G/L ACCT 6150 REFERENCE DOCUMENT # USED TO POST 2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS DOCUMENT SUPPORTS G/L ACCT 6150 REFERENCE DOCUMENT # USED TO POST ----- OPERATING FILE ----- 1) POSTS AS DEBIT TO GL ACCT 9000 2) G/L ACCT 6150</p>	<p>----- APPROPRIATION FILE ----- * (NO MATCH REQUIREMENT) 1) POSTS AS CREDIT TO ENCUMBRANCES 2) POSTS AS DEBIT TO EXPENDITURES ----- CASH CONTROL FILE ----- * (NO MATCH REQUIREMENT) 1) POSTS AS CREDIT TO CASH DECREASE 2) NOT POSTED ----- VENDOR PAYMENT FILE ----- 1) ADDS PAYMENT RECORD IF VENDOR # USED ----- REPORTABLE PAYMENT FILE ----- 1) NOT POSTED</p>	<p>----- ALLOTMENT FILE ----- * (NO MATCH REQUIREMENT) 1) POSTS AS CREDIT TO ENCUMBRANCES 2) POSTS AS DEBIT TO CASH EXPENDITURES ----- GRANT PROJECT FILE ----- * (NO MATCH REQUIREMENT) 1) POSTS AS CREDIT TO ENCUMBRANCES 2) POSTS AS DEBIT TO CASH EXPENDITURES ----- SUBSIDIARY FILE ----- 1) NOT POSTED 2)</p>
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TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

<p>----- ALLOTMENT SHADOW FILE ----- 1) POSTS AS CREDIT TO ENCUMBRANCES 2) POSTS AS DEBIT TO TOTAL EXPENDITURES</p>	<p>----- CASH CONTROL SHADOW FILE ----- 1) POSTS AS CREDIT TO CASH DECREASE 2) NOT POSTED</p>	<p>----- GRANT PROJECT SHADOW FILE ----- 1) POSTS AS CREDIT TO ENCUMBRANCES 2) POSTS AS DEBIT TO EXPENDITURES</p>
<p>----- APPROPRIATION SHADOW FILE ----- 1) POSTS AS CREDIT TO ENCUMBRANCES 2) POSTS AS DEBIT TO EXPENDITURES</p>		

TRANSACTION CODE 232

DISCUSSION OF SAMPLE ILLUSTRATION

The following information describes the Transaction Illustration sections outlined on the sample illustration on the previous page of this handout.

SECTION 1

- Identifies the general ledger postings for the accounting event.

SECTION 2

- POSTING SEQUENCE - Indicates when, within the nightly processing schedule, this transaction posts in relation to other transactions.
- CLAIM SCHEDULE IMPACT - Indicates the impact of the transaction within the claim schedule subsystem.
- TRANSACTION REGISTER - Defines the register the transaction posts to on the HOO Report.
- SECURITY GROUP: EXPENDITURES - Indicates that this transaction code can only be used by individuals whose CALSTARS Logon ID authorizes input of claim schedule transactions.
- NET BATCH BALANCE: PLUS - Specifies whether the transaction amount is added (plus) or subtracted (minus) when calculating the optional net batch amount. If the transaction is posted with an "R" reverse code, the indicator would be the opposite of that shown in the illustration.
- ACTIVE STATUS: ACTIVE – Indicates that the transaction is available for use. INACTIVE means the transaction code may not be used.

SECTION 3

- Identifies any special information about the transaction code.

SECTION 4

- Identifies most of the data elements available for CALSTARS input. Lists the coding requirement next to each data element for the particular transaction. The various values are:

- NOT ALLOWED - the data element cannot be entered on the accounting transaction. If included, an on-line error is displayed on the screen. If the Batch Edit Indicator is '0' (zero), the transaction will post as a fatal error to the Error Suspense File.
- REQUIRED - the data element must be entered on the accounting transaction. If not included, an on-line error message displays on the screen. If the Batch Edit Indicator is '0' (zero), the transaction will post as a fatal error to the Error Suspense File.
- OPT/AGY DEFINED – the data element is not required by the system but might be required for some transaction codes depending on an agency's particular accounting needs.
- LOOKED UP BY PCA - Most transaction codes require the input of a PCA number. The system retrieves the funding information (appropriation symbol, fund, fund source and method) for that PCA from the PA table.
- REQD IF VENDOR # NOT USED – Most expenditure/disbursement transactions require vendor information. If the Vendor # data element is not coded on the transaction, a vendor name and address must be entered. Please note: Vendor payment data is not stored and reported by CALSTARS unless vendor numbers are used.

SECTION 5

- Identifies the file edits and postings performed by the system. It indicates what data fields are used to identify file records and what financial fields are affected.