

# Posting of Transactions

GENERAL ACCOUNTING DIVISION



COMPTROLLER  
of MARYLAND  
*Serving the People*

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## INTRODUCTION

The Relational Standard Accounting System (R\*STARS) is a comprehensive financial management system that is designed to meet the accounting and reporting needs of the State's agencies. Detail information for the use of R\*STARS may be found in the Comptroller's Accounting Procedures Manual (APM) at the General Accounting Division's website: <http://compnet.comp.state.md.us/gad>

## TRANSACTION CODING

T-Codes are three digit codes that determine the accounting impact (debits and credits) of each financial transaction entered. T-Codes are established in the 28 A&B Screens, the Transaction Code Decision Profile. The DAFQA010 Report lists T-Codes by general ledger account.

## TO START

Enter the FMIS Main Menu Screen.

To do transactions, use the function keys and hit F3 (R\*STARS).

This screen gives the user the option to choose a user class. Press enter.

This screen is the main menu for R\*STARS. Hit the "Home" key on the keyboard and type 500, then hit enter.

This takes the user to the BATCH HEADER SCREEN. The Batch Header Screen is the 1st screen to a transaction. This screen must be completed before a transaction can be processed. Fields that are required to be completed are as follows:

BATCH AGENCY: User's batch agency

BATCH DATE: Current date

BATCH TYPE: See Exhibit 2.4 of the APM for a list of types and names and the 28B Screen. The T-Code used determines the batch type.

BATCH #: A three digit number, usually 001, 002 and so on. Each batch will have a different batch number, every day.

EDIT MODE: 0 = edit and post during the nightly batch cycle, 1 = on-line edit, posts in nightly batch cycle, 2 = on-line edit and post; screen default is based on user's security. F10 will save the Batch Header and take the user to the transaction entry screen.

## TRANSACTION ENTRY

The transaction entry screen varies in appearance based on the batch type selected. Following are fields that may or may not be on the user's screen and should be used as a guide only:

DOC DATE: Current date

EFF DATE: Current date or date determined by user. This is the date the user wants the transaction to be effective.

CUR DOC/SFX: The 28B Screen for the transaction code will list available document types, i.e., the beginning 2 alpha characters of the transaction. The suffix is the count, so the 1st entry should be 001. See Note below.

AGENCY: User's financial agency

TRAN CODE: Transaction code – determines batch and document type.

PCA: Based on information needed in certain fields to be posted.

AY: Defaults to current fiscal year (or, change to needed AY).

COMP/AGY OBJ: Determined by agency's transaction.

AMOUNT: Amount of this entry.

DOC AMT: Total of all transactions in this document.

DESC: Optional, but helpful when reading the DAFR reports.

VEND/MC: Optional, based on type of transaction.

Once the transaction is complete, the user should use the function keys. F4 will edit the transaction and show if any errors exist. Errors will be in red. The errors must be corrected before the transaction can be saved. Fix the error and press F4 again to ensure the correction worked.

Once the transaction is error free, F10 will save the transaction and take the user to the next record. If there are additional entries, follow the steps above until all transactions are entered.

When all the transactions are entered, it is time to balance and release the batch.

*Note:* Cash receipts must have the bank slip's "Deposit Reference Number" (preceded by zero) as the R\*Stars document number. Cash transfers post only in the overnight batch cycle – the effect on cash must zero.

## **BALANCE AND RELEASE THE BATCH**

Once all the transactions are entered and saved, the batch must be released. To do this, using the function keys, hit F6. F6 will balance the batch and also take the user to the 502 screen. At this screen the message the user is looking for is "The batch is balanced". If balanced, the user will hit F6 again, and the message will be "The batch is released".

If the batch is out of balance, the user needs to correct the balancing error, which may be at the transaction, document or batch level. To correct the balancing error:

Press F7 to view the transactions in detail. Review each transaction amount for accuracy. If a transaction amount is wrong, press F11. F11 will recall the batch for correction. Then press F4 to correct the entry. This will take you to the transaction that needs to be corrected. Once corrected, press F4 (to edit) then F10 (to save). At this point try F6 to see if batch is balanced. The batch header screen may also need to be corrected. If it is balanced, then F6 will release.

Batches normally process over-night (depending on the edit mode selected when entering the batch header). To ensure that the batch processed correctly, the next day the user should go to the 530 screen to see if the batch is listed. If the batch is not there, it processed. If the batch is on the screen, there is a problem, and it will need to be recalled and corrected. Follow the instructions above to correct the batch.

## **ASSISTANCE INFORMATION**

To locate additional information, reference <http://www.dbm.maryland.gov>. Click on "Technology" and "Applications Systems Management (ASM)" for R\*STARS application user and technical subjects. For detailed accounting procedures information, reference: <http://compnet.comp.state.md.us/gad/agencyinfo/> Questions concerning R\*STARS screens, profile and reports should be directed to the ASM Service Desk at 410-260-7778. Accounting questions may be directed to 410-260-7504.