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# PAYMENT SERVICES USER MANUAL

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## FISCAL CODE AND COST DISTRIBUTION DATA ENTRY FIELDS

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### INTRODUCTION

The following are brief descriptions of the fiscal code data fields used in the cost distribution grid. The fields in the distribution grid use somewhat different acronyms than data elements in STARS, but they have the same functions. Refer to the STARS User Manual for additional information:

- [Click here for descriptions of fiscal codes](#)
- [Click here for descriptions of encumbrance fiscal codes](#)

Many of these fields will be automatically populated when an Index, PCA, Encumbrance, etc., is entered. The application will automatically validate the entry against STARS tables. If the data entry is valid, it will fill in the distribution grid with any available related data from the tables. You can also search or “look up” fields.

Be sure to use fiscal codes that are valid for the BFY entered for the invoice. Otherwise you will get a message that says one of your fiscal codes is invalid or not allowed

### FOR NON-ENCUMBERED OR INTER-AGENCY BILLING (IAB) TRANSACTIONS

<u>Data Entry Field</u>	<u>Description</u>
TC	Transaction Code. Determines the general ledger accounts and STARS files that the transaction will post to.
R	Reversal Indicator. Will change the debits and credits of a transaction code.

<b>Data Entry Field</b>	<b>Description</b>
RefDoc	Reference Document number. Determines which Document Number to post the transaction to. Leave this field blank unless required by the transaction (e.g., encumbrances or interagency billings).
Sfx	After the RefDoc, this is the reference document suffix.
BFY	Budget Fiscal Year
Amt	Amount
Mod	Modifier to close or re-open a document on the Document File. An "F" (Final) or "C" (Close) closes a document. An "A" (Activate) opens a closed document.
Invoice Description	Description (30 characters) - prints on the warrant.
Index	Index. Identifies organization structures to post transactions to.
PCA	Program Cost Account (alphanumeric). Identifies program structures to post transactions to.
ExpSub	Expenditure Subobject Code. The category such as office supplies, accounting services, etc. <a href="#">Click here for an Expenditure Subobjects Long List.</a>
Dtl	Subobject Detail number
RevSub	Revenue Subobject. Identifies the type of the revenue received. With the exception of the TC027 (receipts to appropriation), do not use an Expenditure <i>and</i> Revenue Subobject on the same transaction.
Dtl	Subobject Detail number
Grant	Grant number. Your agency may establish Grants/Phases to keep track of certain types of revenues and/or expenditures. Your agency also decides on the level of control and reporting. Grants are not used exclusively for federal grants, so you can use them to track any type of information.

<b>Data Entry Field</b>	<b>Description</b>
Ph	Grant Phase (alphanumeric)
Project	Project number. Your agency may establish Projects/Phases to keep track of certain types of revenues and/or expenditures. Your agency also decides on the level of control and reporting. Use Projects to identify the amounts for individual subgrantees. You can use Projects to separate Projects within a Grant or you can use them on their own.
Ph	Project Phase (alphanumeric)
BU	Budget Unit
Fund	Fund number. Determines which cash control fund to charge the expenditure. Fund code determines which appropriation fund to charge the expenditure. If there is not enough appropriation in the appropriate Budget Unit and object for this Fund within your agency, the transaction will not process.
Dtl	Fund Detail
SecA	Second Agency. Required on transactions when billing another agency or transferring cash to another agency.
Subs	Subsidiary. Identifies subsidiary accounts to track amounts separately by a unique subsidiary number within a general ledger account.
DMI	Disbursement Method Indicator. Used to sort the daily warrants. Disbursement Method "L" sorts a warrant so it can be sent to your office for mailing (for non-EFT vendors).
GAAP	GAAP indicator. Helps track transactions at the end of a year and the beginning of the next year. Your agency will use this for the Comprehensive Annual Financial Report to show accruals. <a href="#">Click here to refer to the GAAP Closing Procedures</a>
Location	Location. Each agency defines these fields in order to group similar transactions together. There are no reports by these fields. These are for agency reference only.

<b>Data Entry Field</b>	<b>Description</b>
Facility	Facility. Each agency defines these fields in order to group similar transactions together. There are no reports by these fields. These are for agency reference only.
Task	Task. Each agency defines these fields in order to group similar transactions together. There are no reports by these fields. These are for agency reference only.
MPC	Multi-Purpose Code. Each agency defines this field as needed. Also used for MER (miscellaneous encumbrance requisitions) documentation.
CI	Capitalization Indicator. Used to post Operating Expenditures (5000 – 5999) to the Fixed Asset System (FAS).
PropNo	Property Number. Required on most Capital Outlay purchases.
Cmp	Component Number. Required along with Property Number on most Capital Outlay purchases.

## **FOR ENCUMBERED, PRE-ENCUMBERED, OR INTER-AGENCY BILLING (IAB) ENCUMBERED TRANSACTIONS**

See the descriptions above for more detail.

<b>Data Entry Field</b>	<b>Description</b>
Encumb	Encumbrance number
Sfx	Encumbrance suffix
BFY	Budget fiscal year Identifies which year to post the transaction..
Amt	Amount
Mod	Modifier to finalize the document
Invoice Description	Description (30 characters) - prints on the warrant
Index	Index

<b>Data Entry Field</b>	<b>Description</b>
PCA	Program Cost Account (alphanumeric)
TC	Transaction Code
R	Reversal Indicator. Will change the debits and credits of a transaction code.
ExpSub	Subobject Code. The payment category such as office supplies, accounting services, etc. <a href="#">Click here for an Expenditure Subobjects Long List.</a>
Dtl	Subobject Detail
RevSub	Revenue Subobject
Dtl	Revenue Subobject Detail
Grant	Grant number
Ph	Grant Phase (alphanumeric)
Project	Project number
Ph	Project Phase (alphanumeric)
BU	Budget Unit
Fund	Fund number
Dtl	Fund Detail
SecA	Second Agency. Required on transactions when billing another agency or transferring cash to another agency.
Subs	Subsidiary. Identifies subsidiary accounts to track amounts separately by a unique subsidiary number within a general ledger account.
DMI	Disbursement Method Indicator. Used to sort the daily warrants.
GAAP	GAAP indicator. <a href="#">Click here to refer to the GAAP Closing Procedures</a> (see the GAAP Indicators link on the Read-Only version)
Location	Location. Each agency defines this field as needed to help identify transactions.
Facility	Facility. Each agency defines this field as needed to help identify transactions.

<b>Data Entry Field</b>	<b>Description</b>
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