INTRODUCTION

The ability to retrieve data and display information is critical to the success of any management information system. Information must be available on a timely basis and in a meaningful format in order for the system to be responsive to the needs of the user.

To support these requirements, R ★STARS offers the following reporting capabilities:

- **Requestable Reports -** are standard R★STARS reports that can be requested using the Report Request Profile (91). There are many types of requestable reports which are described in this chapter.

- **Control Reports -** are reports that are automatically generated as a result of R★STARS Batch Subsystem processes such as Cost Allocation, Fixed Assets or Grant and Project Billing. Error Reports are also auto generated for any transaction that does not meet the edit criteria. The error reports are used as a guide to correct outstanding errors or warnings. These reports are described in the chapter applicable to the subsystem.

Each capability is discussed in this chapter. The following topics are included.

10-1 REQUESTABLE REPORTS

Requestable reports are the most widely used R ★STARS reports. Requestable reports can be categorized as follows:

- **Profile Reports -** are listings of the current data contained in R ★STARS profiles. These reports are intended to be used to proof profile data and as a reference when entering transactions.

- **General Ledger Reports -** are intended to be used to monitor Agency General Ledger balances and assist in the preparation of periodic GAAP reports.

- **Budgetary Reports -** are used to monitor appropriations, agency budgets, grant budgets and project budgets. These reports contain budgetary, revenue and expenditure information.

- **Operating Reports -** contain revenue, expenditure, transfer and other nominal activity summarized by the various classification structure elements. These reports allow agency management to monitor financial activity at all levels.

- **Document Reports -** display information related to pre-encumbrances, encumbrances, accounts receivable and vouchers payable. These reports are used to monitor activity and balances at the document level.

- **Transaction Reports -** contain information regarding transactions that have posted successfully and listings of all transactions for a day or a month for an agency or may contain only transactions associated with certain types of activity (e.g., cash expenditures). These reports assist agencies in researching activity and analyzing balances in R★STARS.

- **Subsystem Reports -** these reports are specific to a subsystem such as Fixed Assets, Document Tracking or Payment Processing. These reports provide data for an agency who utilizes that particular subsystem.

The Report Request (91) and Report Distribution (95) Profiles work together to allow R★STARS users to request reports, vary reporting levels, determine report frequency and route reports to appropriate personnel. These two profiles are described in the following paragraphs.

Report Request Profile (91)

Each agency may select from various report options depending upon the nature of the data being requested and the use of the report. To provide this selection R ★STARS utilizes the Report Request Profile (91). This profile enables the user to customize reports using the following options.

- Time Frame
- Classification Level
- Data Selection

The functions and contents of the Report Request Profile (91) are further described below.

Control Key

The Report Request Profile (91) control key consists of an Agency, Requester (a four byte identification assigned by the user), Request Number (normally '01' unless multiple versions of the report are requested) and Report ID (normally DAFR followed by the report number).

R★STARS includes listings of current data for most system profiles. These profile listings can be requested using the prefix 'DAFQ' followed by the profile ID with a trailing '0' (zero). For example, the Index Code Profile (24) would be requested using the Report ID 'DAFQ0240' and the Agency Object Profile (D11) would be requested using the Report ID 'DAFQD110'.

The control key uniquely identifies each report request. When a report is generated, the control key for the report request is printed in the top left corner. The control key is printed in Report ID, Agency, Requester and Request Number order.

Time Frame Elements

The time frame option allows the user to select the Appropriation Year, Fiscal Year, Accounting Period and Frequency of reports. The period option allows the selection of Current Month data (CM), Current Year data (CY), Prior Month data (PM), Prior Year data (PY) or data for a specific month (01-13), where '01' represents the first fiscal month of the year. The Range option allows the selection of a range of fiscal dates that can run either for a biennium, for some portion of a federal fiscal year, or for any other user defined period using MM-YYYY format. The frequency option allows the selection of a report daily, weekly, monthly, quarterly, annually or for one specific day. By using the time frame option, the user can control when the report will be generated and what accounting periods will be included in the report.

Time frame elements include:

- Appropriation Year
- Period or Range
- Fiscal Year
- Frequency

The Report Control Profile (D64) defines the valid time frame options for a specific report. The following illustrates the Report Request Profile (91) screen.

REPORT REQUEST PROFILE SCREEN (91)

```
 S091 VER 2.0                    STATE OF OREGON            05/23/94 08:59
AM
 LINK TO:                    REPORT REQUEST PROFILE
STST



      AGENCY:         REQUESTER:          REQUEST NO:       REPORT ID:

   APPN YEAR:     PERIOD:     FY:     FREQUENCY:           FREQ CONTROL:
 RANGE -        FROM DATE:                TO DATE:
 LEVEL -     ORG:    PROGRAM:     OBJECT:    FUND:    NACUBO FUND:    GL
ACCT:

 SPECIAL SELECTS -
       AGENCY:          OR AGENCY GROUP:     ORG CODE:
 PROGRAM CODE:                            NACUBO FUND:
  APPROP FUND:                                   FUND:
  COMP OBJECT:                             AGY OBJECT:
      GL ACCT:                            AGY GL ACCT:
   SPEC SEL 1:                             SPEC SEL 2:

                                                       STATUS CODE: A
 EFF START DATE: 05231994   EFF END DATE:           LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

Classification Level Options

In order to accommodate various users' needs, most R ★STARS reports allow the user to define one or more levels of the classification structure that will appear on a report.

Classification level options include:

- Organization
- Program
- Object
- Fund
- NACUBO Fund
- General Ledger Account

For example, in the Report Request Profile (91), many reports may be selected at the Fund level (by entering '4' in the Fund level field) or at the Appropriated Fund level (by entering '3' in the Fund level field). The specific level of detail options available for the standard reports are presented on the following page. The Report Control Profile (D64) defines the valid classification level options for each report.

Data Selection Options

Because of the volume of information stored in R ★STARS, a user may want to limit a report to a specific Fund, Comptroller Object or other data element. A user may want to limit a report to a range of Organization Codes, a range of Appropriated Funds or a range of Agency Objects. The report request program provides data selection options for Agency or Agency Group, Organization Code, Program Code, NACUBO Fund, Appropriated Fund, Fund, Comptroller Object, Agency Object, General Ledger Account and Agency General Ledger Account. Most R★STARS reports allow the user to control one or more of the data selection options.

In addition, Special Select 1 and Special Select 2 may be used for any classification elements not specially defined in another special select or for other unique processing options. The instructions for using Special Select 1 and 2 can be found in the Help Profile (90) using the report ID as a keyword. The Report Control Profile (D64) defines the valid data selection options for each requestable report.

Relationship to Other Profiles

All reports requested using the Report Request Profile (91) are set up in the Report Control Profile (D64). The Report Control Profile (91) identifies all valid requestable reports, whether reports are requestable by agencies, and what options are required or not allowed on each specific report. It also indicates which printer types are appropriate for the report and where the report may be printed.

R★STARS VALID REPORTING STRUCTURES

Organization
0 None
1 Agency Group
2 Agency
3 Level 2
4 Level 3
5 Level 4
6 Level 5
7 Level 6
8 Level 7
9 Level 8
A Level 9

Program
0 None
1 Level 1 (Function)
2 Level 2 (Activity)
3 Level 3
4 Level 4
5 Level 5
6 Level 6
7 Level 7
8 Level 8
9 Level 9

Object
0 None
1 GAAP/NACUBO Category
2 GAAP/NACUBO Source/ Object/Grant Object
3 Comptroller Object
4 Agency Object

Fund
0 None
1 GAAP Fund Group
2 GAAP Fund Type/ State Fund Group
3 GAAP Fund/ Appropriated Fund
4 Fund

NACUBO Fund
0 None
1 NACUBO Fund Group
2 NACUBO Fund
3 NACUBO Subfund

General Ledger
0 None
1 GAAP/NACUBO GL Account Category
2 GAAP/NACUBO GL Account Class
3 Comptroller GL Account
4 Agency GL Account

Report Distribution Profile (95)

The Report Distribution Profile (95) controls the distribution of financial reports. This profile is designed with many user options to provide the flexibility necessary to distribute reports efficiently and on a timely basis. This profile allows you to:

- Identify the person/organization who will receive the report.
- Describe the report recipient's name, address, telephone, and any delivery instructions.
- Describe the media on which the report will be produced (hard copy or microfiche).
- Identify the printer on which the report will be produced.
- Specify the number of copies.

Standard default Report Distribution Profile (95) records can be established for each agency. Agencies will receive the reports as defined by the default setting. Reports that are separately requested will automatically be distributed under the default setting unless a separate report distribution record is created.

The functions and contents of the Report Distribution Profile (95) are described below.

Control Key

The Report Distribution Profile (95) control key consists of an Agency, Requester, Request Number, Report ID, and Distribution Code. The control key uniquely identifies each report distribution record in the system. The Agency, Requester, Request Number, and Report ID combination must match a report designated in the Report Request Profile (91) unless the record is a default routing.

Defaults may be set at the Agency, Requester or Report level as illustrated below.

REPORT REQUESTS:

	#1	#2	#3	#4
Agency:	300	300	300	300
Requester:	Jean	John	Sara	Sara
Request No:	01	01	01	02
Report ID:	DAFR7830	DAFR8350	DAFR7670	DAFR7670

REPORT DISTRIBUTION:

<table>
<tr><td>#1</td><td colspan="4"></td></tr>
<tr><td>Agency: 300</td><td>Requester:</td><td>Request No:</td><td>Report ID:</td><td>Dist Code: 0001</td></tr>
<tr><td>Result:</td><td colspan="4">All four requests would be distributed using this record.</td></tr>
<tr><td>#2</td><td colspan="4">This distribution record is added</td></tr>
<tr><td>Agency: 300</td><td>Requester: Sara</td><td>Request No:</td><td>Report ID:</td><td>Dist Code: 0001</td></tr>
<tr><td>Result:</td><td colspan="4">Requests #3 and #4 would be distributed using this record, while requests #1 and #2 would be distributed using distribution record #1.</td></tr>
<tr><td>#3</td><td colspan="4">This distribution record is added.</td></tr>
<tr><td>Agency: 300</td><td>Requester: Sara</td><td>Request No: 02</td><td>Report ID: DAFR7670</td><td>Dist Code: 0001</td></tr>
<tr><td>Result:</td><td colspan="4">Request #4 would be distributed using this record, while request 3 would be distributed using distribution record #2 and requests #1 and #2 would use distribution record #1.</td></tr>
</table>

Agency level defaults are used if there is not a report distribution record specifically established for a report and there is not a requester or report level default.

Requester level defaults are established by agency personnel. Requester level defaults are used to consistently route reports requested by the same requester. Requester level defaults are used if no specific report distribution record exists for a request and no report level default exists for the requester/report combination.

Report level defaults are used to route all requests made by a requester for a report to the same distribution. This capability allows a user to establish one distribution for all requests for a report.

Information Elements

The information element segment includes the Media Type, Device ID, Copies, Name, Address, City, State, Zip Code, Telephone, and Instructions. Each of these segments is described in the following paragraphs.

- **Media Type -** The Media Type is used to direct output to the desired output media.
- **Device ID -** The Device ID is used to identify the printer if a remote job entry printer (RJE) is the Media Type.
- **Copies -** The Copies data field is used to specify the number of copies to be generated for each distribution.
- **Name, Address, City, State, Zip, Telephone, and Special Instructions -** These elements identify the specific individual/agency and address of the person/organization receiving the report.

R★STARS reports can be generated on various forms of reporting media. The exhibit on page 10-10 of this Chapter shows the various ways reporting information can be displayed.

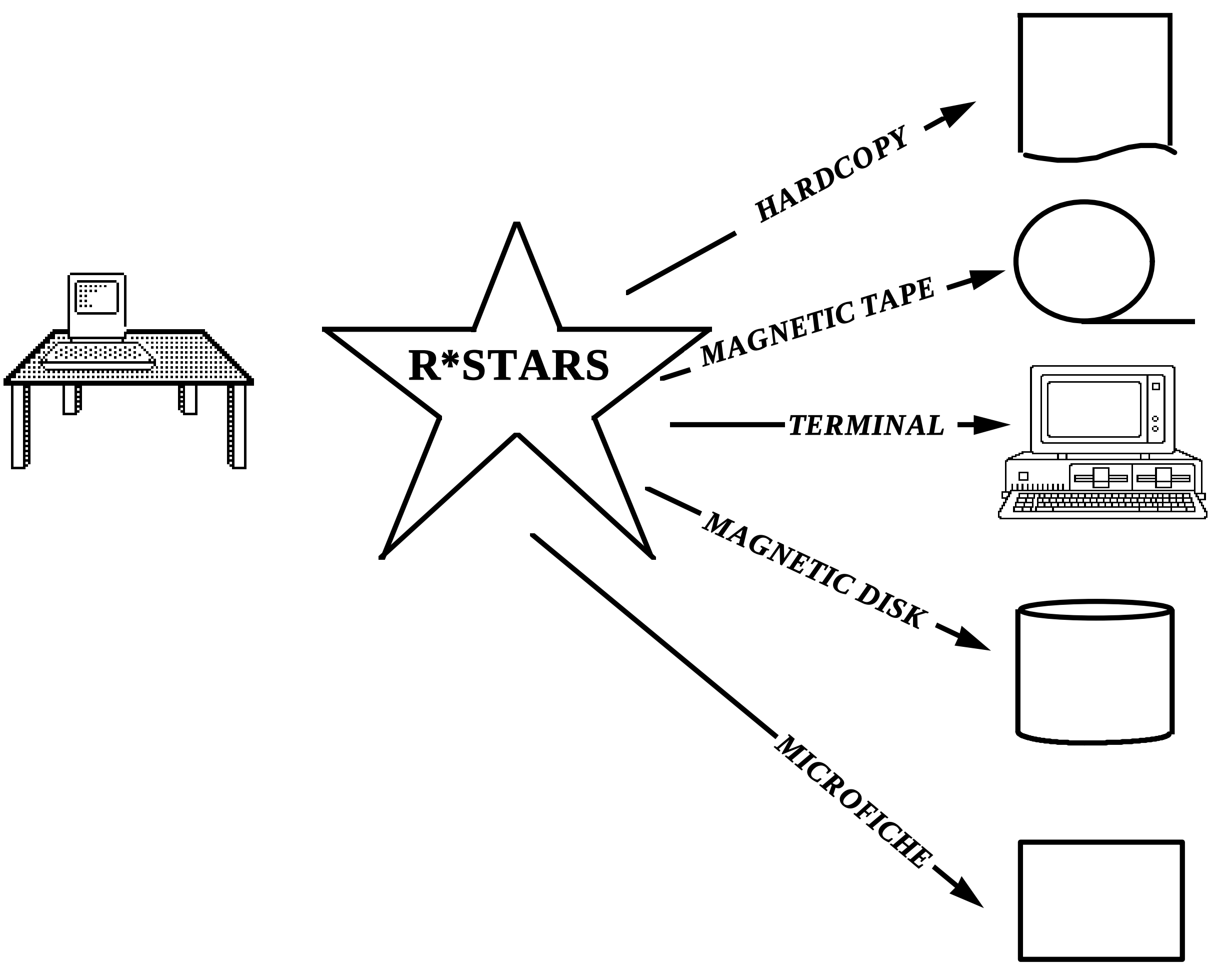
Relationship to Other Profiles

The combination of Agency, Requester, Request Number, and Report ID identifies each report produced by the system and provides the link to the report designated in the Report Request Profile (91).

The Report Distribution Profile (95) is also related to the Device ID Profile (D63). When 'RJE' is the Media Type, the Device ID must be a valid Device ID identified in the profile.

REPORTING MEDIA

USER REQUESTS REPORTS	COMPUTER PROCESSES REPORT	REPORT IS "PRINTED" ON VARIOUS MEDIA



10-2 ON-LINE INQUIRY

The on-line inquiry function allows a user to retrieve various current financial data at any time. Individual users may perform inquiries on all financial data that has been posted to the system. Users are restricted to only the data contained in the tables of their authorized agency.

The R★STARS inquiry capability provides significant on-line data to assist users in transaction entry, error correction and account monitoring. R ★STARS inquiries can be used to answer questions such as "What is the balance of an appropriation?" (Appropriation Financial Inquiry (62)) or "What transactions have posted for this document?" (Document Transaction Inquiry (86)).

The inquiry capability provides immediate access to information on-line to assist in error correction. If a transaction is prevented from posting on-line because of an appropriation control error or an agency budget error, the Agency Budget Financial Inquiry (61) or the Appropriation Financial Inquiry (62) can assist in determining the cause of the error. In addition, the inquiry capability can be used to answer questions about encumbrance status, transactions posted for a vendor or the cash available in a fund. The R ★STARS inquiry capability is intended to augment rather than replace the R ★STARS report capability by providing frequently used data on-line to the user.

The following is a list of the on-line inquiry screens:

- **Document Summary Inquiry (11)-** allows the user to view the documents supporting a balance type selected from the Financial Inquiry Screen. This inquiry screen is available only through the Drill Down process. Drill Down can be accessed only through six other inquiry screens: 61, 62, 63, 66, 69, 80, and cannot be accessed directly in the LINK TO field. Additional information on Drill Down can be found in Chapter 3 - “On-Line Procedures” of the R★STARS Data Entry Guide.

- **Project Transaction Inquiry (56) -** displays financial detail by balance type of transactions that have posted to the Project Financial Table.

- **Cash Control Summary Inquiry (57) -** displays financial balances from the Cash Control Table which are summarized at the Agency level, Agency and Cash Fund level, Agency and Fund level, or Appropriated Fund level.

- **Agency/Fund Summary Inquiry (58) -** displays balances which are further summarized at the Agency level, Agency and Fund level, or Appropriated Fund level. This is the highest level summary for appropriation information.

- **Vendor Document Inquiry (59)** - displays document balances from the Document Financial Table by Agency, Vendor Number and Mail Code, Document Type and Fiscal Year.

- **Transaction Summary Inquiry (60)** - allows the user to view the transactions supporting a document selected from the Document Summary Inquiry Screen. This inquiry screen is available only through the Drill Down process. Drill Down can be accessed only through six other inquiry screens: 61, 62, 63, 66, 69, 80, and cannot be accessed directly in the LINK TO field. Additional information on Drill Down can be found in Chapter 3 - “On-Line Procedures” of the R★STARS Data Entry Guide.

- **Agency Budget Financial Inquiry (61) -** displays financial balances for each line of the Agency Budget.

- **Appropriation Financial Inquiry (62)** - displays financial balances for each line of the Appropriation.

- **Cash Control Financial Inquiry (63) -** displays financial from the Cash Control Table.

- **Document Record Inquiry (64) -** displays financial balances by balance types for Agency and Document Number or Suffix for General Ledger Accounts which are supported in the Document Financial Table.

- **General Ledger Record Inquiry (65) -** displays amounts at the lowest level in the classification structure by Agency, and Comptroller General Ledger Account. The amounts displayed show activity for the specified inquiry type, Fiscal Month and Year.

- **Grant Financial Inquiry (66) -** displays financial balances for an Agency Grant, Grant and Phase, or Grant, Grant Phase and Agency Code 1, and includes Object and Fund level information, if the Grant Financial Table is posted with Object and Fund codes.

- **Grant Transaction Inquiry (67) -** displays financial detail by balance type of transactions that have posted to the Grant Financial Table.

- **Contract Record Inquiry (68) -** displays the contract budget, outstanding encumbrances, total expenditures, and the balance.

- **Agency/Fund Record Inquiry (69) -** displays appropriation balance financial information from the Agency Fund Financial Table. Posting to this table is controlled through the T-Code posting for the Appropriation Financial Table. Appropriation amounts are summarized for cash basis, accrual basis, and encumbrance basis amounts.

- **Project Financial Inquiry (80) -** displays financial balances for an Agency Project, Project and Project Phase, or Project, Project Phase and Agency Code 2, and includes Object and Fund level information, if the Project Financial Table is posted with Object and Fund codes.

- **Property Financial Inquiry (83) -** displays financial balances for a fixed asset or an inventoried item for agencies using the Fixed Asset Subsystem. This screen is accessed from the Fixed Asset Menu. *Oregon is currently not using the Fixed Asset Subsystem*.

- **Accounting Event Record Inquiry (84) -** displays transaction level information by Transaction ID (Batch Agency, Date, Type, Number and Sequence). Up to eight Comptroller General Ledger Accounts are shown for the transaction to indicate the full accounting impact. This inquiry displays all transactions posted to R ★STARS.

- **Vendor Transaction Inquiry (85) -** displays important elements for up to seven transactions at a time which meet the selection criteria: Vendor Number/Mail Code, Agency, Document Type and starting Effective Date. The date entered is the most recent date for which transactions are to be displayed. For example, if the user wishes to see transactions as of last Wednesday and older, enter a starting Effective Date of last Wednesday and only transactions with vendor numbers are displayed on the screen.

- **Document Transaction Inquiry (86) -** displays important elements for up to seven transactions at a time which meet the selection criteria: Agency and Document Number or Agency and Document Number/Suffix. All transactions are shown in descending order by Effective Date.

- **Cumulative Vendor Invoice Inquiry (87)** - displays detail payment information from the Cumulative Payment Table by Agency, Vendor Number and Mail Code and Fiscal Year. Additionally, information may be further restricted by Invoice Number and one level of organization.

- **Cumulative Vendor Payment Inquiry (88)** - displays detail payment information from the Cumulative Payment Table by Agency, Vendor Number and Mail Code and Fiscal Year. Additionally, information may be further restricted by Document Number and one level of organization.

- **Summary General Ledger Account Inquiry (89)** - displays financial information from the Summary General Ledger Table by Agency, General Ledger Account or Agency General Ledger Account and State Fund Group or Appropriated Fund or Fund.

- **Transaction Detail by Project and AOBJ / AGL Inquiry (105) -** displays financial transactions from Accounting Event Table by Agency, Project and Agency Object or Agency General Ledger Account.

- **Transaction Detail by AOBJ / AGL and Project Inquiry (106) -** displays financial transactions from the Accounting Event Table by Agency, Agency Object or Agency General Ledger Account and Project.

All of these inquiry screens are described in further detail in Chapter 3 - "On-line Procedures" of the R★STARS Data Entry Guide.

For further information on Reporting concepts, refer to Chapter 11 - "Reporting" of the R★STARS Data Entry Guide.

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