

SFMS Biennium Closing Research and Verification Tools

This document is to inform users about reports and inquiry screens that are available to research outstanding biennium close documents and balances.

R*STARS Reports

Order all reports with a Period of “CM” on the 91 screen, unless otherwise indicated.

Research

The first step in year-end closing is to order and review the **DAFR6500 – Lapsing Appropriation Report**. The 6500 report contains totals for the Balance Types (BT) listed below by appropriated fund and appropriation number.

BT	Description	BT	Description
12	Cash Revenue	17	Accrued Expenditures
14	Accrued Revenue	18	Encumbrances Outstanding
15	Cash Expenditures	19	Pre-encumbrances Outstanding

Balance Type 17 on the 6500 report should be zero by December 31st calendar date.
Balance Type 18 and 19 should be zero or remove effects with TC931R by Month 13 close.
Balance Type 14 should also be zero by Month 13 close, unless related to a non-document supported receivable (i.e. GL 0503).

General Information about DAFR6500 pulled from the Appropriation Table:

Sorted By	Ordering Instructions
<ul style="list-style-type: none"> • Appropriation Year • App Fund • Appn Number • Program 	<ul style="list-style-type: none"> • Order monthly for AY11 . • Also order prior AYs (capital construction only) to see if there are any outstanding, old biennium balances to be cleaned up (the DO2 Agency Profile will need to be modified by SFMS Operations to allow agencies to order prior biennium reports). <p>Special Select 1: Required. Enter the date, or range of dates, for the appropriations which lapse on the specified date or during the specified date range (i.e. 20111231). This date comes from the Eff End Date on the 20 profile. When ordering the reports for prior AYs be sure to include the range of all appropriation Eff End Dates for that biennium.</p> <p>Special Select 2: Enter “A” to report on all funds.</p>

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Document Supported Transactions

Document supported transactions are those that post to the Document Financial Table and can be viewed on the 64 – Document Record Inquiry screen. The reports below show the status and or details of various types of documents.

Receivables – The DAFR9750 – Accounts Receivable Document Status pulled from the Document Financial Table:

Sorted By	Ordering Instructions
<ul style="list-style-type: none"> • Agency • Fiscal Year • App Fund • Fund • GL • Agency GL • Org • Program • Document 	<ul style="list-style-type: none"> • AY11. You may also order report for prior AYs if BT14 has outstanding amounts for an old biennium on the 6500 report (the DO2 Agency Profile will need to be modified by SFMS Operations to allow agencies to order prior biennium reports). • Must enter a value in the Org, Program and Fund fields on the 91 profile. Enter zero in these fields to get the report at the highest level, or enter other values (see report guide), depending on your agency structure and level of review. <p>Note – Order one report for each AY to avoid double reporting, caused by moving receivables forward from the old to new biennium (TC213 or 214).</p>

Deposit Liability – The DAFR6590 – Outstanding Deposit Liabilities – Document Supported

Sorted By	Ordering Instructions
<ul style="list-style-type: none"> • Agency • App Fund • Fund • Document 	<p>On the 91 profile:</p> <ul style="list-style-type: none"> • Must enter a value in the Fund field. Enter zero to get the report at the highest level, or enter other values (see report guide), depending on your agency structure and level of review. • May enter the appropriation year without a period or range.

Deposit liabilities can also be tracked through the grant or project reports, if assigned a grant or project number.

Deferred Revenue / Unreimbursed Advances – The DAFR8680 – Detail Account Activity by Fund Report

Sorted By	Ordering Instructions
<ul style="list-style-type: none"> • Agency • Fiscal Year • App Fund • Fund • Program 1-9 • Comp GL • Agency GL • Comp Object • Agency Object • Document 	<p>On the 91 screen:</p> <ul style="list-style-type: none"> • Enter a value in the Program, Object, Fund and GL Acct field. Do not enter zero in the GL Acct field (see below). You may enter zero in the Program, Object and Fund to get the report at the highest level, or enter other values (see report guide), depending on your agency structure and level of review. • Enter GL 1604 for deferred revenue or 0573 for unreimbursed advances. <p>Special Select 1</p> <ul style="list-style-type: none"> • Lo: Optional. Enter “A” to subtotal by Agency Object, otherwise leave blank to subtotal by Comp Object. • Hi: Optional. Enter “S” to subtotal by document number or leave blank for no subtotal. <p>Special Select 2: Optional. Enter “F” to sort by D23 Fund or leave blank to sort by Appropriated Fund, then D23 fund.</p>

Deferred Revenue can also be tracked through the grant or project reports, if assigned a grant or project number.

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Other Research

The **DAFR3330 – Deposit Reconciliation Report** can be used to research outstanding deposits and are sorted by Agency, Treasury Fund, Account Number and Deposit Number. Order this report on the 91 profile with a period of “CM” and “N” in the SS1 field to receive only unreconciled deposits as of the current date.

Sorted By	Ordering Instructions
<ul style="list-style-type: none"> Agency Treasury Fund Account Number Deposit Number 	<ul style="list-style-type: none"> On the 91 screen, enter “CM” in the Period. <p>Special Select 1: Enter “N” for unreconciled deposits.</p> <p>Special Select 2: Optional. Enter a Treasury fund or range of Treasury funds.</p>

BRIO can also be used for any part of biennium closing to research and verify outstanding balances, documents and amounts.

R*STARS Inquiries – All Types

In addition to reports, R*STARS inquiry screens can be used for several different purposes. The first is to find more information not found in the reports. The second is to verify that balances changed as expected and third, for more current, up-to-date information. Which inquiry works best depends on the agency structure and the information being sought. Inquiries should be done with the current fiscal year and month.

Research

Document Supported Research

The primary inquiry screens to use for researching document supported items including receivables, deposit liabilities, deferred revenues and encumbrances are the 64 – Document Record Inquiry and 86 – Document Transaction Inquiry.

The **64 – Document Record Inquiry** screen shows the document activity by balance type and the ending balance for each suffix and class. Class is the additional breakdown of suffixes, created by RTI’s. The document balance is calculated as follows: “BT 01 + BT 02 – BT 03”. If the document is closed, there will be a date in the Close Date field.

Suffix 001

S064 UC: 10	STATE OF OREGON	05/16/11 04:18 PM			
LINK TO:	DOCUMENT RECORD INQUIRY	PROD			
AGY: 101 DOC NO/SFX/CLASS: AFPS1100 001 001					
CREATE DATE: 063009	CLOSE DATE: 043010				
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)				
INQ YEAR: 11	INQ MONTH: 11	DOC BALANCE: .00			
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	5,000.00			
03	LIQUIDATIONS	5,000.00			
04	PYMT/COLLECTIONS	5,000.00			

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The **86 – Document Transaction Inquiry** screen summarizes all transactions for a given document number, including adjustments and liquidations. You can inquire without a suffix number for a look at all the transactions, or with a suffix number to limit your information.

Without Suffix

S086	UC: 10	STATE OF OREGON	05/16/11 04:19 PM
LINK TO:		DOCUMENT TRANSACTION INQUIRY	PROD
AGY: 101 DOCUMENT NO/SUFFIX: AFPS1100 REC TYPE: I			
EFF DATE RANGE: TO 051611			
-----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 04/27/10 2 214	00028	176	AFPS1100 001 5000.00
	81423	11 0708 1416	0000X27080 000 3400 4460
101 04/27/10 2 214	00029	196	AFPS1100 002 250.00
	81423	11 0708 1420	0000X27080 000 3400 4460
101 04/19/10 2 522	00005	199 04/10	5000.00
	81423	11 0708 1416	0000X27080 000 3400 4460
101 04/19/10 2 522	00006	199 04/10	250.00
	81423	11 0708 1420	0000X27080 000 3400 4460

Suffix 001

S086	UC: 10	STATE OF OREGON	05/16/11 04:20 PM
LINK TO:		DOCUMENT TRANSACTION INQUIRY	PROD
AGY: 101 DOCUMENT NO/SUFFIX: AFPS1100 001 REC TYPE: I			
EFF DATE RANGE: TO 051611			
-----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 04/27/10 2 214	00028	176	AFPS1100 001 5000.00
	81423	11 0708 1416	0000X27080 000 3400 4460
101 04/19/10 2 522	00005	199 04/10	5000.00
	81423	11 0708 1416	0000X27080 000 3400 4460

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In addition to viewing summarized transactions on the 86 screen, you can drill down to the **84 – Accounting Event Record Inquiry** to see the individual transactions.

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S084 UC: 10 STATE OF OREGON 05/16/11 04:40 PM
LINK TO: ACCOUNTING EVENT RECORD INQUIRY PROD
BATCH: AGENCY 101 DATE 042710 TYPE 2 NO 214 SEQ NO 00028 REC TYPE: I STATUS: A

GL: DR1 0065 CR1 0501 DR2 3101 CR2 3100 DR3 CR3 DR4 CR4
DOC AGY: 101 DOC DATE: EFF DATE: 042710 DUE DATE:
SERV DATE: CUR DOC/SFX/CLASS: CR015280 021 MOD:
REF DOC/SFX/CLASS: AFPS1100 001 001 AGENCY: 101
TRANS CODE: 176 INDEX: PCA: 81423 AY: 11 COMP/AGY OBJ: 0708 1416
AMOUNT: 5000.00 RVS: DISCOUNT: .00 FO: PDT:
CI: PROP #: 1099: INV-NO: DP15559 DT:
VEND/MC: 0000X27080 000 DESC:
NAME: PARTNERSHIPS IN COMMUNITY LIVING, INC CONT NO:
CITY: MONMOUTH ST: OR ZIP: 97361 RTI:
PMT-NO: DT: AP NO: 31532 FUND: 4460 AGY GL:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
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: 04272010 TIME: 1538 ORIG SEQ NO: APPROVAL DT: 042810
Z06 RECORD SUCCESSFULLY RECALLED
    
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Verification

62 – Appropriation Financial Inquiry and 69 – Agency/Fund Financial Inquiry screens are tools agencies can use to verify biennium close status. Like the DAFR6500 report, these inquiry screens show Balance Types 12, 14, 15, 17, 18 and 19 and can be helpful for tracking balances. On each of these screens, the inquiry can be done at the detail (“D”) or summary (“S”) level. If the inquiry is done at the detail level, the user can drill down on the balance types to see individual transactions. The inquiry should be done with AY “11”, Inq Type “MC”, and current Fiscal Year and Month.

The **62 – Appropriation Financial Inquiry** gives the user detail at the appropriation level. Inquiry on this screen is done by blanking out all fields except Agy, Appn Year and Appn # and pressing <Enter>. If you do not get much data, press <F5> to bring up the full record.

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S062 UC: 10 STATE OF OREGON 05/16/11 04:45 PM
LINK TO: APPROPRIATION FINANCIAL INQUIRY PROD
AGY: 101 APPN YEAR: 11 APPN #: 31501 DAS OPERATING BUDGET - LIMITED
APPR FUND: 3400 FUND: COMP SRCE/GRP: OBJ/COMP OBJ:
PRG CD: 0010 LVL: 02 OPERATIONS CONT' ORG CD: LVL:
INQ TYPE: MC INQ YEAR: 11 INQ MONTH: 11 DETAIL/SUMMARY: D
CASH BASIS BUD: 19,471,347.16 ADJ BUD: 113,665,945.00
ACCR BASIS BUD: 19,286,796.52 REM APPN ALLOT: 18,333,693.57
ENC BASIS BUD: 18,333,693.57 ALLOT TO BUD % : 100.00
EXP TO BUD % : 83.00 UNSCHED TO BUD % : 0.20
BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG BUDGT 110,578,669.00
02 REVISIONS- 3,350,583.00
08 UNSCHED AP 263,307.00
12 CASH REVEN 143,490,250.73
14 ACCRD REVE 3,367,294.50
15 CASH EXPEN 94,194,597.84
17 ACCRD EXPE 184,550.64
18 ENCUM OUTS 953,102.95
23 ALLOTMENT- 113,665,945.00
30 UNITS ACCU 1,770,883.45
    
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The **69 – Agency/Fund Financial Inquiry** gives the user detail at the appropriated fund level. This screen allows you to inquire on the entire agency by entering your agency number and an “S” in the Detail/Summary field. The 69 screen also allows you to inquire by appropriated fund (but not D23 fund). If there is a “D” in the Detail/Summary field, you can type in your agency number only and press <Enter> to pull up the first appropriated fund. Pressing <F5> will allow you to scroll through all appropriated funds.

S069 UC: 10		STATE OF OREGON		05/16/11 12:47 PM	
LINK TO:		AGENCY/FUND RECORD INQUIRY		PROD	
AGENCY: 101		AP YEAR: 11	APPR FUND: 3400	FUND:	
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)			DETAIL/SUMMARY: D	
INQ YEAR: 11	INQ MONTH: 11	REM APPROP ALLOT:		930,641,154.80	
NET CSH ACT:	77,905,396.80	APP ACCR CSH AVL:	503,434,189.59		
APP CSH AVL:	504,273,275.80	APP ENCM CSH AVL:	500,005,255.54		
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG BUDGT	437,198,381.00			
02	REVISIONS-	8,567,195.00-			
08	UNSCHE AP	2,263,307.00			
12	CASH REVEN	420,084,926.56			
14	ACCRD REVE	12,922,992.11			
15	CASH EXPEN	342,179,529.76			
17	ACCRD EXPE	839,086.21			
18	ENCUM OUTS	3,428,934.05			
23	ALLOTMENT-	426,367,879.00			
30	UNITS ACCU	3,254,266.43			

Other Inquiries

The **13 – Deposit Research** screen allows users to view their deposits in a number of ways. For the purpose of year-end clean up, the most useful feature is the ability to put an “N” in the Status field and pull up all unreconciled deposits for an agency. The limitation of this screen is the inability to pull out only AY 11 deposits.

F013 VER 2.0		DEPOSIT RESEARCH		05/16/11 12:47 PM	
LINK TO:		DEPOSIT RESEARCH		PROD	
AGENCY: 101	FROM:	THRU:			
ACCT #	DEPOSIT #	TREAS FUND	STATUS	N	
ACCOUNT	DEPOSIT	TREAS	SFMS	TREASURY	REL
NUMBER	NUMBER	FUND	AMOUNT	AMOUNT	STAT
00401	DP01428		0.00	0.50	N
	DEP DTE 051011	RECON DTE	SFMS DTE		
00401	DP03105	0401	7.25	0.00	N
	DEP DTE	RECON DTE	SFMS DTE 050911		
00401	DP03108	0401	6.25	0.00	N
	DEP DTE	RECON DTE	SFMS DTE 050911		
00401	DP03109	0401	2.50	0.00	N
	DEP DTE	RECON DTE	SFMS DTE 050911		
01018	AT5308876		0.00	63,614.84	N
	DEP DTE 051011	RECON DTE	SFMS DTE		
01018	AT5308877		0.00	97,847.38	N
	DEP DTE 051011	RECON DTE	SFMS DTE		
01073	DP00039	1073	55,878.94	61,520.75	N
	DEP DTE 042611	RECON DTE	SFMS DTE 050911		
Z07 NEXT RECORD SUCCESSFULLY READ					
F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					