

## MONTH-END REPORTS FOR FISCAL YEAR END

Because there are multiple fiscal months open during this time frame, please follow the guidelines below when ordering reports for each month-end. Please read this carefully to avoid reports that do not contain all of the months' information.

General Note: Order reports with a frequency of 'WEEKLY', 'MONTHLY', 'QUARTERLY', or 'YEARLY':

The report frequency selected on the 91 Report Request Profile determines when the reports will be printed. i.e. a report frequency of 'quarterly' will select and print the requested report at the end of a fiscal quarter only (Sep, Dec, Mar, Jun).

## JUNE MONTH-END CLOSE

SFMA will close June on Friday, July 18, 2014.

You may order month-end reports for June 2014 with either of the following criteria:

### 91 REPORT REQUEST PROFILE

AY	Period	FY	Frequency Control
15	CC		A**
15	CC		S
15	PM		A**
15	PM		S
15	12	14	A**
15	12	14	S

\*\*Because reports will be ordered in FY 15 for FY 14, reports ordered with a frequency control of 'A' must have the 25 Agency Control Profile report flag set to 'Y' on FY 15 and the last month closed indicator on the 25 Agency Control Profile for FY 14 set to '12' prior to 5:00 p.m. Friday, July 18, 2014.

### 25 AGENCY CONTROL PROFILE

FY	14
Last Month Closed	12
FY	15
Reporting Inds	all set to 'Y'
Last Month Closed	00

It may seem odd to request FY14 reports on your FY15 25 profile, but the system will look at the 25 profile for the current FY, not the FY of the report request. Since June 2014 reports are requested in July 2014, which is in FY15, then the 25 Profile 'read' will be FY15.

The INAE flag will be set on July 18, 2014 to allow agencies to order reports that will include both the data from the Inactive Accounting Event and the Active Accounting Event Tables.

We have experienced some problems with requesting the **DAFR6520** with a Period of 'CC'. If you request this report please request it with a Period of 'PM' or with a FY '14' and Period '12'.

## MONTH 13 CLOSE

SFMA will be closing Month-13 on Friday, August 15, 2014.

You may order month-end reports for Month-13 with either of the following criteria:

### 91 REPORT REQUEST PROFILE

AY	Period	FY	Frequency Control
15	CC		A**
15	CC		S
15	13	14	A**
15	13	14	S

**Do not order Month-13 reports with a period of 'PM'.** Since Month-13 is closed in August, a report period of 'PM' would select reports for July 2014.

\*\*Reports ordered with a frequency control of 'A' must have the 25 Agency Control Profile report flag set to 'Y' on FY 15 and the last month closed indicator on the 25 Agency Control Profile for FY 14 set to '13' prior to 5:00 p.m. Friday, August 15, 2014.

### 25 AGENCY CONTROL PROFILE

FY	14
Reporting Inds	all set to 'N'
Last Month Closed	13
FY	15
Reporting Inds	all set to 'Y'
Last Month Closed	00

The INAE flag will be set on Friday, August 15, 2014 to allow agencies to order reports that will include both the data from the Inactive Accounting Event and the Active Accounting Event Tables.

## JULY MONTH END CLOSE

SFMA will be closing July on Friday, September 5, 2014.

You may order month-end reports for July 2014 with either of the following criteria:

### 91 REPORT REQUEST PROFILE

AY	Period	FY	Frequency Control
15	CC		A**
15	CC		S
15	01	15	A**
15	01	15	S

**Do not order July month end reports with a period of 'PM'.** Since July is closed in September, a report period of 'PM' would select reports for August 2014.

\*\*Reports ordered with a frequency control of 'A' must have the 25 Agency Control Profile report flag set to 'Y' on FY 15 and the last month closed indicator on FY 15 set to '01' prior to 5:00 p.m. Friday, September 5, 2014.

**25 AGENCY CONTROL PROFILE**

FY	15
Reporting Inds	all set to 'Y'
Last Month Closed	01

The INAE flag will be set on September 5, 2014 to allow agencies to order reports that will include data from the Inactive Accounting Event and the Active Accounting Event Tables.

**The AY field on the 91 Report Request Profile is not required for most reports. This is an optional field.**

**Request Period Definitions:**

CC Current Closed Fiscal Month

The reporting system looks at the FREQUENCY CONTROL field on the 91 REPORT REQUEST PROFILE to determine which profile to look at to obtain reporting information.

If the FREQUENCY CONTROL field is 'A', the 25 AGENCY CONTROL PROFILE is used for the following information:

Reporting Indicators (WEEK, MONTH, QUARTER, YEAR)  
Last Month Closed  
Last Year Closed

The 25 AGENCY CONTROL PROFILE must be updated before 5:00 pm on the Friday (or Monday if Friday is a Furlough day) of each month-end close to obtain reports with the correct information and to select which reports to generate.

If the FREQUENCY CONTROL field is 'S', the 97 SYSTEM MANAGEMENT PROFILE is used for the following information:

Reporting Indicators (WEEK, MONTH, YEAR, QUARTER, YEAR)  
Last Month Closed  
Last Year Closed

The 97 SYSTEM MANAGEMENT PROFILE will be updated centrally on the Friday (or Monday if Friday is a Furlough day) of each month-end close.

CM Current Month

This is the current calendar month. This is not a fiscal month. All reports requested for CM will produce reports for the current calendar month.

PM Prior Month

This is the prior calendar month. This is not a fiscal month. All reports requested for PM will produce reports for the prior calendar month.