Topics discussed in this Introduction section include the following:

Major Types of Reports

There are two major types of reports:

- **Requestable Reports** (which includes financial reports, profile listings, and extracts)

- **Control Reports**

I.   **Requestable Reports** - are standard R*STARS reports that can be requested using the 91 Report Request Profile.

See Chapter 2 and 3 for the Requestable Report Indexes and Chapter 4 for details on each R*STARS report.

Requestable Reports are categorized as follows:

A. **Requestable Financial Reports** contain general ledger, budgetary, operating, document, transaction, and subsystem information. The report ID for these reports is distinguished by DAFRxxx0. The xxx denotes the unique identification number for the report. For example, the 741 Agency Budget Summary Report would be DAFR7410.

1. **Agency Budget Reports** contain information on the agency-established internal budget. Agency budgets may be maintained by several different R*STARS classification structure elements, including organization, program, fund, etc.

2. **Appropriation Reports** contain information on the legislatively approved appropriation and adjustments, expenditures, etc. that impact remaining spending authority.

3. **Deposit Reconciliation Reports** include reports to assist agencies in identifying and resolving unreconciled deposits.

4. **Encumbrance Reports** provide information to help monitor and analyze encumbrances in R*STARS.

5. **Fixed Assets Reports** contain statements and schedules detailing information about general fixed assets.

6. **General Ledger/Fund Reports** include trial balance and other balance sheet level information, in addition to operating statement reports.

7. **Grant Reports** contain several financial balance level and detailed transaction reports on R*STARS grants. These reports include summary financial reports and reports that compare grant expenditures to grant awards (budgets). These reports also include a letter of credit drawdown report and a Schedule of Federal Financial Assistance report.

8. **Project Reports** contain financial and transaction reports relating to R*STARS projects.

9. **Receivable Reports** contain information to help monitor and manage accounts receivable and the collection of accounts receivable. Receivable reports also include customer documents, such as invoices, statements, and delinquent notices.

10. **Reconciliation Reports** provide information to enable agencies to reconcile R*STARS cash to the Oregon State Treasury.

11. **Revenue and Expenditure Reports** contain revenue, expenditure, transfer, and other nominal activity summarized by the various elements in the R*STARS classification structure, such as organization, program, fund, etc.

11. **Vendor/Payable Reports** provide information to help analyze transactions with vendors and evaluate accounts payable balances and activity.

12. **Miscellaneous Reports** include a variety of other R*STARS requestable reports. These reports include daily and monthly transaction register reports, system reconciliation reports, and profile maintenance log reports.

B. **Requestable Profile Reports** provide listings of current data contained in R*STARS profiles. Both agency-specific and statewide profiles can be requested. These reports are used to proof profile data and act as a reference when entering transactions. Profile reports are requested on an as needed basis. The report ID for these reports is distinguished by DAFQxxx0. The xxx denotes the three-character profile code. For example, D23 Profile report would be DAFQD230. **See Chapter 5 for additional information and a complete listing of requestable profiles**.

C. **Requestable Extracts** provide the ability to extract and download information from the R*STARS database to electronic copy files. R*STARS requestable extracts include a general ledger (or financial balance level) extract in addition to an accounting event (or transaction level) extract. **See Chapter 6 for additional information on extracts**.

II. **Control Reports** are reports that R*STARS automatically produces as a result of certain batch processes. They are typically found within the DAFR2000 - DAFR5999 numbering series. Control reports do not require the completion of the 91 Report Request Profile.

See Chapters 7 and 8 for the Control Reports Indexes and Chapter 9 for details on commonly used control reports.
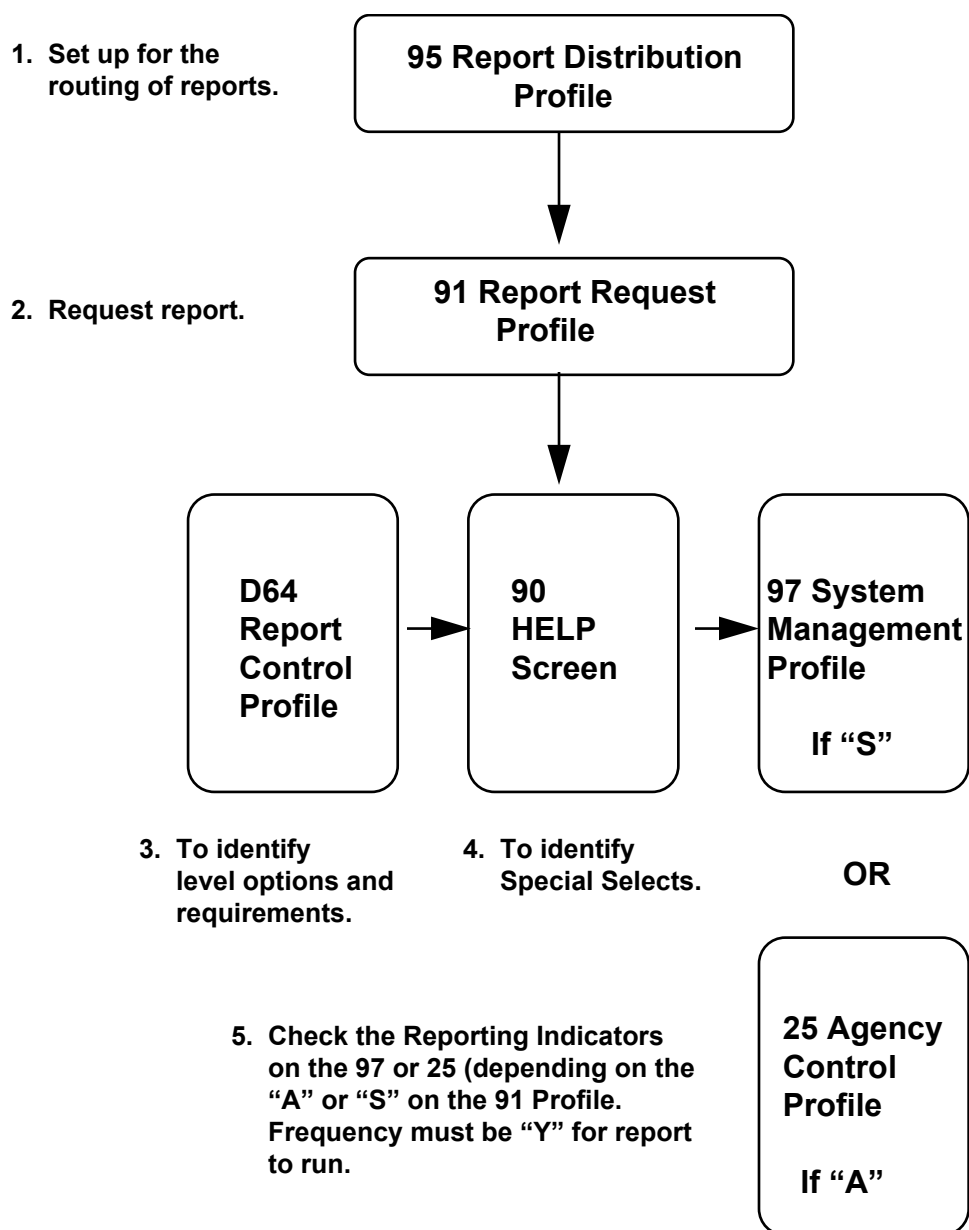
R*STARS Control Reports are categorized as follows:

1. **Daily Transaction Management Reports** provide users with information about the results of R*STARS nightly transaction processing. These reports may be reviewed to verify successful processing of transactions entered or released. These reports should be reviewed to evaluate R*STARS errors, including warning and fatal errors.

2. **Payment Processing Reports** provide users with information about R*STARS payment processing. R*STARS transactions relating to payments, such as transactions that create a future-dated voucher payable, automatically generate a variety of subsequent transactions, such as voucher payable liquidation/warrant creation, payment cancellation, and payment redemption. R*STARS payment processing control reports help users monitor and track these subsequent events and transactions.

3. **Grant and Project Billing Reports** provide users with information about R*STARS automated grant and project billing processes. These reports include reports listing transactions generated and reports that summarize automatically generated accounts receivable transactions.

4. **Cost Allocation Reports** provide users with information about R*STARS cost allocation processes. These reports include reports showing summarizations and calculations performed during cost allocation processes in addition to reports listing transactions generated by the cost allocation process.

5. **Other Control Reports** include a variety of miscellaneous control reports users may want to review. Some other R*STARS control reports include summary reports showing the result of the R*STARS standard interface process and allotment and recurring transaction generation reports.

R*STARS Reporting Profiles

The following pages illustrate the 91 Report Request Profile and the 95 Report Distribution Profile that are necessary to request reports within R*STARS. Refer to the Data Entry Guide, Chapter 6 for more information.

Below is a diagram of the reporting profiles involved in requesting a report.

1. **Set up for the routing of reports.**

   95 Report Distribution Profile

2. **Request report.**

   91 Report Request Profile

   D64 Report Control Profile → **90 HELP Screen** → **97 System Management Profile**

   If "S"

3. **To identify level options and requirements.**

4. **To identify Special Selects.**

   OR

5. **Check the Reporting Indicators on the 97 or 25 (depending on the "A" or "S" on the 91 Profile. Frequency must be "Y" for report to run.**

   25 Agency Control Profile

   If "A"

95 Report Distribution Profile

This profile allows users 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.

- Identify the printer on which the report will be produced.

- Specify the number of copies.

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 91 Report Request Profile.

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

The report must be defined on the D64 Report Control Profile to establish a 95 Report Distribution Profile.

Control Key

The control key for this profile consists of Agency, Requester, Request Number, Report ID, and Distribution Code. The required fields to set up this profile consist of Agency, Requestor, and Distribution Code. The control key uniquely identifies each report distribution record in the system.

Information Elements

The information element segment includes the Media Type, Device ID, Copies, Name/Address, and Instructions. Each segment is described below:

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 - The name and first line of the address are required fields that are used in routing the report. Reports distributed from Printing and Distribution will be delivered to a central mail location for each agency. Please contact the Printing and Distribution with your new agency location if your agency moves.

How to Complete the 95 Report Distribution Profile

1.   Set up a 95 Report Distribution Profile as a default for all Requestable Reports.

A default record is used to route all requestable report requests from the same requester to the same location.

```
S095  UC: 10                   STATE OF OREGON          06/22/2022 11:33 AM
LINK TO:                   REPORT DISTRIBUTION PROFILE                PROD


AGENCY: 000  REQUESTER: EXMP REQUEST NO:    REPORT ID:    DIST CODE: RQST


                         MEDIA TYPE: WRP1
                          DEVICE ID:
                             COPIES: 01
         NAME: SFMS
    ADDRESS 1: DAS - SFMS OPERATION
    ADDRESS 2: 1225 Ferry St SE Floor 2
         CITY: SALEM
        STATE: OR      ZIP: 97301 4278      MAIL CODE:
        PHONE:
  INSTRUCTIONS:

                                               STATUS CODE: A
EFF START DATE: 01011990   EFF END DATE:        LAST PROC DATE: 12052011
Z06 RECORD SUCCESSFULLY RECALLED

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

Enter: Agency #, Requester, Distribution Code, Media Type, Copies, Name, Address, and Instructions fields.

Leaving Request No., and Report ID blank allows this entry to route ALL reports that are requested by Agy 000 and Requester EXMP to the address listed. If a new Requester is used on a 91 Profile, remember to enter a new 95 Profile for distribution.

2.   Set up a default 95 Report Distribution Profile for Control Reports.

R*STARS report distribution for control reports works differently than for requestable reports. Since control reports do not have completed report request profiles, control reports are associated with report distribution profiles through the batch agency. A single report distribution profile is established for a batch agency as follows:

```
S095   UC: 10                 STATE OF OREGON          06/22/2022 11:33 AM
LINK TO:               REPORT DISTRIBUTION PROFILE             PROD



AGENCY: 000  REQUESTER: CNTL REQUEST NO:    REPORT ID:    DIST CODE: CNTL



                           MEDIA TYPE: WRP1
                            DEVICE ID:
                              COPIES: 01
           NAME: SFMS
      ADDRESS 1: DAS - SFMS OPERATION
      ADDRESS 2: 1225 Ferry St SE Floor 2
           CITY: SALEM
          STATE: OR      ZIP: 97301 4278      MAIL CODE:
          PHONE:
    INSTRUCTIONS:

                                               STATUS CODE: A
EFF START DATE: 01011990   EFF END DATE:      LAST PROC DATE: 12052011
Z06 RECORD SUCCESSFULLY RECALLED

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

Enter: Agency #, Requester (CNTL), Distribution Code (CNTL), Media Type, Copies, Name, Address, and Instructions fields.

*Specific to DAS Shared Financial Services agencies, the DAFR7401, DAFR7373 and the DAFR3140 will not produce with a default 95 control Report Distribution Profile. Each of these three reports must be set up individually as follows:

```
S095   UC: 10                 STATE OF OREGON          06/22/2022 11:33 AM
LINK TO:               REPORT DISTRIBUTION PROFILE             PROD



AGENCY: 107  REQUESTER: 114 REQUEST NO: REPORT ID: DAFR7401 DIST CODE: CNTL



                           MEDIA TYPE: WRP1
                            DEVICE ID:
                              COPIES: 01
           NAME: Long Term Care Ombudsman
      ADDRESS 1: DAS - SFS
      ADDRESS 2: 115 Cottage Street
           CITY: Salem
          STATE: OR      ZIP: 97301 3969 MAIL CODE:
          PHONE: 373-0741
    INSTRUCTIONS: Please deliver to DAS SFS

                                               STATUS CODE: A
EFF START DATE: 01011990   EFF END DATE:      LAST PROC DATE: 12052011
Z06 RECORD SUCCESSFULLY RECALLED

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

3.   Establish multiple distributions for one report.

Please note, this is only necessary for reports that are printed on paper. This is not necessary for reports that are produced electronically.

This example is for users who want to produce both an electronic copy of a report on WRP1 and print the report to a remote printer.

```
S095 VER 2.0                    STATE OF OREGON             04:47 PM
LINK TO:                 REPORT DISTRIBUTION PROFILE            PROD

AGENCY: 000 REQUESTER: EXMP REQUEST NO: REPORT ID: DAFR8200 DIST CODE: RMTE

                          MEDIA TYPE: RJE
                           DEVICE ID: SFMS
                              COPIES: 01
            NAME: SFMS
       ADDRESS 1: DAS - SFMS OPERATION
       ADDRESS 2: 1225 Ferry St SE Floor 2
            CITY: SALEM
           STATE: OR      ZIP: 97301 4278      MAIL CODE:
           PHONE:
    INSTRUCTIONS:
                                               STATUS CODE: A
 EFF START DATE: 06231994   EFF END DATE:      LAST PROC DATE: 06241994
```

Now this report will print both electronically and at the remote printer. Note: The distribution code must be unique for each of these profiles.

4.   Pull a report out of the default distribution profile and print to a different medium.

If an agency wants one specific report to print using a media type other than the media type set up in the default profile, a new 95 Profile needs to be established using the Request No and Report ID fields.

```
S095   UC: 10                   STATE OF OREGON      06/22/2022 11:33 AM
LINK TO:                 REPORT DISTRIBUTION PROFILE            PROD

AGENCY: 000 REQUESTER:EXMP REQUEST NO:01 REPORT ID:DAFR8200 DIST CODE: RQST

                          MEDIA TYPE: RJE
                           DEVICE ID: SFMS
                              COPIES: 01
            NAME: SFMS
       ADDRESS 1: DAS - SFMS OPERATION
       ADDRESS 2: 1225 Ferry St SE Floor 2
            CITY: SALEM
           STATE: OR      ZIP: 97301 4278      MAIL CODE:
           PHONE:
    INSTRUCTIONS:
                                               STATUS CODE: A
EFF START DATE: 01011990   EFF END DATE:       LAST PROC DATE: 12052011
```

Now, the DAFR8200 will print remotely (RJE) and not on the default distribution of WRP1.

Media Types

The media type field is used to direct output to a desired output media on the 95 Report Distribution Profile. The media types currently allowable are outlined below:

Central Printing
SPL1   Portrait - 2 up duplex gray bar
SPL2   Portrait - 2 up simplex, gray bar
SPL3   Landscape - 1 up duplex, gray bar
SPL4   Portrait - white paper for A/R invoices and statements
SPL5   Landscape - 1 up simplex, gray bar

Electronic Reports
WRP1   Produces electronic reports in an Adobe PDF file in landscape format for view on the internet.

WRP2   Produces electronic reports in an Adobe PDF file in portrait format for view on the internet.

Remote Printing
RJE   Routes reports to a specified printer at the agency's location.

CD
ERPT   Control report is maintained centrally on CD.
              This code can only be entered centrally.

IMG
IMG is a media type originated by Department of Human Services. DHS has an electronic imaging system (called Mobius) which will read DAFR reports and once extracted and sorted by someone at the agency, reports will be made available in an electronic format to each of their agencies on-line. Currently, DHS is the only agency using this new media type; however, at some future date other agencies could use it as well if they had an imaging system.

Electronic Reports

To establish access to electronic reports, the Agency Security Officer (ASO) will need to request an update to the user RACF ID in the WRP field of the 96B Security Profile to DAS System Security.

The ASO may email the request to System Security at: Security.SYSTEMS@das.oregon.gov.

After the 96B Security Profile has been updated, electronic distribution can be requested on the 95 Report Distribution Profile and reports can be viewed on the electronic file.

To request a report be distributed electronically, establish a 95 Report Distribution Profile with WRP1 (landscape reports) or WRP2 (portrait reports) in the Media Type field.

Delete previous hard copy report distribution profiles so that reports are not generated twice.

To create a default electronic distribution profile to have **ALL** reports available electronically, leave the request number and report id fields blank. i.e.

- AGENCY: 000 REQUESTER: EXMP REQUEST NO: REPORT ID: DIST CODE: RQST
- AGENCY: 000 REQUESTER: CNTL REQUEST NO: REPORT ID: DIST CODE: CNTL

If only a specific report is desired electronically, include the report ID on the 95 Profile.

- AGENCY: 000 REQUESTER: CNTL REQUEST NO: REPORT ID: DAFR2151 DIST CODE: CNTL

To view electronic reports for your agency, sign onto the Web Reports website. There is a link to this report region in R*STARS on the 90 Help screen.

SFMA PDF Reports   DASDA72 09/09/22
                                                             PROD 15:10:23

Please enter your selection criteria and press submit. The cycle date and agency are required. The Requestor, Request #, Report id and Dist Code are optional.

Cycle Date(mm/dd/yy): 09   08   22   **Agency:** 629

Requestor: [   ]   **Request #:** [   ]   **Report ID:** [   ]   **Dist Code:** [   ]

[Submit]
Please click on the report you wish to view

Cycle Date	Agency	Requestor	Request #	Report ID	Dist Code	Report Title
09/08/22	629	CNTL	01	DAFR2151	WRP1	ERROR REPORT
09/08/22	629	CNTL	01	DAFR3321	WRP1	DEPOSIT RECONCILIATION-RECONCILED CASH BY AGENCY
09/08/22	629	CNTL	01	DAFR3651	WRP1	WARRANT REGISTER BY AGENCY

Select the report you would like to review.

- You can change the cycle date to view reports from a previous day.

- You can filter the reports by Requestor, Request #, Report ID, or Dist Code.

Reports can be saved locally if desired.

- Requestable reports are not saved centrally. If you will need a report for more than 31 days, you will need to either print it or save it locally.

- Control reports are saved to a CD that is maintained centrally.

Limitations:

- Electronic reports will be available on-line for 31 calendar days. The file is purged weekly.

- You can print only 50,000 pages per document. Additional documents are produced after 50,000 pages.

- FTP transfers are not available on .pdf documents.

91 Report Request Profile

The 91 Report Request Profile enables the user to request and customize reports, based on the following options available on the D64 Report Control Profile.

> Range Levels - Enable users to select the appropriation year, the accounting period, and the frequency of reports. Agencies can control when the report will be generated and what accounting period will be reported. For example, you can request a report for the prior year (PY), prior month (PM), current year (CY), current month (CM), or specific year or month or a range of months/years.

> Level Options - Enable users to request reports at various summary or detailed levels of the R*STARS classification structures. Options may be available (varying by report) for organization, program, object, fund, NACUBO fund and general ledger account.

> > PCAs are generally set up at the lowest program level within a program code grouping – between level 2 and level 9. For example, if the lowest program code number is at level 6, the PCA is generally set up at Agy Bud Prg Level 6. If PCAs are set up at varying Agy Bud Prg Levels, this will affect the results shown in reports. For example, the lowest program level is 6 and PCAs are set up at both program level 4 and at program level 6. With this scenario, reports will break financial information at the fund level but not at the PCA level.

> > When setting up PCAs, the Agy Bud Prg Level indicator is generally set at the program level of the program code listed on the PCA. This indicator affects the results shown on the reports and the 61 Agency Budget Financial Inquiry screen when viewed in summary mode.

> Special Selects - Enables users to select specific values or ranges of values. It also allows users to limit reports to specific agencies, organization codes, program codes, NACUBO funds, appropriated funds, funds, comptroller objects, agency objects, general ledger accounts, agency general ledger accounts, grants, and projects.

> > Note: If the data selected does not match any information in the financial tables, a report showing a total line with all zeroes will be generated.

Control Key

The control key for this profile consists of Agency, Requester, Request Number, and Report ID. It uniquely identifies each report request. Whenever a report is generated, the control key is printed in the top left corner.

```
S091 VER 2.0                    STATE OF OREGON            02/16/11 03:17 PM
 LINK TO:                     REPORT REQUEST PROFILE                   ACPT

      AGENCY: 000    REQUESTER: EXMP   REQUEST NO: 01    REPORT ID:
DAFR8920

   APPN YEAR:     PERIOD: 07  FY: 12  FREQUENCY: MONTHLY   FREQ CONTROL: S
 RANGE -       FROM DATE:              TO DATE:
LEVEL -    ORG: 2  PROGRAM:   OBJECT:   FUND:  NACUBO FUND:    GL ACCT: 3

 SPECIAL SELECTS -
      AGENCY: 274     OR AGENCY GROUP:    ORG CODE:
PROGRAM CODE:                          NACUBO FUND:
 APPROP FUND:                              FUND: 0777 0778
 COMP OBJECT:                          AGY OBJECT:
    GL ACCT:                          AGY GL ACCT:
  SPEC SEL 1: F                         SPEC SEL 2:    STATUS CODE: A
EFF START DATE: 01251993   EFF END DATE:         LAST PROC DATE: 02022011
Z07 NEXT RECORD SUCCESSFULLY READ
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

How to Complete a 91 Report Request Profile

Below is an explanation for each of the fields on the Report Request Profile.

Appn Year

Enter a two-digit appropriation year to restrict the report to a particular appropriation year. If the Appropriation Year is blank all appropriation years that are valid for the request will be selected.

If 'A' is the value on the D64 Report Control Profile in the AY field, a user can enter an appropriation year ONLY (leaving Period, FY, and Date Range fields blank) to receive all data for that AY.

Period

Enter the two-character period code, which indicates the period of data that the financial report covers.

CM and PM are calendar month, not fiscal month. Use of CC for month-end reporting is suggested to avoid monthly reports which do not contain all the month's information. This is particularly important during the backdating period (July, August, and September) when several months are open at the same time.

CM - Current Month   CM includes current calendar month activity. Based on the system date on the 97 System Management Profile when the reports are generated.

PM - Prior Month   PM includes prior calendar month activity. Based on the system date on the 97 Profile when the reports are generated.

Specific Month   Enter numeric fiscal month 01 thru 13. The FY field must be filled in when requesting a specific month.

CC - Last Closed   Month-End close occurs on the 2nd or 3rd Friday of every month. Month CC was created to request reports **for the last fiscal month closed.** (The 97 Profile and/or the 25 Agency Control Profile indicate the last month that has been closed.)

CY - Current Year   CY includes all current fiscal year activity and balances as of the end of the current fiscal year. The current fiscal year is the year still open on the 97 Profile.

   CY should not be used in the period between July 1 thru Month 13 close.

PY - Prior Year   PY includes all prior fiscal year activity and balances (including Month 13) as of the end of the prior closed fiscal year, as found on the 97 Profile.

   PY should not be used in the period between July 1 thru Month 13 close.

Below is a matrix of the periods that can be requested on R*STARS reports and the resulting data that will appear on the report. *NOTE: Most reports pull based on the Effective Date, not the Processed Date.*

CM	PM	CC	CY	PY
Report Request on April 8, 2022 (Fiscal Month for March is still open)				
Apr 1 - Apr 08	Mar 1 - Mar 31. Report would include transactions entered April 1 - 8 that use a March effective date.	Feb 1 - Feb 28.	FY = 2022 to date July 1, 2021 - June 30, 2022, data	FY = 2021 July 1, 2020 - June 30, 2021, data, including Month 13 transactions.
Report Request on April 15, 2022 (Month-End Close for March)				
Apr 1 - Apr 15	Mar 1 - Mar 31. Report would include transactions entered Apr 1 - 15 that use a March effective date.	Mar 1 - Mar 31.	FY = 2022 to date July 1, 2021 - June 30, 2022, data	FY = 2021 July 1, 2020 - June 30, 2021, data, including Month 13 transactions.
Report Request on August 12, 2022 (Month-End Close for M13)				
Aug 1 - Aug 12	July 1 - July 31. Report will include transactions entered Aug 1- 12 that use a July effective date.	June 1 - June 31. Report will include both fiscal month 12 & fiscal Month 13 transactions.	FY = 2023 to date July 1, 2022 - June 30, 2023, data	FY = 2022 July 1, 2021 - June 30, 2022, data, including Month 13 transactions.
Report Request September 2, 2022 (Month-End Close for July)				
Sept 1 - Sept 02	Aug 1 - Aug 31. Report would include transactions entered Sept 1 - 2 that use an August effective date.	July 1 - July 31.	FY = 2023 to date July 1, 2022 - June 30, 2023, data	FY = 2022 July 1, 2021 - June 30, 2022, data, including Month 13 transactions.
Report Request September 16, 2022 (Month-End Close for August)				
Sept 1 - Sept 16	Aug 1 - Aug 31. Report would include transactions entered Sept 1 - 16 that use an August effective date.	Aug 1 - Aug 31.	FY = 2023 to date July 1, 2022 - June 30, 2023, data	FY = 2022 July 1, 2021 - June 30, 2022, data, including Month 13 transactions.

FY

Must enter two-digit fiscal year if a specific month is entered.

Frequency

Enter daily, weekly, monthly, 'quartrly', or annually or enter an eight-digit date (mmddyyyy format) for a specific day.

- NOTE: The word quarterly does not fit in the spaces allowed in the Frequency field; therefore, the word is spelled 'quartrly' instead.

- NOTE: Although daily is a valid frequency option, due to the costs associated with producing reports, the State of Oregon does not allow this frequency.

Frequency Control

Valid entries are S or A.

The S Frequency Control value designates that the 97 System Management Profile will control if the report prints. If the user enters:
- a specific date for frequency (the current effective date, i.e., 03112011 which will print ONLY on March 11th); or
- a frequency of weekly, monthly, quartrly, or annually, the report will print ONLY if the corresponding reporting indicator, on the 97 Profile, is set to Y.

Requestable reports can only be ordered on the last working day of the week or on month-end close.

Profile reports can be ordered on any day but must have the mmddyyy frequency format.

The A Frequency Control value designates the 25 Agency Control Profile will control the generation of the report via the setting of the agency control reporting indicators. The frequency for the report on the 91 Report Request Profile record would need to be set to weekly, monthly, quartrly, or annually.

Range - From Date/Thru Date

Enter a 2-digit month and a 4-digit year, mm-yyyy, in the From Date and Thru Date fields for the report to be run for a biennium, for some portion of a federal fiscal year, or for any other user defined period of time. **The month and year entered are related to fiscal month and year**. These fields can only be entered if the D64 Report Control Profile range indicator is set to R = Required or O = Optional. Example: To request July thru September of FY 2023, enter: FROM 01 2023 THRU 03 2023.

To request a report for a range from March 2023 to the current month, enter: FROM: 09 2023 THRU CM _____. This format also applies to PM: FROM 09 2023 THRU PM _____.

Level Options

NOTE: Whenever a report indicates a specific level on the D64, 0 (zero) is a valid entry. Entering a 0 (zero) will ignore that level option.

ORGANIZATION (D03)

Ind.	Description
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 (D04)

Ind.	Description
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

Ind.	Description
0	None
1	GAAP/NACUBO Category (D16)
2	GAAP/NACUBO Source/ Object/Grant Object (D08)
3	Comptroller Object (D10)
4	Agency Object (D11)
5	Agency Object Group (D25)

FUND

Ind.	Description
0	None
1	GAAP Fund Group (D20)
2	GAAP Fund Type (D21)/ State Fund Group (D39)
3	GAAP Fund (D24)/ Appropriated Fund (D22)
4	Fund (D23)

NACUBO FUND
This Option is not Used in Oregon

Ind.	Description
0	None
1	NACUBO Fund Group
2	NACUBO Fund
3	NACUBO Subfund

GENERAL LEDGER

Ind.	Description
0	None
1	GAAP/NACUBO GL Account Category (D13)
2	GAAP/NACUBO GL Account Class (D14)
3	Comptroller GL Account (D31)
4	Agency GL Account (D32)

Special Selects

Special Select options are appropriate for many reports. These options allow the user to limit the report to a single classification value or a range of values (i.e., a single comptroller object or range of comptroller objects). There are two fields for each option. To designate a single value, enter the value in the first field. To designate a range of values, enter the starting value in the first field and the ending value in the second field. Each of these options is described below:

Agency

Enter a three-character agency which must exist in the D02 Agency Profile or enter an agency range.

Agency Group

Enter a two-character agency group which must exist in the D12 Agency Group Profile. Must be blank if either of the Agency fields are entered.

Org Code

Enter a four-digit organization code which must exist in the D03 Organization Code Profile or enter an organization code range.

Program Code

Enter a four-digit program code which must exist in the D04 Program Code Profile or enter a program code range.

NACUBO Fund

Enter a four-digit NACUBO fund which must exist in the D18 NACUBO Fund Profile or enter a NACUBO fund range.

Approp. Fund

Enter a four-digit appropriated fund which must exist in the D22 Appropriated Fund Profile or enter an appropriated fund range.

Fund

Enter a four-digit fund which must exist in the D23 Fund Profile or enter a fund range.

Comp Object

Enter a four-digit comptroller object which must exist in the D10 Comptroller Object Profile or enter a comptroller object range.

Agy Object

Enter a four-digit agency object which must exist in the D11 Agency Object Profile or enter an agency object range.

GL Acct

Enter a four-digit general ledger account which must exist in the D31 Comptroller General Ledger Profile or enter a general ledger account range.

Agy GL Acct

Enter a four-digit agency general ledger account which must exist in the D32 Agency General Ledger Account Profile or enter an agency general ledger account range.

Special Select 1 & 2

Enter up to ten digits in Spec Sel 1 or 2, or a range of Special Sel 1 or 2. The Special Select 1 and 2 fields have a low and a high field that is most often used for entering ranges (vendor numbers, grant or project numbers). We refer to them as SS1 LO, SS1 HI, SS2 LO, and SS2 HI.

These codes are specifically defined for each report in the 90 News/Help Profile under the keyword of each report ID (i.e., DAFR7670) and in the R*STARS Report Guide Chapter 4.

Status Code

Enter a one-character status code as follows: A = Active OR I = Inactive.

This code will default to an active status if not entered. It may be used to inactivate records no longer in use. If the agency would no longer like a report produced, the status code MUST BE CHANGED to I to inactivate the request so the report won't run again.

D64 Report Control Profile

This is a centrally maintained profile that identifies all requestable reports and is used to identify the options available for Report Request (91) and Report Distribution (95) Profiles.

```
SD64   UC: 10                  STATE OF OREGON            06/28/22 12:05 PM
LINK TO:                    REPORT CONTROL PROFILE                     PROD


REPORT ID: DAFR7410  AGENCY BUDGET ACTIVITY SUMMARY
 REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
PRINT REMOTE IND: Y (Y=YES, N=NO)   PRINTER TYPE: M  (L=LOW, M=MEDIUM, H=HIGH)
INTERVAL OPTIONS    (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
   TIMEFRAME -        AP YEAR: O PERIOD: O RANGE: O AS OF: N (Y=YES, N=NO)
   FREQUENCY - MMDDYY: O DAILY: N WEEKLY: O MONTHLY: O QUARTERLY: O ANNUALLY: O
LEVEL OPTIONS   (N=NOT ALLOWED OR LOW AND HIGH VALUE ALLOWED)-
    LOW  - ORG: 2 PROGRAM:  1 OBJECT: N  FUND: 3 NACUBO FUND: N  GL ACCT: N
    HIGH - ORG: 9 PROGRAM:  9 OBJECT: N  FUND: 4 NACUBO FUND: N  GL ACCT: N
SPECIAL SELECTS  (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
  AGENCY GROUP: O         AGENCY: O               ORG CODE: O
                   PROGRAM CODE: O          NACUBO FUND: N
                    APPROP FUND: O                  FUND: O
                    COMP OBJECT: N        AGENCY OBJECT: N
                       GL ACCT: N        AGENCY GL ACCT: N
              SPECIAL SELECT 1: R    SPECIAL SELECT 2: R    STATUS CODE: A
EFF START DATE: 09011990   EFF END DATE:           LAST PROC DATE: 11052003
Z06 RECORD SUCCESSFULLY RECALLED

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

Report ID
The eight-character report ID that identifies the standard financial report to be generated (i.e., DAFR7410).

The following elements identify which options are available for the report:

Requestable Ind	Who can request this report? 0 = Not requestable 1 = Centrally requestable 2 = Requestable by all (Agencies and Centrally)
Printer Remote Ind	Can this report be printed to a remote printer? Y = Yes N = No
Printer Type	What type of printer do I need to print this report? L = Low Speed M = Medium Speed H = High Speed

Interval Options of Timeframe and Frequency

The following timeframe and frequency values will be one of the following: R = Required, O = Optional, and N = Not Allowed

The timeframe section is where the user determines what time period they are trying to pull data from for the requested report. If the AS OF indicator is N, the AS OF date on the report header will reflect the date range requested. Example: DAFR6150 requested on June 6, 2011, for Period = CC, the report header would indicate AS OF APRIL 2011, because April is the last closed month, May will not close until June 17, 2011. If the DAFR6150 was requested June 6, 2011, for date range 01 2011 thru CC, the report header would indicate REPORT PERIOD JULY 2010 – APRIL 2011.

The frequency indicates when users can request each report: mmddyy, daily, weekly, monthly, 'quartrly', or annually.

NOTE: Although DAILY reports is a valid option, due to the costs associated with producing reports, the State of Oregon does not allow this frequency.

If 'A' is the value on the D64 Profile in the AY field, a user can enter an appropriation year ONLY (leaving Period, FY, and date range blank) to receive all data for that AY.

See **How to complete a 91 Report Request Profile** for additional explanation of timeframe options.

Level Options

These fields contain the low and high level of detail options available, or the value N for not available. The valid options are listed earlier in the 91 Report Request Profile section of this chapter.

Special Select Options

Special Selection options are different for each report. The values will be one of the following: R = Required, O = Optional, or N = Not Allowed.

These special selects are used to filter out information when requesting reports. A user can request one specific GL account, by entering the GL in the GL Acct field, a range of GL accounts, or leave it blank to include all GL accounts.

Report Distribution

R*STARS provides capabilities for the distribution of both requestable and control reports to remote printers at local sites. The automatic distribution of these reports is based on user-controlled profiles.

Once reports are produced, getting the information to the right location and the right user is an important final step in the reporting process. R*STARS reports print at Printing and Distribution. The media type provides printing options, see category Media Types earlier in this chapter section. Reports printed at Printing and Distribution will be delivered to agencies according to the agency address on file at Printing and Distribution. R*STARS report distribution capabilities, working in conjunction with report request options, can also allow for remote printing of reports at sites outside central offices.

For example, an agency may want four different copies of DAFR9230 - Revenues and Expenditures by Organization, Program, Fund, and Object, one for each of four regional offices. By using the Org Code selection options on the Report Request Profile, a user can restrict the report to just org codes 1000 - 1999, for Region 1 for example. The Report Distribution Profile can then be used to distribute this report to the remote printer location for Region 1.

Note that report distribution capabilities can be used for either requestable or for control reports.

To establish a remote printer location:

Step 1: Users should consider overall report distribution requirements when identifying R*STARS remote printers. If accounting transactions are processed at different locations, remote printers can be established at each location. If a location does not process accounting transactions but has financial or program managers who are frequent users of R*STARS reports, the location may still desire remote printing. Remote printing locations should be determined based on need for reporting at that location, as well as hardware (printer) and other communications capabilities at each location.

Once remote print locations have been identified, the network identifier for each printer must be determined. This information is required for R*STARS to establish each remote printing location.

Step 2: Agencies who want to print to a remote location need to email Karlene.Hancock@das.oregon.gov with the following information:
1. Agency number
2. Printer Netname – i.e., ET65P035
3. Printer ID number – 4 digit
4. Printer speed
   a. Low – line printers printing less than 1000 lines per minute and HP laser printers of 8 pages per minute or less
   b. Medium – line printers printing 1000-2000 lines per minute, network laser printers faster than 8 pages per minute
   c. High – line printers faster than 2000 lines per minute and high-speed laser printers attached to a mainframe
5. Agency contact name and telephone number

SFMS will complete a system management request with this information and send it to Software Application and Maintenance Services (SAMS). SAMS will work directly with the agency to test the new printer. After the printer has been tested, the printer device ID will be added to production on the D63 Device ID Profile.

The agency can then use this device ID on their 95 Report Distribution Profile.

Requests to reprint remote reports

If an agency needs to have remote reports reprinted the following information needs to be sent to Karlene.Hancock@das.oregon.gov:

- The agency number
- The date of the reports that need reprinted
- The cycle number of the reports that need reprinted
- The printer NETNAME – i.e., ET123456
- The printer Device ID
- A list of all reports requested to be reprinted.

Helpful Hints for Reading R*STARS Reports

R*STARS reports have several common features that make them easier to read and understand. The features are described below.

- ■ **Control Key** identifies each report request. When a report is generated, the control key for the report request is printed in the top left corner.

- ■ **Report Header** contains information regarding the report and the level of detail requested, such as, date, fiscal year, and fiscal month the report was requested for agency name (except for statewide reports), report title, report period, percent of the year that has elapsed, and page number.

- ■ **Page Breaks** are found directly under the report header. This area contains the name, value, and title for data elements used to sort the report. For example, when the page break is GAAP Fund Group, GAAP Fund Type, GAAP Fund and GAAP Category, it will go to the top of the next page whenever any of these elements change.

- ■ **Column Headings** contain data element names for each detail report column.

- ■ **Detail Lines** contain actual financial data for the report and titles for specific coding elements. Depending on the report, data is either at the balance or transaction level.

- ■ **Subtotal and Total lines** are proceeded by an asterisk (*) and contain sums of the financial information presented in the detail lines above.

Definition of terms on reports:

CFY = Current Fiscal Year
CFM = Current Fiscal Month
LCY = Last Closed Year
LCM = Last Closed Month

Run Date on financial reports is the actual IBM system date (mainframe date) and the time of the reporting run.

Cycle Date is the current cycle date and time shown on the bottom of the 97 Profile. Example: If batch cycle was on Friday the 10th, but the reports did not run until Saturday, the cycle date would be the 10th and the run date would be the 11th. The cycle number is also shown after the date and time.

Percent of Year Elapsed: Calculation = Fiscal Month / 12 = % (i.e., 06 (Dec) / 12 = 50% and 07 (Jan) / 12 = 58%)

Suggested SFMS Standard Requestable Report Package

Below is a suggested list of SFMS requestable reports your agency may want to request They are commonly used reports are listed by type, report ID, and title with a suggested frequency. This list is not inclusive of what your agency should request. There is no mandatory list of reports that each agency must request. Order the reports your agency needs to do business. For additional information, see Chapter 3 Requestable Reports Index by Category of this Report Guide for a complete list of SFMS reports.

For State Archives Retention requirements see OAR 166.Division 300.

Appropriations

SFMS Report ID	SFMS Report Title	Frequency
DAFR7360	Biennial Budget Allocation	Monthly

General Ledger/Fund

SFMS Report ID	SFMS Report Title	Frequency
DAFR6520	Trial Balance by Fund & GL	Monthly
DAFR6610	Agency Operating Statement	Monthly
DAFR6620	Agency Balance Sheet	Monthly
DAFR8650	Trial Balance by Fund/General Ledger	Monthly

Agency Budget

SFMS Report ID	SFMS Report Title	Frequency
DAFR7410	Agency Budget Activity Summary	Monthly
DAFR7640	Agency Budget Control by Org	Monthly
DAFR7650	Agency Budget Control by Program, Fund & Org	Monthly
DAFR7670	Agency Budget Control by Fund, Org & Program	Monthly

Revenue/Expenditure

SFMS Report ID	SFMS Report Title	Frequency
DAFR6510	Expenditure and Revenue Register	Monthly
DAFR6540	Cash Receipts and Cash Disbursements Register	Monthly
	Revenues/Expenditures by:	Monthly
DAFR9200	Fund, Organization, Program, and Object *	
DAFR9210	Fund, Pgm, and Object*	
DAFR9220	Fund, Org, and Object*	
DAFR9230	Program, Org, Fund, and Object*	
DAFR9240	Org, Program, Fund, and Object*	

Encumbrance

SFMS Report ID	SFMS Report Title	Frequency
DAFR7810	Outstanding Encumbrances Aging:	Monthly
DAFR7820	Encumbrances Status	Monthly

Payables/Receivables

SFMS Report ID	SFMS Report Title	Frequency
DAFR7830	Outstanding Payment Voucher Aging	Weekly
DAFR9760	Accounts Receivable Aging Analysis	Weekly
DAFR9790	Accounts Receivable Reconciliation	Monthly

Grants

Agencies not required to use.

Projects

Agencies not required to use.

Other

SFMS Report ID	SFMS Report Title	Frequency
DAFR8200	Weekly Transaction Register	Weekly
DAFR8240	Monthly Transaction Register	Monthly
DAFQA010	Statewide T-Code Listing by G/L Account	Monthly
DAFR3330	Deposit Reconciliation Record Report by Agency	Weekly
DAFR9900	Profile Maintenance Log	Daily

Suggested SFMS Standard Control Report Package

SFMS staff believe DAFR2151, DAFR3252, DAFR3321 and DAFR3651 have value for a high-level manager to receive and review daily. As noted, some reports only generate if there are appropriate transactions.

Depending on agencies specific needs and use of SFMA, there may be other reports that your agency deems valuable.

For internal control purposes it is recommended that agencies segregate duties for delivery and initial review of control report data. For example, the manager that approves warrant generation should not be the recipient of the control reports.

DAFR2151 R*STARS Error Report

This report will only generate if there are error transactions.

This control report displays all transactions processed in the previous nightly batch cycle that encountered fatal errors. This report displays the transaction ID, detailed input elements of the transaction, an error code, and error message. The report lists the same error messages you would see on-line. You can use the 90 Help screen to learn more detail about any of these errors just as you would if the error message was displayed on-line. The three-digit error codes displayed in this report start with an alphabetic error type code. Error Types are B = batch error-all detail fail; F = financial (fund control) fatal errors-prevent posting; E = data (profile) errors-prevents posting. The hierarchy of errors is batch, data, and financial.

Payroll, interfaced, and system generated transactions will be entered in batch edit mode 0 or 1. Any associated errors will be displayed on this report. Agencies, however, will typically perform day to day transaction entry on-line in edit mode 2. Edit mode 2 transactions will not display on this report as these transactions are edited and posted on-line, not during the nightly batch cycle.

FATAL ERRORS: Indicate that the transaction has been placed on the 530 screen and will require correction and releasing before any further processing will occur. Proper management of these transactions is essential for efficient utilization of R*STARS. The 530 screen should be monitored for transactions with errors on a regular basis, preferably daily. This can be done using the DAFR2151 Error Report or by accessing the 530 screen and looking for batches with an edit mode of 3. Users often find it more efficient to use the DAFR2151 for identifying batch errors because the 530 screen contains not only those batch input transactions that are in error, but also transactions on hold for further processing (e.g., vouchers with due dates that have not arrived). Batches with B, E, or F level errors will have an edit mode of 3.

Errors will only be listed on this report on any day the transaction processes in a batch cycle. Not all transactions on the 530 screen will be on this error report.

DAFR3252 Agency Payment Cancellation Daily Activity Report.

This report generates only when there is cancelled warrant activity.

This control report displays the actual payment cancellations that were generated as a result of the payment cancellation process by batch agency. Agencies should review this report to ensure their cancellation requests were properly processed.

DAFM324 uses a data extract file created by program DAFM322 to produce control reports for Payment Cancellations. Direct Deposits are reported centrally on report DAFR3251. Warrant cancellations are reported on report DAFR3252.

DAFR3321 Deposit Reconciliation Control Report

This report generates only when there is deposit reconciliation activity.

This control report displays all deposits which have been successfully reconciled in the previous nightly cycle. For each deposit, this report lists batch agency, account number, deposit, amount, and other key deposit information.

Cash receipt transactions entered into R*STARS which are subject to deposit reconciliation are compared to a nightly bank tape from Treasury that includes cash receipts recorded in banks or other financial institutions. When this comparison results in a match by account number, deposit number, and amount, R*STARS generates a deposit liquidation transaction and produces this report. Users should review this report to make sure deposits they expect to be reconciled are displayed here.

To monitor unreconciled deposits, users should refer to the requestable report DAFR3330 Deposit Reconciliation Record Report. By requesting this report daily for all deposits with a release status of N, users can identify unreconciled deposits which need review and resolution. Users can also review deposits in the 12 Manual Deposit Release screen.

DAFR3651 Warrant Register by Agency Report

This control report will generate only when warrants are produced.

CONTAINS CONFIDENTIAL DATA
This control report displays warrants produced during the batch cycle. For each warrant, the report lists the appropriated fund, the document number, the fiscal year, the vendor number, name and address, the warrant number, date, and amount. This report is produced by agency, and it is produced for expedite and regular payment processing cycles. This report sorts warrants by payment distribution type and subtotals within payment distribution type by fund.

Agency Report Coordinators Responsibilities

Each agency has designated an Agency Report Coordinator (ARC) for R*STARS and ADPICS.

Security has been given to the Agency Report Coordinators to change, add, and delete records on the 91 Report Request Profile and the 95 Report Distribution Profile.

Below are the responsibilities of the ARCs:

1. Requesting reports for users in their agency

2. Managing the report volume for their agency

3. Reporting contact person for SFMS staff

4. Monitoring the 91 Report Request Profile

    − Ensure that active reports are for valid frequency dates and periods
    − Ensure that active report requests are still relevant
    − Inactivate of delete obsolete report requests

5. Receiving and distributing reports within agency

Security

Agency Report Coordinators have security to add, change, and delete records in the 91 Report Request Profile and the 95 Report Distribution Profile.

Contact your agency security coordinator or DAS System Security coordinator at: Security.SYSTEMS@das.oregon.gov.if you have questions regarding your security in the system.

Other Report References

The following references are available for both users and requesters of reports:

Documentation References for Users of Reports

- R*STARS Reference Guide, Chapter 10

- R*STARS Data Entry Guide, Chapter 11

Documentation References for Requesters of Reports

- R*STARS Reference Guide, Chapter 10

- R*STARS Data Entry Guide, Chapter 6

Purge Criteria

Inactive Accounting Event (INAE) vs. Active Accounting Event (AE)

Data that is older than the last two closed months will be moved to the INAE once a month the second Sunday after month-end close.

This affects all reports that use the AE Table. Agencies need to be aware that on the month-end close Friday, the INAE indicator on the 97 System Management Profile will be switched to Y to allow agencies to order reports that will include data from the AE and INAE Tables.

Depending on when you order your reports that run off the AE and INAE Tables, the information contained in the report may not be correct if not ordered on the day the INAE indicator is switched to Y.

If the AE or INAE Table is used to generate a report, the table will be listed in the Financial Tables Accessed section of the Report Guide specifications for that report. The note "(when the 97 Profile "INAE" indicator is set to "Y")" is beside the INAE listing.

Accounting Event Inactivation Criteria:

Following is the current AE record inactivation criteria. The AE record will NOT be moved to the INAE if:

1. Warrant-writing indicator is not blank, and warrant has not been written.
2. Fiscal month is not closed on the TB_SYSTEM_MGMT (97 screen) table.
3. Any transaction from the same batch is still on the IT file (530 screen).
4. Batch is to be deactivated because of duplicate AE-IAE Query.
5. Any transaction from the same batch is still on the TB_POSTING_DRIVER (PD).
6. CUR_DOC_NO is on the TB_DOCUMENT (DF) table and is open or has been closed less than two closed months plus current open month.
7. CL_REF_DOC_NO is still on the TB_DOCUMENT (DF) table and is open or has been closed less than two closed month's plus current open month.

If none of the above conditions exists, the records will move to the INAE Table based on the number of months set in the D30 Purge Criteria Profile. The D30 is set to retain 2 closed months and any open month(s) in the AE Table. Everything older goes to the INAE Table.

Report Limitation

R*STARS sets limits to prevent access to closed fiscal year data on a regular basis as it pertains to requestable reports. The establishment of a statewide default allows requestable data for two closed fiscal years.

We recognize that the 2-year limitation may not meet everyone's needs. To accommodate reporting requirements that do **not** fall within the statewide default parameters, R*STARS has the capability to handle exceptions down to the agency/report specific level. This allows us the flexibility to ensure the modifications continue to provide a benefit without becoming a hindrance.

To request the establishment of a D54 System Parameters Profile for this purpose, please send an email to the agency support analyst. This profile is centrally controlled and allows us to grant agency exceptions on a report specific basis, as needed.

Agencies should review their current report request profiles to confirm if the request is still valid. Any found to be no longer required should be deleted.

If an agency determines that a report(s) is required for more than the 2-year statewide default, submit a request to your SFMS Agency Analyst. SFMS will review the request and, if approved, establish the necessary D54 Profile.

Exception requests will be granted using the following criteria:

- Not allowing the request will cause a business hardship
- Requested data is not readily available from other sources
- Data is needed on a one-time or temporary basis

This list is not all-inclusive. Your unique agency needs will be reviewed. Questions may be directed towards your SFMS Agency Support Analyst.

Impacts

Reports requiring an Appropriation Year, Period, Fiscal Year or Date Range, as dictated on the D64 Report Control Profile, fall under the 2-year limitation. This primarily applies to requestable reports.

Examples of reports **not subject** to the 2-year limitation include profile listings (DAFQXXX0), Control reports, and the DAFR9900. If an appropriation year is entered, the request becomes subject to the limits.

Process

Allowable years are calculated by first looking to the Last Closed Year on the 97 System Management Profile, then subtracting the number of years entered in the Control Inds 1 field on the D02 Agency Profile. The default is 1 year. This calculation indicates which fiscal/appropriation years are allowed for a particular agency. *NOTE: editing occurs against the 91 Report Request Agency, not the Special Select Agency or Agency Group.*

If the request fails at this point, a final edit occurs to allow selection of data older than allowed by the 97/D02 combination by using the D54 Profile for Table ID RPTL, specific to an agency and report for a designated number of years. The number of years requested on the exception will be subtracted from the last closed month on the 97 Profile. The calculation is done on either the D02 Agency Profile or the D54 RPTL table exception, not on both.

For example, to request DAFR6610 for FY 2018:
- 97 System Mgmt Profile 'Last Closed Year' = 22 (2022)
- D02 Agency Profile for Agency 107 = 1 (year)
- 91 Report Request Profile, Agency 107, DAFR6610 = FY 2018

The system calculates allowable years:
1) 2022 (97 Profile)

2) Subtract 1 year (D02 Profile)
- Data 2021 to current is allowed
  The report request does not fall within the allowable parameters; proceed to step 3:

3) Active D54 Profile Agency 107, Report DAFR6610?
    a) NO: fatal error '807 Request Year Not Authorized'
        - Request an exception D54 RPTL, Agy 107, DAFR6610 = 03 (years)
    b) YES: proceed to step 4

4) Subtract 3 years (D54 Profile)
- Data 2018 to current is allowed
  The report request is saved successfully.