

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 Close - July 15, 2016
Month-13 close - August 12, 2016
July Close - September 2, 2016

JUNE MONTH-END CLOSE

SFMA will close June on Friday, July 15, 2016.

You may order month-end reports for June 2016 with either of the following criteria:

91 REPORT REQUEST PROFILE

AY	Period	FY	Frequency Control
17	CC		A**
17	CC		S
17	PM		A**
17	PM		S
17	12	16	A**
17	12	16	S

**Because reports will be ordered in calendar month July, which is in FY 17, for June, which is in FY 16, reports ordered with a frequency control of 'A' must have the 25 Agency Control Profile report flag set to 'Y' on FY 17 and the last month closed indicator on the 25 Agency Control Profile for FY 16 set to '12' prior to 5:00 p.m. Friday, July 15, 2016.

Reports ordered with a frequency control of 'S' do not need to have the 25 Agency Control Profile report flags set.

25 AGENCY CONTROL PROFILE

FY	16
Last Month Closed	12
FY	17
Reporting Inds	all set to 'Y'
Last Month Closed	00

It may seem odd to request FY16 reports on your FY17 25 profile, but the system will look at the 25 profile for the current FY, not the FY of the report request. Since June 2016 reports are requested in July 2016, then the 25 Profile that is 'read' will be FY17.

The INAE flag will be set on July 15, 2016 to allow agencies to order reports that will include both the data from the Inactive Accounting Event and the Active Accounting Event Tables.

In the past there have been some problems when requesting **DAFR6520** with a Period of 'CC'. If you request this report please request it with a Period of 'PM' or with Period '12' and FY '16'

MONTH 13 CLOSE

SFMA will be closing Month-13 on Friday, August 12, 2016.

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

91 REPORT REQUEST PROFILE

AY	Period	FY	Frequency Control
17	CC		A**
17	CC		S
17	13	16	A**
17	13	16	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 2016.

**Reports ordered with a frequency control of 'A' must have the 25 Agency Control Profile report flag set to 'Y' on FY 17 and the last month closed indicator on the 25 Agency Control Profile for FY 16 set to '13' prior to 5:00 p.m. Friday, August 12, 2016.

25 AGENCY CONTROL PROFILE

FY	16
Reporting Inds	all set to 'N'
Last Month Closed	13
FY	17
Reporting Inds	all set to 'Y'
Last Month Closed	00

The INAE flag will be set on Friday, August 12, 2016 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 2, 2016.

You may order month-end reports for July 2016 with either of the following criteria:

91 REPORT REQUEST PROFILE

AY	Period	FY	Frequency Control
17	CC		A**
17	CC		S
17	01	17	A**
17	01	17	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 2016.

**Reports ordered with a frequency control of 'A' must have the 25 Agency Control Profile report flag set to 'Y' on FY 17 and the last month closed indicator on FY 17 set to '01' prior to 5:00 p.m. Friday, September 2, 2016.

25 AGENCY CONTROL PROFILE

FY	17
Reporting Inds	all set to 'Y'
Last Month Closed	01

The INAE flag will be set on September 2, 2016 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
This is the month currently being closed.
This is a 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 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 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.