

AY 2019 Biennium Closing Research and Verification Tools

This document is to inform users about the various research and verification tools available to research outstanding biennium close documents and balances.

Research Tools

R*STARS Reports

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

DAFR6500 – Lapsing Appropriation Report

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

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

To prepare for Biennium Close:

- **BT 14:** Balance of zero by Month 13 close, unless related to a non-document supported receivable (i.e. GL 0503).
- **BT 17:** Balance of zero by calendar date December 31.
- **BT 18 and 19:** Balance of zero (or offset with TC 931R entry) by Month 13 close. All balances must be zero by calendar date December 31.

About this report:

The DAFR6500 is pulled from the Appropriation Table.

Sorted By	Ordering Instructions
<ul style="list-style-type: none"> • Appropriation Year • Appr Fund • Appn Number • Program 	<ul style="list-style-type: none"> • Order monthly for the closing AY. • Also order prior AYs (capital construction only) to see if there are any outstanding, old biennium balances to be cleaned up (the D54 Agency Profile will need to be modified by SFMS Operations to allow agencies to order prior biennium reports). • 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. 20191231). 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. • Special Select 2: Enter “A” to report on all funds.

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Document Supported Transaction DAFR Reports

Document supported transactions post to the Document Financial Table and can be viewed on the 64 – Document Record Inquiry screen. Use the reports below to research these documents.

- **DAFR9750 – Accounts Receivable Document Status**

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"> • Order for the closing AY. You may also order report for prior AYs if BT14 has outstanding amounts for an old biennium on the 6500 report (the D54 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>

- **DAFR6590 – Outstanding Deposit Liabilities – Document Supported**

Sorted By	Ordering Instructions
<ul style="list-style-type: none"> • Agency • App Fund • Fund • Document 	<ul style="list-style-type: none"> • On the 91 profile, you 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. <p>Note – Deposit liabilities can also be tracked through the grant or project reports if assigned a grant or project number.</p>

- **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 	<ul style="list-style-type: none"> • On the 91 screen, enter a value in the Program, Object, Fund and GL Acct field. Do <u>not</u> 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 unearned revenue or 0573 for unreimbursed advances to research balances in these document supported GLs. <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> <p>Note – Unearned Revenue can also be tracked through the grant or project reports if assigned a grant or project number.</p>

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DAFR3330 – Deposit Reconciliation Report

This report will provide you a list of outstanding deposits and help you identify activity that may have an impact on your current document supported general ledger account balances.

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>

Datamart Queries

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

For more information on the Datamart, please visit the SFMS website.

<https://www.oregon.gov/das/Financial/AcctgSys/Pages/Index.aspx>

Please note that R*STARs financial information is uploaded to the Datamart at the end of each week. Datamart queries will not show you any activity that was entered in to R*STARs during the current week. Please see the Datamart calendar on the SFMS website for the upload schedule.

R*STARs Inquiries

In addition to DAFR reports and the Datamart, R*STARs inquiry screens can be used to find detailed information not included in the reports, to verify balances changed as expected and to obtain the most current, up-to-date information.

Which inquiry works best depends on the agency structure and the information being sought. The primary inquiry screens to use for researching document supported items including receivables, deposit liabilities, unearned revenues and encumbrances are the 64 – Document Record Inquiry and 86 – Document Transaction Inquiry.

Inquiries should be done using the current fiscal year and month.

64 – Document Record Inquiry - Shows document activity by balance type and the ending balance for each suffix and class. Class is the additional breakdown of suffixes, created by RTIs. 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.

S064 UC: 10	STATE OF OREGON	xxx/xx/xxxx	10:27 AM
LINK TO:	DOCUMENT RECORD INQUIRY		PROD
AGY: 101 DOC NO/SFX/CLASS: ARK40257 001 001			
CREATE DATE: 063014	CLOSE DATE: 083113		
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)		
INQ YEAR: XX	INQ MONTH: 11	DOC BALANCE:	.00
BT	TITLE	AMOUNT	BT TITLE AMOUNT
01	ORIG AMOUNT	65.00	
03	LIQUIDATIONS	65.00	
04	PYMT/COLLECTIONS	65.00	

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86 – Document Transaction Inquiry - 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.

Example: Suffix left blank

```

S086 UC: 10 STATE OF OREGON xx/xx/xxx 10:28 AM
LINK TO: DOCUMENT TRANSACTION INQUIRY PROD
                                           PAGE 0001

AGY: 101 DOCUMENT NO/SUFFIX: ARK40257 REC TYPE: I
EFF DATE RANGE: TO 050515
-----TRANS ID----- TC D DT PAYMENT # REF DOC/SFX TRANSACTION AMOUNT R
CUR DOC/SFX M INDEX PCA AY COBJ AOBJ VENDOR NO/MC AP FUND FUND S
101 08/26/13 2 255 00010 176 ARK40257 001 65.00
CR032057 010 81801 XX 0407 1443 0000C25002 000 3400 4460
101 07/31/13 2 562 00021 199 08/13 65.00
ARK40257 001 81801 XX 0407 1443 0000C25002 000 3400 4460
    
```

Example: Entered Suffix 001

```

S086 UC: 10 STATE OF OREGON xx/xx/xxx 10:29 AM
LINK TO: DOCUMENT TRANSACTION INQUIRY PROD
                                           PAGE 0001

AGY: 101 DOCUMENT NO/SUFFIX: ARK40257 001 REC TYPE: I
EFF DATE RANGE: TO 050515
-----TRANS ID----- TC D DT PAYMENT # REF DOC/SFX TRANSACTION AMOUNT R
CUR DOC/SFX M INDEX PCA AY COBJ AOBJ VENDOR NO/MC AP FUND FUND S
101 08/26/13 2 255 00010 176 ARK40257 001 65.00
CR032057 010 81801 XX 0407 1443 0000C25002 000 3400 4460
101 07/31/13 2 562 00021 199 08/13 65.00
ARK40257 001 81801 XX 0407 1443 0000C25002 000 3400 4460
    
```

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.

```

S084 UC: 10 STATE OF OREGON xx/xx/xxx 10:31 AM
LINK TO: ACCOUNTING EVENT RECORD INQUIRY PROD

BATCH: AGENCY 101 DATE 082613 TYPE 2 NO 255 SEQ NO 00010 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: 082613 DUE DATE:
SERV DATE: CUR DOC/SFX/CLASS: CR032057 010 MOD:
REF DOC/SFX/CLASS: ARK40257 001 001 AGENCY: 101
TRANS CODE: 176 INDEX: PCA: 81801 AY: XX COMP/AGY OBJ: 0407 1443
AMOUNT: 65.00 RVS: DISCOUNT: .00 FO: PDT:
CI: PROP #: 1099: INV-NO: DP24012 DT:
VEND/MC: 0000C25002 000 DESC:
NAME: MORROW COUNTY CONT NO:
CITY: HEPPNER ST: OR ZIP: 97836 RTI:
PMT-NO: DT: AP NO: 31600 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: 08262013 TIME: 1040 ORIG SEQ NO: APPROVAL DT: 082613
Z06 RECORD SUCCESSFULLY RECALLED
    
```

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Verification Tools

R*STARS inquiry screens can also be used to verify biennium close status. Like the DAFR6500 report, the 62 – Appropriation Financial Inquiry and 69 – Agency/Fund Financial Inquiry screens show Balance Types 12, 14, 15, 17, 18 and 19 and can be helpful for tracking balances.

The inquiry can be done at the detail (“D”) or summary (“S”) level. If 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 being closed, Inq Type “MC”, and current Fiscal Year and Month.

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.

```

S062 UC: 10 STATE OF OREGON xx/xx/xxx 10:36 AM
LINK TO: APPROPRIATION FINANCIAL INQUIRY PROD
AGY: 101 APPN YEAR: XX APPN #: 31600 ENTERPRISE ASSET MANAGEMENT
APPR FUND: 3400 FUND: COMP SRCE/GRP: OBJ/COMP OBJ:
PRG CD: 0010 LVL: 02 DAS OPERATING BUDG ORG CD: LVL:
INQ TYPE: MC INQ YEAR: XX INQ MONTH: 11 DETAIL/SUMMARY: D
CASH BASIS BUD: 15,094,459.33 ADJ BUD: 98,367,563.00
ACCR BASIS BUD: 14,935,048.20 REM APPN ALLOT: 14,226,514.32
ENC BASIS BUD: 14,226,514.32 ALLOT TO BUD %: 100.00
EXP TO BUD %: 84.80 UNSCHED TO BUD %: 0.00
BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG BUDGT 90,040,881.00 30 UNITS ACCUM 724,701.06
02 REVISIONS- 8,326,682.00 35 RED OF EXPE 9,448.00
12 CASH REVEN 127,613,348.02
14 ACCRD REVE 6,114,213.47
15 CASH EXPEN 83,273,103.67
17 ACCRD EXPE 159,411.13
18 ENCUM OUTS 708,533.88
20 TRAN IN-CA 15,039,907.50
21 TRAN OUT-C 51,866,852.00
23 ALLOTMENT- 98,367,563.00
    
```

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.

```

S069 UC: 10 STATE OF OREGON xx/xx/xxx 10:40 AM
LINK TO: AGENCY/FUND RECORD INQUIRY PROD
ACTIVE
AGENCY: 101 AP YEAR: XX APPR FUND: 3010 FUND:
MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: XX INQ MONTH: 11 REM APPROP ALLOT: 9,322,818.78
NET CSH ACT: 2,661,197.22-
BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG BUDGT 5,992,008.00
12 CASH REVEN .00
14 ACCRD REVE .00
15 CASH EXPEN 2,661,197.22
17 ACCRD EXPE .00
18 ENCUM OUTS 1,082,921.52
20 TRAN IN-CA 5,992,008.00
23 ALLOTMENT- 5,992,008.00
    
```

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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 deposits for the AY being closed. To drill down and get the document numbers for each deposit, input S under the S column and press F2-DEP DTL.

```

F013 UC: 10                                xx/xx/xxx 10:43 AM
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          S
00872          EI043015          RECON DTE          0.00          0.06          N
DEP DTE 043015
00874          EI043015          RECON DTE          0.00          154.58          N
DEP DTE 043015
00988          EI043015          RECON DTE          0.00          122.64          N
DEP DTE 043015
00989          EI043015          RECON DTE          0.00          4.00          N
DEP DTE 043015
00993          IC1121571         RECON DTE          0.00          -67.41          N
DEP DTE 043015
00993          IC1154039         RECON DTE          0.00          -122.05          N
DEP DTE 050115
01089          ED020103050115   RECON DTE          0.00          353,827.86          N
DEP DTE 050115
Z07 NEXT RECORD SUCCESSFULLY READ
    
```

The **15 screen** will list all document numbers associated with this deposit number. Drill down to the transaction can be done by selecting the Cur Doc with S in front of document number, F2-86 to get to that screen, then selecting the transaction on the 86 screen and F2-84 to view the transaction.

```

F015 UC: 10                                xx/xx/xxx 10:48 AM
LINK TO:          ACTIVE DEPOSIT CURRENT DOCUMENT DETAILS                                PROD
AGENCY: 101 ACCT # 15000          DEPOSIT # DP24012          PAGE 1 OF 1
S CUR DOC          S CUR DOC          S CUR DOC          S CUR DOC          S CUR DOC
CR032057
    
```