

## 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 biennium-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.

<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

**Balance Type 17 on the 6500 report must be zero by December 31<sup>st</sup> calendar date.**

**Balance Type 18 and 19 should be zero or the effects must be removed with TC931R by Month 13 close. All balances must be zero by December 31<sup>st</sup> calendar date.**

**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"> <li>• Appropriation Year</li> <li>• App Fund</li> <li>• Appn Number</li> <li>• Program</li> </ul>	<ul style="list-style-type: none"> <li>• Order monthly for AY15 .</li> <li>• Also order prior AYs (<b>capital construction only</b>) 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).</li> </ul> <p><b>Special Select 1:</b> 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. 20151231). 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><b>Special Select 2:</b> 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"> <li>• Agency</li> <li>• Fiscal Year</li> <li>• App Fund</li> <li>• Fund</li> <li>• GL</li> <li>• Agency GL</li> <li>• Org</li> <li>• Program</li> <li>• Document</li> </ul>	<ul style="list-style-type: none"> <li>• AY15. 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).</li> <li>• 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.</li> </ul> <p><b>Note</b> – 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"> <li>• Agency</li> <li>• App Fund</li> <li>• Fund</li> <li>• Document</li> </ul>	<p>On the 91 profile:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• May enter the appropriation year without a period or range.</li> </ul>

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

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

Sorted By	Ordering Instructions
<ul style="list-style-type: none"> <li>• Agency</li> <li>• Fiscal Year</li> <li>• App Fund</li> <li>• Fund</li> <li>• Program 1-9</li> <li>• Comp GL</li> <li>• Agency GL</li> <li>• Comp Object</li> <li>• Agency Object</li> <li>• Document</li> </ul>	<p>On the 91 screen:</p> <ul style="list-style-type: none"> <li>• Enter a value in the Program, Object, Fund and GL Acct field. <b>Do not</b> enter zero in the <b>GL Acct</b> 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.</li> <li>• Enter GL 1604 for unearned revenue or 0573 for unreimbursed advances.</li> </ul> <p><b>Special Select 1</b></p> <ul style="list-style-type: none"> <li>• <b>Lo:</b> Optional. Enter “A” to subtotal by Agency Object, otherwise leave blank to subtotal by Comp Object.</li> <li>• <b>Hi:</b> Optional. Enter “S” to subtotal by document number or leave blank for no subtotal.</li> </ul> <p><b>Special Select 2:</b> Optional. Enter “F” to sort by D23 Fund or leave blank to sort by Appropriated Fund, then D23 fund.</p>

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

**IR STUDIO** 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, unearned 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	05/05/15 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: 15	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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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	05/05/15 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 15 0407 1443	0000C25002 000	3400		4460	
101	07/31/13	2 562 00021	199 08/13					65.00
		ARK40257 001	81801 15 0407 1443	0000C25002 000	3400		4460	

### Suffix 001

S086	UC: 10	STATE OF OREGON	05/05/15 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 15 0407 1443	0000C25002 000	3400		4460	
101	07/31/13	2 562 00021	199 08/13					65.00
		ARK40257 001	81801 15 0407 1443	0000C25002 000	3400		4460	

## SFMS Biennium Closing Research and Verification Tools

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 05/05/15 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: 15 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
    
```

### 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 “15”, 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.

```

S062 UC: 10 STATE OF OREGON 05/05/15 10:36 AM
LINK TO: APPROPRIATION FINANCIAL INQUIRY PROD
AGY: 101 APPN YEAR: 15 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: 15 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
    
```

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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.

S069	UC: 10	STATE OF OREGON	05/05/15 10:40 AM
LINK TO:		AGENCY/FUND RECORD INQUIRY	PROD
ACTIVE			
AGENCY: 101 AP YEAR: 15 APPR FUND: 3010 FUND:			
	MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D
INQ YEAR: 15	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	

### 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 15 deposits. 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	DEPOSIT RESEARCH	05/05/15 10:43 AM
LINK TO:			PROD
AGENCY: 101	FROM:	THRU:	
ACCT #	DEPOSIT #	TREAS FUND	STATUS N
ACCOUNT NUMBER	DEPOSIT NUMBER	TREAS FUND	SFMS AMOUNT TREASURY AMOUNT REL STAT S
00872	EI043015		0.00 0.06 N
	DEP DTE 043015	RECON DTE	
00874	EI043015		0.00 154.58 N
	DEP DTE 043015	RECON DTE	
00988	EI043015		0.00 122.64 N
	DEP DTE 043015	RECON DTE	
00989	EI043015		0.00 4.00 N
	DEP DTE 043015	RECON DTE	
00993	IC1121571		0.00 -67.41 N
	DEP DTE 043015	RECON DTE	
00993	IC1154039		0.00 -122.05 N
	DEP DTE 050115	RECON DTE	
01089	ED020103050115		0.00 353,827.86 N
	DEP DTE 050115	RECON DTE	
Z07 NEXT RECORD SUCCESSFULLY READ			

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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 get to the transaction.

F015	UC: 10					05/05/15 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	
CRO32057							