

R★STARS	Version 2.0
DATA ENTRY GUIDE REPORTING	11-1 4/12

PURPOSE

This chapter is intended to provide system users with an understanding of the reporting options and procedures. Maintenance information for the **91 – Report Request Profile** and **95 – Report Distribution Profile** are presented and financial reports are discussed.

TABLE OF CONTENTS

Section	Page
PURPOSE	1
INTRODUCTION	1
11-1 REPORT REQUEST PROFILE	2
CONTROL KEY	2
TIME FRAME INFORMATION ELEMENTS	2
CLASSIFICATION LEVEL OPTIONS	3
R★STARS VALID REPORTING LEVEL.....	4
DATA SELECTION OPTIONS	5
RELATIONSHIP TO OTHER TABLES	6
11-2 95 – REPORT DISTRIBUTION PROFILE	7
CONTROL KEY	7
MEDIA TYPES	8

INTRODUCTION

Accurate reporting of financial data is a key requirement in any organization. Reporting methods must provide financial data that is both current and in a meaningful format. There are three methods used by R★STARS to provide financial data to users. These three methods and other R★STARS reporting features are briefly discussed in this chapter.

R★STARS reporting capabilities have been designed to meet the unique needs of governmental agencies. Agencies can request standard reports for different accounting periods at varying levels of detail. To satisfy certain information requirements, special selection criteria options are available. Agencies can also specify the output media on which the report is to be generated, the number of copies needed, and any special delivery instructions.

R★STARS	Version 2.0
DATA ENTRY GUIDE REPORTING	11-2 4/12

11-1 REPORT REQUEST PROFILE

Each agency may select from various report options depending upon the nature of data being requested and the use of the report. The **91** profile is designed to offer these options. This profile enables the user to customize reports using the following options.

- Time frame
- Classification Level
- Data Selection

The functions and contents of the **91** profile are described below.

CONTROL KEY

The Report Request Profile control key consists of Agency, Requester (up to four-character identification assigned by the user), Request Number (00-99 assigned by the user) and Report ID (prefix DAFR for a financial report followed by the report number).

R★STARS reporting includes listings for most system profiles. Profile reports have a prefix of 'DAFQ' followed by the three-character profile ID with a trailing '0'. For example, the **24 – Index Code Profile** would be requested using the Report ID 'DAFQ0240' and the **D11 – Agency Object Profile** would be requested using the Report ID 'DAFQD110'.

The control key uniquely identifies each report request. Any change to a control key element will generate an additional report request. When a report is generated, the control key for the report request is printed in the top left corner of the report.

TIME FRAME INFORMATION ELEMENTS

Using the time frame options, the user can control when the report will be generated and what accounting periods will be included in the reports.

Time frame elements include:

Appropriation Year	Period
Fiscal Year	Range
Frequency	

The *AppropriationYear* option allows the selection of a specific appropriation year. If left blank, the report will bring back all appropriation years.

The *Period* option allows the selection of current month data (CM), current year data (CY), last current closed month data (CC), prior month data (PM), prior year data (PY) or data for a

R★STARS	Version 2.0
DATA ENTRY GUIDE REPORTING	11-3 4/12

specific *fiscal month* ('01' for July through '12' for June of the fiscal year or '13' for the end-of-fiscal-year reporting period).

The *Fiscal Year* option must be filled in when a specific month is entered in the *period*.

The *Range* option allows the selection of a range of fiscal *dates*. Fiscal dates consist of the fiscal month (01-13) and the fiscal year in MM-YYYY format.

The *Frequency* option allows the selection of a report daily, weekly, monthly, quarterly, annually or for one specific day. Financial reports can only be ordered on Fridays with a "Full Report" fun in R★STARS. Profile reports can be ordered any day of the week.

The **D64 – Report Control Profile** defines the valid time frame options for a specific report.

CLASSIFICATION LEVEL OPTIONS

The classification structure for R★STARS is highly flexible and recognizes that different users have needs for reports at various levels. In order to accommodate various users' needs, most R★STARS reports allow the user to define one or more levels of the classification structure that will appear on a report.

Classification level options include:

Organization Level	Fund Level
Program Level	NACUBO Fund Level
Object Level	General Ledger Account Level

For example, many reports may be selected at the **D23 – Fund Profile** Fund Level (by entering 4 in the Fund Level of Detail Field on the **91** profile) or at the Appropriated Fund Level (by entering 3 in the Fund Level of Detail field). The specific level of detail options available for the standard reports are presented in the exhibit on the next page. The **D64** Report Control Profile defines the valid classification level options for a specific report.

R★STARS	Version 2.0
DATA ENTRY GUIDE REPORTING	11-4 4/12

R★STARS VALID REPORTING LEVEL

Organization Structure	Program Structure	Object Structure
0 - None	0 - None	0 - None
1 - Agency Group	1 - Program/NACUBO Function	1 - GAAP/NACUBO Category
2 - Agency		
3 - Level 2	2 - Level 2	2 - GAAP/NACUBO Source/Object/Grant Object
4 - Level 3	3 - Level 3	
5 - Level 4	4 - Level 4	
6 - Level 5	5 - Level 5	3 - Comptroller Object
7 - Level 6	6 - Level 6	4 - Agency Object
8 - Level 7	7 - Level 7	
9 - Level 8	8 - Level 8	
A - Level 9	9 - Level 9	

Fund Structure	NACUBO Fund Structure	General Ledger Account Structure
0 - None	0 - None	0 - None
1 - GAAP-Fund Group	1 - NACUBO Fund Group	1 - GAAP/NACUBO GL Account Category
2 - GAAP Fund Type/State Fund Group	2 - NACUBO Fund	2 - GAAP/NACUBO GL Account Class
	3 - NACUBO Subfund	
3 - GAAP Fund/ Appropriated Fund		3 - Comptroller GL Account
4 - Fund		4 - Agency GL Account

R★STARS	Version 2.0
DATA ENTRY GUIDE REPORTING	11-5 4/12

DATA SELECTION OPTIONS

Because of the volume of information stored in R★STARS, a user may want to limit a report to a specific fund, comptroller object or other data element. A user may also want to limit a report to a range of organization codes, a range of appropriated funds or a range of agency objects. There are data selection options for Agency or Agency Group, Organization code, Program Code, NACUBO Fund (*not used in Oregon*), Appropriated Fund, Fund, Comptroller Object, Agency Object, General Ledger Account and Agency General Ledger Account. Most R★STARS reports will allow the user to control one or more of the data selection options. The **D64** profile defines the valid data selection options for a specific report.

In addition, Special Select 1 and Special Select 2 options may be allowed or required for classification elements or for other unique processing options. The instructions for using Special Select 1 and 2 can be found in the **90 – Help Table** using the Report ID as a keyword. An example of the Help Screen for Report DAFR6050, page #2, is shown below.

Example:

S090 UC: 17	STATE OF OREGON	08/01/08 04: 33 PM
LINK TO:	NEWS/HELP TABLE	PROD
KEYWORD: DAFR6050	PAGE: 02	
REPORT NAME: REVENUES AND EXPENDITURES BY FUND, PROGRAM, ORG AND OBJECT (CONT)	(FORMERLY DAFR9210)	
SPEC SEL 1 :	REQUIRED. DETERMINES WHETHER PRE-ENCUMBRANCE, ENCUMBRANCE OR BOTH	
HI	APPEAR ON THE REPORT:	
(2ND FIELD)	1 - NEITHER PRE-ENCUMBRANCES NOR ENCUMBRANCES	
	2 - ENCUMBRANCES ONLY	
	3 - PRE-ENCUMBRANCES AND ENCUMBRANCES	
SPEC SEL 2 :	REQUIRED. DETERMINES THE AGENCY CODE (1, 2, 3 OR NONE) THAT APPEARS	
LO	ON THE REPORT:	
(1ST FIELD)	1 - AGENCY CODE 1	
	2 - AGENCY CODE 2	
	3 - AGENCY CODE 3	
	0 - NO AGENCY CODE APPEARS (CONTINUED PRESS F5)	
	STATUS CODE: A	
EFF START DATE: 09261990	EFF END DATE:	LAST PROC DATE: 09221995
Z07 NEXT RECORD SUCCESSFULLY READ		
F3-DELETE	F5-NEXT RECORD	F8-NEXT ERROR
SAVE/CLEAR	ENTER-INQUIRE	CLEAR-EXIT
		F9-INTERRUPT
		F10-SAVE F11-

R★STARS	Version 2.0
DATA ENTRY GUIDE REPORTING	11-6 4/12

RELATIONSHIP TO OTHER TABLES

All reports requested using the **91** profile must be established on the **D64** profile. An example of this screen is provided below for report DAFR6050. The **D64** profile is centrally maintained and identifies all valid requestable and profile reports, whether reports are requestable by agencies, and what options are required or not allowed on each specific report. It also indicates which printer types are appropriate for the report and if remote print is available.

Example:

```

SD64 UC: 17 STATE OF OREGON 08/01/08 11:26 AM
LINK TO: REPORT CONTROL PROFILE PROD

REPORT ID: DAFR6050 REVENUES AND EXPENDITURES BY FUND, PGM, ORG AND OBJ
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: 0 PERIOD: 0 RANGE: 0 AS OF: N (Y=YES, N=NO)
FREQUENCY - MMDDYY: 0 DAILY: N WEEKLY: N MONTHLY: 0 QUARTERLY: 0 ANNUALLY: 0
LEVEL OPTIONS (N=NOT ALLOWED OR LOW AND HIGH VALUE ALLOWED)-
LOW - ORG: 3 PROGRAM: 1 OBJECT: N FUND: 4 NACUBO FUND: N GL ACCT: N
HIGH - ORG: 9 PROGRAM: 8 OBJECT: N FUND: 4 NACUBO FUND: N GL ACCT: N
SPECIAL SELECTS (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
AGENCY GROUP: 0 AGENCY: 0 ORG CODE: 0
PROGRAM CODE: 0 NACUBO FUND: N
APPROP FUND: N FUND: 0
COMP OBJECT: 0 AGENCY OBJECT: 0
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: 10031995
Z06 RECORD SUCCESSFULLY RECALLED

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

```

Example of 91 profile:

```

S091 UC: 10 STATE OF OREGON 08/01/08 11:29 AM
LINK TO: REPORT REQUEST PROFILE PROD

AGENCY: 000 REQUESTER: SFMS REQUEST NO: 01 REPORT ID: DAFR8460

APPN YEAR: PERIOD: CM FY: FREQUENCY: DAILY FREQ CONTROL: S
RANGE - FROM DATE: THRU DATE:
LEVEL - ORG: PROGRAM: OBJECT: FUND: 0 NACUBO FUND: GL ACCT:

SPECIAL SELECTS -
AGENCY: OR AGENCY GROUP: ORG CODE:
PROGRAM CODE: NACUBO FUND:
APPROP FUND: FUND:
COMP OBJECT: AGY OBJECT:
GL ACCT: AGY GL ACCT:
SPEC SEL 1: Y SPEC SEL 2:

STATUS CODE: A
EFF START DATE: 01011990 EFF END DATE: LAST PROC DATE: 03192004
Z06 RECORD SUCCESSFULLY RECALLED

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

```

R★STARS	Version 2.0
DATA ENTRY GUIDE REPORTING	11-7 4/12

11-2 95 – REPORT DISTRIBUTION PROFILE

The **95** profile controls the distribution of R★STARS reports. This profile is designed with many user options to provide the flexibility necessary to distribute reports efficiently and on a timely basis. This profile allows you 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 (hard copy or microfiche).
- Identify the printer on which the report will be produced.
- Specify the number of copies.

CONTROL KEY

The Report Distribution Profile control key consists of Agency, Requester and Distribution Code. The Agency and Requester on the profile must match the information on the **91** profile. The Distribution Code is user specified. Request Number and Report ID information can be included to narrow the report distribution selection but are not required.

Standard default **95** profile records can be set up for each agency. The default profile as shown below will distribute all reports for agency 107 requested by BARN as requested regardless of the request number or report ID specified on the **91** Profile. Any report requested on the **91** profile with a different agency or requester will not be included in this distribution group. Reports that are requested without a corresponding Agency and Requester on a **95** profile will be delivered to SFMS Central as undeliverable to the agency.

Example:

S095 UC: 17	STATE OF OREGON	08/01/08 11:33 AM
LINK TO:	REPORT DISTRIBUTION PROFILE	PROD
AGENCY: 107	REQUESTER: BARN	REQUEST NO: REPORT ID: DIST CODE: 4701
	MEDIA TYPE: SPL1	
	DEVICE ID:	
	COPIES: 01	
	NAME: ROBIN BARNES	
	ADDRESS 1: FIRST FLOOR, SCD BUILDING	
	ADDRESS 2: 155 COTTAGE ST NE	
	CITY: SALEM	
	STATE: OR ZIP: 97301 MAIL CODE:	
	PHONE: 373 1044	
	INSTRUCTIONS: DELIVER TO ROBIN BARNES – SFMS	
		STATUS CODE: A
EFF START DATE: 07011997	EFF END DATE:	LAST PROC DATE: 10102000
Z07 NEXT RECORD SUCCESSFULLY READ		
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

R★STARS	Version 2.0
DATA ENTRY GUIDE REPORTING	11-8 4/12

MEDIA TYPES

Valid Media Types for reports are:

- **ERPT** – Creates and transmits print files for control reports centrally maintained on CD.
- **SPL1** – Prints at the Print Plant on standard gray bar paper, portrait style – 2 up duplex.
- **SPL2** – Prints at the Print Plant on standard gray bar paper, portrait style – 2 up simplex.
- **SPL3** – Prints at the Print Plant on standard gray bar paper, landscape style – 1 up duplex.
- **SPL4** – Prints at the Print Plant on white paper, portrait style, for A/R Invoices and Statements.
- **SPL5** – Prints at the Print Plant on standard gray bar paper, landscape style – 1 up simplex.
- **COM** – Standard Computer Output Microfiche. One microfiche with breaks by requesting agency and requester. Device ID is not used with Com.
- **IMG** – Imaging. New as of April 2000. Originated by Department of Human Services who has an electronic imaging system (called Mobius). It reads DAFR reports and once extracted and sorted by someone at the agency, reports are made available in an electronic format to each of their agencies on-line.
- **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.
- **RJE** – Remote Printer Reports. The specific printer for which RJE media based reports are routed is the device ID and must be valid on the **D63 – Device ID Profile**.

Example:

SD63 UC: 17	STATE OF OREGON	08/01/08 11:36 AM
LINK TO:	DEVICE ID PROFILE	PROD
PRINTER ID:	ER31	
TITLE:	REMOTE PRINTER IN SARS	02 ET23RJE1
PRINTER TYPE: L	(L=LOW SPEED, M=MEDIUM SPEED, H=HIGH SPEED)	
EFF START DATE: 08191994	EFF END DATE:	STATUS CODE: A
Z07 NEXT RECORD SUCCESSFULLY READ		LAST PROC DATE: 08191994
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		