SFMS User Group

FEBRUARY 2023

Today's Agenda

- **Payroll Replacement Project Update**
- **OregonBuys Update**
- **1099 Update**
- **R*STARS Screen Highlight – D36 Agency Code 3 Profile**
- **Payment Control Archive**
- **Financial Archive**
- **Life of a Warrant**
- **Profile Roll**
- **Program Structure Review**
- **DAFR Highlight – DAFR8650 Trial Balance**
- **OBIEE Reminders**

Payroll Replacement Project Update

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Interface file to SFMA

Changes to current document numbers – run identifier for all tcodes

- Even years – Alpha   PAxxx12A, PAxxx12B
- Odd years – Numeric   PAxxx121, PAxxx122
- Why?
  - Duplicate current document numbers in same FY
    - HEM
    - Tcode 851
    - Go Live

Issues Reported in December files

Delayed interface files from Workday

December Run 1

- Grant & Project Phase – phase duplicated grant/project ID – resolved for run 2
  - Agencies affected – 23 of 73 – 31%
  - 9 agencies – greater than 100 errors
  - Lines affected – 24,835 of 120,815 – 21%
- Project – missing P's – resolved for run 2
  - 8 agencies affected – 25 projects – 727 lines

December Run 2

- None reported

54 Screen for Updates

54a – Select batch

F5 – to get to 54b screen – Detail Correction

F6 – to get to 54d screen – Batch Detail Correction

Seq No – Batch Sequence Number

FID – Field ID

Use of a macro for updates by batch sequence number


```
S54C   UC: 02                    STATE OF OREGON              01/18/23 05:36 PM
                              VALID FIELD ID VALUES                        ACPT

FID       FIELD NAME         FID       FIELD NAME         FID       FIELD NAME
01 AGENCY                    19 DISCOUNT DATE             37 MULTI PURPOSE CODE
02 AGENCY CODE 1             20 DISCOUNT TERMS            38 OPERATOR ID
03 AGENCY CODE 2             21 DOC AGENCY                39 PAYMENT DIST TYPE
04 AGENCY CODE 3             22 DOCUMENT DATE             40 PENALTY AMOUNT
05 AGENCY GL ACCOUNT         23 DUE DATE                  41 PENALTY DATE
06 AGENCY OBJECT             24 EFFECTIVE DATE            42 PENALTY TERMS
07 APPROPRIATION NUMBER      25 FUND                      43 PROGRAM COST ACCOUNT
08 APPROPRIATION YEAR        26 FUND CONTROL OVRD         44 PROJECT NUMBER
09 BANK NUMBER               27 GENERAL LEDGER ACCOUNT    45 PROJECT PHASE
10 CAPITALIZE INDICATOR      28 GRANT NUMBER              46 PROPERTY NUMBER
11 CASH RECPT PAYMT TYPE     29 GRANT PHASE               47 REFERENCE DOCUMENT
12 COMPTROLLER OBJECT        30 IN SERVICE DATE           48 REFERENCE DOCUMENT SUF
13 CONTACT NUMBER            31 INDEX CODE                49 REVERSE INDICATOR
14 CURRENT DOCUMENT          32 INTEREST TERMS            50 SUBGRANTEE
15 CURRENT DOCUMENT SUF      33 INVOICE DATE              51 TRANSACTION AMOUNT
16 GASB 38 NO                34 INVOICE NUMBER            52 TRANSACTION CODE
17 DESCRIPTION               35 IRS INDICATOR             53 VENDOR ADDRESS 1
18 DISCOUNT AMOUNT           36 MODIFIER                  54 VENDOR ADDRESS 2
    * * * *   TAB TO ENTRY AND PRESS F2 TO SELECT FID      * * * * *
F1-HELP    F2-SELECT    F8-NEXT PAGE    CLEAR-EXIT
Te█ TLS                                          R  5 C  2   STCPU6DH
```

OBIEE for Workday Data

/Shared Folders/Agencies/107/SFMS Unit/Payroll Related/Workday Cost – Earnings & Deductions

OBIEE for Workday Data - Dates

	SFMS			Datamart	
Month	Year	Run Indicator	Period End Date	CECD Period End Date	CECD Report Effective Date*
December	2022	A	12/31/2022	12/31/2022	1/5/2023
December	2022	B	12/31/2022	1/31/2023	1/11/2023
January	2023	1	1/31/2023	1/31/2023	1/27/2023
January	2023	2	1/31/2023	2/28/2023	2/10/2023
February	2023	1	2/28/2023	2/28/2023	2/24/2023
February	2023	2	2/28/2023	3/31/2023	3/10/2023
March	2023	1	3/31/2023	3/31/2023	3/28/2023
March	2023	2	3/31/2023	4/30/2023	4/11/2023
April	2023	1	4/30/2023	4/30/2023	4/26/2023
April	2023	2	4/30/2023	5/31/2023	5/10/2023
May	2023	1	5/31/2023	5/31/2023	5/26/2023
May	2023	2	5/31/2023	6/30/2023	6/12/2023
June	2023	1	6/30/2023	6/30/2023	6/27/2023
June	2023	2	6/30/2023	7/31/2023	7/11/2023

See PDF Calendar of Dates

- CECD Report Effective Date
  - Subject to change
  - Based on Payroll Workday Processing Calendar
  - https://www.oregon.gov/das/Financial/Payroll/Documents/2023%20Workday%20Processing%20Calendar.pdf
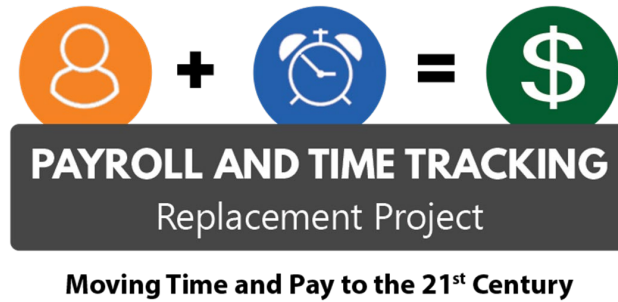
Payroll Replacement Project Info

Website for info & updates:

- [Payroll & Time Tracking Replacement Updates](#)

More Questions?

- E-Mail
  - Project Team OSPS.Workday@das.oregon.gov
  - jennifer.a.taylor@das.oregon.gov

SFMS User Group

Update 2/1/2023

Updates

- Enterprise communications
    - Overpayments
    - Direct deposit account numbers
    - Mid-month compensation changes

- Daily standup meetings with payroll partners
- Additional training – small focused team (train the trainer)
- Payments out of Workday
    - Fixed direct deposits
    - Tax calculations
- Datamart
    - DAS internal meeting on training (crosswalks, date parameters, etc.)

OregonBuys

SFMS USER GROUP MEETING

FEBRUARY 7, 2023

STATUS UPDATE

Wave 2 activities continue:

Process Design	Data Collection	Validation	Training
Process design workshops are complete. Bi-weekly meetings begin in January	Data collection due December 21	Validation sessions begin mid-January	Training starts the end of January - view the schedule
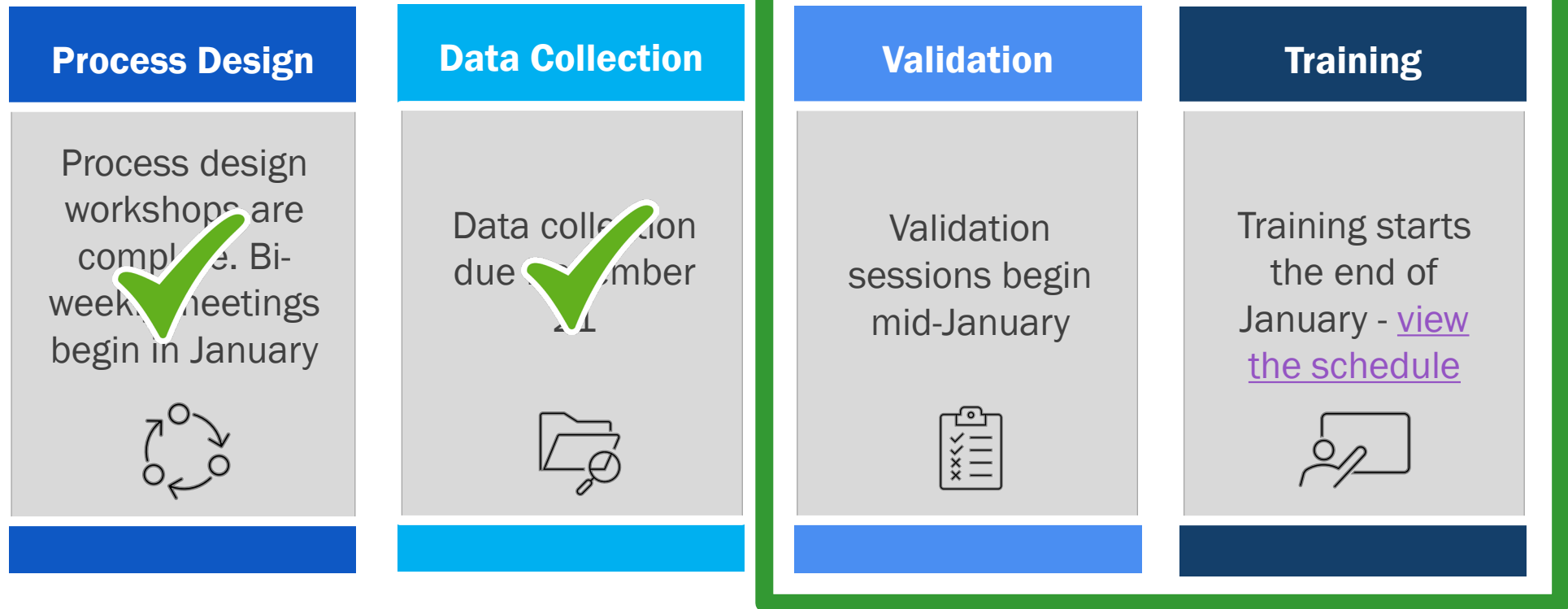
REGISTRATION OPEN FOR VIRTUAL TRAINING SESSIONS (WAVES 1 & 2)

Registration is open for virtual 3-hour facilitated training courses for these system roles:

- Accounts Payable (AP)
- Basic Purchasing (BP)
- Department Access (DA)

Visit our Training webpage for details and Workday registration links:

Self guided courses and instruction guides are also available on the webpage

TIMELINE OVERVIEW

Phase II Wave 2 and Wave 3 Timeline

Today

1/13/2023
V18.0 UAT

10/20/2022
Wave 2 Kick-off

10/31/2022 - 12/24/2022
Wave 2 Process Design

1/23/2023 - 4/18/2023
Wave 2
End User Training

5/2/2023
Wave 2 Go-Live

5/31/2023 - 6/28/2023
Wave 3 Process Design

7/14/2023 - 8/17/2023
Wave 3 Test & Validation

9/19/2023
Wave 3 Go-Live

10/31/2023
Project Closed

10/1/2022   11/1/2022   12/1/2022   1/1/2023   2/1/2023   3/1/2023   4/1/2023   5/1/2023   6/1/2023   7/1/2023   8/1/2023   9/1/2023   10/1/2023   10/31/2023

3/6/2023
V18.0PROD

4/26/2023 - 5/2/2023
Wave 3 Data Collection

1/13/2023 - 2/27/2023
Wave 2 Test & Validation

4/12/2023
Wave 3 Kick-off

7/28/2023 - 9/8/2023
Wave 3
End User Training

9/6/2023 - 10/31/2023
Project Closeout

1/13/2023
Wave 2 Data Upload

7/13/2023
Wave 3 Data Upload

OREGONBUYS
eProcurement System

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PHASE II USAGE STATISTICS

System statistics from August 1, 2022 (Wave 1 Go-live) to present:

1,573 REQUISITIONS

from 12 agencies

1,445 PURCHASE ORDERS

from 12 agencies totaling $71.3M

638 INVOICES

from 9 agencies totaling $8.1M

Thank you

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⟡ HTTPS://OREGONBUYS.OREGON.GOV

1099 Update

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1099 Produced 1-20-23

	1099-MISC	1099-NEC
Change Request Received & Processed (1/17-1/20)	64	11
1099 No Changes Made	1424	8795
Total 1099 Produced & Mailed	1488	8806

1099 Schedule - February

2/9/23 – 1099NEC Corrections Print & Mail

2/9/23 – 1099MISC Revised Print & Mail

2/23/23 - 1099NEC Corrections Print & Mail

2/23/23 - 1099MISC Revised Print & Mail

2/27/23 – File 1099NEC Corrections with IRS

1099 Schedule - March

3/9/23 – 1099NEC Corrections Print & Mail

3/9/23 – 1099MISC Revised Print & Mail

3/23/23 - 1099NEC Corrections Print & Mail

3/23/23 - 1099MISC Revised Print & Mail

3/29/23 –1099NEC File Corrections with IRS

3/29/23 – 1099MISC File submitted to the IRS

1099 Schedule - April

4/6/23 – 1099NEC Corrections Print & Mail
4/6/23 – 1099MISC Corrections Print & Mail

4/20/23 - 1099NEC Corrections Print & Mail (Final Planned Print)
4/20/23 - 1099MISC Corrections Print & Mail (Final Planned Print)

4/27/23 –1099NEC File Corrections with IRS
4/27/23 – 1099MISC File Corrections to the IRS

R*STARS Screen Highlight D36 Agency Code 3 Profile

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RSTARS 13 screen deposit reconciliation:

The OST account number is one of the four elements used for matching R*STARS transactions to Treasury Post File information subject to the Deposit Reconciliation process.

- ❑ Agency number
- ❑ Deposit Number
- ❑ Amount
- ❑ OST account number

D36-Setting up Agency Code 3:

➢ The D36 Agency Code 3 Profile is used to retrieve the OST account number for the deposit reconciliation process.

➢ OST's system requires a ten-digit number to post agency transactions to the corresponding OST fund.

The format is as follows:

The 3 digit agency number,

2 zero's,

5 digit account number.

OST account number Example:

Agency 107 depositing to account 00401 would be formatted by OST's system as 1070000401.

The last 5 digits (account number) directly corresponds with the Agency Code 3 number 00401 established in R*STARS for agency 107.

```
SD36   UC: 08                    STATE OF OREGON          01/25/23 09:20 AM
LINK TO: ____                 AGENCY CODE 3 PROFILE                     PROD




              AGENCY: 107    (MUST BE IN D02 AGENCY PROFILE)


         AGENCY CODE 3: 00401


                TITLE: GENERAL FUND REVENUE


         TREASURY FUND: 0401
```

Process to establish:

Agencies must establish an OST account number in the D36 Agency Code 3 Profile for each OST fund.

OST uses the OST account number to post the deposit to the correct OST fund, however, the OST account number does not determine to which R*STARS fund (D23) the deposit will be posted.

It is the agency's classification structure, entered in the deposit transaction, that determines the R*STARS fund (D23) effected.

D36 purposes:

The Agency Code 3's only purpose in R*STARS is to create a match with OST on the 12 screen. The key to the D36 Profile is Agency Number and Agency Code 3. The Agency Code 3 field is six digits in length with trailing spaces allowed.

This then allows R*STARS to generate the tcode 332 to effect 0070 Cash on Deposit with Treasurer, and thus record monies available for expenditure.

The Agency Code 3 field is required on all transactions subject to the deposit reconciliation process (any transaction impacting general ledger account 0065 - Unreconciled Deposit).

First limitations using Agency Code 3:

The 28A Transaction Code Decision Profile does not have the option to make Agency Code 3 mandatory upon entry of a deposit transaction. It is up to the user to remember to enter the Agency Code 3 OST account number when entering the transaction. Or the agency can set on 26profile to look up from PCA.

If an Agency Code 3 OST account number is not entered at the time the deposit transaction is input, R*STARS cannot automatically match the entered transaction to OST's interface transaction. At this point, the 12 screen (Manual Deposit Release Screen) would reflect two "unmatched" records: OST's record as it was interfaced to R*STARS, and the R*STARS record with the Account Number field blank.

If this occurs the agency needs to **reverse the transaction** in error (as originally entered - without an Agency Code 3 OST account number) and re-enter it with the Agency Code 3 field completed.

Second limitations using Agency Code 3:

Agency Code 3 is not an "enterable" field on all transaction entry screens. Several fast entry screens (screens that are set up to facilitate transaction entry) do not allow the entry of an Agency Code 3, but will allow it to be looked up by other coding block elements. Below is a recap of which screens allowing an Agency Code 3 to be entered:

Screen #	Screen Title	Agency Code 3
504	Revenue/Receipts Transaction Entry	Yes
505	Pre-Enc/Enc Expend Transaction Entry	Yes
506	Single Vendor Fast Entry	No*
507	Multiple Vendor Fast Entry	No*
508	Multiple Invoice Fast Entry	No*
516	Open Document Fast Entry	No*

*In order to record Agency Code 3 on these transactions, it must be inferred from either the 24 Index Code Profile or the 26 Program Cost Account Profile (PCA).

References:

For more information, please refer to Desk Manual Trea1 in our website.

https://www.oregon.gov/das/Financial/AcctgSys/Documents/trea1.pdf

Payment Control and Cancel Archive

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What is the Payment Archive?

Archive of warrant records.

- Expired warrants.
- Warrants cancelled before July 1, 2020.
- Warrants stopped before July 1, 2020.
- Warrants redeemed before July 1, 2020.

What else should I know about the archives?

This year the archive will be on Thursday, Feb 23.

- There should be no system downtime.

There is no agency responsibility for this archive.

The most visible change will be on 44 and 47 screens.

- Archived warrants will not be accessible.

This archive is necessary to maximize system efficiency and minimize data storage needs.

2023 Financial Archive – 4/7/2023

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2023 Financial Archive – Responsibility/System Availability

No agency responsibility.

System Availability:

- Friday, April 7 – SFMA is available as usual. Financial Archive jobs will begin after the normal nightly batch cycle.
- Saturday, April 8 – R*STARS 530 screen will have a message that reads "EAI - IT FILE CLOSED".

2023 Financial Archive – System Availability 4/10/23

System Availability (Continued):

- Monday, April 10 – Expedite cycle will NOT occur.

- R*STARS 530 screen will have a message that reads "EAI - IT FILE CLOSED" for most of the day (possibly all day) while SFMS staff validate the archive.

- SFMS plans to run a batch cycle Monday night (4/10). We will communicate the status of our verification on Monday and open up the IT file as soon as possible.

2023 Financial Archive – IT File Closed

R*STARS System Functionality:

- When the 530 screen displays the message "EAI - IT FILE CLOSED", agencies:
  - CAN view/update profile screens, use financial inquiry and drilldown screens.
  - CANNOT create, edit or release batches.

2023 Financial Archive – Impact to ADPICS

ADPICS System Functionality:

- When the R*STARS 530 screen displays the message "EAI - IT FILE CLOSED", ADPICS agencies:

  ◦ CAN create purchase orders, direct vouchers, etc.

  ◦ CANNOT send transactions over to R*STARS. When the R*STARS IT FILE is closed, you will receive the message "R*STARS System Not Available. Document Not Posted." Transactions will remain in Unposted Status in ADPICS and can be sent to R*STARS once the IT file is open.

Financial Archive –
Affected Tables/R*STARS screens

- Archiving financial data through Fiscal Year 2019 except for protected Capital Construction (CC) records.

- Affected Tables/R*STARS Screens:

Table	Screen	CC?	Table	Screen	CC?
Document Summary	11	Yes	Contract	68	No
Allotment (Agency Budget)	61	Yes	Agency/Fund	69	No
Appropriation	62	Yes	Project	80	No
Cash Control	63	No	Summary GL Document	83	Yes
Document Financial	64	Yes	Inactive Accounting Event	84	Yes
General Ledger	65	Yes	Summary General Ledger	89	Yes
Grant	66	No			

Financial Archive –
Archived Tables in the Datamart

Archived records from the following tables are loaded to the Datamart:

R*STARS tables	O.B.I.E.E. Subject Area
Document Financial	SFMS – Archived Document Financial
General Ledger	SFMS – Archived GL Detail
Grant	SFMS – Archived Grant Financial
Contract	SFMS – Archived Contract Financial
Project	SFMS – Archived Project Financial
Inactive Accounting Event	SFMS – Archived All Account Event
Summary General Ledger	SFMS – Archived GL Summary

Example –
Old INAE transaction that has not archived yet

```
S084    UC: 10                    STATE OF OREGON              01/19/23 03:29 PM
LINK TO:                      ACCOUNTING EVENT RECORD INQUIRY                PROD


BATCH: AGENCY 101 DATE 091013 TYPE 1 NO 999 SEQ NO 00001 REC TYPE: I STATUS: I


GL: DR1 2900 CR1 2700 DR2      CR2       DR3       CR3       DR4       CR4
DOC AGY: 101  DOC DATE:          EFF DATE: 080113  DUE DATE:
 SERV DATE:          CUR DOC/SFX/CLASS: APSB5507 001      MOD:
                 REF DOC/SFX/CLASS:                AGENCY: 101
  TRANS CODE: 012 INDEX:        PCA: 03892 AY: 15      COMP/AGY OBJ:
     AMOUNT:      4961000.00  RVS:  DISCOUNT:              .00  FO:  PDT:
        CI:   PROP #:               1099:   INV-NO:            DT:
VEND/MC:               DESC: LOAD APPN SB5507
NAME:                                            CONT NO:
CITY:               ST:    ZIP:                    RTI:
PMT-NO:          DT:       AP NO: 38910 FUND: 1589  AGY GL:
```

Example –
Transaction used a Capital Construction fund

SD23   UC: 10   STATE OF OREGON   01/19/23 03:47 PM
LINK TO: FUND PROFILE   PROD

          AGENCY: 101   FISCAL YEAR: 14   FUND: 1589
                 TITLE: DEFERRED MAINTENANCE
   APPROPRIATED FUND: 3020   (MUST BE IN D22 APPROP FUND PROFILE)

Example –
AY on transaction is protected from being archived.


```
SD54   UC: 10                    STATE OF OREGON              01/19/23 03:56 PM
LINK TO:                    SYSTEM PARAMETERS PROFILE              PROD



        TABLE ID: RTCC
            KEY 1: 101
            KEY 2: 2015
            KEY 3: 2008-2027


        TITLE: ARCHIVE PRGM:RETAIN FOR CAP. CONSTRUCT.
```

Financial Archive Record Counts

	2022	2021	2020
Before	869,317,998	741,404,006	788,162,453
Archived	149,151,061	131,545,292	134,735,377
After	720,166,937	609,858,714	653,427,076
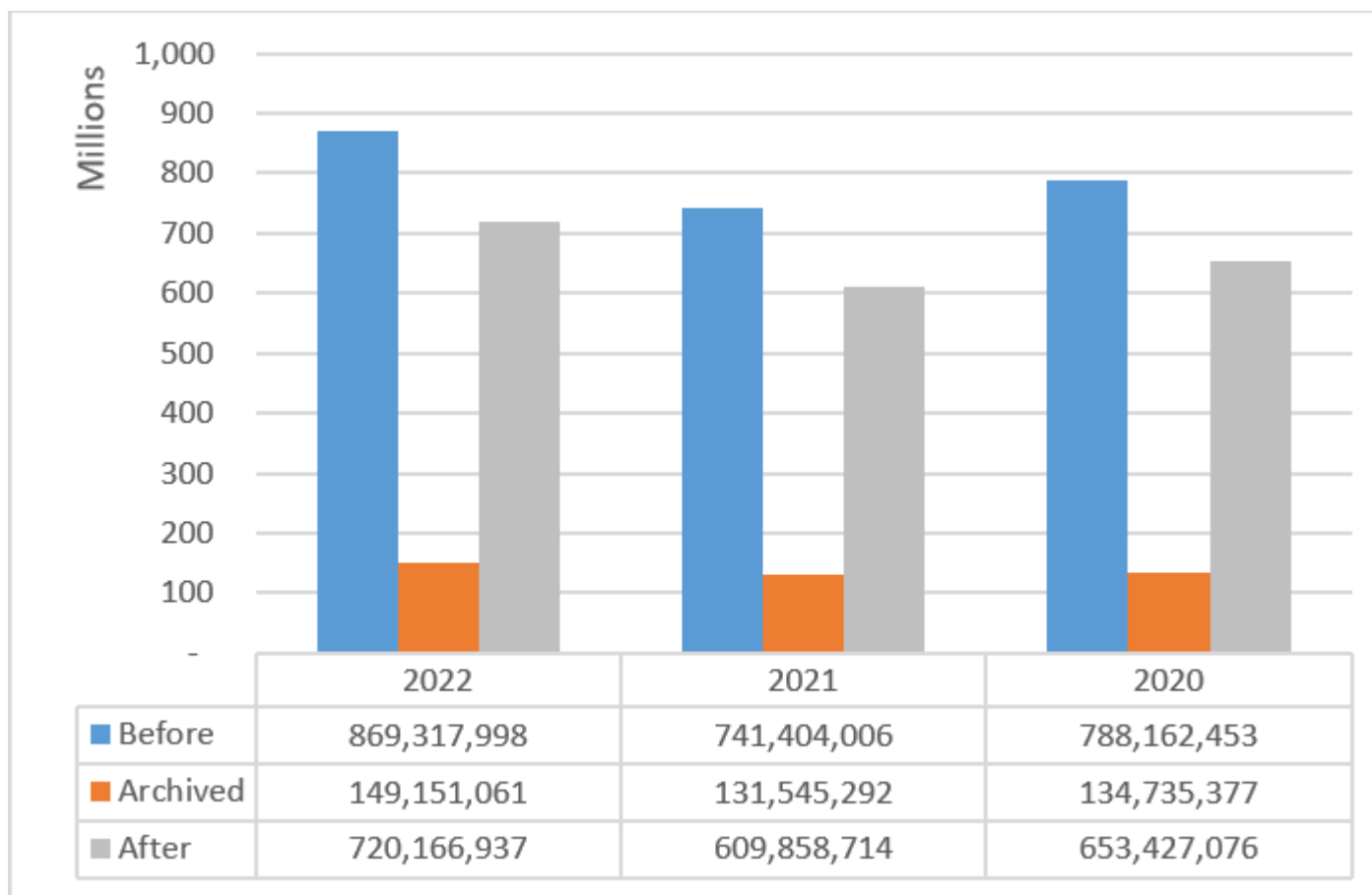
Any questions?

Life of a Warrant

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Calendar 2022 Warrant count

01/01/22 – 12/31/22

Warrants printed 284,331

Return back to the Agency 20,200

Warrants vs Checks

Warrants are legally a *request for payment* by the holder of the warrant.

- Like a check, they represent a valid and legal claim, but the payable is not payable on demand like a check.

- A warrant is payable if funds are available to pay. If funds are not available, the warrant is payable with the next available funds.

Beginning of a Warrant

The life of a warrant starts with the agency making an expenditure.

The system prints a remittance advice with a warrant. The remittance advice includes the agency number, invoice number, and invoice description entered on the Transaction Entry screen.

Warrants are printed at Publishing and Distribution each weekday morning.

Printing a Warrant

All warrants with a Payment Distribution Type (PDT) specifying return to agency will be delivered to the agency in the mail shuttles.

▪ Publishing and Distribution mails the remaining warrants directly to the warrant payee.

A warrant can have different "actions" :

1 – Redeemed

2 – Canceled

3 – Stopped

4 – Expired

5 – Fraud

6 – Encoding Error

7 – Forfeited

8 – Counterfeit

9 - Other

Redeem Warrant

Most commonly the payee will redeem the warrant.

Warrants remain in "I" status until they are:

Redeemed – status changes to "P"
Cancelled – status changes to "C" and
the WC or CC cancellation document
number shows in the upper right corner
of the 44 screen.

I – Issued , P – Paid, C – Canceled

Canceled Warrant

When agency staff determine a warrant should be cancelled, they:

– Write "CANCEL" on the warrant (In INK, of course) and complete the form they downloaded from the web. Reason codes are listed on the back side.

Download the form from the SFMS website:

https://www.oregon.gov/das/Financial/AcctgSys/Documents/Warrant%20Cancellation%20Request%20Form.pdf

Canceled Warrant (cont.)

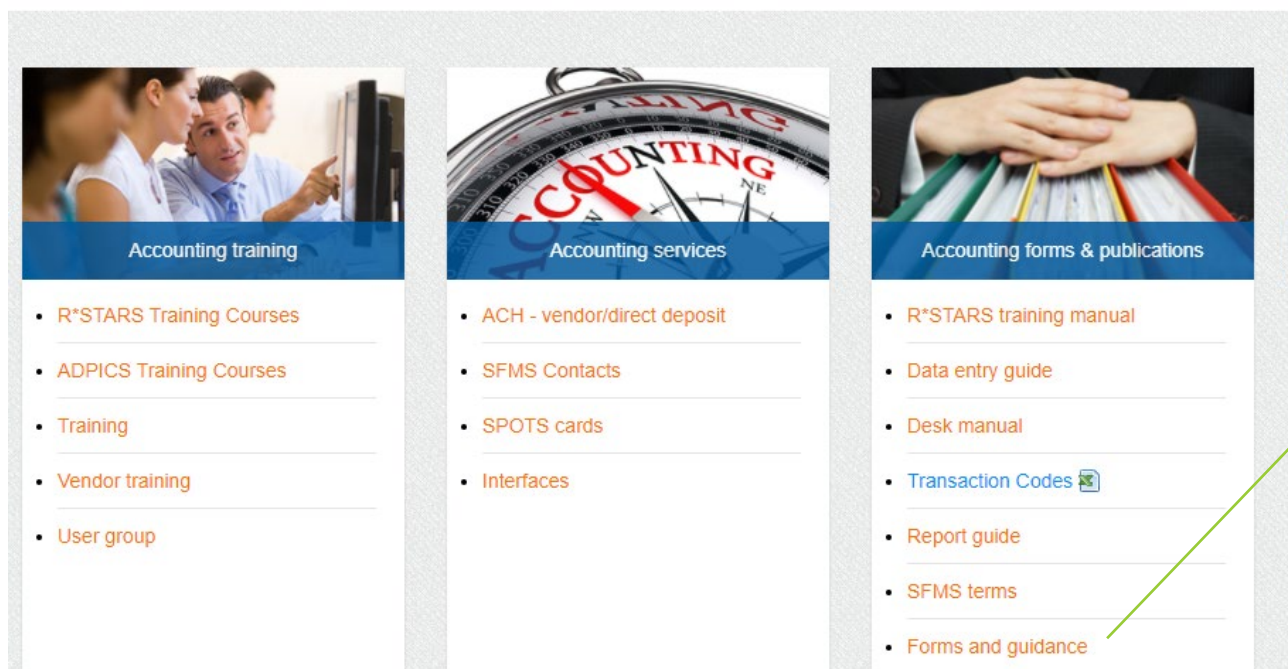Reason codes to Cancel a Warrant:

-001 Incorrect Vendor ID

-002 Incorrect Amount

-003 Unable to deliver warrant

-004 Duplicate Payment

-005 Duplicate Run

-006 Other

Warrant Cancellations and Stop Payments

SFMS forms and guidance webpage:

Warrant Cancel/Stop Decision Tree
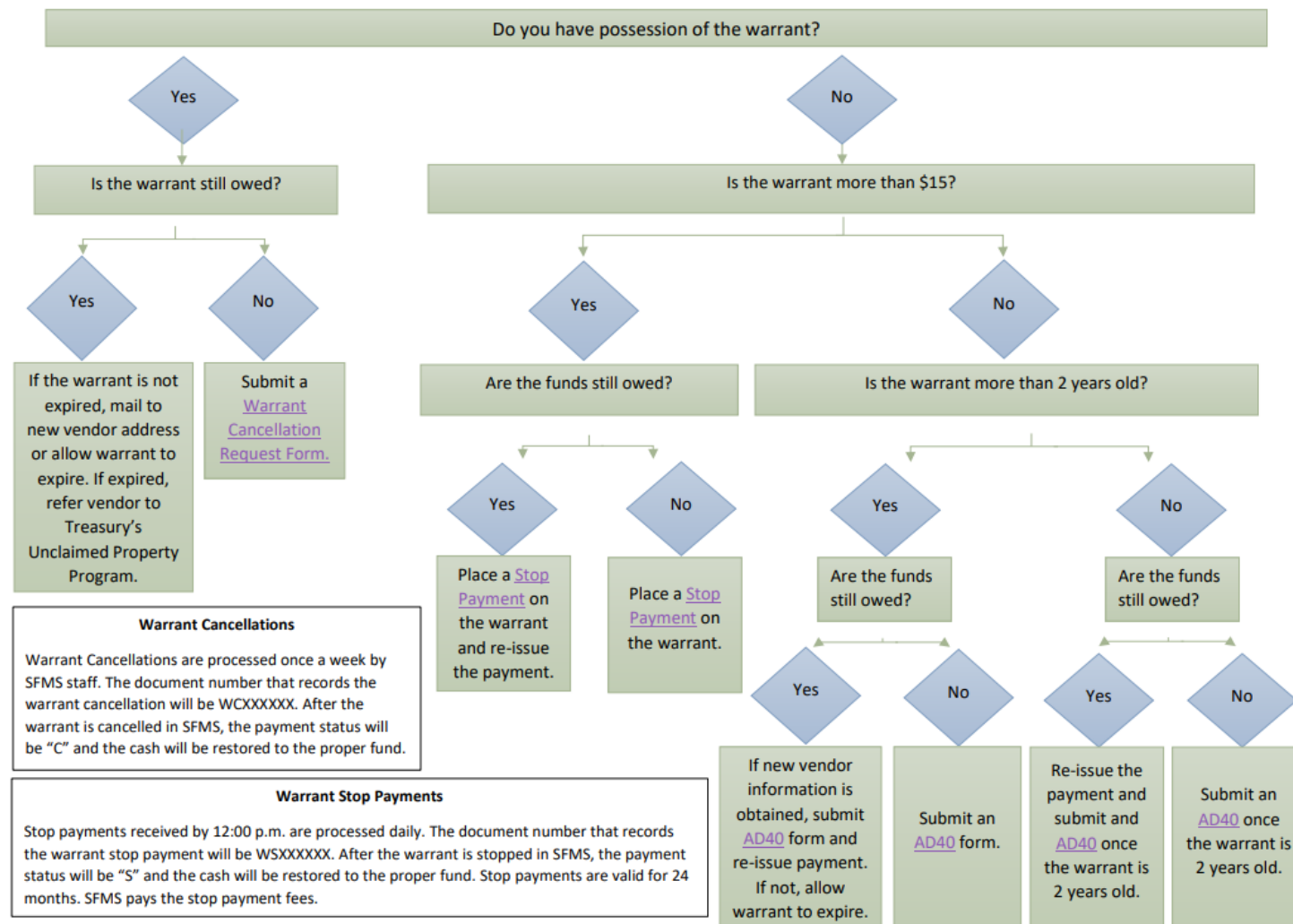
Walks you through the key decision points:
1. Physical possession
2. Amount
3. Status of debt
4. Age of warrant

Provides appropriate action:
1. Cancellation
2. Stop Payment
3. AD-40 cancellation
4. Allow transfer to Unclaimed Property

Expired Warrant

SFMS expires warrants annually.

The funds become available to the payee through Oregon State Treasury Unclaimed Property Section.

The payee can file a claim for payment of an expired warrant and then later find the expired warrant and bank it, resulting in a double payment.

Expired Warrant (cont.)

Outstanding warrants over two years old will be marked as expired on **Monday, July 18**.

Agencies are responsible for ensuring these warrants are still owed to the payees when they are reported to Oregon State Treasury on September 30. If they are no longer owed, the agency is responsible to request a stop payment or cancellation before the warrant is allowed to expire.

Final DAFRXRR3 report will be produced on July 18 with the nightly batch cycle and ready for agencies to view online the next day. This report will contain the warrants that have been expired. Warrants on this report will have an "E" in the Payment Status field on the 44 Screen.

Stop Warrant

1 - A Stop payment warrant may redeem on the same day of processing the stop.

2 – A Stop payment warrant may redeem in error.

3 – A Stop payment warrant may redeem after the 24-month effective period lapses.

Fraudulent Warrant

Fraudulent redemption warrants may include warrants with an altered amount or a counterfeit check. These create a mismatch during the redemption batch cycle. Treasury can initiate return of fraudulent items caught within 24 hours after receiving redemption information.

Encoding errors on Warrant

An encoding error occurs when the bank redeems the warrant for an amount different from the amount issued or redeems in the wrong fund under $5.00. We do not send a transfer request for amounts below $5.00 unless it is part of a multi-fund warrant. SFMS writes off these GF errors at the end of a biennium. If a redemption error occurs for more than $5.00, a fund transfer or expire reimbursement request is processed.

Counterfeit Warrant

A counterfeit warrant is an "unauthorized" warrant that redeems as an original. You will discover it to be a counterfeit item by inspecting the image. The image will include the 10501 account number but may not have the appearance of a state-issued P&D warrant.

Useful Screens to research a Warrant (Payments)

Screen 37 – Document Tracking Inquiry, need Agency # and Doc #.

Screen 44 – Single Payment, need Warrant number.

Screen 47 – Payment Control Table, need Warrant number.

Screen 85 – Vendor Transaction Inquiry, need Vendor # and Doc Type.

Screen 86 – Document Transaction Inquiry, need Agency # and Doc #.

Screen 87 – Cumulative Vendor Payment Inquiry, need Agency, Vendor,

Mail Code numbers and FY.

Profile Roll – DAFM355

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Profile Roll Program DAFM355

The Profile Roll Program:

- It will run April 19, 2023.

- It creates new profiles for FY24, FY25, AY25.

- It will NOT create new profiles for profiles that your agency no longer needs.

Profile Roll – How it works

Let's look at how the Profile Roll works:

A. Which profile screens are involved?
B. How does the system determine which agency profiles to roll?
C. What will the new profiles look like?
D. Some examples.
E. What do I need to do at my agency?
F. Important Reminders and Helpful Hints.

Profile Roll Program - AY Profiles

A - Which profile screens are involved?
There are currently 11 profiles in use with an **<u>AY</u>** key.

➢20 Appropriation
➢21 Index/PCA Relationship
➢22 Cost Allocation
➢24 Index Code
➢26 Program Cost Account
➢82 Comptroller Relationship

➢D03 Organization Code
➢D04 Program Code
➢D09 Comptroller Source/Group
➢D10 Comptroller Object
➢D11 Agency Object

Profile Roll Program – FY Profiles

A - Which profile screens are involved?

There are only 2 profiles currently involved that use an **FY** key.

- ➢D23 Fund
- ➢D73 Cash Fund

Profile Roll Program - Criteria

B - How does the system determine which agency profiles to roll?

1. The profile key's AY or FY must equal the current values on the 97 screen.

2. The Status code must be 'A' (Active).

3. The Effective End Date must be blank or greater than 06302023.

This prevents old or unnecessary profiles from being created for the next FY/AY.

Profile Roll Program – 97 Screen

B - How does the system determine which agency profiles to roll?

97 Screen Profile

C - What will the new profiles look like?

- **AY** profiles will have 1 new record created.
  - ○ AY will be 2025.
  - ○ Effective Start Date will be 07012023.
  - ○ Effective End Date will be:
    - Blank if previously blank.
    - **Or** 3 years greater than the date on the current profile.
    - **Except** 20 Appropriation profiles which will be 12312025.

Profile Roll Program- New FY Profiles

C - What will the new profiles look like?

- **FY** profiles will have 2 records created.
  - ◦ 1 with FY of 24 and 1 with FY of 25.
  - ◦ Both with an Effective Start Date of 07012023.
  - ◦ Both with an Eff End Date the same as the current profile.

<table>
<tr><td>

FY24

Eff Start Date 07012023

Eff End Date

</td><td>

FY25

Eff Start Date 07012023

Eff End Date

</td></tr>
</table>

Profile Roll Program - Examples

D. Some Examples – What will the new profile(s) be?

Questions to ask

- ❖Is it an AY or FY profile?
- ❖Is it for a current FY or AY per the 97 profile?
- ❖Is it active?
- ❖Is the Effective End Date blank or > 06302023?

Profile Roll Program - 24 Profile

D. Some Examples – What will the new profile(s) be?

1. An AY23 active 24 screen Index Profile with a blank Eff End Date.

   - 1 new profile: for AY25 an Eff Start Date of 07012023, and a blank Eff End Date.

Profile Roll Program - D23 Profile

D. Some Examples – What will the new profile(s) be?

2. An active FY23 D23 screen Fund Profile with a blank Eff End Date.

- 2 profiles:
  - o 1 for FY24 with an Eff Start Date of 07012023 and a blank Eff End Date
  - o 1 for FY25 with an Eff Start Date of 07012023 and a blank Eff End Date.

D. Some Examples – What will the new profile(s) be?

3. An AY23 active 20 screen Appropriation Profile with an Eff End Date of 12312023.

- 1 profile for AY25 with an Eff Start Date of 07012023 and an Eff End Date of 12312025.

Profile Roll Program - Agency Responsibility

E. What do I need to do at my agency?

➤ **BEFORE** April 19, 2023 review your agency structure to determine what level of change needs to be made for AY25.

➤ **No** changes needed to the accounting structure.

➤ **Minor** changes are needed, including new appropriation numbers.

➤ **Substantial** change is needed, profiles need to be created or deleted.

Profile Roll Program - No changes needed

E. What do I need to do at my agency?

➤ **No** changes needed to the accounting structure.

   ➤ **BEFORE** the roll, ensure that necessary profiles are active and have appropriate Eff End Dates to generate new profiles.

   ➤ After the roll, but **BEFORE** using the new profiles, review and make changes to titles as necessary.

Profile Roll Program - Minor Changes

E. What do I need to do at my agency?

➢**Minor** changes are needed, including new appropriation numbers.

  ➢**BEFORE** the roll, ensure that necessary profiles are active and have appropriate Eff End Dates to generate new profiles.

  ➢After the roll, but **BEFORE** using the new profiles, review and make changes to titles as necessary.

  ➢After the roll, but **BEFORE** using the new profiles, make modifications as necessary.

E. What do I need to do at my agency?

Substantial change is needed, profiles need to be created or deleted.

> **Before** the roll, inactivate or place an Eff End Date < 06302023 on profiles to be deleted.

> > Must **not** have balances. If they do, a profile will be needed for adjustments.

> > After the roll, profiles must be returned to their original configuration to allow transactions to process.

> **After** the roll, agency establishes new agency profiles.

> **After** the roll, complete and submit appropriate forms for SFMS to set up D23 Fund and D73 Cash Fund profiles.

Profile Roll – Helpful Hints and Reminders

Important Reminders and Helpful Hints

➢Before July 1, 2023, agencies will need to set up 2 new 25 screen Agency Control Profiles – 1 for FY24 and 1 for FY25.

➢Review the 91 screen Report Request Profiles. Will dates need to be changed or new profiles created?

➢Review 550 screen Recurring Transaction Profiles. Will new profiles need to be created to accommodate changes to agency accounting structure?

➢Changes to profile data elements **MUST NOT** be made once the profile has been used.

➢If you have questions, contact your SFMS Analyst.

➢Review SFMS Desk Manual Prof.2 Profile roll for new biennium.

Profile Roll – Questions?

Program Structure Review

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Program Structure Reviews

➢R*STARS Program Structure.

➢Responsibilities & Timelines.

➢Recommended practices.

➢Tips to avoid common pitfalls.

R*STARS Program Structure

Oregon Budget Information Tracking System

Central repository of budgeting information for the state

Relational Statewide Accounting & Reporting System

Central repository of accounting information for the state

ORBITS & R*STARS share certain common data elements to allow agency accounting & budgetary structures to be aligned between the two systems.

Structure Alignment Spreadsheet

Rptng LVl Type	Rptng LVl Num	Description	X Ref #	Pgm Level 1	2	3	4	Title
	1	Oregon Department of Weather Program	60000-000-00-00-00000					Oregon Department of Weather Program
				0001				Department of Weather Program
B	2	Wind Program	60000-010-00-00-00000		1000			Wind Program
A	3	Wind Monitoring	60000-010-01-00-00000			1100		Wind Monitoring
A	3	Wind Monitoring*	60000-010-01-00-00000				1110	Wind Monitoring*
A	3	Wind Capture	60000-010-02-00-00000			1200		Wind Capture
A	3	Wind Capture*	60000-010-02-00-00000				1210	Wind Capture*
B	2	Rain Program	60000-020-00-00-00000		2000			Rain Program
A	3	Rain Monitoring	60000-020-01-00-00000			2100		Rain Monitoring
A	3	Rain Monitoring*	60000-020-01-00-00000				2110	Rain Monitoring*
A	3	Rain Capture	60000-020-02-00-00000			2200		Rain Capture
A	3	Rain Capture*	60000-020-02-00-00000				2210	Rain Capture*
A	3	Rain Capture Flood Control**	60000-020-02-00-00000				2220	Rain Capture Flood Control**
A	3	Rain Capture Drinking Water**	60000-020-02-00-00000				2230	Rain Capture Drinking Water**

Alignment Spreadsheet - ORBITS

ORBITS

① Type	② Num	Description	③ X Ref #
	1	Oregon Department of Weather Program	60000-000-00-00-00000
B	2	Wind Program	60000-010-00-00-00000
A	3	Wind Monitoring	60000-010-01-00-00000
A	3	Wind Monitoring*	60000-010-01-00-00000
A	3	Wind Capture	60000-010-02-00-00000
A	3	Wind Capture*	60000-010-02-00-00000
B	2	Rain Program	60000-020-00-00-00000
A	3	Rain Monitoring	60000-020-01-00-00000
A	3	Rain Monitoring*	60000-020-01-00-00000
A	3	Rain Capture	60000-020-02-00-00000
A	3	Rain Capture*	60000-020-02-00-00000
A	3	Rain Capture Flood Control**	60000-020-02-00-00000
A	3	Rain Capture Drinking Water**	60000-020-02-00-00000

① **Reporting Level Type**
B = Summary Cross Reference (SCR) Level
A = Detail Cross Reference (DCR) Level

② **Reporting Level Number**
ORBITS Budget Level Number

③ **ORBITS Cross Reference Number (X Ref #)**
Digits 1–5 (Level 1) = Agy number followed by 00
Digits 6–8 (Level 2) = Reporting Level B
Digits 9–10 (Level 3) = Reporting Level A
Digits 11–17 (Lower Levels) = Agency defined

Alignment Spreadsheet - R*STARS

4 **R*STARS Program Level (D04 Profile)**
Up to nine levels available to define the agency budgetary structure for reporting purposes.

Level 0 = System required default - "0000"
Level 1 = Agency level - typically "0001"
Level 2 = Agency level - optional budget placeholder
Level 3 = Appropriation level – typically SCR level *
Level 4 = Appropriation level – typically DCR level *
Level 5 – 9 = Lower Levels – Agency defined *

Program structures will vary based on agency needs.

Agencies must maintain a one-to-one relationship between R*STARS D04 Profile and ORBITS X-Ref # down to Detail Cross Reference (DCR) Level.

1	2	3	4	5	Title
0001					**Oregon Department of Weather Program**
	0100				Department of Weather Program
		1000			**Wind Program**
			1100		Wind Monitoring
				1110	Wind Monitoring
			1200		Wind Capture
				1210	Wind Capture
		2000			**Rain Program**
			2100		Rain Monitoring
				2110	Rain Monitoring
			2200		Rain Capture
				2210	Rain Capture
				2220	Rain Capture Flood Control
				2230	Rain Capture Drinking Water

How does this look in R*STARS?

Rptng LVl Type	Rptng LVl Num	Description	X Ref #	1	2	3	4	Title
					Pgm Level			
	1	Oregon Department of Weather Program	60000-000-00-00-00000					Oregon Department of Weather Program
				0001				Department of Weather Program
B	2	Wind Program	60000-010-00-00-00000		1000			Wind Program
A	3	Wind Monitoring	60000-010-01-00-00000			1100		Wind Monitoring
A	3	Wind Monitoring*	60000-010-01-00-00000				1110	Wind Monitoring*
A	3	Wind Capture	60000-010-02-00-00000			1200		Wind Capture
A	3	Wind Capture*	60000-010-02-00-00000				1210	Wind Capture*
B	2	Rain Program	60000-020-00-00-00000		2000			Rain Program
A	3	Rain Monitoring	60000-020-01-00-00000			2100		Rain Monitoring
A	3	Rain Monitoring*	60000-020-01-00-00000				2110	Rain Monitoring*
A	3	Rain Capture	60000-020-02-00-00000			2200		Rain Capture
A	3	Rain Capture*	60000-020-02-00-00000				2210	Rain Capture*
A	3	Rain Capture Flood Control**	60000-020-02-00-00000				2220	Rain Capture Flood Control**
A	3	Rain Capture Drinking Water**	60000-020-02-00-00000				2230	Rain Capture Drinking Water**

How does this look in R*STARS?

R*STARS D04 Screen

```
SD04   UC: 01                STATE OF OREGON              05/05/09 04:56 PM
 LINK TO:                  PROGRAM CODE PROFILE                         ACPT


              AGENCY: 600     (MUST BE IN D02 AGENCY PROFILE)
   APPROPRIATION YEAR: 09
         PROGRAM CODE: 1210
                TITLE: WIND CAPTURE
          ORBITS XREF: 63500 - 010 - 02 - 00 - 00000


       REPORTS TO PGM: 1200

        PROGRAM LEVEL: 04        (SYSTEM GENERATED)


      HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
 1: 0001 2: 1000 3: 1200 4: 1210 5:       6:       7:       8:       9:
                                              STATUS CODE: A
 EFF START DATE: 07012007    EFF END DATE:    LAST PROC DATE: 05052009
 Z06 RECORD SUCCESSFULLY RECALLED


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

The D04 profile is centrally maintained by SABRS

The ORBITS XREF field aligns R*STARS to ORBITS

Program hierarchy is displayed on this screen

Program code level of 4 in this example

R*STARS 26 Screen

```
S026   UC: 01                STATE OF OREGON              05/02/09 02:22 PM
LINK TO:                 PROGRAM COST ACCOUNT PROFILE                    ACPT

       AGENCY: 600     APPN YEAR: 09     PCA: 27122

    PCA TYPE: D              TITLE: WIND CAPTURE SALEM FIELD FF ARRA

PROGRAM CODE: 1210      PCA GROUP:            AGY BUD PRG LEVEL IND: 4
FUNCTION CODE:                               AGY BUD FUNC LEVEL IND:
  NACUBO FUND:                  NACUBO SUBFUND:
   APPN NUMB: 66001                     FUND: 0641            INDEX: 22000

  GRANT NO/PH: 600002 00        PROJECT NO/PH:                    RTI:
     MPCODE:                        AGENCY CODE - 1:       2:       3: 00401

GRANT REQ IND: Y              PROJECT REQ IND: N

                                                    STATUS CODE: A
EFF START DATE: 07012007     EFF END DATE:       LAST PROC DATE: 05022009
Z06 RECORD SUCCESSFULLY RECALLED


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

D04 program code is included on 26 PCA profile maintained by agency

PCA identifies program code to use to summarize accounting activity

Agy Bud Prg Level Ind should match program code level on D04 screen

Responsibilities & Timelines

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Agencies March – April 2023	SABRS April – May 2023	Agencies May – June 2023	SFMS June 2023
• Identify changes needed to your agency program structure for AY25. • Notify SABRS and your SFMS analyst of changes to D04 program structure. • Submit required documentation to SABRS and copy your SFMS analyst.	• Review agency changes for alignment with ORBITS. • Coordinate with agency on D04s to delete. Agency <u>must</u> delete related AY25 PCAs first. • Input changes into RSTARS D04 profile for AY25.	• Delete AY25 PCAs <u>before</u> SABRS deletes the related D04 profiles. • Review changes to D04 profiles made by SABRS. • Set up AY25 PCAs for new or updated D04 profiles. • Notify your SFMS analyst that AY25 profiles are ready for review.	• Review updated D04 and 26 profiles to ensure program structure is setup properly. • Provide any review results to agency to help ensure successful posting of agency's AY25 transactions.

Recommended Practices (1 of 4)

1. Keep program codes in a logical numbering sequence.

All program codes associated with the agency's Rain Program begin with a '2'.

All program codes related to Rain Capture begin with a '22'.

Pgm Level				Title
1	2	3	4	
				Oregon Department of Weather Program
0001				Department of Weather Program
	1000			Wind Program
		1100		Wind Monitoring
			1110	Wind Monitoring*
		1200		Wind Capture
			1210	Wind Capture*
	2000			Rain Program
		2100		Rain Monitoring
			2110	Rain Monitoring*
		2200		Rain Capture
			2210	Rain Capture*
			2220	Rain Capture Flood Control**
			2230	Rain Capture Drinking Water**

Recommended Practices (2 of 4)

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2. SABRS recommends separate PCAs that point to a Level 2 program code for legislatively approved budget appropriation & allotment entries.

Set up a PCA that references program code 2000. Include 'Budget Only' in the PCA title.

Only use this PCA to post appropriation & allotment entries.

Budget is recorded at Program Level 2. Actuals are recorded using the lowest program level.

| Pgm Lvl | | | | | | | |
1	2	3	4	Title	Budget	Actuals	Remaining Budget
	2000			**Rain Program**	$10,000.00		
		2100		Rain Monitoring			
			2110	Rain Monitoring		$2,000.00	
		2200		Rain Capture			
			2210	Rain Capture		$1,500.00	
			2220	Rain Capture Flood Control		$3,000.00	
			2230	Rain Capture Drinking Water		$2,500.00	
						$9,000.00	
							$ 1,000.00

Recommended Practices (3 of 4)

3. SFMS recommends all other PCAs use lowest level program code in hierarchy.

For consistency, consider inserting program levels so all PCAs use the same program code level.

In this example, the lowest level program code for all agency program codes is program level 4.

If you have PCAs using program codes or agency budget indicators at different levels, this will impact how your agency data is summarized and displayed in DAFR reports, Datamart queries & the 61 Agency Budget Financial Inquiry screen.

Pgm Level				Title
1	2	3	4	
				Oregon Department of Weather Program
0001				Department of Weather Program
	1000			Wind Program
		1100		Wind Monitoring
			1110	Wind Monitoring*
		1200		Wind Capture
			1210	Wind Capture*
	2000			Rain Program
		2100		Rain Monitoring
			2110	Rain Monitoring*
		2200		Rain Capture
			2210	Rain Capture*
			2220	Rain Capture Flood Control**
			2230	Rain Capture Drinking Water**

Recommended Practices (4 of 4)

4. Make sure the Agency Budget Program Level Indicator on the 26 PCA screen matches the program code level shown on the D04 screen.

Tips to Avoid Common Pitfalls #1

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The tips below are to help you avoid some common pitfalls. These can result in a loss of accounting integrity and often require a lot of work to correct!

#1 - Inactivate or delete related PCAs <u>prior</u> to inactivating or deleting the program code. If these PCAs remain active, R*STARS will not prevent transactions from continuing to post.

Only delete profiles if they had <u>no</u> transaction activity in that AY.

Tips to Avoid Common Pitfalls #2

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The tips below are to help you avoid some common pitfalls. These can result in a loss of accounting integrity and often require a lot of work to correct!

#2 - Do **NOT** make changes to existing program codes or PCAs if they already have transactions posted to them during that AY.

Program codes and PCA can be changed for the new biennium <u>prior</u> to having any transactions post to these profiles.

Tips to Avoid Common Pitfalls #3

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SFMS

The tips below are to help you avoid some common pitfalls. These can result in a loss of accounting integrity and often require a lot of work to correct!

#3 - When requesting SABRS update higher-level program codes, make sure all D04 program code profiles that roll up to that program code were resaved (F10) to reflect the new program hierarchy.

Tips to Avoid Common Pitfalls #4

The tips below are to help you avoid some common pitfalls. These can result in a loss of accounting integrity and often require a lot of work to correct!

#4 – Do not delay on finalizing your AY25 program structure. Many of these common pitfalls can be avoided if you program structure is completed and reviewed by SFMS prior to July 1.

Some delays may be outside of your control if legislation for a new program is not finalized before the start of the new biennium.

AY 25 Program Structure Reviews

SFMS conducts full or partial reviews of agency structure changes depending on the extent of the changes. If there are no program structure changes from the prior AY, a review will not be conducted.

During these reviews, we review the following:

◦ D04 screens match to agency approved spreadsheet.

◦ Program code hierarchy is correctly established within R*STARS.

◦ PCAs have been established and inactivated as appropriate.

Please let your SFMS agency support analyst know if you have any questions or need assistance with this process.
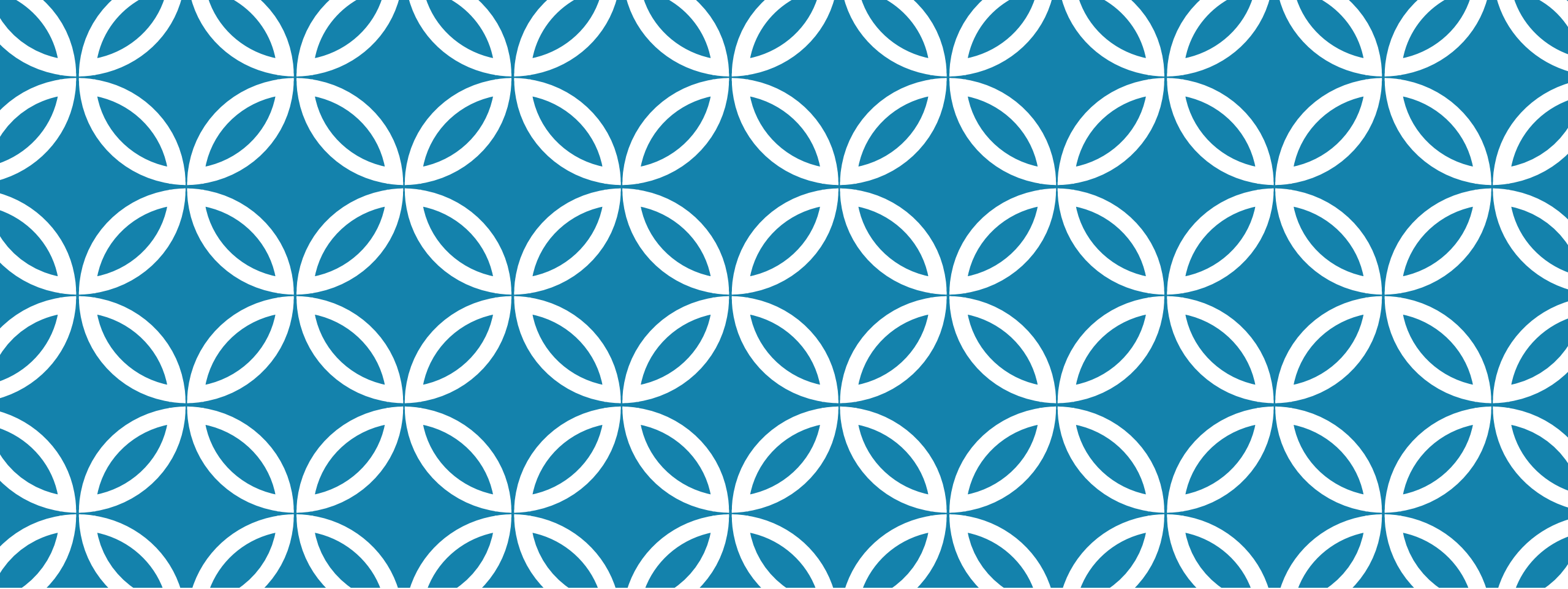
R*STARS STRUCTURE PRESENTATION

DAS Chief Finanical Office

SABR Section

OVERVIEW

➤ What actions require Program Code changes?

➤ Deadlines

➤ Required documentation

➤ Responsible Parties

➤ Final Thoughts

WHAT ACTIONS REQUIRE PROGRAM CODE CHANGES?

- ORBITS Structures have changed due to the following:

  ❖ Policy Decisions

  ❖ Legislative Changes

- Additional D04 programs are necessary to meet accounting needs.

REQUIRED DOCUMENTATION

- ORBITS to R*Stars Alignment spreadsheet (see p.6)

  ❖ Copies of this document may be requested from ORBITS.Help@das.oregon.gov

  ❖ Update spreadsheet as necessary.

    ▪ Include all current 2023-25 ORBITS Cross Reference structures and proposed 2023-25 R*Stars D04 Programs.

REQUIRED DOCUMENTATION CONT.

- Highlight the requested changes. These can be additions, changes or deletions.

    Note: Deletions are only allowed at the change of a biennium. This requires that the agency update all existing PCA's associated with the D04 to be deleted and the D04 can not have any activity in the 2023-25 biennium.

- Use the Comments field to explain what needs to be done

STRUCTURE SPREADSHEET EXAMPLE

	ORBITS 2017-2019								R*STARS Proposed 2017-2019	
Rptg Lvl Type	Description	X Ref #	1	2	3	4	5	6	Title	Comments
	Oregon Youth Authority	41500-000-00-00-00000							**Oregon Youth Authority**	
			0010						Oregon Youth Authority	*Same*
				0100					**Oregon Youth Authority**	*Same*
B	**Community Programs**	41500-020-00-00-00000			1000				**Community Programs**	*Same*
A	**County Programs**	41500-020-10-00-000				1100			**County Programs**	*Same*
							1101		County Programs	*Title Change*
								1111	County Diversion	*New*
								1113	Juvenile Crime Prevention Basic	*New*
A	**Community Services**	41500-020-020-00-000				2100			**Community Services**	*Same*
							2101		Individualized Services	*Same*
								2111	Individualized Services/Transition Services	*New*
								2104	Sex Offender Treatment	*Level Change*
								2113	Interstate Compact	*New*
								2106	Alcohol & Drug Treatment	*Level Change*
								2107	General Therapy	*Level Change*
								2116	County Contracts	*New*
							2120		Residential Treatment	*New*
								2121	Residential Treatment	*New*
							2130		OIIR - Transition Services	*New*
								2131	OIIR - Transition Services	*New*
							2200		*Community Services*	*Title Change*
								2201	Parole & Probation	*New*
							2220		Community Resources	*New*
								2221	Community Resources	*New*
							2250		*Foster Care*	*New*
								2251	Foster Care	*New*

DEADLINES

- March 24, 2023
  - ❖ Notification to SABRS at ORBITS.help@das.oregon.gov that D04 Program structure changes will be needed. Please include your SFMS Agency Support Analyst on this notification.

- May 1, 2023 or Sooner!
  - ❖ Provide SABRS with an alignment spreadsheet displaying the D04 Program structure changes needed.

- ASAP
  - ❖ If additional changes are necessary based on Legislative action please provide these to SABRS.

RESPONSIBLE PARTIES

Agencies

- Notify SABRS and SFMS Analysts of pending D04 Program Structure changes.

- Provide required documentation to SABRS via ORBITS.help@das.oregon.gov and CC SFMS Analyst.

- Review changes made by SABRS.

- Work with SFMS Staff on additional R*Stars structure changes as necessary.

SABRS

- Review requested changes for alignment with ORBITS.

- After the SFMS Profile Copy is performed (mid-April) and once the structure is finalized; input changes into the R*Stars D04 profile.

FINAL THOUGHTS

- D04 programs on R*Stars must be set up for each ORBITS Summary and Detail Cross Reference Number. Lower-level structures may be set up based on accounting needs.

- Updates to your D04 program codes may require updates to additional R*Stars structures. Please communicate with your SFMS Analysts during this time.

- Please contact ORBITS.help@das.oregon.gov with questions.

DAFR Highlight – DAFR8650 Trial Balance by Fund/GL

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DAFR8650 Purpose

➢ Trial balance at the end of an accounting period to verify the equality of the debits and credits in the ledger.

➢ Provides GL totals as of the end of an accounting period.

➢ The report is separated by D23 fund.

➢ General ledger account balances may be at the category, class or individual comptroller or agency GL account level.

DAFR8650 Example


```
DAFR8650        01 06                    (  ) (  ) (  ) 4(FND) (   ) 3(GLA)  RUN DATE: 01/13/23 TIME: 22:13:10 R*STARS
CYCLE: 01/17/23 18:57 4250  CFY:23 CFM:07 LCY:22 LCM:06 INAE:Y  FICHE:

                                      TRIAL BALANCE BY FUND/GENERAL LEDGER
PERCENT OF YEAR ELAPSED:  58%                 AS OF DECEMBER 2022                                      PROD VER 2.0
********************  `***********************************************************************************PAGE    1
FUND                  GENERAL FUND-APPROPRIATION

*****************************************************************************************************************
GAAP/NACUBO  GAAP/NACUBO  COMP GL   AGY GL                                       CURRENT            PRIOR
  GL CAT       GL CLASS    ACCT     ACCT         TITLE                           BALANCE            BALANCE
*****************************************************************************************************************

*COMP GL ACCT              0065           UNRECONCILED DEPOSIT                        13,861.84          1,098.98-
*COMP GL ACCT              0070           CASH ON DEPOSIT WITH TREASURER   12,572,921,198.60- 12,406,616,124.75-
*GL ACCT CLASS      010                   CASH AND CASH EQUIVALENTS       12,572,907,336.76- 12,406,617,223.73-
*COMP GL ACCT              0501           ACCOUNTS RECEIVABLE -OTHER - BILLED         55,992.69      1,538,841.07
*COMP GL ACCT              0503           ACCOUNTS RECEIVABLE - OTHER UNBILLED     5,445,795.83      6,032,049.89
*COMP GL ACCT              0573           UNREIMBURSED ADVANCES                        2,863.00          2,863.00
*GL ACCT CLASS      050                   ACCOUNTS AND INTEREST RECEIVABLE         5,504,651.52      7,573,753.96
*COMP GL ACCT              0586           DUE FROM OTHER FUNDS/AGENCIES                     .00               .00
*GL ACCT CLASS      054                   DUE FROM OTHER FUNDS                              .00               .00
*COMP GL ACCT              0600           INVENTORIES-MATERIALS & SUPPLIES           225,936.28        225,936.28
*GL ACCT CLASS      060                   INVENTORIES                                225,936.28        225,936.28
*COMP GL ACCT              0602           PREPAID EXPENSES                           450,387.19        450,387.19
*GL ACCT CLASS      061                   PREPAID ITEMS                              450,387.19        450,387.19
*GL ACCT CATEGORY  06                     CURRENT ASSETS                  12,566,726,361.77- 12,398,367,146.30-
```

DAFR8650 Items to Note

➢ The report is as of a point in time within a fiscal year.
  ➢ A report ordered for FM06 FY23:
    ➢ The header will read As Of December 2022.
    ➢ The current balance column is for December 2022.
    ➢ The prior balance column is for November (FM05) 2022.
  ➢ A report ordered for July:
    ➢ The prior balance amounts for nominal accounts are 0.00.
    ➢ The prior balance amounts for most real accounts are the month 13 balances from the prior FY.
    ➢ The prior balance amounts for equity accounts are the sum of month 13 balances plus closed nominal account balances.

➢ Agencies are required to order this report before and after DAFM351 GL Close Program is run each year.

Oracle Business Intelligence Enterprise Edition (OBIEE)

SFMS User Group Meeting

OBIEE: Resources

- Workday Trainings:
  - Datamart OBIEE
  - Datamart Fundamentals
  - OBIEE Conversion
  - **No Workday payroll trainings at this time
  - ***Dashboard training creation in progress

- Send issues to:
  - Datamart.Support@das.Oregon.gov

- Production environment
  - https://obi.das.oregon.gov:9503/analytics/

OBIEE: Updates and Reminders

- Workday payroll fields – See Excel doc – Sent over news list. (Workday team to help)

- Don't combine Subject area

- Sync or Non-sync – Password exp: 90-day

- Repository folder:
  - /Shared Folders/Repository/Final/

Wrap Up

Visit Our Website

[State of Oregon: Accounting system - Statewide Financial Management Services](#)