

Statewide Financial Management Services



User Group February 2024

Updated 3/29/24

Agenda

Workday Payroll Project Update

OregonBuys Update

System Generated Batches

Expedite Warrant Pick Up

1099 Update

Treasury Account Close Request

Payment Control Archive

Financial Archive

Profile Archive

Vendor Purge

R*STARS Screen Highlight – 13

DAFR Highlight – 6620

Error Messages

User Classes

DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES
SFMS

Workday Payroll 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

Workday Data not sent to SFMA

- Data processed for a month after run 1 has completed.
 - Cancellations
 - Manual checks prior to month end
- Quarterly corrections being done until issue resolved
 - December to June 2023 – processed on 9/1/23 – effective date 8/1/23
 - Report Effective Date in OBIEE of 9/1/23
 - July to September 2023 – processed on 10/11/23 – effective date 9/30/23
 - Report Effective Date in OBIEE of 10/10/23
 - September to December 2023 – processed on 1/17/24 – effective date 1/1/24
 - Report Effective Date in OBIEE of 1/20/24
- Tentative plan to process quarterly – timing to coincide with end of quarter
 - E-mails to affected agencies

Workday Issues

In Progress

- Hours – Costing Overrides
 - Hours in CECD do not match hours submitted to SFMA
 - Over-allocating costing overrides
 - Overtime
 - Workday testing possible resolution
- Reports
 - Payroll Register
 - Data does not match between Pay Results & Pay Register
 - Duplicating info from run 2 on run 1
 - Employer Paid/Employee Paid logic
 - Timesheet with tracking and cost overrides listed
 - Costing preview

Completed

- AOBJ 9999
 - SFMS – Data complete
 - OBIEE – Data cleaned up

OPE – Labor Costing

- Workday Retro Cost Override – System Resolution
 - Phase 1a: Data clean-up March to June 2023
 - Loaded based on agency approval – 12/4 & 12/6
 - Phase 1b: Data clean-up July to November 2023
 - Loaded based on agency approval – 1/26
 - Phase 2 – Test & validate scenarios to implement automated process
 - Payroll & Finance SME participation needed

Questions about this?

E-mail both: Rhonda Bachmann
DeAnna Harris

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DeAnna.Harris@das.oregon.gov

Agency Accounting Issues for Workday Payroll

- Submit a case in Workday
 - Type Case into search bar & click Create Case
 - Add in any necessary documentation & examples
 - OR ID
 - Month/Run
- E-mail info to SFMS.Payroll-Data@das.oregon.gov

This will help SFMS track & monitor progress on Workday issues

OBIEE for Workday Data - Dates

- SFMS Calendar
 - <https://www.oregon.gov/das/Financial/AcctgSys/Documents/2024-SFMA-AGY.pdf>
 - Most Agencies – run 1 & run 2 = PPE for payroll month
- OBIEE Calendar – Workday CE/CD
 - <https://www.oregon.gov/das/Financial/AcctgSys/Documents/Datamart-Calendar-2024.pdf>
 - CECD Period End Date
 - Run 1 = PPE for payroll month
 - Run 2 = PPE for month payroll processed during
 - CECD Report Effective Date
 - Date data is loaded to payroll
 - Datamart Calendar – workday prior to date available
 - SFMS Calendar – same day as “WDPR Load SFMA”

Payroll Replacement Project - **Questions**



OregonBuys

SFMS USER GROUP MEETING

FEBRUARY 6, 2024



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OregonBuys

Welcome to OregonBuys! This new web-based eProcurement system will automate the state of Oregon's procurement process. The easy to use system will create efficiencies and transform the way the state does business. (NOTE: Access to this system is restricted to authorized users only. See the System Use Notification below for more details.)

[MORE INFORMATION](#)



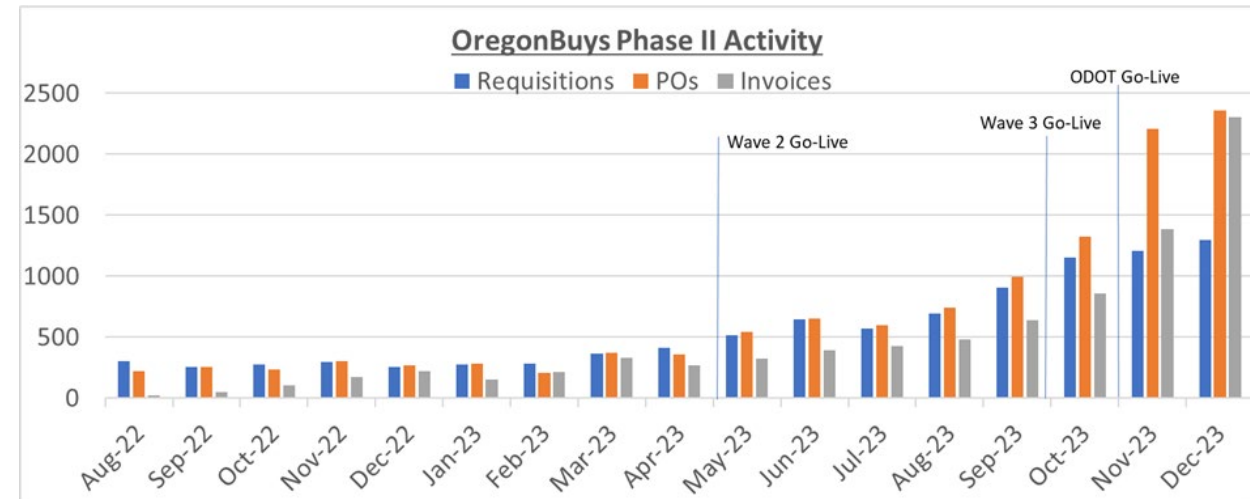
Supplier Activities



Public Bulletins

STATUS UPDATE

- State agencies are now implemented with procure-to-pay functionality and using the interface from OregonBuys to R*STARS
- DAS eProcurement Team is responsible for ongoing operations
- User support is provided by PHI: 1-888-472-9102 or epro-support@periscopeholdings.com
- System usage statistics as of 1/10/2024 date:
 - 10,349 Requisitions from 55 Agencies
 - 10,680 Purchase Orders from 39 Agencies totaling \$718.8M
 - 9,053 Invoices Paid from 33 Agencies totaling \$136.4M



R*STARS INTERFACE UPDATES

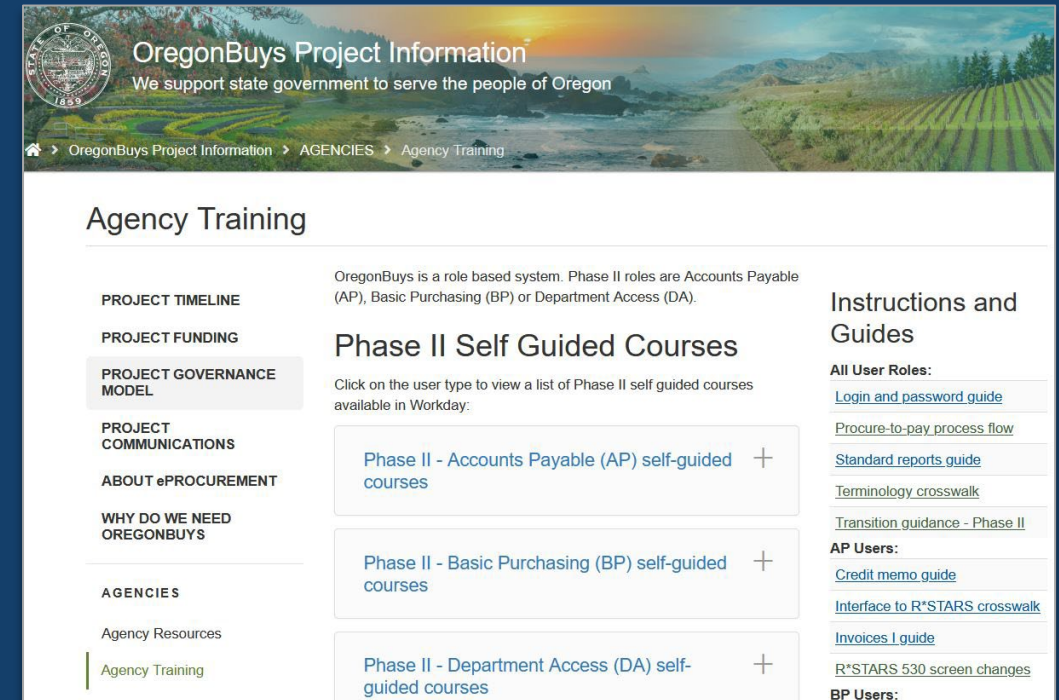
- Updates deployed to UAT for the R*STARS interface:
 - Transactions will be sent sorted by the VU number
 - Automatically sending PO numbers into the R*STARS multipurpose code field*
 - Standing up a batch agency for DHS/OHA

VIRTUAL TRAINING AND INSTRUCTIONS AVAILABLE

Self guided courses remain available on-demand for all system user roles:

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

Visit the OregonBuys [Training webpage](#) for links to self guided courses or to download instruction guides



530 SCREEN CHANGES TO OREGONBUYS TRANSACTIONS

- After an OregonBuys invoice is paid in R*STARS, this process sends information back to OregonBuys to update the invoice with the check number and change the status of the invoice from 'Approved for Payment' to 'Paid'
- Certain updates to OregonBuys transactions in R*STARS will impact the utility's ability to feed the payment details back to OregonBuys after payment is made
- [Click here to view instructions](#) on what to be aware of and how to handle
- For assistance, contact:
OregonBuys at eprocurement@das.oregon.gov
R*STARS: sfms.interfaceinfo@das.oregon.gov

Thank you



OREGONBUYS.INFO@DAS.OREGON.GOV



HTTPS://OREGONBUYS.OREGON.GOV



OregonBuys

Welcome to OregonBuys! This new web-based eProcurement system will automate the state of Oregon's procurement process. The easy to use system will create efficiencies and transform the way the state does business. (NOTE: Access to this system is restricted to authorized users only. See the System Use Notification below for more details.)

MORE INFORMATION



Supplier Activities



Public Bulletins

System Generated Batches



Maria Jazaei Berglund

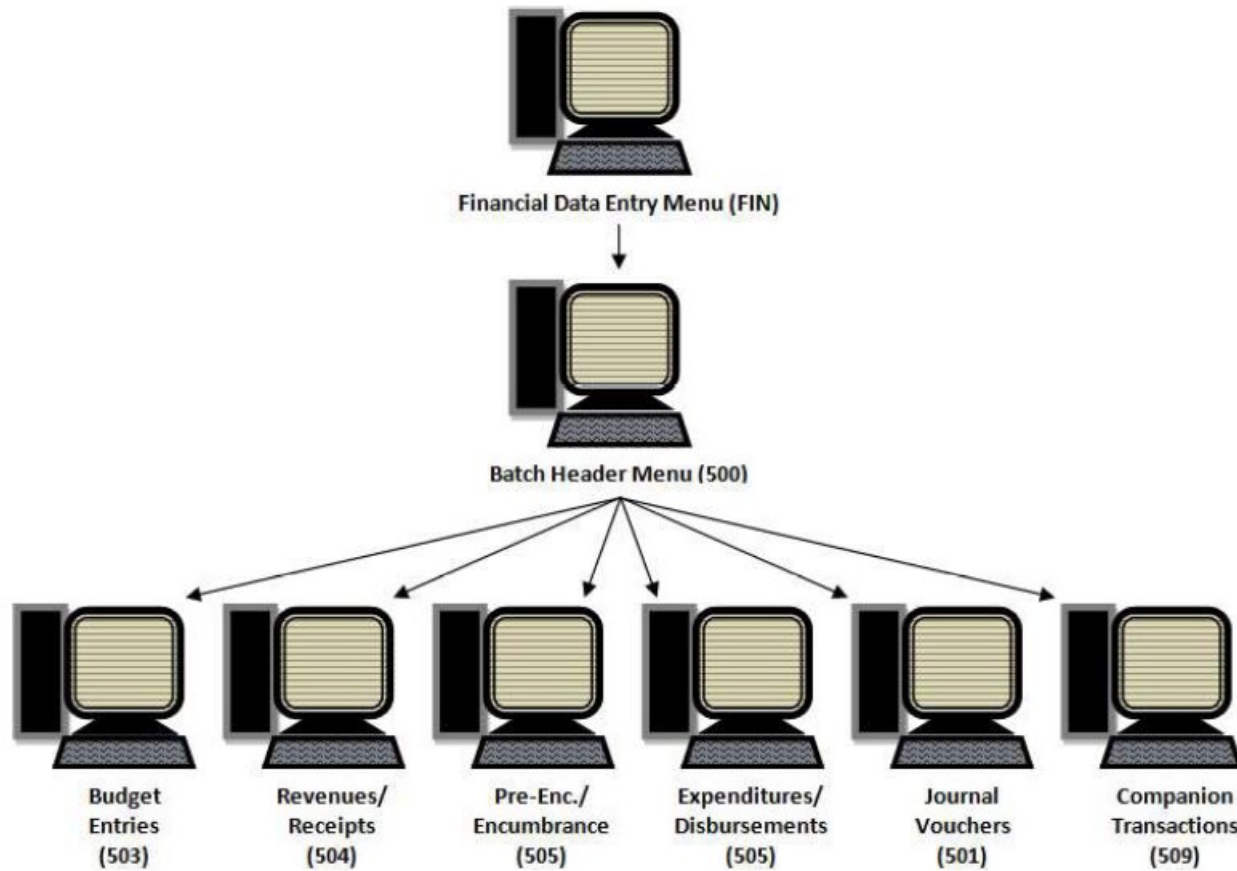
971-900-9768

maria.j.berglund@das.oregon.gov

Nightly Cycle

- The RSTARS batch processing cycle includes those procedures that are scheduled to run each business night.
- These procedures include the generation of transactions and reports by Miscellaneous Subsystems, edit and update of transactions in update
- Cycle 1, payment processing, edit and update of transactions in update
- Cycle 2, interface extract, and reporting

Transaction Entry Screen



Batch type

Common Batch Types	Transaction Screen
1 – Budgetary	503
2 – Revenues/Receipts	504
3 – Pre-encumbrances/Encumbrances	505
4 – Expenditures/Disbursements	505
5 – Journal Voucher	501
7 – Budget & Appropriation Allotment	503
G – Companion Transactions	509
8 – Payroll Expenditures	505

Common Batch Types	Transaction Screen
9 – Payroll Labor Hours	505
C – Cost Allocation	505
I – Generated Accrual Reversals	505
L – Expired Warrants	505
N – Deposit Reconciliation	505
R – Payment Redemption	505
W – Payment Liquidation	505
Y – Year-End Closing	505

Edit Mode

- The Batch Edit Modes include:

0 – Data Entry Only

1 – Master Edit Only

2 – Edit and Post

3 – Error Detected*

4 – Transaction awaiting Approval or Payment*

*Only edit mode 0, 1 and 2 are appropriate values to use when entering a batch. The other two are system assigned.



Edit Mode Post Time

Edit Mode

0

Data Edits

Nightly batch cycle

1

Immediately

2

Immediately

Financial Edits

Nightly batch cycle

Nightly batch cycle

Immediately



“C” Batches – Cost Allocation

- These batches generate with tcodes 301-317 to allocate costs on SFMA.
- Batches with errors will be on the 530 screen in edit mode 3.
- The agency monitors the transactions, fixes the profiles.
- Request from your agency SFMS analyst to release the batch.

“N” Batches– Deposit Reconciliation

- Deposit Reconciliation is a three-step process. The third step generates T-Code 332 when the transactions in SFMA matches the transaction received from Treasury when deposits reconcile on the 13 screen in SFMA .
- Batches with errors will be on the 530 screen in edit mode 3. The batches will be on the 530 screen under agency 999. They will not appear on the agency’s own 530 screen.
- The agency cannot change the transaction on the 530 screen but must temporarily revise the profile screen to allow the transaction to process as it is.
- The UC 48 will allow the agency staff to look at the 530 screen for agency 999.
- Request from your agency SFMS analyst to release the batch.
- Please contact your SFMS agency analyst if there is an error related to prior biennium appropriation number. We have been seeing a lot of these lately since AY23 just closed.

“R” Batches – Redemption/Expiration

- “R” type batches on the 530 Screen are a result of warrant redemption transactions that could not process due to an error within the transactions.
- These batches normally generate with a Tcode 390 to redeem and expire warrants on SFMA.
- Batches with errors will be on the 530 screen in edit mode 3.
- Corrections are made from the 54a screen by an SFMS analyst.
- Review the error, update the profile screens if requested.
- Request from your agency SFMS analyst to release the batch.

“W” Batches– Liquidations/Cancellations

- W batches can be created by three types of transactions:
 - Voucher Payable Liquidations – ZE doc type
 - Warrant/Check Cancellations – WC doc type
 - Warrant/Stop Pays – WS doc type
- These batches normally generate with a Tcode 380 to liquidate and Tcode 385 to cancel warrants on SFMA.
- Batches with errors will be on the 530 screen in edit mode 3.
- The agency cannot change the transaction on the 530 screen but must temporarily revise the profile screen to allow the transaction to process as it is.
- If required, please request from your agency SFMS analyst to make updates.
- Request from your agency SFMS analyst to release the batch.
- If warrant stops pays or cancellations are for payments made with the General Fund from a prior biennium, SFMS will provide additional instructions to agencies on how to handle these and how to revert funds back to the General Fund if needed.

Type “8” Batches– Payroll

- Type “8” batches with Tcode 850 (PA & PM documents) have several fields that can be changed by the agency on the 505 screen.
- Type “8” batches with a Tcode other than Tcode 850 (PI and PT documents to reimburse payroll) cannot be changed by the agency.
- Agency user must temporarily revise the profile screen to allow the transaction to process as it is.
- The only change SFMS Operations staff can make is to the effective date field.
- If the batch or transaction error message indicates a TC/User Class error. Request your agency analyst to resave and release the batch.
- Type “8” batches do not need to be released. However, releasing them does no damage!!

TC850-Fields can be change

PCA

Appropriation Year

Project Number/Phase

Appropriation Number

Comptroller object

RTI

Document Date

MPCD

Description

Invoice Number

Property #

Index

Grant Number/Phase

Fund

Agency Code 1, 2 or 3

Agency object

Contract Number

Service Date

Subgrantee Number

Invoice Date

CI

Effective Date

Type “9” Batches- Payroll

- The payroll system also generates a statistical batch type 9 of payroll hours.
- It posts to TCode599
- Once the batch Edit Mode changes to “3”, the Batch Type 9 batches will not process unless released.
- When done making your changes, you may release the batch with user class 17.

Questions!

Expedite Warrant Pick Up Process



Alan Park

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Purpose of Authorized Warrant Signer Spreadsheet

- The list of authorized signers for SFMA warrants is used for 2 purposes:
- When warrants are returned to the agency and the agency wants a person to sign for and receive the warrants from the DAS P&D shuttle driver, the shuttle driver uses this list.
- When an agency produces an expedite warrant and they want to send someone to P&D to pick up the warrant that afternoon, the person they send must be on this list of authorized signers.
- Please e-mail alan.park@das.oregon.gov to request updates.

Change to Process as of 4/1/22

- Changes to SFMA Expedite Warrant process made on 4/1/22:
 - Expedite cycle changed from 12:30 PM to 12:00 PM.
 - Expedite batches must still be released prior to noon.
- If requested, expedite warrants can be picked up between 2:45 and 3:30 PM from:
 - DAS Publishing & Distribution
 - 550 Airport Road SE
 - Salem, OR 97301

How to Request a Pick Up of an Expedite Warrant

- An SFMA Warrant Authorized Signer must send an e-mail request before noon and identify who will be coming to pick up the expedite warrant(s). The e-mail should be sent to:
 - ben.dochoda@das.oregon.gov
 - tyler.eastin@das.oregon.gov
 - vernon.kilmer@das.oregon.gov

Where to pick up Expedite Warrants

- The person picking up the warrant(s) must ring the buzzer at the glass shuttle sliding doors, show their state ID and sign for the warrant(s).
- Map showing location of P&D:



Who can pick up Expedite Warrants?

- Example list of Authorized Signers:

Agency #	Agency Name	Authorized Signers
107	DEPARTMENT OF ADMINISTRATIVE SERVICES	Fabiola Flores, Alan Park, Elizabeth Schultz

- With the list of Authorized Signers as shown above, Fabiola could request P&D to set aside an expedite warrant for Alan or Liz to pick up.

Questions on Expedite Warrant Pick Ups?



1099 Update



Karlene Hancock

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1099 Production - January

January 2024 (Complete)

- 1/12/24 - Final DAFR7940 & DAFRNE40 reports produced.
- 1/16/24 – E099 report produced.
- 1/19/24 – 1099's produced and sent to P&D for printing & mailing.
 - 1099NEC processed = 6,696
 - 1099MISC processed = 1,531
- 1/31/24
 - Electronic 1099NEC forms filed with IRS & DOR.

1099 Production - February

- February 2024 Schedule
 - 2/8/24
 - Print 1099NEC Corrected forms.
 - Print 1099MISC Adjusted forms.
 - 2/22/24
 - Print 1099NEC Corrected forms.
 - Print 1099MISC Adjusted forms.
 - 2/29/24
 - Electronic 1099NEC corrected forms filed with IRS & DOR.

1099 Production - March

- March 2024 Schedule
 - 3/7/24
 - Print 1099NEC Corrected forms.
 - Print 1099MISC Adjusted forms.
 - 3/21/24
 - Print 1099NEC Corrected forms.
 - Print 1099MISC Adjusted forms.
 - 3/29/24
 - Electronic 1099NEC corrected forms filed with IRS & DOR.
 - Electronic 1099MISC forms filed with IRS & DOR.

1099 Production - April

- April 2024 Schedule
 - 4/11/24
 - Print 1099NEC Corrected forms.
 - Print 1099MISC Corrected forms.
 - 4/25/24
 - Print 1099NEC Corrected forms.
 - Print 1099MISC Corrected forms.
 - 4/30/24
 - Electronic 1099NEC corrected forms filed with IRS & DOR.
 - Electronic 1099MISC corrected forms filed with IRS & DOR.

New 1099 Copy Request Form - Top

1099 Copy Request

Request Date:Click or tap to enter a date.

Agency #:Click or tap here to enter text.

Requested By:Click or tap here to enter text.

1099 Copy Request

Request Date:2/6/2024

Agency #: 107

Requested By: 1099 Authorized Contact

New 1099 Copy Request Form - Body

Vendor #:Click or tap here to enter text.

Vendor Name:Click or tap here to enter text.

Tax Year Requested: Choose an item.

1099 Form: 1099MISC ☐ 1099NEC ☐

Method: Mail ☐ Email ☐

If Mail:

Agency confirms address on the 52 Screen is correct: Yes ☐ No ☐

Address is not correct update information:

Address Line 1: Click or tap here to enter text.

Address Line 2: Click or tap here to enter text.

Address Line 3: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Click or tap here to enter text.

Zip: Click or tap here to enter text.

Email:

Email address requested: Click or tap here to enter text.

Vendor #: 1234567890

Vendor Name: 123 Accounting LLC

Tax Year Requested: 2023

1099 Form: 1099MISC ☐ 1099NEC ☒

Method: Mail ☐ Email ☒

If Mail:

Agency confirms address on the 52 Screen is correct: Yes ☐ No ☐

Address is not correct update information:

Address Line 1: Click or tap here to enter text.

Address Line 2: Click or tap here to enter text.

Address Line 3: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Click or tap here to enter text.

Zip: Click or tap here to enter text.



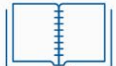

Email:

Email address requested: 123Acctng@wherever.com

New 1099 Copy Request Form

- SFMS will no longer accept email requests for 1099 copy requests going forward.
- Form will be located on the SFMS Website.



 Training Opportunities	 Services & Resources	 Forms & Publications	 Datamart & OBIEE
R*STARS Training Program	ACH - Vendor/Direct Deposit	R*STARS Data Entry Guide	Datamart & OBIEE Homepage
SFMS User Group	Interfaces	R*STARS Report Guide	User Maintenance Site
Supplemental Training	SFMS Resources	R*STARS Training Manual	
	SPOTS Cards	SFMS Desk Manual	
	Transaction Codes	SFMS Forms	

Questions on 1099s?



Treasury Account Close Request



Karlene Hancock

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Treasury Account Close - Form

D23 Fund & Treasury Account Close Request Form

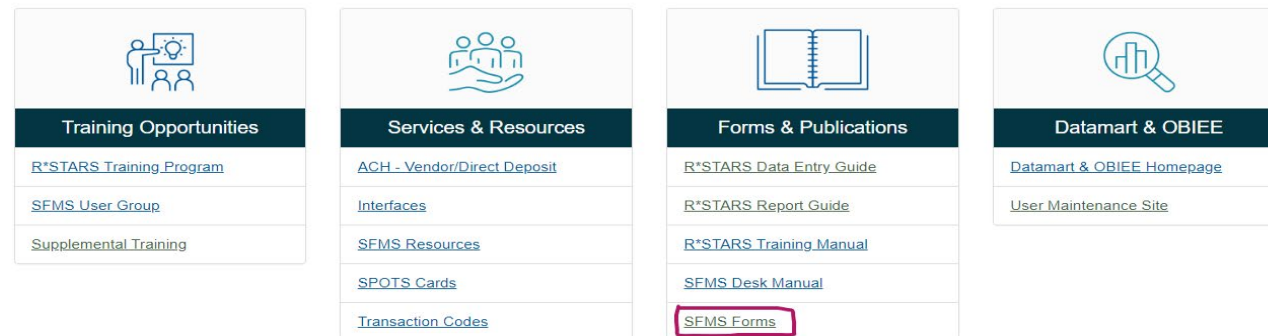
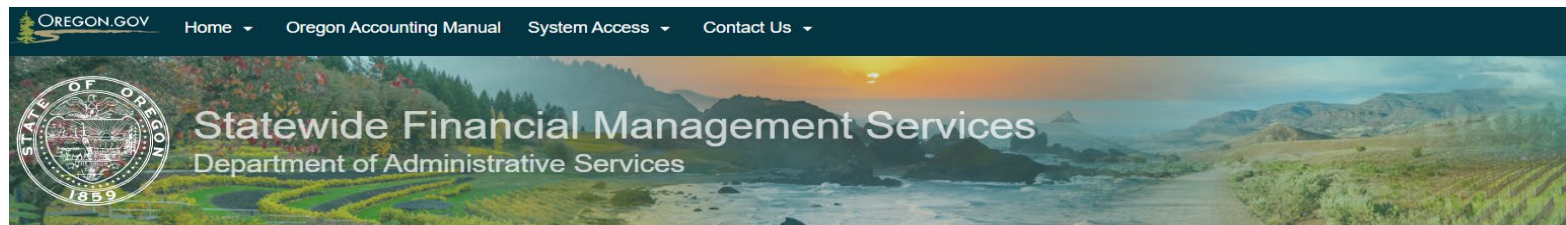
Request Date:	Click or tap here to enter text.
Agency Number:	Click or tap here to enter text.
Requested By (Acct 3 or higher):	Click or tap here to enter text.
Treasury Account Number:	Click or tap here to enter text.
List ALL associated D23 to be closed:	Click or tap here to enter text.
Associated D73 Cash Fund to be closed:	Click or tap here to enter text.

D23 Fund & Treasury Account Close Request Form

Request Date:	2/6/24
Agency Number:	107
Requested By (Acct 3 or higher):	D. Goose
Treasury Account Number:	1234
List ALL associated D23 to be closed:	1234 5678 6678 9876
Associated D73 Cash Fund to be closed:	01234 or N/A or (blank)

Treasury Account Closure

- SFMS will no longer accept email requests for Treasury Account or D23 close requests starting 2/6/2024.
- Form will be located on the SFMS Website.



Treasury Account Closure -

- It is recommended by SFMS that all eligible D23 Funds & D73 Cash Fund profiles be closed at the same time as the associated Treasury Account closure.
- Treasury accounts 0401 & 0539 are statewide Treasury Accounts and will not be closed, but the D23 Funds can be closed if no longer in use.
- All the previous rules still apply for closure:
 - Treasury Account must be zero.
 - D23 Funds, all Real GL Account balances = zero, the exception being equity accounts.
 - No outstanding warrants, GL Accounts 1011/1111.
 - D23 Funds with Capital Construction APPD (3020/6020/8020) will remain open and active due to financial archive ramifications.

Please submit completed form to D23.SFMS@das.Oregon.gov for processing.

Questions on the New Treasury Account Close Form?



Payment Control and Cancel Archive



Juan Maraver

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What is the Payment Archive?

Archive of warrant records.

- Expired warrants
- Warrants cancelled before July 1, 2021
- Warrants stopped before July 1, 2021
- Warrants redeemed before July 1, 2021



What else should I know about the archives?

This year the archive will be on Thursday, Feb 22.

- 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.

Questions on the Payment Archive?



2024 Financial Archive – 4/5/2024



Alan Park

971-719-3362

alan.park@das.oregon.gov

2024 Financial Archive

- Responsibility/System Availability

- No agency responsibility.
- System Availability:
 - Friday, April 5 – SFMA is available as usual. Financial Archive jobs will begin after the normal nightly batch cycle.
 - Saturday, April 6 – R*STARS 530 screen will have a message that reads “EAI - IT FILE CLOSED”.



2024 Financial Archive - System Availability 4/8/2024

System Availability (Continued):

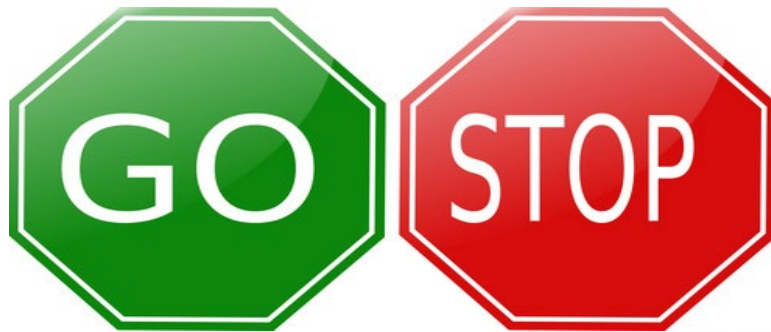
- Monday, April 8 – Expedite cycle will NOT occur.
- R*STARS 530 screen will have a message that reads “EAI - IT FILE CLOSED” while SFMS staff validate the archive.
- SFMS plans to run a batch cycle Monday night (4/8). We will communicate the status of our verification on Monday and open up the IT file as soon as possible.

2024 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.



2024 Financial Archive - Impact to ADPICS

ADPICS System Functionality:

- On 12/29/23, SFMS requested SARS System Security to Inactivate all agency users with Update capability in ADPICS.
- After 12/29/23, no transactions can be created in ADPICS or sent over to post in R*STARS.
- Because of this change in security, ADPICS is no longer impacted by the Financial Archive.

Financial Archive – Affected Tables/R*STARS Screens

Archiving financial data through Fiscal Year 2020 except for protected Capital Construction (CC) records affecting the Tables/Screens below:

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 01/09/24 09:39 AM
LINK TO: ACCOUNTING EVENT RECORD INQUIRY PROD

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

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
LINK TO:

STATE OF OREGON
FUND PROFILE

01/11/24 10:01 AM
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
LINK TO:

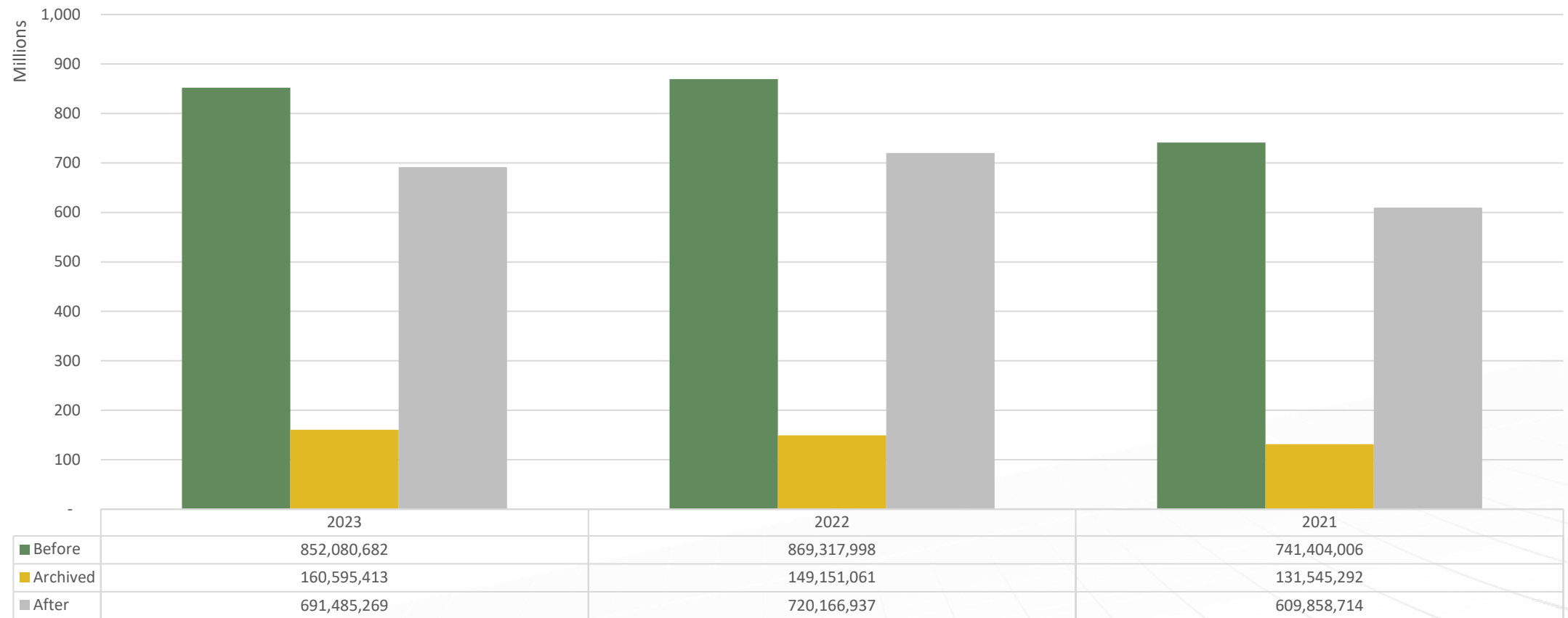
STATE OF OREGON
SYSTEM PARAMETERS PROFILE

01/11/24 10:19 AM
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



Questions on the Financial Archive?





Profile Archive

Julie Tacchini

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Profile Archive – What and When?

What is the Profile Archive?

- It is a biennial job that cleans out unused and unnecessary profiles.
 - Server space is minimized.
 - There are fewer profiles to search through.

When will the Profile Archive occur?

- Wednesday, May 22, 2024
- It runs in even number years while the Profile Roll that creates new profiles for upcoming AY and FYs runs in odd number years.

Profile Archive – Based on Profile Type

How are profiles selected for archive?

1. Depends on the type of profile.

- AY Profiles
i.e., Appropriation (20) and PCA (26)
- FY Profiles
i.e., D23 Fund (23)
- Effective End Date (EED) Profiles
i.e., Project (27) and Grant (29)

Profile Archive - Criteria

2. Archive Criteria by type are:

- AY Profiles
 - Appn Year < or = 2019
- FY Profiles
 - Fiscal Year < or = 2020
- EED Profiles
 - Eff End Date < or = 6/31/2020

Note about Status Code of a profile:

Profiles are archived regardless of profile status **unless** a period has retained capital construction records. All profiles for that period will be retained.

Profile Archive – Profiles Effected

AY Profiles	FY Profiles	EED Profiles
20 – Appropriation Number	25 – Agency Control	27 – Project Control
21 – Index/PCA Relationship	D23 – Fund	29 – Grant Control
22 – Cost Allocation	D73 – Cash Fund	30 – Contract
24 – Index Code		31 – Subgrantee Control
26 – Program Cost Account		34 – Agency Vendor
D03 – Organization Code		550 – Recurring Transaction
D04 – Program Code		D25 – Agency Object Group
D09 – Comptroller Object		D26 – Agency Code 1
D10 – Comptroller Object		D17 – Agency Code 2
D11 – Agency Object		D28 – Grantor
		D32 – Agency GL Account
		D36 – Agency Code 3
		D42 – Project Number
		D47 – Grant Number
		D48 – Grant Object

Profile Archive – Agency Responsibilities

Agency Responsibilities before May 22, 2024:

1. Review the Eff End Dates of EED profiles and update as desired.
 - Profiles with blank fields will be retained.
2. Print your agency's AY, FY and EED profile reports for possible future verification.
 - e.g., DAFQ0340
3. Contact your Agency Support Analyst with any questions, issues, or concerns.

Questions on Profile Archive?





2024 Vendor Purge

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2024 Vendor Purge – 5/14/24

Responsibilities/Summary

- No agency responsibilities
- No anticipated system downtime – SFMA should be open at it's normal time on Wednesday, 5/15/24.

2024 Vendor Purge – Before Count

Approximate record counts before the purge:

R*STARS		
Screen Number	Screen Name	Approx. Count
S052	Systemwide Vendor Profile	100,299
S051	Vendor Mail Code Profile	112,266
S03A/S03N	Vendor Alpha/Vendor Number Inquiry Screen	378,443

ADPICS		
Screen Number	Screen Name	Approx Count
5200	Vendor Table Maintenance	6,790
5150	Vendor Address Table Maintenance	699
1200	Vendor Table Inquiry	18,230

2024 Vendor Purge- Purge Logic

If the Vendor Number/Mail Code DOES NOT exist on an Accounting Event transaction AND:

The Last Process Date is > 1 year (older than 5/14/23).

OR

The Last Process Date is < 1 year and the profile Status is Inactive.

Additional vendor profiles that will purge include:

- All search names related to a 51 profile that is being purged.
- The 52 profile and related search names if all mail codes for a vendor are being purged.

2024 Vendor Purge – Retention Logic

- If any of the following are true, the vendor profile will not purge:
 - The Vendor Number/Mail Code DOES exist on an Accounting Event transaction.
 - The Last Process Date is < 1 year and the status is Active.
 - It is a Foreign Vendor (Vendor Number begins with 2).
 - It is an Agency Vendor profile (Vendor Number begins with 0).
 - Mail Code 000, the 52 profile, and any related search names will be retained if any other mail codes for that vendor qualify to be retained.

2024 Vendor Purge – ADPICS

5200 screen – Vendor Table Maintenance

- Vendors on 5200 screen that are found on the R*STARS 52 screen purge file.

5150 screen – Vendor Address Table Maintenance

- Vendors/Mail Codes on the 5150 screen that are found on the R*STARS 51 screen purge file.

2024 Vendor Purge - ADPICS

Purge Logic

Some records on the ADPICS 1200 screen (Vendor Table Inquiry) have a mail code and some only have a vendor number (see example below). Records with a mail code go through a different process than records without a mail code.

PCH1200 04.1		ADVANCED PURCHASING/INVENTORY	
LINK TO:		VENDOR TABLE INQUIRY	
S	VENDOR NAME	ID	M/C
	A TO Z RENTAL CENTER	1930746694	500
	A TO Z 98302	1930746694	500
	A WOR 97301	1931240692	
	A WORKSAFE SERVICE INC	1931240692	
	A&B SEPTIC	1931016179	

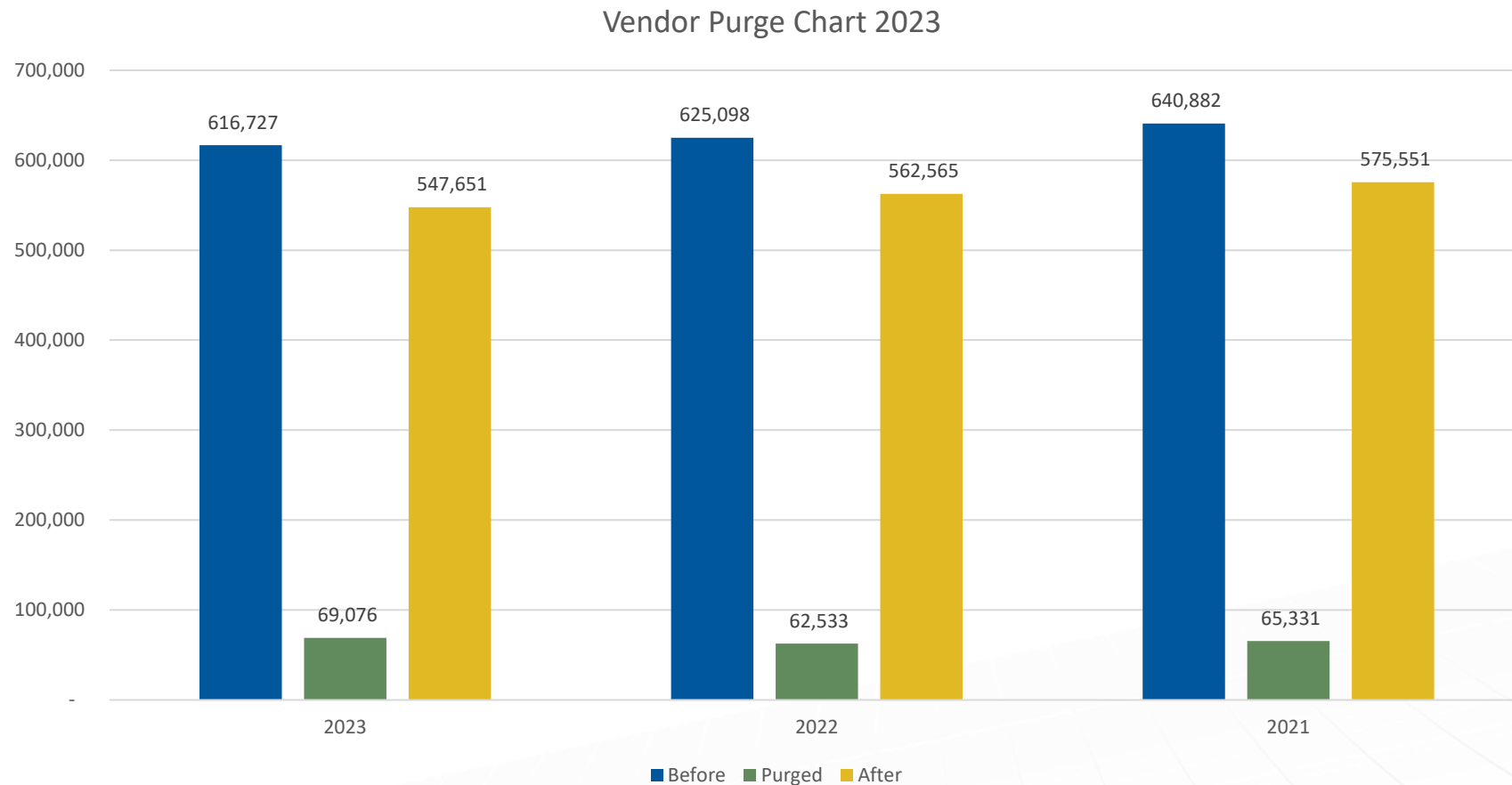
2024 Vendor Purge - ADPICS 1200 Screen Logic

1200 screen – vendor profile with mail code

- Compared with vendors/mail codes to be retained on the 5150 screen:
 - Records that match will be retained.
 - Records that do NOT match will be purged.

.

Vendor Purge Record Counts



Questions on the Vendor Purge?



R*STARS Screen Highlight- 13 Screen Deposit Research



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13 Deposit Research

- Finds Deposits using
 - Agency #
 - Deposit #
- & Much More!

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

Searching for a Range of Deposits?

- Must Include Agency #
- Search with:
 - Treas Fund
 - Account #

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

Reconciling with Treasury?

- Must Include Agency #
 - Search From MMDDYY
 - Search To MMDDYY
- Indicate Reconciliation Status

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

Where Do We Find Bit Buckets?

- Press F2-DEP DTL
 - From Screen 15
 - Press F2-86
 - Deposit Transaction Inquiry

F015	UC: 10				XX/XX/XXXX	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						

How Do We Find Bit Buckets?

- On S86
 - Drill Down to S84
 - Compare Approval DT
 - Lower Right Corner

```
S084 UC: 10 STATE OF OREGON XX/XX/XXXX 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
```

Screen 13 Example

```
F013 UC: 10                                01/11/24 03:06 PM
LINK TO: _____ DEPOSIT RESEARCH          PROD
AGENCY: _____ FROM: _____ THRU: _____
ACCT # _____ DEPOSIT # _____ TREAS FUND _____ STATUS _____

ACCOUNT    DEPOSIT    TREAS    SFMS    TREASURY    REL
NUMBER     NUMBER     FUND     AMOUNT  AMOUNT      STAT  S

F1-HELP  F2-DEP DTL  F7-PRIOR PG  F8-NEXT PG  F9-INT  ENTER-INQUIRE  CLEAR-EXIT
Te TLS                                         R 3 C 12  STCPU2Z2
```


Questions?



DAFR 6620 Highlight- Agency Balance Sheet



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DAFR 6620: Purpose

- Agency Balance Sheet
- Statement of Financial Position

DAFR 6620: Intervals

- Ordered to cover:
 - AY
 - A Defined Period
 - A Range of Dates

DAFR 6620: Frequencies

- Can be ordered on:
 - A Specific Date
 - Or Monthly
- Requestable by All

DAFR 6620: Level Options

- Various Level Options the data can be reported at:
 - Organizational level: Agency
 - Fund: 1 to 4
 - GL Account: 1 to 4

DAFR 6620: Example

DAFR6620 000 TSP 01 10		2(ORG) () () 4(FND) () 3(GLA)	RUN DATE: 06/01/07 TIME: 20:22:10 R=STARS	
CYCLE: 06/04/07 19:33 6378		CFY:07 CFM:12 LCY:06 LCM:10 INAE:N FICHE: 06 17 8500		
DEPT OF ADMINISTRATIVE SERVICES				
AGENCY BALANCE SHEET				
FOR THE MONTH OF APRIL 2007				
PERCENT OF YEAR ELAPSED: 100%			PROD VER 2.0	
*****			PAGE 23	
GAAP FUND GROUP	06	GOVERNMENT-WIDE REPORTING FUND		
GAAP FUND TYPE	17	GOVERNMENT-WIDE REPORTING FUND		
GAAP FUND	8500	GOVERNMENT-WIDE REPORTING FUND		
FUND				

COMPT GL	TITLE		CURRENT YEAR	PRIOR YEAR

0077	CASH - IN BANK			
0603	DEFERRED CHARGES		862,801.00	862,801.00
0815	EQUIPMENT AND MACHINERY		29,363.58	29,363.58
0816	MOTOR VEHICLES			
0817	DATA PROCESSING SOFTWARE		7,870,789.96	7,740,789.96
0818	DATA PROCESSING HARDWARE		15,923.65	15,923.65
0850	LAND			
0852	BUILDINGS AND BUILDING IMPROVEMENTS		136,244.50	136,244.50
0862	LEASEHOLD IMPROVEMENTS		14,492.00	14,492.00
0868	ACCUM AMORTIZATION DATA PROC SOFTWARE		5,529,944.33	4,267,884.24
0869	ACCUM DEPRECIATION-EQUIPMENT & MACHI		26,386.05	25,863.69
0870	ACCUM AMORTIZATION-LEASEHOLD IMPROVE		392.49	90.28
0872	ACCUM DEPRECIATION-MOTOR VEHICLES			
0873	ACCUM DEPRECIATION-DP HARDWARE		14,448.30	12,903.05
0875	ACCUM DEPR-BUILDINGS & BLDG IMPRVMT		38,705.81	33,545.04
0923	AMT TO BE PROVIDED FOR COP RETIREMEN			
0924	AMT TO BE PROVIDED FOR VACATION PAYA			
0967	NET PENSION ASSET		1925,100,000.00	1925,100,000.00
1230	INTEREST PAYABLE-CURRENT			
1276	BONDS PAYABLE-CURRENT			16,783,405.18
1279	COP PAYABLE - CURRENT			35,721,625.17
1605	COP PAYABLE - CURRENT			1,555,000.00
1701	VACATION PAYABLE-CURRENT		682,000.98	682,000.98
1703	UNDERWRITER'S DISCOUNT - COPS		2,853.16	2,853.16
1704	PREMIUM ON COPS SOLD			
1705	COPS PAYABLE -NONCURRENT		1,680,000.00	1,680,000.00
1711	DEFERRED LOSS/(GAIN)ON DEBT REFUNDIN		188,302.69	188,302.69
1713	UNDERWRITERS DISCOUNT - BONDS		5,964,208.14	5,964,208.14
1714	PREMIUM ON BONDS SOLD		32,929,888.52	32,929,888.52
1715	BONDS PAYABLE-NONCURRENT		2636,165,093.27	2634,110,093.27
1718	LEASE-PURCH CONTRACTS PAY-NONCURRENT			
1719	VACATION PAYABLE - NONCURRENT		227,333.66	227,333.66
3013	ARBITRAGE REBATE PAYABLE			
3014	INVESTMENT IN GFA - PRIOR TO SFMS			
3018	INVESTMENT IN GFA - GENERAL FUND			
3025	INVESTED IN CAPITAL ASSETS		2,456,936.71	3,596,527.09
3050	NET ASSETS		791,612,663.64	791,612,663.64
3070	RETAINED EARNINGS			
3505	CHANGE IN CAPITAL ASSETS		1,139,590.38	
3600	EXPENDITURE CONTROL - FIN STMT ACCRU		16,783,405.18	
	GAAP EXPENDITURE OFFSET		34,082,034.79	
* GAAP FUND	8500			
* GAAP FUND TYPE	17			
			.00	.00
			.00	.00

FORM F1000X

8765

FORM F180X

8765

DAFR 6620 Available in OBIEE

The screenshot displays the Oracle Business Intelligence Catalog interface. At the top, the Oracle Business Intelligence logo is visible. Below it, the 'Catalog' section includes a toolbar with various icons for navigation and actions. The 'Location' field shows the path: /Shared Folders/Repository/Final/DAFR 6610 & 6620.

On the left, a 'Folders' pane shows a hierarchical tree structure. The 'Shared Folders' folder is expanded, showing subfolders like 'Agencies', 'Components', 'Conditions', and 'Repository'. The 'Repository' folder is further expanded, showing 'Subject Area Contents' and 'Final'. The 'Final' folder is expanded, showing 'DAFR 6610 & 6620' and 'SEFA Reports'. The 'DAFR 6610 & 6620' folder is highlighted.

On the right, a list of reports is displayed. The first report is 'DAFR 6610 & 6620', which includes all DAFR 6610 and DAFR 6620 reports: Month, Period 13, and YE Period 13. The second report is 'OBDD GL Detail Test'. Both reports show their last modified dates and owners.

Type	Sort	Show More Details
All	Last Modified Descending	<input type="checkbox"/>

Report Name	Last Modified	Owner
DAFR 6610 & 6620	4/6/2022 12:18:41 PM	Owner
OBDD GL Detail Test	3/28/2022 6:18:17 AM	Owner

DAFR 6620: Additional Resources

- <https://www.oregon.gov/das/Financial/AcctgSys/Documents/6620.pdf>
- <https://www.oregon.gov/das/Financial/AcctgSys/Documents/chapter1.pdf>
- Any Questions?



Error Messages

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Error Message Examples

ECC MNTH CLOSED IN 97 SM

EAF GRANT REQ IF IND IS Y

EC7 APP # STATUS NOT "A"

EBK CLASS MISMATCH

FM1 CM ALLOT OVEREXP

F06 PYEND CONT BUD OVREX

EBM CLASS MISMATCH

D61 FM <= 25 CLS MTH

EE4 INV GRANT #/PH DATE

EBH REF DOCUMENT ON HOLD

EO8 INVAL TC/USER CLASS

WARNING... DOCUMENT VP001789 NOT IN BALANCE

E7K EFF DATE INVALID

Balancing Errors - Batch

Batch not in balance

- Entered # or amount of transactions on batch header does not = net # or net amount of actual transactions entered.

```
BATCH AGENCY: 941
BATCH DATE: 122723
BATCH TYPE: G
BATCH NUMBER: 002

BATCH BALANCING:
ENTERED COUNT: 00002
COMPUTED COUNT: 00000

ENTERED AMOUNT: 00000000010.00
COMPUTED AMOUNT: 00000000000.00
```

- Was a transaction missed when calculating the entered amount?
- Were the absolute values of all transactions added when calculating?
- Generally, either a transaction needs to be added to the batch or the entered data fields on the header need to be corrected.

Balancing Errors - Document

Document not in balance

- Doc amount entered for the document does not = net amount of actual suffixes of the document.

```
COMP/AGY OBJ: 4500 5001 CONSULTANTS
AMOUNT: 00000000111.03 RVS: _ DISC: _ 1099: 7 F0: _ PDT: MA
DOC COUNT: 00002 DOC AMT: 0000002993.40 DOC AGY: 926 CI: _ PROP #: _
```

- A suffix may have been missed or the doc amount was miscalculated.
- A T-code with a negative A/S Doc Amt indicator was added instead of subtracted from the document total.

```
S28A UC: 10 STATE OF OREGON 01/19/24 03:01 PM
LINK TO: _ TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 214 TITLE: NEG ACCOUNTS RECV-ADD SFX TO DOCUMENT
GENERAL LEDGER DR-1: 3101 CR-1: _ DR-2: 2951 CR-2: 2951
POSTING DR-3: _ CR-3: _ DR-4: _ CR-4: _
TRANS DOCD _ DUDT R SVDT _ CDOC I RDOC I MOD N AGCY R IDX _ PCA _ COBJ R
EDIT AOBJ _ RVRN N PDT N CI N 1099 N WARR N INVC _ VNUM I VNAM R VADD R
INDS: DMETH N APN# R FUND R GLA I AGL _ GRNT _ SUBG _ PROJ _ MULT _ G38# N
POST SEQ: 2 REG NO: 3 WW IND: 0 D/I: _ WAR CANCL TC: _ PYTC: _ FUTMY: N
GEN- TC: _ DT: _ ACCR TC: _ TR TC: _ INTERFACE IND: _
PAY LIQ TC: _ PAY RED TC: _ CUM POST IND: Y BAL TC: _ A/S DOC AMT: -
A/S RT MATCH GLA DOC A/S RT MATCH GLA DOC
```

- Remember – a T-code with a RVRN indicator of R will switch the A/S Doc Amt indicator for purposes of doc amount calculation as well.

Transaction Errors

Errors received during transaction entry while in edit mode 1 or 2.

- Appear at the bottom of the transaction entry screen.
- Cannot save the transaction until resolved.

Errors on edit mode 3 batches

- One suffix with an error can prevent the entire document from posting, or in the case of payroll, an entire batch.
- Isolate transactions with errors.

Errors During Entry

```
S504 UC: 01 STATE OF OREGON 01/08/24 04:13 PM
LINK TO: news REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N TRNG
BATCH: AGENCY 950 DATE 010824 TYPE 2 NO 999 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: 010824 EFF DATE: 011024 DUE DATE: SERV DATE:
CUR DOC/SFX: CR123456 001 REF DOC/SFX: MOD: AGENCY: 929
TRANS CODE: 190 RECEIPT OF REVENUE NOT ACCRUED
INDEX: 12345 INDEX TITLE NOT FOUND
PCA: 21110 DAS-FAC-08M-ADMINISTRATION-L AY: 25
COMP/AGY OBJ: 0401 0700 ADMINISTRATIVE AND SERVICE CHARGES
AMOUNT: 00000000100.00 RVS: DESC:
DOC COUNT: 00000 DOC AMT: 00000000100.00 DOC AGY: 950 FUND OVRD:
VEND/MC: 0000165000 000 NM:
PMT TYPE: INT: ADD1:
BANK: ADD2:
DISC DT: TM: ADD3:
PEN DT: TM: CITY: ST: ZIP:
PEN AMT: CHECK #: DEPOSIT #:
G38: APPN NO: 31501 FUND: GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: RTI:
E46 INDEX NOT IN 24 E37 INVALID AGENCY E91 INVH/DEPH REQUIRED
E40 CAN'T OVERRIDE INDEX
F1-HELP F2-INVOICE F3-RTI F4-EDIT F5-PRIOR F6-BALANCING F7-DETAILS
F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT
```

Navigate to the Link To field,
type NEWS, and press Enter.



```
S090 UC: 01 STATE OF OREGON 01/08/24 04:15 PM
LINK TO: NEWS/HELP TABLE TRNG
ACTIVE
KEYWORD: E46 PAGE: 01
CODE: E46 INDEX NOT IN 24
DATA ELEMENT: INDEX
EXPLANATION: WHEN THE INDEX IS OPTIONAL ON AN ACCOUNTING TRANSACTION
              (AS DEFINED IN THE TRANSACTION CODE DECISION PROFILE)
              AND IT IS ENTERED ON AN ACCOUNTING TRANSACTION IT MUST
              BE DEFINED IN THE 24 INDEX CODE PROFILE.
STATUS CODE: A
EFF START DATE: 06201990 EFF END DATE: LAST PROC DATE: 12081994
Z06 RECORD SUCCESSFULLY RECALLED
F3-DELETE F5-NEXT RECORD F8-NEXT ERROR F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT
```

Type in the error code, learn more, and press
F9-Interrupt to return to the data entry screen.

Errors on an Edit Mode 3 Batch

```
S505 UC: 10 STATE OF OREGON 01/08/24 04:45 PM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY DATE 122823 TYPE 8 NO 932 SEQ NO 00168 MODE MASTER EDIT ONLY
DOC DATE: 122823 EFF DATE: 122823 DUE DATE: SERV DATE:
CUR DOC/SFX: PI418177 168 REF DOC/SFX: PA248121 256 MOD: AGENCY:
TRANS CODE: 857 SFMS AGY PMT FOR PAYROLL PAYABLE
INDEX:
PCA: 26616 AY: 25
COMP/AGY OBJ:
AMOUNT: 00000022781.04 RVS: DISC: 00000000000.00 1099: F0: PD
DOC COUNT: 00625 DOC AMT: 0000000000.00 DOC AGY: CI: PROP #:
INV #: DT: DESC: 248122723802900256
VEND/MC: NM:
CONT NO: ADDR 1:
WARR NO: ADDR 2:
APPN NO: 60200 ADDR 3:
FUND: 0500 ADDR 4:
GL AC/AGY: CITY: ST: ZIP:
GRANT NO/PH: 102123 24 SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 00401 G38: RTI: D
F91 DOCUMENT LEVEL ERROR F07 LK CASH NEG CM ACCRU
F1-HELP F4-PRIOR F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT
```

Press F1-Help.



```
S090 UC: 10 STATE OF OREGON 01/08/24 04:52 PM
LINK TO: NEWS/HELP TABLE PROD
ACTIVE
KEYWORD: F91 PAGE: 01
CODE: F91 DOCUMENT LEVEL ERROR
DATA ELEMENT:
EXPLANATION: AN ERROR IS DETECTED ON AT LEAST ONE SIDE OF A BALANCE TRANSFER
TRANSACTION. THE ACTUAL FATAL ERROR MESSAGE(S) MAY BE ON 1, OR
MORE, TRANSACTIONS FOR THAT DOCUMENT #. THE ACTUAL FATAL ERROR
IS LISTED AFTER THE F91 ERROR MESSAGE. FOR EXAMPLE, F91 MAY
BE ON 10 BALANCE TRANSFER TRANSACTIONS, BUT 1 OR MORE
TRANSACTION(S) MAY HAVE THE F33, F34 ERROR MESSAGES FOLLOWING
THE F91 ERROR. WHEN F91 DISPLAYS TWICE ON A BALANCE TRANSFER
TRANSACTION, TWO SETS OF BALANCE TRANSFER TCODES HAVE THE SAME
DOCUMENT #. FOR EXAMPLE: ONE DOCUMENT # CONTAINS 4 TRANSACTIONS
STATUS CODE: A
EFF START DATE: 07011991 EFF END DATE: LAST PROC DATE: 06112009
206 RECORD SUCCESSFULLY RECALLED
F3-DELETE F5-NEXT RECORD F8-NEXT ERROR F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT
```

Press F5-Next Record for more information on F91.
Press F8-Next Error for the F07 information.
Press F9-Interrupt to return.

Isolate Transactions w/Errors

Add an I to the Errors I/E indicator on the 520 screen.

S520 UC: 10 STATE OF OREGON 01/09/24 05:08 PM
LINK TO: VIEW A BATCH PROD

BATCH ID: AGENCY DATE 122823 TYPE 8 NO 932 SEQUENCE 00210 ERRORS I/E: -
MODE EDIT ONLY EFF DATE 122823 STATUS H PRINTER ID: -

S	P	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	AMOUNT	R
-		00199	PI418177	199	PA	121	298	857		26623	25		46698.13	
-		00200	PI418177	200	PA	121	299	857		26623	25		9012.24	
-		00201	PI418177	201	PA	121	300	857		26623	25		3527.03	
-		00202	PI418177	202	PA	121	301	857		26623	25		14324.34	
-		00203	PI418177	203	PA	121	302	857		26623	25		20.87	
-		00204	PI418177	204	PA	121	304	857		26623	25		41864.96	
-		00205	PI418177	205	PA	121	305	857		26623	25		748.98	
-		00206	PI418177	206	PA	121	306	857		26623	25		41.61	
-		00207	PI418177	207	PA	121	311	857		26625	25		3611.96	
-		00208	PI418177	208	PA	121	313	857		26625	25		866.14	
-		00209	PI418177	209	PA	121	314	857		26625	25		1368.36	

ENTERED COUNT: 00733 ENTERED AMOUNT: 00007953124.45
COMPUTED COUNT: 00625 COMPUTED AMOUNT: 00007898973.02
TO VIEW ADDITIONAL DETAIL RECORDS, PRESS F8



S520 UC: 10 STATE OF OREGON 01/09/24 05:02 PM
LINK TO: VIEW A BATCH PROD

BATCH ID: AGENCY DATE 122823 TYPE 8 NO 932 SEQUENCE 00239 ERRORS I/E: I
MODE EDIT ONLY EFF DATE 122823 STATUS H PRINTER ID: -

S	P	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	AMOUNT	R
-		00199	PI418177	199	PA	121	298	857		26623	25		46698.13	
-		00202	PI418177	202	PA	121	301	857		26623	25		14324.34	
-		00204	PI418177	204	PA	121	304	857		26623	25		41864.96	
-		00214	PI418177	214	PA	121	321	857		26734	25		385.19	
-		00216	PI418177	216	PA	121	323	857		26734	25		404.61	
-		00220	PI418177	220	PA	121	328	857		26771	25		159.73	
-		00224	PI418177	224	PA	121	332	857		26771	25		296.97	
-		00234	PI418177	234	PA	121	344	857		26778	25		1218.37	
-		00235	PI418177	235	PA	121	345	857		26778	25		268.52	
-		00236	PI418177	236	PA	121	346	857		26778	25		424.29	
-		00238	PI418177	238	PA	121	348	857		26778	25		974.12	

ENTERED COUNT: 00733 ENTERED AMOUNT: 00007953124.45
COMPUTED COUNT: 00625 COMPUTED AMOUNT: 00007898973.02
TO VIEW ADDITIONAL DETAIL RECORDS, PRESS F8

Listed transactions limited to
only those with true errors.

EQ8 Inval TC/User Class Error

Two common causes

1. User attempts to enter a T-code for which they do not have an appropriate User Class.

```
S090 UC: 10 STATE OF OREGON 01/19/24 03:17 PM
LINK TO: NEWS/HELP TABLE PROD
KEYWORD: EQ8 PAGE: 01
CODE: EQ8 INVAL TC/USER CLASS
DATA ELEMENT: TRANSACTION CODE
EXPLANATION: THE TRANSACTION CODE ENTERED IS NOT VALID FOR THE USER CLASS.
              THE D66 USER CLASS PROFILE IDENTIFIES SPECIFIC TRANSACTION
              CODES OR RANGES OF TRANSACTION CODES THAT ARE VALID (OR
              INVALID) FOR A PARTICULAR USER CLASS.
```

```
SD66 UC: 10 STATE OF OREGON 01/19/24 02:45 PM
LINK TO: USER CLASS PROFILE MAINTENANCE PROD
USER CLASS: 48
TITLE: INTERAGENCY TRANSFERS - ORIGINATING AGENCY
I/E (I=INCLUDE,E=EXCLUDE)
ENTER TRANSACTION CODES SEPARATED WITH EITHER "-" OR ",".
I 243 404 405 432 433 599 692 741 752
   765 779 788 900 901
   - - - - -
```

2. User attempts to change a system generated transaction like payroll T-code 857.
The agency will need to contact their SFMS support analyst to request the 'UC stamp' be removed from the transaction.

FB9 Errors in Splits

This error is related to transactions involving RTIs.
The 530 screen will only display the parent transaction, not the children.
Additional information is found on the DAFR2151.

DAFR2151	CNTL 01	* * DEPARTMENT OF FORESTRY										*****AGCY NUMBER				
R*STARS ERROR REPORT										AGCY PAGE 6						
01/10/24 (19.13) CYCLE 4745										*****RUN PAGE 1,465						
-----TRANS ID-----																
USER ID TID EFF DT AY DMI C/I TC M R AGY RTI INDEX TRANSACTION AMOUNT CODE DESCRIPTION																
APPN# FUND PCA COBJ ACBJ PROJ #/PH GRANT#/PH SUB GRANTEE ORIG																
--AGY CD 1 2 3-- GL / AGY GL MULTI CODE VENDOR /MC																
INVOICE NO VENDOR NAME IRS																
DUE DT SERV DT INV DT DOC DATE DOC AGY CUR DOC/SFX REF DOC/SFX																
PT BANK NUMBER DISC DT TRM PEN DT TRMS INT PENALTY AMOUNT																
01/09/24 E 002 00060	INTEPROC	01/09/24 25 R	222		91507				20.84	FB9 ERRORS IN SPLITS						
		91507 4975 4203														
	RICOH USA INC				1230334400	000										
	5068564294	12/01/23 01/09/24			1											
	01/09/24	DA			VU062642	001										
					0.000			.00								
01/09/24 E 002 00289	INTEPROC	01/09/24 25 R	222		91507	13010			16.67	FB9 ERRORS IN SPLITS						
		30208 2500 02500 4975 4203						00060		ECD PCA STATUS NOT "A"						
		00579			1230334400	000										
	RICOH USA INC				1											
	5068564294	12/01/23 01/09/24			VU062642	001										
	01/09/24	DA			0.000			.00								
01/09/24 E 002 00290	INTEPROC	01/09/24 25 R	222		91507	17800			4.17	FB9 ERRORS IN SPLITS						
		02500 4975 4203						00060								
					1230334400	000										
	RICOH USA INC				1											
	5068564294	12/01/23 01/09/24			VU062642	001										
	01/09/24	DA			0.000			.00								

Resources on Error Messages

DAFR2151 R*STARS Error Report

R*STARS Online Help Feature

[SFMS Desk Manual Othe1 Error Correction](#)

- Instructions on correcting balancing errors and transaction errors.
- Also includes information on Unauthorized User Class error, edit modes, and how to use the 54a screen to make mass changes to a batch.

[SFMS Desk Manual Othe7 Class Mismatch](#)

- Focuses on the EBK error and the data elements that must match between transactions.

[R*STARS Training Manual Chpt #7 On-Line Help – Error Code Help](#)

SFMS Agency Support Analyst

Questions on where to find more information about an error message?

Let us know if there is a specific error you would like reviewed in a future meeting.





User Classes

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About User Classes

The R*STARS Security Subsystem prevents unauthorized access and updating of the system. Some functions that are secured include data entry, profile/table maintenance, inquiry, report request and approvals. Security is managed in R*STARS through user classes.

Each state agency that uses state financial systems must designate Agency Security Officers (ASO) per OAM 10.70.00: <https://www.oregon.gov/das/Financial/Acctng/Documents/10.70.00.pdf>.

An ASO is authorized to request security access to R*STARS on behalf of their agency. All requests are processed by SARS System Security. SFMS staff is not involved in this process.

See the SARS System Security website for a listing of designated ASOs by agency, access request forms, and instructions for users on how to request a password reset if access has been revoked: <https://www.oregon.gov/das/Financial/Acctng/Pages/Syst-security.aspx>

R*STARS Security Screens

There are 3 screens in R*STARS that are related to system security. Only certain user classes are permitted to view these screens. You will not be able to look up information using these screens if you have not been granted that access.

1. **D66 – User Class Profile Maintenance** - Defines which transaction codes or ranges of transactions codes each user class can process.
2. **96A – Security Profile – Screen 1** - Defines the user level security capabilities for each user ID.
3. **96B – Security Profile – Screen 2** - Defines access to regulated screens for each user ID.

We will go over each of these screens in more detail on the next slides.

D66 Screen

The D66 screen specifies what transaction codes each user class will allow. This is useful when determining what user class you need to make a particular entry.

USER CLASS:
TITLE:

I/E (I=INCLUDE,E=EXCLUDE)
ENTER TRANSACTION CODES SEPARATED WITH EITHER "-" OR ",".
 - - - - - - - -
 - - - - - - - -

ENTER ACTION CODES SEPARATED WITH EITHER "-" OR ",".
EFF START DATE: EFF END DATE: STATUS CODE:
LAST PROC DATE:

This D66 screen info can also be found on our website as a separate tab in the T-codes spreadsheet.

<https://www.oregon.gov/das/Financial/AcctgSys/Documents/Transaction-Codes.xlsx>

96A Screen

Enter User ID to see User Class profiles set up for that user.
There is a separate screen for each user class.

```
S96A VER 2.0                STATE OF OREGON
LINK TO:                     SECURITY PROFILE
PROD

USER ID/CLASS: [ ] [ ] AGENCY: [ ] NAME: [ ]

ACCOUNTING TRANS: [ ] BATCH EDIT MODE: [ ]
RELEASE FLAG: [ ] DISBURSEMENT METHOD: [ ]
AGENCY GROUP: [ ] WORK HOUR: [ ] [ ]
AGENCY RANGE 1: [ ] [ ] WORK DAY: [ ] [ ]
AGENCY RANGE 2: [ ] [ ] PRINTER ID: [ ]
SECURITY AGENCY: [ ] DEFAULT
SECURITY ORG: [ ] ACTION CODE AGENCY: [ ]
SECURITY ORG: [ ] ACTION CODE: [ ]
PRIOR MO POST IND: [ ] VIEW TIN INFO: [ ] (Y/N)
PRIOR YR POST IND: [ ] VIEW BANK INFO: [ ] (Y/N)
FUND OVERRIDE: [ ] STATEWIDE REPORTING: [ ] (Y/N)

EFF START DATE: [ ] [ ] [ ] STATUS CODE: [ ]
EFF END DATE: [ ] [ ] [ ] LAST PROC DATE: [ ] [ ] [ ]
```

Accounting Trans

- 0 = view transactions
- 1 or 2 = input transactions
- 3 or 4 = modify approved transactions

Release Flag

- 0 = may not release batches
- 1 = may release batches (if D66 allows)

Batch Edit Mode

- 0 = may input edit mode 0 batches
- 1 = may input edit mode 0 or 1 batches
- 2 = may input edit mode 0, 1 or 2 batches

Disbursement Method

- 0 or 1 = may hold warrant on 41 screen
- 2 = may release warrant on 41 screen
- 3 = may expedite warrant on 41 screen

96B Screen

Enter User ID to see User Class profiles set up for that user.
There is a separate screen for each user class.

S96B VER 2.0

STATE OF OREGON

LINK TO:

SECURITY PROFILE

USER ID/CLASS:

AGY: NAME:

D01	D02	D03	D04	D05	D06	D08	D09	D10	D11	D12
D13	D14	D15	D16	D17	D18	D19	D20	D21	D22	D23
D24	D25	D26	D27	D28	D30	D31	D32	D33	D34	D35
D36	D37	D38	D39	D40	D41	D42	D43	D44	D45	D46
D47	D48	D49	D50	D51	D52	D53	D54	D55	D56	D57
D59	D61	D62	D63	D64	D66	D67	D71	D73	D80	010
012	014	017	018	020	021	022	023	024	025	026
027	28A	28B	029	030	031	033	034	035	036	037
038	039	041	042	043	43M	044	045	046	047	048
049	051	052	053	054	055	056	057	058	059	061
062	063	064	065	066	067	068	069	077	078	079
080	081	082	084	085	086	087	088	089	090	091
092	093	094	095	096	097	101	102	103	105	106
515	518	540	550	WRP	REC	SMR				

EFF START DATE: : EFF END DATE: : LAST PROC DATE:

The 96B screen indicates whether a user has been granted access to specific R*STARS screens with their user class. Each User Class has a default template SARS System Security uses for the 96B screen setup.

Indicators

- Blank = User does not have access
- 0 = View records only
- 1 = View, add and change records
- 2 = View, add, change and delete records
- 3 = View and add records

WRP

Access to view PDF reports online

- Blank = User does not have access
- 0 = User has access to PDF website

Additional Questions?

Requests to add, change or revoke system security access?

Contact your Agency Security Officer (ASO). You can find the designated ASO for your agency on the SARS System Security website: <https://www.oregon.gov/das/Financial/Acctng/Pages/Syst-security.aspx>

User ID revoked or password reset requests?

See SARS System Security website: <https://www.oregon.gov/das/Financial/Acctng/Pages/Syst-security.aspx>

Questions on R*STARS security screens?

Refer to the Data Entry Guide on the SFMS website.

D66: https://www.oregon.gov/das/Financial/AcctgSys/Documents/Chapter_5_Desc_Profiles.html#_Toc161476689

96A/96B: https://www.oregon.gov/das/Financial/AcctgSys/Documents/Chapter_6_Non_Descriptive_Profiles.html#_Toc859447

Error messages related to user class security in R*STARS?

Contact your SFMS analyst if you need help troubleshooting.

Thank you for coming!

Visit SFMS Webpage [Supplemental Training](#) for additional training opportunities.

Upcoming Trainings

- Feb 8 – Vendors
- Feb 22 – Direct Deposit

