



SFMS User Group Meeting

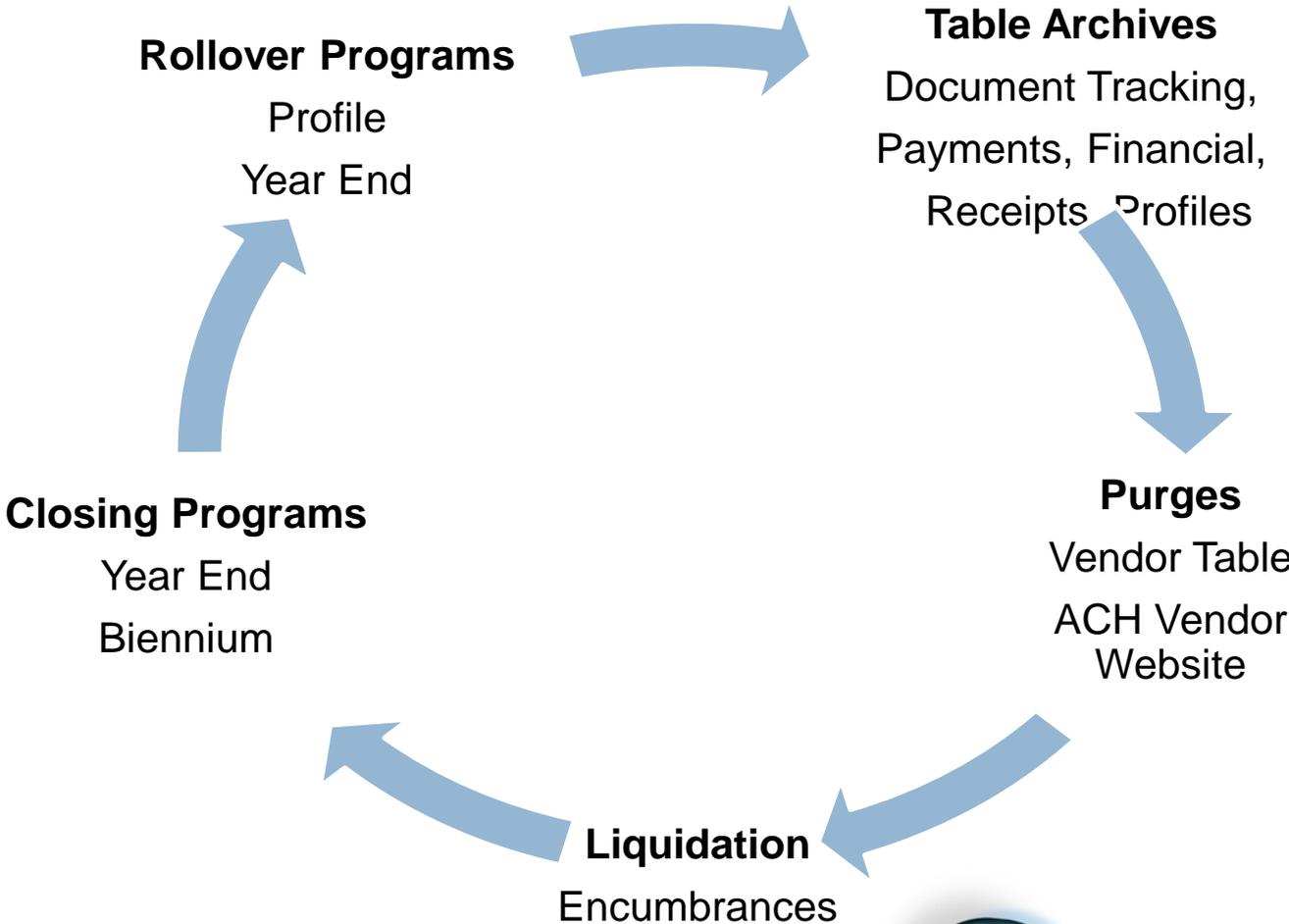
May 16, 2017



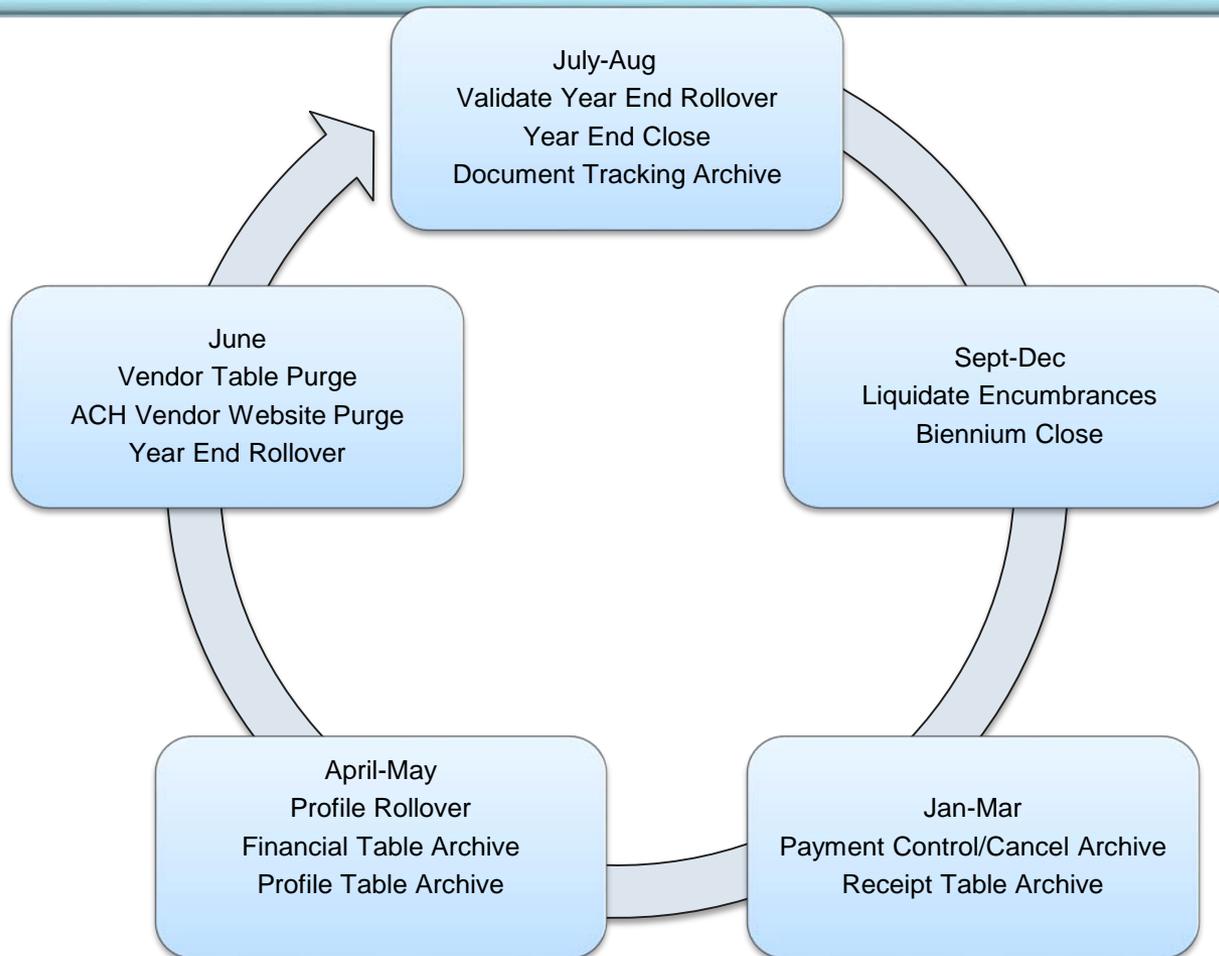
Agenda

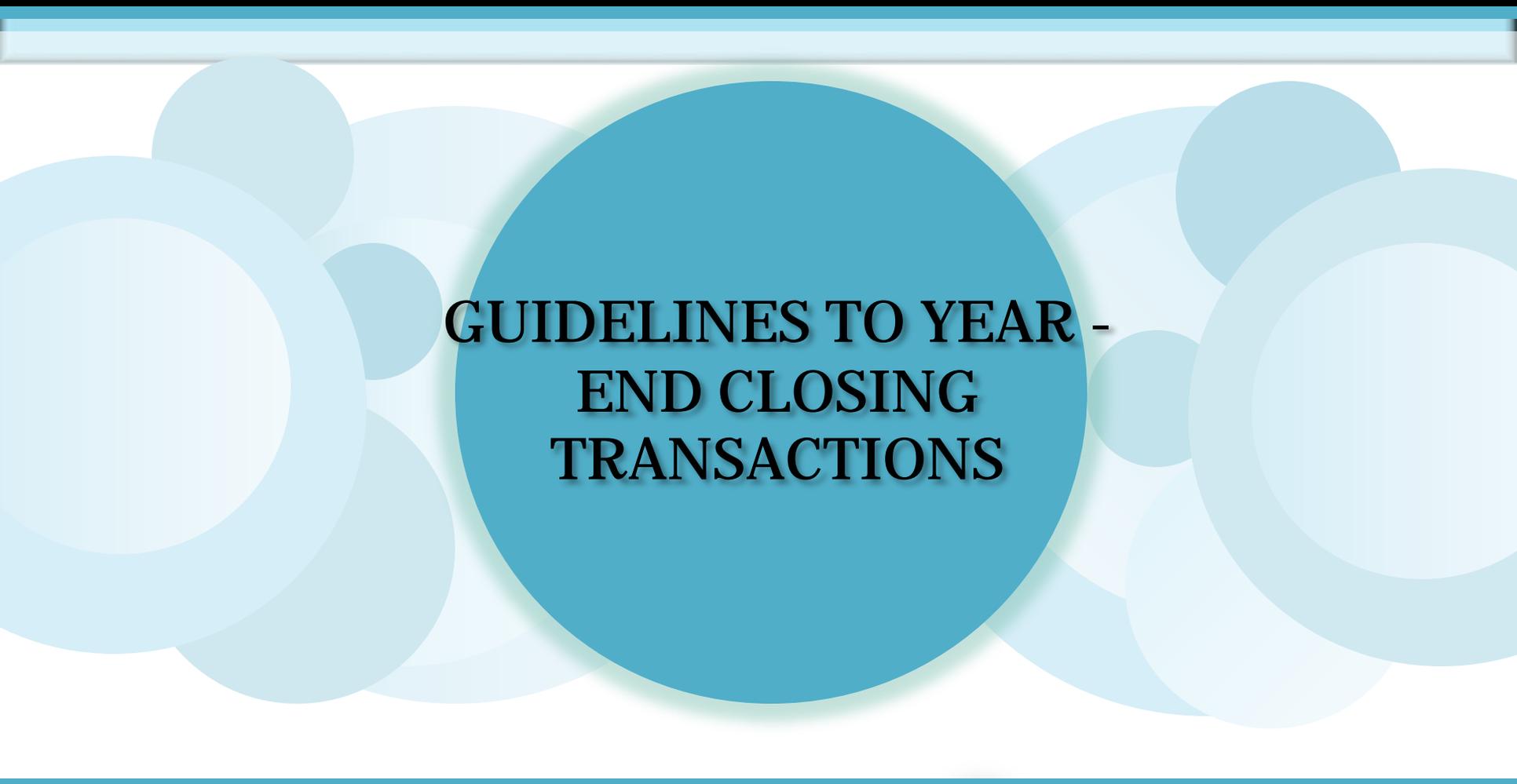
- Introductions
- Year-end Closing Guidelines- Dianne Lay
- Requesting Year-end Reports- Karlene Hancock
- Year-end Financial Roll- Jerry Ovard
- Biennium Close- Ru Chen and Alan Park
- Questions and Answers- Judy Wilder
- Closing

SFMA Terms



SFMS Calendar





**GUIDELINES TO YEAR -
END CLOSING
TRANSACTIONS**

The “Yellow Pages”

Guidelines to
Facilitate
Year End
Closing
Transactions



Why?

**To assist agencies
with closing transaction information
for Fiscal Year 2017 (FY17)**



What?

- **Fiscal Month 12**
- **Fiscal Month 13**
- **Appropriation Year**
– **2015-2017**

When?

- **Fiscal Month 12, Fiscal Year 2017**
 - Closes Friday, 7/14/17
- **Fiscal Month 13, Fiscal Year 2017**
 - Closes Friday, 8/11/17
- **Appropriation Year 2015-2017**
 - Ends 6/30/17
 - Left open for payables until 12/30/17

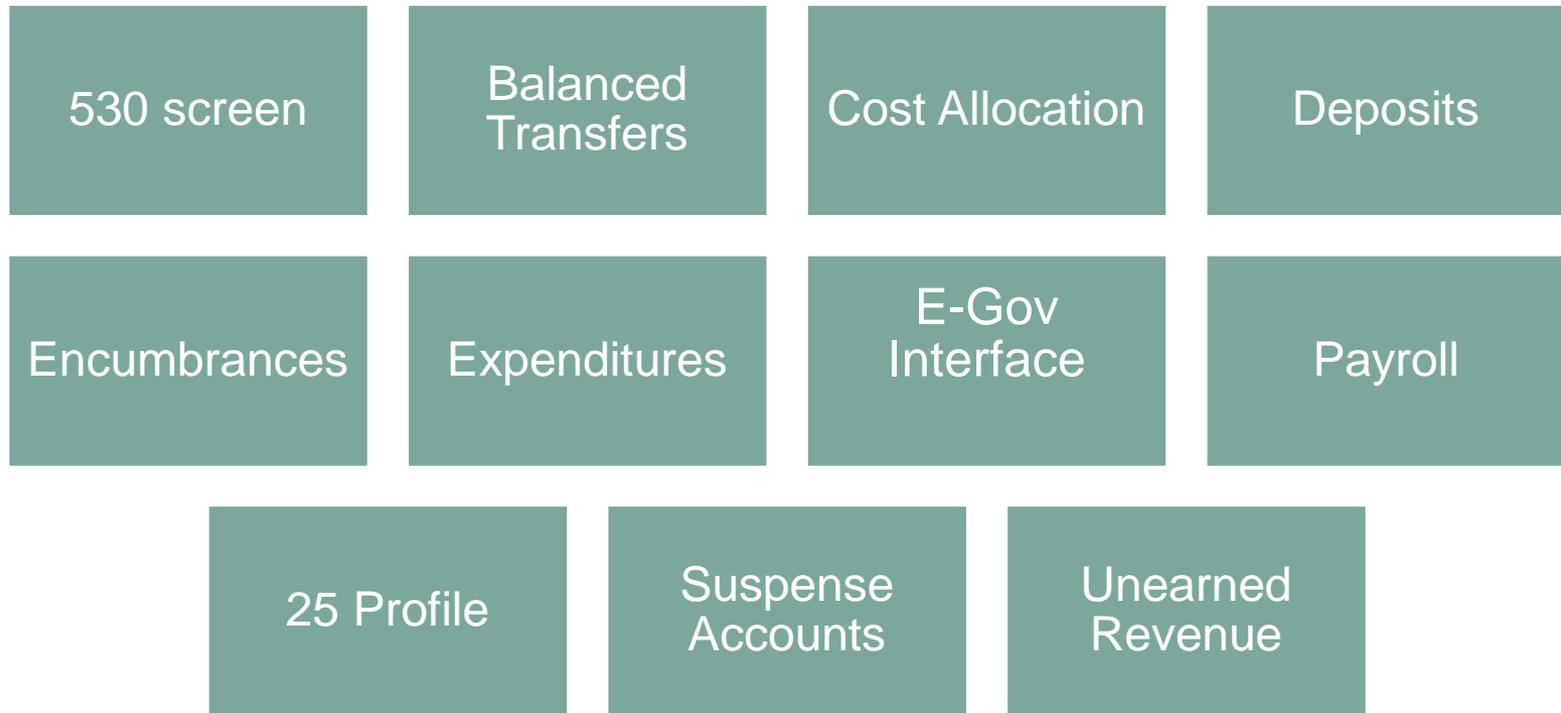
How?

Grid Pattern

Category	FM12	FM13
<ul style="list-style-type: none">• Various subjects	<ul style="list-style-type: none">• Dates• T-codes	<ul style="list-style-type: none">• Dates• T-codes

How?

Category





How?

Fiscal Month 12 - June

Dates to use: FM, FY, AY

Tidbits of information

Accrual information



How?

Fiscal Month 13 – period 13

Dates to use: FM, FY, AY

Tidbits of information

Accrual information

REMINDERS

Page 1

- F2 to view transactions on 530 screen
- Correcting tracked documents

Page 2

- Do not back date
- BT contact list

REMINDERS

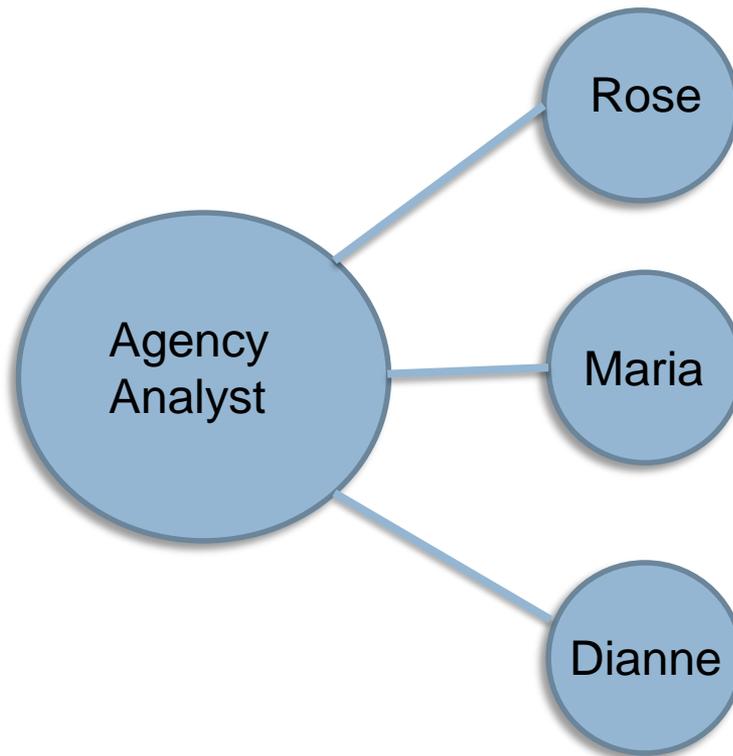
Page
4

- Contact E-Commerce to update AY

Page
6

- Mass Batch Change instructions
- FY18 cost allocation runs

Who?



503-373-0770

Rosalyn.M.Mattix@oregon.gov

503-373-0251

Maria.J.Berglund@oregon.gov

503-373-0267

Dianne.Lay@oregon.gov

To find out who your agency analyst is:

Go to 90 HELP screen in RSTARS, enter keyword NEWS and page 05

Any Questions?





The end



THANK YOU
FOR BEING
HERE



**REQUESTING YEAR
END REPORTS**



Important Dates

June Close – July 14, 2017

Month 13 Close – August 11, 2017

July Close – September 1, 2017



Pitfall #1

MULTIPLE FISCAL MONTHS & YEARS OPEN!

AY17/AY19

FY17/FY18

Mo 12

Mo 13

Mo 01



General rule

Reports ordered with the following frequencies on the 91 screen:

Weekly

Monthly

Quarterly

Yearly



Additional Frequency requests

CC = Current Closed Fiscal Month

CM = Current Month

PM = Prior Month

Frequency Control

2 Choices

A = Looks to the 25 screen for Reporting Indicators

S = Looks to the 91 screen itself for the Frequency

June Close (Month 12)

91 Report Request Profile

AY	Period	FY	Frequency	Control
17	CC			A
17	CC			S
17	PM			A
17	PM			S
17	12	17		A
17	12	17		S

25 – Agency Control Profile

Fiscal Year = 17

Last Month Closed = 12

Fiscal Year = 18

Reporting Indicators = All set to “Y”

Last Month Closed = 00



Additional Information

**INAE Flag Set
July 14, 2017**

**DAFR6520
PM or 12/17**

Month 13 Close

91 Report Request Profile

AY	Period	FY	Frequency Control
17	CC		A
17	CC		S
17	13	17	A
17	13	17	S

25 Agency Control Profile

Fiscal Year = 17

Reporting Indicators = All set to “N”

Last Month Closed = 13

Fiscal Year = 18

Reporting Indicators = All set to “Y”

Last Month Closed = 00



Pitfall #2

**Reports for Month 13
DO NOT USE “PM” as a Frequency**

July Month End Close

91 Report Request Profile

AY	Period	FY	Frequency	Control
19	CC		A	
19	CC		S	
19	01	18	A	
19	01	18	S	

25 Agency Control Profile

Fiscal Year = 18

Reporting Indicators = All set to “Y”

Last Month Closed = 00



Pitfall #3

Reports for July Close
DO NOT USE “PM” as a Frequency



CONTACT

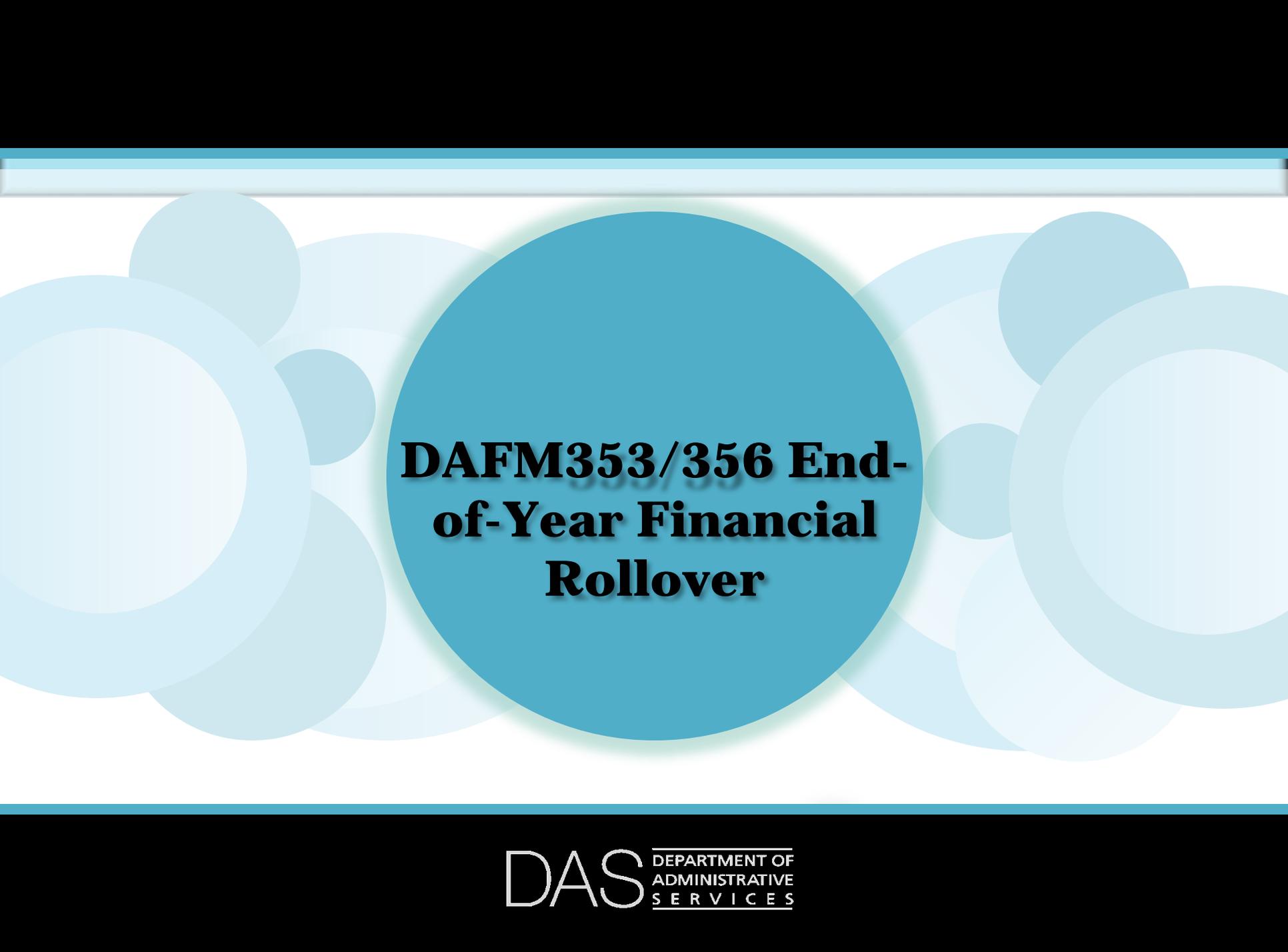
If you have questions or concerns when ordering your reports please let me know!

Ph 503-373-0714

Email karlene.hancock@oregon.gov

Any questions?





**DAFM353/356 End-
of-Year Financial
Rollover**



Structure

DAFM353 – Extracts and Rolls Data

DAFM356 – Merges Duplicate Rows



Structure

DAFM353 – Extracts and Rolls Data

DAFM356 – Merges Duplicate Rows

ROLL Process

Rolls Financial Balances.....

Even Years
GP PJ CC DF CF



GP – Grant Financial

66 screen

PJ – Project Financial

80 screen

CC – Cash Control Financial

63 screen

DF – Document Financial

64 screen

CF – Contract Financial

68 screen

ROLL Process

Rolls Financial Balances.....

Odd Years
 GP PJ CC DF CF
 AP AL AF GS GL



GP – Grant Financial	66 screen
PJ – Project Financial	80 screen
CC – Cash Control Financial	63 screen
DF – Document Financial	64 screen
CF – Contract Financial	68 screen
AP – Appropriation Financial	62 screen
AL – Allotment Financial	61 screen
AF – Agency Fund Financial	69 screen
GS – General Ledger Summary Financial	89 screen
GL – General Ledger Detail Financial	65 screen

GENERAL LEDGER ROLL

SD31 UC: 10 STATE OF OREGON 05/12/17 04:07 PM
LINK TO: COMPTROLLER GENERAL LEDGER ACCOUNT PROFILE PROD

COMP GL ACCOUNT: 3500 TITLE: EXPENDITURE CONTROL - CASH
GAAP GL CLASS: 310 (MUST BE IN D14)
NACUBO GL CLASS: 99 (MUST BE IN D46)
NORMAL BALANCE: D (D=DEBIT, C=CREDIT)
YEAR END CLOSE: 2 (0=MEMO,1=REAL NOT CLOSED,2=NOMINAL CLOSED)
INVESTMENT TYPE: 99 G/L EDIT TYPE: S OBJECT IND: E
GASB 9 CASH FLOW CAT: 99 STMT OF CHANGES CATEGORY: 99

INDICATORS IDENTIFY VALID BALANCE TYPES (BT, FROM D05 BALANCE TYPE PROFILE)
IN EACH FINANCIAL TABLE TO BE POSTED FOR THE GL ACCOUNT:

APPROPRIATION: 15 (BT, NP=NO POST, AA=ANY)

AGENCY BUDGET: 15 (BT, NP=NO POST, AA=ANY)

CASH CONTROL: NP (BT, NP=NO POST, AA=ANY) DOCMNT: NP (BT, NP=NO POST, AA=ANY)

GRANT: 15 (BT, NP=NO POST, AA=ANY) PROJ: 15 (BT, NP=NO POST, AA=ANY)

GAAP GL CATEGORY: 30 NACUBO GL CATEGORY: 99 STATUS CODE: A
EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 09152001
Z06 RECORD SUCCESSFULLY RECALLED

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



GENERAL LEDGER ROLL

Non-GASB 54

S505 UC: 10 STATE OF OREGON 05/15/XX 09:54 AM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 107 DATE 0501XX TYPE 4 NO 403 SEQ NO 00002 MODE BATCH POST
DOC DATE: 0501XX EFF DATE: 0401XX DUE DATE: 0519XX SERV DATE: 0423XX
CUR DOC/SFX: VPF00140 002 REF DOC/SFX: C114033 000 MOD: AGENCY: 107
TRANS CODE: 222 VOUCHER PAYABLE-NOT ENCUMBERED
INDEX:
PCA: 81907 EAM - FLEET SEASONAL VEHICLES AY: XX
COMP/AGY OBJ: 4975 5817 PROGRAM REPAIR SUBLET
AMOUNT: 00000000018.76 RVS: DISC: 00000000000.00 1099: 7 FO: PDT: DA
DOC COUNT: 00013 DOC AMT: 0000002151.48 DOC AGY: 107 CI: PROP #:
INV #: 70800035018 DT: 0429XX DESC: 251888 WINTER TIRES
VEND/MC: 1930470437 000 NM: LES SCHWAB WAREHOUSE CENTER INC
CONT NO: ADDR 1: LES SCHWAB CENTRAL BILLING DEP
WARR NO: ADDR 2: PO BOX 7125
APPN NO: 31501 ADDR 3:
FUND: 4440 ADDR 4:
GL AC/AGY: CITY: BEND ST: OR ZIP: 97708 7150
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: 0000084356 AGY CD-1: 2: 3: 15000 G38: RTI:
CHANGE NOT ALLOWED TO FINAL APPROVED DOC
F1-HELP F4-PRIOR F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT



GENERAL LEDGER ROLL

Non-GASB 54

SD23 UC: 10 STATE OF OREGON 05/15/XX 09:54 AM
LINK TO: FUND PROFILE PROD

AGENCY: 107 FISCAL YEAR: XX FUND: 4440

TITLE: FLEET - L

APPROPRIATED FUND: 3400 (MUST BE IN D22 APPROP FUND PROFILE)

GAAP FUND: 5001 (MUST BE IN D24 GAAP FUND PROFILE)

STATE FUND GROUP: 9999 DEFAULT OREGON

LOCAL FUND IND: N GASB 54: CASH FUND: 15000

FUND LEVELS DETERMINE THE LEVEL OF CONTROL FOR THE FOLLOWING
(0=NONE, 1=APPROPRIATED FUND, 2=FUND, 3=CASH FUND):

APPROPRIATION: 1 AGENCY BUDGET: 2 CASH CONTROL: 3

CASH BALANCE DISP - IND: N %/AMT: 00000000000 TREASURY FUND: 0652

DESCRIPTION:

CC ORG LEVEL IND: 1 (0=DO NOT POST AGENCY, 1=POST AGENCY)

DEPOSIT INTEREST - IND: Y AGENCY: FUND:

GAAP FUND GROUP: 02 (SYSTEM GENERATED)

GAAP FUND TYPE: 06 (SYSTEM GENERATED) STATUS CODE: A

EFF START DATE: 0701XXXX EFF END DATE: LAST PROC DATE: 0406XXXX

Z06 RECORD SUCCESSFULLY RECALLED

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



GENERAL LEDGER ROLL

Non-GASB 54

SD21 UC: 10 STATE OF OREGON 05/15/XX 09:58 AM
LINK TO: GAAP FUND TYPE PROFILE PROD

GAAP FUND TYPE: 06

TITLE: INTERNAL SERVICE

GAAP FUND GROUP: 02 (MUST BE IN D20 FUND GAAP GROUP PROFILE)

CLOSE DEBIT TC: 353 (TRANS CODE FOR CLOSING DEBIT BALANCE,
NOMINAL ACCOUNTS TO FUND BALANCE, OR
RETAINED EARNINGS; MUST BE IN 28 TC PROFILE)

CLOSE CREDIT TC: 352 (TRANS CODE FOR CLOSING CREDIT BALANCE,
NOMINAL ACCOUNTS TO FUND BALANCE, OR
RETAINED EARNINGS; MUST BE IN 28 TC PROFILE)

FUND BALANCE GL: 3025

(GL ACCOUNT NUMBER FOR THE EQUITY
ACCOUNTS MUST BE IN D31)

CAFR FUND TYPE: INTSER (GENERAL, SPECREV, DEBTSRV, CAPPROJ,
ENTPRSE, INTSER, FIDUCIR, PENSION)

CAFR OPER STAT: P (G = GOVERNMENTAL, P = PROPRIETARY,
H = HIGHER EDUCATION, A = AGENCY)

STATUS CODE: A

EFF START DATE: 1215XXXX EFF END DATE: LAST PROC DATE: 0915XXXX
Z06 RECORD SUCCESSFULLY RECALLED

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



GENERAL LEDGER ROLL

Non-GASB 54

GAAP Fund Type # / Name	GL Acct	GL Account Name
03 Debt Service	3007	Reserved for Debt Service
05 Enterprise	3025	Net Position
06 Internal Service	3025	Net Position
09 Agency	1575	Trust Funds Payable
10 Pension Trust	3008	Net Position Held in Trust for Pension Benefits
15 Investment Trust Fund *	2951	System Clearing GL Level Only
16 Private Purpose	3023	Net Position Held in Trust
17 Govt-Wide Reporting Fund	3025	Net Position
18 Other Employee Ben Trust Fd	3023	Net Position Held in Trust
19 Post-Employment Health Care Benefit	3004	Net Position Held in Trust – Post Employment Health Care
99 Default Oregon *	2951	System Clearing GL Level Only

* Nominal general ledger account activity is not valid for these fund types. Agencies should review these funds to ensure nominal activity has not been posted.

GENERAL LEDGER ROLL

GASB 54

S505 UC: 10 STATE OF OREGON 05/15/XX 10:02 AM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 629 DATE 0508XX TYPE 4 NO 653 SEQ NO 00010 MODE EDIT AND POST
DOC DATE: 0508XX EFF DATE: 0401XX DUE DATE: SERV DATE:
CUR DOC/SFX: BT130653 003 REF DOC/SFX: VPT40814 001 MOD: AGENCY: 629
TRANS CODE: 400 OPERATING REVENUE-TRNSFR OUT(WITHIN AGY)
INDEX: 10010 EXEC. ADMIN. & STAFF
PCA: 17071 PROTECTION - RESOURCE READINESS AY: 13
COMP/AGY OBJ: 1401 1401 TRANSFER OUT - INTRA AGENCY
AMOUNT: 00000000140.36 RVS: DISC: 1099: FO: PDT:
DOC COUNT: 00018 DOC AMT: 0000000000.00 DOC AGY: 629 CI: PROP #:
INV #: DT: DESC: MOVE AY11 SPKRS BUR COST TO FIRE
VEND/MC: NM:
CONT NO: ADDR 1:
WARR NO: ADDR 2:
APPN NO: 30201 ADDR 3:
FUND: 7100 ADDR 4:
GL AC/AGY: CITY: ST: ZIP:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH: 412001 01
MPCD: AGY CD-1: 2: 3: 00579 G38: 62926000 RTI:

F1-HELP F4-PRIOR F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT



GENERAL LEDGER ROLL

GASB 54

SD23 UC: 10 STATE OF OREGON 05/15/XX 10:02 AM
LINK TO: FUND PROFILE PROD

AGENCY: 629 FISCAL YEAR: XX FUND: 7100

TITLE: FOREST PATROL

APPROPRIATED FUND: 3400 (MUST BE IN D22 APPROP FUND PROFILE)

GAAP FUND: 1107 (MUST BE IN D24 GAAP FUND PROFILE)

STATE FUND GROUP: 9999 DEFAULT OREGON

LOCAL FUND IND: N GASB 54: R3 CASH FUND: 02000

FUND LEVELS DETERMINE THE LEVEL OF CONTROL FOR THE FOLLOWING
(0=NONE, 1=APPROPRIATED FUND, 2=FUND, 3=CASH FUND):

APPROPRIATION: 1 AGENCY BUDGET: 2 CASH CONTROL: 3

CASH BALANCE DISP - IND: N %/AMT: 00000000000 TREASURY FUND: 0579

DESCRIPTION: 1953 CH 372 S 7/477.205-270

CC ORG LEVEL IND: 1 (0=DO NOT POST AGENCY, 1=POST AGENCY)

DEPOSIT INTEREST - IND: Y AGENCY: FUND:

GAAP FUND GROUP: 01 (SYSTEM GENERATED)

GAAP FUND TYPE: 02 (SYSTEM GENERATED) STATUS CODE: A

EFF START DATE: 0701XXXX EFF END DATE: LAST PROC DATE: 0419XXXX

Z06 RECORD SUCCESSFULLY RECALLED

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



GENERAL LEDGER ROLL

GASB 54

SD54 UC: 10

STATE OF OREGON

05/15/XX 10:04 AM

LINK TO:

SYSTEM PARAMETERS PROFILE

PROD

TABLE ID: GB54

KEY 1: R3

KEY 2:

KEY 3:

TITLE: RESTRICTED - ENABLING LEGISLATION

REFERENCE DATA: 3043 DR 334 CR 335

STATUS CODE: A

EFF START DATE: 0701XXXX EFF END DATE:

LAST PROC DATE: 0815XXXX

Z07 NEXT RECORD SUCCESSFULLY READ

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

GENERAL LEDGER ROLL

A1 – ASSIGNED FUND BALANCE

C1 – COMMITTED FUND BALANCE

R1 – RESTRICTED – FEDERAL

R2 – RESTRICTED – OR CONSTITUTION

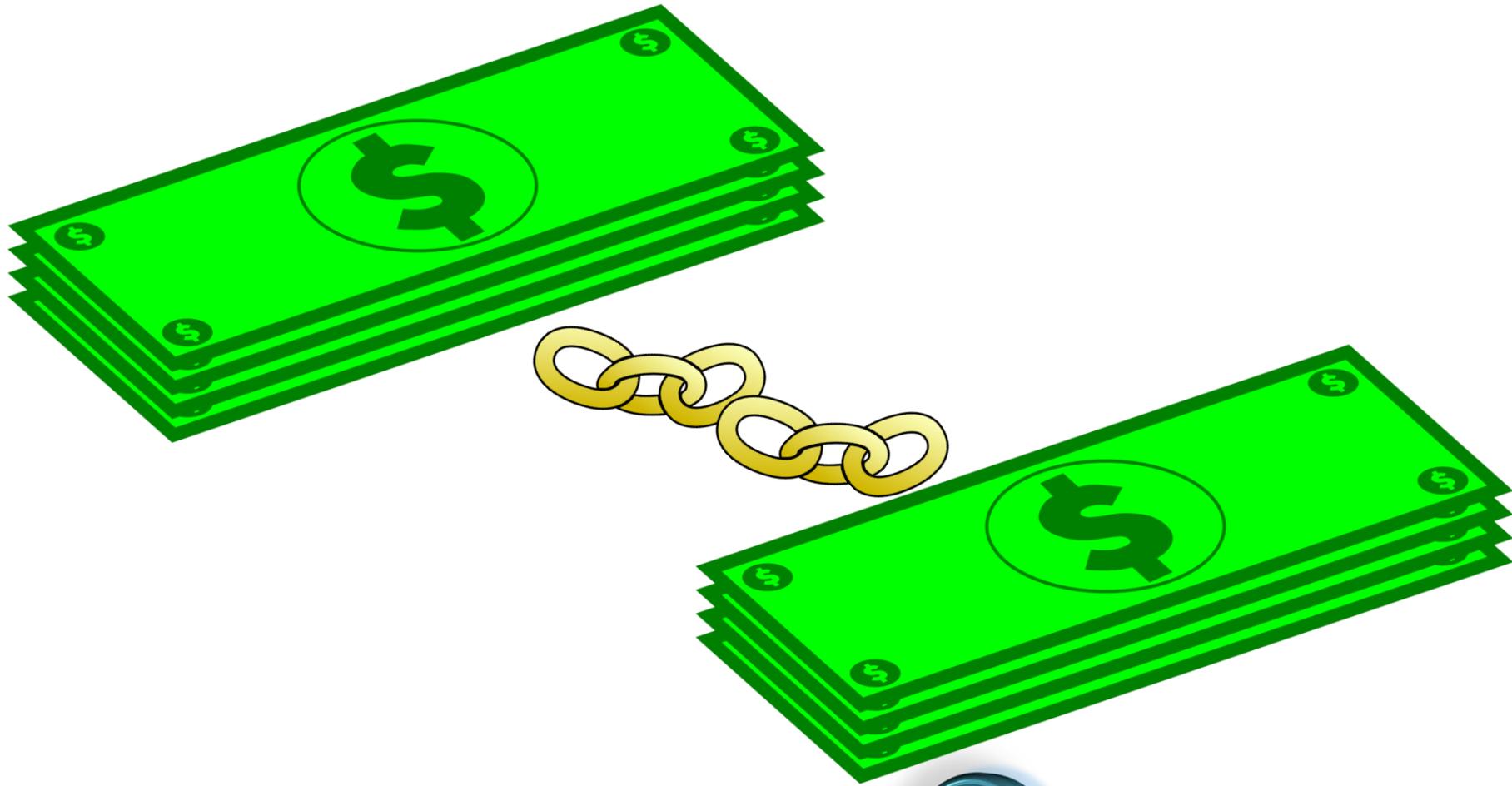
R3 – RESTRICTED – ENABLING LEGISLATION

R4 – RESTRICTED – DEBT COVENANTS

R5 – RESTRICTED – DONOR / OTHER EXTERNAL

U1 – UNASSIGNED FUND BALANCE

Linked cash roll



Verification



SFMS Responsibility



Agency Responsibility

```
S025 UC: 10 STATE OF OREGON 05/04/XX 03:17 PM
LINK TO: AGENCY CONTROL PROFILE PROD

AGENCY: 100 FISCAL YEAR: XX
COST RUN IND: RUN TYPE: NO STEPS: LAST STEP:
ALLOCATION- CA BY IDX: CA BY PROJ: CA BY GRANT: CA POST:
CA RANGE FROM: TO: CA TYPES:
BILLING DEF- IDX: PCA: EXP COMP/AGY OBJ:
DEFAULT- IDX: PCA: REV COMP/AGY OBJ:
REPORTING INDS- WEEK: N MONTH: N QUARTER: N YEAR: N
DOCUMENT MATCH LEVEL INDICATORS - PRE ENC: 1 ENC: 1 NON-ENC: 1
REDUCE AGENCY BUDGET INDICATORS - PRE-ENC: N ENC: Y (Y OR N)
COMP OBJ REQD ON D11: Y
FIXED ASSET - IND: N THRESHOLDS - CAP: INV: CAPTURE:
AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)
LAST MONTH CLOSED: 00 AGY BUD BY ORG IND: N (Y OR N)
AE LAST MONTH/YEAR PURGED: AGY BUD BY PGM IND: Y (Y OR N)
REPORTING MONTH/YR: 01 XX LABOR RUN IND: N (Y,N OR A)
INTEREST CALC RUN/MONTH: N COLLECTION TRANSFER RUN: N (Y OR N)
GRANT/PROJ BILLING RUN: N SGL ORG LVL IND: 1 STATUS CODE: A
EFF START DATE: 0701XXXX EFF END DATE: LAST PROC DATE: 0404XXXX
Z06 RECORD SUCCESSFULLY RECALLED

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



Agency Responsibility



Roll process - Resource



DAFM353/356 FISCAL YEAR END ROLLOVER

OVERVIEW

Each year, on the last working day of June, DAFM353/356 programs are run after batch cycle to roll account balances forward to the new fiscal year. The next working day following the rollover, the 530 screen (IT file) will remain closed until SFMS can verify that the program ran successfully. Once this is verified, the IT file is reopened and agencies can continue posting transactions with June effective dates.

ROLL PROCESS

<http://www.oregon.gov/das/Financial/AcctgSys/Documents/cent7.pdf>

Any Questions?



The background features a central teal circle containing the title text. This central circle is surrounded by several overlapping circles of varying sizes and shades of light blue and white, creating a layered, abstract effect. A solid teal horizontal bar runs across the top of the slide, and another teal bar runs across the bottom, framing the central content.

SFMS Biennium Closing Research and Verification Tools

*R*STARS Reports*

- Order all reports with a Period of “CM” on the 91 screen, unless otherwise indicated.
- For general instructions on report specifications and ordering parameters, please see the Report Guide.
 - <http://www.oregon.gov/das/Financial/AcctgSys/Pages/reportguide.aspx>
- For specific instructions for SFMS Biennium Closing Research and Verification Tools, please see User Group.
 - <http://www.oregon.gov/das/Financial/AcctgSys/Pages/usergroup.aspx>

DAFR6500 – Lapsing Appropriation Report

Description: Contains totals for the Balance Types (BT) listed below by appropriated fund and appropriation number.

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

DAFR6500 – Lapsing Appropriation Report

- Balance Type 17 must be zero by December 31st calendar date.
- Balance Type 18 and 19 should be zero or the effects must be removed with TC931R by Month 13 close.
- All balances must be zero by December 31st calendar date for the closing AY.

OAM 20.30.00.PR Paragraph 102 - To charge obligations against a prior biennial appropriation, the services must be performed or supplies received by calendar date June 30 and the vendor paid by December 31. When goods or services are received or provided by calendar date June 30, the obligation is recorded as an expenditure with an offsetting liability. Thus, the encumbrance for this obligation is liquidated or cancelled prior to the close of month 13. When delays result in payment of liabilities after December 31, the expenditure must be recorded against the current legislatively approved budget.

DAFR6500 – Lapsing Appropriation Report

- Balance Type 14 should be zero by Month 13 close, unless related to a non-document supported receivable (i.e. GL 0503).

OAM 20.50.00.PR Paragraph 104 - Agencies must record revenue received by the calendar date June 30 at the end of a biennium in the biennium in which they receive it. If the agency does not deposit or post the cash receipts through June 30 until July, they should record those cash receipts in the biennium in which they receive the cash. For General Fund revenues, it is essential to apply cash basis recognition consistently since the DAS Office of Economic Analysis uses the revenue figures to calculate and certify the “kicker” each biennium. For information on estimated revenues, refer to OAM 20.10.00.

DAFR6500 – Lapsing Appropriation Report

DAFR6500 000 TSP 01 CM 07
 CYCLE: 05/29/07 19:33 6370 CFY:07 CFM:11 LCY:06 LCM:10 INAE:N FICHE: 107 3200 33313 RUN DATE: 05/25/07 TIME: 20:21:51 R*STARS

STATEWIDE (000) FOR AGENCY 107, DEPT OF ADMINISTRATIVE SERVICES
 LAPSING APPROPRIATIONS REPORT ALL FUNDS
 FOR THE MONTH OF MAY 2007
 AS OF DATE 05/29/2007; AY = 07

PERCENT OF YEAR ELAPSED: 91% PROD VER 2.0
 PAGE 2

FUND DETAIL	PGM CD	COMPT OBJ	SUBOBJ	BAL TYPE 12 AMT	BAL TYPE 14 AMT	BAL TYPE 15 AMT	BAL TYPE 17 AMT	BAL TYPE 18 AMT	BAL TYPE 19 AMT
APPROPRIATED FUND 3200 OTHER FUNDS NON-LIMITED									
APPROPRIATION NUMBER 33313 PEBS SELF INSURANCE - N/L									
0010				0.00	0.00	0.00	91,877.98	0.00	0.00
0010				0.00	0.00	28,922,143.97	0.00	0.00	0.00
0010				36,169,271.12	0.00	0.00	0.00	0.00	0.00
**TOTAL APPROPRIATION 33313				36,169,271.12	0.00	28,922,143.97	91,877.98	0.00	0.00
**** TOTAL APPROP FUND 3200				327,138,372.34	1,901,131.12	110,574,236.72	91,877.98	469,092.67	0.00
APPROPRIATED FUND 3230 OTHER FUNDS DEBT SERVICE NON-LIMITED									
APPROPRIATION NUMBER 31557 DAS - OPERATING DEBT SERVICE N/L									
8200				43,199.58	0.00	0.00	0.00	0.00	0.00
**TOTAL APPROPRIATION 31557				43,199.58	0.00	0.00	0.00	0.00	0.00
APPROPRIATION NUMBER 31559 COP REFUNDINGS - PRINCIPAL RETIREMENT NL									
0010				0.00	0.00	3,804,816.06	0.00	0.00	0.00
**TOTAL APPROPRIATION 31559				0.00	0.00	3,804,816.06	0.00	0.00	0.00
**** TOTAL APPROP FUND 3230				43,199.58	0.00	3,804,816.06	0.00	0.00	0.00
APPROPRIATED FUND 3400 OTHER FUNDS LIMITED									
APPROPRIATION NUMBER 31501 DAS OPERATING BUDGET - LIMITED									
0010				0.00	0.00	0.00	13,472.03	0.00	0.00
0010				0.00	829,814.07	0.00	0.00	0.00	0.00
0010				0.00	0.00	0.00	0.00	875,757.70	0.00
0010				0.00	0.00	95,079,377.49	0.00	0.00	0.00
0010				146,334,385.06	0.00	0.00	0.00	0.00	0.00
**TOTAL APPROPRIATION 31501				146,334,385.06	829,814.07	95,079,377.49	13,472.03	875,757.70	0.00
APPROPRIATION NUMBER 31507 OHSU - OR OPPORTUN. FUND SPEC. PMTS									
8100				23,487.82-	0.00	0.00	0.00	0.00	0.00
**TOTAL APPROPRIATION 31507				23,487.82-	0.00	0.00	0.00	0.00	0.00



Document Supported Reports

- Document supported transactions are those that post to the Document Financial Table and can be viewed on the 64 – Document Record Inquiry screen.

Before the end of each AY, agencies must review all document supported general ledger account balances. Depending on the general ledger account, specific reclassifications, adjustments, and possible write off transactions must be posted. Please refer to SFMS Desk Manual – Appropriation Year-End Close for more details.

<http://www.oregon.gov/das/Financial/AcctgSys/Documents/reve2.pdf>

OAM 20.50.00 Paragraph 112 - Agencies should move General Fund accounts receivable forward to the new biennium if the receivables are not collected by June 30 at the end of a biennium. This applies to accounts receivable that are document supported and do not auto reverse.

DAFR9750 – Account Receivable Document Supported

Description: Provides status of Account Receivable posted to the Document Financial table. Included in this report are:

- Balance type of 01, 02, 03, and 05.
- GL 0501,0543, 0547, 0573, 0574, and 0585.

Note – Order one report for each AY to avoid double reporting, caused by moving receivables forward from the old to new biennium (TC213 or 214).

DAFR9750 – Account Receivable Document Supported

DAFR9750 000 TSP 01 06 0(ORG) 0(PRG) () 4(FND) () () RUN DATE: 02/01/08 TIME: 20:49:22 R*STARS
 CYCLE: 02/04/08 19:45 6714 CFY:08 CFM:08 LCY:07 LCM:06 INAE:N FICHE: 107 08 3200 5730 0501 3050

DEPT OF ADMINISTRATIVE SERVICES (107)
 ACCOUNTS RECEIVABLE DOCUMENT STATUS

PERCENT OF YEAR ELAPSED: 66% AS OF DECEMBER 2007
 *****CONFIDENTIAL*****CONFIDENTIAL*****CONFIDENTIAL*****CONFIDENTIAL*****CONFIDENTIAL*****PAGE 27
 APPD FUND 08 3200 OTHER FUNDS NON-LIMITED COMP GL ACCT 0501 ACCOUNTS RECEIVABLE -OTHER - BILLED
 FUND 5730 LIABILITY - HL AGENCY GL ACCT

PROG CD	LVL	DOC NO / SFX	COBJ	AOBJ	ORIGINAL AMOUNT	ADJUSTMENTS	COLLECTIONS PAYMENTS	INTEREST / DISCOUNTS & LATE FEES	DOCUMENT BALANCE
0000107201	000	ARL00430	507	1105 1806	85.00	.00	.00	.00	85.00
DEPT OF ADMIN SERVICES									
0000107201	000	ARL00432	507	1105 1806	150.00	.00	.00	.00	150.00
DEPT OF ADMIN SERVICES									
0000107201	000	ARL00433	507	1105 1806	162.00	.00	.00	.00	162.00
DEPT OF ADMIN SERVICES									
0000107201	000	ARL00434	507	1105 1806	1,424.21	.00	.00	.00	1,424.21
DEPT OF ADMIN SERVICES									
0000107201	000	ARL00435	507	1105 1806	125.00	.00	.00	.00	125.00
DEPT OF ADMIN SERVICES									
0000107201	000	ARL00437	507	1105 1806	249.50	.00	.00	.00	249.50
DEPT OF ADMIN SERVICES									
0000107201	000	ARL00439	507	1105 1806	280.98	.00	.00	.00	280.98
DEPT OF ADMIN SERVICES									
0000107201	000	ARL00440	507	1105 1806	38.46	.00	.00	.00	38.46
DEPT OF ADMIN SERVICES									



DAFR6590 – Deposit Liabilities

Document Supported

Description: This report will show outstanding document supported deposit liabilities.

- Balance type of 01, 02, and 03.
- GL 1550

DAFR6590 – Deposit Liabilities

Document Supported

DAFR6590 000 TSP 01 CM () () () 4(FND) () () RUN DATE: 06/16/07 TIME: 08:46:00 R*STARS
 CYCLE: 06/18/07 19:35 6398 CFY:07 CFM:12 LCY:06 LCM:11 INAE:Y FICHE: 107

DEPT OF ADMINISTRATIVE SERVICES (107)
 OUTSTANDING DEPOSIT LIABILITIES - DOCUMENT SUPPORTED
 AS OF JUNE 2007

PERCENT OF YEAR ELAPSED: 100% PROD VER 2.0
 *****PAGE 2

APPN FUND 3400 OTHER FUNDS LIMITED
 FUND 4320 PURCHASING - L

DOC NO/SFX	BATCH DATE	EFF DATE	INDEX	PCA	DESCRIPTION	ORIG DOC AMT	ADJ/LIQ AMT	BALANCE
DL001147 002	12/29/2003	12/29/2003		80141	MOVE DOC TRACK TO AY05		6,563.00	6,563.00
DL001149 006	12/30/2003 02/06/2004	12/30/2003 01/31/2004		80101	TO MOVE DL000560 FORWARD DL001149 HAS NOT REFERENCED		12,947.22 10,000.00-	12,947.22 2,947.22
DL001149 008	12/30/2003	12/30/2003		80101	TO MOVE DL000560 FORWARD		9,886.40	9,886.40
DL001149 010	12/30/2003	12/30/2003		80101	TO MOVE DL000560 FORWARD		4,500.00	4,500.00
*TOTAL FUND	4320							23,896.62



DAFR8680 – Unearned Rev./Unreimb. Adv. Doc. Sup.

Description: This report provides transaction level information for funds by GL Accounts. Please filter by GL 1604 or 0573.

- GL 1604 or 0573
- You may enter zero in the Program, Object and Fund to get the report at the highest level, or enter other values (see Report Guide), depending on your agency structure and level of review.

Other Research

- The **DAFR3330 – Deposit Reconciliation Report** can be used to research outstanding deposits and are sorted by Agency, Treasury Fund, Account Number and Deposit Number. Order this report on the 91 profile with a period of “CM” and “N” in the SS1 field to receive only unreconciled deposits as of the current date.

Per SFMS Desk Manual TREA.1 Deposit Reconciliation – SFMS policy states that deposit reconciliation is mandatory for all receipted accounts. ... it must be done within three business days unless an exception has been requested and granted.

*R*STARS Inquiries – All Types*

In addition to reports, R*STARS inquiry screens can be used for several different purposes. The first is to find more information not found in the reports. The second is to verify that balances changed as expected and third, for more current, up-to-date information. Which inquiry works best depends on the agency structure and the information being sought. Inquiries should be done with the current fiscal year and month.

A note about Balance Types on Financial Inquiry screens

- Some Balance Types have different meanings across different Financial Tables. For example:

R*STARS Screen	Financial Table	Balance Type	Meaning
62	Appropriation (AP)	03	Transfer Out
64	Document (DF)	03	Liquidation

- There is a separate handout on green paper showing the complete list of the Balance Types for each Financial table.
- If you would like an electronic copy, your SFMS Agency Analyst can send one to you or they can be viewed on the D05 screen.

Document Supported Research

The primary inquiry screens to use for researching document supported items including receivables, deposit liabilities, unearned revenues and encumbrances are the 64 – Document Record Inquiry and 86 – Document Transaction Inquiry.

Document Supported Research

The **64 – Document Record Inquiry** screen shows the document activity by balance type and the ending balance for each suffix and class. Class is the additional breakdown of suffixes, created by RTI's. The document balance is calculated as follows: “BT 01 + BT 02 – BT 03”. If the document is closed, there will be a date in the Close Date field.

64 – Document Record Inquiry

S064 UC: 10 STATE OF OREGON XX/XX/XX 11:43 AM
LINK TO: DOCUMENT RECORD INQUIRY PROD

AGY: 101 **DOC NO/SFX/CLASS:** ARK40257 001 001

CREATE DATE: 0630XX **CLOSE DATE:** 0831XX
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: XX INQ MONTH: 11 **DOC BALANCE:** .00

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	65.00			
03	LIQUIDATIONS	65.00			
04	PYMT/COLLECTIONS	65.00			

F1-HELP

F5-NEXT

F9-INTERRUPT

ENTER-INQUIRE

CLEAR-EXIT

Document Supported Research

The **86 – Document Transaction Inquiry** screen summarizes all transactions for a given document number, including adjustments and liquidations. You can inquire without a suffix number for a look at all the transactions, or with a suffix number to limit your information.

86 – Document Transaction Inquiry

S086 UC: 10 STATE OF OREGON XX/XX/XX 11:59 AM
 LINK TO: DOCUMENT TRANSACTION INQUIRY PROD
 PAGE 0001

AGY: 101 DOCUMENT NO/SUFFIX: ARK40257 REC TYPE: I

EFF DATE RANGE: TO 051017

-----TRANS ID-----	TC	D	DT	PAYMENT #	REF DOC/SFX	TRANSACTION	AMOUNT	R
CUR DOC/SFX M INDEX	PCA	AY	COBJ	AOBJ	VENDOR NO/MC	AP FUND	FUND	S
101 08/26/XX 2 255 00010	176				ARK40257 001		65.00	
CR032057 010	81801	XX	0407	1443	0000C25002 000	3400	4460	S
101 07/31/XX 2 562 00021	199	08/XX					65.00	
ARK40257 001	81801	XX	0407	1443	0000C25002 000	3400	4460	

F1-HELP **F2-84** F3-15 F7-PRIOR PG F8-NEXT PG F9-INT ENTER-INQ CLEAR-EXIT



Document Supported Research

In addition to viewing summarized transactions on the 86 screen, you can drill down to the **84 –Accounting Event Record Inquiry** to see the individual transactions.

84 –Accounting Event Record Inquiry

S084 UC: 10 STATE OF OREGON XX/XX/XX 12:55 PM
LINK TO: ACCOUNTING EVENT RECORD INQUIRY PROD

BATCH: AGENCY 101 DATE 0826XX 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: 0826XX 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: 0826XXXX TIME: 1040 ORIG SEQ NO: APPROVAL DT: 0826XX
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F2-85 F3-PRIOR INQ F4-PRIOR F5-NEXT **F7-86** F9-INT ENTER-INQ

Verification

62 – Appropriation Financial Inquiry and 69 – Agency/Fund Record Inquiry screens are tools agencies can use to verify biennium close status. Like the DAFR6500 report, these inquiry screens show Balance Types 12, 14, 15, 17, 18 and 19 and can be helpful for tracking balances. On each of these screens, the inquiry can be done at the detail (“D”) or summary (“S”) level. If the inquiry is done at the detail level, the user can drill down on the balance types to see individual transactions. The inquiry should be done with AY “17”, Inq Type “MC”, and current Fiscal Year and Month.

Verification

The **62 – Appropriation Financial Inquiry** gives the user detail at the appropriation level. Inquiry on this screen is done by blanking out all fields except Agy, Appn Year and Appn # and pressing <Enter>. If you do not get much data, press <F5> to bring up the full record.

62 – Appropriation Financial Inquiry

S062 UC: 10 STATE OF OREGON XX/XX/XX 11:48 AM
 LINK TO: APPROPRIATION FINANCIAL INQUIRY PROD
 AGY: 101 APPN YEAR: XX APPN #: 31600 ENTERPRISE ASSET MANAGEMENT
 APPR FUND: 3400 FUND: COMP SRCE/GRP: OBJ/COMP OBJ:
 PRG CD: 0010 LVL: 02 DAS OPERATING BUDG ORG CD: LVL:

INQ TYPE: MC INQ YEAR: XX INQ MONTH: 11 **DETAIL/SUMMARY: D**
 CASH BASIS BUD: 10,010,110.08 ADJ BUD: 100,715,883.00
 ACCR BASIS BUD: 10,009,089.18 REM APPN ALLOT: 9,777,563.70
 ENC BASIS BUD: 9,777,563.70 ALLOT TO BUD % : 100.00
 EXP TO BUD % : 90.00 UNSCHED TO BUD % : 0.00

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG BUDGT	100,973,430.00	30	UNITS ACCUM	739,904.20
02	REVISIONS-	257,547.00-	35	RED OF EXPE	48,429.50
12	CASH REVEN	124,102,572.13			
14	ACCRD REVE	2,239,753.82			
15	CASH EXPEN	90,705,772.92			
17	ACCRD EXPE	1,020.90			
18	ENCUM OUTS	231,525.48			
20	TRAN IN-CA	2,731,254.18			
21	TRAN OUT-C	43,334,788.39			
23	ALLOTMENT-	100,715,883.00			

F1-HELP **F2-DOC INQ** F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT



11 – Document Summary Inquiry

S011 UC: 10 STATE OF OREGON XX/XX/XX 11:50 AM
 LINK TO: ACTIVE DOCUMENT SUMMARY INQUIRY PROD

AGENCY: 101 FISCAL YR: XX MO: 11 DAY: 31 BT: 12 CASH REVEN
 BT AMT: 124,102,572.13

AY AFND PGMC APPN#
 KEY: XX 3400 0010 31600

EFFECTIVE DATE	DOC	AGY	DOC NUMBER	REFERENCE	DOC	BALANCE/AMOUNT
20XX0511		020	BT114295	AIA19771		369.24
20XX0511		081	BT032081	AIA19839		1053.91
20XX0511		081	BT162397	AIA19758		55432.74
20XX0511		081	BT162404	AIA19290		11223.42
20XX0511		081	BT162404	AIA19508		17602.26
20XX0511		081	BT162404	AIA19734		13430.49
20XX0511		101	BT114299	AIA18615		-221.59
20XX0511		248	BT219919	AIL28466		39503.00
20XX0511		248	BT219920	AIL28730		39503.00
20XX0511		274	BT034136	AIL28933		3584.00
20XX0510		101	CR037604			15469.95
20XX0510		123	BT021933	AIA19775		1789.37

Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP **F2-TRANS INQ** F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTERRUPT ENTER-INQUIRE



60 – Transaction Summary Inquiry

S060 UC: 10 STATE OF OREGON 05/11/17 12:51 PM
LINK TO: ACTIVE TRANSACTION SUMMARY INQUIRY PROD

AGENCY: 101 FISCAL YEAR: XX EFF DATE: XXXX0511 SFX: 001
REC TYPE: A DOC AGY: 101 DOC NO: BT114299 REF DOC: AIA18615

AY AFND PGMC APPN#
KEYS: XX 3400 0010 31600

SFX	EFF DATE	VENDOR NO/MC	VENDOR NAME	TC	AMOUNT	R
001	XXXX0511	0000100021 000	DHS PUBLICATIONS AND	731	221.59	R

F1-HELP **F2-AE DETAIL** F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTER ENTER-INQUIRE



84 – Accounting Event Record Inquiry

S084 UC: 10 STATE OF OREGON XX/XX/XX 12:55 PM
LINK TO: ACCOUNTING EVENT RECORD INQUIRY PROD
ACTIVE
BATCH: AGENCY 101 DATE 0511XX TYPE 4 NO 364 SEQ NO 00001 REC TYPE: A STATUS: A
GL: DR1 0070 CR1 0501 DR2 3101 CR2 3100 DR3 CR3 DR4 CR4
DOC AGY: 101 DOC DATE: EFF DATE: 0511XX DUE DATE: 0511XX
SERV DATE: 0511XX CUR DOC/SFX/CLASS: BT114299 001 MOD:
REF DOC/SFX/CLASS: AIA18615 001 001 AGENCY: 101
TRANS CODE: **731** INDEX: PCA: 81901 AY: XX COMP/AGY OBJ: 0407 1000
AMOUNT: **221.59** RVS: **R** DISCOUNT: .00 FO: PDT:
CI: PROP #: 1099: INV-NO: AIA18615 DT:
VEND/MC: 0000100021 000 DESC:
NAME: DHS PUBLICATIONS AND DESIGN SHARED CONT NO:
CITY: SALEM ST: OR ZIP: 97301 0366 RTI:
PMT-NO: DT: AP NO: 31600 FUND: 4440 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: 0511XXXX TIME: 1021 ORIG SEQ NO: APPROVAL DT: 0511XX
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F2-85 F3-PRIOR INQ F4-PRIOR F5-NEXT F7-86 **F9-INT** ENTER-INQ



Verification

The **69 – Agency/Fund Record Inquiry** gives the user detail at the appropriated fund level. This screen allows you to inquire on the entire agency by entering your agency number and an “S” in the Detail/Summary field. The 69 screen also allows you to inquire by appropriated fund (but not D23 fund). If there is a “D” in the Detail/Summary field, you can type in your agency number only and press <Enter> to pull up the first appropriated fund.

69 – Agency/Fund Record Inquiry

S069 UC: 10 STATE OF OREGON XX/XX/XX 02:44 PM
LINK TO: AGENCY/FUND RECORD INQUIRY PROD

AGENCY: 101 AP YEAR: XX APPR FUND: 3010 FUND:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) **DETAIL/SUMMARY: D**
INQ YEAR: XX INQ MONTH: 11 REM APPROP ALLOT: 5,554,378.01
NET CSH ACT: 3,251,973.99-

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG BUDGT	4,403,176.00			
12	CASH REVEN	46,980.00			
15	CASH EXPEN	3,298,953.99			
17	ACCRD EXPE	3,507.50			
18	ENCUM OUTS	.00			
23	ALLOTMENT-	4,403,176.00			

F1-HELP **F2-DOC INQ** F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

Other Inquiries

The **13 – Deposit Research** screen allows users to view their deposits in a number of ways. For the purpose of year-end clean up, the most useful feature is the ability to put an “N” in the Status field and pull up all unreconciled deposits for an agency. The limitation of this screen is the inability to pull out only AY 17 deposits. To drill down and get the document numbers for each deposit, input S under the S column and press F2-DEP DTL.

13 – Deposit Research

```

F013 UC: 10 XX/XX/XX 01:36 PM
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
00717 AT5994694 0401 40,014.25 40,101.25 N
DEP DTE XXXXXX RECON DTE SFMS DTE XXXXXX S
00717 AT6005846 0.00 25.00 N
DEP DTE XXXXXX RECON DTE SFMS DTE
00717 AT6005848 0.00 5,205.57 N
DEP DTE XXXXXX RECON DTE SFMS DTE
00717 CA5972911 0.00 500.00 N
DEP DTE XXXXXX RECON DTE SFMS DTE
00717 CA5972912 0.00 1,500.00 N
DEP DTE XXXXXX RECON DTE SFMS DTE
00717 CA5972913 0.00 5,539.00 N
DEP DTE XXXXXX RECON DTE SFMS DTE
00717 CA5972914 0.00 1,150.00 N
DEP DTE XXXXXX RECON DTE SFMS DTE
Z07 NEXT RECORD SUCCESSFULLY READ

F1-HELP F2-DEP DTL F7-PRIOR PG F8-NEXT PG F9-INT ENTER-INQUIRE CLEAR-EXIT
  
```



15 – Deposit Current Document Details

F015 UC: 10 XX/XX/XX 01:43 PM
LINK TO: ACTIVE DEPOSIT CURRENT DOCUMENT DETAILS PROD
AGENCY: 101 ACCT # 00717 DEPOSIT # AT5994694 PAGE 1 OF 1
S CUR DOC S CUR DOC S CUR DOC S CUR DOC S CUR DOC
S CRT94694

F1-HELP **F2-86** F7-PRIOR PG F8-NEXT PG F9- INT ENTER-INQUIRE CLEAR-EXIT



Other Inquiries

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

Any Questions?



Questions and Answers

- How..... ?
- When..... ?
- Where..... ?
- Why..... ?
- What..... ?
- Can..... ?
- Determine...
- Every other year...
- Online...
- Edit mode...
- G38...
- Yes!!!

Accounts Receivable

1. How do we handle Accounts Receivable between agencies at year end close?

- Determine the nature of the amount owed;
 - services/supplies
 - due to/due from
 - advances
 - transfers, etc.
- See detailed guidance in Chapter C on the SARS Year End Close website:

<http://www.oregon.gov/das/Financial/Acctng/Pages/Yr-end-cls.aspx>.

Accounts Receivable

2. When is G38 coding required?

- T-codes either require or do not allow a GASB 38 code. The 28A T-code profile indicates Y/N for the G38#.
- The GASB 38 code and agency GL may be required together, may be independent of each other, or not required depending on the transaction.
- Refer to the SARS YEC website:
<http://www.oregon.gov/das/Financial/Acctng/Pages/Yr-end-cls.aspx>.

Accounts Receivable

3. When do you move Accounts Receivable documents to the next year?

- Every other year, before an appropriation year ends, all A/R documents must be zeroed out and either
 - written off, or
 - established or reclassified in the new AY.
- General Fund A/Rs must be zeroed out by June month end close.
- All others must be zeroed out by December 31.

Cut-off Dates

4. Where can I find a calendar with cut-off dates?

- The 2017 SFMS Calendar is posted online.
- It includes processing and closing schedules
- SFMA CLOSING SCHEDULES

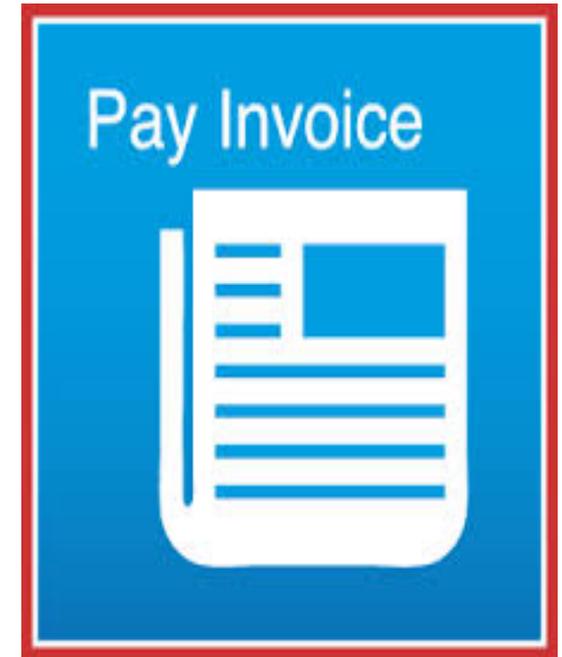
CALENDAR YEAR 2017
SFMA CLOSING SCHEDULES
AUGUST 2017 (FM02/FY18)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 CAFR Weekly Report Run	2	3	4 Weekly Report Run	5
6	7 July 17 OSPA Preliminary Cutoff	8 CAFR Weekly Report Run	9 July 17 OSPA Cutoff	10 July 17 OSPA Load SFMA	11 EOM Close 13/17 July 17 OSPA Post EOM Report Run	12
13	14	15	16 Run DAFJ620	17	18 Weekly Report Run	19
20 BNAE May 17	21	22 July 17 CA Proof 1 Run	23	24 July 17 CA Proof 2 Run Aug 17 OSPA Preliminary Cutoff	25 Year End Close Program July 17 CA Post Run Weekly Report Run	26
27	28 Aug 17 OSPA Cutoff	29 Aug 17 OSPA Load SFMA	30 Aug 17 OSPA Post	31 ADPICS 250 Report Run		

AY17 Payments

After year end close....

5. What effective date and AY should be used when processing accrued expenditures?
- Use AY17 when processing payment for items that were accrued for FY17, as long as the entry posts before the biennium close.
 - The effective date in FY18 will depend on the open fiscal month of the payment date.



Batches with Future Dates

6. Why do some type 1 budget batches with a future effective date process during a batch cycle and some stay on the 530 screen?
- Allotment entries (batch type 1) in edit mode 1 hold on the 530 screen until the **batch header date**.
 - The **transaction effective date** does not override the batch effective date the way it does with most batches.

Batch Type Title	Sort Order A-Z
DEPOSIT RECONCILIATION	A
BUDGETARY	B
BUDGET AND APPROPRIATION ALLOTMENT	C
PAYMENT LIQUIDATION	D
REVENUES/RECEIPTS	E
INTEREST AND LATE FEES	F
CMIA-GENERATED AR TRANSACTIONS	G
PAYROLL (FROM OSPS)	H
PAYROLL LABOR HOURS	I
CENTRAL INTERFACE TRANSACTIONS	J
BACKUP WITHHOLDING	K
PAYMENT REDEMPTION	L
EXPIRED WARRANTS	M
OUT OF SYSTEM PAYMENTS	N
COMPANION TRANSACTION ENTRY	O
PRE-ENCUMBRANCES/ENCUMBRANCES	P
EXPENDITURES/DISBURSEMENTS	Q
JOURNAL VOUCHERS	R
GENERATED TRANSACTION CODES	S
GENERATED ACCRUAL REVERSALS	T
COST ALLOCATION	U
GRANT AND PROJECT BILLING	V
YEAR END CLOSING	W
ADPICS GENERATED TRANSACTIONS	X
LABOR DISTRIBUTION	Y
FIXED ASSETS	Z

Batch Sort Order

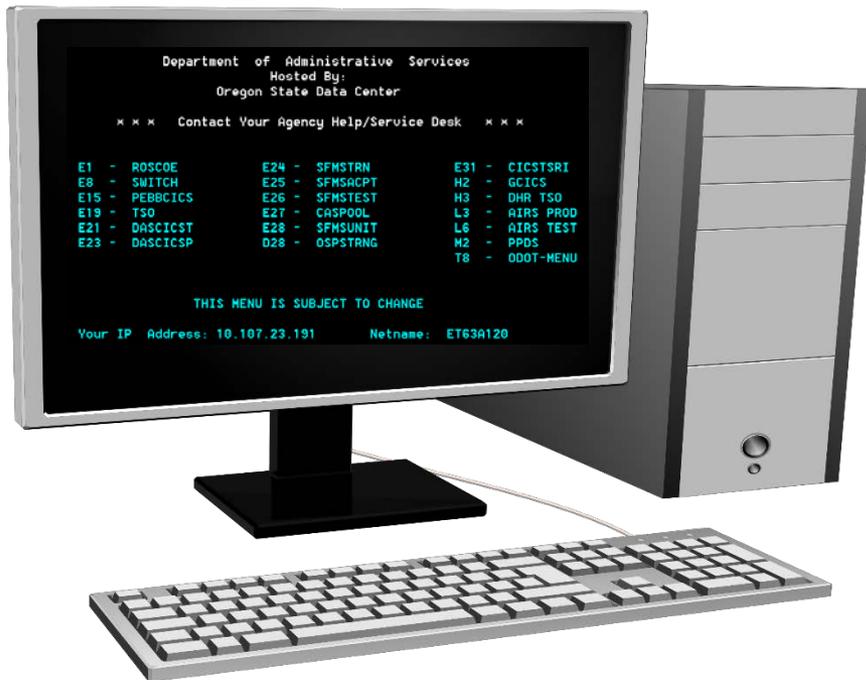
7. What is the sort order for batch types during nightly batch cycle?

D53 title profiles with Table ID = BSOR store the name and sort order.



Mass Batch Change – 54A

8. Where can I learn more about the 54A screen to do a mass batch change?



- The R*STARS Data Entry Guide, Chapter #4 Section 4-6 Error Correction Methods, shows the 54A method.

http://www.oregon.gov/das/Financial/AcctgSys/Documents/Chapter_4_Error_Correction.html#_Toc161220293

More – 54A

8. (cont'd)

- The R*STARS Training Manual, Chapter 8 Error Correction, provides steps for using the 54A method:
http://www.oregon.gov/das/Financial/AcctgSys/Documents/Chapter_08_rev.html#Toc307210244
- The SFMS Desk Manual, Other #1 Error Correction, includes details about using the 54A screen:
<http://www.oregon.gov/das/Financial/AcctgSys/Documents/othe1.pdf>

Electronic Reports

9. Can I get my closing reports online?

- Reports may be viewed online by adding access to your RACF-ID and changing the 95 Report Distribution Profile.
- The R*STARS Report Guide, Chapter #1 Introduction, provides steps for ordering Electronic Reports. <http://www.oregon.gov/das/Financial/AcctgSys/Documents/chapter1.pdf>

10. How long do electronic reports stay online?

- Electronic reports are available online for 30 calendar days.

25 Agency Control Profiles

11. When can we set up new 25 Agency Control Profiles required for FY18 and FY19?

- Anytime before the Year End Rollover Program runs on June 30, 2017.
- Learn more from Chapter #6, Non-Descriptive Profiles in the R*STARS Data Entry Guide.
- [http://www.oregon.gov/das/Financial/AcctgSys/Documents/Chapter 6 Non Descriptive Profiles.html# Toc188258588](http://www.oregon.gov/das/Financial/AcctgSys/Documents/Chapter_6_Non_Descriptive_Profiles.html#Toc188258588)



SFMS Contacts

Fabiola Flores • 503 373-0734

Ru Chen • 503 373-0750

Alan Park • 503 373-0262

Dianne Lay • 503 373-0267

Rose Mattix • 503 373-0770

Maria Berglund • 503 373-0251

Karlene Hancock • 503 373-0714

Jerry Ovard • 503 373-0263

Judy Wilder • 503 373-0266