

Agenda

Welcome

Structure Review & GASB 87 Reminders

Requesting Year-End Reports

Year-End Closing Guidelines

Biennium Close

Year-End Financial Rollover

Year-End General Ledger Close

Expired Warrants Due Diligence

R*STARS Spotlight – Screens D05 & 33

Payroll Replacement Update

OregonBuys Update

Closing

Program Structure Review and GASB 87 Reminders

DEVYN CASTILLO

AY23 Program Structure Review

1. DAFM355 Profile Roll ran on 4/21/21. This established the AY23, FY22, and FY23 profiles for existing agency profiles.
2. If your agency is changing accounting structure for AY23, please make sure to submit these changes to SABRS (deadline was May 3, 2021).
3. Changes made to accommodate your new AY23 structure should be reviewed by SFMS prior to July 1, 2021. Changes need to be made and reviewed before activity is posted using the new profiles.



GASB 87



1. Implementation is set for July 1, 2021 (FY22).
2. SARS provided [training](https://www.oregon.gov/das/Financial/Acctng/Documents/GASB%2087%20Agency%20Training-April%202021.mp4) on 4/2/2021.
<https://www.oregon.gov/das/Financial/Acctng/Documents/GASB%2087%20Agency%20Training-April%202021.mp4>
3. Please visit the SARS training and resources webpage at:
<https://www.oregon.gov/das/Financial/Acctng/Pages/Training.aspx>
4. SFMS is currently testing new profiles and transaction codes. Consult your Agency SFMS Analyst regarding issues recording activity, determining transaction codes, or ordering reports.

Requesting Year-End Reports

KARLENE HANCOCK

Important Year-End Dates

June Close (Month 12) – July 16, 2021

Month 13 Close (6/31/21) – August 13, 2021

July Close (M01/FY 22) – September 3, 2021

Beware of the Fiscal Months & Years

MULTIPLE FISCAL MONTHS & YEARS OPEN!

AY21/AY23

FY21/FY22

Mo 12

Mo 13

Mo 01

Report Frequencies

Reports ordered with the following frequencies on the 91:

Weekly = report scheduled to produce last day in week (normally Friday).

Monthly = report generates each scheduled month end close.

Quarterly = report generates after each quarter close (Sep, Dec, Mar, Jun).

Yearly = report generates after the YE Close.

Other Common Report Frequencies

CC = Current Closed Fiscal Month

CM = Current Month

PM = Prior Month

Frequency Control

2 Choices

S = Looks to the 91 screen itself for the Frequency.

A = Looks to the 25 screen for Reporting Indicators.

Be Mindful When Ordering Reports

What/When/Where:

Period = will you receive the report for the period of time you are expecting.

Frequency = will it produce the report when you expect it to.

Frequency Control = is it pulling the parameters from the expected source.

APPN YEAR: PERIOD: 13 FY: 21 FREQUENCY: 08062021 FREQ CONTROL: S

RANGE - FROM DATE: THRU DATE:

91 Screen (S) = 97 Screen

91 Screen

APPN YEAR: PERIOD: CC FY: FREQUENCY: **MONTHLY** FREQ CONTROL: **S**

97 Screen

LAST CLOSED-
FISCAL YEAR: 20 MONTH: **08**

REPORTING INDICATORS-
WEEK: Y YEAR: N INAE: Y
MONTH: **Y** QUARTER: N RPTS: F

91 Screen (A) = 25 Screen

91 Screen

APPN YEAR: PERIOD: CC FY: FREQUENCY: **MONTHLY** FREQ CONTROL: **A**

25 Screen

REPORTING INDS- WEEK: N MONTH: **Y** QUARTER: N YEAR: N
 DOCUMENT MATCH LEVEL INDICATORS - PRE ENC: 1 ENC: 1 NON-ENC: 2
 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: **08** AGY BUD BY ORG IND: N (Y OR N)

25 – Agency Control Profile – FY21

REPORTING INDS- WEEK: N MONTH: Y QUARTER: N YEAR: N
DOCUMENT MATCH LEVEL INDICATORS - PRE ENC: 1 ENC: 1 NON-ENC: 2
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: 12 AGY BUD BY ORG IND: N (Y OR N)

25 – Agency Control Profile – FY22

REPORTING INDS- WEEK: Y MONTH: Y QUARTER: Y YEAR: Y
DOCUMENT MATCH LEVEL INDICATORS - PRE ENC: 1 ENC: 1 NON-ENC: 2
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)

June Close (Month 12)

91 Report Request Profile (A & S)

AY	Period	FY
21	CC	
21	PM	
21	12	21

June Close (Month 13)

91 Report Request Profile (A & S)

AY	Period	FY
21	CC	
21	13	21

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

Additional Information

INAE Flag Set
July 16, 2021

DAFR6520
PM or 12/21

Year-End Closing Guidelines

LIZ SCHULTZ

Year-End Closing Guidelines Basics


1. Where are they?
2. Why do I care?
3. What do they cover?
4. When will it matter?
5. How are they presented?
6. Who can I call?



Year-End Closing Guidelines – Where?

In the handout included with this presentation or on the SFMS website at:

<https://www.oregon.gov/das/Financial/AcctgSys/Pages/usergroup.aspx>



Where are they?

Year-End Closing Guidelines – Why?

They provide information to assist you in making closing transactions for Fiscal Year 2021.



**Why do I
care?**

Year-End Closing Guidelines – What?

They cover entries for Fiscal Year 2021 that are made during Fiscal Month 12 and Fiscal Month 13.

What do they cover?

Year-End Closing Guidelines – When?

Fiscal Month 12 closes on
Friday, July 16, 2021.

Fiscal Month 13 closes on
Friday, August 13, 2021.

**When will it
matter?**

Year-End Closing Guidelines – How?

Topics are laid out in a table with separate columns for Fiscal Month 12 and Fiscal Month 13 instructions. Topics include:

- ☐ 530 Screen
- ☐ Balanced Transfers
- ☐ Cost Allocation
- ☐ Deposits
- ☐ Expenditures
- ☐ Payroll
- ☐ 25 Profile
- ☐ Suspense Account Activity
- ☐ Unearned Revenue

**How are they
presented?**

Year-End Closing Guidelines – Reminders

Helpful tips and reminders are included in the guidelines.

Page 1

- Use F2 to view transactions on 530 screen.
- Correcting effective dates on tracked documents..

Page 2

- Do NOT back date BTs.
- BT contact list.

Page 4

- Mass Batch Change instructions.
- FY22 Cost Allocation dates.

Year-End Closing Guidelines – Who?

Your SFMS Analyst. If you don't know who your analyst is, go to the 90 HELP screen in R*STARS, enter keyword NEWS and look at page 5.

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**Who can I
call?**

AY21 Biennium Close

MARIA JAZAEI BERGLUND

Appropriation Year Definition

The State's budget is approved on a biennial basis, where the biennium begins July 1 and ends June 30 of each odd-numbered year. *Source: OAM 20.10.00*

- AY19 spans from July 1, 2017 – June 30, 2019.
- AY21 spans from July 1, 2019 – June 30, 2021.
- AY23 spans from July 1, 2021 – June 30, 2023.



Appropriation Year (AY) 21 Biennium Close

GAAP standards determine in which fiscal year a transaction should be recorded whereas, the budgetary accounting standards established in this policy determine in which appropriation year (biennium) a transaction should be recorded.

Source: OAM 20.30.00

- Review OAM Chapter 20 for Budgetary Accounting & Reporting requirements to determine the appropriate AY to use when recording your transactions.
- <https://www.oregon.gov/das/Financial/Acctng/Pages/OAM.aspx#chapter20>

Appropriation Year (AY) 21

Unexpended appropriations at the end of each biennium are available for subsequent expenditure **to the extent that liabilities have been incurred on June 30**, provided payment of liabilities is made during the succeeding six months period of July 1 through December 31. *Source: OAM 20.10.00*

- AY21 continues to be open in SFMA through December 31.
- Both AY21 and AY23 will be open in SFMA for the first six months of FY22. Make sure your transactions are recorded using the correct appropriation year.

Appropriation Year (AY) 21 Doc supported A/R

Any remaining unexpended appropriations lapse December 31 following the end of the biennium, except for appropriations related to capital construction. *Source: OAM 20.10.00*

- Before the end of AY21, agencies must review all document supported general ledger account balances to prepare for the lapse of appropriations.
- See next slides for more information on document supported general ledger accounts.

Document Supported (R*STARS 64 Screen)

Document supported transactions allow R*STARS users to track activity related to a specific document and to view the current document balance. Here is an example.

S064 UC: 02		STATE OF OREGON		04/19/19 01:51 PM	
LINK TO: _____		DOCUMENT RECORD INQUIRY		PROD	
AGY: <u>101</u>		DOC NO/SFX/CLASS: <u>ARC00110</u> <u>001</u> <u>001</u>			
CREATE DATE: <u>062918</u>		CLOSE DATE: <u>103115</u>			
INQ TYPE: <u>MC</u>		(MA, YA, MY, YY, MC, YC)			
INQ YEAR: <u>19</u>		INQ MONTH: <u>10</u>		DOC BALANCE: .00	

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	750.00			
03	LIQUIDATIONS	750.00			
04	PYMT/COLLECTIONS	750.00			

F1-HELP	F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT
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Document Supported GL Accounts

Encumbrances

- GL 2735 – Encumbrance Control – Doc Supported
- GL 2736 – Pre-Encumbrance Control

Accounts Receivable (A/R)

- GL 0501 – Accounts Receivable – Other - Billed
- GL 0543 – Accounts Receivable – Federal - Billed
- GL 0547 – Due from Other Governments
- GL 0574 – Interest Receivable – Other Billed

Other Non-Receivables

- GL 0573 – Unreimbursed Advances
- GL 1604 – Unearned Revenue – Doc Supported
- GL 1550 – Deposit Liability – Document Supported

Encumbrances – GL 2735 and GL 2736

If an obligation represents an encumbrance on June 30 at the end of a biennium (rather than a liability), the obligation cannot be paid from the biennium ended June 30. Furthermore, the **encumbrance must be canceled and re-established in the new biennium** by the close of month 13. *Source: OAM 20.10.00*

- All AY21 encumbrance balances should be zero or the balance offset with TC 931R by Month 13 close. TC 931R will decrease encumbrance balances for financial statement purposes. The entry will auto reverse in the following month with TC 963R.
- All AY21 encumbrance balances must be zero by December 31. Cancel AY21 encumbrance balances and re-establish in biennium AY23 as appropriate.

A/R – GL 0501, 0543, 0547 and 0574

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.

Source: OAM 20.50.00

- All AY21 General Fund A/R balances should be zero by June month end close. Move balances forward to AY23 or write-off if appropriate.
- All other AY21 A/R balances must be zeroed out by December 31 when appropriations lapse. Move balances forward to AY23 or write-off if appropriate.
- Refer to SFMS Desk Manual Reve.2 on our website for detailed instructions including examples:
<https://www.oregon.gov/das/Financial/AcctgSys/Documents/reve2.pdf>

Other – GL 0573, 1604 and 1550

Agencies are still allowed to make liquidating entries to prior biennium Unreimbursed Advances (GL 0573), Unearned Revenues (GL 1604), and Deposit Liabilities (GL 1550) balances in the current AY.

- An AY21 document impacting one of these GLs can be liquidated in AY23 after AY21 is closed.
- If the document relates to AY19 or prior, work with your SFMS analyst in order to liquidate the balance.
- Refer to SFMS Desk Manual Reve.2 on our website for detailed instructions including examples.

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

Tools for Biennium Close - Research

See SFMS Biennium Closing Research and Verification Tools Handout for instructions to order these reports. The handout will be posted on our website with the User Group presentation. <http://www.oregon.gov/das/Financial/AcctgSys/Pages/usergroup.aspx>



Tools for Biennium Close – DAFR Reports

Reports

- **DAFR6500** – Lapsing Appropriation Report
- **DAFR9750** – Accounts Receivable Document Status
- **DAFR6590** – Outstanding Deposit Liabilities – Document Supported
- **DAFR8680** – Detail Account Activity by Fund Report
- **DAFR3330** – Deposit Reconciliation Report

DAFR6500 – Lapsing Appropriation Report

This report shows totals for the Balance Types (BT) listed below by appropriated fund and appropriation number.

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

DAFR6500 –Lapsing Appropriation Report

Reviewing the DAFR6500 report for AY21 biennium close:

BT 14 – Accrued Revenues: Balance of zero by Month 13 close, unless related to a non-document supported receivable (i.e. GL 0503).

BT 17 – Accrued Expenditures: Balance of zero by calendar date December 31.

BT 18 & BT 19 – Encumbrances: Balance of zero (or offset with TC 931R entry) by Month 13 close. All balances must be zero by calendar date December 31.

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									
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%									
APPROPRIATED FUND 3200 OTHER FUNDS NON-LIMITED APPROPRIATION NUMBER 33313 PEBS SELF INSURANCE - N/L									
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
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

DAFR9750 , DAFR6590, DAFR8680 & DAFR3330

Other DAFR reports you may find helpful for biennium close:

DAFR9750 – Account Receivable Document Status: Provides a listing of Account Receivable documents.

DAFR6590 – Outstanding Deposit Liabilities – Document Supported: Provides a listing of outstanding document supported deposit liabilities.

DAFR8680 – Detail Account Activity by Fund Report: Provides transaction level information for funds by GL Account. Please filter by GL 0573 Unreimbursed Advances and 1604 Unearned Revenue.

DAFR3330 – Deposit Reconciliation Report: useful to research outstanding deposits. Results are sorted by Agency, Treasury Fund, Account Number and Deposit Number.

Tools for Biennium Close – Datamart & R*STARS

In addition to the DAFR reports, you may also use the Datamart & R*STARS for biennium close research.

Use **Datamart queries** to research and verify outstanding balances, documents and amounts.

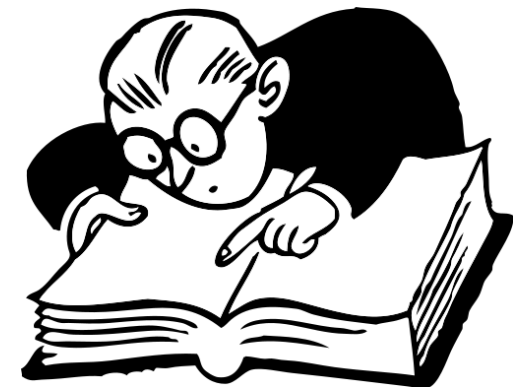
Use **R*STARS inquiry screens** to find more detail that is not found in the DAFR reports.

R*STARS has the most current, up-to-date information. This allows you to immediately verify that balances changed as expected.

Tools for Biennium Close – R*STARS Inquiries

Some useful R*STARS Inquiry Screens include:

- **64** – Document Record Inquiry
- **86** – Document Transaction Inquiry
- **62** – Appropriation Financial Inquiry
- **69** – Agency/Fund Financial Inquiry
- **13** – Deposit Research



Stop Payment Request

MARIA JAZAEI BERGLUND

Stop Payment Request Form



SFMS WARRANT STOP PAYMENT REQUEST

(State Use Only)

This stop payment is in effect for 24 months.
Submit form by noon for same day processing.

Submit by email

Date Sent to DAS-SFMS _____
(DO NOT send this form to the payee)

Submit completed request by email using:

Email button above or SFMS.1.WarrantStopCancel@oregon.gov

Note: For questions or if you need immediate assistance, please contact your SFMS Agency Support Analyst.

Agency Number _____ Agency Name _____

Warrant Information:

Number _____

Payee Name _____

Amount (at least \$15) _____

Date of Issue _____

Document # _____

(Only one document number is needed)

Reason for Warrant Stop Payment (if "Other" is checked, please state reason):

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Issued in Error | <input type="checkbox"/> Lacks Signature | <input type="checkbox"/> Wrong Payee |
| <input type="checkbox"/> Destroyed | <input type="checkbox"/> Thrown Away | <input type="checkbox"/> Wrong Amount |
| <input type="checkbox"/> Stolen | <input type="checkbox"/> Not received by Payee | <input type="checkbox"/> Lost |

☐ Other _____ Additional Info about Stop Payment _____

[https://www.oregon.gov/das/Financial/AcctgSys/Documents/Warrant Stop Payment Request Form.pdf](https://www.oregon.gov/das/Financial/AcctgSys/Documents/Warrant%20Stop%20Payment%20Request%20Form.pdf)

Year-End Financial Rollover

JULIE TACCHINI

What is the Year-End Rollover?


Programs DAFM353/356 rolls account balances into the next year on the financial tables.

FY tables every year.

AY tables every new biennium.

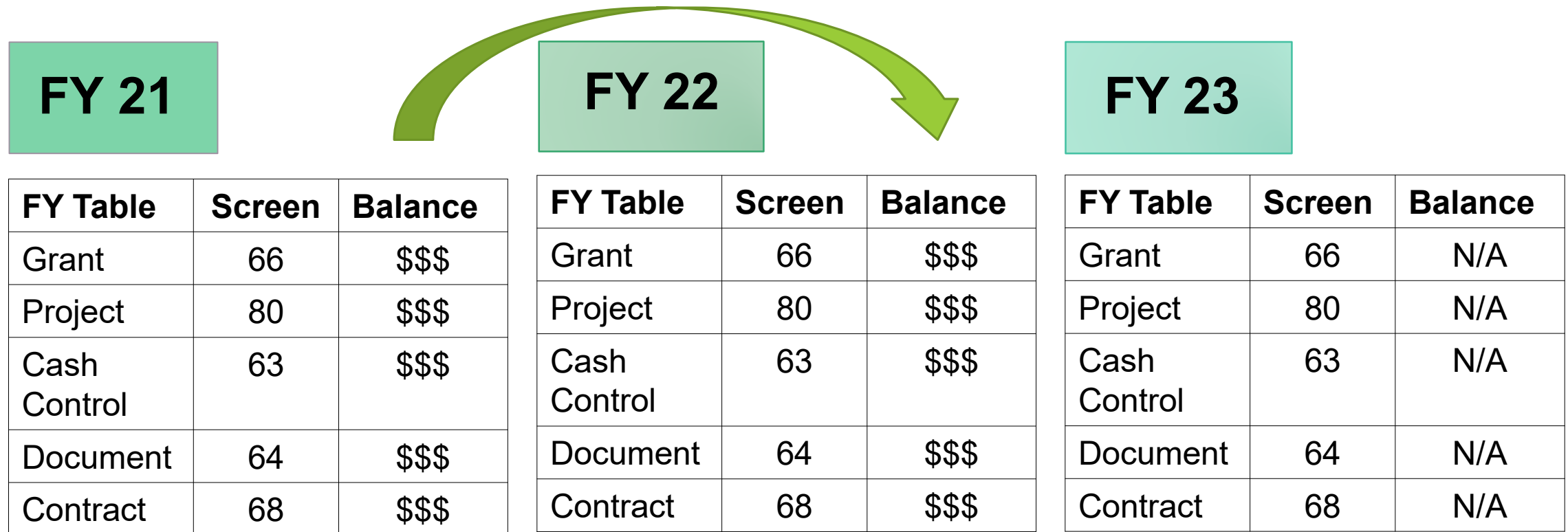
This year the programs will run on
Wednesday, June 30.

SFMA CALENDAR YEAR 2020
CLOSING SCHEDULES for AGENCIES
JUNE 2021 (FM12/FY21)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Weekly Report Run	5
6	7 May 21 OSPA Preliminary Cutoff	8 May 21 CA Proof 1 Run	9 May 21 OSPA Cutoff	10 May 21 CA Proof 2 Run May 21 OSPA Load SFMA	11 May 21 CA Post Run May 21 OSPA Post R2 Weekly Report Run	12
13	14	15	16	17	18 EOM Close May 21 Weekly Report Run	19
20	21	22	23 DAFJ620-Close Dates for Eligible Docs prior to INAE June 21 OSPA Preliminary Cutoff	24	25 June 21 OSPA Cutoff Weekly Report Run	26
27 INAE Mar 21	28 June 21 OSPA Load SFMA	29 June 21 OSPA Post R1	30 Year End Rollover ADPICS 250 Report Run FY21/AY21 ENDS			

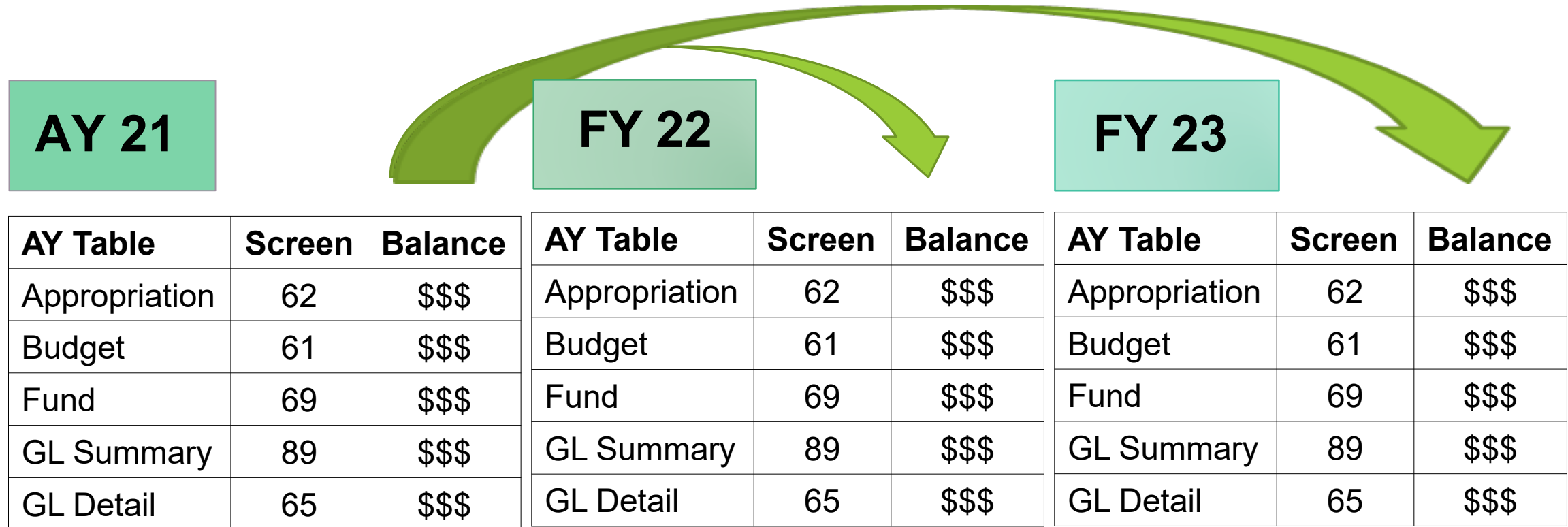
FY Tables affected by the Year-End Rollover

FY Tables roll forward by one fiscal year.



AY Tables affected by the Year-End Rollover

AY Tables roll forward by two fiscal years.



Year-End Rollover Criteria #1

Memo & Real

D31 Comptroller GL Profile

- ◆ YE Close = 0 or 1.

Nominal-GASB54

D31 Comptroller GL Profile

- ◆ YE Close = 2.

Nominal-No GASB54

D31 Comptroller GL Profile

- ◆ YE Close = 2.

SD31	UC: 10	STATE OF OREGON	04/13/21 12:00 PM
LINK TO: _____	COMPTROLLER GENERAL LEDGER ACCOUNT PROFILE		PROD
COMP GL ACCOUNT: <u>1211</u>		TITLE: <u>VOUCHERS PAYABLE</u>	
GAAP GL CLASS: <u>120</u>		(MUST BE IN D14)	
NACUBO GL CLASS: <u>99</u>		(MUST BE IN D46)	
NORMAL BALANCE: <u>C</u>		(D=DEBIT, C=CREDIT)	
YEAR END CLOSE: <u>1</u>		(0=MEMO, 1=REAL NOT CLOSED, 2=NOMINAL CLOSED)	

Year-End Rollover Criteria #2

Memo & Real

D31 Comptroller GL Profile

- ◆ YE Close = 0 or 1.

Balance rolls to the same GL account.

Nominal-GASB54

D31 Comptroller GL Profile

- ◆ YE Close = 2.

D23 GASB54 code D23 indicates the GL account.

Nominal-No GASB54

D31 Comptroller GL Profile

- ◆ YE Close = 2.

D23 GAAP Fund type indicates the GL account.

```

SD23 UC: 10 STATE OF OREGON 04/13/21 12:04 PM
LINK TO: _____ FUND PROFILE PROD

AGENCY: _____ FISCAL YEAR: 21 FUND: _____
TITLE: _____
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: C1 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: 000000000000 TREASURY FUND: 0579
DESCRIPTION:
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
  
```

Year-End Rollover R*STARS Resources

GASB54 Accounts – D54 Systems Parameters Profile, Table ID: GB54

SD54 UC: 10 STATE OF OREGON 04/13/21 02:11 PM
 LINK TO: _____ SYSTEM PARAMETERS PROFILE PROD

TABLE ID: GB54
 KEY 1: A1
 KEY 2: _____
 KEY 3: _____

TITLE: ASSIGNED FUND BALANCE

REFERENCE DATA: 3052 DR 334 CR 335

Non-GASB54 Accounts – D21 GAAP Fund Type Profile

SD21 UC: 10 STATE OF OREGON 04/13/21 02:04 PM
 LINK TO: _____ GAAP FUND TYPE PROFILE PROD

GAAP FUND TYPE: 05
 TITLE: ENTERPRISE

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)

YE Rollover SFMS Desk Manual Resource



GASB 54 Codes & Associated Equity General Ledger

D54 TABLE ID: GB54

GB54 Code	T-code DR Bal	T-Code CR Bal	GL Acct	GL Account Name
A1	334	335	3052	Assigned Fund Balance
C1			3051	Committed Fund Balance
R1			3041	Restricted Fund Balance – Federal
R2			3042	Restricted Fund Balance – OR Constitution
R3			3043	Restricted Fund Balance – Enabling Legislation
R4			3044	Restricted Fund Balance – Debt Covenants
R5			3045	Restricted Fund Balance – Donor/Other External Party
U1			3053	Unassigned Fund Balance

D21 GAAP Fund Types & Associated Equity General Ledger

GAAP Fund Type # / Name	T-Code DR Bal	T-Code CR Bal	GL Acct	GL Account Name
05 Enterprise	353	352	3025	Net Position
06 Internal Service	353	352	3025	Net Position
09 Agency	340	342	1575	Trust Funds Payable
10 Pension Trust	345	346	3008	Net Position Held in Trust for Pension Benefits
15 Investment Trust Fund	349	349	2951	System Clearing GL Level Only
16 Private Purpose Trust	338	339	3023	Net Position Held For Individual, Org, Other Government
17 Govt-Wide Reporting Fund	353	352	3025	Net Position
18 Other Employee Benefits Trust Fund	338	339	3023	Net Position Held For Individual, Org, Other Government
19 Post-Employment Health Care Benefits	336	337	3004	Net Position Held in Trust – Post Employment Health Care
20 Custodial Funds	338	339	3023	Net Position Held For Individual, Org, Other Government
99 Default Oregon	349	349	2951	System Clearing GL Level Only

Agency Responsibilities for Rollover

Create two new 25 screen – Agency Control Profiles before **7/1/21**.

- A profile for FY22 and a profile for FY23.
- Last Month Closed indicator set to '00.'

```

S025 UC: 10 STATE OF OREGON 04/13/21 02:28 PM
LINK TO: _____ AGENCY CONTROL PROFILE PROD

AGENCY: 101 FISCAL YEAR: 22
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 21 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: 07012020 EFF END DATE: _ LAST PROC DATE: 04232019
Z06 RECORD SUCCESSFULLY RECALLED

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

```

S025 UC: 10 STATE OF OREGON 04/13/21 02:30 PM
LINK TO: _____ AGENCY CONTROL PROFILE PROD

AGENCY: 101 FISCAL YEAR: 23
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 23 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: 07012022 EFF END DATE: _ LAST PROC DATE: 04122021
Z06 RECORD SUCCESSFULLY RECALLED

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

Fiscal Year-End Rollover Reminders

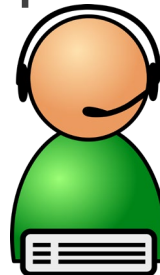
- 530 screen unavailable on Thursday morning, July 1.

EAI - IT FILE CLOSED

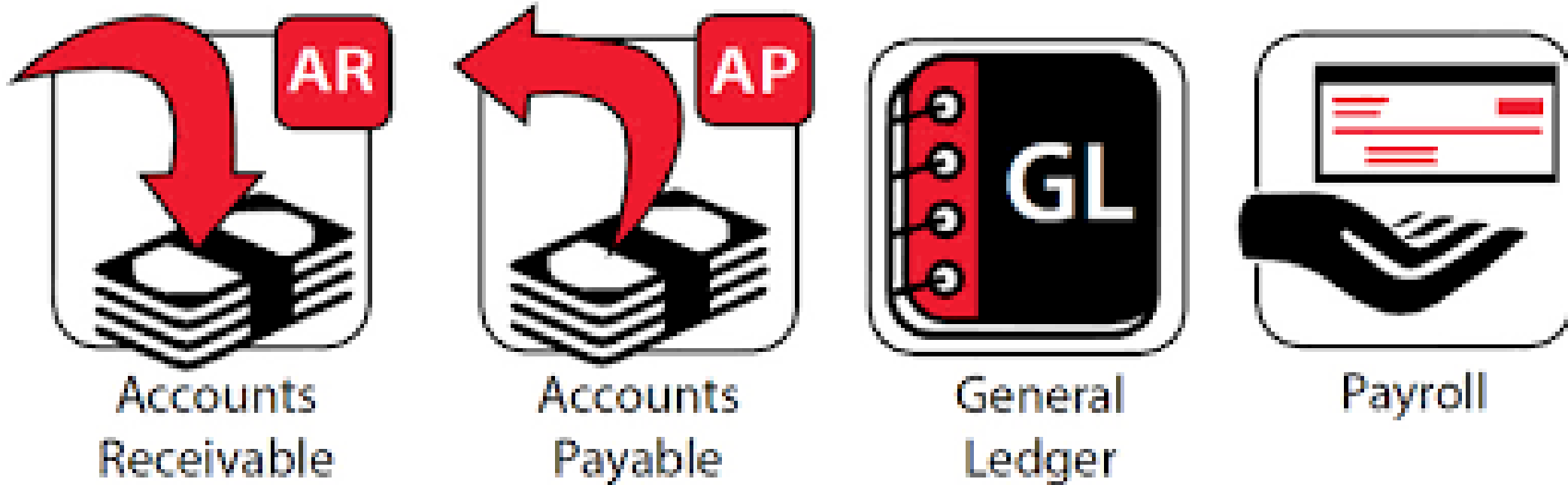
- SFMS News sent when program results are verified.

☐ SFMS-News <sfms-news-bounces@listsmart.osl.state.or.us> on
[SFMS-News] DAFM353/356 Fiscal Year-end Rollover complete. 530 screen is available

- Contact Agency Support Analyst with questions.



General Ledger Close



Alan Park

DAFM351 –General Ledger Close Program

The purpose of this program is to close nominal general ledger account balances to the appropriate equity accounts.

The program is run each fiscal year after the close of Month 13.

Scheduled this year for **Friday, August 27, 2021.**

For additional details, see the SFMS Desk Manual
[General Ledger Close Program DAFM351.](#)

DAFM351 – Determining Equity Accounts

The General Ledger Close program uses the same method as the Fiscal Year-End Rollover program to determine the appropriate equity GL accounts.

- If the D23 Fund associated with a nominal GL balance has a GASB 54 Indicator, DAFM351 looks at the D54 System Parameters Profile to determine the equity GL account and closing transaction codes.
- If the D23 Fund associated with a nominal GL balance does NOT have a GASB 54 Indicator, DAFM351 looks at the D21 GAAP Fund Type Profile to determine the equity GL account and closing transaction codes.

DAFM351 –Closing Transactions

The DAFM351 General Ledger Close Program will generate transactions to close out nominal general ledger account balances to the appropriate equity account.

All generated transactions will post as follows:

- Batch Agency 999.
- Batch Type “Y.”
- Document Type “YG.”
- Effective Date 6/31/21.

Agency Responsibilities - Before

Before DAFM351 Program Runs

Step 1: Order 'before' DAFR reports for Month 13, Fiscal Year 21.

- DAFR8650 Trial Balance by Fund/General Ledger.
- DAFR8920 General Ledger Fund Detail Trial Balance.
- Order DAFR reports on **August 13, 2021** or **August 20, 2021**.

Step 2: Update 25 Agency Control Profile before 4:30 pm on **August 27, 2021**.

- Set Last Month Closed indicator to '12' for FY21.

Agency Responsibilities - After

After DAFM351 Program Runs

Step 3: Correct any transactions that erred out on the 530 screen.

- Your SFMS Agency Analyst will work with you to correct errors for your agency.
- 'Y' Batches will be on the 530 screen under agency 999.
- Agencies can view and correct the transactions using User Class 48.

Step 4: When notified by your SFMS Agency Analyst that all errors have cleared, update 25 Agency Control Profile.

- Set Last Month Closed indicator to '13' for FY21.

Agency Responsibilities - Reports

After DAFM351 Program Runs

Step 5: Obtain copy of DAFR3511 General Ledger Close Control Report.

- Log in to SFMA Web Reports to access in electronic format.
- Report available from **August 30 – September 27, 2021**.
- Agencies should retain this report for six years.

Step 6: Order ‘after’ DAFR reports for Month 13, Fiscal Year 21.

- DAFR8650 Trial Balance by Fund/General Ledger.
- DAFR8920 General Ledger Fund Detail Trial Balance.
- Order DAFR reports after DAFM351 Program runs and all errors have cleared.

Agency Responsibilities - Validate Results

Validate DAFM351 Program Results

Step 7: Compare your agency 'before' and 'after' DAFR reports to confirm the following:

- All nominal account balances will still remain on the 'after' reports to allow agencies to view the activity.
- GL 2960 Revenue Expenditure Summary balance will offset the nominal balances. The total of all nominal balances plus the GL 2960 balance will net to zero.
- The appropriate equity GL accounts will reflect an increase or decrease equal to the total amount of the nominal balances.

Contact your SFMS Agency Analyst for assistance or to report any issues identified.

Expired Warrants Due Diligence

KARLENE HANCOCK

New for 2021 for Expired Warrants

Expired warrants and checks issued by the state agencies will be reported to the Oregon State Treasury, and no longer be reported to Dept of State Lands.

Program will transfer from Dept of State Lands to the Oregon State Treasury starting 7/1/2021.

Important Warrant Expiration Dates

Distribution of DAFRXRR1 report to agencies – April 28, 2021.

Distribution to agencies (Done).

Expire Warrant job will run– Monday July 19, 2021.

Agency Responsibility : >\$100 Owed

If monies still owed are >\$100:

The agency will make an effort to contact the payee.

Confirm they wish to receive the payment.

Confirm their address.

Complete Stop Payment Request.

Reissue warrant.

Agency Responsibility : <\$100 Owed

If monies still owed are <\$100:

Agency does not need to contact the payee.

These should be allowed to be reported to the Oregon State Treasury as unclaimed property.

Payment Due to Vendor

Prior to July 19, 2021:

Complete a Stop Payment Request form.

Reissue warrant.

Agency can choose to allow the warrant to expire and be reported to Oregon State Treasury.

Payment No Longer Due to Vendor

Complete an AD40 and send it to SFMS prior to July 19, 2021.
Must be signed by an authorized signer to be processed.

Stop Payment or AD40 Forms

Link to Stop Payment or AD40 form:

[State of Oregon: Accounting system - SFMS forms.](#)

Warrants

[Stop payment request](#)

[Warrant cancellation](#)

[2 year old warrant cancellation](#)

[Differences between warrant cancellation and stop payment](#)

After July 19, 2021

Warrants on the 44 Screen will have status “E.”

Warrants that have been expired on July 19th:

- Please do not reissue payments.

- Please do not send AD40 reports.

- Please do not send Stop Payment forms.

Questions RE: Process?

If you have questions or concerns about expired warrants process please let me know.

Ph: (971) 900-9769

Email: karlene.hancock@oregon.gov

R*STARS Spotlight

JULIE TACCHINI

Screens to help read the 28a and 28b

Don't remember balance type goes with which number?

```
S28A UC: 10 STATE OF OREGON 04/13/21 04:20 PM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 137 TITLE: COLLECTION A/R CASH EXP REFUND BILLED
GENERAL LEDGER DR-1: 0065 CR-1: 0501 DR-2: 3503 CR-2: 3500
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCB DUDT SVDT CDOC I RDOC I MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI N 1099 R WARR INVC I VNUM R VNAM R VADD R
INDS: DMETH N APN# R FUND R GLA N 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 BT MATCH GLA DOC A/S BT MATCH GLA DOC
FILE DF: + 03 M 2 2 + 04 M 2 2
AP: - 15 - - 35 -
POSTING AB: - 15 - - 35 -
INDS: CC: - 15 - + 34 -
GP: - 15 - - 35 -
PJ: - 15 - - 35 -
AGY GL: 2 STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 08242009
Z07 NEXT RECORD SUCCESSFULLY READ

F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

```
S28B UC: 10 STATE OF OREGON 04/13/21 04:22 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRANS CODE: 137 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO RECORD THE COLLECTION OF AN A/R CASH EXP REFUND
ESTABLISHED WITH TC 135. WHEN THE DEPOSIT HAS
BEEN RECONCILED WITH TREASURY, TC332 IS GENERATED.
0065-UNRECON DEPOSIT; 0501-A/R-OTHER-BILLED
3503-REDUCT EXPEND-ACCRUED; 3500-EXPEND CONTR-CASH
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ",".
I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ",".
I 3111 - 5999 - 6201 - 7415 - 7510 - 7511 -
ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: CR 2: CI 3: ST 4: AW 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: 2 2: 4 3: 4: 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 07152011
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F6-28A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

Not sure what those doc types mean?

D05 screen – Balance Type Profile

Enter the Table ID and the Balance Type in question...

SD05 UC: 10 STATE OF OREGON 04/13/21 04:29 PM
 LINK TO: _____ BALANCE TYPE PROFILE PROD

TABLE ID: **AP** (DF, AP, AB, CC, GP, PF, PJ)
 BALANCE TYPE: **15**
 TITLE: CASH EXPENDITURES
 NEW YEAR INIT: **1** (0 = NO NEW YEAR RECORD,
 1 = RECORD WITH CUMULATIVE BALANCES,
 2 = RECORD WITH AVAILABLE BALANCES,
 3 = RECORD BASED ON UB IND IN 20 PROFILE)

EFF START DATE: 08061990 EFF END DATE: _____ STATUS CODE: **A**
 Z06 RECORD SUCCESSFULLY RECALLED LAST PROC DATE: **1**

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

SD05 UC: 10 STATE OF OREGON 04/13/21 04:31 PM
 LINK TO: _____ BALANCE TYPE PROFILE PROD

TABLE ID: **AP** (DF, AP, AB, CC, GP, PF, PJ)
 BALANCE TYPE: **35**
 TITLE: RED OF EXPENSE-ACCRD
 NEW YEAR INIT: **1** (0 = NO NEW YEAR RECORD,
 1 = RECORD WITH CUMULATIVE BALANCES,
 2 = RECORD WITH AVAILABLE BALANCES,
 3 = RECORD BASED ON UB IND IN 20 PROFILE)

EFF START DATE: 07012009 EFF END DATE: _____ STATUS CODE: **A**
 Z06 RECORD SUCCESSFULLY RECALLED LAST PROC DATE: **08242009**

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

33 screen – Document Control Profile

Just enter the two letter
abbreviation...

```
S033 UC: 10 STATE OF OREGON 04/13/21 04:36 PM
LINK TO: _____ DOCUMENT CONTROL PROFILE PROD

DOCUMENT TYPE: CI
DESCRIPTION: CASH RECEIPT - INTERFACE
BALANCING INDICATOR: _ (Y/N)
TRACKING INDICATOR: N (Y/N)
REQ APPROVAL ACTION:

NORMAL HR: _____
CONTROL AGY: _____ THRESHOLD AMOUNT: 000000000000.00

LOW NORMAL $ AMT: 000000000000.00 HIGH NORMAL $ AMT: 000000000000.00
TOLERANCE $: _____ (FORMAT 9999; BLANK MEANS NO CONTROL)
TOLERANCE %: 0.00 (FORMAT 9.99; BLANK MEANS NO CONTROL)

STATUS CODE: A
EFF START DATE: 03251994 EFF END DATE: _____ LAST PROC DATE: 05102004
Z06 RECORD SUCCESSFULLY RECALLED

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

```
S033 UC: 10 STATE OF OREGON 04/13/21 04:36 PM
LINK TO: _____ DOCUMENT CONTROL PROFILE PROD

DOCUMENT TYPE: AW
DESCRIPTION: ACH/WIRE TRFR
BALANCING INDICATOR: Y (Y/N)
TRACKING INDICATOR: Y (Y/N)
REQ APPROVAL ACTION:

NORMAL HR: _____
CONTROL AGY: _____ THRESHOLD AMOUNT: 000000000000.00

LOW NORMAL $ AMT: 000000000000.00 HIGH NORMAL $ AMT: 000000000000.00
TOLERANCE $: _____ (FORMAT 9999; BLANK MEANS NO CONTROL)
TOLERANCE %: 0.00 (FORMAT 9.99; BLANK MEANS NO CONTROL)

STATUS CODE: A
EFF START DATE: 07011994 EFF END DATE: _____ LAST PROC DATE: 04021999
Z06 RECORD SUCCESSFULLY RECALLED

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

Two easy ways to get more
information.

Payroll Replacement Project

JENNIFER TAYLOR

Payroll Replacement Project Basics

Who? – All agencies that have OSPA processing payroll.

What? – Workday will be replacing timekeeping & payroll processing.

Why? – Efficiency, Adaptability, Risk mitigation.

When?

- User Acceptance Testing – April to May 2022.
- End User Training – June 2022.
- Go Live – July 2022, Paid in August 2022.

Payroll Replacement Project – cont.

How – Does this affect me?

- Interface from Workday to SFMA
- Reporting for interface
- Frequency
- Dates
 - Effective dates
 - Processing dates

Payroll Replacement Project - Info

Website for info & updates:

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

More Questions?

- E-Mail OSPS.Workday@oregon.gov



OregonBuys Update

LIZ SCHULTZ

OregonBuys Project Update

Phase 1 ORPIN Replacement to Go-live on July 1, 2021.

Phase 2 Procure-to-Pay functionality will be rolled out in a series of three 8-month waves from August 2021 – June 2023.

Please see the OregonBuys handout for more information and the Phase 2 Agency Waves List.