Ordering DAFR Reports from R*Stars

January 17, 2023

Today's Agenda

I. [95 Profile](#)
II. [D64 Profile](#)
III. [91 Profile](#)
IV. [Reporting Menu](#)

Introduction

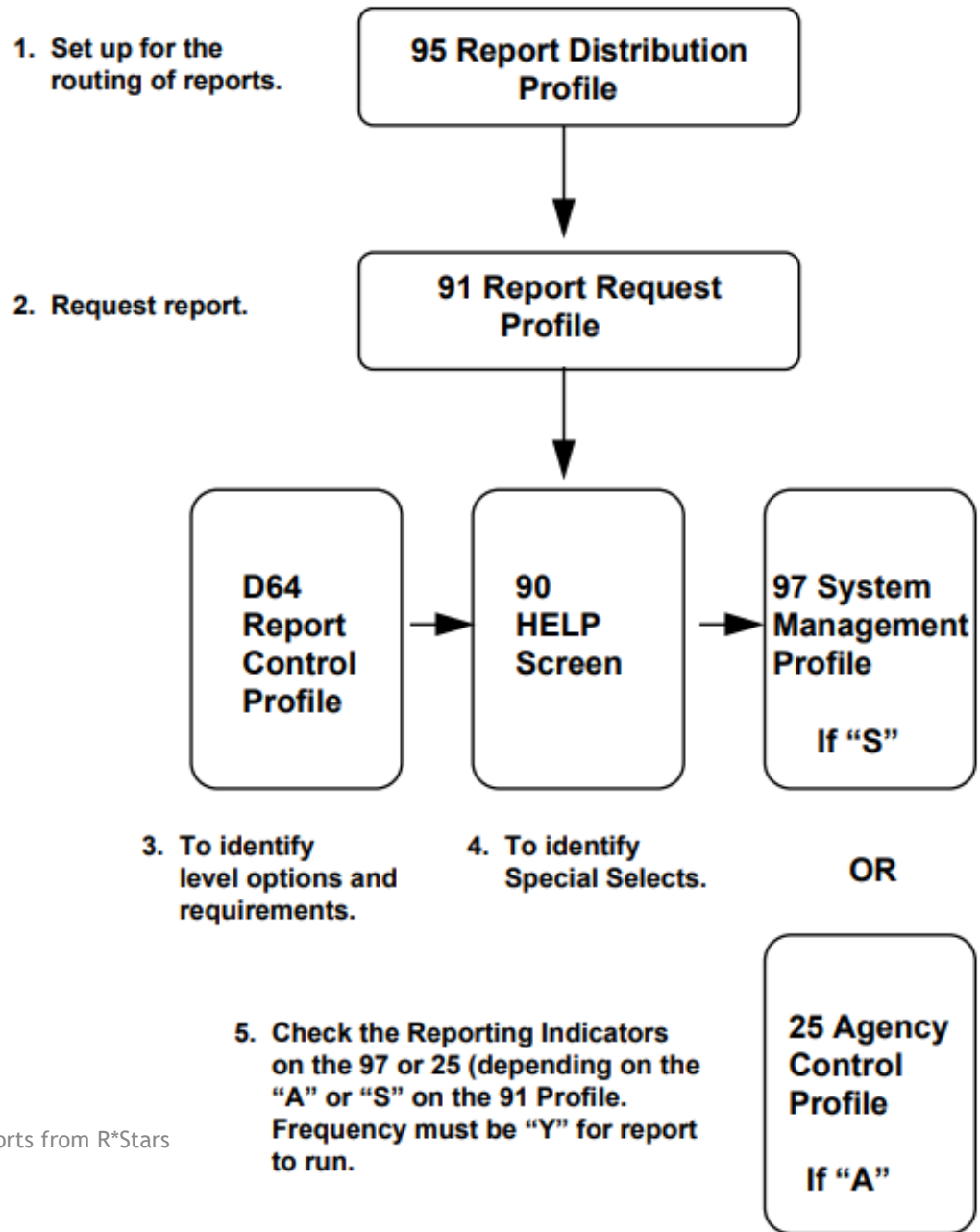Future Training

ARC

Agency Report Coordinator

1. Requesting reports for users in their agency.

2. Managing the report volume for their agency.

3. Reporting contact person for SFMS staff.

4. Monitoring the 91 Report Request Profile.

   - Ensure active report requests have valid frequency dates and periods.

   - Ensure active report requests are still relevant.

   - Inactivate or delete obsolete report requests.

5. Receiving and distributing reports within agency.

95 Screen

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Below is a diagram of the reporting profiles involved in requesting a report.

1. Set up for the routing of reports.

95 Report Distribution Profile

2. Request report.

91 Report Request Profile

D64 Report Control Profile

90 HELP Screen

97 System Management Profile

If "S"

3. To identify level options and requirements.

4. To identify Special Selects.

OR

5. Check the Reporting Indicators on the 97 or 25 (depending on the "A" or "S" on the 91 Profile. Frequency must be "Y" for report to run.

25 Agency Control Profile

If "A"

95 Screen Profile-This profile allows users to:

1. Identify the person/organization who will receive the report.

2. Describe the report recipient's name, address, telephone, and any delivery instructions.

3. Describe the media on which the report will be produced.

4. Identify the printer on which the report will be produced.

5. Specify the number of copies.

95 Screen Profile-Information Elements

```
S095   UC: 08                 STATE OF OREGON          12/01/21 02:51 PM
LINK TO: ____            REPORT DISTRIBUTION PROFILE            PROD


AGENCY: ___   REQUESTER: ____   REQUEST NO: __  REPORT ID: _____  DIST CODE: ____


                         MEDIA TYPE: ____
                         DEVICE ID: ____
                            COPIES: __
             NAME: _____
        ADDRESS 1: _____
        ADDRESS 2: _____
             CITY: _____
            STATE: __      ZIP: _____ ___      MAIL CODE: ___
            PHONE: _____
     INSTRUCTIONS: _____

                                         STATUS CODE: A
EFF START DATE: 12012021   EFF END DATE: _____   LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
Te  TLS                                     R  6 C 10    STCPU085
```

Media Type - The Media Type is used to direct output to the desired output media.

Device ID - The Device ID is used to identify the printer if a remote job entry printer (RJE) is the Media Type.

Copies - The copies data field is used to specify the number of copies to be generated for each distribution.

95 Screen Profile-Media Types

- ▶ **A- Central Printing**
- ▶ **B- Electronic Reports**
- ▶ **C- RJE**
- ▶ **D- CD**
- ▶ **E- IMG**

95 Screen Profile-Media Types A & B

A- Central Printing

- SPL1 Portrait - 2 up duplex gray bar
- SPL2 Portrait - 2 up simplex, gray bar
- SPL3 Landscape - 1 up duplex, gray bar
- SPL4 Portrait - white paper for A/R Invoices and Statements
- SPL5 Landscape - 1 up simplex, gray bar

B- Electronic Reports

- WRP1 Produces Electronic Reports in an Adobe PDF file in landscape format for view on the internet. This code must be entered in the DIST CODE field also.
- WRP2 Produces Electronic Reports in an Adobe PDF file in portrait format for view on the internet.
- This code must be entered in the DIST CODE field also.

95 Screen Profile-Electronic Report Advantages

1. Electronic reporting allows you to search for specific data i.e., document number, vendor number, vendor name, amount, etc.

2. Multiple employees can access the same report.

3. One or all pages can be printed from the electronic file.

4. Landscape or Portrait printing can be specified.

5. Electronic reports can be saved, at the agency, for future use.

   • Within the 30-day retention period.

6. Both Profile reports and agency requested reports are available electronically.

   • Extract reports do not qualify for electronic reporting.

95 Screen Profile-Remote Printing (RJE)

C- RJE -Routes reports to a specified printer at the agency's location.

- Remote Printing Reports. The specific printer to which RJE media-based reports are routed is the Device ID on the 95 Report Distribution Profile.

- Agencies who want to print to a remote location need to contact:

    HANCOCK Karlene * DAS <Karlene.HANCOCK@das.oregon.gov>

- Include the following information:

    1. Printer net name-usually 8 characters (for example: ET123456)

    2. Printer ID-4 characters

    3. Printer speed

    4. Contact person and phone number.

95 Screen Profile-Printer Speed

A general guide for determining printer speed is as follows:

Low Line printers printing less than 1000 lines per minute and HP laser printers of 8 pages per minute or less.

Medium Line printers 1000-2000 lines per minute, network laser printers faster than 8 pages per minute.

High Line printers faster than 2000 lines per minute and high-speed laser printers attached to a mainframe.

95 Screen Profile-CD and IMG

D- CD

- ERPT Control Report is maintained centrally on CD.

- This code can only be entered centrally.

E- IMG

- IMG is a media type originated by Department of Human Services. DHS has an electronic imaging system (called Mobius) which will read DAFR reports and once extracted and sorted by someone at the agency, reports will be made available in an electronic format to each of their agencies on-line. Currently, DHS is the only agency using this new media type; however, at some future date other agencies could use it as well if they had an imaging system.

95 Screen Profile- Default for All Reports

To set up a 95 Report Distribution Profile as a default for all reports.

- Default record is used to route all requests for a report to the same location.

- Input:
  - Agency #
  - Requester
  - Distribution Code
  - Media Type
  - Copies
  - Name and address
  - Instructions section

95 Screen Profile- Default example

```
S095    UC: 10                STATE OF OREGON              01/05/23 02:40 PM
LINK TO: ____              REPORT DISTRIBUTION PROFILE                  PROD


AGENCY: 107   REQUESTER: DAS  REQUEST NO: __  REPORT ID: _____  DIST CODE: WRP1


                      MEDIA TYPE: WRP1
                       DEVICE ID: ____
                          COPIES: 01
           NAME: DEPT OF ADMIN SERVICES_____
      ADDRESS 1: 1225 FERRY ST SE FLOOR 2_____
      ADDRESS 2: _____
           CITY: SALEM, OR_____
          STATE: OR      ZIP: 97301 4278     MAIL CODE: ___
          PHONE: 9719009768
   INSTRUCTIONS: ELECTRONIC REPORT ONLY_____
```

This example uses 'DAS' as Requester. The agency can use this as the default when ordering any requestable reports with dist code WRP1. Additional 95 profiles can be set up using a different requester ID if different dist codes are needed (ex. WRP2).

Leave Request No and Report ID blank.

This allows ALL reports requested on the 91 screen for Agency "107" and Requester "DAS" to use the same default distribution. In this case, since the distribution code is WRP1, all reports would be electronic.

95 Screen Profile - Pull Report out of Default Distribution - Example

If the user's default 95 profile is set to print electronically on WRP1, but they want one specific report to print on a remote printer RJE instead, the user needs to set up a 95 profile specifying which report they want to pull out of the default distribution profile and send to another printer by entering the Request No and Report ID.

95 Screen Profile-Distribution for Control Reports

Control Reports are associated with Report Distribution profiles through the Batch Agency.

A single report distribution profile is established for a batch agency by entering the following:

•Agency #

•Requester (CNTL)

•Distribution Code

•Media Type

•Copies

•Name and address

•Instructions section

95 Screen Profile- Electronic Reports

To establish access to electronic reports, Agency system security officers will need to request an update to the user's RACF-ID on the 96B Security Profile to DAS System Security, field WRP.

▶ SYSTEMS Security * DAS SCD * DAS Security.SYSTEMS@das.oregon.gov

To view electronic reports for your agency, sign onto the Web Reports website at:

▶ HTTPS://COLUMBIA.DAS.STATE.OR.US:3025/CICS/PPDF/DAFWRPT

Electronic Reports Login Screen

Electronic Reports Daily List

Requestable reports are not saved centrally. If you will need a report for more than 31 days, you will need to either print it or save it locally.

D64 Screen

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971-900-9773

D64 Report Control Profile

```
SD64   UC: 10                   STATE OF OREGON              01/05/23 09:42 AM
LINK TO: ____              REPORT CONTROL PROFILE                         PROD


REPORT ID: DAFR6050   REVENUES AND EXPENDITURES BY FUND,PGM,ORG AND OBJ
 REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
PRINT REMOTE IND: Y (Y=YES, N=NO)    PRINTER TYPE: M  (L=LOW, M=MEDIUM, H=HIGH)
INTERVAL OPTIONS    (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
   TIMEFRAME -          AP YEAR: O PERIOD: O RANGE: O AS OF: N (Y=YES, N=NO)
   FREQUENCY - MMDDYY: O DAILY: N WEEKLY: N MONTHLY: O QUARTERLY: O ANNUALLY: O
LEVEL OPTIONS   (N=NOT ALLOWED OR LOW AND HIGH VALUE ALLOWED)-
   LOW   - ORG: 3 PROGRAM:   1  OBJECT: N  FUND: 4  NACUBO FUND: N  GL ACCT: N
   HIGH  - ORG: 9 PROGRAM:   8  OBJECT: N  FUND: 4  NACUBO FUND: N  GL ACCT: N
SPECIAL SELECTS  (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
  AGENCY GROUP: O            AGENCY: O           ORG CODE: O
                      PROGRAM CODE: O        NACUBO FUND: N
                       APPROP FUND: N               FUND: O
                        COMP OBJECT: O       AGENCY OBJECT: O
                           GL ACCT: N      AGENCY GL ACCT: N
                SPECIAL SELECT 1: R     SPECIAL SELECT 2: R    STATUS CODE: A
EFF START DATE: 09011990    EFF END DATE: _____     LAST PROC DATE: 10031995
Z06 RECORD SUCCESSFULLY RECALLED
```

▶ Enter the DAFR number to view the unique profile.

▶ Profile provides details on report options.

Requestable Indicator

```
REPORT ID: DAFR6050   REVENUES AND EXPENDITURES BY FUND,PGM,ORG AND OBJ
 REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
```

0 = Not requestable - R*STARS generates report automatically.
- No 91 screen required.
- AKA Control Reports.

1 = Centrally - Report may be requested by SFMS. Contact your SFMS Analyst if you need assistance.

2 = Requestable by all - Report may be requested by SFMS or the agency.

Remote Printing

```
REPORT ID: DAFR6050   REVENUES AND EXPENDITURES BY FUND,PGM,ORG AND OBJ
 REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
PRINT REMOTE IND: Y (Y=YES, N=NO)   PRINTER TYPE: M  (L=LOW, M=MEDIUM, H=HIGH)
```

▶ Can the report print to a remote printer?

▶ If so, what printer type is required?

  ▶ Low = less than 1000 lines or 8 pages per min

  ▶ Medium = 1000-2000 lines or more than 8 pages per min

  ▶ High = faster than 2000 lines per min

Interval Options

```
REPORT ID: DAFR6050   REVENUES AND EXPENDITURES BY FUND,PGM,ORG AND OBJ
 REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
PRINT REMOTE IND: Y (Y=YES, N=NO)   PRINTER TYPE: M  (L=LOW, M=MEDIUM, H=HIGH)
INTERVAL OPTIONS    (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
   TIMEFRAME -        AP YEAR: O PERIOD: O RANGE: O AS OF: N (Y=YES, N=NO)
   FREQUENCY - MMDDYY: O DAILY: N WEEKLY: N MONTHLY: O QUARTERLY: O ANNUALLY: O
```

▶ Timeframe indicators – what time period you want to pull data from.

- Periods are a predefined 2-character code. i.e., CM, CC, PY, etc.

- Range is a user defined beginning FM/FY and ending FM/FY.

- As Of indicates if report header will include those words.

▶ Frequency indicators –how often you want to generate the report.

- MMDDYY is for a customizable date.

Level Options

```
REPORT ID: DAFR6050   REVENUES AND EXPENDITURES BY FUND,PGM,ORG AND OBJ
 REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
PRINT REMOTE IND: Y (Y=YES, N=NO)    PRINTER TYPE: M  (L=LOW, M=MEDIUM, H=HIGH)
INTERVAL OPTIONS    (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
    TIMEFRAME -          AP YEAR: O PERIOD: O RANGE: O AS OF: O (Y=YES, N=NO)
    FREQUENCY - MMDDYY: O DAILY: N WEEKLY: N MONTHLY: O QUARTERLY: O ANNUALLY: O
LEVEL OPTIONS  (N=NOT ALLOWED OR LOW AND HIGH VALUE ALLOWED)-
    LOW    - ORG: 3 PROGRAM:   1  OBJECT: N  FUND: 4  NACUBO FUND: N  GL ACCT: N
    HIGH   - ORG: 9 PROGRAM:   8  OBJECT: N  FUND: 4  NACUBO FUND: N  GL ACCT: N
```

▶ Identify what level of detail the report will have for various criteria. In this example:

  • Organization code can be reported at levels corresponding to indicators 3-9. (Note: indicator does not equal level number.)

  • Program code can be reported at levels corresponding to indicators 1-8.

  • Fund can only be reported at the level indicator 4. (D23 level)

  • Object, NACUBO fund and GL acct cannot be customized.

▶ More information on these indicators and where to find their definitions will be covered when we discuss the 91 profile.

Special Selects

```
SPECIAL SELECTS  (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
  AGENCY GROUP: N           AGENCY: O              ORG CODE: O
                     PROGRAM CODE: O           NACUBO FUND: N
                      APPROP FUND: N                   FUND: O
                      COMP OBJECT: O          AGENCY OBJECT: O
                         GL ACCT: N          AGENCY GL ACCT: N
                 SPECIAL SELECT 1: R        SPECIAL SELECT 2: R
```

▶ Identify other criteria you may use to filter the report.

▶ Example: We can filter this report by agency, org code, program code, fund, comp object, or agency object.

▶ Special Select 1 & 2 codes are defined for each report individually.

▶ Special Select options will be covered in more detail when we discuss the 91 profile.

91 Profile

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91 Report Request Profile

- Control Key

- Time-frame Information Elements

- Classification Level Options

- Data Selection Options

91 Report Request Profile: Control Key

▶ Agency

▶ Requester

▶ Request Number

▶ Report ID

91 Report Request Profile: Control Key Elements

▶ <u>Agency</u> - the agency requesting the report

▶ <u>Requester</u> – four-character (or less) ID assigned by user. This same ID must exist on the 95 screen.

▶ <u>Request Number</u> - normally '01' unless multiple versions of the same report are requested

▶ <u>Report ID</u> – report being requested. Financial reports begin with DAF**R.** Profile reports begin with DAF**Q.** The Report ID entered must exist on the D64 Report Control Profile.

▶ <u>Example</u> – DAFR8650 Trial Balance by Fund/GL

```
       AGENCY: 000      REQUESTER: MJB       REQUEST NO: 01      REPORT ID: DAFR8650
```

91 Report Request Profile: Timeframe

▶ Appropriation Year

▶ Period or Range

▶ Frequency

Timeframe: Appropriation Year (AY)

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

```
APPN YEAR: 23
```

Check the D64 Report Control Profile to see if the report you are requesting allows an Appropriation Year.

<u>Example</u> – DAFR8650 does not allow this field, so leave blank

```
SD64   UC: 10                  STATE OF OREGON          12/14/22 02:51 PM
LINK TO: ____              REPORT CONTROL PROFILE                    PROD


REPORT ID: DAFR8650   TRIAL BALANCE BY FUND/GENERAL LEDGER
 REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
PRINT REMOTE IND: Y (Y=YES, N=NO)   PRINTER TYPE: M  (L=LOW, M=MEDIUM, H=HIGH)
INTERVAL OPTIONS    (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
   TIMEFRAME -          AP YEAR: N PERIOD: R RANGE: N AS OF: Y (Y=YES, N=NO)
```

Timeframe : Period or Range

Period

Allows the selection of Current Month data (CM), Current Year data (CY), Prior Month data (PM), Prior Year data (PY), Last Closed Month data (CC) or data for a specific fiscal month (01-13) and fiscal year.

```
PERIOD: CM
```

```
PERIOD: 01   FY: 22
```

Range

Allows the selection of a range of fiscal dates that can run either for a biennium, for some portion of a federal fiscal year, or for any other user defined period using MM-YYYY format.

```
FROM DATE: 01  2022
```

```
THRU DATE: 06  2022
```

Check the D64 Report Control Profile to see what is required for each report.

Example – DAFR8650 requires a Period to be entered. Range is not allowed. Entered 'CC' for Current Closed Month.

```
APPN YEAR: ___   PERIOD: CC   FY: __
RANGE -          FROM DATE: __ ____
```

Timeframe: Frequency

▶ The frequency option allows the selection of a report daily, weekly, monthly, quarterly, annually or for one specific day.

> FREQUENCY: 01042022   FREQUENCY: MONTHLY

▶ Financial reports can only be ordered on Fridays with a 'Full Report' run in RSTARS. Profile reports can be ordered any day of the week.

▶ <u>Example</u> – DAFR8650 does not allow a frequency of 'DAILY' but will allow all other frequency options.

```
SD64   UC: 10                STATE OF OREGON               01/05/23 03:56 PM
LINK TO:                  REPORT CONTROL PROFILE                        PROD


REPORT ID: DAFR8650   TRIAL BALANCE BY FUND/GENERAL LEDGER
 REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
PRINT REMOTE IND: Y (Y=YES, N=NO)    PRINTER TYPE: M  (L=LOW, M=MEDIUM, H=HIGH)
INTERVAL OPTIONS    (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
   TIMEFRAME -         AP YEAR: N PERIOD: R RANGE: N AS OF: Y (Y=YES, N=NO)
   FREQUENCY - MMDDYY: O DAILY: N WEEKLY: O MONTHLY: O QUARTERLY: O ANNUALLY: O
```

Timeframe: Frequency Control of 'S' uses system-wide 97 profile (recommended)


```
(B) Passport.zws - PASSPORT                    Friday, December 3, 2021, 8:19:09 AM

S097   UC: 10                       STATE OF OREGON              12/03/21 08:18 AM
LINK TO:                      SYSTEM MANAGEMENT PROFILE                      PROD
                         CONTROL INDICATORS -   NEXT DIR DEP SEQ NO:  951851605
  CURRENT INDICATORS-                       NEXT AVAILABLE WARRANT NO:  126202013
     FISCAL YEAR: 22  MONTH: 06   AY: 23   LABOR DISTRIBUTION RUN:   N
        EFF DATE: 12032021              LABOR DISTRIBUTION PAY DATE:
  PRIOR EFF DATE: 12022021                    YEAR END CLOSING RUN:   N
            TIME: 1200                     NEW YEAR INITIALIZATION:   N
  LAST CLOSED-                                COST ALLOCATION RUN:   N
     FISCAL YEAR: 21  MONTH: 04            GRANT/PROJ BILLING RUN:   N
  REPORTING INDICATORS-                       RECURRING TRANS RUN:   Y
    WEEK: N    YEAR: N   INAE: N    FIXED ASSET DEPRECIATION RUN:   N
   MONTH: N QUARTER: N   RPTS: N    FIXED ASSET SUSPENSE RECONC:   N
  ADVANCE PAYMENT DAYS-                    FIXED ASSET SUSPENSE POST:   N
    WARR/CHK: 00  DIR DEP: 00                      TAX OFFSET RUN:   N
   BACKUP WITHHOLDING PCT: 24.00 : 30.00          MAX CHG TRANS:   01000
  NEXT AVAIL ARCH REF NO (XMITL)     CURR:  22 000001  PRIOR: 21 000001
  NEXT AVAIL ARCH REF NO (NON-XMITL) CURR:  22 A00001  PRIOR: 21 A00001
  --------PROCESSING CYCLE INFORMATION----------- BATCH RESTORE
  CURRENT: DATE: 12032021 TIME: 18:58 CYCLE: 3693   INDICATOR (Y/N):  N
  PRIOR:   DATE: 12022021 TIME: 18:51 CYCLE: 3692   ONLINE AVAILABLE:  Y



  F1-HELP     F9-INTERRUPT   F10-SAVE   F11-SAVE/CLEAR   CLEAR-EXIT
```

Timeframe: Frequency Control of 'A' uses agency 25 profile


```
(B) Passport.zws - PASSPORT                    Friday, December 3, 2021, 8:19:45 AM

S025   UC: 10                    STATE OF OREGON              12/03/21 08:19 AM
LINK TO:                    AGENCY CONTROL PROFILE                        PROD

        AGENCY: 000    FISCAL YEAR: 08
   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: 13        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: 06 08          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: 07012007   EFF END DATE:          LAST PROC DATE: 09082008
 Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

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

91 Report Request Profile: Classification Level

- Organization

- Program

- Object

- Fund

- NACUBO fund (not used)

- General ledger account

Classification Level

Classification Levels determine at what level report information should be summarized.

Check the D64 Report Control Profile to see the options available for the report you are requesting.

Example – DAFR8650 allows a Fund classification at level 4 and a GL Account classification of 1 through 4. All other level options are not allowed for this report.

```
SD64   UC: 10                  STATE OF OREGON              01/05/23 03:56 PM
LINK TO:                    REPORT CONTROL PROFILE                       PROD


REPORT ID: DAFR8650   TRIAL BALANCE BY FUND/GENERAL LEDGER
 REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
PRINT REMOTE IND: Y (Y=YES, N=NO)    PRINTER TYPE: M  (L=LOW, M=MEDIUM, H=HIGH)
INTERVAL OPTIONS      (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
   TIMEFRAME -         AP YEAR: N PERIOD: R RANGE: N AS OF: Y (Y=YES, N=NO)
   FREQUENCY - MMDDYY: O DAILY: N WEEKLY: O MONTHLY: O QUARTERLY: O ANNUALLY: O
LEVEL OPTIONS   (N=NOT ALLOWED OR LOW AND HIGH VALUE ALLOWED)-
   LOW   - ORG: N  PROGRAM:  N  OBJECT: N  FUND: 4  NACUBO FUND: N  GL ACCT: 1
   HIGH  - ORG: N  PROGRAM:  N  OBJECT: N  FUND: 4  NACUBO FUND: N  GL ACCT: 4
```

Classification Level: Organization

Enter the one-digit Organization level from the D03 profile that identifies the level of organizational detail to be printed on the requested report (if allowed).

Organization Structure

0 – None
1 – Agency Group
2 – Agency
3 – Level 2
4 – Level 3
5 – Level 4
6 – Level 5
7 – Level 6
8 – Level 7
9 – Level 8
A – Level 9

Classification Level: Program

Enter the one-digit Program level from the D04 profile that identifies the level of program detail to be printed on the requested report (if allowed).

Program Structure

0 – None
1 – Program/NACUBO Function
2 – Level 2
3 – Level 3
4 – Level 4
5 – Level 5
6 – Level 6
7 – Level 7
8 – Level 8
9 – Level 9

Classification Level: Object

Enter the one-digit Object level from the profile that identifies the level of object detail to be printed on the requested report (if allowed).

1 – D16 screen

2 – D08/D48 screen

3 – D10 screen

4 – D11 screen

Object Structure

0 – None
1 – GAAP/NACUBO Category
2 – GAAP/NACUBO Source/Object/Grant Object
3 – Comptroller Object
4 – Agency Object

Classification Level: Fund

Enter the one-digit Fund level from the profile that identifies the level of fund detail to be printed on the requested report (if allowed).

1 – D20 screen

2 – D21/D39 screen

3 – D24/D22 screen

4 – D23 screen

Fund Structure

0 – None

1 – GAAP-Fund Group

2 – GAAP Fund Type/State Fund Group

3 – GAAP Fund/Appropriated Fund

4 – Fund

Classification Level: General Ledger

Enter the one-digit General Ledger Account from the profile that identifies the account level to be printed on the requested report (if allowed).

1 – D13 screen

2 – D14 screen

3 – D31 screen

4 – D32 screen

General Ledger Account Structure

0 – None

1 – GAAP/NACUBO GL Account Category

2 – GAAP/NACUBO GL Account Class

3 – Comptroller GL Account

4 – Agency GL Account

91 Report Request Profile: Special Selects

- ▶ Agency & Agency Group

- ▶ Organization Code & Program Code

- ▶ NACUBO Fund (not used)

- ▶ Appropriated Fund & Fund

- ▶ Comptroller & Agency Object

- ▶ GL Account & Agency GL Account

- ▶ Special Select 1 & 2

```
(A) Passport.zws - PASSPORT              Monday, November 29, 2021, 13:39:04 PM

S091   UC: 10                     STATE OF OREGON          11/29/21 01:38 PM
LINK TO:                       REPORT REQUEST PROFILE                    PROD


    AGENCY:         REQUESTER:            REQUEST NO:        REPORT ID:

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

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

                                               STATUS CODE: A
EFF START DATE: 11292021   EFF END DATE: _____   LAST PROC DATE:
                       ↑  Data Selection Options

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

Special Selects

Special selects are additional limits on what types of information should be included in the report. They are similar to filters when you are querying data from the Datamart.

Check the D64 Report Control Profile to see the options available for the report you are requesting.

Example – DAFR8650 allows Agency Group, Agency and Fund special selects. Special Select 1 is required for this report.

```
SPECIAL SELECTS  (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
  AGENCY GROUP: O              AGENCY: O              ORG CODE: N
                        PROGRAM CODE: N         NACUBO FUND: N
                         APPROP FUND: N                 FUND: O
                         COMP OBJECT: N       AGENCY OBJECT: N
                             GL ACCT: N      AGENCY GL ACCT: N
                    SPECIAL SELECT 1: R    SPECIAL SELECT 2: N
```

Data Selection: Agency & Agency Group

Agency - Enter a 3-character Agency or Agency Range. This field should be entered to pull only information for your agency. The agency number must exist on the D02 Profile.

Agency Group - Enter a 2-character Agency Group (if your Agency uses) or leave blank. The agency group must exist on the D12 Profile. This field must be blank if an Agency or Agency range is entered.

Data Selection: Organization & Program Code

Organization Code - Enter a 4-character Organization Code, Organization Code range, or leave blank. The Organization Code must exist on the D03 Profile.

Program Code - Enter a 4-character Program Code, Program Code range, or leave blank. The Program Code must exist on the D04 Profile.

Data Selection: Appropriated Fund & Fund

Appropriated Fund - Enter a 4-character Appropriated Fund, Appropriated Fund range, or leave blank. The Appropriated Fund must exist on the D22 Profile.

Fund - Enter a 4-character Fund, Fund range, or leave blank. The Fund must exist on the D23 Profile.

Data Selection: Comptroller & Agency Object

<u>Comptroller Object</u> - Enter a 4-character Comptroller Object, Comptroller Object range, or leave blank. The Comptroller Object must exist on the D10 Profile.

<u>Agency Object</u> - Enter a 4-character Agency Object, Agency Object range, or leave blank. The Agency Object must exist on the D11 Profile.

Data Selection: GL Account & Agency GL Account

GL Account - Enter a 4-character General Ledger Account, General Ledger Account range, or leave blank. The General Ledger Account must exist on the D31 Profile.

Agency GL Account - Enter a 4-character Agency General Ledger Account, Agency General Ledger Account range, or leave blank. The Agency General Ledger Account must exist on the D32 Profile.

Data Selection: Special Select 1 & 2

Enter up to 10 digits in Special Selection 1 or 2 (SS1 or SS2), range of SS1/SS2, or leave blank. The Special Select fields have a low and a high field that is most often used for entering ranges (Vendor Numbers, Grant Numbers, or Project Numbers).

The Special Select codes for each report are specifically defined in the R*STARS Report Guide for that report and on the 90 profile by entered the Report ID as the keyword.

Let's look at DAFR8650 as an example on the next slide. The D64 screen for DAFR8650 shows that Special Select 1 is required when ordering this report.

Data Selection: Special Select 1 & 2 DAFR8650 Example

The 90 screen with keyword 'DAFR8650' shows what can be entered for the Special Select 1 and 2 fields.

NACUBO is not used in Oregon, so we would enter 'G' for Special Select 1 when ordering this report.

```
S090   UC: 10                    STATE OF OREGON            01/05/23 05:46 PM
LINK TO:                        NEWS/HELP TABLE                         PROD

KEYWORD: DAFR8650      PAGE: 01
REPORT NAME: TRIAL BALANCE BY FUND/GENERAL LEDGER

PURPOSE      : THIS REPORT PRESENTS THE ASSETS, LIABILITIES AND FUND BALANCES OF
               A FUND AT A GIVEN TIME.

SORT         : AGENCY, FUND TITLE, GAAP GENERAL LEDGER CATEGORY ACCOUNT LEVEL,
               NACUBO GENERAL LEDGER CATEGORY, GAAP GENERAL LEDGER CLASS,
               COMPTROLLER GENERAL LEDGER ACCOUNT, AGENCY GENERAL LEDGER ACCOUNT.

SPEC SEL 1   : REQUIRED.  DETERMINES WHETHER THE REPORT SHOWS GAAP OR NACUBO
               SUMMARIZATION:
                      G  GAAP
                      N  NACUBO
SPEC SEL 2 : NOT USED.
```

Reporting Menu

Julie Tacchini

971-900-9773

Location of the Reporting Menu

Start with Reporting/Inquiry from the R*STARS Main Menu.

```
S000   UC: 10                STATE OF OREGON          12/07/21 02:17 PM
LINK TO: ____ MAIN             MAIN MENU                          PROD



        (2)      CAM      COST ACCOUNTING MENU
        (3)      DT       DOCUMENT TRACKING MENU
        (4)      FIN      FINANCIAL DATA ENTRY MENU
        (5)      PR       PROFILE MAINTENANCE MENU
        (6)      PAY      PAYMENT PROCESSING MENU
        (7)      RFM      REPORTING/INQUIRY MENU
        (8)      SYS      SYSTEM CONTROL MENU
```

Then select the Reporting Menu itself.

```
S000   UC: 10                STATE OF OREGON          12/07/21 02:20 PM
LINK TO: ____ RFM           REPORTING/INQUIRY MENU                PROD



        (2)      DIM      DOCUMENT INQUIRY MENU
        (3)      FI       FINANCIAL INQUIRY MENU
        (4)      HELP     HELP FACILITIES MENU
        (5)      RPTM     REPORTING MENU
        (6)      TRMT     TRANSMITTAL PROCESSING MENU


        (10)     105      PROJECT INQUIRY BY PROJECT/PH
        (11)     106      PROJECT INQUIRY BY AOBJ/GLA
        (12)     14       LINKED CASH INQUIRY
```

Reporting Menu Options

There are four screens devoted to the generation of DAFRs.

```
S000   UC: 10                STATE OF OREGON              12/07/21 02:26 PM
LINK TO: ____ RPTM            REPORTING MENU                          PROD




        (2)      D63     DEVICE ID PROFILE
        (3)      D64     REPORT CONTROL PROFILE
        (4)      91      REPORT REQUEST PROFILE
        (5)      95      REPORT DISTRIBUTION PROFILE
```

▶ The D63 and D64 screens contain definitions, created and maintained by SFMS, which the system uses in report generation and delivery.

▶ Agencies complete 91 and 95 profiles to order reports and to instruct the system on where to distribute them.

D63 Device ID Profile

```
SD63   UC: 10                 STATE OF OREGON              12/07/21 02:35 PM
LINK TO: ____                 DEVICE ID PROFILE                         PROD



          PRINTER ID: xxxx


              TITLE: DAS FACILITIES                              xxFACLxx


        PRINTER TYPE: H        (L=LOW SPEED, M=MEDIUM SPEED, H=HIGH SPEED)
```

▶ SFMS uses this screen to define four-character codes for specific remote printers.

▶ To print a report to a D63 printer, use the Printer ID as the Device ID in a 95 Report Distribution Profile screen.

▶ SFMS encourages agencies to consider the convenience of electronic printing.

Establish a Remote Printer

▶ Send the following to Karlene.Hancock@das.oregon.gov.

- Agency number

- Printer Netname – i.e., ET65P035

- Printer ID number – 4 digits

- Printer speed – defined in Chpt 1 of Report Guide

- Agency contact name and telephone number

▶ SFMS sends request to Software Application & Maintenance Services who works with the agency to test the printer.

▶ SFMS creates a D63 profile for the printer.

Report Request Example

- Agency 107 DAS needs to request DAFR6610 Agency Operating Statement.

- The report is needed for the closed month of January 2023.

- The agency needs the report each month moving forward.

- The agency allows the 97 System Management Profile to control their report generation.

- The agency wants the report by Aobj and D23 fund.

- The agency follows the best practice requester ID of DAS for their requestable reports.

- Desired distribution is to the electronic website.

Example Review D64 Request Indicator

```
SD64   UC: 10                    STATE OF OREGON           12/23/22 03:27 PM
LINK TO: ____                 REPORT CONTROL PROFILE                    PROD


REPORT ID: DAFR6610   AGENCY OPERATING STATEMENT      _____
 REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
```

▶ Yes, the agency can request this report directly.

Example – Create 95 Profile

▶ Per best practices, leave the Request No and Report ID fields blank.

▶ Electronic distribution requires the Dist Code and Media Type be WRP1.

```
S095   UC: 10                 STATE OF OREGON              01/12/23 02:42 PM
LINK TO: ____            REPORT DISTRIBUTION PROFILE                    PROD


AGENCY: 107  REQUESTER: DAS  REQUEST NO: __  REPORT ID: _____  DIST CODE: WRP1


                         MEDIA TYPE: WRP1
                          DEVICE ID: ____
                             COPIES: 01
               NAME: KARLENE HANCOCK_____
          ADDRESS 1: SFMS – DAS_____
          ADDRESS 2: _____
               CITY: _____
              STATE: __      ZIP: _____ ____     MAIL CODE: ___
              PHONE: _____
       INSTRUCTIONS: _____

                                            STATUS CODE: A
EFF START DATE: 01122023   EFF END DATE: _____   LAST PROC DATE:
```

▶ Although a hard copy of the report will not be distributed, the system requires a Name and Address 1.

▶ Don't forget to enter Status Code of A.

▶ Press F10 - Save

Example – Create 91 Profile

► Agency 107, Requester DAS, Report ID DAFR6610

```
S091   UC: 10                    STATE OF OREGON              01/12/23 02:45 PM
LINK TO: ____                 REPORT REQUEST PROFILE                    PROD


       AGENCY: 107      REQUESTER: DAS       REQUEST NO: 01     REPORT ID: DAFR6610

  APPN YEAR: __    PERIOD: __   FY: __   FREQUENCY: _____   FREQ CONTROL: _
RANGE -        FROM DATE: __ ____      THRU DATE: __ ____
LEVEL -    ORG: _  PROGRAM:  _   OBJECT: _   FUND: _   NACUBO FUND: _   GL ACCT: _

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

                                              STATUS CODE: A
EFF START DATE: 01122023   EFF END DATE: _____   LAST PROC DATE:
```

► There is no need to use different request numbers unless you want to request a second copy of the same report but with different criteria.

Example – Timeframe & Frequency

▶ Closed month of January 2023 & monthly thereafter.

```
SD64   UC: 10                  STATE OF OREGON            12/23/22 03:33 PM
LINK TO: ____             REPORT CONTROL PROFILE                     PROD


REPORT ID: DAFR6610  AGENCY OPERATING STATEMENT
 REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
PRINT REMOTE IND: Y (Y=YES, N=NO)   PRINTER TYPE: H  (L=LOW, M=MEDIUM, H=HIGH)
INTERVAL OPTIONS     (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
   TIMEFRAME -         AP YEAR: O PERIOD: O RANGE: O AS OF: N (Y=YES, N=NO)
   FREQUENCY - MMDDYY: O DAILY: N WEEKLY: N MONTHLY: O QUARTERLY: N ANNUALLY: N
```

▶ Frequency controlled by 97 System Profile

```
S091   UC: 10                  STATE OF OREGON            01/12/23 02:45 PM
LINK TO: ____             REPORT REQUEST PROFILE                     PROD



    AGENCY: 107     REQUESTER: DAS      REQUEST NO: 01    REPORT ID: DAFR6610

  APPN YEAR: __   PERIOD: CC  FY: __   FREQUENCY: MONTHLY  FREQ CONTROL: S
RANGE -      FROM DATE: __ ____      THRU DATE: __ ____
```

Example –Levels Options

▶ Report is to be sorted by aobj and D23 fund.

▶ D64

```
LEVEL OPTIONS  (N=NOT ALLOWED OR LOW AND HIGH VALUE ALLOWED)-
   LOW   - ORG: 2  PROGRAM:  N  OBJECT: 1  FUND: 1  NACUBO FUND: N  GL ACCT: N
   HIGH  - ORG: 2  PROGRAM:  N  OBJECT: 5  FUND: 4  NACUBO FUND: N  GL ACCT: N
```

▶ Report Guide page 17:

ORGANIZATION (D03)

Ind.	Description
0	None
1	Agency Group
2	Agency

OBJECT

Ind.	Description
0	None
1	GAAP/NACUBO Category (D16)
2	GAAP/NACUBO Source/ Object/Grant Object (D08)
3	Comptroller Object (D10)
4	Agency Object (D11)
5	Agency Object Group (D25)

FUND

Ind.	Description
0	None
1	GAAP Fund Group (D20)
2	GAAP Fund Type (D21)/ State Fund Group (D39)
3	GAAP Fund (D24)/ Appropriated Fund (D22)
4	Fund (D23)

```
S091   UC: 10                    STATE OF OREGON              01/12/23 02:45 PM
LINK TO: ____               REPORT REQUEST PROFILE                       PROD



        AGENCY: 107      REQUESTER: DAS     REQUEST NO: 01    REPORT ID: DAFR6610

   APPN YEAR: __   PERIOD: CC  FY: __  FREQUENCY: MONTHLY  FREQ CONTROL: S
RANGE -        FROM DATE: __ ____      THRU DATE: __ ____
LEVEL -    ORG: 2  PROGRAM:  _  OBJECT: 4  FUND: 4  NACUBO FUND: _  GL ACCT: _
```

Example – Special Selects

▶ D64:

```
SPECIAL SELECTS  (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
  AGENCY GROUP: O             AGENCY: O          ORG CODE: N
                        PROGRAM CODE: N      NACUBO FUND: N
                         APPROP FUND: O              FUND: N
                         COMP OBJECT: N     AGENCY OBJECT: N
                             GL ACCT: N    AGENCY GL ACCT: N
                    SPECIAL SELECT 1: O  SPECIAL SELECT 2: O
```

▶ Help:

```
S090    UC: 10                   STATE OF OREGON           12/20/22 02:42 PM
LINK TO: ____                   NEWS/HELP TABLE                      PROD


KEYWORD: DAFR6610     PAGE: 01
REPORT NAME: AGENCY OPERATING STATEMENT (OREGON SPECIFIC)


  SS 1 & 2   : OPTIONAL.  SEE BELOW FOR EACH CHARACTERS VALUES:
                IF NOTHING IS ENTERED IN THE SPECIAL SELECTS, IT WILL DEFAULT TO
                "D" FOR DETAIL AND REPORT ALL FUNDS.
                CHARACTER 1: ENTER "S" OR "D" FOR DETAIL
                              "S"  SUMMARY WILL DISPLAY "SUMMARY OF XXXX, YYYY"
                              AND DETAIL LINES SHOWN WILL BE TOTAL FOR SELECTED
                              FUNDS.

  SS 1 & 2 (CONT)

                              "D"  "DETAIL" WILL SHOW EACH FUND SELECTED
                                    SEPARATELY AND READ "DETAIL OF FUNDS XXX YYYY"
                CHARACTER 2: ENTER "P" OR "G" TO DETERMINE THE TYPE OF FUNDS.
                NOTE:  MAKE SURE THIS SPECIAL SELECT RELATES TO THE TYPES OF FUNDS
                YOU SELECT IN THE NEXT SPECIAL SELECT.  THE D21 PROFILE SHOWS IF
                THE FUND IS GOVERNMENTAL OR PROPRIETARY.

                REMAINDER OF SS1 LO, SS1 HI, SS2 LO, AND SS2 HI:  USE THIS SPACE
                TO ENTER UP TO EIGHT (8) FUND NUMBERS THAT YOU WANT TO REPORT.
                LEAVE BLANK TO REPORT ALL FUNDS.
  EXAMPLE:  SS1 SPAAAABBBB  CCCCDDDD   SS2  EEEEFFFF    GGGGHHHH
```

Example – Finished 91 Profile


```
S091   UC: 10                    STATE OF OREGON              01/12/23 02:45 PM
LINK TO: ____                 REPORT REQUEST PROFILE                      PROD



     AGENCY: 107      REQUESTER: DAS       REQUEST NO: 01    REPORT ID: DAFR6610

  APPN YEAR: __   PERIOD: CC  FY: __  FREQUENCY: MONTHLY   FREQ CONTROL: S
RANGE -        FROM DATE: __ ____      THRU DATE: __ ____
LEVEL -     ORG: 2  PROGRAM: _  OBJECT: 4  FUND: 4  NACUBO FUND: _  GL ACCT: _

SPECIAL SELECTS -
     AGENCY: 999 ___  OR AGENCY GROUP: __   ORG CODE: ____ ____
PROGRAM CODE: ____ ____               NACUBO FUND: ____ ____
 APPROP FUND: ____ ____                      FUND: ____ ____
 COMP OBJECT: ____ ____               AGY OBJECT: ____ ____
    GL ACCT: ____ ____               AGY GL ACCT: _____ _____
  SPEC SEL 1: _____ _____      SPEC SEL 2: _____ _____


                                            STATUS CODE: A
EFF START DATE: 01122023   EFF END DATE: _____   LAST PROC DATE:


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

▶ Although Special Selects allow us to filter by Appropriated Fund, and specific proprietary or governmental funds, our example does not call for such filters.

Conclusion

Please contact your SFMS Agency Analyst for questions regarding R*STARS Reports

Stay tuned for future trainings