

Statewide Financial Management Services



Reports Training

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Conclusion & Example

DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES
SFMS

Ordering DAFR Reports



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DAFR Reports

This training is intended to provide R*STARS users with a better understanding of available reporting options through R*STARS.

Using DAFR reports, agencies can request standard reports for different accounting periods at varying levels of detail and in various formats.

SFMS strongly recommends using an electronic format for your DAFR reports. DAS Publishing & Distribution has updated their internal procedures for delivering printed DAFR reports to agencies. Requesting DAFR reports in an electronic format ensures you will receive your DAFR reports timely.

DAFR Report Types

There are 3 types of DAFR reports:

1. Control Reports
2. Requestable Reports
3. Profile Reports

DAFR Report Types: Control Reports

- Control Reports are reports that R*STARS automatically produces as a result of certain batch processes.
- They are typically found within the DAFR2000 – DAFR5999 numbering series.
- Control Reports do not require a 91 Report Request Profile to be set up. Control Reports do require a 95 Report Distribution Profile to be set up.

DAFR Report Types: Requestable Reports

- Requestable reports are scheduled to run after the last cycle of the week. Usually, the last cycle of the week runs on Fridays.
- They are typically found within the DAFR6000 – DAFR9999 numbering series. Most commonly requested DAFR reports:
<https://www.oregon.gov/das/Financial/AcctgSys/Documents/Most-Common-Requestable-Reports.pdf>
- Requestable Reports require both a 91 Report Request Profile and a 95 Report Distribution Profile to be set up.

DAFR Report Types: Profile Reports

- Requestable Profile Reports provide listings of current profile data contained in R*STARS profiles (ex. PCA profiles).
- Both agency-specific and statewide profiles can be requested.
- Profile Reports may be requested on any weekday.
- Profile Reports require both a 91 Report Request Profile and a 95 Report Distribution Profile to be set up.

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.

How to read R*STARS Reports: Sections

- Control Key
- Report Header
- Page Breaks
- Column Headings
- Detail Lines
- Subtotal and Total Lines
- Terms

How to read R*STARS Reports: Control Key

The Control Key identifies each report request. When a report is generated, the control key for the report request is printed in the top left corner.

```
DAFR8920 107 HOOD 00 13      2(ORG) ( ) ( ) ( ) ( ) 4(GLA)  RUN DATE: 08/13/22 TIME: 01:18:39 R*STARS
CYCLE: 08/15/22 20:35 4042  CFY:23 CFM:02 LCY:22 LCM:00 INAE:Y  FICHE: 107 107  0005
                                DEPT OF ADMINISTRATIVE SERVICES (107)
                                GENERAL LEDGER FUND DETAIL TRIAL BALANCE REPORT
PERCENT OF YEAR ELAPSED:  16%                                AS OF ADJUSTMENT 2022                                PROD VER 2.0
```

How to read R*STARS Reports: Report Header

The Report Header contains information regarding the report and the level of detail requested, such as, date, fiscal year and fiscal month the report was requested for, agency name (except for statewide reports), report title, report period, percent of the year that has elapsed, and page number.

```
DAFR8920 107 HOOD 00 13          2(ORG) ( ) ( ) ( ) ( ) 4(GLA)  RUN DATE: 08/13/22 TIME: 01:18:39 R*STARS
CYCLE: 08/15/22 20:35 4042  CFY:23 CPM:02 LCY:22 LCM:00 INAE:Y  FICHE: 107 107  0005
                                DEPT OF ADMINISTRATIVE SERVICES (107)
                                GENERAL LEDGER FUND DETAIL TRIAL BALANCE REPORT
PERCENT OF YEAR ELAPSED:  16%                                AS OF ADJUSTMENT 2022                                PROD VER 2.0
*****PAGE 1*****
AGENCY          107      DEPT OF ADMINISTRATIVE SERVICES
FUND            0005      STATE OF OREGON EMERGENCY FUND
*****
```

How to read R*Stars Reports: Page Breaks

Page Breaks are found directly under the report header. This area contains the name, value, and title for data elements used to sort the report. For example, when the page break is GAAP Fund Group, GAAP Fund Type, GAAP Fund and GAAP Category, it will go to the top of the next page whenever any of these elements change.

```

DAFR8920 107 HOOD 00 13          2(ORG) ( ) ( ) ( ) ( ) 4(GLA)  RUN DATE: 08/13/22 TIME: 01:18:39 R*STARS
CYCLE: 08/15/22 20:35 4042  CFY:23 CFM:02 LCY:22 LCM:00 INAE:Y  FICHE: 107 107  0005
                                DEPT OF ADMINISTRATIVE SERVICES (107)
                                GENERAL LEDGER FUND DETAIL TRIAL BALANCE REPORT
PERCENT OF YEAR ELAPSED:  16%          AS OF ADJUSTMENT 2022          PROD VER 2.0
*****PAGE 1*****
AGENCY          107      DEPT OF ADMINISTRATIVE SERVICES
FUND            0005      STATE OF OREGON EMERGENCY FUND
*****
  
```

How to read R*Stars Reports: Column Headings

Column Headings contain data element names for each detail report column.

```
DAFR8920 107 HOOD 00 13          2(ORG) ( ) ( ) ( ) ( ) 4(GLA)  RUN DATE: 08/13/22 TIME: 01:18:39 R*STARS
CYCLE: 08/15/22 20:35 4042  CFY:23 CFM:02 LCY:22 LCM:00 INAE:Y  FICHE: 107 107  0005
                                DEPT OF ADMINISTRATIVE SERVICES (107)
                                GENERAL LEDGER FUND DETAIL TRIAL BALANCE REPORT
PERCENT OF YEAR ELAPSED:  16%                                AS OF ADJUSTMENT 2022                                PROD VER 2.0
*****PAGE 1*****
AGENCY          107      DEPT OF ADMINISTRATIVE SERVICES
FUND            0005      STATE OF OREGON EMERGENCY FUND
*****
COMP GL  AGY GL
ACCT    ACCT    TC          TITLE          D/C  BEGINNING BALANCE    DEBIT    CREDIT    ENDING BALANCE
*****
```

How to read R*Stars Reports: Detail Lines

Detail Lines contain actual financial data for the report and titles for specific coding elements. Depending on the report, data is either at the balance or transaction level.

DAFR8920 107 HOOD 00 13				2(ORG) () () () () 4(GLA)				RUN DATE: 08/13/22 TIME: 01:18:39 R*STARS			
CYCLE: 08/15/22 20:35 4042				CFY:23 CFM:02 LCY:22 LCM:00 INAE:Y FICHE: 107 107 0005							
				DEPT OF ADMINISTRATIVE SERVICES (107)							
				GENERAL LEDGER FUND DETAIL TRIAL BALANCE REPORT							
PERCENT OF YEAR ELAPSED: 16%				AS OF ADJUSTMENT 2022				PROD VER 2.0			
*****								*****PAGE 1			
AGENCY 107				DEPT OF ADMINISTRATIVE SERVICES							
FUND 0005				STATE OF OREGON EMERGENCY FUND							

COMP GL	AGY GL										
ACCT	ACCT	TC	TITLE	D/C	BEGINNING BALANCE	DEBIT	CREDIT	ENDING BALANCE			

0075		767	RECORD SUSPENSE ACCOUNT EXPEND	C	1,762.05-	.00	.00	1,762.05-			
		776	RECORD SUSPENSE ACCOUNT TRANSF	D	100,000.00	.00	.00	100,000.00			

How to read R*Stars Reports: Subtotal and Total Lines

Subtotal and Total lines are preceded by an asterisk (*) and contain sums of the financial information presented in the detail lines above.

DAFR8920 107 HOOD 00 13									
CYCLE: 08/15/22 20:35 4042 CFY:23 CFM:02 LCY:22 LCM:00 INAE:Y FICHE: 107 107 0005									
DEPT OF ADMINISTRATIVE SERVICES (107)									
GENERAL LEDGER FUND DETAIL TRIAL BALANCE REPORT									
PERCENT OF YEAR ELAPSED: 16% AS OF ADJUSTMENT 2022									
*****PAGE 1									
AGENCY 107 DEPT OF ADMINISTRATIVE SERVICES									
FUND 0005 STATE OF OREGON EMERGENCY FUND									

COMP GL	AGY GL								
ACCT	ACCT	TC	TITLE	D/C	BEGINNING BALANCE	DEBIT	CREDIT	ENDING BALANCE	

0075		767	RECORD SUSPENSE ACCOUNT EXPEND	C	1,762.05-	.00	.00	1,762.05-	
		776	RECORD SUSPENSE ACCOUNT TRANSF	D	100,000.00	.00	.00	100,000.00	

*AGY GL ACCT					98,237.95	.00	.00	98,237.95	

*COMP GL ACCT					98,237.95	.00	.00	98,237.95	

How to read R*STARS Reports: Terms

- CFY = Current Fiscal Year
- CFM = Current Fiscal Month
- LCY = Last Closed Year
- LCM = Last Closed Month

Run Date on financial reports is the actual IBM system date (mainframe date) and the time of the reporting run.

Cycle Date is the current cycle date and time shown on the bottom of the 97 profile. Example: If batch cycle was on Friday the 10th, but the reports did not run until Saturday, the cycle date would be the 10th and the run date would be the 11th. The cycle number is also shown after the date and time.

Security

- 96b
- 91
- 95
- WRP

Security: 96b

Security to add, change, and delete records in the 91 Report Request and 95 Report distribution profiles, and the ability to access the electronic web reports database, is controlled on the 96b profile.

This access must be requested from SARS System Security by the ASO for your agency.

Security: 91

```
S96B    UC: 10                                STATE OF OREGON                                08/18/22 04:37 PM
LINK TO:                                SECURITY PROFILE                                PROD
USER ID/CLASS: USER25    25    AGY: 107    NAME: REPORT REQUEST
D01    0 D02    0 D03    0 D04    0 D05    0 D06    0 D08    0 D09    0 D10    0 D11    0 D12    0
D13    0 D14    0 D15    0 D16    0 D17    0 D18    0 D19    0 D20    0 D21    0 D22    0 D23    0
D24    0 D25    0 D26    0 D27    0 D28    0 D30    0 D31    0 D32    0 D33    0 D34    0 D35    0
D36    0 D37    0 D38    0 D39    0 D40    0 D41    0 D42    0 D43    0 D44    0 D45    0 D46    0
D47    0 D48    0 D49    0 D50    0 D51    0 D52    0 D53    0 D54    0 D55    0 D56    0 D57    0
D59    0 D61    0 D62    0 D63    0 D64    0 D66    0 D67    0 D71    0 D73    0 D80    0 010    0
012    0 014    0 017    0 018    0 020    0 021    0 022    0 023    0 024    0 025    2 026    0
027    0 28A    0 28B    0 029    0 030    0 031    0 033    0 034    0 035    0 036    0 037    0
038    0 039    0 041    0 042    0 043    0 43M    43N    044    0 045    0 046    0 047    0
048    0 049    0 051    0 052    0 053    0 054    0 055    0 056    0 057    0 058    0 059    0
061    0 062    0 063    0 064    0 065    0 066    0 067    0 068    0 069    0 077    0 078    0
079    0 080    0 081    0 082    0 084    0 085    0 086    0 087    0 088    0 089    0 090    0
091    2 092    0 093    0 094    0 095    2 096    - 097    0 101    0 102    0 103    0 105    0
106    0 515    0 518    0 540    0 550    0 REC    -    SMR    WRP    0
```

Security: 95

S96B	UC: 10				STATE OF OREGON										08/18/22 04:37 PM						
LINK TO:					SECURITY PROFILE										PROD						
USER	ID/CLASS: USER25 25				AGY: 107				NAME: REPORT REQUEST												
D01	0	D02	0	D03	0	D04	0	D05	0	D06	0	D08	0	D09	0	D10	0	D11	0	D12	0
D13	0	D14	0	D15	0	D16	0	D17	0	D18	0	D19	0	D20	0	D21	0	D22	0	D23	0
D24	0	D25	0	D26	0	D27	0	D28	0	D30	0	D31	0	D32	0	D33	0	D34	0	D35	0
D36	0	D37	0	D38	0	D39	0	D40	0	D41	0	D42	0	D43	0	D44	0	D45	0	D46	0
D47	0	D48	0	D49	0	D50	0	D51	0	D52	0	D53	0	D54	0	D55	0	D56	0	D57	0
D59	0	D61	0	D62	0	D63	0	D64	0	D66	0	D67	0	D71	0	D73	0	D80	0	010	0
012	0	014	0	017	0	018	0	020	0	021	0	022	0	023	0	024	0	025	2	026	0
027	0	28A	0	28B	0	029	0	030	0	031	0	033	0	034	0	035	0	036	0	037	0
038	0	039	0	041	0	042	0	043	0	43M		43N		044	0	045	0	046	0	047	0
048	0	049	0	051	0	052	0	053	0	054	0	055	0	056	0	057	0	058	0	059	0
061	0	062	0	063	0	064	0	065	0	066	0	067	0	068	0	069	0	077	0	078	0
079	0	080	0	081	0	082	0	084	0	085	0	086	0	087	0	088	0	089	0	090	0
091	2	092	0	093	0	094	0	095	2	096	—	097	0	101	0	102	0	103	0	105	0
106	0	515	0	518	0	540	0	550	0	REC	—	SMR	—	WRP	0						

Security: WRP

S96B	UC: 10				STATE OF OREGON												08/18/22 04:37 PM				
LINK	TO:				SECURITY PROFILE												PROD				
USER	ID/CLASS: USER25 25				AGY: 107				NAME: REPORT REQUEST												
D01	0	D02	0	D03	0	D04	0	D05	0	D06	0	D08	0	D09	0	D10	0	D11	0	D12	0
D13	0	D14	0	D15	0	D16	0	D17	0	D18	0	D19	0	D20	0	D21	0	D22	0	D23	0
D24	0	D25	0	D26	0	D27	0	D28	0	D30	0	D31	0	D32	0	D33	0	D34	0	D35	0
D36	0	D37	0	D38	0	D39	0	D40	0	D41	0	D42	0	D43	0	D44	0	D45	0	D46	0
D47	0	D48	0	D49	0	D50	0	D51	0	D52	0	D53	0	D54	0	D55	0	D56	0	D57	0
D59	0	D61	0	D62	0	D63	0	D64	0	D66	0	D67	0	D71	0	D73	0	D80	0	010	0
012	0	014	0	017	0	018	0	020	0	021	0	022	0	023	0	024	0	025	2	026	0
027	0	28A	0	28B	0	029	0	030	0	031	0	033	0	034	0	035	0	036	0	037	0
038	0	039	0	041	0	042	0	043	0	43M	43N	044	0	045	0	046	0	047	0		0
048	0	049	0	051	0	052	0	053	0	054	0	055	0	056	0	057	0	058	0	059	0
061	0	062	0	063	0	064	0	065	0	066	0	067	0	068	0	069	0	077	0	078	0
079	0	080	0	081	0	082	0	084	0	085	0	086	0	087	0	088	0	089	0	090	0
091	2	092	0	093	0	094	0	095	2	096	-	097	0	101	0	102	0	103	0	105	0
106	0	515	0	518	0	540	0	550	0	REC	SMR	WRP	0								

Questions?





95 Screen

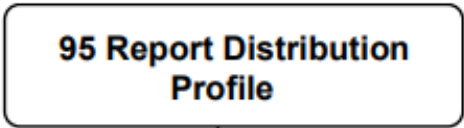
Maria Jazaei Berglund

Phone: 503-701-8382

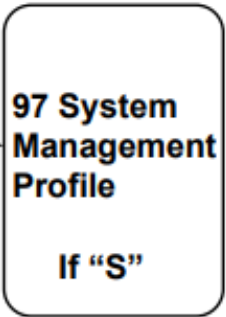
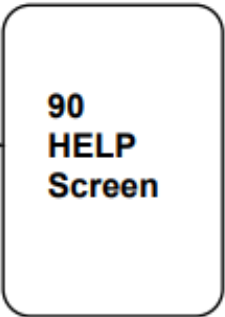
Email: Maria.j.Berglund@das.Oregon.

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

1. Set up for the routing of reports.



2. Request report.



3. To identify level options and requirements.

4. To identify Special Selects.

OR

SFMS

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.



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: _____

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



DEPARTMENT OF ADMINISTRATIVE SERVICES

Mainframe Access

Document: DASWHSGN Region: GEN1CICS Mainframe Security Signon Date/Time: 06/12/2019 14:05:40

Please enter your DAS Mainframe Userid/Password to sign-on

For assistance with your DAS Mainframe Userid/Password, please email: [DAS RACF User Admin](#); and include your User-name and User-id in the request.

Signon Information	Signon Value
Userid	<input type="text"/>
Current Password	<input type="password"/>
Optional Change Password	<input type="password"/> (Max 8 chars)
Confirm Changed Password	<input type="password"/> (Same 8 chars as above)

Please enter your CICS Signon information.

Submit

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.

SFMA PDF Reports

DASCX55 12/06/21

PROD 14:02:50

Please enter your selection criteria and press submit. The cycle date and agency are required. The Requestor, Request #, Report id and Dist Code are optional.

Cycle Date(mm/dd/yy): Agency:

Requestor: Request #: Report ID: Dist Code:

Please click on the report you wish to view

Cycle Date	Agency	Requestor	Request #	Report ID	Dist Code	Report Title
12/03/21	000	CNTL	01	DAFJECTL	WRP1	TREASURY IN POST RECORDS TO SFMS
12/03/21	000	CNTL	01	DAFJW910	WRP1	TREASURY IN REDEEMED RECORDS TO SFMS
12/03/21	000	CNTL	01	DAFM2050	WRP1	DAFM205 AUDIT TRAIL
12/03/21	000	CNTL	01	DAFRB411	WRP1	ACH CLR ACCT TFRS APPENDED TO OUTGOING TREAS FILE
12/03/21	000	CNTL	01	DAFRB412	WRP1	ACH CLR ACCT TFRS CREATED & WAITING FOR XMIT DATE
12/03/21	000	CNTL	01	DAFRB413	WRP1	ACH CLR ACCT TFRS CREATED VS. NACHA FILE WRITTEN
12/03/21	000	CNTL	01	DAFR2011	WRP1	BATCHES TO BE DELETED
12/03/21	000	CNTL	01	DAFR2011	WRP1	BATCHES TO BE DELETED
12/03/21	000	CNTL	01	DAFR2011	WRP1	BATCHES TO BE DELETED

Questions?



D64 Screen



Maria Jazaei Berglund

Phone: 503-701-8382

Email: Maria.J.Berglund@das.Oregon.gov

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: 0 PERIOD: 0 RANGE: 0 AS OF: N (Y=YES, N=NO)
  FREQUENCY - MMDDYY: 0 DAILY: N WEEKLY: N MONTHLY: 0 QUARTERLY: 0 ANNUALLY: 0
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: 0          AGENCY: 0          ORG CODE: 0
                        PROGRAM CODE: 0        NACUBO FUND: N
                        APPROP FUND: N          FUND: 0
                        COMP OBJECT: 0        AGENCY OBJECT: 0
                        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: Q PERIOD: Q RANGE: Q AS OF: N (Y=YES, N=NO)
FREQUENCY - MMDDYY: Q DAILY: N WEEKLY: N MONTHLY: Q QUARTERLY: Q ANNUALLY: Q

- Timeframe indicators – what time period you want to pull data from.
 - Periods are a predefined 2-character code. i.e.
 - PM – Prior Month
 - CC – Last Month Closed
 - CM – Current Month
 - 01-13 – Specific Fiscal Month
 - PY – Prior Year Blank – If not allowed per the D64
 - CY – Current Year
 - Range is a user defined beginning FM/FY and ending FM/FY.

Interval Options

- As Of indicates if report header will include those words.
Enter a one character 'As Of' indicator. This indicator will determine how the date(s) will be presented in the report header. Valid values and examples are as follows:
Y – Yes. The report header will say (for example) "As of June 2024".
N – No. The report will specify a range in the report header that will say (for example) "Report Period July 2023 – June 2024"
- Frequency indicators –how often you want to generate the report.
 - MMDDYY is for a customizable date.
 - WEEKLY
 - QUARTERLY
 - DAILY
 - MONTHLY
 - ANNUALLY

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: 0 PERIOD: 0 RANGE: 0 AS OF: 0 (Y=YES, N=NO)
  FREQUENCY - MMDDYY: 0 DAILY: N WEEKLY: N MONTHLY: 0 QUARTERLY: 0 ANNUALLY: 0
  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.) Must be in the D03 profile.
 - Program code can be reported at levels corresponding to indicators 1-8. Must be in the D04 profile
 - Fund can only be reported at the level indicator 4. (D23 level)
 - 0 – None
 - 3 – GAAP Fund/Appropriated Fund
 - 1 – GAAP Fund Group
 - 4 – Fund
 - 2 – GAAP Fund Type/User Fund Group
 - Object, NACUBO fund (not used in Oregon) 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: <u>N</u>	AGENCY: <u>O</u>	ORG CODE: <u>O</u>
	PROGRAM CODE: <u>O</u>	NACUBO FUND: <u>N</u>
	APPROP FUND: <u>N</u>	FUND: <u>O</u>
	COMP OBJECT: <u>O</u>	AGENCY OBJECT: <u>O</u>
	GL ACCT: <u>N</u>	AGENCY GL ACCT: <u>N</u>
SPECIAL SELECT 1: <u>R</u>	SPECIAL SELECT 2: <u>R</u>	

- 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.

Questions?



Break Time



DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES
SFMS

91 Profile



Scott Wood

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91 Report Request Profile

- ▶ Control Key
- ▶ Time-frame Information Elements
- ▶ Classification Level Options
- ▶ Data Selection Options

(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: Control Key REPORT REQUEST PROFILE PROD

Time-frame Information Elements

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: _

Classification Level Options

EFF START DATE: 11292021 EFF END DATE: _ STATUS CODE: A
LAST PROC DATE: _

Data Selection Options

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

91 Report Request Profile: Control Key

- Agency
- Requester
- Request Number
- Report ID

(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: Control Key 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: _

EFF START DATE: 11292021 EFF END DATE: _ STATUS CODE: A
LAST PROC DATE: _

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

91 Report Request Profile: Control Key Elements

- Agency - the agency requesting the report
- Requester – four-character (or less) ID assigned by user. This same ID must exist on the 95 screen.
- Request Number - normally '01' unless multiple versions of the same report are requested
- Report ID – report being requested. Financial reports begin with DAFR. Profile reports begin with DAFQ. The Report ID entered must exist on the D64 Report Control Profile.
- Example – DAFR8650 Trial Balance by Fund/GL

AGENCY: <u>000</u>	REQUESTER: <u>MJB</u>	REQUEST NO: <u>01</u>	REPORT ID: <u>DAFR8650</u>
--------------------	-----------------------	-----------------------	----------------------------

91 Report Request Profile: Timeframe

- ▶ Appropriation Year
- ▶ FY
- ▶ Period or Range
- ▶ Frequency

(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

Time-frame Information Elements

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: _

EFF START DATE: 11292021 EFF END DATE: _ STATUS CODE: A
LAST PROC DATE: _

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

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.

Example – 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 R*STARS. Profile reports can be ordered any day of the week.
- Example – 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
226 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

(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 PROC

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: _

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

Classification Level Options

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 (D03)	
Ind.	Description
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 (D04)

Ind.	Description
0	None
1	Level 1 (Function)
2	Level 2 (Activity)
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).

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)

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).

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)

Classification Level: General Ledger Account

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

GENERAL LEDGER	
Ind.	Description
0	None
1	GAAP/NACUBO GL Account Category (D13)
2	GAAP/NACUBO GL Account Class (D14)
3	Comptroller GL Account (D31)
4	Agency GL Account (D32)

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: _

EFF START DATE: 11292021 EFF END DATE: _ STATUS CODE: A
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

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

Agency Object - 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.
```

Questions?





Reporting Menu

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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

- 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.

SD63	UC: 10	STATE OF OREGON	12/07/21 02:35 PM
LINK TO: _____		DEVICE ID PROFILE	PROD
PRINTER ID: <u>XXXX</u>			
TITLE: <u>DAS FACILITIES</u> <u>xxFACLxx</u>			
PRINTER TYPE: <u>H</u> (L=LOW SPEED, M=MEDIUM SPEED, H=HIGH SPEED)			

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.

Remote Printer Caution

- IT has to setup a printer at the agency location to be able to receive DAFR reports.
- This process requires a Work Request (WR) to complete the setup, it will take some time.
- We highly encourage agencies to setup electronic reports, and then setup a remote printer as a backup.

Questions?



DAFR Ordering Example



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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: <u>DAFR6610</u> <u>AGENCY OPERATING STATEMENT</u>			
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.
- 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

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

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: _____
RANGE -	FROM DATE: _____	THRU DATE: _____	FREQ CONTROL: _____
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: _____	
EFF START DATE: 01122023	EFF END DATE: _____	STATUS CODE: A	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: 0 PERIOD: 0 RANGE: 0 AS OF: N (Y=YES, N=NO)
FREQUENCY - MMDDYY: 0 DAILY: N WEEKLY: N MONTHLY: 0 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 CHARACTER'S 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 EEEEEFFF GGGGHHHH
```

SFMS

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: _____		
EFF START DATE: 01122023	EFF END DATE: _____	STATUS CODE: A	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.

Questions?



Conclusion

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

Stay tuned for future
trainings

Feedback

Please take our survey
posted in the chat.



Thank you for
attending!

