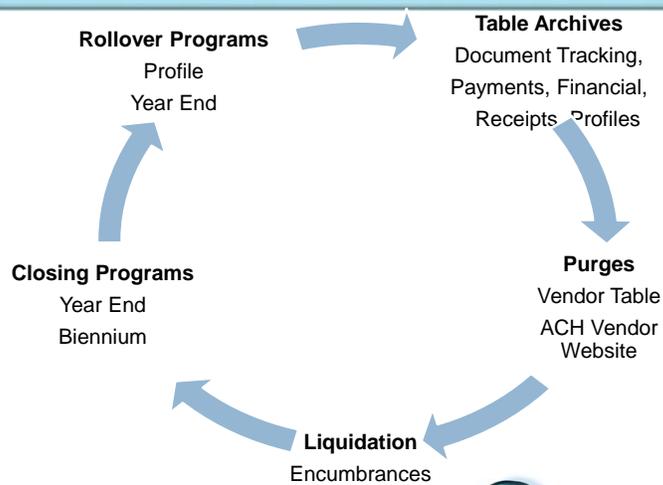


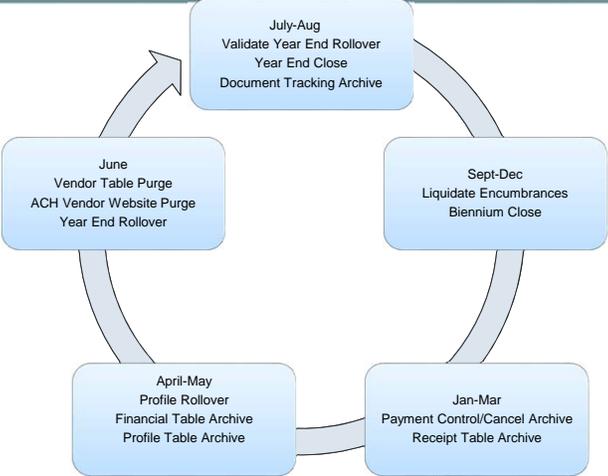
SFMS User Group Meeting

November 7, 2017

SFMA Terms



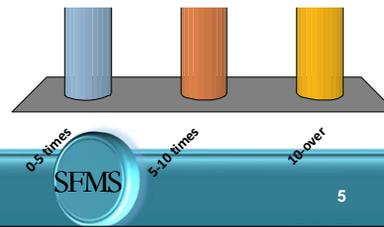
SFMS Calendar



Reference Material

In the last 6 months how often have you used our reference material from our website?

- A. 0-5 times
- B. 5-10 times
- C. 10-over



Statewide Financial Management Services (SFMS) Website

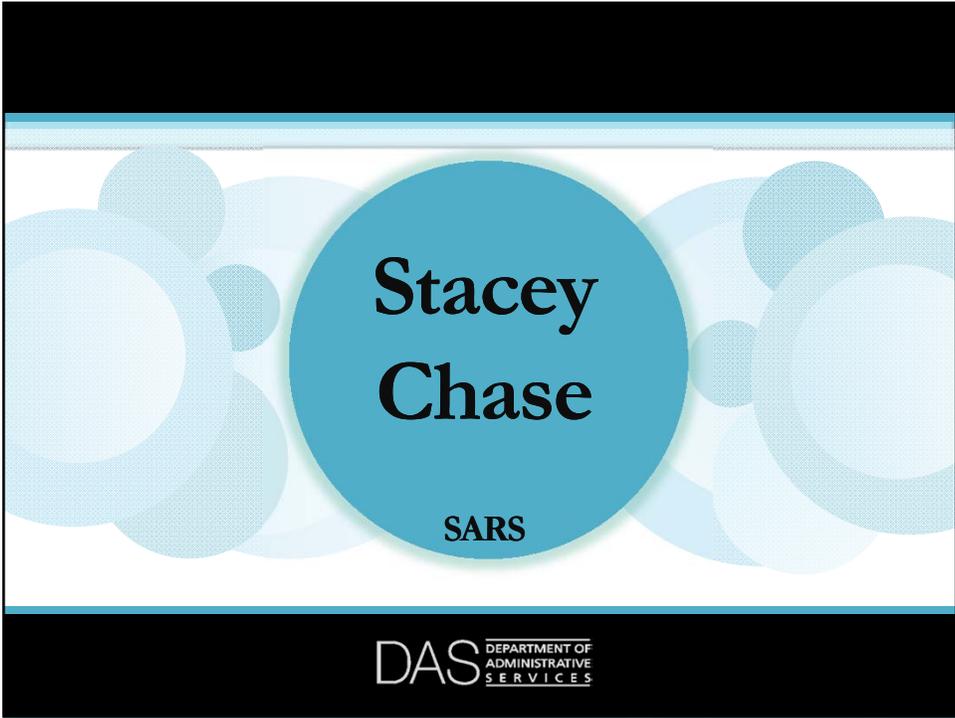
- <http://www.oregon.gov/das/financial/acctgsys/Pages/index.aspx>
- Accounting Training
- Accounting Services
- Accounting forms and publications
- 2018 Agency Calendar
- Sign up for SFMS News list

SFMS Website

- Accounting Training-
 - 12 R*STARS Training Chapters
 - 7 ADPICS Training Chapters

Any questions



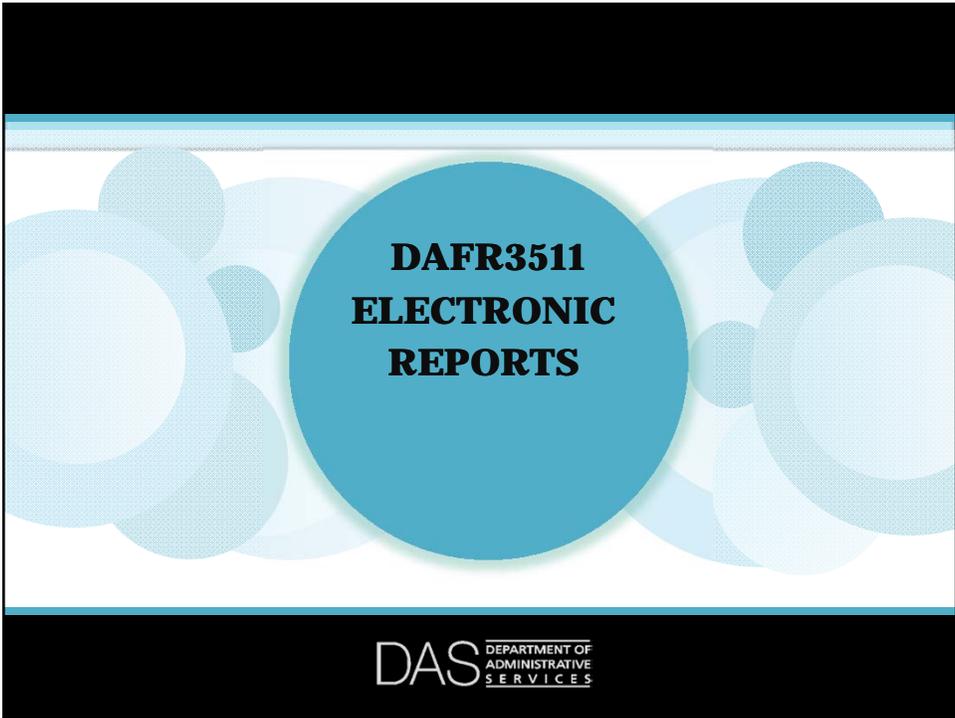


The cover features a central teal circle with the name 'Stacey Chase' in a black serif font. Below the circle, the word 'SARS' is written in a smaller, black sans-serif font. The background is white with a pattern of overlapping, semi-transparent teal circles of various sizes. The top and bottom of the cover are framed by black bars.

Stacey Chase

SARS

DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES



The cover features a central teal circle with the text 'DAFR3511 ELECTRONIC REPORTS' in a bold, black sans-serif font. The background is white with a pattern of overlapping, semi-transparent teal circles of various sizes. The top and bottom of the cover are framed by black bars.

DAFR3511 ELECTRONIC REPORTS

DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES

DAFR3511 Electronic Reports

The DAFM351 General Ledger Close Program produces Control Report DAFR3511



- This report provides your "YG" documents created from "Y" batch closing transactions
- This year was the first year that the program created PDF electronic web reports

DAFR3511 Report Analysis

SFMS staff worked with system programmers to turn off the P&D paper output and distribute web reports

- Which agencies have closing transactions?
- What report profiles are required?
- How do we verify the report distribution?

```
R*STARS REPORT DISTRIBUTION SYSTEM
*****
AGENCY: 000
REQUESTER: CNTL
REQUEST NO:
REPORT ID: DAFR3511
DIST CODE: WRP1
MEDIA TYPE: WRP1
DEVICE ID:
COPIES: 01
RUN TYPE:
NAME: ACCOUNTANT
ADDRESS 1: 155 COTTAGE ST NE
ADDRESS 2:
CITY: SALEM
STATE: OR
ZIP: 97301
MAIL CODE:
PHONE: 5035551212
INSTRUCTIONS: ELECTRONIC REPORTS ONLY
*****
```

YG Closing Entries

Which agencies have closing transactions?

- The closing program creates a YG transaction if a nominal account entry existed on the trial balance reports from the June DAFM 353/356 Year End Rollover program

1DAFU92F/GS	REPORT-01	2017		CYCLE:	1469	PAGE	1
TRIAL BALANCE BY AGENCY/SUMMARY GL				RUN DATE:	06/30/17		
AS OF 06/30/2017				TIME:	22.43.00		
-AGENCY	DEPT OF ADMINISTRATIVE SERVICES						
	3500 (N)	EXPENDITURE CONTROL - CASH	656,264,302.52				

- All of these agencies need web report profiles

DAFR3511 CNTL Report

DAFR3511 is a CNTL report so it's not a requestable report

- There is no 91 Report Request Profile
- A 95 Report Distribution Profile is required to set up the routing for each agency
- Agency CNTL report profiles are created by SFMS if required

95 Profile

What 95 report profiles will work?

- If an agency has an active "generic" 95 WRP1 profile, the DAFR3511 will post the electronic web report online
- If an agency does not have a generic profile, SFMS must create a specific one
- 45 profiles were set up this year



Generic 95 Profile

- Agency = ###
- Requester = CNTL
- Request No = Blank
- Report ID = Blank
- Dist Code = WRP1
- Media Type = WRP1
- Status Code = A

```

S095 UC: 01 STATE OF OREGON
LINK TO: REPORT DISTRIBUTION PROFILE ACPT
AGENCY: 000 REQUESTER: CNTL REQUEST NO: REPORT ID: DIST CODE: WRP1
MEDIA TYPE: WRP1
DEVICE ID:
COPIES: 01
NAME: ACCOUNTANT
ADDRESS 1: 155 COTTAGE ST NE
ADDRESS 2:
CITY: SALEM
STATE: OR ZIP: 97301 MAIL CODE:
PHONE: 5035551212
INSTRUCTIONS: ELECTRONIC REPORTS ONLY
STATUS CODE: A
EFF START DATE: 08182011 EFF END DATE: LAST PROC DATE: 08192011
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
    
```



Specific Report ID

- Agency = ###
- Requester = CNTL
- Request No = 01
- Report ID = DAFR3511
- Dist Code = WRP1
- Media Type = WRP1
- Status Code = A

```

S095 UC: 01 STATE OF OREGON
LINK TO: REPORT DISTRIBUTION PROFILE ACPT

AGENCY: 000 REQUESTER: CNTL REQUEST NO: 01 REPORT ID: DAFR3511 DIST CODE: WRP1

MEDIA TYPE: WRP1
DEVICE ID:
COPIES: 01

NAME: ACCOUNTANT
ADDRESS 1: 155 COTTAGE ST NE
ADDRESS 2:
CITY: SALEM
STATE: OR ZIP: 97301 MAIL CODE:
PHONE: 5035551212
INSTRUCTIONS: ELECTRONIC REPORTS

EFF START DATE: 08182011 EFF END DATE: LAST PROC DATE: 08192011
Z06 RECORD SUCCESSFULLY RECALLED

STATUS CODE: A

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



Verify Report Output

How do we verify report distribution?

- SFMS uses a central report to confirm the output

R★STARS	Version 2.0
REPORT GUIDE	9-92
R★STARS CONTROL REPORTS	10/2012

DAFR4951 STANDARD REPORTS SELECTED AND DISTRIBUTED – Central Report

PURPOSE: This control report displays the requestable and control reports produced for a given cycle. For each report produced, this report lists the requester, the request number, the report ID, the distribution code, the device type, the device id, the report count and the report lines. Users should review this report to help evaluate questions about what reports were produced, where they were printed, and how large the reports should be.



SFMA Web Reports



Agencies login to retrieve the report

SFMA PDF Reports PROD

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.

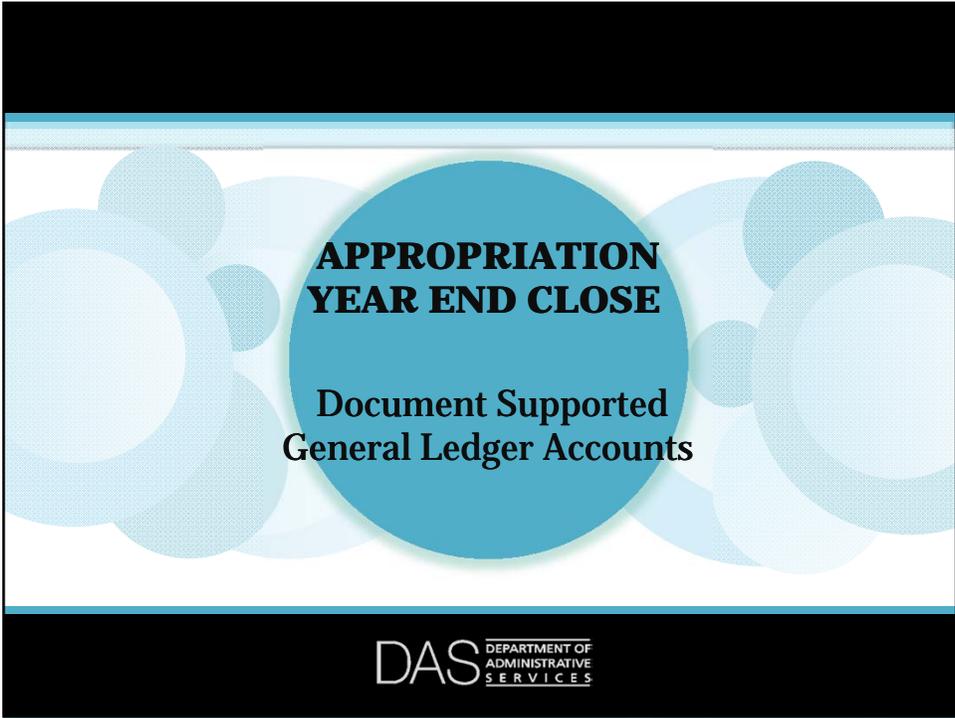
Cycle Date(mm/dd/yy): Agency:
 Requestor: Request #: Report ID: Dist Code:

Please click on the report you wish to view

Cycle Date	Agency	Requestor	Request #	Report ID	Dist Code	Report Title
08/25/17	000	CNTL	01	DAFR3511	WRP1	GENERAL LEDGER CLOSE CONTROL REPORT

Any questions



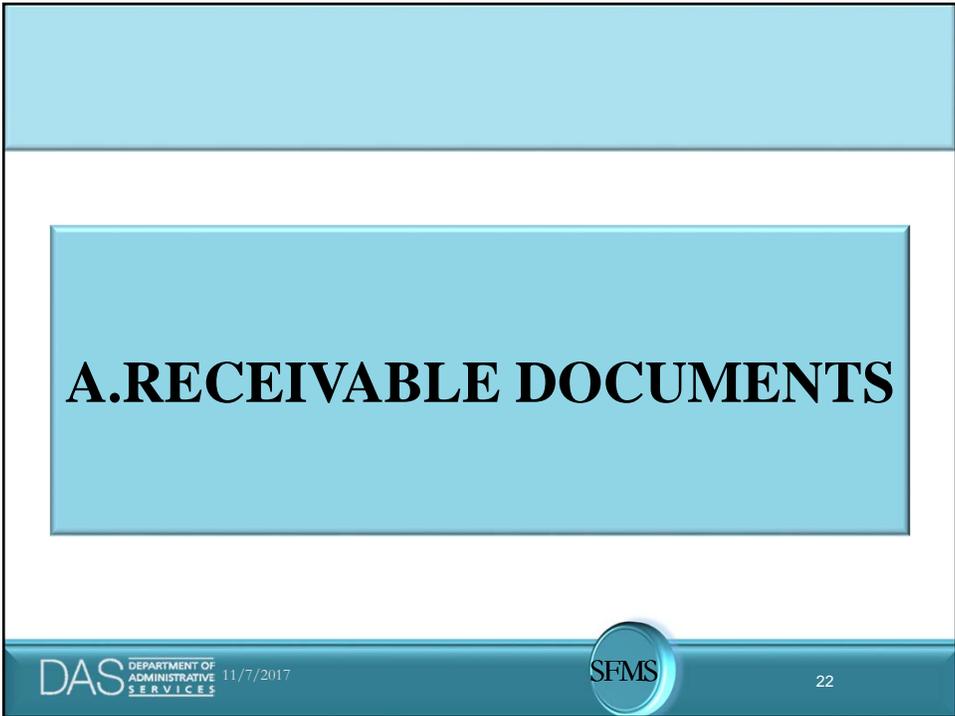


**APPROPRIATION
YEAR END CLOSE**

Document Supported
General Ledger Accounts

DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES

The slide features a central blue circle containing the main title and subtitle. The background is white with several overlapping, semi-transparent light blue circles of varying sizes. The slide is framed by a black top and bottom border.



A. RECEIVABLE DOCUMENTS

DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES 11/7/2017

SFMS

22

The slide has a light blue header bar at the top. The main content is a large light blue rectangle with a drop shadow containing the section title. The footer is a dark blue bar with the DAS logo, date, SFMS logo, and page number.

Purpose

- Before an appropriation year (AY) ends, all accounts receivable documents must be zeroed out.
- General Fund A/Rs should have already been zeroed out by June month end close.
- All others A/Rs must be zeroed out by **December 29**.



Process!

1. Request the Accounts Receivable Document Status Report (DAFR9750):
 - Selection Criteria:
 - APPN YEAR: 17
 - Period: CM (Current Month)
2. Identify all Outstanding AY17 Accounts Receivable:
 - You will separate FIRST by the categories.
 - Then, within the categories, separate by GF and Non-GF.



S091 UC: 10 STATE OF OREGON 10/16/17 01:45 PM
 LINK TO: _____ REPORT REQUEST PROFILE PROD

AGENCY: 000 REQUESTER: MJB REQUEST NO: 01 REPORT ID: DAFR9750

APPN YEAR: 17 PERIOD: CM FY: FREQUENCY: 10202017 FREQ CONTROL: S
 RANGE - FROM DATE: THRU DATE:
 LEVEL - ORG: 0 PROGRAM: 0 OBJECT: FUND: 0 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: 10162017 EFF END DATE: STATUS CODE: A
 LAST PROC DATE: 10162017
 Z01 RECORD SUCCESSFULLY ADDED

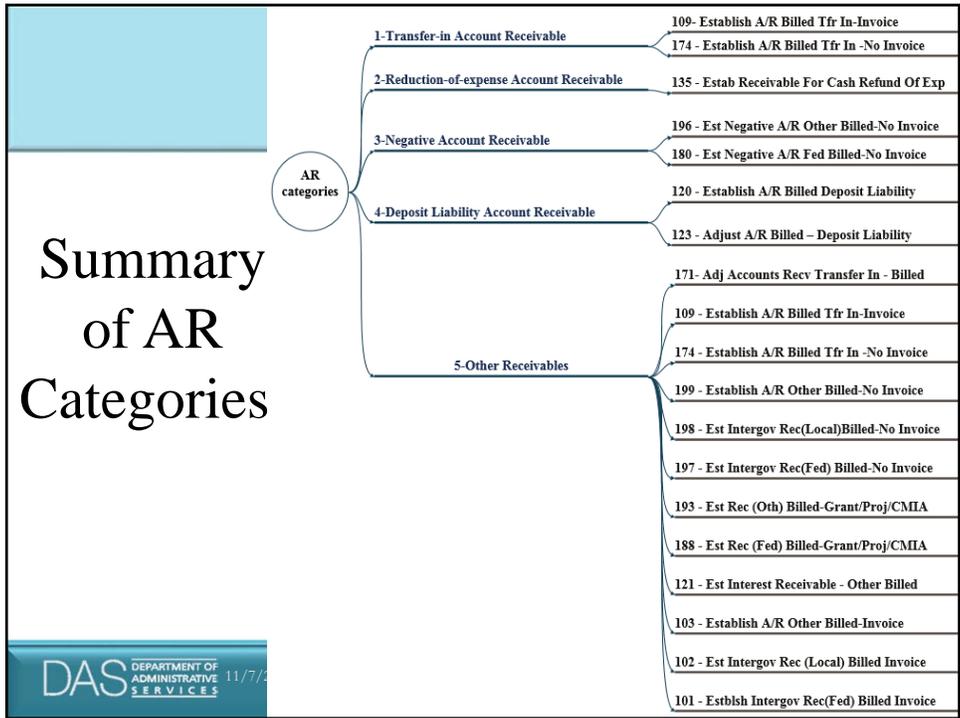
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
 Te SSL ↑ R 6 C 15 STCPU3W1

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES 11/7/2017 SFMS 25

T-code categories

1. Transfer-in Account Receivable
2. Reduction-of-expense Account Receivable
3. Negative Account Receivable
4. Deposit Liability Account Receivable
5. Other Receivables





(1)-Transfer-in Account Receivable

By **December 29, 2017**, all document supported accounts receivable documents with balance:

1. Must be collected; TC173 -COLLECTION A/R BILLED - TRANSFER IN
2. Adjusted to zero; TC171R

THEN

3. Established in AY19; TC109 or 174

OR

4. Written off following the OAM guidelines

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES 11/7/2017 SFMS 28

Example of AY Year End Process for A/R T-Codes 109 or 174

```

S084 UC: 19 STATE OF OREGON 12/29/17 10:55 AM
LINK TO: ACCOUNTING EVENT RECORD INQUIRY ACPT

BATCH: AGENCY DATE 042616 TYPE 2 NO 101 SEQ NO 00001 REC TYPE: A STATUS: A

GL: DR1 0501 CR1 3150 DR2 CR2 DR3 CR3 DR4 CR4
DOC AGY: 101 DOC DATE: EFF DATE: 042616 DUE DATE: 052616
SERV DATE: CUR DOC/SFX/CLASS: AR002961 001 001 MOD:
REF DOC/SFX/CLASS: AGENCY: 101
TRANS CODE: 109 INDEX: 99323 PCA: 39016 AY: 17 COMP/AGY OBJ: 1288 1888
AMOUNT: 240000.00 RVS: DISCOUNT: .00 FO: PDT:
CI: PROP #: 1099: 6 INV-NO: DT:
  
```

Here is the 64 screen

```

S064 UC: 19 STATE OF OREGON 12/29/17 08:52 AM
LINK TO: DOCUMENT RECORD INQUIRY ACPT

AGY: DOC NO/SFX/CLASS: AR002961 001 001

CREATE DATE: 042616 CLOSE DATE:
INQ TYPE:MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 18 INQ MONTH: 06 DOC BALANCE: 240,000.00

BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 240,000.00

F1-HELP F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT
  
```

The agency enters TC 171R to adjust this A/R to zero with the prior appropriation year:

S504 UC: 19 STATE OF OREGON 12/29/17 08:58 AM
 LINK TO: S D: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N ACPT
 BATCH: AGENCY DATE 122917 TYPE 2 NO 109 SEQ NO 00001 MODE EDIT AND POST
 DOC DATE: EFF DATE: 122917 DUE DATE: 122917 SERV DATE:
 CUR DOC/SFX: AR002962 001 REF DOC/SFX: AR002961 001 MOD: AGENCY: 101
TRANS CODE: 171 ADJ ACCOUNTS REC TRANSFER IN - BILLED
 INDEX:
 PCA: 99323 OHPR - HRC - **AY: 17**
 COMP/AGY OBJ: 1288 1888 TRANSFER IN FROM AGENCY 101
 AMOUNT: 00000240000.00 **RVS: R** DESC:
 DOC COUNT: 00001 DOC AMT: -0000240000.00 DOC AGY: 101 FUND OVRD:
 VEND/MC: 0000101610 000 NM: HS
 PMT TYPE: INT: ADD1: MEDICAL
 BANK: ADD2: 500 SUMMER ST
 DISC DT: TM: ADD3:
 PEN DT: TM: CITY: SALEM ST: OR ZIP: 97301 1019
 PEN AMT: CHECK #: DEPOSIT #:
 G38: 10164000 APPN NO: 31501 FUND: 4781 GL ACCT/AGY:
 GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
 MPCD: AGY CD-1: 2: 3: 15000 RTI:
 F1-HELP F2-INVOICE F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS

Now AR002961 is adjusted to zero for AY 17

S064 UC: 19 STATE OF OREGON 12/29/17 09:01 AM
 LINK TO: DOCUMENT RECORD INQUIRY ACPT
 AGY: DOC NO/SFX/CLASS: AR002961 001 001 **AY 17**
 CREATE DATE: 042616 CLOSE DATE:
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
 INQ YEAR: 18 INQ MONTH: 06 **DOC BALANCE: .00**
 BT TITLE AMOUNT BT TITLE AMOUNT
 01 ORIG AMOUNT 240,000.00
 02 ADJUSTMENT 240,000.00-

Since the receivable is still valid, the agency establishes it as a new A/R in AY19.

```

S504 UC: 19 STATE OF OREGON 12/29/17 08:58 AM
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N ACPT
BATCH: AGENCY DATE 122917 TYPE 2 NO 109 SEQ NO 00002 MODE EDIT AND POST
DOC DATE: EFF DATE: 122917 DUE DATE: 052616 SERV DATE:
CUR DOC/SFX: AR002963 001 REF DOC/SFX: AR002961 001 MOD: AGENCY: 101
TRANS CODE: 109
INDEX:
PCA: 99323 AY: 19
COMP/AGY OBJ: 1288 1888
AMOUNT: 00000240000.00 RVS: DESC:
DOC COUNT: 00001 DOC AMT: 0000240000.00 DOC AGY: 101 FUND OVRD:
PEN DT: TM: CITY: SALEM ST: OR ZIP: 97301 1019
PEN AMT: CHECK #: DEPOSIT #:
G38: 10164000 APPN NO: 31501 FUND: 4781 GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 15000 RTI:

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

```

And here is the 64 screen for the new, AY19, A/R document. There is no document supported link to the A/R number from the prior AY.

```

S064 UC: 19 STATE OF OREGON 12/29/17 09:01 AM
LINK TO: DOCUMENT RECORD INQUIRY ACPT
AGY: DOC NO/SFX/CLASS: AR002963 001 001 AY 19
CREATE DATE: 122917 CLOSE DATE:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 18 INQ MONTH: 06 DOC BALANCE: 240,000.00
BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 240,000.00

```

(2)- Reduction-of-expense Account Receivable

By **December 29, 2017**, all remaining (non-GF) document supported accounts receivable documents with balances.

1. Must be collected; TC137 -COLLECTION A/R CASH EXP REFUND BILLED
2. Adjusted to ; TC136R

THEN

3. Established in AY19; T-Code199**

OR

4. Written off following the OAM guidelines

If appropriate, a new receivable is established with TC 199 in the new AY.

- This will be a new A/R number
- You can use the old A/R number as the reference document number to facilitate IR Studio queries
- There is no document supported system connection between the documents in the different AYs

** The new A/R is set up with TC 199 because monies received (posted) in AY19 relating to a reduction-of-expense that originated in AY17 (TC 135) must be recorded as revenue with TC 176.

(3)-Negative Account Receivable

By **December 29, 2017**, all remaining (non-GF) document supported accounts receivable documents with balances:

1. Must be collected;
 - TC 176R- COLLECTION A/R - OTHER BILLED for A/R established with TC 196
- OR**
- TC 178R -COLLECTION INTERGOV REC (FEDERAL) BILLED for A/R established with TC 180

(3)-Negative Account Receivable

2. Adjusted to zero;
 - TC 107 adjusts A/R established with TC 196
 - TC 110 adjusts A/R established with TC 180
3. Return Funds in AY19;
 - Return funds with expenditure t-code in AY19

(4)-Deposit Liability Account Receivable

By **December 29, 2017**, all document supported accounts receivable documents with balances:

1. Must be collected; TC 160 -COLLECTION A/R BILLED-DEP LIABILITY
2. Adjusted to zero;
 - TC 123R adjusts A/R to zero

(4)-Deposit Liability Account Receivable

3. Establish in AY19;
 - TC 120 establishes a new deposit liability A/R in the new AY
 - For inquiry purposes, put the AY17 A/R number/suffix in the Ref Doc/Sfx fields
 - There is NO document supported system connection between the AYs

(5)-Other Receivables

By **December 29, 2017**, all of these document supported accounts receivable documents with balances:

1. Must be collected; TC 176, 178, 179, or 147
2. Adjusted to zero;
3. Reclassified into AY 19;
 - There is a document supported system connection between the AYs

Here's the 84 screen showing the original entry

```
S084 UC: 19 STATE OF OREGON 12/29/17 10:57
LINK TO: ACCOUNTING EVENT RECORD INQUIRY AM ACPT
BATCH: AGENCY DATE 022716 TYPE 2 NO 002 SEQ NO 00001 REC TYPE: A STATUS: A
GL: DR1 0501 CR1 3101 DR2 CR2 DR3 CR3 DR4 CR4
DOC AGY: 588 DOC DATE: EFF DATE: 022716 DUE DATE: 092716
SERV DATE: CUR DOC/SFX/CLASS: AR014255 001 001 MOD:
REF DOC/SFX/CLASS: AGENCY: 588
TRANS CODE: 199 INDEX: 11104 PCA: 16502 AY: 17 COMP/AGY OBJ: 1105 2715
AMOUNT: 1581.75 RVS: DISCOUNT: .00 FO: PDT:
CI: PROP #: 1099: INV-NO: DT:
VEND/MC: 193600 000 DESC:
NAME:
CITY: PORTLAND ST: OR ZIP: 97208 2127 CONT NO:
PMT-NO: DT: AP NO: 34201 FUND: 3400 RTI:
GRANT NO/PH: 411200 07 SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 0003 2: 3: CASH FUND: 10401
G38-TRANSFER: PMT TYPE: INT TM: 0.000 BANK:
DISC-DT: TM: PEN-DT: TM: PEN AMT: .00
```

The 64 screen showing the document status

```

S064 UC: 19 STATE OF OREGON 12/29/17 11:00
LINK TO: DOCUMENT RECORD INQUIRY AM ACPT

AGY: DOC NO/SFX/CLASS: AR014255 001 001

CREATE DATE: 022716 CLOSE DATE:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 18 INQ MONTH: 06 DOC BALANCE: 1,581.75

BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 1,581.75

F1-HELP F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT
    
```

The agency uses the adjustment T-Code 107R to adjust the balance of this AR document to zero:

```

S504 UC: 19 STATE OF OREGON 12/29/17 11:04 AM
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N ACPT
BATCH: AGENCY DATE 122917 TYPE 2 NO 002 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 122917 DUE DATE: 122917 SERV DATE:
CUR DOC/SFX: AR014270 001 REF DOC/SFX: AR014255 001 MOD: AGENCY: 588
TRANS CODE: 107
INDEX: 11104
PCA: 16502 AY: 17
COMP/AGY OBJ: 1105 2715
AMOUNT: 00000001581.75 RVS: R DESC: ZERO OUT
DOC COUNT: 00002 DOC AMT: 0000000000.00 DOC AGY: FUND OVRD:
VEND/MC: 1936001 000 NM
PMT TYPE: INT: ADD1
BANK: ADD2:
DISC DT: TM: ADD3:
PEN DT: TM: CITY: PORTLAND ST: OR ZIP: 97208 2127
PEN AMT: CHECK #: DEPOSIT #:
G38: APPN NO: 34201 FUND: 3400 GL ACCT/AGY:
GRANT NO/PH: 411200 07 SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 0003 2: 3: RTI:

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT
    
```

Then 'reclassify' the A/R into the new appropriation year with TC 213, and the next sequential suffix for the A/R

```

S504 UC: 19 STATE OF OREGON 12/29/17 11:05 AM
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N ACPT
BATCH: AGENCY DATE 122917 TYPE 2 NO 002 SEQ NO 00002 MODE EDIT AND POST
DOC DATE: EFF DATE: 122917 DUE DATE: 092716 SERV DATE:
CUR DOC/SFX: AR014270 002 REF DOC/SFX: AR014255 002 MOD: AGENCY:
TRANS CODE: 213
INDEX: 11104
PCA: 16502 AY: 19
COMP/AGY OBJ: 1105 2715
AMOUNT: 00000001581.75 RVS: DESC: ADD NEW SUFFIX
DOC COUNT: 00002 DOC AMT: 0000000000.00 DOC AGY: FUND OVRD:
G38: APPN NO: 34201 FUND: 3400 GL ACCT/AGY: 0501
GRANT NO/PH: 411200 07 SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 0003 2: 3: RTI:

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT
  
```

After the adjustment of the AY17 receivable to zero, here's the 64 screen:

```

S064 UC: 19 STATE OF OREGON 12/29/17 11:05 AM
LINK TO: DOCUMENT RECORD INQUIRY ACPT
AGY: DOC NO/SFX/CLASS: AR014255 001 001 AY 17
CREATE DATE: 022716 CLOSE DATE:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 18 INQ MONTH: 06 DOC BALANCE: .00

BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 1,581.75
02 ADJUSTMENT 1,581.75-
  
```

Here is the 64 screen after the reclassification of the AY17 receivable in AY19:

S064 UC: 19 STATE OF OREGON 12/29/17 11:06 AM
 LINK TO: DOCUMENT RECORD INQUIRY ACPT

AGY: DOC NO/SFX/CLASS: AR014255 002 001 **AY 19**

CREATE DATE: 122917 CLOSE DATE:
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
 INQ YEAR: 18 INQ MONTH: 06 DOC BALANCE: 1,581.75

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	1,581.75			

B. NON-RECEIVABLE DOCUMENTS (GL 0573, 1604 AND 1550)



(1) Unreimbursed Advances – GL 0573 (TA documents)

Entries by December 29, 2017:

- Advance was issued with TC223, AY17.
- Use TC150 to liquidate/collect an Advance (money collected), AY 17.
- Use TC229 to liquidate an Advance (money not collected) and TC230 to recognize the expenditure, AY 17.
- Use TC 434(AY17) / 435(AY19) to liquidate and move forward to current biennium, TA document will become a BT document.

(2) Unearned Revenues – GL 1604 (CR documents)

Entries by December 29, 2017:

- Deposit was recorded with TC170, AY 17.
- Use TC493 to record earned Revenue, AY 17.
- Use TC 443(AY17) / 444(AY19) to liquidate and re-establish CR in current biennium.

(3) Deposit Liabilities – GL 1550 (DL documents)

Entries by December 29, 2017:

- Deposit was recorded with TC165, AY17.
- Use TC168R to adjust Deposit Liability, AY17 and reclassify it to another GL using deposit reconciliation T-code.
- Use TC 398/399 to re-class Deposit Liability to Revenue, AY17.

(3) Deposit Liabilities – GL 1550 (DL documents) con't

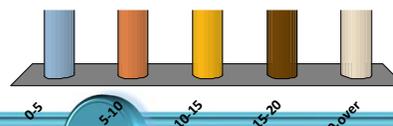
- Use TC290 to return money to Depositor, AY17.
- Use TC 430(AY17) / 431(AY19) to liquidate and re-establish new DL in current biennium. On TC431 transaction, Ref Doc field, enter the Deposit Liability document and the next sequential suffix.

Any questions



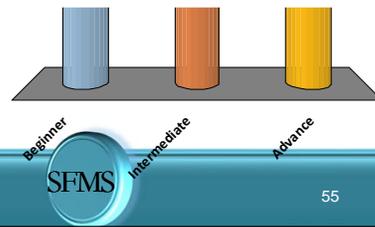
How many years of state government working experience do you have?

- A. 0-5
- B. 5-10
- C. 10-15
- D. 15-20
- E. 20-over



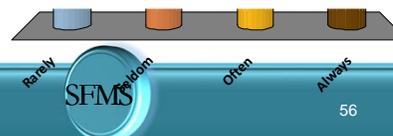
How do you rate your comfort level in RSTARS in general?

- A. Beginner
- B. Intermediate
- C. Advance



How often do you use IR Studio to compare to R-STARs?

- A. Rarely
- B. Seldom
- C. Often
- D. Always



Appropriations Closing 12/29/17

DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES

AY 17 Biennium Close – 12/29/17

- WHO is affected? – All agencies
- WHAT is happening? – AY 17 Appropriation profiles with Effective End Dates < or = 12/31/2017 are being Inactivated
- WHEN? – After the batch cycle on Friday, 12/29/2017
- WHERE? – R*STARS 20 screen – Appropriation Number Profile
- WHY? – ORS 293.190

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SERVICES 11/7/2017

SFMS

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AY 17 Biennium Close – 12/29/17

- Important Dates to be aware of:
 - Monday, **12/11/17** – November Run 2 payroll cutoff
 - AY 17 payroll correctives need to clear the 530 screen by December 29.
 - December Run 1 payroll will post 12/28/17.

AY 17 Biennium Close – 12/29/17

- Important Dates to be aware of (continued):
 - Friday, **December 29, 2017**
 - All AY 17 vouchers payable need to clear the 530 screen
 - All AY 17 balanced transfers need to be complete
 - All AY 17 financial statement adjustments need to be complete
 - All AY 17 SPOTS rebate and other deposits need to be reconciled

AY 17 Biennium Close – 12/29/17

- Important Dates to be aware of (continued):
 - Friday, **December 29, 2017**
 - AY 17 accrued expenditures (Bal Type 17) need to be zero on the 62 Appropriation Financial Inquiry screen
 - Appropriations related to Capital Construction are the exception
 - SFMS Analysts monitor those outstanding balances and send reminders out to the affected agencies.

AY 17 Biennium Close – 12/29/17

- Cost Allocation will occur the 1st week of January 2018
 - Proof Run 1 – Tuesday, January 2
 - Proof Run 2 – Thursday, January 4
 - Post Run – Friday, January 5
- Notify your SFMS Analysts what AY 17 Appropriation(s) need to be activated.

AY 17 Biennium Close – 12/29/17

Review and Exception process after 12/29/17:

- *****Transaction Effective Date will need to be 12/29/17 or earlier*****
 - CFO Analyst
 - Any transactions related to additional expenditures, operating transfers or cash revenue
 - SFMS Analyst
 - Any transactions related to accrued revenue, deferred revenue, deposit liability or unreimbursed advances

Any Questions



**Michele
Nichols**

SABRS

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

**DAFM348 – Liquidate Pre-
Encumbrances and
Encumbrances**

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Objective

DAFM348 will liquidate pre-encumbrances and encumbrances in R*STARS.

PCHB0348 cancels requisitions and purchase orders in ADPICS.

Both programs are referred to as DAFM348 in this presentation.

Schedule Run Date

- Schedule to run every 2 years before the closing of a biennium
- SFMA Calendar
 - Name: Liquidate Enc/Pre-Enc AY 17
 - Date: **December 18, 2017**

Definition

- OAM 20.20.00
 - A **pre-encumbrance** represents intent to purchase goods or services.
 - An **encumbrance** represents a formal commitment to purchase goods or services within the current biennium.

OAM 20.20.00

- OAM 20.20.00 ¶ 116 - To charge obligations against a prior biennial appropriation, the service must be performed or supplies received by calendar date June 30 and the vendor paid by December 31.
- OAM 20.20.00 ¶ 118 - If at the end of a biennium goods or services for an encumbered spending commitment have not been received by June 30, cancel the encumbrance (or balance of the encumbrance for partially fulfilled contracts), and re-established it in the new biennium.

Cancellation Criteria

- The D31 Comptroller GL on the transaction must be 2735 (encumbrances) or 2736 (pre-encumbrances).
- The appropriation number on the transaction must have an effective end date on the **20** Profile that is less than 1/1 of the current FY (FY 2018).
- The document/suffix must have a zero balance and no close date or a positive balance on the document financial table.

Records Meeting Criteria

- When these criteria are met, IN records are created to liquidate the encumbrances or pre-encumbrances in R*STARS. Any purchase orders or requisitions in ADPICS are also cancelled.
- The IN records are then used to create and release the system generated “Y” batches.
- Any errors will hold on the 530 screen.

Agencies Responsibilities (1)

- 25 Agency Control profiles must remain open for December of the current FY on 12/18/2017 Monday night.
- Agencies will be able to view the transactions generated by DAFM348 on their DAFR2251 and DAFR2261 control reports the next day.

Morning After

- The IT file (530 screen) will be available Tuesday morning, **December 19, 2017**.
- Please do **NOT** go into the “Y” batches until SFMS completes program validation on **December 19, 2017**.

Agency Responsibilities (2)

- Make sure you have an active User Class 49 RACF ID to make corrections and release “Y” batches.
- Errors caused by Agency control profiles will need to be temporarily activated to clear the transactions.
- 20 Appropriation Number Profiles that have effective end date of less than **12/31/17** will reflect an error of ‘E5B – INV EFF DT/20 DATE’. Contact your Agency Analyst.

Agency Responsibilities (3)

- Error messages involving ‘Inactive Vendor’ will be handled centrally. Please e-mail or fax any vendor activation requests to the Vendor desk using the normal vendor activation process.

Not sure what to do?

Please contact your SFMS Analyst if you have any questions



Any Questions





Purpose

Process which allows SFMS staff to “override” allotment (fund) or cash errors as long as the allotment or cash fund balance does not change or go negative.

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The slide has a light blue header bar with the word "Purpose" in a black serif font. The main content area is white and contains a single paragraph of text. The footer is a dark blue bar containing the DAS logo, the date "11/7/2017", the SFMS logo, and the number "80".

Why is this necessary?

The financial tables contain the transaction

Edit Mode 2

Transaction has been saved

A correction needed to a transaction on 530 screen

Deposit number

Doc amount

Other fields

Why is this necessary? Cont'd

Common error messages

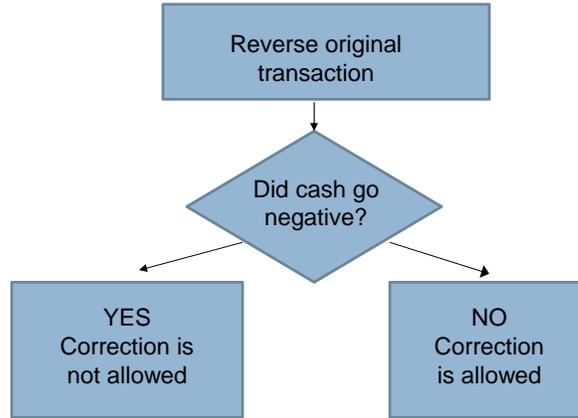
F33/F34 Cash errors

F07/F08 Linking cash errors

FM1/FM2 Allotment errors

System thinks balances will go negative if it reverses the transaction in order to get the corrected information

Why is there an error message?



Common Example:

```

S504 UC: 10 STATE OF OREGON 10/09/17 02:53 PM
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 000 DATE 100617 TYPE 2 NO 217 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 100517 DUE DATE: SERV DATE: 100617
          CR038345 001 REF DOC/SFX: MOD: AGENCY:
          190 RECEIPT OF REVENUE NOT ACCRUED

INDEX:
PCA: 01089 SOME PCA AY: 19
     4200 4200 OFFICE SUPPLIES
AMOUNT: 00002076711.19 RVS: DESC: A LOT OF OFFICE SUPPLIES
DOC COUNT: 00002 DOC AMT: 0002076711.19 DOC AGY: FUND OVRD:
VENDOR 1234567890 000 NM: OFFICE SUPPLY STORE
PMT TYPE: INT: ADD1: ATTN ACCOUNTS PAYABLE
BANK: ADD2: PO BOX 488
DISC DT: TM: ADD3:
PEN DT: TM: CITY: SALEM ST: OR ZIP: 97301
          CHECK #: DEPOSIT #: AU7001571
          APEN NO: 31570 FUND: 1089 GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 01089 RTI:
  
```

Common Example:

```
10/09/17 03:04 PM
LINK TO:          CASH CONTROL FINANCIAL INQUIRY          PROD
ACTIVE

AGENCY: 000 APPR FUND:      CASH FUND:      FUND: 1089 GRANT NO/PH:

INQ TYPE: MC      (MA, YA, MY, YY, MC, YC)  DETAIL/SUMMARY: D
INQ YEAR: 18      INQ MONTH: 04      CASH BALANCE:    2,000.00

BT  TITLE                AMOUNT  BT  TITLE                AMOUNT
12  CASH REVEN            2,073,916,037.82
13  PYMTS OUTS              .00
15  CASH EXPEN            1,957,810,408.67
21  TRAN OUT-C             114,009,038.92
22  OTHER INCR              17,879.04-
34  UNREC DEPO             2,076,711.19
```

How to Request a Fund Override

Do a screen print of the entry screen showing the errors
Fax or email (if no sensitive information) to SFMS Analyst
Request Fund Override be done
Indicate what needs to be changed

Sample: Change Deposit # to AT7001571

Do not post to the fund while
SFMS is working on the fund
override.

Process for SFMS

Please contact your SFMS analyst as soon as possible for same day override because we have to:

Process for SFMS

Analyst reviews the situation to see if there is an alternative to fund override
Analyst completes fund override form/worksheet with attachments
Reviewer approves packet
Controller requests special security for staff
System Security activates requested security
Staff enters fund override
Staff takes screen prints for documentation
Allotment or cash balance is verified after changes are made
Staff completes form and returns to Reviewer
Reviewer approves completed packet
Analyst notifies agency that fund override is completed
Controller requests special security be inactivated
System Security inactivates
Packet is filed



TO DO before Requesting Fund Override

- Reconcile your deposits timely
- Can cash be moved into the fund from another appropriate fund
- If it frequently occurs that there is not enough cash, request a short-term loan from Treasury
- If an agency is backdating expenditures to reclass within an appropriation, please put in TC415 first. If an error occurs, then do the reclass in current month

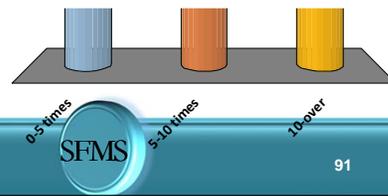


Any questions



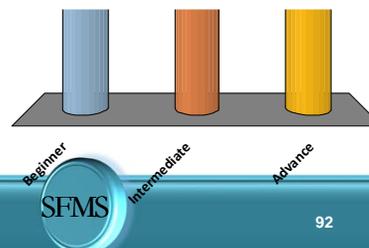
In the last year, how often have you used the T-code spreadsheet on DAS website?

- A. 0-5 times
- B. 5-10 times
- C. 10-over



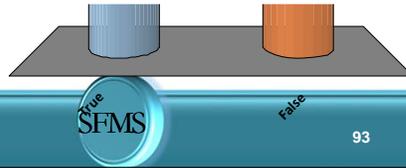
How do you rate your comfort level with using T-codes in general?

- A. Beginner
- B. Intermediate
- C. Advance



I plan to retire in the next 5 years.

- A. True
- B. False



Any questions



Questions and Answers

- How..... ?
- When..... ?
- Where..... ?
- Why..... ?
- What..... ?
- Can..... ?
- Reclassify...
- December...
- Online...
- ORS...
- AY17...
- Yes!!!

DAFR3511 Retention

1. How long does an agency need to retain the DAFR3511 Control Report?

- Per OAR 166-300-0025(26), DAFR3511 should be retained for six years.

(26) General Ledger Transaction Reports Records document all fiscal transactions of the agency for each month. Data is used to prepare an agency's financial statements. Records include those produced by the Statewide Financial Management Application (SFMA), the Department of Administrative Services Data Mart, and any other subsystems used by the agency. The Department of Administrative Services, Statewide Financial Management Services section maintains the statewide record copy of the General Ledger. (Retention: Retain 6 years, destroy).

Generic Control Report Profile

2. What is a generic profile for electronic reports?

- IF
 - Requester = CNTL
 - Distribution code and the media type = WRP1
- AND
 - Request No and Report ID are blank
- THEN all control reports will post to the SFMA PDF Reports website from the generic profile

Document Supported G/L Accounts

3. Which screen will show the status of A/R documents?

- The 64 screen

4. Is there an online guide to help with entries for the AY17 close?

- SFMS Desk Manual Reve.2, Document Supported General Ledger Accounts is available at:
<http://www.oregon.gov/das/Financial/AcctgSys/Documents/reve2.pdf>

Accrued Expenditures

5. Do all AY 17 accrued expenditures need to have a zero balance on the 62 screen by December 29?

- No
- If the accrued expenditure is for Capital Construction, it does NOT need to be at zero by December 29

AY17 Fund Balances

6. What authority cancels AY17 appropriation or limitation balances?

- ORS 293.190. Reversion of appropriations to General Fund: <https://www.oregonlaws.org/ors/293.190>
- (1) On December 31 in each odd-numbered year, all General Fund appropriation balances as recorded on the records of the Oregon Department of Administrative Services for the prior biennium shall revert to the General Fund except for capital construction, continuing contracts, contested claims, special appropriations designated by legislative action, appropriations described in ORS 293.195 (Retention of appropriation balances) or savings continuously appropriated to agencies under ORS 291.120 (Distribution of agency savings).

AY17 Fund Balances

ORS 293.190. (cont'd)

- (2) On December 31 in each odd-numbered year, all limitation balances on any separate fund or cash account in the State Treasury shall be canceled except for continuing contracts, contested claims or special limitations designated by legislative action.
- (3) Notwithstanding subsections (1) and (2) of this section, under conditions which shall be described by the department by rule, upon request, an extension may be granted to allow an agency to make final analyses and corrections before an appropriation or limitation is canceled. The procedures for requesting an extension and the criteria for approving the request shall be established by the department. [1971 c.341 §3; 1991 c.220 §7; 1993 c.724 §3; 2012 c.107 §58]

Encumbrance Closing

7. What should agencies do for the DAFM348 encumbrance close program?

- The FY18 25 Agency Profile LAST MONTH CLOSED indicator must equal "05" or less on December 18th, the day the program runs
- Agencies should have one or two employees with User Class 49 to make corrections and release error batches. See Systems Security for access:
<http://www.oregon.gov/das/Financial/Acctng/Pages/Syst-security.aspx>

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