Consistent with Oregon State Law, SFMA will close the **AY15** biennium on the last working day of the calendar year for 2015, which is **December 31, 2015**.

On **Monday, December 14, 2015**, we will run the encumbrance cancellation and liquidation programs (DAFM348 and PCHB0348) for appropriations that end on **December 31, 2015**. DAFM348 liquidates pre-encumbrances and encumbrances in R*STARS, and PCHB0348 cancels requisitions and purchase orders in ADPICS. Both programs are referred to as DAFM348 in this document.

1. **25 Agency Control Profile on Monday, December 14, 2015**

   DAFM348 will produce transactions with an effective date of **12/31/15**. In order for these transactions to process, the *25 Agency Control profiles must remain open for December*.

2. **Reports to View Transactions**

   Agencies will be able to view the transactions generated by DAFM348 on their DAFR2251 and DAFR2261 control reports.

3. **The System Will Be Available**

   The IT file (530 screen) will be available Tuesday morning, **December 15, 2015**. Please do not go into the Y batches until we complete program validation on **December 15, 2015**.

4. **User Class**

   User Class 49 will be used to make corrections to any transactions that error on the 530 Screen. *Agencies should have at least one or two employees with User Class 49 in order to make the necessary corrections and release the batches off the 530 Screen. In order to provide SARS sufficient time to establish any new security profiles for your agency, please contact SARS Security and provide them with the appropriate information prior to* ***December 14, 2015****.* Their email address is "SYSTEMS Security * DAS SCD" on the global email list, or security.systems@oregon.gov.

5. **Correction Process**

   Any DAFM348 transaction that did not process due to errors will be on the agency's control report DAFR2151 and on the 530 Screen under the financial agency number, batch type 'Y', batch date **12/14/15**. The system will generate the transactions with document type 'YP'. Generally, errors are caused due to an inactive profile, e.g., Index, PCA, or Grant. Agencies will need to temporarily activate the profile to clear the transactions. *In the event a profile was inadvertently deleted, agencies should contact their SFMS analyst for assistance. SFMS analysts have access to TSO to confirm what structure was used when the document was created. The profile must be reestablished with exactly the same accounting structure used on the document.*

   20 Appropriation profiles that have an effective end date of less than **12/31/15** will reflect an error of 'E5B – INV EFF DT/20 DATE'. Agencies will need to email Silvar Rys in SFMS, and she will temporarily extend the effective end date to **12/31/15** to accommodate DAFM348 transactions. Please be sure to include the agency number, appropriation number and appropriation year in the request.

   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. Social security numbers must be faxed for security reasons.