



YEAR END REPORT REQUEST

Important Dates

- ❑ June Close – July 17, 2020
- ❑ Month 13 Close – August 14, 2020
- ❑ July Close – September 4, 2020

Multiple Fiscal Months and Years Open

2020

FY

2021

Mo 12

Mo 01

Mo 13

91 Screen Period Indicator Options

- CC = Current Closed Fiscal Month
- CM = Current Month
- PM = Prior Month
- FY & Mo

91 Screen Frequency Indicator Options

- MMDDYYYY = report is run on a specific date (Friday/last day of week)
- Weekly = report scheduled to produce last day in week (normally Friday)
- Monthly = report generates each scheduled month end close
- Quarterly = report generates after each quarter close (Sep,Dec,Mar,Jun)
- Yearly = report generates after the YE Close

91 Screen Freq Control Indicator Options

S = Looks to the 91 screen itself for the Frequency

A = Looks to the 25 screen for Reporting Indicators

91 Screen Example for both Freq Controls

Frequency S

APPN YEAR: __ PERIOD: CC FY: __ FREQUENCY: MONTHLY FREQ CONTROL: S
RANGE - FROM DATE: __ THRU DATE: __
LEVEL - ORG: 2 PROGRAM: __ OBJECT: 3 FUND: 4 NACUBO FUND: __ GL ACCT: __

Frequency A

APPN YEAR: __ PERIOD: CC FY: __ FREQUENCY: MONTHLY FREQ CONTROL: A
RANGE - FROM DATE: __ THRU DATE: __
LEVEL - ORG: 2 PROGRAM: __ OBJECT: 5 FUND: 4 NACUBO FUND: __ GL ACCT: __

91 Screen (S) = 97 Screen Example

91 Screen – Frequency Control = “S”

APPN YEAR: __ **PERIOD: CC** FY: __ FREQUENCY: **MONTHLY** FREQ CONTROL: **S**
RANGE - FROM DATE: __ THRU DATE: __
LEVEL - ORG: 2 PROGRAM: _ OBJECT: 3 FUND: 4 NACUBO FUND: _ GL ACCT: _

97 Screen

LAST CLOSED-
FISCAL YEAR: 19 **MONTH: 10**
REPORTING INDICATORS-
WEEK: N YEAR: N INAE: N
MONTH: N QUARTER: N RPTS: N

91 Screen (A) = 25 Screen

91 Screen – Frequency Control = “A”

APPN YEAR: __ PERIOD: CC FY: __ FREQUENCY: MONTHLY FREQ CONTROL: A
RANGE - FROM DATE: __ THRU DATE: __
LEVEL - ORG: 2 PROGRAM: __ OBJECT: 5 FUND: 4 NACUBO FUND: __ GL ACCT: __

25 Screen

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: _____ CAP
AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)
LAST MONTH CLOSED: 09 AGY BUD BY ORG IND: Y (Y OR N)

25 – Agency Control Profile – FY20

June reports for Agencies using “A” Freq Control for reports. 25 screen FY20 appears like the following:

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REPORTING INDS- WEEK: N MONTH: Y 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: _____
AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)
LAST MONTH CLOSED: 12 AGY BUD BY ORG IND: Y
```

25 – Agency Control Profile – FY21

25 Screen – FY21 needs to be set no later than 5:00 pm, Friday July 17, 2020

REPORTING INDS- WEEK: Y MONTH: Y QUARTER: Y YEAR: Y
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: _____
AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)
LAST MONTH CLOSED: 00 AGY BUD BY ORG IND: Y |

June Close (Month 12)

91 Report Request Profile (A & S)

AY	Period	FY
21	CC-Current Closed Fiscal Month	-
21	PM-Prior Month	-
21	12	20

June Close (Month 13)

91 Report Request Profile (A & S)

AY	Period	FY
21	CC-Current Closed Fiscal Month	-
21	13	20

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

July Close FY 21

91 Report Request Profile (A & S)

AY	Period	FY
21	CC-Current Closed Fiscal Month	-
21	01	21

Additional Information

Inactive Accounting Event (INAE) Flag Set
July 17, 2020

DAFR6520 Trial Balance by Grant by GL
PM or 12/20