Topics discussed in this Introduction section include the following:

Major Types of Reports

There are two major types of reports:

- **Requestable Reports** (which includes Financial Reports, Profile Listings, and Extracts)

- **Control Reports**

I. **Requestable Reports** - are standard R*STARS reports that can be requested using the 91Report Request Profile.

See Chapter 2 and 3 for the Requestable Report Indexes and Chapter 4 for details on each R*STARS Report.

Requestable Reports are categorized as follows:

A. **Requestable Financial Reports** contain general ledger, budgetary, operating, document, transaction, and subsystem information. The Report ID for these reports is distinguished by DAFRxxx0. The xxx denotes the unique identification number for the report. For example, the 741 Agency Budget Summary Report would be DAFR7410.

1. **Agency Budget Reports** contain information on the agency-established internal budget. Agency budgets may be maintained by a number of different R*STARS classification structure elements, including organization, program, fund, etc.

2. **Appropriation Reports** contain information on the legislatively approved appropriation and adjustments, expenditures, etc. that impact remaining spending authority.

3. **Deposit Reconciliation Reports** include reports to assist agencies in identifying and resolving unreconciled deposits.

4. **Encumbrance Reports** provide information to help monitor and analyze encumbrances in R*STARS.

5. **Fixed Assets Reports** contain statements and schedules detailing information about General Fixed Assets.

6. **General Ledger/Fund Reports** include trial balance and other balance sheet level information, in addition to operating statement reports.

7. **Grant Reports** contain a number of financial balance level and detailed transaction reports on R*STARS grants. These reports include summary financial reports and reports that compare grant expenditures to grant awards (budgets). These reports also include a letter of credit drawdown report and a Schedule of Federal Financial Assistance report.

8. **Project Reports** contain financial and transaction reports relating to R*STARS projects.

9. **Receivable Reports** contain information to help monitor and manage accounts receivable and the collection of accounts receivable. Receivable reports also include customer documents, such as invoices, statements, and delinquent notices.

10. **Reconciliation Reports** provide information to enable agencies to reconcile R*STARS cash to the State Treasury.

11. **Revenue and Expenditure Reports** contain revenue, expenditure, transfer and other nominal activity summarized by the various elements in the R*STARS classification structure, such as organization, program, fund, etc.

11. **Vendor/Payable Reports** provide information to help analyze transactions with vendors and evaluate accounts payable balances and activity.

12. **Miscellaneous Reports** include a variety of other R*STARS requestable reports. These reports include Daily and Monthly Transaction Register reports, system reconciliation reports, and profile maintenance log reports.

B. **Requestable Profile Reports** provide listings of current data contained in R*STARS profiles. Both agency-specific and statewide profiles can be requested. These reports are used to proof profile data and act as a reference when entering transactions. Profile Reports are requested on an "as needed" basis. The Report ID for these reports is distinguished by DAFQxxx0. The xxx denotes the three character profile code. For example, D23 profile report would be DAFQD230. **See Chapter 5 for additional information and a complete listing of Requestable Profiles**.

C. **Requestable Extracts** provide the ability to extract and download information from the R*STARS database to electronic copy files. R*STARS requestable extracts include a general ledger (or financial balance level) extract in addition to an accounting event (or transaction level) extract. **See Chapter 6 for additional information on extracts**.

II. **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 the completion of the 91 Report Request Profile.

See Chapters 7 and 8 for the Control Reports Indexes and Chapter 9 for details on commonly used Control Reports.
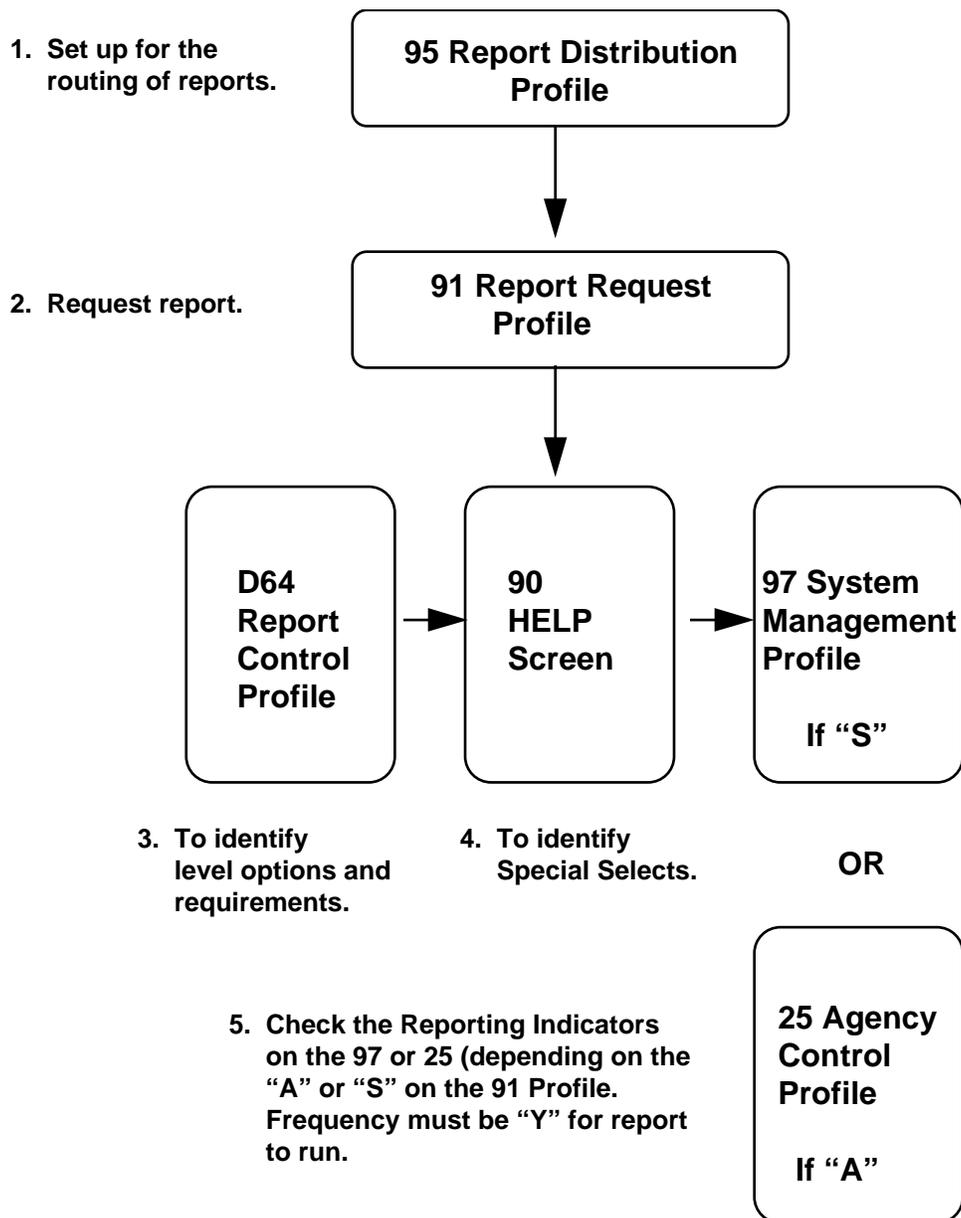
R*STARS Control Reports are categorized as follows:

1. **Daily Transaction Management Reports** provide users with information about the results of R*STARS nightly transaction processing. These reports may be reviewed to verify successful processing of transactions entered or released. These reports should be reviewed to evaluate R*STARS errors, including Warning and fatal errors.

2. **Payment Processing Reports** provide users with information about R*STARS Payment Processing. R*STARS transactions relating to payments, such as transactions that create a future-dated Vouchers Payable, automatically generate a variety of subsequent transactions, such as voucher payable liquidation/warrant creation, payment cancellation, and payment redemption. R*STARS Payment Processing Control Reports help users monitor and track these subsequent events and transactions.

3. **Grant and Project Billing Reports** provide users with information about R*STARS automated grant and project billing processes. These reports include reports listing transactions generated and reports that summarize automatically generated accounts receivable transactions.

4. **Cost Allocation Reports** provide users with information about R*STARS cost allocation processes. These reports include reports showing summarizations and calculations performed during cost allocation processes in addition to reports listing transactions generated by the cost allocation process.

5. **Other Control Reports** include a variety of miscellaneous Control Reports users may want to review. Some of R*STARS' other Control Reports include summary reports showing the result of the R*STARS standard interface process and allotment and recurring transaction generation reports.

R*STARS Reporting Profiles

The following pages illustrate the 91 Report Request Profile and the 95 Report Distribution Profile that are necessary to request reports within R*STARS. Refer to the Data Entry Guide, Chapter 6 for more information.

Below is a diagram of the Reporting Profiles involved in requesting a report.

1. **Set up for the routing of reports.**   **95 Report Distribution Profile**

2. **Request report.**   **91 Report Request Profile**

D64 Report Control Profile → **90 HELP Screen** → **97 System Management Profile**

If "S"

3. **To identify level options and requirements.**

4. **To identify Special Selects.**

OR

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

25 Agency Control Profile

If "A"

95 Report Distribution Profile

This profile allows users to:

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

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

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

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

- Specify the number of copies.

Relationship to Other Profiles

The combination of Agency, Requester, Request Number, and Report ID identifies each report produced by the system and provides the link to the report designated in the 91 Report Request Profile.

The 95 Report Distribution Profile is also related to the D63 Device ID Profile. When RJE is the Media Type, the Device ID must be a valid Device ID identified in the D63 Device ID Profile.

The report must be defined on the D64 Report Control Profile to establish a 95 Report Distribution Profile.

Control Key

The Control Key for this profile consists of Agency, Requester, Request Number, Report ID, and Distribution Code. The control key uniquely identifies each report distribution record in the system.

Information Elements

The information element segment includes the Media Type, Device ID, Copies, Name/Address, and Instructions. Each segment is described below:

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.

Name, Address, City, State, Zip, Telephone, And Special Instructions - The Name and first line of the Address are required fields that are used in routing the report.   Reports distributed from the Print Plant will be delivered to a central mail location for each agency. Please contact the Print Plant with your new agency location if your agency moves.

How to complete the 95 Report Distribution Profile

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

A default record is used to route all requests for a report to the same location.

```
S095   UC: 10                 STATE OF OREGON         12/05/11 11:33 AM
LINK TO:                REPORT DISTRIBUTION PROFILE               PROD


AGENCY: 000   REQUESTER: TSP REQUEST NO:    REPORT ID:    DIST CODE: 4714


                       MEDIA TYPE: SPL1
                        DEVICE ID:
                           COPIES: 01
           NAME: TERRY POLSTON
      ADDRESS 1: DAS - SFMS OPERATION
      ADDRESS 2: 155 COTTAGE ST U60
           CITY: SALEM
          STATE: OR       ZIP: 97301 3970      MAIL CODE:
          PHONE: 5033730714
   INSTRUCTIONS: PLEASE DELIVER

                                            STATUS CODE: A
EFF START DATE: 01011990   EFF END DATE:      LAST PROC DATE: 12052011
Z06 RECORD SUCCESSFULLY RECALLED

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

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

Leaving Request No., and Report ID blank allows this entry to route ALL reports that are requested by "000" and "TSP" to the address listed. If a new Requester is used, remember to enter a new 95 profile for distribution.

2.   To set up a 95 Report Distribution for Control Reports

R*STARS Report Distribution for Control Reports works differently than for Requestable Reports. Since control reports do not have completed report request profiles, Control Reports are associated with Report Distribution profiles through the Batch Agency. A single report distribution profile is established for a batch agency as follows:

```
S095   UC: 10                    STATE OF OREGON        12/05/11 11:33 AM
LINK TO:                    REPORT DISTRIBUTION PROFILE               PROD


AGENCY: 000  REQUESTER: CNTL REQUEST NO:    REPORT ID:    DIST CODE: 4714


                          MEDIA TYPE: SPL1
                           DEVICE ID:
                              COPIES: 01
          NAME: TERRY POLSTON
     ADDRESS 1: DAS - SFMS OPERATION
     ADDRESS 2: 155 COTTAGE ST U60
          CITY: SALEM
         STATE: OR      ZIP: 97301 3970      MAIL CODE:
         PHONE: 5033730714
  INSTRUCTIONS: PLEASE DELIVER

                                               STATUS CODE: A
EFF START DATE: 01011990   EFF END DATE:       LAST PROC DATE: 12052011
Z06 RECORD SUCCESSFULLY RECALLED

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

Input: Agency #, Requester (CNTL), Distribution Code (CNTL), Media Type, Copies, Name and address, and Instructions section.

3. To set up a profile to remote print a specific report.

   To establish remote printing (RJE) as an option, see RJE on page 11.

   A 91 Report Request Profile needs to be set up to request the DAFR6120. The control key must match the 95 Report Distribution Profile.

```
S095 VER 2.0                     STATE OF OREGON              02/09/11 04:47 PM
 LINK TO:                  REPORT DISTRIBUTION PROFILE                    PROD


AGENCY: 999 REQUESTER: TSP REQUEST NO:01 REPORT ID:DAFR6120 DIST CODE:0001

                            MEDIA TYPE: RJE
                             DEVICE ID: SFMS
                                COPIES: 01
             NAME: TERRY POLSTON
        ADDRESS 1: SFMS
        ADDRESS 2: 155 COTTAGE ST NE
             CITY: SALEM
            STATE: OR       ZIP: 97301          MAIL CODE:
            PHONE: 5033730714
     INSTRUCTIONS: PLEASE DELIVER
                                                     STATUS CODE: A
 EFF START DATE: 06231994   EFF END DATE:        LAST PROC DATE: 06241994
 Z02 RECORD SUCCESSFULLY CHANGED


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

   Input: Agency #, Requester, Request No., Report ID (Requestable Financial Report No.), Distribution Code, Media Type (RJE), Device ID, Copies, Name and address, and Instructions section.

4.   Establishing multiple distributions for one report.

This example is for users who want to produce a report with a paper copy on SPL3, and remote print the report also. Each agency has hopefully
set up a "default" 95 profile for both control reports and requestable financial reports (this is described in #1 and #2 above). However, if an agency wants one specific report (for this example, DAFR8200) out of all of their other requested reports to print on a different medium, a new 95 profile needs to be set up.

In the example above, the user wants 1) a paper copy (SPL3); 2) and a remote print copy (for this example, SFMS will be the Device ID).

If the user's default 95 profile is set to print on SPL1, but they want one specific report to print on SPL3, 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. (see below).

```
S095 VER 2.0                      STATE OF OREGON            02/09/11 04:47 PM
 LINK TO:                   REPORT DISTRIBUTION PROFILE                   PROD

AGENCY: 000 REQUESTER: TSP REQUEST NO:01 REPORT ID: DAFR8200 DIST CODE: 0001

                            MEDIA TYPE: SPL3
                             DEVICE ID:
                                COPIES: 01
            NAME: TERRY POLSTON
       ADDRESS 1: SFMS - DAS
       ADDRESS 2: 155 COTTAGE ST NE
            CITY: SALEM
           STATE: OR       ZIP: 97301            MAIL CODE:
           PHONE: 5033730714
   INSTRUCTIONS: PLEASE DELIVER                        STATUS CODE: A
 EFF START DATE: 06231994   EFF END DATE:         LAST PROC DATE: 06241994
 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

Now, the DAFR8200 will print on SPL3, not on the default distribution of SPL1. But the user also wanted remote print for this report. NOTE: The Distribution
Code must be unique for each of these entries. Since the rest of the key (000 TSP 01 DAFR8200) is identical for all three profiles, the Distribution Code is what tells these profiles apart.   It doesn't matter what is entered in this field, just make it a unique entry.

For remote print:

```
S095 VER 2.0                  STATE OF OREGON            02/09/11 04:47 PM
 LINK TO:                 REPORT DISTRIBUTION PROFILE               PROD

AGENCY: 000 REQUESTER: TSP REQUEST NO:01 REPORT ID: DAFR8200 DIST CODE: RMTE


                         MEDIA TYPE: RJE
                          DEVICE ID: SFMS
                             COPIES: 01
            NAME: TERRY POLSTON
       ADDRESS 1: SFMS - DAS
       ADDRESS 2: 155 COTTAGE ST NE
            CITY: SALEM
           STATE: OR      ZIP: 97301           MAIL CODE:
           PHONE: 5033730714
    INSTRUCTIONS: PLEASE DELIVER                      STATUS CODE: A
 EFF START DATE: 06231994   EFF END DATE:        LAST PROC DATE: 06241994
 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

This report will now print on the two mediums chosen: SPL3 and the agency remote printer.

Media Types

The "**Media Type**" field is used to direct output to a desired output media on the 95 Report Distribution Profile. The **Media Types** currently allowable are outlined below:

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

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.

RJE
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 Terry Polston at 503-373-0714 with the following information: 1) Printer net name--usually 8 characters (for example: ET123456); 2) Printer ID--4 characters for example: (SFMS or EGAH); 3) Printer speed--see below for explanation; and 4) Contact person and phone number. 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.

CD
ERPT   Control Report is maintained centrally on CD.
              This code can only be entered centrally.

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.

Electronic Reports

- To establish access to electronic reports, Agency system security officers will need to request an update to the user RACF-ID on the 96B Security Profile to DAS System Security, field WRP
  - SYSTEMS Security * DAS SCD * DAS <Security.SYSTEMS@oregon.gov>
- After the 96B Security Profile has been updated, electronic distribution can be requested on the 95 Report Distribution Profile and reports can be viewed on the electronic file.
- To request a report be distributed electronically, establish a 95 Report Distribution Profile with WRP1 (landscape reports) or WRP2 (portrait reports) in both the DIST CODE and MEDIA TYPE fields.
  - Delete previous hard copy report distribution profiles so that reports are not generated twice.
- To create a default electronic distribution profile to have **ALL** reports available electronically, leave the request number and report id fields blank. i.e.
  - AGENCY: AAA REQUESTER: ELEC REQUEST NO: REPORT ID: DIST CODE: WRP1
  - AGENCY: AAA REQUESTER: CNTL REQUEST NO: REPORT ID: DIST CODE: WRP1
- If only a specific report is desired electronically, include both the request number and report ID on the 95 profile.
- To view electronic reports for your agency, sign onto the Web Reports website at HTTPS://COLUMBIA.DAS.STATE.OR.US:3025/CICS/PPDF/DAFWRPT

SFMA PDF Reports   DASAY44 08/19/16
                                                           PROD 09:10:13

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): 08 18 16 **Agency:** 000

Requestor: ___ **Request #:** ___ **Report ID:** ___ **Dist Code:** ___

Submit

Please click on the report you wish to view

Cycle Date	Agency	Requestor	Request #	Report ID	Dist Code	Report Title
08/18/16	000	CNTL	01	DAFJECTL	WRP1	TREASURY IN POST RECORDS TO SFMS
08/18/16	000	CNTL	01	DAFJW910	WRP1	TREASURY IN REDEEMED RECORDS TO SFMS
08/18/16	000	CNTL	01	DAFM2050	WRP1	DAFM205 AUDIT TRAIL

- Select the report you would like to review.
  - You can change the report date to view reports from a previous day.

- You can limit the reports by Requestor, Request #, Report ID, or Dist Code.
- Reports can be saved locally if desired.
    - 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.
    - Control reports are saved to a CD that is maintained centrally.
- Electronic reports will be available on-line for 31 calendar days.
    - The file is purged weekly.
- Limitations: You can print only 50,000 pages per document. Additional documents are produced after 50,000 pages.
- FTP transfers are not available on .pdf documents.

91 Report Request Profile

The 91 Report Request Profile enables the user to request and customize reports, based on the options available on the D64 Report Control Profile, by using the following options:

> Range Levels enable users to select the Appropriation Year, the accounting period, and the frequency of reports. Agencies can control when the report will be generated and what accounting period will be reported. For example, you can request a report for the prior year (PY), prior month (PM), current year (CY), current month (CM), or specific year or month or a range of months/years.

> Level Options enable users to request reports at various summary or detailed levels of the R*STARS Classification Structures. Options may be available (varying by report) for Organization, Program, Object, Fund, NACUBO Fund and General Ledger Account.

>> PCAs are generally set up at the lowest program level within a program code grouping – between level 2 and level 9. For example, if the lowest program code number is at level 6, the PCA is generally set up at AGY BUD PRG LEVEL 6. If PCAs are set up at varying AGY BUD PRG LEVELs, this will affect the results shown in reports. For example, the lowest program level is 6 and PCAs are be set up at both program level 4 and at program level 6. With this scenario, reports will break financial information at the Fund level but not at the PCA level.

>> When setting up PCAs, the AGY BUD PRG LEVEL indicator is generally set at the program level of the program code listed on the PCA. This indicator affects the results shown on the reports and the 61 Agency Budget Financial Inquiry Screen when viewed in summary mode.

> Special Select Selection enables users to select specific values or ranges of values. It also allows users to limit reports to specific Agencies, Organization Codes, Program Codes, NACUBO Funds, Appropriated Funds, Funds, Comptroller Objects, Agency Objects, General Ledger Accounts, Agency General Ledger Accounts, Grants, and Projects.

>> – Note: If the data selected does not match any information in the financial tables, a report showing a total line with all zeroes will be generated.

Control Key

The Control Key uniquely identifies each Report Request. Whenever a report is generated, the Control Key (Agency, Requester, Request No., and Report ID) is printed in the top left corner.

```
S091 VER 2.0                    STATE OF OREGON            02/16/11 03:17 PM
 LINK TO:                    REPORT REQUEST PROFILE                      ACPT

      AGENCY: 000    REQUESTER: TSP   REQUEST NO: 01    REPORT ID: DAFR8920

   APPN YEAR:      PERIOD: 07  FY: 12  FREQUENCY: MONTHLY   FREQ CONTROL: S
 RANGE -        FROM DATE:              TO DATE:
LEVEL -    ORG: 2  PROGRAM:    OBJECT:   FUND:  NACUBO FUND:    GL ACCT: 3

 SPECIAL SELECTS -
      AGENCY: 274     OR AGENCY GROUP:     ORG CODE:
PROGRAM CODE:                          NACUBO FUND:
 APPROP FUND:                              FUND: 0777 0778
 COMP OBJECT:                          AGY OBJECT:
    GL ACCT:                           AGY GL ACCT:
  SPEC SEL 1: F                          SPEC SEL 2:     STATUS CODE: A
 EFF START DATE: 01251993   EFF END DATE:        LAST PROC DATE: 02022011
 Z07 NEXT RECORD SUCCESSFULLY READ
 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

How to complete a 91 Report Request Profile

Below is an explanation for each of the fields on the Report Request Profile.

Appn Year
Enter a two digit APPROPRIATION YEAR to restrict the report to a particular appropriation year. If the APPROPRIATION YEAR is blank all Appropriation Years that are valid for the request will be selected.

If "A" is the value on the D64 profile in the AY field, a user can enter an Appropriation Year ONLY (leaving Period, FY and date range blank) to receive all data for that AY.

Period
Enter the two character PERIOD Code, which indicates the period of data that the financial report covers.

CM and PM are calendar month, not fiscal month. Suggest using CC for month end reporting to avoid monthly reports which do not contain all of the month's information. This is particularly important during the back-dating period (July, August, and September) when several months are open at the same time.

CM - Current Month   CM includes current month activity. A request on April 15 would report April 1 - April 15.

PM - Prior Month   PM includes prior month activity. A request on April 15 would report March 1 - March 31.

Reports are produced after the system date is changed thru the overnight cycle. **Example 1**: Report ordered on March 31 with PM = March data (March 1 - March 31), not February. Note that this request would not include any transactions with a March effective date entered in April before March month end close. **Example 2**: March Month End Close occurred on April 18; reports ordered with PM on April 18 = March data (March 1 - March 31), includ ing those transactions entered April 1 - 18 with a March effective date.

CY - Current Year   CY includes all current fiscal year activity and balances as of the end of the current fiscal year. Fiscal years begin on July 1 and end on the following June 30. User first needs to identify the current fiscal year—the current fiscal year is the year still open on the 97 profile. In August, until Month 13 is closed, the CY will not be the current, new fiscal year, but the year that will close at Month 13 close.
July 1, 2016 - June 30, 2017 = FY16. Therefore, CY requested on April 10 would include July 1, 2015 - April 10, 2016, which is Fiscal Year 16.
CY should not be used in the period between July 1 thru Month 13 close.

PY - Prior Year   PY includes all prior fiscal year activity and balances (including month 13) as of the end of the prior closed fiscal year, as found on the 97 profile. Fiscal years begin on July 1 and end on the following June 30. If the current fiscal year is 2016, the prior fiscal year would be 2015 and include July 1, 2014 - June 30, 2015. Until Month 13 is closed in August, the PY will be the currently closed fiscal year.

PY should not be used in the period between July 1 thru Month 13 close.

Specific Month 01-13   Enter numeric fiscal month '01' thru '13' (i.e., need October 2011 data-- request Period 04, FY 12). The FY field must be filled in when requesting a specific month.

CC - Last Closed   Month End Close occurs on the 2nd or 3rd Friday of every month. Month CC was created to request reports **for the last month closed.** (The 97 System Management Profile and/or 25 Agency Control Profile indicate the last month that has been closed.) Example: April 15 is the day SFMS is closing March 2011. If, between April 1 - 14, a report was ordered with PM, the report would show March data entered to date. But March data would not be complete unless the 25 profile had closed the month early. If CC was requested on the report request between April 1 - 14 (before March is closed), the report would include data for the month of February.

Below is a matrix of the Periods that can be requested on RSTARS reports and the resulting data that will appear on the report. *NOTE: Most reports pull Effective Date not Process Date.*

CM	PM	CC	CY	PY
Report Requested on April 6, 2012				
Apr 1-Apr 06	March 1 - March 31. Data is static. The report would also include transactions entered April 1-06, with an effective date of March.	Feb 1 - Feb 28	FY = 2012 July 1, 2011 - June 30, 2012 data	FY = 2011 July 1, 2010 - June 30, 2011 data, including month 13 transactions
Report Request on April 13, 2012 (Month End Close for March)				
Apr 1-Apr 13	Actual March 1-March 31. Data is constant. No more trans- actions can affect this month. Report will include those transactions entered Apr 1-13 with an effective date of Mar.	Mar 1-Mar 31. Data is constant. No more transactions can affect this month. This report will include those transactions entered April 1-13 with an effective date of March.	FY = 2012 July 1, 2011 - June 30, 2012 data	FY = 2011 July 1, 2010 - June 30, 2011 data, including month 13 transactions
Report Request September 7, 2012 (Month End Close for July)				
Sept 1-Sept 07	Aug 1-Aug 31. Data is static. The report would also include transactions entered Sept 1-09, with an effective date of Aug	July 1-July 31. Data is constant. No more transactions can affect this month. This report will include those transactions entered July 1-Sept 09 with an effective date of July.	FY = 2013 July 1, 2012 - June 30, 2013 data	FY = 2012 July 1, 2011 - June 30, 2012 data, including month 13 transactions

	Report Request September 21, 2012 (Month End Close for August)			
Sept 1-Sept 21	Aug 1-Aug 31. Data is static. The report would also include transactions entered Sept 1-21, with an effective date of Aug	Aug 1-Aug 31. Data is constant. No more transactions can affect this month. This report will include those transactions entered Aug 1-Sept 21 with an effective date of August.	FY = 2013 July 1, 2012 - June 30, 2013 data	FY = 2012 July 1, 2011 - June 30 2012 data, including month 13 transactions

FY
Must enter two digit Fiscal Year if a specific month (i.e. 01-13) is entered or a period (i.e., November 2011 would be entered as 05 12).

Frequency
Enter DAILY, WEEKLY, MONTHLY, QUARTRLY, or ANNUALLY or enter an eight digit date (MMDDYYYY format) for a specific day.

NOTE: The word Quarterly does not fit in the spaces allowed in the Frequency Field; therefore, the word is spelled QUARTRLY instead.

Frequency Control
Valid entries are 'S' or 'A'

The 'S' Frequency Control value designates that the 97 System Management Profile will control if the report will print. If the user enters:
- a specific date for Frequency (the Current Effective Date; i.e., 03112011 which will print ONLY on March 11th); or
- a Frequency of WEEKLY, MONTHLY, QUARTRLY, or ANNUALLY, the report will print ONLY if the corresponding Reporting Indicator (on the 97 profile) is set to 'Y'.

Requestable reports can only be ordered on Friday or on month-end close if this date falls on a different day.

Profile reports can be ordered on any day but must have the MMDDYYY Frequency format.

The 'A' Frequency Control value designates the 25 Agency Control Profile will control the generation of the report via the setting of the Agency Control Reporting Indicators. The Frequency for the report on the 91 Report Request Profile record would need to be set to WEEKLY, MONTHLY, QUARTRLY, or ANNUALLY.

Range-From Date/Thru Date
Enter a 2 digit month and a 4 digit year, MM-YYYY, in the 'From Date' and 'Thru Date' for the report to be run for a biennium, for some portion of a federal fiscal year, or for any other user defined period of time. **The month and year entered are related to fiscal month and year**. These fields can only be entered if the D64 Report Control Profile range indicator is set to 'R' (required) or 'O' (optional). (Example: To request July thru September of FY 2012, enter: FROM 01 2012   THRU 03 2012).

To request a report for a range from March 2012 to the current month, enter: FROM: <u>09</u> <u>2012</u> THRU <u>CM</u> ____ (this also applies to PM: FROM <u>09</u> <u>2012</u> THRU <u>PM</u> ____).

Level Options

NOTE: Whenever a report indicates a specific level on the D64, "0" (zero) is a valid entry. Entering a "0" (zero) will ignore that level option.

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

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

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)

NACUBO FUND
This Option is not Used in Oregon

Ind.	Description
0	None
1	NACUBO Fund Group
2	NACUBO Fund
3	NACUBO Subfund

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)

Special Selects

Special Select options are appropriate for many reports. These options allow the user to limit the report to a single classification value or a range of values (i.e., a single comptroller object or range of comptroller objects). There are two fields for each option. To designate a single value, enter the value in the first field. To designate a range of values, enter the starting value in the first field and the ending value in the second field. Each of these options is described below:

Agency
Enter a three character AGENCY which must exist in the D02 Agency Profile or enter AGENCY range.

Agency Group
Enter a two character AGENCY GROUP which must exist in the D12 Agency Group Profile. Must be blank if either of the Agency ranges is entered.

Org Code
Enter a four digit ORGANIZATION CODE which must exist in the D03 Organization Code Profile or enter ORGANIZATION CODE range.

Program Code
Enter a four digit PROGRAM CODE which must exist in the D04 Program Code Profile or enter PROGRAM CODE range.

NACUBO Fund
Enter a four digit NACUBO FUND which must exist in the D18 NACUBO Fund Profile or enter NACUBO FUND range.

Approp. Fund
Enter a four digit APPROPRIATED FUND which must exist in the D22 Appropriated Fund Profile or enter APPROPRIATED FUND range.

Fund
Enter a four digit FUND which must exist in the D23 Fund Profile or enter FUND range.

Comp Object
Enter a four digit COMPTROLLER OBJECT which must exist in the D10 Comptroller Object Profile or enter COMPTROLLER OBJECT range.

Agy Object
Enter a four digit AGENCY OBJECT which must exist in the D11 Profile or enter AGENCY OBJECT range.

GL Acct
Enter a four digit GENERAL LEDGER ACCOUNT which must exist in the D31 Comptroller General Ledger Profile or enter GENERAL LEDGER ACCOUNT range.

Agy GL Acct
Enter a four digit AGENCY GENERAL LEDGER ACCOUNT which must exist in the D32 Agency General Ledger Account Profile or enter AGENCY GENERAL LEDGER ACCOUNT range.

Special Select 1 & 2
Enter up to ten digits in SPECIAL SELECTION 1 (or 2) or range of SPECIAL SELECTION 1 (or 2). The Special Select 1 and 2 fields have a low and a high field that is most often used for entering ranges (vendor numbers, grant or project numbers). We refer to them as SS1 LO, SS1 HI, SS2 LO, and SS2 HI.

These codes are specifically defined for each report in the 90 News/Help Profile under the KEYWORD of their REPORT ID (i.e., DAFR7670) and in the Report Guide Chapter 4.

Status Code
Enter a one character STATUS CODE as follows: A - Active   OR   I - Inactive

This code will default to an active status if not entered. It may be used to inactivate records no longer in use. After a report has been ordered and processed the status code MUST BE CHANGED to 'I' to inactivate the request so the report won't run again. The status must be entered as an 'A' each time reports are requested.

D64 Report Control Profile

This is a centrally maintained profile that identifies all requestable reports and is used to identify the options available for Report Request (91) and Report Distribution (95) profiles.

```
SD64   UC: 10                STATE OF OREGON            12/05/11 12:05 PM
LINK TO:                  REPORT CONTROL PROFILE                      PROD


REPORT ID: DAFR7410  AGENCY BUDGET ACTIVITY SUMMARY
 REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
PRINT REMOTE IND: Y (Y=YES, N=NO)   PRINTER TYPE: M  (L=LOW, M=MEDIUM, H=HIGH)
INTERVAL OPTIONS   (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
   TIMEFRAME -       AP YEAR: O PERIOD: O RANGE: O AS OF: N (Y=YES, N=NO)
   FREQUENCY - MMDDYY: O DAILY: N WEEKLY: O MONTHLY: O QUARTERLY: O ANNUALLY: O
LEVEL OPTIONS  (N=NOT ALLOWED OR LOW AND HIGH VALUE ALLOWED)-
    LOW  - ORG: 2 PROGRAM:  1 OBJECT: N  FUND: 3 NACUBO FUND: N  GL ACCT: N
    HIGH  - ORG: 9 PROGRAM:  9 OBJECT: N  FUND: 4 NACUBO FUND: N  GL ACCT: N
SPECIAL SELECTS (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
  AGENCY GROUP: O            AGENCY: O              ORG CODE: O
                   PROGRAM CODE: O         NACUBO FUND: N
                   APPROP FUND: O                  FUND: O
                    COMP OBJECT: N      AGENCY OBJECT: N
                       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: 11052003
Z06 RECORD SUCCESSFULLY RECALLED

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

Report ID
The eight character REPORT ID that identifies the standard financial report to be generated (i.e., DAFR7410).

The following elements identify which options are available for the report:

Requestable Ind   Who can request this report?
                   0 = Not requestable
                   1 = Centrally requestable (SFMS)
                   2 = Requestable by all (Agencies and Centrally)

Printer Remote Ind   Can this report be printed to a remote printer?
                      Y = Yes
                      N = No

Printer Type   What type of printer do I need to print this report?
                L = Low Speed
                M = Medium Speed
                H = High Speed

Interval Options

Timeframe and Frequency

The following Timeframe and Frequency values will be one of the following: R = Required, O = Optional, and N = Not Allowed

The Timeframe section is where the user determines what time period they are trying to pull data from for the requested report. If the 'AS OF' indicator equal 'N', the AS OF date on the report header will reflect the date range requested. Example: DAFR6150 requested on June 6, 2011 for Period = CC, the report header would indicate 'AS OF APRIL 2011', because April is the last closed month, May will not close until June 17, 2011. If the DAFR6150 was requested June 6, 2011 for date range 01 2011 thru CC, the report header would indicate 'REPORT PERIOD JULY 2010 – APRIL 2011'

The Frequency indicates when users can request each report: MMDDYY, Daily, Weekly, Monthly, Quarterly, or Annually.

If "A" is the value on the D64 profile in the AY field, a user can enter an Appropriation Year ONLY (leaving Period, FY and date range blank) to receive all data for that AY.

See **How to complete a 91 Report Request Profile** for additional explanation of Timeframe options.

Level Options

These fields contain the low and high level of detail options available, or the value "N" (not available). The valid options are listed on page 16 of the Report Request Profile discussion.

Special Select Options

Special Selection options are different for each report. The values will be one of the following: R = Required, O = Optional, or N = Not Allowed.

These special selects are used to filter out information when requesting reports. A user can request one specific GL Account (by entering the GL in the GL ACCT field), a range of GL Accounts, or leave it blank to include all GL Accounts.

Report Distribution

R*STARS provides capabilities for the distribution of both Requestable and Control Reports to remote printers at local sites. The automatic distribution of these reports is based on user-controlled profiles.

Once reports are produced, getting the information to the right location and the right user is an important final step in the reporting process. R*STARS reports print at Printing and Distribution. The Media type provides printing options, see page 12. Reports printed at Printing and Distribution will be delivered to agencies according to the agency address on file at Print Plant. R*STARS report distribution capabilities, working in conjunction with report request options, can also allow for remote printing of reports at sites outside central offices.

For example, an agency may want four different copies of DAFR9230 - Revenues and Expenditures by Organization, Program, Fund, and Object, one for each of the four regional offices. By using the Org Code selection options on the Report Request Profile, a user can restrict the report to just org codes 1000 - 1999, for Region 1 for example. The Report Distribution Profile can then be used to distribute this report to the remote printer location for Region 1.

Note that report distribution capabilities can be used for either Requestable or for Control Reports.

To establish a remote printer location (also, see Media Types--RJE on page 11) :

Step 1: Identify and Assign Remote Printers - Users should consider overall report distribution requirements when identifying R*STARS remote printers. If accounting transactions are processed at different locations, remote printers can be established at each location. If a location does not process accounting transactions, but has financial or program managers who are frequent users of R*STARS reports, the location may still desire remote printing. Remote printing locations should be determined based on need for reporting at that location, as well as hardware (printer) and other communications capabilities at each location.

Once remote print locations have been identified, the network identifier for each printer must be determined. This information is required for R*STARS to establish each remote printing location.

Step 2: To set up a new remote printer the following information is required from the agency
1. Agency number
2. Printer Netname (i.e. ET65P035)
3. Printer ID number – 4 digit
4. Printer speed
    a. Low – line printers printing less than 1000 lines per minute and HP laser printers of 8 pages per minute or less
    b. Medium – line printers printing 1000-2000 lines per minute, network laser printers faster than 8 pages per minute
    c. High – line printers faster than 2000 lines per minute and high-speed laser printers attached to a mainframe
5. Agency contact name and telephone number

SFMS will complete a system management request with this information and send to SAMS. SAMS will work directly with the agency to test the new printer. After the printer has been tested, the printer Device ID will be added to production on the D63 Device ID Profile.

The agency can then use this device ID on their 95 Report Distribution Profile.

REMOTE REPORTS

If an agency needs to have remote reports reprinted the following information needs to be sent to the SFMS Report Coordinator:

- The agency number
- The date of the reports that need reprinted.
- The cycle number of the reports that need reprinted.
- The printer NETNAME
- The printer Device ID
- A list of all reports requested to be reprinted.

Helpful Hints for Reading R*STARS Reports

R*STARS reports have several common features that make them easier to read and understand. The features are described below.

- ■ **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.
- ■ **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.
- ■ **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.
- ■ **Column Headings** contain data element names for each detail report column.
- ■ **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.
- ■ **Subtotal and Total lines** are proceeded by an asterisk (*) and contain sums of the financial information presented in the detail lines above.

Definition of terms on reports:

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.

Percent of Year Elapsed: Calculation = Fiscal Month / 12 = % (i.e., 06 (Dec) / 12 = 50% and 07 (Jan) / 12 = 58%)

Suggested SFMS Requestable Report Package

Below is a suggested list of SFMS requestable reports your agency may want to request (some commonly used reports are listed by type, report ID, and title with a suggested frequency). This list is not inclusive of what your agency should request. There is no mandatory list of reports that each agency must request. Order the reports your agency needs to do business. For additional information, see **REQUESTABLE REPORTS INDEX BY CATEGORY** (in this Report Guide) for a complete list of SFMS reports.

For State Archives Retention requirements see OAR 166.Division 300.

Appropriations

SFMS Report ID	SFMS Report Title	Frequency
DAFR7360	Biennial Budget Allocation	Monthly

General Ledger/Fund

SFMS Report ID	SFMS Report Title	Frequency
DAFR6520	Trial Balance by Fund & GL	Monthly
DAFR6610	Agency Operating Statement	Monthly
DAFR6620	Agency Balance Sheet	Monthly
DAFR8650	Trial Balance by Fund/General Ledger	Monthly

Agency Budget

SFMS Report ID	SFMS Report Title	Frequency
DAFR7410	Agency Budget Activity Summary	Monthly
DAFR7640	Agency Budget Control by Org	Monthly
DAFR7650	Agency Budget Control by Program, Fund & Org	Monthly
DAFR7670	Agency Budget Control by Fund, Org & Program	Monthly

Revenue/Expenditure

SFMS Report ID	SFMS Report Title	Frequency
DAFR6510	Expenditure and Revenue Register	Monthly
DAFR6540	Cash Receipts and Cash Disbursements Register	Monthly
	Revenues/Expenditures by:	Monthly
DAFR9200	Fund, Organization, Program, and Object *	
DAFR9210	Fund, Pgm, and Object*	
DAFR9220	Fund, Org, and Object*	
DAFR9230	Program, Org, Fund, and Object*	
DAFR9240	Org, Program, Fund, and Object*	

Encumbrance

SFMS Report ID	SFMS Report Title	Frequency
DAFR7810	Outstanding Encumbrances Aging:	Monthly
DAFR7820	Encumbrances Status	Monthly

Payables/Receivables

SFMS Report ID	SFMS Report Title	Frequency
DAFR7830	Outstanding Payment Voucher Aging	Weekly
DAFR9760	Accounts Receivable Aging Analysis	Weekly
DAFR9790	Accounts Receivable Reconciliation	Monthly

Grants

Agencies not required to use.

Projects

Agencies not required to use.

Other

SFMS Report ID	SFMS Report Title	Frequency
DAFR8200	Weekly Transaction Register	Weekly
DAFR8240	Monthly Transaction Register	Monthly
DAFQA010	Statewide T-Code Listing by G/L Account	Monthly
DAFR3330	Deposit Reconciliation Record Report by Agency	Weekly
DAFR9900	Profile Maintenance Log	Daily

Suggested SFMS Control Report Package

SFMS staff believe DAFR2151, DAFR 3252, DAFR 3321 and DAFR 3651 have value for a high level manager to receive and review daily.   As noted, some reports only generate if there are appropriate transactions.

Depending on agencies specific needs and use of SFMA, there may be other reports that your agency deems valuable.

For internal control purposes it is recommended that agencies segregate duties for delivery and initial review of control report data. For example, the manager that approves warrant generation should not be the recipient of the control reports.

DAFR2151 R*STARS Error Report – recommend agencies receive hard copy of this report.

This report will only generate if there are error transactions.

This control report displays all transactions processed in the previous nightly batch cycle that encountered fatal errors. This report displays the transaction ID, detailed input elements of the transaction, an error code, and error message. The report lists the same error messages you would see on-line. You can use the 90 Help screen to learn more detail about any of these errors just as you would if the error message was displayed on-line. The three digit error codes displayed in this report start with an alphabetic "error type" code. Error Types are: B = batch error-all detail fail; F = financial (fund control) fatal errors-prevent posting; E = data (profile) errors-prevents posting. The hierarchy of errors is: batch, data, and fund.

Payroll, interfaced, and system generated transactions will be entered in batch edit mode '0' or '1'. Any associated errors will be displayed on this report. Agencies, however, will typically perform day to day transaction entry on-line in edit mode '2'. Edit mode '2' transactions will not display on this report as these transactions are edited and posted on-line, not during the nightly batch cycle.

FATAL ERRORS: Indicate that the transaction has been placed on the 530 screen and will require correction and releasing before any further processing will occur. Proper management of these transactions is essential for efficient utilization of R*STARS. The 530 screen should be monitored for transactions with errors on a regular basis, preferably daily. This can be done using the DAFR2151 Error Report or by accessing the 530 screen and looking for batches with an edit mode of '3'. Users often find it more efficient to use the DAFR2151 for identifying batch errors because the 530 screen contains not only those batch input transactions that are in error, but also transactions "holding" for further processing (e.g. vouchers with due dates that have not arrived). Batches with P, E, or F level errors will have an edit mode of '3'.

Errors will only be listed on this report on any day the transaction processes in a batch cycle. Not all transactions on the 530 screen will be on this error report.

DAFR3252 Agency Payment Cancellation Daily Activity Report – recommend agencies receive hard copy of this report.

This report generates only when there is cancelled warrant activity.

This control report displays the actual payment cancellations that were generated as a result of the payment cancellation process by batch agency. Agencies should review this report to ensure their cancellation requests were properly processed.

DAFM324 uses a data extract file created by program DAFM322 to produce control reports for Payment Cancellations. Direct Deposits are reported centrally on report DAFR3251. Warrant cancellations are reported on report DAFR3252

DAFR3321 Deposit Reconciliation Control Report – recommend agencies receive hard copy of this report.

This report generates only when there is deposit reconciliation activity.

This control report displays all deposits which have been successfully reconciled in the previous nightly cycle. For each deposit, this report lists batch agency, account number, deposit, amount, and other key deposit information.

Cash receipt transactions entered into R*STARS which are subject to deposit reconciliation are compared to a nightly bank tape (from Treasury) that includes cash receipts recorded in banks or other financial institutions. When this comparison results in a match by account number, deposit number, and amount, R*STARS generates a deposit "liquidation" transaction and produces this report. Users should review this report to make sure deposits they expect to be reconciled are displayed here.

To monitor unreconciled deposits, users should refer to the requestable report, DAFR3330, the Deposit Reconciliation Record Report. By requesting this report daily for all deposits with a release status of 'N', users can identify unreconciled deposits which need review and resolution. Users can also review deposits in the 12 Manual Deposit Release screen.

DAFR3651 Warrant Register by Agency Report- recommend agencies receive hard copy of this report.

This control report will generate only when warrants are produced.

CONTAINS CONFIDENTIAL DATA
This control report displays warrants produced during the batch cycle. For each warrant, the report lists the appropriated fund, the document number, the fiscal year, the vendor number, name and address, the warrant number, date, and amount. This report is produced by agency, and it is produced for expedite and regular payment processing cycles. This report sorts warrants by payment distribution type and subtotals within payment distribution type by fund.

AGENCY REPORT COORDINATORS

RESPONSIBILITIES

Each agency has designated an Agency Report Coordinator (ARC) for R*STARS and ADPICS.

Security has been given to the Agency Report Coordinators to change, add, and delete records on the 91 Report Request Profile and the 95 Report Distribution Profile.

Below are the responsibilities of the ARCs:

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 that active reports are for valid frequency dates and periods
   Ensure that active report requests are still relevent
   Inactivate of delete obsolete report requests

5. Receiving and distributing reports within agency

Security Issues

Agency Report Coordinators have security to add, change, and delete records in the 91 Report Request Profile and the 95 Report Distribution Profile.

Contact your agency security coordinator or DAS System Security coordinator at SYSTEMS Security * DAS SCD * DAS <Security.SYSTEMS@oregon.gov>, if you have questions regarding your security in the system.

Other Report References

The following references are available for both users and requesters of reports:

Documentation References for Users of Reports

■ R*STARS Reference Guide, Chapter 10

■ R*STARS Data Entry Guide, Chapter 11

Documentation References for Requesters of Reports

■ R*STARS Reference Guide, Chapter 10

■ R*STARS Data Entry Guide, Chapter 6

Purge Criteria

Inactive Accounting Event (INAE) vs. Active Accounting Event (AE)

Data that is older than the last two closed months will be moved to the INAE once a month the second Sunday after month end close.

This affects all reports that use the AE Table. Agencies need to be aware that on the month end close Friday the indicator on the 97 System Management Profile will be switched to a "Y" to allow agencies to order reports that will include data from the AE and INAE Tables.

Depending on when you order your reports that run off the AE and INAE Tables, the information contained in the report may not be correct if not ordered on the day the INAE indicator is switched to "Y."

The Report Guide specifications for each report indicate Inactive Accounting Event Table as well as the Accounting Event Table. There is a note beside the INAE stating that it will only be valid on the day the 97 profile INAE indicator is flipped to "Y."

Accounting Event Inactivation Criteria:

Following is the current AE record inactivation criteria. The AE record will NOT be moved to the INAE if:

1. Warrant-writing indicator is not blank and warrant has not been written.
2. Fiscal Month is not closed on the TB_SYSTEM_MGMT (97) table.
3. Any transaction from the same batch is still on the IT file (530 screen).
4. Batch is to be deactivated because of duplicate AE-IAE Query
5. Any transaction from the same batch is still on the TB_POSTING_DRIVER (PD)
6. CUR_DOC_NO is on the TB_DOCUMENT (DF) table and is open, or has been closed less than two closed months plus current open month.
7. CL_REF_DOC_NO is still on the TB_DOCUMENT (DF) table and is open, or has been closed less than two closed month's plus current open month.

If none of the above conditions exists, the records will move to the Inactive AE Table based on the number of months set in the D30. The D30 is set to retain 2 closed months and any open month(s) in the active AE. Everything older goes to the Inactive AE.

Report Limitation

R*STARS sets limits to prevent access to closed fiscal year data on a regular basis as it pertains to requestable reports.   The establishment of a statewide "default" allows requestable data for two closed fiscal years.

We recognize that the 2-year limitation may not meet everyone's needs. To accommodate reporting requirements that do **not** fall within the statewide default parameters, R*STARS has the capability to handle exceptions down to the agency/report specific level.   This allows us the flexibility to ensure the modifications continue to provide a benefit without becoming a hindrance.

Form D54 is used to request the establishment of a D54 System Parameters profile for this purpose.   This profile is centrally controlled and allows us to grant agency exceptions on a report specific basis, as needed.

Agencies should review their current report request profiles to confirm if the request is still valid. Any found to be no longer required should either be inactivated (status changed to 'I'), or deleted.

If an agency determines that a report(s) is required for more than the 2 year statewide default, form D54 should be submitted to SFMS Operations, allowing 5 working days for processing. Once the profile request has been reviewed, approved, and added to the system, SFMS staff will notify the initiator.

Exception requests will be granted using the following criteria:
• Not allowing the request will cause a business hardship
• Requested data is not readily available from other sources
• Data is needed on a one-time or temporary basis
This list is not all-inclusive. Your unique agency needs will be reviewed. Questions may be directed towards your SFMS agency Support Analyst.

Impacts:
Reports requiring an 'Appropriation Year', 'Period', 'Fiscal Year' or 'Date Range' as dictated on the D64 Report ID profile falls under these new edits.   This primarily applies to requestable reports.

Examples of reports **not subject** include Profile listings (DAFQ%%%0), Control reports, and the DAFR9900. If an appropriation year is entered, the request becomes subject to the limits.

Process:
Allowable years are calculated by first looking to the 97 System Management Profile 'Last Closed Year' field, then subtracting the number of years on the D02 Agency Profile 'Control Indicator 1' field (the default is 1 year).   This calculation indicates which fiscal/appropriation years are allowed for a particular agency.   *NOTE: editing occurs against the 91 Report Request Agency, not the Special Select agency or agency group.*

If the request fails at this point, a final edit occurs to allow selection of data older than allowed by the 97/D02 combination by using the D54 RPTL profile, specific to an agency and report for a designated number of years.   The number of years requested on the exception will be subtracted from the last closed month on the 97 profile. The calculation is done on either the D02 Agency Profile or the D54 RPTL table exception, not on both.

For example to request DAFR6610 for FY 2007:
• 97 System Mgmt Profile 'Last Closed Year' = 11 (2011)
• D02 Agency Profile for Agency 107 = 1 (year)
• 91 Report request profile, Agency 107, DAFR6610 = FY 2007

The system calculates allowable years:
1) 2011 (97 profile)

2) Subtract 1 year (D02 profile)
• Data 2010 to current is allowed
  The report request does not fall within the allowable parameters; proceed to step 3:

3) Active D54 profile Agency 107, Report DAFR6610?
   a) NO: fatal error '807 Request Year Not Authorized'
      • Request an exception D54 RPTL, Agy 107, DAFR6610 = 03 (years)
   b) YES: proceed to step 4

4) Subtract 3 years (D54 profile)
• Data 2007 to current is allowed
  The report request is saved successfully.