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Topics discussed in this section include the following:

- Month 13
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 - 97 Profile 10-3
 - Month End Closes During Month 13 10-4
 - Setting 25 Profile(s) for Requesting Reports for Month 13 10-5
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Overview

- This chapter has been written to alleviate any confusion that agencies may have during Month 13 in regards to requesting reports.
- This chapter will illustrate what will happen for Fiscal Year 2000 which will close on September 1, 2000.
- This chapter will hopefully also answer agencies questions on what happens during August and September when M13, M01, and M02 are all open at the same time, what to do when Month 13 closes, how to request reports during this time to get the correct month's data, and what profiles agencies need to change, etc.
- Month 13 is a period of time used by agencies to make YEC adjustments. Excluding adjustments to cash received June 30 or prior; agencies are NOT to do any cash transactions. Month 13 transactions are entered with an effective date of 6/31/XX (a system date designated for YEC).

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97 Profile

The 97 System Management Profile displays the current FY, FM, AY, etc. in SFMS. *On Month End Close, SFMS changes the Last Closed Month indicator after 5:00 p.m. During the week before the close, agencies are reminded that Month XX is closing. Agencies also need to set their 25 Profile's Last Month Closed and request reports (especially those that run from the Inactive Accounting Event Table because that table is only accessible during Month End Close).*

S097 VER 2.0	STATE OF OREGON	09/14/98 02:15 PM
LINK TO:	SYSTEM MANAGEMENT PROFILE	ACPT
CURRENT INDICATORS-	CONTROL INDICATORS -	NEXT DIR DEP SEQ NO: 0000191
FISCAL YEAR: 99 MONTH: 03 AY: 99		NEXT AVAILABLE WARRANT NO: 114015335
EFF DATE: 09141998		LABOR DISTRIBUTION RUN: N
PRIOR EFF DATE: 09111998		LABOR DISTRIBUTION PAY DATE:
TIME: 1200		YEAR END CLOSING RUN: N
LAST CLOSED-		NEW YEAR INITIALIZATION: N
FISCAL YEAR: 98 MONTH: 01		COST ALLOCATION RUN: N
REPORTING INDICATORS-		GRANT/PROJ BILLING RUN: N
WEEK: N YEAR: N INAE: N		RECURRING TRANS RUN: Y
MONTH: N QUARTER: N		FIXED ASSET DEPRECIATION RUN: N
ADVANCE PAYMENT DAYS-		FIXED ASSET SUSPENSE RECONC: N
WARR/CHK: 00 DIR DEP: 00		FIXED ASSET SUSPENSE POST: N
BACKUP WITHHOLDING PCT: 00.31		TAX OFFSET RUN: N
NEXT AVAIL ARCH REF NO (XMITL)	CURR: 99 000001	PRIOR: 98 000001
NEXT AVAIL ARCH REF NO (NON-XMITL)	CURR: 99 A00001	PRIOR: 98 A00001
-----PROCESSING CYCLE INFORMATION-----		BATCH RESTORE
CURRENT: DATE: 09141998	TIME: 18:59	CYCLE: 1789
	INDICATOR (Y/N):	N
PRIOR: DATE: 09111998	TIME: 18:58	CYCLE: 1788
	ONLINE AVAILABLE:	Y

This profile displays a lot of information but in relation to reporting, it tells us:

- 1) The Fiscal Year = 1999; the Month = 03 (Sept); and the Appropriation Year = 99
- 2) The Current Effective Date (today's date) = Sept 14, 1998
- 3) The Prior Effective Date = Sept 11, 1998. This date will reflect the prior working day (yesterday's date, Friday's date, or the day before the holiday).
- 4) The Last Closed Fiscal Year = 1998
- 5) The Last Closed Fiscal Month = 01 (July)

The Last Closed Fiscal Year and Month do not correlate. View them separately as

 - a) Last Closed Fiscal Year; and b) Last Closed Fiscal Month within the current FY. In the example above, the Last Closed Month = 01 which is July (the first month of FY99), but the Last Closed Fiscal Year = 98, correctly reflecting that FY98 was the last fiscal year that was closed since FY99 is the current fiscal year.
- 6) Reporting Indicators: WEEKLY, MONTHLY, QUARTERLY, or ANNUALLY. When these indicators are flipped to a "Y" they will produce reports if the 91 profile Frequency Control = "S" and the Frequency = "MONTHLY" (for example). The INAE indicator is flipped to a "Y" on Month End Close only which means reports that run from the Accounting Event and Inactive Accounting Event Tables will contain all data

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at this time. When INAE = "N", only the three most current months of data on the Accounting Event table will appear on reports. (See Intro of Report Guide for Purge Criteria on page 1-34.)

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Month End Closes during M13

What happens during August?

- Month 12 (June) closed on July 14, 2000.
- Month 13 is open until September 1, 2000 for agencies to make YEC adjustments.
- Month 01 Fiscal Year 01 (July 2000) is open until September 15, 2000.
- Month 02 Fiscal Year 01 (August 2000) is open until September 29, 2000.
- Cost allocation for the July CA1 is run in August.
- No INAE runs are scheduled in August. (Based on specific criteria, the INAE program moves records from the Accounting Event table to the Inactive Accounting Event Table.)

2. What happens during September?

- Month 13 closes on September 1, 2000.
- Month 01 Fiscal Year 01 (July 2000) is open until September 15, 2000.
- Month 02 Fiscal Year 01 (August 2000) is open until September 29, 2000. After this time, the EOM schedule is back on track.
- Month 03 Fiscal Year 01 (September 2000) is open.
- Cost allocation for the CA2 July Run, CA1 August, and CA1 Sept is run in September.
- INAE is scheduled on September 10, 2000.

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Setting 25 Profile(s) for Requesting Reports for Month 13

When closing Month 13, both the current FY and old FY 25 Profiles needs to be changed. Since we will already be in the new fiscal year (FY01) when we close the old fiscal year (FY00), agencies need to set both their FY00 AND FY01 25 Profiles. Also, the FY00 25 profile needs to be closed, so agencies need to change the Last Closed Month to '13.'

Settings for FY01 25 Profile (to request reports):

Settings:

1. FY = 01
2. Reporting Ind.: Set 'Monthly' to 'Y' (only if the report request Frequency Control = 'A' on the 91 profile. Set the reporting indicator on the CURRENT fiscal year's 25 profile, e.g., FY01, not the old fiscal year.
3. Last Month Closed = 00 (since FY00 M13 is closed, FY01 Last Month Closed will get Month 13 reports.)

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S025 VER 2.0                STATE OF OREGON                09/03/98 02:01 PM
LINK TO:                    AGENCY CONTROL PROFILE        ACPT
      AGENCY: 107          FISCAL YEAR: 01
      COST          RUN IND:      RUN TYPE:          NO STEPS:      LAST STEP:
      ALLOCATION-   CA BY IDX:      CA BY PROJ:      CA BY GRANT:      CA POST:
      CA RANGE FROM:  TO:          CA TYPES:
      BILLING DEF-  IDX:          PCA:          EXP COMP/AGY OBJ:
      DEFAULT-    IDX:          PCA:          REV COMP/AGY OBJ:
      REPORTING INDS- WEEK: N  MONTH: 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:          CAPTURE:
      AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)
      LAST MONTH CLOSED: 00          AGY BUD BY ORG IND: N  (Y OR N)
      AE LAST MONTH/YEAR PURGED:          AGY BUD BY PGM IND: Y  (Y OR N)
      REPORTING MONTH/YR: 06 94          LABOR RUN IND: N  (Y,N OR A)
      INTEREST CALC RUN/MONTH: N          COLLECTION TRANSFER RUN: N  (Y OR N)
      GRANT/PROJ BILLING RUN: N          SGL ORG LVL IND: 1  STATUS CODE: A
      EFF START DATE: 03011994  EFF END DATE:          LAST PROC DATE: 09031998
Z06 RECORD SUCCESSFULLY RECALLED

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Settings for Closing FY00 25 Profile:

1. FY = 00
2. Keep 'Monthly' indicator on FY00 set to 'N'. It will not produce reports because the current fiscal year is '01, and the report program looks to the current fiscal year's 25 Profile for producing reports.
3. Last Month Closed indicator=13. Setting this indicator closes the 25 Profile for the old FY.

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S025 VER 2.0                STATE OF OREGON                09/03/98 01:59 PM
LINK TO:                    AGENCY CONTROL PROFILE                ACPT
AGENCY: 107      FISCAL YEAR: 00
COST      RUN IND:      RUN TYPE:      NO STEPS:      LAST STEP:
ALLOCATION- CA BY IDX:      CA BY PROJ:      CA BY GRANT:      CA POST:
CA RANGE FROM:      TO:      CA TYPES:
BILLING DEF-  IDX:      PCA:      EXP COMP/AGY OBJ:
DEFAULT-  IDX:      PCA:      REV COMP/AGY OBJ:
REPORTING INDS- WEEK: N MONTH: N QUARTER: N YEAR: N
DOCUMENT MATCH LEVEL INDICATORS - PRE ENC: 1 ENC: 1 NON-ENC: 1
REDUCE AGENCY BUDGET INDICATORS - PRE-ENC: N ENC: Y (Y OR N)
COMP OBJ REQD ON D11: Y
FIXED ASSET - IND: N THRESHOLDS - CAP:      INV:      CAPTURE:
AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)
LAST MONTH CLOSED: 13      AGY BUD BY ORG IND: N      (Y OR N)
AE LAST MONTH/YEAR PURGED:      AGY BUD BY PGM IND: Y      (Y OR N)
REPORTING MONTH/YR: 06 94      LABOR RUN IND: N      (Y,N OR A)
INTEREST CALC RUN/MONTH: N      COLLECTION TRANSFER RUN: N      (Y OR N)
GRANT/PROJ BILLING RUN: N      SGL ORG LVL IND: 1      STATUS CODE: A
EFF START DATE: 03011994      EFF END DATE:      LAST PROC DATE: 09011998
Z06 RECORD SUCCESSFULLY RECALLED

```

At the time agencies are setting their 25 profiles, the 97 Profile will be changed also by SFMS staff. When closing M13, the Last Closed Fiscal Year is changed and the Last Closed Month is changed to '00' (the profile will not allow 13).

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S097 VER 2.0                STATE OF OREGON                09/03/98 02:15 PM
LINK TO:                    SYSTEM MANAGEMENT PROFILE                ACPT
CONTROL INDICATORS -      NEXT DIR DEP SEQ NO: 0000191
CURRENT INDICATORS-      NEXT AVAILABLE WARRANT NO: 114015335
FISCAL YEAR: 01 MONTH: 03 AY: 01      LABOR DISTRIBUTION RUN: N
EFF DATE: 09012000      LABOR DISTRIBUTION PAY DATE:
PRIOR EFF DATE: 08312000      YEAR END CLOSING RUN: N
TIME: 1200      NEW YEAR INITIALIZATION: N
LAST CLOSED-      COST ALLOCATION RUN: N
FISCAL YEAR: 00 MONTH: 00      GRANT/PROJ BILLING RUN: N
REPORTING INDICATORS-      RECURRING TRANS RUN: Y
WEEK: Y      YEAR: Y      INAE: Y      FIXED ASSET DEPRECIATION RUN: N
MONTH: Y QUARTER: Y      FIXED ASSET SUSPENSE RECONC: N
ADVANCE PAYMENT DAYS-      FIXED ASSET SUSPENSE POST: N
WARR/CHK: 00      DIR DEP: 00      TAX OFFSET RUN: N
BACKUP WITHHOLDING PCT: 00.31      MAX CHG TRANS: 01000
NEXT AVAIL ARCH REF NO (XMITL)      CURR: 99 000001      PRIOR: 98 000001
NEXT AVAIL ARCH REF NO (NON-XMITL)      CURR: 99 A00001      PRIOR: 98 A00001

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-----PROCESSING CYCLE INFORMATION-----	BATCH RESTORE
CURRENT: DATE: 09031998 TIME: 18:59 CYCLE: 1789	INDICATOR (Y/N): N
PRIOR: DATE: 09021998 TIME: 18:58 CYCLE: 1788	ONLINE AVAILABLE: Y

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Requesting Reports

The following table shows the month that will be selected for each Period CC, CM, and PM when Month 13, July, and August are closed.

Month	Closing Date	CC	CM	PM
Month 13	September 1, 2000			
		M13	M03	M02
Month 01 (July)	September 15, 2000			
		M01	M03	M02
Month 02 (August)	September 29, 2000			
		M02	M03	M02

NOTE: If agency closes a month early (on their 25 profile), the below Periods may not produce the same results since multiple months are open at the same time during this time.

Because there are multiple fiscal months open during this time frame, report requests with “PM” (for example) may not produce the information needed. Just remember when requesting reports to check the 97 System Management Profile. Below is an explanation of the Periods (for more information see the Intro Section 1-14 – 1-15):

“PM” = Prior Month - PM includes prior month activity. (See the 97 Profile Current Indicators and PM is the month prior to the Current Fiscal Month). On Friday, September 15, 2000 (which is EOM for July), a report request with “PM” will produce a report for August, NOT July. A request with “CC” will generate a report for July since July closes on September 15, 2000.

“CM” = Current Month - CM includes current month activity. (See the 97 Profile Current Fiscal Month.)

“CC” = Last Closed Month - Month End Close occurs between the 2nd or 3rd Friday of every month. Period 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.)

NOTE: 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.

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If you enter a report request with a specific numeric month, enter the numeric *fiscal month* '01' thru '13' (i.e., need July 2000 data--request Period 01, FY 01). The FY field must be filled in also when requesting a specific month.