

## TIPS & TECHNIQUES

### A SFMS Desk Manual

R\*STARS: OTHE.3

Revised: 10/30/2015

## CALENDAR 2016 CLOSING SCHEDULES

### GENERAL

Every attempt will be made to adhere to these schedules but unplanned circumstances may require these schedules to be altered. Any deviation from these schedules will be communicated immediately to all agencies. ATTACHMENT 1 contains the statewide month-end closing dates. ATTACHMENT 2 contains the schedule for cost allocation runs. ATTACHMENT 3 contains the Accounting Event inactivation dates.

### STATEWIDE MONTH END SCHEDULE

SFMS allows agencies to close earlier than the prescribed statewide schedule. If agencies select an earlier close than the statewide schedule, they should understand the implications in making this decision.

- Reports are only available to request at week-end
- The inactive accounting event table (INAE) is only open at month-end close

### COST ALLOCATION SCHEDULE

The process is such that agencies are required to have a "proof" run which produces a report showing the expected outcomes of their cost allocation process but does not actually post the transactions. This allows corrections to be made before the actual posting run. Regardless of whether an agency needs a "proof" run or wants to post transactions, the flag set on the System Management Profile (97) allows the cost allocation process to occur.

There will be one cost allocation posting per month – one week after OSPA Post has been updated on the SFMA datamart. During this week, the indicator will be set so agencies can run two proofs before posting the transactions. Periodically there may be exceptions in the cost allocation schedule due to special events, Month 13 closing, and occasional conflicts in the regular month end closing.

### INACTIVE ACCOUNTING EVENT

Data that is older than the last two closed months is moved to the INAE once a month on a Sunday, usually one week end after month end close.

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

The Report Guide specifications for each report include Inactive Accounting Event Table (along with 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 set to "Y."

Accounting Event 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 and suffix 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 and suffix is still on the TB\_DOCUMENT (DF) table and is open, or has been closed less than two closed months 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 Purge Criteria Profile. The D30 is set to retain records on the AE for the current and two prior closed months. Older records not meeting the activation criteria will be moved from the AE to the INAE.

**REPORTS**

There are two major types of reports. (For detailed information on Control and Requestable reports, please refer to the R\*STARS Report Guide at <http://www.oregon.gov/DAS/Financial/AcctgSys/Pages/reportguide.aspx>)

Requestable Reports:

Requestable reports include financial reports, profile listings, and extracts. Requestable reports are scheduled to run after the last cycle of the week. Usually the last cycle of the week runs Friday.

If an agency has the need to request reports for multiple agencies, the Statewide Reporting Indicator on the Security Profile (96A) would need to be set to "Y". To change the 96A, the agency's security contact person would have to email the change request to the Dept of Administrative Services/ Policy Offices/ CFO/SARS. Email address is: [security.systems@das.state.or.us](mailto:security.systems@das.state.or.us).

Also, SFMS Service Request # 706 set limits on the number of years worth of data which can be requested. It established a statewide "default" of 2 years. Each agency's Agency Profile (D02) has their agencies default in the Control Inds-1 field. For agencies that need more years worth of data, a D54 form must be submitted for each specific report that needs an exception. (See Report Guide Introduction 1-35 for further details.) D54 forms approved by SFMS Operations will be used to establish a new profile on the Systems Parameters Profile (D54) under Table ID "RPTL". A profile is established for each agency for each report number that agency has an exception for. The Reference Data field indicates the number of years worth of data which will be used for that specific report (Key 2 field).

The 91 Report Request Profile enables the agencies to request and customize reports based on the options available on the D64 Report Control Profile (and within the limits of Service Request # 706 above). The Frequency for the report on the 91 Report Request Profile may be set to a specific date or to 'WEEKLY'. If a specific day is designated, the Frequency date must be greater than the previous week's last cycle run date and less than or equal to the current week's last cycle run date. If a frequency date is used that is within the current week, the report will generate with the next scheduled report run.

The 'A' Frequency Control value on the 91 Report Request Profile designates the 25 Agency Control Profile will control the generation of the report via the setting of the Agency Control Reporting Indicators. Agencies need to set the Reporting Indicators (e.g., WEEKLY, MONTHLY, QUARTERLY, or ANNUALLY) to "Y" to produce a report.

The 'S' Frequency Control value designates that the 97 System Management Profile will control if the report will print. SFMS Operations sets the Monthly, Quarterly, and Yearly Reporting Indicators to 'Y' when applicable, otherwise only the WEEKLY Reporting Indicator is set to 'Y' on the last cycle of the week.

Requestable reports will be distributed to agencies on the first workday following the last cycle's run date.

Control Reports:

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 91 Report Request Profiles to be set up. Control Reports do require a 95 Report Distribution Profile to be set up. All agencies need to set up a 95 Report Distribution Profile for microfiche copies of their Control Reports unless they have requested and been granted distribution on CD instead. Hard copy, remote printing, and electronic options are also available.

ATTACHMENT 1

**STATEWIDE MONTHLY CLOSING DATES**

<b>FISCAL MONTH-END</b>	<b>MONTH-END CLOSE DATE</b>
DEC, '15	FRIDAY, JAN 15, '16
JAN, '16	FRIDAY, FEB 12, '16
FEB, '16	FRIDAY, MAR 18, '16
MAR, '16	FRIDAY, APR 15, '16
APR, '16	FRIDAY, MAY 13, '16
MAY, '16	FRIDAY, JUN 17, '16
JUN, '16	FRIDAY, JUL 15, '16
M13, '16	FRIDAY, AUG 12, '16
JUL, '16	FRIDAY, SEP 02, '16
AUG, '16	FRIDAY, SEP 23, '16
SEP, '16	FRIDAY, OCT 14, '16
OCT, '16	FRIDAY, NOV 18, '16
NOV, '16	FRIDAY, DEC 16, '16
DEC, '16	FRIDAY, JAN 13, '17

ATTACHMENT 2

**COST ALLOCATION RUN DATES**

FISCAL MONTH-END	COST ALLOCATION RUN DATES		
DEC, '15	<b>CA RUN</b> PROOF RUN #1 - TUE JAN 05, '16 PROOF RUN #2 - THU JAN 07, '16 POST RUN - FRI JAN 08, '16		
JAN, '16	<b>CA RUN</b> PROOF RUN #1 - TUE FEB 02, '16 PROOF RUN #2 - THU FEB 04, '16 POST RUN - FRI FEB 05, '16		
FEB, '16	<b>CA RUN</b> PROOF RUN #1 - TUE MAR 08 '16 PROOF RUN #2 - THU MAR 10, '16 POST RUN - FRI MAR 11, '16		
MAR, '16	<b>CA RUN</b> PROOF RUN #1 - TUE APR 05, '16 PROOF RUN #2 - THU APR 07, '16 POST RUN - FRI APR 08, '16		
APR, '16	<b>CA RUN</b> PROOF RUN #1 - TUE MAY 03, '16 PROOF RUN #2 - THU MAY 05, '16 POST RUN - FRI MAY 06, '16		
MAY, '16	<b>CA RUN</b> PROOF RUN #1 - TUE JUN 07, '16 PROOF RUN #2 - THU JUN 09, '16 POST RUN - FRI JUN 10, '16		

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FISCAL MONTH-END	COST ALLOCATION RUN DATES		
JUN, '16	<u>CA RUN</u> PROOF RUN #1 - TUE JUL 05, '16 PROOF RUN #2 - THU JUL 07, '16 POST RUN - FRI JUL 08, '16		
JUL, '16	<u>CA RUN</u> PROOF RUN #1 - TUE AUG 23, '16 PROOF RUN #2 - THU AUG 25, '16 POST RUN - FRI AUG 26, '16		
AUG, '16	<u>CA RUN</u> PROOF RUN #1 - TUE SEP 13, '16 PROOF RUN #2 - THU SEP 15, '16 POST RUN - FRI SEP 16, '16		
SEP, '16	<u>CA RUN</u> PROOF RUN #1 - TUE OCT 04, '16 PROOF RUN #2 - THU OCT 06, '16 POST RUN - FRI OCT 07, '16		
OCT, '16	<u>CA RUN</u> PROOF RUN #1 - TUE NOV 08, '16 PROOF RUN #2 - WED NOV 09, '16 POST RUN - THU NOV 10, '16		
NOV, '16	<u>CA RUN</u> PROOF RUN #1 - TUE DEC 06, '16 PROOF RUN #2 - THU DEC 08, '16 POST RUN - FRI DEC 09, '16		
DEC, '16	<u>CA RUN</u> PROOF RUN #1 - TUE JAN 03, '17 PROOF RUN #2 - THU JAN 05, '17 POST RUN - FRI JAN 06, '17		

ATTACHMENT 3

**ACCOUNTING EVENT TABLE  
STATEWIDE MONTHLY INACTIVATION SCHEDULE**

<b>ACCOUNTING MONTH SCHEDULED TO BE PLACED IN THE INACTIVE ACCOUNTING EVENT TABLE</b>	<b>INACTIVATION RUN DATE</b>
OCT, '15	SUNDAY, JAN 24, '16
NOV, '15	SUNDAY, FEB 21, '16
DEC, '15	SUNDAY, MAR 27, '16
JAN, '16	SUNDAY, APR 17, '16
FEB, '16	SUNDAY, MAY 22, '16
MAR, '16	SUNDAY, JUN 26, '16
APR, '16	SUNDAY, JUL 24, '16
MAY, '16	SUNDAY, AUG 21, '16
JUN, '16	SUNDAY, SEP 11, '16
M13, '16	SUNDAY, OCT 02, '16
JUL, '16	SUNDAY, OCT 23, '16
AUG, '16	SUNDAY, NOV 27, '16
SEP, '16	SUNDAY, DEC 18, '16
OCT, '16	SUNDAY, JAN 22, '17