

# TIPS & TECHNIQUES

## SFMS Desk Manual

R\*STARS: PROF.2  
Revised: 04/16/19

### DAFM355 CREATE NEW YEAR PROFILES

#### Overview

The DAFM355 *Create New Year Profiles* program runs in the last quarter of each biennium to create selected profiles for the next biennium that begins on July 1. SFMS will run DAFM355 on Wednesday, **April 17, 2019**. Creating new profiles for the next biennium is the first step in preparing R\*STARS for closing the current biennium. The program mirrors existing profiles that meet specific criteria and rolls these profiles over to the new appropriation year and fiscal years. The program does not create new profiles for Capital Construction appropriated funds 3020, 4020, 6020 and 8020.

#### Accounting Structure Profiles

Agencies identify changes needed for the new biennium and are responsible for establishing the necessary structure for the agency.

- Agencies work with DAS Statewide Audit and Budget Reporting to create and maintain appropriation and program structure profiles.
- DAS Statewide Financial Management Services may work with agencies to review profiles when program structures change.

DAFM355 creates new profiles for the following:

AY Profiles		Maintained By
20	Appropriation Number	DAS SABRS
21	Index/PCA Relationship	Agency
22	Cost Allocation	Agency
24	Index Code	Agency
26	Program Cost Account	Agency
82	Comptroller Relationship Edit	Agency
D03	Organization Code	Agency
D04	Program Code	DAS SABRS
D09	Comptroller Source/Group	DAS SFMS
D10	Comptroller Object	DAS SFMS
D11	Agency Object	Agency

FY Profiles		Maintained By
D23	Fund	DAS SFMS
D67	GL Tables Control	DAS SFMS
D73	Cash Fund	DAS SFMS

Please note there are other profiles that agencies may need to create or modify to prepare for the new biennium. This desk manual focuses only on those profiles that are included in the DAFM355 program.

## Program Details

The program creates a new appropriation year and fiscal year profile if the following settings exist:

- The AY or FY is equal to the 97 System Management Profile's current AY or FY.
- The status code is "A", active.
- The Effective End Date is blank or greater than the 97 System Management Profile's current FY.

If a profile meets the criteria as stated above, the following will occur:

*For AY profiles:*

- One new record is created.
- AY for the new record is the new AY.
- The Effective Start Date of the new record is July 1 of the new FY.
- For the **20 Appropriation Number** profile, the Effective End Date for the new record is increased by two years. For most 20 profiles, the end date is December 31.
- For all other AY profile records, if the Effective End Date is blank, it remains blank. If it includes a date greater than the 97 System Management Profile's current FY, it is increased in the new record by 3 years.

*For FY profiles:*

- Two new records are created.
- The FY will equal the new FY for the first record and the subsequent FY for the second record.
- The Effective Start Date of each profile will be July 1 of the new FY.
- If the Effective End Date is blank, it will remain blank.

Please refer to the end of this desk manual for additional examples.

## Agency Responsibilities

Accounting structures may remain the same, need minor modifications or require substantial changes. Agencies review their accounting profiles and submit documentation to SABRS and SFMS as necessary to establish program structure changes.

**Agencies must not modify existing profile data elements after a transaction posts to the financial tables.** Changes to existing profile data elements cause mismatch errors for additional transaction entries. Contact your SFMS Agency Analyst for assistance.

Follow the guidelines below for DAFM355 profiles depending on the agency structure changes.

- Before the program runs, ensure necessary profiles are active and have appropriate Effective End Dates to generate new profiles.
- **If balances exist in any profile structure, agencies must allow DAFM355 to create the new profile.** The new profile is necessary for adjusting transactions after July 1.
- If balances do not exist in a current profile structure, inactivate or enter an Effective End Date to prevent creation of a new profile. If you inactivate or modify a current year profile to not roll forward, **remember to return the profile to the original status after DAFM355 runs** so you may continue to process current year transactions using the profile.

- Before using the new profiles, review and make modifications as necessary. Remember to update appropriation numbers on 26 PCA or 24 Index profiles if needed. Submit appropriate forms to SFMS for any requested modifications to D73 Cash Fund profiles.
- After the program runs, establish new profiles. Submit appropriate forms for SFMS to set up D23 Fund and D73 Cash Fund profiles.

Please remember to review other agency-specific profiles that are not included in the DAFM355 to ensure your agency is ready for the new biennium starting July 1. If your agency has questions, please contact your SFMS Agency Analyst.

## DAFM355 Examples

The following examples are provided to assist in understanding the selection criteria of DAFM355.

### Current Conditions as indicated on the 97 System Management Profile:

- FY = 2019
- AY = 2019

### FY Profiles:

#### **FY Example #1**

FY18 profile with an Effective End Date that is blank or greater than the last day of the Current Fiscal Year and Status is 'A'.

- Does the FY equal the 97 profile's Current Fiscal Year? **No**
- Is the Status 'A'? **Yes**
- Is the Effective End Date blank or greater than the last day of the 97 profile's Current Fiscal Year? **Yes**

#### **Then:**

DAFM355 will not create a new profile.

#### **FY Example #2**

FY19 profile with an Effective End Date is blank or greater than the last day of the Current Fiscal Year and Status is 'A'.

- Does the FY equal the 97 profile's Current Fiscal Year? **Yes**
- Is the Status 'A'? **Yes**
- Is the Effective End Date blank or greater than the last day of the 97 profile's Current Fiscal Year? **Yes**

#### **Then:**

DAFM355 will create two records for this FY profile.

- A new profile record is created for FY20 (FY19 + 1).
- A new profile record is created for FY21 (FY19 + 2).
- Effective Start Date will be 07012019.
- If the Effective End Date is blank on the old record, it will be blank on the new record.

### AY Profiles:

#### **AY Example #1**

AY19 20 Appropriation Number Profile with an Effective End Date of 12312019 and Status is 'A'.

- Does the AY equal the **97** profile's Current Fiscal Year? **Yes**
- Is the Status 'A'? **Yes**
- Is the Effective End Date blank or greater than the last day of the **97** profile's Current Fiscal Year? **Yes**

**Then:**

DAFM355 will create one new profile record.

- For AY21 (AY19 + 2).
- Effective Start Date will be 07012019.
- Effective End Date will be 12312021.

**AY Example #2**

AY19 Profile (excluding 20 Appropriation Number profile) with an Effective End Date that is blank and Status is 'A'.

- Does the AY equal the **97** profile's Current Fiscal Year? **Yes**
- Is the Status 'A'? **Yes**
- Is the Effective End Date blank or greater than the last day of the **97** profile's Current Fiscal Year? **Yes**

**Then:**

DAFM355 will create one new profile record.

- For AY21 (AY19 + 2).
- Effective Start Date will be 07012019.
- If the Effective End Date is blank, it will be blank on the new record. Otherwise, it will increase by 3 years on the new record.