



R*STARS Report Training

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Reports Overview

- ❖ R*STARS Report Guide
 - ❖ Types of Reports
 - ❖ D64 - Report Profile
 - ❖ 91 Screen - Report Request
 - ❖ 95 Screen - Report Distribution
 - ❖ R*Stars vs Datamart
 - ❖ Report Limitations
 - ❖ Additional Information

R*Stars Report Guide

- ❖ R*stars Report Guide

- ❖ <http://www.Oregon.gov/das/Financial/Acctgsys/Pages/reportguide.aspx>

- ❖ Great source of information

- ❖ Reports are listed several ways

- ❖ Ability to filter and sort list of requestable reports

4 Types of Reports

- ❖ Profile Reports
- ❖ Extracts
- ❖ Agency Requested Reports
- ❖ Control Reports

Profile Reports

- ❖ Purpose: Listings of current data on R*STARS Profiles
 - ❖ Ordered through the 91 Screen
- ❖ If the profile is AY driven, you can limit it to a specific AY
- ❖ Selects both active and inactive profiles
- ❖ Report ID format
 - ❖ DAFQ
 - ❖ On-line Screen Number (D11)
 - ❖ 0 (zero)

Profile Reports

- ❖ Can be requested any day
 - ❖ Must use specific date as the 'FREQUENCY' in mmddyyyy format
- ❖ Status Code automatically changes to 'X' after processing

Extract Reports

- ❖ Purpose: A data dump to an agency specified file so the agency can load to a platform outside of R*Stars for internal report manipulation
- ❖ Data is written to a file for extraction
- ❖ Data must be extracted to a file before the next nightly batch cycle to prevent data from being overwritten

Extract Reports

- ❖ Will pull transactions by APPROVAL DATE if frequency = 'CM' or 'PM'
- ❖ Will pull transactions for the previous week if frequency = 'WEEKLY'
- ❖ Will pull transactions for current or prior calendar month if frequency = 'MONTHLY'
- ❖ Other request options can cause extract reports to become unstable
- ❖ Section 6 in Report Guide

D64 Report Control Profile

- ❖ Available report options for 91 and 95 profiles
- ❖ Report ID - 8 Character DAFR####
- ❖ Requestable Ind
- ❖ Print Remote Ind
- ❖ Interval Options
- ❖ Timeframe
- ❖ Frequency
- ❖ Level Options
- ❖ Special Selects

D64 Report Control Profile

► SCREEN SHOT - DAFR 2151

SD64 UC: 02
LINK TO: _____

STATE OF OREGON
REPORT CONTROL PROFILE

06/12/19 12:43 PM
PROD

REPORT ID: DAFR2151 ERROR REPORT

REQUESTABLE IND: 0 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)

PRINT REMOTE IND: Y (Y=YES, N=NO) PRINTER TYPE: H (L=LOW, M=MEDIUM, H=HIGH)

INTERVAL OPTIONS (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED) -

TIMEFRAME - AP YEAR: N PERIOD: N RANGE: N AS OF: N (Y=YES, N=NO)

FREQUENCY - MMDDYY: N DAILY: R WEEKLY: N MONTHLY: N QUARTERLY: N ANNUALLY: N

LEVEL OPTIONS (N=NOT ALLOWED OR LOW AND HIGH VALUE ALLOWED) -

LOW - ORG: N PROGRAM: N OBJECT: N FUND: N NACUBO FUND: N GL ACCT: N

HIGH - ORG: N PROGRAM: N OBJECT: N FUND: N NACUBO FUND: N GL ACCT: N

SPECIAL SELECTS (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED) -

AGENCY GROUP: N AGENCY: N ORG CODE: N

PROGRAM CODE: N NACUBO FUND: N

APPROP FUND: N FUND: N

COMP OBJECT: N AGENCY OBJECT: N

GL ACCT: N AGENCY GL ACCT: N

SPECIAL SELECT 1: N SPECIAL SELECT 2: N STATUS CODE: A

D64 Report Control Profile

► SCREEN SHOT - DAFR8460

SD64 UC: 02
LINK TO: _____

STATE OF OREGON
REPORT CONTROL PROFILE

06/12/19 12:49 PM
PROD

REPORT ID: DAFR8460 SYSTEM RECONCILIATION (COMBINED)

REQUESTABLE IND: 1 (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: 0 PERIOD: R RANGE: N AS OF: N (Y=YES, N=NO)

FREQUENCY - MMDDYY: 0 DAILY: 0 WEEKLY: 0 MONTHLY: 0 QUARTERLY: 0 ANNUALLY: 0

LEVEL OPTIONS (N=NOT ALLOWED OR LOW AND HIGH VALUE ALLOWED) -

LOW - ORG: N PROGRAM: N OBJECT: N FUND: 3 NACUBO FUND: N GL ACCT: N

HIGH - ORG: N PROGRAM: N OBJECT: N FUND: 4 NACUBO FUND: N GL ACCT: N

SPECIAL SELECTS (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED) -

AGENCY GROUP: <u>0</u>	AGENCY: <u>0</u>	ORG CODE: <u>N</u>
	PROGRAM CODE: <u>N</u>	NACUBO FUND: <u>N</u>
	APPROP FUND: <u>N</u>	FUND: <u>N</u>
	COMP OBJECT: <u>N</u>	AGENCY OBJECT: <u>N</u>
	GL ACCT: <u>N</u>	AGENCY GL ACCT: <u>N</u>
SPECIAL SELECT 1: <u>0</u>	SPECIAL SELECT 2: <u>N</u>	STATUS CODE: <u>A</u>

D64 Report Control Profile

► SCREEN SHOT - DAFR8420

SD64 UC: 02
LINK TO: _____

STATE OF OREGON
REPORT CONTROL PROFILE

06/12/19 12:51 PM
PROD

REPORT ID: DAFR8420 GRANT REVENUES AND EXPENDITURES REPORT
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: 0 PERIOD: 0 RANGE: 0 AS OF: N (Y=YES, N=NO)
FREQUENCY - MMDDYY: 0 DAILY: N WEEKLY: 0 MONTHLY: 0 QUARTERLY: 0 ANNUALLY: 0
LEVEL OPTIONS (N=NOT ALLOWED OR LOW AND HIGH VALUE ALLOWED) -
LOW - ORG: 1 PROGRAM: 1 OBJECT: N FUND: 3 NACUBO FUND: N GL ACCT: N
HIGH - ORG: 8 PROGRAM: 9 OBJECT: N FUND: 4 NACUBO FUND: N GL ACCT: N
SPECIAL SELECTS (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED) -
AGENCY GROUP: 0 AGENCY: 0 ORG CODE: 0
PROGRAM CODE: 0 NACUBO FUND: N
APPROP FUND: N FUND: 0
COMP OBJECT: 0 AGENCY OBJECT: 0
GL ACCT: N AGENCY GL ACCT: N
SPECIAL SELECT 1: R SPECIAL SELECT 2: 0 STATUS CODE: A

91 Screen - Report Request Profile

- ❖ Purpose: to use in tandem with the online report guide to help user identify report parameters that are not allowed/optional/required
- ❖ Used with the 95 Report Distribution Profile - Requestor
- ❖ Agency requested reports will be ordered using this screen
- ❖ Will determine when the report will be generated or how often. (Frequency)

91 Screen - Report Request Profile

- ❖ What information will be on the report (Timeframe & Date Ranges)
- ❖ Can indicate fund levels
- ❖ Other special select criteria

91 Screen - Report Request Profile

S091 UC: 02
LINK TO: _____

STATE OF OREGON
REPORT REQUEST PROFILE

06/12/19 12:55 PM
PROD

AGENCY: _____ REQUESTER: _____ REQUEST NO: _____ REPORT ID: _____

APPN YEAR: _____ PERIOD: _____ FY: _____ FREQUENCY: _____ FREQ CONTROL: _____
RANGE - FROM DATE: _____ THRU DATE: _____
LEVEL - ORG: _____ PROGRAM: _____ OBJECT: _____ FUND: _____ NACUBO FUND: _____ GL ACCT: _____

SPECIAL SELECTS -

AGENCY: _____ OR AGENCY GROUP: _____ ORG CODE: _____
PROGRAM CODE: _____ NACUBO FUND: _____
APPROP FUND: _____ FUND: _____
COMP OBJECT: _____ AGY OBJECT: _____
GL ACCT: _____ AGY GL ACCT: _____
SPEC SEL 1: _____ SPEC SEL 2: _____

EFF START DATE: 06122019 EFF END DATE: _____ STATUS CODE: A
LAST PROC DATE: _____

91 Screen - Report Request Profile

- ❖ Control Key

 - ❖ All 4 elements are required

 - ❖ Agency number - 3 digits

 - ❖ Requester (must be on the 95 Screen)

 - ❖ Request No

 - ❖ Report ID

- ❖ A change in any one of these fields will create a new report request

91 Screen - Report Request Profile

❖ Request Details

❖ AY

- ❖ If this isn't required by the report (D64), it is best not to use the AY.

❖ Period

- ❖ CC - Current Close
- ❖ CM - Current Month (Calendar Month)
- ❖ CY - Current Fiscal Year
- ❖ PM - Prior Month (Calendar Month)
- ❖ PY - Prior Fiscal Year
- ❖ Fiscal Year and Fiscal month if used must be used together

91 Screen - Report Request Profile

- ❖ Frequency

- ❖ Weekly

- ❖ Monthly (Month End Close)

- ❖ Quarterly (Month End Close Sep/Dec/Mar/Jun)

- ❖ Annually (Mo12 & Mo13 Close Only)

- ❖ Specific Date (Last business day of the week)

- ❖ CAFR Mo13 Reports can be ordered on Tues & Fri

- ❖ If an invalid date is used the report will not generate

91 Screen - Report Request Profile

❖ Frequency Control

❖ S

- ❖ Statewide 97 Screen for the report indicators
- ❖ Set centrally by SFMS
- ❖ Week/Month/Quarter/Year/INAE/Reports

❖ A

- ❖ Looks at the agency 25 profile for report indicators
- ❖ The Indicators on the 25 must match the frequency on the 91
- ❖ Must be set to “Y” by the agency
- ❖ Cannot conflict with the 97 indicators

91 Screen - Report Request Profile

► 25 Screen Report Indicators

S025 UC: 02 STATE OF OREGON 06/17/19 12:42 PM
LINK TO: _____ AGENCY CONTROL PROFILE PROD

AGENCY: _____ FISCAL YEAR: _____
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: _____ MONTH: _____ QUARTER: _____ YEAR: _____
DOCUMENT MATCH LEVEL INDICATORS - PRE ENC: _____ ENC: _____ NON-ENC: _____
REDUCE AGENCY BUDGET INDICATORS - PRE-ENC: _____ ENC: _____ (Y OR N)
COMP OBJ REQD ON D11: _____
FIXED ASSET - IND: _____ THRESHOLDS - CAP: _____ INV: _____ CAPTURE: _____
AGENCY OBJECT IND: _____ (R=REV, E=EXP, B=BOTH, N=NONE)
LAST MONTH CLOSED: _____ AGY BUD BY ORG IND: _____ (Y OR N)
AE LAST MONTH/YEAR PURGED: _____ AGY BUD BY PGM IND: _____ (Y OR N)
REPORTING MONTH/YR: _____ LABOR RUN IND: _____ (Y,N OR A)
INTEREST CALC RUN/MONTH: _____ COLLECTION TRANSFER RUN: _____ (Y OR N)
GRANT/PROJ BILLING RUN: _____ SGL ORG LVL IND: _____ STATUS CODE: A
EFF START DATE: 06172019 EFF END DATE: _____ LAST PROC DATE: _____

91 Screen - Report Request Profile

► 97 Screen Report Indicators

```
S097 UC: 02 STATE OF OREGON 06/17/19 12:44 PM
LINK TO: _____ SYSTEM MANAGEMENT PROFILE PROD
CONTROL INDICATORS - NEXT DIR DEP SEQ NO: 951431270
CURRENT INDICATORS- NEXT AVAILABLE WARRANT NO: 125457634
FISCAL YEAR: 19 MONTH: 12 AY: 19 LABOR DISTRIBUTION RUN: N
EFF DATE: 06172019 LABOR DISTRIBUTION PAY DATE: _____
PRIOR EFF DATE: 06142019 YEAR END CLOSING RUN: N
TIME: 1200 NEW YEAR INITIALIZATION: N
LAST CLOSED- COST ALLOCATION RUN: N
FISCAL YEAR: 18 MONTH: 11 GRANT/PROJ BILLING RUN: N
REPORTING INDICATORS- RECURRING TRANS RUN: Y
WEEK: N YEAR: N INAE: N FIXED ASSET DEPRECIATION RUN: N
MONTH: N QUARTER: N RPTS: N 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: 24.00 : 30.00 MAX CHG TRANS: 01000
NEXT AVAIL ARCH REF NO (XMITL) CURR: 19 000001 PRIOR: 18 000001
NEXT AVAIL ARCH REF NO (NON-XMITL) CURR: 19 A00001 PRIOR: 18 A00001
-----PROCESSING CYCLE INFORMATION----- BATCH RESTORE
CURRENT: DATE: 06172019 TIME: 19:19 CYCLE: 2453 INDICATOR (Y/N): N
PRIOR: DATE: 06142019 TIME: 19:26 CYCLE: 2452 ONLINE AVAILABLE: Y
```

91 Screen - Report Request Profile

- ❖ Range Options
 - ❖ From Date
 - ❖ Fiscal Mo/Fiscal Year
 - ❖ To Date
 - ❖ Fiscal Mo/Fiscal Year
 - ❖ Valid Period may be used
 - ❖ Fiscal Mo/Fiscal Year thru CC
- ❖ You cannot specify both a date range & Period/FY
- ❖ Not all reports allow a date range (D64)

91 Screen - Report Request Profile

- ❖ Range Options

- ❖ Can be used to set up a default for the Fiscal YTD

- ❖ From

- ❖ 01 2019

- ❖ To

- ❖ CC

- ❖ This will include July 1 of Fiscal Year 2019 to the current closed month for each Frequency Period

91 Screen - Report Request Profile

- ❖ Range Requests
- ❖ Will include ONLY transactions from the requested date range
 - ❖ Monthly amounts will not be an “as of” amount
 - ❖ Range requests will calculate only those months requested
 - ❖ Revenue/Expenditure amounts will include transactions in the requested date range only
 - ❖ Range requests will NOT include prior FY amounts

91 Screen - Report Request Profile

- ❖ Level Options

- ❖ No all reports require each level field

- ❖ The D64 Profile & the Report Guide will indicate which indicators are required and the low/high range allowed

- ❖ See page 1-19 in the report guide for level detail

- ❖ Note : Whenever a report indicates a specific level on the D64, “0” (zero) is a valid entry. By entering zero the report will ignore that level option.

91 Screen - Report Request Profile

- ❖ Level Options

- ❖ Low & High level of detail options available is specific for each report.

- ❖ Org

- ❖ Program

- ❖ Object

- ❖ Fund

- ❖ GL Account

- ❖ Nacubo - is not available in Oregon

91 Screen - Report Request Profile

- ❖ 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

91 Screen - Report Request Profile

- ❖ 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

91 Screen - Report Request Profile

❖ 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)

91 Screen - Report Request Profile

❖ 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)

❖ D23 Fund is the most common indicator used

91 Screen - Report Request Profile

❖ 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) |
- ❖ The most common indicator used is the 3-Comptroller GL Account (D31)

91 Screen - Report Request Profile

❖ Special Selects

- ❖ Allows users to limit the report to a single classification or range of values
 - ❖ Must be allowed on D64 profile
- ❖ Each element has 2 fields to designate a range of values
 - ❖ Low
 - ❖ High
- ❖ Agency (D02) or Agency Group (D12) must be entered
 - ❖ No Low/High option

91 Screen - Report Request Profile

► Special Selects

AGENCY: **D02** OR AGENCY GROUP: **D12**

ORG CODE: **D03**

PROGRAM CODE: **D04 D04**

NACUBO FUND: n/a

APPROP FUND: **D22 D22**

FUND: **D23 D23**

COMP OBJECT: **D10 D10**

AGY OBJECT: **D11 D11**

GL ACCT: **D31 D31**

AGY GL ACCT: **D32 D32**

SPEC SEL 1:

SPEC SEL 2:

* The D12 Agency Group number can be found on the D02 Agency Control Profile in the Agency Group field.

91 Screen - Report Request Profile

► Report Guide Option Definitions DAFR8420:

SS1 LO

1st Character

Determines whether pre-encumbrances, encumbrances, or both appear on the report:

- 1 - Neither pre-encumbrances nor encumbrances**
- 2 - Encumbrances only
- 3 - Pre-encumbrances and encumbrances

2nd Character

- 1 - Cash
- 2 - Accrued
- 3 - Both**

3rd Character

A Accrued and Cash Revenues, Accrued and Cash Expenditures, Transfers In (Control and Suspense), Transfers Out (Control and Suspense), GAAP Offsets, FS Accrued Revenues, FS Accrued Expenditures, Revenue Control - Suspense, Expenditure Control - Suspense, Grant/Proj Est Revenue Budget, Grant/Proj Est Trans In Budget, Grant/Proj Est Trans Out Budget

B Accrued and Cash Revenues, Accrued and Cash Expenditures, FS Accrued Revenues, FS Accrued Expenditures, Revenue Control - Suspense, Expenditure Control - Suspense, Transfers In (Control and Suspense), Transfers Out (Control and Suspense), Grant/Proj Est Revenue Budget, Grant/Proj Est Transfer In Budget, Grant/Proj Est Transfer Out Budget

C Transfers In and Out (Control and Suspense), Grant/Proj Est Transfer In Budget, Grant/Proj Est Transfer Out Budget

D Accrued and Cash Revenues, FS Accrued Revenues, Revenue Control - Suspense, Grant/Proj Est Revenue Budget

91 Screen - Report Request Profile

- ❖ 91 Report Request Profiles must have a status code of “A” to generate a report
- ❖ Profile Reports (DAFQ) will have a status code of “X” after the report generates
 - ❖ Be sure to update the Status Code to request a profile report

91 Screen - Report Request Profile

- ❖ If a 91 Report request is no longer needed:
 - ❖ Change Status Code to “I”
 - ❖ This is a good option for yearly reports that the agency wants to maintain the level and/or special select information on
 - ❖ Delete Profile
 - ❖ Deleting a 91 profile is the best option for processing

Questions??



95 Screen - Report Distribution Profile

► SCREEN SHOT - 95 Screen

S095 UC: 02
LINK TO: _____

STATE OF OREGON
REPORT DISTRIBUTION PROFILE

06/12/19 01:55 PM
PROD

AGENCY: _____ REQUESTER: _____ REQUEST NO: _____ REPORT ID: _____ DIST CODE: _____

MEDIA TYPE: _____
DEVICE ID: _____
COPIES: _____

NAME: _____
ADDRESS 1: _____
ADDRESS 2: _____
CITY: _____
STATE: _____ ZIP: _____ MAIL CODE: _____
PHONE: _____
INSTRUCTIONS: _____

EFF START DATE: 06122019 EFF END DATE: _____ STATUS CODE: A
LAST PROC DATE: _____

95 Screen - Report Distribution Profile

❖ Purpose

- ❖ Identify the report(s)
 - ❖ Agency & Requester from the 91 Profile
- ❖ Indicate the Media Type
- ❖ Identify the remote printer (if applicable)
- ❖ Specify number of copies
- ❖ Identify the person/organization who will receive the report at the agency
 - ❖ Name/address/phone/delivery instruction
 - ❖ Print plant has an internal agency delivery address system. They do not read the 95 profile address. This is for internal use only.

95 Screen - Report Distribution Profile

❖ Purpose (Cont)

- ❖ Allows one report request (91 profile) to be distributed to multiple people or multiple formats
 - ❖ SPL1/SPL2/SPL3/SPL4/SPL5/WRP1/WRP2
- ❖ Allows multiple report requests for a single requester to be distributed with only 1 (95 profile) distribution request
- ❖ 95 Profile must be in Status “A” to generate a report distribution

95 Screen - Report Distribution Profile

❖ Control Key

- ❖ Agency (Required)
- ❖ Requester (Required)
- ❖ Report Number
- ❖ Report ID
- ❖ Distribution Code (Required)
 - ❖ A change in any one of these fields will create a new distribution profile

95 Screen - Report Distribution Profile

❖ Media Type (Required Field)

- ❖ The Media Type will Specify how a report will be distributed
 - ❖ Electronic
 - ❖ WRP1 (Landscape)
 - ❖ WRP2 (Portrait)
 - ❖ Paper
 - ❖ SPL1, SPL2, SPL3, SPL4, SPL5
 - ❖ Remote Printer
 - ❖ RJE
 - ❖ CD
 - ❖ ERPT/Control Reports Only/Centrally Maintained

95 Screen - Report Distribution Profile

❖ Paper Printing (PnD)

❖ SPL1

- ❖ Portrait - 2 Up, duplex, grey bar

❖ SPL2

- ❖ Portrait - 2 Up, simplex, grey bar

❖ SPL3

- ❖ Landscape - 1 Up, duplex, grey bar

❖ SPL4

- ❖ Portrait - white paper for AR Invoices & Statements

❖ SPL5

- ❖ Landscape - 1 Up, simplex, grey bar

95 Screen - Report Distribution Profile

❖ Paper Printing (PnD)

- ❖ Printing & Distribution will deliver reports to a central location for each agency according to their delivery list.
- ❖ PnD DOES NOT read the delivery address off of the report banner (95 Screen)
- ❖ Call Print Plant 503-373-2168 if your agency address changes, DAS/SFMS cannot change this for you.
- ❖ Reports that do not have a 95 profile may be delivered to SFMS
 - ❖ SFMS will try to shuttle the report to the agency per D02 Contact Address
- ❖ If reports are not delivered as expected please call PnD 503-373-1700

95 Screen - Report Distribution Profile

- ❖ Remote Printing (RJE)

- ❖ Device ID - Required

- ❖ This field remains blank unless the media type is RJE

- ❖ 4 digit printer ID must be valid on the D64 Device ID Profile

- ❖ Call SFMS as soon as possible if expected reports have not printed

- ❖ Provide the remote printer device ID

- ❖ Specify which day and report cycle you are missing to avoid incorrect reports being reprinted

95 Screen - Report Distribution Profile

❖ Remote Printing (RJE)

❖ To add a Remote Printer

- ❖ Send request to SFMS Report Analyst (Karlene)
- ❖ Include:
 - ❖ Agency Number
 - ❖ Printer NetName (ET65P035)
 - ❖ Printer ID - 4 Digit will be assigned by State Data Center
 - ❖ Printer Speed
 - ❖ Agency contact name & phone number
- ❖ SAMS will work directly with the agency contact to test the new printer
- ❖ After testing is complete SFMS will add the printer ID to the D63 profile

95 Screen - Report Distribution Profile

❖ Control Reports on CD

- ❖ Control reports need to be maintained for record retention
 - ❖ Media type ERP on CD, centrally maintained
- ❖ The following 5 control reports are strongly advised to be received in a format that can be reviewed by the agency (Electronic/paper/remote printing)
 - ❖ DAFR2151 R*Stars Error Report
 - ❖ DAFR3252 Agency Payment Cancellation Daily Activity Report
 - ❖ DAFR3253 Agency Stop Pay Daily Activity Report
 - ❖ DAFR3321 Deposit Reconciliation Control Report
 - ❖ DAFR3651 (Confidential) Warrant Register by Agency Report

95 Screen - Report Distribution Profile

- ❖ Copies (Required)

 - ❖ 01-99

- ❖ Agencies are responsible for maintaining agency requested reports per SOS archive requirements

95 Screen - Report Distribution Profile

❖ Electronic Reports

❖ Control, Agency Requested, and Profile

- ❖ Reports can be requested to be available electronically
 - ❖ Security will need to be requested if not already in place to add WRP availability on the 96B profile on the lowest user class level
- ❖ DIST CODE and MEDIA TYPE must both be either:
 - ❖ WRP1 (Landscape - preferred)
 - ❖ WRP2 (Portrait)
- ❖ Reports can be viewed at:
 - ❖ [HTTPS://COLUMBIA.DAS.STATE.OR.US:3025/CICS/PPDF/DAFWRPT](https://columbia.das.state.or.us:3025/CICS/PPDF/DAFWRPT)

95 Screen - Report Distribution Profile

❖ Establishing Electronic Reports

- ❖ To establish access to electronic reports the Agency Security Officer will need to send a request to security.systems@Oregon.gov to update the WRP field on the 96B Security Profile for the employee.
 - ❖ This allows the use of WRP1 or WRP2 in the distribution code and media type fields on the 95 Report Distribution Profile.
- ❖ Once this security has been updated electronic distribution requests can be added. SFMS Central will be able to assist if necessary
- ❖ DIST CODE: and MEDIA TYPE: must have the same code
- ❖ To review the electronic control reports on the internet, open <https://Columbia.DAS.State.OR.US:3025/CICS/PPDF/DAFWRPT>.

95 Screen - Report Distribution Profile

- ▶ Accessing Electronic Reports
- ▶ Website Login: RACFID and Password



DEPARTMENT OF ADMINISTRATIVE SERVICES
Mainframe Access

Document: DASWHSGN Region: GEN1CICS Mainframe Security Signon Date/Time: 06/12/2019 14:05:40

Please enter your DAS Mainframe Userid/Password to sign-on

For assistance with your DAS Mainframe Userid/Password, please email: [DAS RACF User Admin](#); and include your User-name and User-id in the request.

Signon Information	Signon Value
Userid	<input type="text"/>
Current Password	<input type="text"/>
Optional Change Password	<input type="text"/> (Max 8 chars)
Confirm Changed Password	<input type="text"/> (Same 8 chars as above)

Please enter your CICS Signon information.

Submit

95 Screen - Report Distribution Profile

- ▶ Accessing Electronic Reports
- ▶ This takes you directly to the Electronic Report File for your agency for the most recent batch cycle reports

SFMA PDF Reports

DASCM20 06/12/19

PROD 14:10:37

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): Agency:

Requestor: Request #: Report ID: Dist Code:

Please click on the report you wish to view

Cycle Date	Agency	Requestor	Request #	Report ID	Dist Code	Report Title
06/11/19	000	CNTL	01	DAFJECTL	WRP1	TREASURY IN POST RECORDS TO SFMS
06/11/19	000	CNTL	01	DAFJW910	WRP1	TREASURY IN REDEEMED RECORDS TO SFMS
06/11/19	000	CNTL	01	DAFM2050	WRP1	DAFM205 AUDIT TRAIL
06/11/19	000	CNTL	01	DAFRB411	WRP1	ACH CLR ACCT TFRS APPENDED TO OUTGOING TREAS FILE
06/11/19	000	CNTL	01	DAFRB412	WRP1	ACH CLR ACCT TFRS CREATED & WAITING FOR XMIT DATE
06/11/19	000	CNTL	01	DAFRB413	WRP1	ACH CLR ACCT TFRS CREATED VS. NACHA FILE WRITTEN
06/11/19	000	CNTL	01	DAFR2011	WRP1	BATCHES TO BE DELETED
06/11/19	000	CNTL	01	DAFR2011	WRP1	BATCHES TO BE DELETED
06/11/19	000	CNTL	01	DAFR2011	WRP1	BATCHES TO BE DELETED
06/11/19	000	CNTL	01	DAFR2021	WRP1	BATCH DOCUMENT TRACKING UPDATE

95 Screen - Report Distribution Profile

- ▶ Accessing Electronic Reports
- ▶ Click on the report that you would like to view
 - ▶ The report detail will usually begin on page 3
 - ▶ Page 1 is the DAS/EGS cover page
 - ▶ Page 2 is the 95 Profile Information

```
DAFR3671 000 CNTL 01      *      *      R*STARS OPERATIONS CONTROL      *****AGCY NUMBER      000
                        *      *      DAILY WARRANT TRANSMITTAL REPORT-EXPEDITES ONLY
06/11/19 (12.30) CYCLE 2445 ***** PAGE      1
AGENCY      581 DEPARTMENT OF EDUCATION
*****
```

CERTIFICATION

READ THE STATEMENT BELOW BEFORE SIGNING

----- WARRANT TYPE -----	BEGINNING	ENDING	TOTAL	SIGNATURE	DATE
PDT	WARRANT NO	WARRANT NO			
TITLE					
R	125452528	- 125452531	1,075.07		
*WARRANT TOTAL			1,075.07		

THE PERSON(S) SIGNING THIS DOCUMENT CERTIFY THAT THEY RECEIVED THE WARRANTS NEXT TO THEIR SIGNATURE.

95 Screen - Report Distribution Profile

❖ Electronic Report Advantages

- ❖ Electronic reporting allows you to search for specific data i.e. document number, vendor number, vendor name, amount, etc
- ❖ Multiple employees can access the same report
- ❖ One or all pages can be printed from the electronic file
- ❖ Landscape or Portrait printing can be specified
- ❖ Electronic reports can be saved, at the agency, for future use
 - ❖ Within the 30 day retention period
- ❖ Both Profile reports and agency requested reports are available electronically.
 - ❖ Extract reports do not qualify for electronic reporting.

95 Screen - Report Distribution Profile

- ❖ How to Establish a 95 Profile for a Agency Requested Report (91 Screen)
 - ❖ Example of an easy “default” profile

```
S095 UC: 02 STATE OF OREGON 06/12/19 02:30 PM
LINK TO: _____ REPORT DISTRIBUTION PROFILE PROD

AGENCY: 000 REQUESTER: KMH REQUEST NO: __ REPORT ID: _____ DIST CODE: WRP1

MEDIA TYPE: WRP1
DEVICE ID: _____
COPIES: 01

NAME: KARLENE HANCOCK
ADDRESS 1: 155 COTTAGE ST NE
ADDRESS 2: _____
CITY: SALEM, OR
STATE: OR ZIP: 97301 MAIL CODE: _____
PHONE: 5033730714
INSTRUCTIONS: ELECTRONIC REPORT ONLY

EFF START DATE: 06122015 EFF END DATE: _____ STATUS CODE: A
LAST PROC DATE: 06052017
```

95 Screen - Report Distribution Profile

- ❖ How to Establish a 95 Profile for a Agency Requested Report (91 Screen)
 - ❖ The advantages to a default profile is that all reports that are ordered will be directed (in this example) to the electronic report website when they are produced.
 - ❖ It is equally true if your agency wants to have all reports printed at Print Plant and Delivered (SPL) or printed remotely (RJE) on an onsite printer

95 Screen - Report Distribution Profile

- ❖ How to Establish a 95 Profile for a Agency Requested Report (91 Screen)
 - ❖ Example of a 1:1 Report Request profile for a single report requested on the 91 Screen

S095 UC: 02 STATE OF OREGON 06/12/19 02:43 PM
LINK TO: _____ REPORT DISTRIBUTION PROFILE PROD

AGENCY: 000 REQUESTER: KMH REQUEST NO: 01 REPORT ID: DAFQA030 DIST CODE: WRP1

MEDIA TYPE: WRP1
DEVICE ID: _____
COPIES: 01

NAME: KARLENE HANCOCK
ADDRESS 1: 155 COTTAGE ST NE
ADDRESS 2: _____
CITY: SALEM, OR
STATE: OR ZIP: 97301 MAIL CODE: _____
PHONE: 5033730251
INSTRUCTIONS: ELECTRONIC REPORT ONLY

EFF START DATE: 06122015 EFF END DATE: _____ STATUS CODE: A
LAST PROC DATE: 06122015
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

95 Screen - Report Distribution Profile

- ❖ How to Establish a 95 Profile for a Agency Requested Report (91 Screen)
 - ❖ This type of request will generate only this one report in the format and quantity that the user defines on the 95
 - ❖ All 5 control fields have to be entered
 - ❖ Requests with any other information in any one of the Control Fields will not be included in this 95 Report Distribution request

95 Screen - Report Distribution Profile

- ❖ Misc Facts about ordering Reports
- ❖ A report will not be distributed using both a default report distribution request and a specific report distribution request
- ❖ Sample:
 - ❖ All DAFR8420 reports are requested to be printed electronically only
- ❖ AGENCY: 999 REQUESTER: KMH REQUEST NO: REPORT ID: DAFR8420 DIST CODE: WRP1
- ❖ Request No 02 is requested as hard copy print
- ❖ AGENCY: 999 REQUESTER: KMH REQUEST NO: 02 REPORT ID: DAFR8420 DIST CODE: SPL1
 - ❖ This report will no longer be in the default report distribution group
 - It will not be included in the default request for electronic reports

95 Screen - Report Distribution Profile

❖ Dist Code Field

- ❖ The distribution code is a user defined field.
 - ❖ With the exception of WRP1 and WRP2 for electronic reporting.
- ❖ As part of the control key, the Dist Code will be used as an element in the printing order of reports.
 - ❖ Dist Code AAAA will be printed before Dist Code 9999
- ❖ The distribution code can be used to create a second distribution request for a single 91 Report Request

95 Screen - Report Distribution Profile

- ❖ What if two people want the same report?
 - ❖ Sample:
 - ❖ Both Rose and Julie need DAFR8420, with the same special selects
 - ❖ Rose already has a 91 Report Request established
 - ❖ Julie does not need to add a 91 Report Request, she can use Rose's with no changes necessary
 - ❖ Julie only needs to add a 95 Report Distribution Profile

95 Screen - Report Distribution Profile

- ❖ What if two people want the same report?

Rose's 95 Profile would look like this:

AGENCY: 999 REQUESTER: Rose REQUEST NO: REPORT ID: DAFR8420 DIST CODE: RMAT

Julie would ADD a 95 Profile that looks like this:

AGENCY: 999 REQUESTER: Juli REQUEST NO: REPORT ID: DAFR8420 DIST CODE: JTAC

- ❖ This will generate the report twice, once for each 95 Report Distribution Request.
 - ❖ Each person can select the printing format that they prefer
- ❖ Notice that the Requester remains Rose even for Julie

95 Screen - Report Distribution Profile

If two people want an electronic copy of DAFR8420:

- ❖ Karlene's 95 Profile would look like this:
 - ❖ AGENCY: 999 REQUESTER: KMH REQUEST NO: REPORT ID: DAFR8420 DIST CODE: WRP1
- ❖ Liz would NOT establish a 95 Profile. She can access the electronic version requested by Karlene

95 Screen - Report Distribution Profile

Control Reports

- ❖ Automatically generated during daily batch processing
- ❖ Cannot be requested on 91 Report Request Profile
 - ❖ Agency
 - ❖ XXX
 - ❖ Requester
 - ❖ CNTL
 - ❖ Request No
 - ❖ 01 (Only)
 - ❖ Dist Code
 - ❖ User Defined - exception WRP1 or WRP2
 - ❖ ERPT (central use only)

95 Screen - Report Distribution Profile

❖ Control Reports both electronically and on paper

- ❖ If an agency wants most of their control reports electronically but they want their warrant cancellation report to be received on paper

S095 UC: 02 STATE OF OREGON 06/12/19 03:50 PM

LINK TO: REPORT DISTRIBUTION PROFILE PROD

AGENCY: 999 REQUESTER: CNTL REQUEST NO: REPORT ID: DIST CODE: WRP1

MEDIA TYPE: WRP1

This profile will generate agency 999 control reports electronically

S095 UC: 02 STATE OF OREGON 06/12/19 03:51 PM

LINK TO: REPORT DISTRIBUTION PROFILE PROD

AGENCY: 999 REQUESTER: CNTL REQUEST NO: REPORT ID: DAFR3252 DIST CODE: PAPER

MEDIA TYPE: SPL1

This profile will exclude DAFR3252 from the default electronic distribution request above and generate this one report on paper

95 Screen - Report Distribution Profile

- ❖ If you no longer need a specific 95 Profile
 - ❖ Change the Status Code to 'I'
 - ❖ An end date is not required
 - ❖ Delete the profile
- ❖ 91 Report Request and 95 Report Distribution profiles are the only profiles that can be deleted

Questions??



R*Stars vs Datamart

- ❖ To tie the report totals of your DATAMART report to an agency requested R*Stars report, make sure that your DATAMART Query closely mirrors the criteria for the DAFR report
 - ❖ Use the same financial tables
 - ❖ DATAMART limits consistent with special selects
 - ❖ Same reporting periods
 - ❖ Same GL accounts
 - ❖ Calculated columns
 - ❖ Pivot Section labels consistent with DAFR report groupings
 - ❖ Report Section table dimensions consistent with DAFR report groupings

Report Limitations

- ❖ Establishes limits to prevent access to closed fiscal year data
- ❖ Criteria for Calculation
 - ❖ 97 System Mgmt Profile ‘Last Closed Year’
 - ❖ FISCAL YEAR: 18
 - ❖ D02 Agency Profile Control Ind
 - ❖ 1
 - ❖ D54 RPTL Exception
 - ❖ Must be requested for a specific agency
 - ❖ Must be requested for a specific DAFR report

Report Limitations

S097 UC: 02 STATE OF OREGON 06/12/19 04:36 PM
LINK TO: _____ SYSTEM MANAGEMENT PROFILE PROD

CONTROL INDICATORS - NEXT DIR DEP SEQ NO: 951428864
CURRENT INDICATORS- NEXT AVAILABLE WARRANT NO: 125453518
FISCAL YEAR: 19 MONTH: 12 AY: 19 LABOR DISTRIBUTION RUN: N
EFF DATE: 06122019 LABOR DISTRIBUTION PAY DATE: _____
PRIOR EFF DATE: 06112019 YEAR END CLOSING RUN: N
TIME: 1200 NEW YEAR INITIALIZATION: N
LAST CLOSED- COST ALLOCATION RUN: N
FISCAL YEAR: 18 MONTH: 10 GRANT/PROJ BILLING RUN: N
REPORTING INDICATORS- RECURRING TRANS RUN: Y
WEEK: N YEAR: N INAE: N FIXED ASSET DEPRECIATION RUN: N
MONTH: N QUARTER: N RPTS: N 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: 24.00 : 30.00 MAX CHG TRANS: 01000
NEXT AVAIL ARCH REF NO (XMITL) CURR: 19 000001 PRIOR: 18 000001
NEXT AVAIL ARCH REF NO (NON-XMITL) CURR: 19 A00001 PRIOR: 18 A00001
-----PROCESSING CYCLE INFORMATION----- BATCH RESTORE
CURRENT: DATE: 06122019 TIME: 19:29 CYCLE: 2447 INDICATOR (Y/N): N
PRIOR: DATE: 06112019 TIME: 19:22 CYCLE: 2446 ONLINE AVAILABLE: Y

F1-HELP F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR CLEAR-EXIT

Report Limitations

SD02 UC: 02
LINK TO: _____

STATE OF OREGON
AGENCY PROFILE

06/12/19 04:44 PM
PROD

AGENCY: 340 TITLE: DEPARTMENT OF ENVIRONMENTAL QUALITY
ACH AGY NAME: DEPT OF ENV QLTY
ADDRESS LINE 1: ACCOUNTING SECTION
ADDRESS LINE 2: 700 NE MULTNOMAH ST STE 600
ADDRESS LINE 3: _____
CITY: PORTLAND STATE: OR ZIP: 97232 _____
A/P PHONE: 503 229 6719 EXTENSION: _____
A/P NAME: KELLY SCHARBROUGH
AGENCY GROUP: 99 AGENCY TYPE: 0 CASH BASIS: 99
GAAP FUNCTION: 05 ACO: 99
USAGE IND: I (I OR R) ARTICLE: -
DATA RELATED (1-40) _____
ERRORS (41-80) _____
1234567890123456789012345678901234567890
FUND RELATED (1-40) _____
ERRORS (41-80) _____
CONTROL INDS-1: 1 2: - 3: - SPLIT CA TRANS: N STATUS CODE: A
EFF START DATE: 04141994 EFF END DATE: _____ LAST PROC DATE: 11032016
Z06 RECORD SUCCESSFULLY RECALLED

Report Limitations

SD54 UC: 02
LINK TO: _____

STATE OF OREGON
SYSTEM PARAMETERS PROFILE

06/12/19 04:46 PM
PROD

TABLE ID: RPTL
KEY 1: 340
KEY 2: DAFR8420
KEY 3: _____

TITLE: GRANT REVENUES AND EXPENDITURES BY PGM

REFERENCE DATA: 02

EFF START DATE: 04282006 EFF END DATE: _____
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

STATUS CODE: I
LAST PROC DATE: 12182012

Report Limitation

Calculation

1. 97 profile LCFY
minus
2. D02 Profile IND
equal
3. Earliest FY allowed on Report request
minus
4. D54 limitation exception
equals
5. Exception earliest **FY** allowed on Report Request

1. 2018
2. (1)
3. 2017
4. (2)
5. 2015

Report Limitation

Report did not pass edits. The AY was beyond limitation. Report Request did not save on the 91

S091 UC: 02
LINK TO: _____

STATE OF OREGON
REPORT REQUEST PROFILE

06/12/19 04:55 PM
PROD

AGENCY: 340 REQUESTER: XXXX REQUEST NO: 01 REPORT ID: DAFR6510

APPN YEAR: 13 PERIOD: CC FY: FREQUENCY: MONTHLY FREQ CONTROL: S
RANGE - FROM DATE: THRU DATE:
LEVEL - ORG: 1 PROGRAM: 1 OBJECT: FUND: 4 NACUBO FUND: GL ACCT:

SPECIAL SELECTS -

AGENCY: 340 OR AGENCY GROUP: ORG CODE:
PROGRAM CODE: NACUBO FUND:
APPROP FUND: FUND:
COMP OBJECT: AGY OBJECT:
GL ACCT: AGY GL ACCT:
SPEC SEL 1: B A SPEC SEL 2: 3A

EFF START DATE: 07012015 EFF END DATE: STATUS CODE: A
807 REQ YR NOT AUTHORIZD LAST PROC DATE: 06122019

Report Limitation

Report passed the edits. The AY was within limitation. Report Request did save on the 91

S091 UC: 02 STATE OF OREGON 06/13/19 09:39 AM
LINK TO: _____ REPORT REQUEST PROFILE PROD

AGENCY: 340 REQUESTER: XXXX REQUEST NO: 01 REPORT ID: DAFR6510

APPN YEAR: 17 PERIOD: CC FY: FREQUENCY: MONTHLY FREQ CONTROL: S
RANGE - FROM DATE: THRU DATE:
LEVEL - ORG: 1 PROGRAM: 1 OBJECT: FUND: 4 NACUBO FUND: GL ACCT:

SPECIAL SELECTS -

AGENCY: 340 OR AGENCY GROUP: ORG CODE:
PROGRAM CODE: NACUBO FUND:
APPROP FUND: FUND:
COMP OBJECT: AGY OBJECT:
GL ACCT: AGY GL ACCT:
SPEC SEL 1: B A SPEC SEL 2: 3A

STATUS CODE: A
EFF START DATE: 07012015 EFF END DATE: LAST PROC DATE: 06132019
Z01 RECORD SUCCESSFULLY ADDED

Additional Information

❖ Report Headings

- ❖ The following elements are printed at the top of DAFR reports:
 - ❖ Report ID
 - ❖ Agency
 - ❖ Requester
 - ❖ Request number
 - ❖ Period requested
 - ❖ Level Options from the 91 Profile
 - ❖ Run Date
 - ❖ Run Time

Additional Information

❖ Report Headings (cont.)

- ❖ Cycle date and print time
- ❖ Cycle number
- ❖ CFY
 - ❖ Current fiscal year
- ❖ CFM
 - ❖ Current fiscal month
- ❖ LCY
 - ❖ Last closed fiscal year
- ❖ LCM
 - ❖ Last closed fiscal month
- ❖ INAE
 - ❖ INAE indicator (Y=open; N= closed)

Additional Information

❖ 90 Help Screen

❖ Type the report id as the Keyword

S090 UC: 02
LINK TO: _____

STATE OF OREGON
NEWS/HELP TABLE

06/12/19 04:15 PM
PROD

KEYWORD: DAFR9800 PAGE: 01

REPORT NAME : INVOICES

PURPOSE : TO PROVIDE ACCOUNTS RECEIVABLE INVOICES THAT ARE READY TO BE
MAILED TO CUSTOMERS.

SORT : AGENCY, VENDOR NUMBER/MC, VENDOR NAME, VENDOR ADDRESS, DOCUMENT
NUMBER/SFX, DOC DATE, DUE DATE AND DISCOUNT DATE/PERCENTAGE.

SPEC SEL 1 : OPTIONAL.

SS1 IS USED TO SELECT A DOCUMENT DATE BY ENTERING THE DOCUMENT
DATE IN THE FIRST FIELD OR TO SELECT A RANGE OF DATES BY
ENTERING THE FIRST DATE IN THE FIRST FIELD AND ENTERING THE
LAST DATE IN THE SECOND FIELD. DATES ARE ENTERED IN A
YYYYMMDD FORMAT.

SPEC SEL 2 : SEE PAGE 2

(NEXT PAGE F5)

Contact

Karlene Hancock

- Phone 503 373- 0714
- Email Karlene.Hancock@Oregon.gov
 - Adding electronic reporting
 - Report questions or concerns
 - How to order reports (91 profile)
 - Report distribution questions (95 profile)
 - If current reports are not meeting your needs

Question?

