

TIPS & TECHNIQUES

A SFMS Desk Manual

R*STARS: OTHE.3

Revised: 10/31/2008

CALENDAR 2009 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 closing dates. ATTACHMENT 2 contains the schedule for cost allocation runs.

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.

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.

The **proof** cost allocation run takes very little cycle processing time. The processing time involved with the **posting** of cost allocation is extensive and is generally run on the weekend. 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. This creates some adverse problems if an agency changes their 25 profile to post their transactions during the middle of the week instead of Friday night. It is extremely important for agencies to assume responsibility for adhering to the schedule for **posting** their cost allocation transactions. If the nightly cycle does not complete in time for the system to be available to agencies on the following work day, this could negatively impact other agencies on the system.

There will be one cost allocation posting per month – one week after OSPS Post has been updated on the datamart. During this week, the indicator will be set so agencies can run two proofs before posting the transactions. Periodically throughout the year, there will 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 indicator on the 97 System Management Profile will be switched to a "Y". This will 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 have been updated to 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 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 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 (this was changed from days to months in March 1998). 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://egov.oregon.gov/DAS/SCD/SFMS/report_guide.shtml)

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 State Controller's Division. Email address is: 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. Example #1 may be used when establishing the Frequency date on the 91 Report Request Profile, however SFMS recommends that agencies use the value 'WEEKLY' or the current week's last cycle date.

Example: The previous week's last cycle run date occurred on Friday, May 15, 2009. The current week's last cycle run date is Friday, May 22, 2009. The Frequency date on the 91 Report

Request Profile may be set to:

Saturday, May 16, 2009	05162009
Sunday, May 17, 2009	05172009
Monday, May 18, 2009	05182009
Tuesday, May 19, 2009	05192009
Wednesday, May 20, 2009	05202009
Thursday, May 21, 2009	05212009
Friday, May 22, 2009	05222009 Week-end reporting

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. Hard copy and remote printing options are also available.

ATTACHMENT 1

STATEWIDE MONTHLY CLOSING DATES

FISCAL MONTH-END	MONTH-END CLOSE DATE
DEC, '08	FRIDAY, JAN 16, '09
JAN, '09	FRIDAY, FEB 13 '09
FEB, '09	FRIDAY, MAR 13 '09
MAR, '09	FRIDAY, APR 17, '09
APR, '09	FRIDAY, MAY 15, '09
MAY, '09	FRIDAY, JUN 12, '09
JUN, '09	FRIDAY, JUL 17, '09
M13, '09	FRIDAY, AUG 21 '09
JUL, '09	FRIDAY, SEP 4, '09
AUG, '09	FRIDAY, SEP 18, '09
SEP, '09	FRIDAY, OCT 16, '09
OCT, '09	FRIDAY, NOV 13, '09
NOV, '09	FRIDAY, DEC 18, '09
DEC, '09	FRIDAY, JAN 15, '10

ATTACHMENT 2

COST ALLOCATION RUN DATES

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

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FISCAL MONTH-END	COST ALLOCATION RUN DATES		
JUN, '09	<p><u>CA RUN</u> PROOF RUN #1 - TUE JUL 07, '09 PROOF RUN #2 - THU JUL 09, '09 POST RUN - FRI JUL 10, '09</p>		
JUL, '09	<p><u>CA RUN #1</u> PROOF RUN #1 - TUE AUG 04, '09 PROOF RUN #2 - THU AUG 06, '09 POST RUN - FRI AUG 07, '09</p> <p><u>CA RUN #2</u> PROOF RUN #1 - TUE AUG 25, '09 PROOF RUN #2 - THU AUG 27, '09 POST RUN - FRI AUG 28, '09</p>		
AUG, '09	<p><u>CA RUN</u> PROOF RUN #1 - TUE SEP 08, '09 PROOF RUN #2 - THU SEP 10, '09 POST RUN - FRI SEP 11, '09</p>		
SEP, '09	<p><u>CA RUN</u> PROOF RUN #1 - TUE OCT 06, '09 PROOF RUN #2 - THU OCT 08, '09 POST RUN - FRI OCT 09, '09</p>		
OCT, '09	<p><u>CA RUN</u> PROOF RUN #1 - TUE NOV 03, '09 PROOF RUN #2 - THU NOV 05, '09 POST RUN - FRI NOV 06, '09</p>		
NOV, '09	<p><u>CA RUN</u> PROOF RUN #1 - TUE DEC 08, '09 PROOF RUN #2 - THU DEC 10, '09 POST RUN - FRI DEC 11, '09</p>		
DEC, '09	<p><u>CA RUN</u> PROOF RUN #1 - WED JAN 05, '10 PROOF RUN #2 - THU JAN 07, '10 POST RUN - FRI JAN 08, '10</p>		

ATTACHMENT 3

**ACCOUNTING EVENT TABLE
STATEWIDE MONTHLY INACTIVATION SCHEDULE**

ACCOUNTING MONTH SCHEDULED TO BE PLACED IN THE INACTIVE ACCOUNTING EVENT TABLE	INACTIVATION RUN DATE
OCT, '08	SUNDAY, JAN 25, '09
NOV, '08	SUNDAY, FEB 22, '09
DEC, '08	SUNDAY, MAR 22, '09
JAN, '09	SUNDAY, APR 26, '09
FEB, '09	SUNDAY, MAY 24, '09
MAR, '09	SUNDAY, JUN 21, '09
APR, '09	SUNDAY, JUL 26, '09
MAY, '09	SUNDAY, SEP 13, '09
JUN, '09	SUNDAY, SEP 27, '09
M13, '09	SUNDAY, OCT 25, '09
JUL, '09	SUNDAY, OCT 25, '09
AUG, '09	SUNDAY, NOV 22, '09
SEP, '09	SUNDAY, DEC 27, '09
OCT, '09	SUNDAY, JAN 24, '10