

# TIPS & TECHNIQUES

## A SFMS Desk Manual

R\*STARS: PROF.2  
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### CREATION OF NEW YEAR PROFILES

The DAFM355 - Create New Year Profiles program automatically creates new profiles for agencies. The creation of new profiles occurs once every two years just prior to the first fiscal year of the new appropriation year beginning on July 1st. The program mirrors the current year's profiles and creates new Appropriation Year (AY) or Fiscal Years (FY) records depending on which of the "years" is in the profile key. The DAFM353 – Financial and General Ledger Rollover runs on June 30th to roll the financial table balances into two new fiscal years for AY tables and into one fiscal year for FY tables.

In order for DAFM355 to create profiles for the new year, the current FY and AY profiles must meet specific criteria. The program uses the current FY and AY indicators on the (97) System Management profile as part of the selection process. DAFM355 does not create new profiles for Capital Construction funds (appropriated funds 3020, 4020, 6020, or 8020).

Agency profiles that include the appropriation number, i.e., the (24) Index Code and the (26) Program Cost Account, will require the agency to input the new appropriation number prior to the profile being used. All Statewide profiles are the responsibility of SFMS Operations except the (20) Appropriation Number Profile, which is maintained by Budget and Management (BAM). (Please refer to the BAM schedule in this procedure for appropriation/allotment profiles completion.)

DAFM355 automatically creates the agency and statewide profiles listed below:

#### Agency Profiles:

21	AY	Index/PCA Relationship
22	AY	Cost Allocation
24	AY	Index Code
26	AY	Program Cost Account
D03	AY	Organization Code
D04	AY	Program Code
D11	AY	Agency Object
D52	AY	Function Code

#### Statewide Profiles:

20	AY	Appropriation Number
82	AY	Comptroller Relationship Edit
D09	AY	Comptroller Source/Group
D10	AY	Comptroller Object
D23	FY	Fund (agency must submit form for approval)
D67	FY	GL Tables Control
D73	FY	Cash Fund (agency must submit form for approval)
D34	AY	NACUBO Source/Object

Other profiles may need to be manually changed before an agency is ready for the new year. The following profiles should be considered for further modification.

- (91) Report Request Profile  
All report requests should be reviewed for AY and FY when making the request for the new appropriation year.
- (25) Agency Control Profile  
Agencies will be required to establish a new profile for both new fiscal years. The Last Month Close should be set to '00'. Agencies will need to review the indicator settings to ensure they will receive the data they need.
- (550) Recurring Transaction Profile  
*WARNING!* Agencies should not change existing 550 profiles except to establish an Effective End Date or to inactivate them. Neither the FY nor AY keys control the 550 profile. New Recurring Transaction profiles should be created to accommodate changes the agency makes to their accounting structure.

### Accounting Structure

Prior to the creation of new profiles, the agency determines whether or not the automatic creation of new profiles will achieve their objectives or if they need to reconfigure their current accounting structure. There are different reconfiguring variations an agency can use in establishing their structures for a new year. Regardless of the variation the agency selects, some profiles may need modification after the DAFM355 is run.

1. Agency accounting structures remain the same.
2. Minor modification to old year accounting structures.
3. Complete change in the accounting structure for new year.

### Establishing New Year Profiles

The following steps should be taken depending upon which variation an agency elects to initiate for establishing the new year's profiles.

1. Agency accounting structures remains the same  
The following steps are taken when an agency chooses to continue into the new year with their existing accounting structure.
  - DAFM355 creates the listed agency and statewide profiles prior to the new fiscal year. Effective end dates on the current FY and AY profiles must be blank or greater than the current fiscal year indicators on the (97) System Management Profile, i.e. for FY09, the Effective End Date must be blank or greater than 6/30/09.
  - Agency sets up **two** new Agency Control Profiles (25) - one for each new fiscal year – i.e. FY06 and FY07. Last Month Closed should be set to '00'.
2. Minor changes to the current accounting structure  
The following steps are taken when an agency chooses to make minor changes to their existing accounting structure in the new year.
  - DAFM355 creates the listed agency and statewide profiles prior to the new fiscal year. Effective end dates on the current FY and AY profiles must be blank or greater than the

current fiscal year indicators on the (97) System Management Profile, i.e. for FY09, the Effective End Date must be blank or greater than 6/30/09.

- Agency sets up **two** new Agency Control Profiles (25) - one for each new fiscal year – FY10 and FY11. Last Month Closed should be set to '00'.
- Agency modifies the new profiles to include new appropriation numbers and any other necessary changes after DAFM355 is run.

Agencies must not modify existing profile data elements during the AY or FY, i.e., FY08, FY09, AY09, etc. Changes to profile data elements during the FY or AY may cause mismatch errors when additional processing of the document occurs. A good example is document supported Accounts Receivables (AR). A document supported AR is established using a specific PCA that looks up specific data elements. When cash is received for this AR, the same PCA structure is used to liquidate the receivable. If changes have been made to the PCA data elements, the system will generate an 'EBK' Class Mismatch error. This error message indicates that not all the data elements match and the transaction can not be processed.

- **If the D23 or D73 are changed (for Linking or other reasons), agencies are required to complete the appropriate forms and submit to SFMS Operations for review prior to BAM's final update to the appropriation table.**

### 3. Complete change to the current accounting structure

The following steps are taken when an agency chooses to make a complete change to their existing accounting structure in the new year. *WARNING!* If balances exist in any profile structure, agencies must allow DAFM355 to create the profile. Creation of the new profile is necessary to accommodate adjusting transactions that are made after the new AY/FY begins on July 1st.

- DAFM355 does not create a FY and AY profile for profiles that have a current fiscal year end Effective End Date nor does it create a FY or AY for profiles that are inactive. Inactivating a profile or entering an Effective End Date to prevent the creation of the new record **must be done prior to the running of DAFM355.**
  - FY Profiles  
Change current FY profiles so the Effective End Date is 12/31/YY<sup>1</sup>. DAFM355 *will create these profiles for FY10 and FY11 with a 12/31/ YY<sup>1</sup> Effective End Date.*
  - AY Profiles  
If agencies do not want profiles to be automatically created, agencies should put an Effective End Date of 6/30/YY<sup>1</sup> or inactivate the profiles they do not want created.
- Agency sets up **two** new Agency Control Profiles (25) -one for each new fiscal year - FY06 and FY07. The Last Month Closed is set to '00'.
- Agency establishes new agency profiles and SFMS Operations establishes new statewide profiles as needed and/or requested after DAFM355 is run. These profiles include new appropriation numbers.

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<sup>1</sup> YY<sup>1</sup> is the current year.

- **After DAFM355 is run, profiles MUST be revised or transactions will not process.** If the Effective End Date was changed and the agency wants to process prior fiscal or appropriation year transactions, the Effective End Date needs to be greater than or equal to the effective date found on the 97 System Management Profile.

If the Effective End Date is not changed from 6/30/YY to 12/31/YY or changed back to “Active” status, any transactions the agency performs on the prior AY will error because the profile indicators, i.e., Effective End Date or “Inactive” status, will disallow transaction processing.

### **BAM Schedule for (20) Appropriation Number Profiles Updates (2009 to 2011 Biennium)**

1. BAM distributes two spreadsheets to agencies.
  - The first lists all appropriations currently established on the 20 profile for the 2007 – 2009 biennium.
  - The second lists all of the agency’s appropriation bills with section references for 2009 – 2011 biennium and columns to provide accounting information such as PCA, Index, etc.
2. Agency reviews the listing of appropriation numbers indicating which appropriation numbers need to be deleted or changed. The agency submits the 20 profile forms to BAM for any new appropriation numbers that need to be created.
3. Agency, using the listing of appropriation numbers, fills in the appropriation number and accounting information, PCA/Index next to each appropriation bill section reference and returns this spreadsheet to BAM as soon as it is complete. (This form can be faxed.)
4. BAM updates or establishes new 20 profiles based on information submitted by the agency.
5. Agencies must update PCA/Index with new appropriation numbers before the next step can occur.
6. BAM loads appropriations upon receipt of chapter law and allots 10% of the appropriation with effective date of 07/01/YY.
7. Agencies submit first quarter allotment plan to BAM.