




**CALENDAR YEAR 2006
SFMA CLOSING SCHEDULES**

JANUARY 2006 (FM07/FY06)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 New Year's Day Holiday 	2 New Year's Day Observed 	3 Dec 05 CA2 Proof 1 Run	4	5 Dec 05 CA2 Proof 2 Run Dec 05 OSPA Preliminary Cutoff	6 Dec 05 CA2 Post Run Clean-up IT File Closed 6:00 am - 10:30 am Run DAFJ348-Liquidate Enc/Pre-Enc AY05 Weekly Report Run	7
8	9 Dec 05 OSPA Cutoff	10 Dec 05 OSPA Load SFMA	11 Dec 05 OSPA Post	12	13 EOM Close Dec 05 Run DAFJ793-Prints Final DAFR7940 Report, Populates 43M EOM Report Run	14
15	16 Martin Luther King Jr Holiday 	17	18 Run DAFJ620	19	20 Weekly Report Run	21
22 INAE Oct 05	23	24 Jan 06 CA1 Proof 1 Run Final day for Agencies to submit 1099-MISC changes Jan 06 OSPA Preliminary Cutoff	25	26 Jan 06 CA1 Proof 2 Run Jan 06 OSPA Cutoff	27 Jan 06 CA1 Post Run Jan 06 OSPA Load SFMA Weekly Report Run	28
29	30 Jan 06 OSPA Post	31 Jan 06 CA2 Proof 1 Run ADPICS 250 Report Run				

**CALENDAR YEAR 2006
SFMA CLOSING SCHEDULES**

FEBRUARY 2006(FM08/FY06)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Jan 06 CA2 Proof 2 Run	3 Jan 06 CA2 Post Run Weekly Report Run	4
5	6	7 Jan 06 OSPA Preliminary Cutoff	8	9 Jan 06 OSPA Cutoff	10 Clean-up IT File Closed 6:00 am – 10:30 am Jan 06 OSPA Load SFMA Weekly Report Run	11
12	13 Jan 06 OSPA Post	14 Print Corrected 1099- MISC Forms- DAFJ796 SFMA User's Group Meeting @ Veteran's Dept Auditorium 8:30-10:00	15	16	17 EOM Close Jan 06 EOM Report Run	18
19	20 Presidents' Day Holiday 	21 Feb 06 CA1 Proof 1 Run Feb 06 OSPA Preliminary Cutoff	22 Run DAFJ620	23 Feb 06 CA1 Proof 2 Run Feb 06 OSPA Cutoff	24 Feb 06 CA1 Post Run Feb 06 OSPA Load SFMA Weekly Report Run	25
26 INAE Nov 05	27 Feb 06 OSPA Post	28 Feb 06 CA2 Proof 1 Run Print Corrected 1099- MISC Forms ADPICS 250 Report Run				



**CALENDAR YEAR 2006
SFMA CLOSING SCHEDULES**

MARCH 2006(FM09/FY06)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Feb 06 CA2 Proof 2 Run	3 Feb 06 CA2 Post Run Pmt Control/Pmt Cancel Archive – DAFJ600 Weekly Report Run	4
5	6	7 Feb 06 OSPA Preliminary Cutoff	8	9 Feb 06 OSPA Cutoff	10 Clean-up IT File Closed 6:00 am – 10:30 am Feb 06 OSPA Load SFMA Weekly Report Run	11
12 DAFJIAUL	13 Feb 06 OSPA Post	14 Print Corrected 1099- MISC Forms	15	16	17 EOM Close Feb 06 EOM Report Run	18
19 IAE Archive	20	21	22 Run DAFJ620	23 Mar 06 OSPA Preliminary Cutoff	24 Financial Table Archive – DAFJIAUL Weekly Report Run	25 SFMA Closed
26	27 SFMA Closed Mar 06 OSPA Cutoff	28 SFMA Closed Mar 06 OSPA Load SFMA	29 Mar 06 OSPA Post Mar 06 CA1 Proof 1 Run	30 Mar 06 CA1 Proof 2 Run	31 Mar 06 CA1 Post Run ADPICS 250 Report Run Weekly Report Run	

**CALENDAR YEAR 2006
SFMA CLOSING SCHEDULES**

APRIL 2006(FM10/FY06)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 INAE Dec 05  Daylight Saving Time Begins	3 Final Date for Agencies to Send Requests for Corrected 1099-MISC Forms	4 Mar 06 CA2 Proof 1 Run	5	6 Mar 06 CA2 Proof 2 Run Mar 06 OSPA Preliminary Cutoff	7 Mar 06 CA2 Post Run Clean-up-IT File Closed 6:00 am – 10:30 am Weekly Report Run	8
9	10 Mar 06 OSPA Cutoff	11 Mar 06 OSPA Load SFMA	12 Mar 06 OSPA Post	13	14 EOM Close Mar 06 EOM Report Run	15
16  EASTER	17	18	19 Run DAFJ620	20	21 Apr 06 OSPA Preliminary Cutoff Weekly Report Run	22
23 INAE Jan 06	24	25 Apr 06 CA1 Proof 1 Run Apr 06 OSPA Cutoff	26 Apr 06 OSPA Load SFMA	27 Apr 06 CA1 Proof 2 Run Apr 06 OSPA Post	28 Profile Table Archive – DAFJA20 Apr 06 CA1 Post Run ADPICS 250 Report Run Weekly Report Run	29
30						

**CALENDAR YEAR 2006
SFMA CLOSING SCHEDULES**

MAY 2006(FM11/FY06)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Apr 06 CA2 Proof 1 Run	3	4 Apr 06 CA2 Proof 2 Run	5 Apr 06 CA2 Post Run Clean-up IT File Closed 6:00 am - 10:30 am Apr 06 OSPA Preliminary Cutoff Weekly Report Run	6
7	8	9 Apr 06 OSPA Cutoff	10 Apr 06 OSPA Load SFMA	11 Apr 06 OSPA Post	12 EOM Close Apr 06 EOM Report Run	13
14	15	16 SFMA User's Group Meeting @ Veteran's Dept Auditorium 8:30-10:00	17 Run DAFJ620	18	19 Weekly Report Run	20
21 INAE Feb 06	22	23 May 06 OSPA Preliminary Cutoff	24	25 May 06 OSPA Cutoff	26 Header Table Archive May 06 OSPA Load SFMA Weekly Report Run	27
28	29  Memorial Day Holiday	30 May 06 CA1 Proof 1 Run May 06 OSPA Post	31 ADPICS 250 Report Run			

**CALENDAR YEAR 2006
SFMA CLOSING SCHEDULES**

JUNE 2006(FM12/FY06)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 May 06 CA1 Proof 2 Run	2 May 06 CA1 Post Run Weekly Report Run	3
4	5	6 May 06 CA2 Proof 1 Run	7 May 06 OSPA Preliminary Cutoff	8 May 06 CA2 Proof 2 Run	9 May 06 CA2 Post Run Clean-up IT File Closed 6:00 am – 10:30 am May 06 OSPA Cutoff Weekly Report Run	10
11	12 May 06 OSPA Load SFMA	13 May 06 OSPA Post	14	15	16 EOM May 06 EOM Report Run	17
18	19	20	21 Run DAFJ620	22 June 06 OSPA Preliminary Cutoff	23 Weekly Report Run	24
25 INAE Mar 06	26 June 06 OSPA Cutoff	27 June 06 CA1 Proof 1 Run June 06 OSPA Load SFMA	28 June 06 OSPA Post	29 June 06 CA1 Proof 2 Run	30 June 06 CA1 Post Run ADPICS 250 Report Run Run DAFJ353/356F Year End Rollover Weekly Report Run END OF FY06	

**CALENDAR YEAR 2006
SFMA CLOSING SCHEDULES**

JULY 2006(FM01/FY07)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 System Unavailable - SFMA Closed for DAFM353/356 Validation FY07 BEGINS
2	3	4 July 4th Holiday 	5 June 06 CA2 Proof 1 Run	6 June 06 CA2 Proof 2 Run June 06 OSPA Preliminary Cutoff	7 June 06 CA2 Post Run Clean-up-IT File Closed 6:00 am – 10:30 am Weekly Report Run	8
9	10 June 06 OSPA Cutoff	11 June 06 OSPA Load SFMA	12 June 06 OSPA Post	13	14 EOM Close June 06 EOM Report Run	15
16	17	18 CAFR Report Run	19 Run DAFJ620	20	21 Weekly Report Run	22
23 INAE Apr 06	24 July 06 OSPA Preliminary Cutoff	25 CAFR Report Run	26 July 06 OSPA Cutoff	27 July 06 OSPA Load SFMA	28 July 06 OSPA Post Weekly Report Run	29
30	31 ADPICS 250 Report Run					


**CALENDAR YEAR 2006
SFMA CLOSING SCHEDULES**

AUGUST 2006 (FM02/FY07)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 CAFR Report Run	2 Receipt Table Archive – DAFJ605	3	4 Weekly Report Run	5
6	7 July 06 OSPA Preliminary Cutoff	8 July 06 CA1 Proof 1 Run CAFR Report Run	9 July 06 OSPA Cutoff	10 July 06 CA1 Proof 2 Run July 06 OSPA Load SFMA	11 July 06 CA1 Post Run Clean-up IT File Closed 6:00 am - 10:30 am July 06 OSPA Post Weekly Report Run	12
13	14	15 CAFR Report Run	16	17	18 EOM Close 13/06 EOM Report Run	19
20	21	22 SFMA User's Group Meeting @ Veteran's Dept Auditorium 8:30-10:00	23 Run DAFJ620	24 Aug 06 OSPA Preliminary Cutoff	25 Weekly Report Run	26
27	28 Aug 06 OSPA Cutoff	29 July 06 CA2 Proof 1 Run Aug 06 OSPA Load SFMA	30 Aug 06 OSPA Post	31 July 06 CA2 Proof 2 Run ADPICS 250 Report Run		

**CALENDAR YEAR 2006
SFMA CLOSING SCHEDULES**

SEPTEMBER 2006 (FM03/FY07)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 July 06 CA2 Post Run Run DAFM351 Weekly Report Run	2
3	4 Labor Day Holiday 	5	6	7 Aug 06 OSPA Preliminary Cutoff	8 EOM Close July 06 EOM Report Run	9
10	11 Aug 06 OSPA Cutoff	12 Aug 06 CA1 Proof 1 Run Aug 06 OSPA Load SFMA	13 Aug 06 OSPA Post	14 Aug 06 CA1 Proof 2 Run	15 Aug 06 CA1 Post Run Run DAFJ793M Clean-up IT File Closed 6:00 am - 10:30 am Weekly Report Run	16
17 INAE May 06	18	19	20	21 Sep 06 OSPA Preliminary Cutoff	22 EOM Close Aug 06 EOM Report Run	23
24	25 Sep 06 OSPA Cutoff	26 Sep 06 CA1 Proof 1 Run Sep 06 OSPA Load SFMA	27 Run DAFJ620 Sep 06 OSPA Post	28 Sep 06 CA1 Proof 2 Run	29 Sep 06 CA1 Post Run ADPICS 250 Report Run Weekly Report Run	30

**CALENDAR YEAR 2006
SFMA CLOSING SCHEDULES**

OCTOBER 2006 (FM04/FY07)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 INAE Jun 06	2	3 Sep 06 CA2 Proof 1 Run	4	5 Sep 06 CA2 Proof 2 Run Sep 06 OSPA Preliminary Cutoff	6 Sep 06 CA2 Post Run Clean-up IT File Closed 6:00 am – 10:30 am Weekly Report Run	7
8	9 Run Expiration Programs Columbus Day – Bank Holiday NOT State Holiday Sep 06 OSPA Cutoff	10 Sep 06 OSPA Load SFMA	11 Sep 06 OSPA Post	12	13 EOM Close Sep 06 EOM Report Run	14
15	16	17	18 Run DAFJ620	19	20 Run DAFJ793M Weekly Report Run	21
22 INAE 13/06 INAE July 06	23	24 Oct 06 CA1 Proof 1 Run Oct 06 OSPA Preliminary Cutoff	25	26 Oct 06 CA1 Proof 2 Run Oct 06 OSPA Cutoff	27 Oct 06 CA1 Post Run Oct 06 OSPA Load SFMA Vendor Table Purge – DAFJA15 Weekly Report Run	28
29  Daylight Saving Time Ends	30 Oct 06 OSPA Post	31 Oct 06 CA2 Proof 1 Run ADPICS 250 Report Run  Halloween				

**CALENDAR YEAR 2006
SFMA CLOSING SCHEDULES**

NOVEMBER 2006 (FM05/FY07)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Oct 06 CA2 Proof 2 Run	3 Oct 06 CA2 Post Run Clean-up IT File Closed 6:00 am – 10:30 am Weekly Report Run	4
5	6 Oct 06 OSPA Preliminary Cutoff	7	8 Oct 06 OSPA Cutoff	9 Oct 06 OSPA Load SFMA Weekly Report Run	10 Veteran's Day Holiday Observed 	11 Veteran's Day Holiday 
12	13 Oct 06 OSPA Post	14 SFMA User's Group Meeting @ Veteran's Dept Auditorium 8:30-10:00	15	16	17 EOM Close Oct 06 EOM Report Run	18
19	20	21 Run DAFJ620 Nov 06 OSPA Preliminary Cutoff	22	23 Thanksgiving Day Holiday 	24 Run DAFJ793M Weekly Report Run	25
26 INAE Aug 06	27 Nov 06 OSPA Cutoff	28 Nov 06 CA1 Proof 1 Run Nov 06 OSPA Load SFMA	29 Nov 06 OSPA Post	30 Nov 06 CA1 Proof 2 Run ADPICS 250 Report Run		


**CALENDAR YEAR 2006
SFMA CLOSING SCHEDULES**

DECEMBER 2006 (FM06/FY07)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Nov 06 CA1 Post Run Weekly Report Run	2
3	4 Cum Payment Purge	5 Nov 06 CA2 Proof 1 Run	6	7 Nov 06 CA2 Proof 2 Run Nov 06 OSPA Preliminary Cutoff	8 Nov 06 CA2 Post Run Clean-up IT File Closed 6:00 am – 10:30 am Weekly Report Run	9
10	11 Nov 06 OSPA Cutoff	12 Nov 06 OSPA Load SFMA	13 Nov 06 OSPA Post	14	15 EOM Close Nov 06 EOM Report Run	16
17	18	19	20 Run DAFJ620	21 Dec 06 OSPA Preliminary Cutoff	22 Run DAFJ793M Weekly Report Run	23
24	25 Christmas Day Holiday 	26 Dec 06 CA1 Proof 1 Run Dec 06 OSPA Cutoff	27 Dec 06 OSPA Load SFMA	28 Dec 06 CA1 Proof 2 Run Dec 06 OSPA Post	29 Dec 06 CA1 Post Run ADPICS 250 Report Run Weekly Report Run	30
31						

**CALENDAR YEAR 2006
SFMA CLOSING SCHEDULES**

JANUARY 2007 (FM07/FY07)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 New Year's Day Holiday 	2 Dec 06 CA2 Proof 1 Run	3	4 Dec 06 CA2 Proof 2 Run	5 Dec 06 CA2 Post Run Clean-up IT File Closed 6:00 am - 10:30 am Dec 06 OSPA Preliminary Cutoff Weekly Report Run	6
7 INAE Sep 06	8	9 Dec 06 OSPA Cutoff	10 Dec 06 OSPA Load SFMA	11 Dec 06 OSPA Post	12 EOM Close Dec 06 Run DAFJ793-Prints Final DAFR7940 Report, Populates 43M EOM Report Run	13
14	15 Martin Luther King Jr Holiday 	16	17 Run DAFJ620	18	19 Weekly Report Run	20
21 INAE Oct 06	22	23 Jan 06 CA1 Proof 1 Run	24 Final day for Agencies to submit 1099-MISC Changes Jan 06 OSPA Preliminary Cutoff	25 Jan 06 CA1 Proof 2 Run	26 Jan 06 CA1 Post Run Jan 06 OSPA Cutoff Weekly Report Run	27
28	29 Jan 06 OSPA Load SFMA	30 Jan 06 CA2 Proof 1 Run Jan 06 OSPA Post	31 ADPICS 250 Report Run			

SFMS Biennium Closing Research and Verification Tools

This document is to inform users about reports and inquiry screens that are available to research outstanding biennium close documents and balances.

R*STARS Reports

Order all reports with a Period of "CM" on the 91 screen, unless otherwise indicated.

Research

The first step in year-end closing is to order and review the **DAFR6500 – Lapsing Appropriation Report**. The 6500 report contains totals for the Balance Types (BT) listed below by appropriated fund and appropriation number.

BT	Description	BT	Description
12	Cash Revenue	17	Accrued Expenditures
14	Accrued Revenue	18	Encumbrances Outstanding
15	Cash Expenditures	19	Pre-encumbrances Outstanding

Balance Type 17 on the 6500 report should be zero by December 31st calendar date.

Balance Type 18 and 19 should be zero by Month 13 close.

Balance Type 14 should also be zero by Month 13 close, unless related to a non-document supported receivable (i.e. GL 0503).

General Information about DAFR6500 pulled from the Appropriation Table:

Sorted By	Ordering Instructions
<ul style="list-style-type: none"> Appropriation Year App Fund Appn Number Program 	<ul style="list-style-type: none"> Order monthly for AY 05. Also order AY 97, 99, 01 and 03 (capital construction only) to see if there are any outstanding, old biennium balances to be cleaned up (the DO2 Agency Profile will need to be modified by SFMS Operations to allow agencies to order prior biennium reports). Do not order AY 97, 99, 01 and 03 again, if the balances are zero. <p>Special Select 1: Required. Enter the date, or range of dates, for the appropriations which lapse on the specified date or during the specified date range (i.e. 20051231). This date comes from the Eff End Date on the 20 profile. When ordering the reports for AY 97, 99, 01 and 03 be sure to include the range of all appropriation Eff End Dates for that biennium.</p> <p>Special Select 2: Enter "A" to report on all funds.</p>

Document Supported Transactions

Document supported transactions are those that post to the Document Financial Table and can be viewed on the 64 – Document Record Inquiry screen. The reports below show the status and or details of various types of documents.

Receivables – The DAFR9750 – Accounts Receivable Document Status pulled from the Document Financial Table:

Sorted By	Ordering Instructions
<ul style="list-style-type: none"> Agency Fiscal Year App Fund Fund GL Agency GL Org Program 	<ul style="list-style-type: none"> AY05. You may also order report for AY 97, 99, 01 or 03 if BT14 has outstanding amounts for an old biennium on the 6500 report (the DO2 Agency Profile will need to be modified by SFMS Operations to allow agencies to order prior biennium reports). Must enter a value in the Org, Program and Fund fields on the 91 profile. Enter zero in these fields to get the report at the highest level, or enter other values (see report guide), depending on your agency structure and level of review.

SFMS Biennium Closing Research and Verification Tools

<ul style="list-style-type: none"> Document 	<p>Note – Order one report for each AY to avoid double reporting, caused by moving receivables forward from the old to new biennium (TC213 or 214).</p>
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Deposit Liability – The DAFR6590 – Outstanding Deposit Liabilities – Document Supported

Sorted By	Ordering Instructions
<ul style="list-style-type: none"> Agency App Fund Fund Document 	<p>On the 91 profile:</p> <ul style="list-style-type: none"> Must enter a value in the Fund field. Enter zero to get the report at the highest level, or enter other values (see report guide), depending on your agency structure and level of review. May enter the appropriation year without a period or range.

Deposit liabilities can also be tracked through the grant or project reports, if assigned a grant or project number.

Deferred Revenue / Unreimbursed Advances – The DAFR8680 – Detail Account Activity by Fund Report

Sorted By	Ordering Instructions
<ul style="list-style-type: none"> Agency Fiscal Year App Fund Fund Program 1-9 Comp GL Agency GL Comp Object Agency Object Document 	<p>On the 91 screen:</p> <ul style="list-style-type: none"> Enter a value in the Program, Object, Fund and GL Acct field. Do not enter zero in the GL Acct field (see below). You may enter zero in the Program, Object and Fund to get the report at the highest level, or enter other values (see report guide), depending on your agency structure and level of review. Enter GL 1604 for deferred revenue or 0573 for unreimbursed advances. <p>Special Select 1</p> <ul style="list-style-type: none"> Lo: Optional. Enter “A” to subtotal by Agency Object, otherwise leave blank to subtotal by Comp Object. Hi: Optional. Enter “S” to subtotal by document number or leave blank for no subtotal. <p>Special Select 2: Optional. Enter “F” to sort by D23 Fund or leave blank to sort by Appropriated Fund, then D23 fund.</p>

Deferred Revenue can also be tracked through the grant or project reports, if assigned a grant or project number.

Other Research

The **DAFR3330 – Deposit Reconciliation Report** can be used to research outstanding deposits and are sorted by Agency, Treasury Fund, Account Number and Deposit Number. Order this report on the 91 profile with a period of “CM” and “N” in the SS1 field to receive only unreconciled deposits as of the current date.

Sorted By	Ordering Instructions
<ul style="list-style-type: none"> Agency Treasury Fund Account Number Deposit Number 	<ul style="list-style-type: none"> On 91 screen, enter “CM” in the Period. <p>Special Select 1: Enter “N” for unreconciled deposits.</p> <p>Special Select 2: Optional. Enter a Treasury fund or range of Treasury funds.</p>

BRIO can also be used for any part of biennium closing to research and verify outstanding balances, documents and amounts.

SFMS Biennium Closing Research and Verification Tools

R*STARS Inquiries – All Types

In addition to reports, R*STARS inquiry screens can be used for several different purposes. The first is to find more information, not found in the reports. Second, to verify that balances changed, as expected and third, for more current, up-to-date information. Which inquiry works best depends on the agency structure and the information being sought. Inquiries should be done with the current fiscal year and month.

Research

Document Supported Research

The primary inquiry screens to use for researching document supported items including receivables, deposit liabilities, deferred revenues and encumbrances are the 64 – Document Record Inquiry and 86 – Document Transaction Inquiry.

The **64 – Document Record Inquiry** screen shows the document activity by balance type and the ending balance for each suffix and class. Class is the additional breakdown of suffixes, created by RTI's. The document balance is calculated as follows: "BT 01 + BT 02 – BT 03". If the document is closed, there will be a date in the Close Date field.

Suffix 001

S064 VER 2.0	STATE OF OREGON	05/11/05 12:29 PM			
LINK TO:	DOCUMENT RECORD INQUIRY	PROD			
AGY: 107 DOC NO/SFX/CLASS: AFPS1025 001 001					
CREATE DATE: 081204	CLOSE DATE: 093004				
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)				
INQ YEAR: 05	INQ MONTH: 11	DOC BALANCE: .00			
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	18,000.00			
03	LIQUIDATIONS	18,000.00			
04	PYMT/COLLECTIONS	18,000.00			

Suffix 002

S064 VER 2.0	STATE OF OREGON	05/11/05 12:30 PM			
LINK TO:	DOCUMENT RECORD INQUIRY	PROD			
AGY: 107 DOC NO/SFX/CLASS: AFPS1025 002 001					
CREATE DATE: 081204	CLOSE DATE: 093004				
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)				
INQ YEAR: 05	INQ MONTH: 11	DOC BALANCE: .00			
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	900.00			
03	LIQUIDATIONS	900.00			
04	PYMT/COLLECTIONS	900.00			

SFMS Biennium Closing Research and Verification Tools

The **86 – Document Transaction Inquiry** screen summarizes all transactions for a given document number, including adjustments and liquidations. You can inquire without a suffix number for a look at all the transactions, or with a suffix number to limit your information.

Without Suffix

S086 VER 2.0		STATE OF OREGON				05/11/05 12:31 PM	
LINK TO:		DOCUMENT TRANSACTION INQUIRY				PROD	
AGY: 107		DOCUMENT NO/SUFFIX: AFPS1025		REC TYPE: I			
		EFF DATE RANGE:		TO 051105			
-----TRANS ID-----	TC	D	DT	PAYMENT #	REF DOC/SFX	TRANSACTION	AMOUNT R
M INDEX	PCA	AY	COBJ	AOBJ	VENDOR NO/MC	AP FUND	FUND S
107 09/01/04 2 251	00016	176			AFPS1025 001		18000.00
	81405	05	0708	1416	0000KT0010 000	3200	5460
107 09/01/04 2 251	00017	176			AFPS1025 002		900.00
	81405	05	0708	1420	0000KT0010 000	3200	5460
107 08/12/04 2 521	00001	199	08/04				18000.00
	81405	05	0708	1416	0000KT0010 000	3200	5460
107 08/12/04 2 521	00002	199	08/04				900.00
	81405	05	0708	1420	0000KT0010 000	3200	5460

F1-HELP F2-DETAIL F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

Suffix 001

S086 VER 2.0		STATE OF OREGON				05/11/05 12:31 PM	
LINK TO:		DOCUMENT TRANSACTION INQUIRY				PROD	
AGY: 107		DOCUMENT NO/SUFFIX: AFPS1025 001		REC TYPE: I			
		EFF DATE RANGE:		TO 051105			
-----TRANS ID-----	TC	D	DT	PAYMENT #	REF DOC/SFX	TRANSACTION	AMOUNT R
M INDEX	PCA	AY	COBJ	AOBJ	VENDOR NO/MC	AP FUND	FUND S
107 09/01/04 2 251	00016	176			AFPS1025 001		18000.00
	81405	05	0708	1416	0000KT0010 000	3200	5460
107 08/12/04 2 521	00001	199	08/04				18000.00
	81405	05	0708	1416	0000KT0010 000	3200	5460

Suffix 002

S086 VER 2.0		STATE OF OREGON				05/11/05 12:32 PM	
LINK TO:		DOCUMENT TRANSACTION INQUIRY				PROD	
AGY: 107		DOCUMENT NO/SUFFIX: AFPS1025 002		REC TYPE: I			
		EFF DATE RANGE:		TO 051105			
-----TRANS ID-----	TC	D	DT	PAYMENT #	REF DOC/SFX	TRANSACTION	AMOUNT R
M INDEX	PCA	AY	COBJ	AOBJ	VENDOR NO/MC	AP FUND	FUND S
107 09/01/04 2 251	00017	176			AFPS1025 002		900.00
	81405	05	0708	1420	0000KT0010 000	3200	5460
107 08/12/04 2 521	00002	199	08/04				900.00
	81405	05	0708	1420	0000KT0010 000	3200	5460

In addition to viewing summarized transactions on the 86 screen, you can drill down to the **84 – Accounting Event Record Inquiry** to see the individual transactions. Accounts receivable liquidation where the final deposit is less than the remaining balance of the accounts receivable will result in two transactions on the 84 screen. You can see on the 64 screen below, for example that ARQO4444 001 was established for

SFMS Biennium Closing Research and Verification Tools

\$100.00 (BT 01) and deposit received was \$50.00 (BT 04). An adjustment was recorded for \$50.00 (BT 02).

S064 VER 2.0	STATE OF OREGON	05/11/05 12:41 PM
LINK TO:	DOCUMENT RECORD INQUIRY	PROD
AGY: 107 DOC NO/SFX/CLASS: ARQ04444 001 001		
CREATE DATE: 071904	CLOSE DATE:	
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	
INQ YEAR: 05	INQ MONTH: 11	DOC BALANCE: .00
BT	TITLE	AMOUNT
01	ORIG AMOUNT	100.00
02	ADJUSTMENT	50.00-
03	LIQUIDATIONS	50.00
04	PYMT/COLLECTIONS	50.00

Returning to the 86 screen and drilling down on the deposit, you will see the deposit transaction for \$50.00 on the 84 screen.

S084 VER 2.0	STATE OF OREGON	05/11/05 12:43 PM
LINK TO:	ACCOUNTING EVENT RECORD INQUIRY	PROD
BATCH: AGENCY 107 DATE 081804 TYPE 2 NO 212 SEQ NO 00024 REC TYPE: A STATUS: A		
GL: DR1 0065 CR1 0501 DR2 3101 CR2 3100 DR3	CR3	DR4 CR4
DOC AGY: 107	DOC DATE:	EFF DATE: 081804 DUE DATE:
SERV DATE:	CUR DOC/SFX/CLASS: CR010383 015	MOD:
	REF DOC/SFX/CLASS: ARQ04444 001 001	AGENCY: 107
TRANS CODE: 176	INDEX:	PCA: 80139 AY: 05 COMP/AGY OBJ: 0407 1033
AMOUNT: 50.00	RVS: DISCOUNT:	.00 FO: PDT:
CI: PROP #:	1099:	INV-NO: DP13426 DT:
VEND/MC: 0000X15016 000 DESC: ORCPP 04/05		
NAME: SOUTHERN OREGON LIBRARY		CONT NO:
CITY: MEDFORD	ST: OR ZIP: 97501	RTI:
PMT-NO:	DT: AP NO: 31501 FUND: 4320	AGY GL:
GRANT NO/PH:	SUB GRANTEE:	PROJ NO/PH:
MPCD:	AGY CD-1: 2: 3: 15000	CASH FUND: 15000
G38-TRANSFER:	PMT TYPE: INT TM: 0.000	BANK:
DISC-DT: TM: PEN-DT: TM: PEN AMT:		.00
LAST PROC - DT: 08182004 TIME: 1458 ORIG SEQ NO: APPROVAL DT: 081904		
Z06 RECORD SUCCESSFULLY RECALLED		
F1-HELP F2-85 F3-PRIOR INQ F4-PRIOR F5-NEXT F7-86 F9-INT ENTER-INQ		

SFMS Biennium Closing Research and Verification Tools

Adjustment Amount

```
S084 VER 2.0                STATE OF OREGON                05/11/05 12:44 PM
LINK TO:                    ACCOUNTING EVENT RECORD INQUIRY        PROD
BATCH: AGENCY 107 DATE 042205 TYPE 2 NO 508 SEQ NO 00001 REC TYPE: A STATUS: A
GL: DR1 0501 CR1 3101 DR2      CR2      DR3      CR3      DR4      CR4
DOC AGY: 107 DOC DATE:          EFF DATE: 042205 DUE DATE: 052205
SERV DATE:          CUR DOC/SFX/CLASS: AR002690 001      MOD:
                      REF DOC/SFX/CLASS: ARQ04444 001 001 AGENCY: 107
TRANS CODE: 107 INDEX:          PCA: 80139 AY: 05      COMP/AGY OBJ: 0407 1033
AMOUNT:          50.00 RVS: R DISCOUNT:          .00 FO: PDT:
CI:  PROP #:          1099:      INV-NO:          DT:
VEND/MC: 0000X15016 000 DESC: MISC.ADJ.PER JENNETTA
NAME: SOUTHERN OREGON LIBRARY
CITY: MEDFORD          ST: OR ZIP: 97501          CONT NO:
PMT-NO:          DT:          AP NO: 31501 FUND: 4320      AGY GL:
GRANT NO/PH:          SUB GRANTEE:          PROJ NO/PH:
MPCD:          AGY CD-1:      2:      3: 15000      CASH FUND: 15000
G38-TRANSFER:          PMT TYPE: INT TM: 0.000 BANK:
DISC-DT:          TM:      PEN-DT:          TM:      PEN AMT:          .00
LAST PROC - DT: 04222005 TIME: 1140 ORIG SEQ NO:          APPROVAL DT: 042205
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP  F2-85  F3-PRIOR INQ  F4-PRIOR  F5-NEXT  F7-86  F9-INT ENTER-INQ
```

SFMS Biennium Closing Research and Verification Tools

Verification

62 – Appropriation Financial Inquiry and 69 – Agency/Fund Financial Inquiry screens are another tool agencies can use to verify biennium close status. Like the DAFR6500 report, these inquiry screens show Balance Types 12, 14, 15, 17, 18 and 19 and can be helpful for tracking balances. On each of these screens, the inquiry can be done at the detail (“D”) or summary (“S”) level. If the inquiry is done at the detail level, the user can drill down on the balance types to see individual transactions. The inquiry should be done with AY “05”, Inq Type “MC”, and current Fiscal Year and Month.

The **62 – Appropriation Financial Inquiry** gives the user the next highest level of detail. Inquiry on this screen is done by blanking out all fields except Agy, Appn Year and Appn # and pressing <Enter>. If you do not get much data (as in the example below), press <F5> to bring up the full record (next example).

Inquiry does not include program code, press <F5> to bring up full record.

S062 VER 2.0		STATE OF OREGON		05/11/05 12:34 PM	
LINK TO:		APPROPRIATION FINANCIAL INQUIRY		PROD	
AGY: 107 APPN YEAR: 05 APPN #:		31501 DAS OPERATING BUDGET - LIMITED			
APPR FUND: 3400 FUND:		COMP SRCE/GRP:		OBJ/COMP OBJ:	
PRG CD: LVL:		ORG CD: LVL:			
INQ TYPE: MC INQ YEAR: 05		INQ MONTH: 11		DETAIL/SUMMARY: D	
CASH BASIS BUD:		.00		ADJ BUDG: .00	
ACCR BASIS BUD:		.00		REM APPN ALLOT: .00	
ENC BASIS BUD:		.00		ALLOT TO BUDG % : 0.00	
EXP TO BUDG % : 0.00				UNSCHE TO BUDG % : 0.00	
BT TITLE		AMOUNT		BT TITLE AMOUNT	
12 CASH REVEN		.00			
14 ACCRD REVE		.00			
F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

Includes program code and full record.

S062 VER 2.0		STATE OF OREGON		05/11/05 12:35 PM	
LINK TO:		APPROPRIATION FINANCIAL INQUIRY		PROD	
AGY: 107 APPN YEAR: 05 APPN #:		31501 DAS OPERATING BUDGET - LIMITED			
APPR FUND: 3400 FUND:		COMP SRCE/GRP:		OBJ/COMP OBJ:	
PRG CD: 0010 LVL: 02		OPERATIONS CONT'		ORG CD: LVL:	
INQ TYPE: MC INQ YEAR: 05		INQ MONTH: 11		DETAIL/SUMMARY: D	
CASH BASIS BUD:		7,335,859.34		ADJ BUDG: 182,477,770.00	
ACCR BASIS BUD:		7,341,456.55		REM APPN ALLOT: 6,558,823.85	
ENC BASIS BUD:		6,558,823.85		ALLOT TO BUDG % : 100.00	
EXP TO BUDG % : 95.90				UNSCHE TO BUDG % : 0.00	
BT TITLE		AMOUNT		BT TITLE AMOUNT	
01 ORIG BUDGT		174,079,230.00			
02 REVISIONS-		8,466,500.00			
08 UNSCHED AP		67,960.00			
12 CASH REVEN		239,262,277.11			
14 ACCRD REVE		966,559.12			
15 CASH EXPEN		175,141,910.66			
17 ACCRD EXPE		5,597.21-			
18 ENCUM OUTS		782,632.70			
23 ALLOTMENT-		182,477,770.00			
30 UNITS ACCU		3,684,853.41			
F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

SFMS Biennium Closing Research and Verification Tools

The **69 – Agency/Fund Financial Inquiry** gives the highest level of detail. This screen allows you to inquire on the entire agency by entering your agency number and a “S” in the Detail/Summary field. The 69 screen also allows you to inquire by appropriated fund (but not D23 fund). If there is a “D” in the Detail/Summary field, you can type in your agency number only and press <Enter> to pull up the first appropriated fund. Pressing <F5> will allow you to scroll through all appropriated funds.

S069 VER 2.0		STATE OF OREGON		05/11/05 12:37 PM	
LINK TO:		AGENCY/FUND RECORD INQUIRY		PROD	
AGENCY: 107 AP YEAR: 05 APPR FUND: 3400 FUND:					
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D			
INQ YEAR: 05	INQ MONTH: 11	REM APPROP ALLOT:	763,697,331.96		
NET CSH ACT:	32,956,970.04-	APP ACCR CSH AVL:	365,381,564.17		
APP CSH AVL:	365,375,966.96	APP ENCM CSH AVL:	364,458,616.82		
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG BUDGT	298,731,402.00			
02	REVISIONS-	99,669,495.00			
08	UNSCHEd AP	67,960.00			
12	CASH REVEN	349,776,706.22			
14	ACCRD REVE	966,545.92			
15	CASH EXPEN	382,733,676.26			
17	ACCRD EXPE	5,597.21-			
18	ENCUM OUTS	922,947.35			
23	ALLOTMENT-	398,321,365.00			
30	UNITS ACCU	3,718,518.91			
F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

Other Inquiries

The **13 – Deposit Research** screen allows users to view their deposits in a number of ways. For the purpose of year-end clean up, the most useful feature is the ability to put a “N” in the Status field and pull up all unreconciled deposits for an agency. The limitation of this screen is the inability to pull out only AY 05 deposits.

F013 VER 2.0		DEPOSIT RESEARCH		05/11/05 12:47 PM	
LINK TO:		THRU:		PROD	
AGENCY: 107	FROM:				
ACCT #	DEPOSIT #	TREAS FUND	STATUS	N	
ACCOUNT NUMBER	DEPOSIT NUMBER	TREAS FUND	SFMS AMOUNT	TREASURY AMOUNT	REL STAT
00401	DP01428		0.00	0.50	N
	DEP DTE 051005	RECON DTE	SFMS DTE		
00401	DP03105	0401	7.25	0.00	N
	DEP DTE	RECON DTE	SFMS DTE 050905		
00401	DP03108	0401	6.25	0.00	N
	DEP DTE	RECON DTE	SFMS DTE 050905		
00401	DP03109	0401	2.50	0.00	N
	DEP DTE	RECON DTE	SFMS DTE 050905		
01018	AT5308876		0.00	63,614.84	N
	DEP DTE 051005	RECON DTE	SFMS DTE		
01018	AT5308877		0.00	97,847.38	N
	DEP DTE 051005	RECON DTE	SFMS DTE		
01073	DP00039	1073	55,878.94	61,520.75	N
	DEP DTE 042605	RECON DTE	SFMS DTE 050905		
Z07 NEXT RECORD SUCCESSFULLY READ					
F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

**DAFM348 – Encumbrance Liquidation
A Year End Closing Program
AY 2005**

On Friday, January 6, 2006, we will run the encumbrance cancellation and liquidation programs (DAFM348 and PCHB0348) for appropriations that end on December 31, 2005. DAFM348 liquidates pre-encumbrances and encumbrances in R*STARS, and PCHB0348 cancels requisitions and purchase orders in ADPICS. Both programs are referred to as DAFM348 in this document.

1. Setting the 25 Agency Control Profile on Friday, January 6, 2006

DAFM348 will produce transactions with an effective date of 12/31/05. In order for these transactions to process the 25 Agency Control profiles must remain open for December.

Agencies that have already closed December will need to reset their 25 profile by late Friday afternoon to last closed month of 05.

2. DAFR8200, Daily Transaction Register

Agencies may want to request the DAFR8200 'Daily Transaction Register'. This register will reflect the transactions that posted by DAFM348 with TCodes 202 and 998. In the 'Special Select 2' field on the 91 report request, enter the number 2 in the first space to limit transactions to Pre-Enc/Enc/Expenditure. The Frequency may be set to Weekly or to a specific date. Agencies also will be able to view the transactions generated by DAFM348 on their DAFR2251 and DAFR2261 control reports.

3. The System Will Not Be Available

The IT file (530 screen) will be disabled all weekend through Monday morning until program validation has been completed on January 9th.

4. User Class

User Class 49 will be used to make corrections to any transactions that error on the 530 Screen. Agencies should have at least one or two employees with User Class 49 in order to make the necessary corrections and release the batches off the 530 Screen. In order to provide SARS sufficient amount of time to establish the necessary security profiles for all agencies, please contact SARS Security and provide them with the appropriate information prior to December 31, 2005. Their email address is "SYSTEMS Security * DAS SCD" on the global email list, or "security.systems@das.state.or.us".

5. Correction Process

Any DAFM348 transaction that did not process due to errors will be on the agency's control report DAFR2151 and on the 530 Screen under the financial agency number, batch type 'Y', batch date 1/06/06. The system will generate the transactions with document type 'YP'. Generally, errors are caused due to an inactive profile, e.g., Index, PCA, or Grant. Agencies will need to temporarily activate the profile to clear the transactions. In the event a profile was inadvertently deleted, agencies should contact their SFMS analyst for assistance. SFMS analysts have access to TSO to confirm what structure was used when the document was created. The profile must be reestablished with exactly the same accounting structure used on the document.

20 Appropriation profiles that have an effective end date of less than 12/31/05 will reflect an error of 'E5B – INV EFF DT/20 DATE'. Agencies will need to email Kathleen Widby in SFMS, and she will work with BAM to have the 20 appropriation profile effective end date temporarily extended to 12/31/05 to accommodate DAFM348 transactions. Please be sure to include the agency number, appropriation number and appropriation year in the request.

**DAFM348 – Encumbrance Liquidation
A Year End Closing Program
AY 2005**

Error messages involving 'Inactive Vendor' will be handled centrally. Please email your agency analyst with any vendor activation requests, so that all requests can be combined and activated late in the afternoon.

Once the necessary changes are made and the batch is released, the agency must reopen their 25 profile to allow the December transactions to post.

**TIMELINE FOR 1099-MISC
PAYMENT YEAR 2005
UPDATED 10/31/2005**

SEPTEMBER 2005

- 9/16/05
 - Print agency report DAFR7940

OCTOBER 2005

- 10/14/05
 - Print agency report DAFR7940

NOVEMBER 2005

- 11/9/05
 - 1099-MISC training
- 11/25/05
 - Print agency report DAFR7940

DECEMBER 2005

- 12/23/05
 - Print agency report DAFR7940

JANUARY 2006

- 1/13/06
 - final day for agency on-line corrections
 - Print agency report DAFR7940
- 1/17/06
 - Run report of employee vendors with reportable payments
 - Distribute one copy to agencies, keep one copy for files
 - 43M Screen populated for agency viewing
- 1/17-24/06
 - Agencies submit corrections to SFMS for manual input
 - Agencies submit changes for survivor payments for deceased employees
 - SFMS central inputs manual corrections
- 1/26/06
 - 1099-MISC forms mailed to vendors from the Print Plant

FEBRUARY 2006

- 2/1-28/06
 - SFMS 1099-MISC form correction entries process continue
- 2/14/06
 - Print corrected 1099-MISC forms

- 2/15/06
 - Corrected 1099-MISC forms mailed to vendors from the Print Plant
- 2/28/06
 - Print corrected 1099-MISC forms

MARCH 2006

- 3/1/06
 - Corrected 1099-MISC forms mailed to vendors from the Print Plant
- 3/1 – 3/30/06
 - SFMS 1099-MISC form correction entries process continues
- 3/14/06
 - Print corrected 1099-MISC forms
- 3/15/06
 - Corrected 1099-MISC forms mailed to vendors from the Print Plant

APRIL 2006

- 4/3/06
 - Final date for agencies to send requests for corrected 1099-MISC forms
- 4/4/06
 - Print corrected 1099-MISC forms
- 4/5/06
 - Corrected 1099-MISC forms mailed to vendors from the Print Plant
- 4/18/06
 - Print corrected 1099-MISC forms
- 4/19/06
 - Corrected 1099-MISC forms mailed to vendors from the Print Plant

CROSS-YEAR CORRECTIONS

ACH Payments issued in 2005 but not paid to the vendor until 2006

- Payments reported on DAFR7940
- Complete a manual 1099-MISC change request to REDUCE reporting by the payment amount
- These payments must be tracked for 2006 1099-MISC reporting

ACH Payments issued in 2004, paid in 2005 & previously removed from reporting

- These payments will not be listed on the DAFR7940 report
- Complete a manual 1099-MISC change request to ADD BACK each of these payment

Negative Payment Amounts

- Payments canceled in 2005 – issued in 2004
- Was payment previously adjusted

SFMA Document Supported General Ledger Accounts

Background

Document supported general ledger accounts include:

0501-Accounts Receivable-Other-Billed

0543-Accounts Receivable-Federal-Billed

0547-Due From Other Governments

0574-Interest Receivable-Other-Billed

0573-Unreimbursed Advances

1550-Deposit Liability-Document Supported

1604-Deferred Revenue-Doc Supported

Shortly after Phase 1 of SFMA was implemented, it was realized that any general ledger account that was document supported would have posting problems when the appropriation year ended. Document supported general ledger accounts post to the Document Financial table and require the same coding structure for all transaction elements that were on the original document. Changes were made to SFMA to allow specific transactions related to document supported general ledger accounts to process after an appropriation year closes.

Agency responsibility

Before the end of each appropriation year, agencies must review all document supported general ledger account balances. Depending on the general ledger account, specific reclassifications, adjustments, and possible write off transactions must be posted.

GL accounts 0573, 1550 and 1604 (Advances, Deposit Liability, Deferred Revenue)

Normally once an appropriation is closed on the 20 Appropriation profile, liquidation and pymt/collection of document supported general ledger account balances can no longer be processed using the closed appropriation. Appropriations are closed December 31 of every odd numbered year for Non Capital Construction appropriations.

Modification to the match logic was implemented in SFMA to allow agencies to make adjusting entries to prior biennium unreimbursed advances (GL0573), deposit liabilities (GL1550) and deferred revenue (GL1604) balances using the current AY.

To accommodate this, the D54 profile is set by SFMS Operations with a Table Id of "AYCL" and a Key of AY 2005. This change allows liquidation and pymt/collection transactions (BT 03 and BT04) to be processed for original documents that reference prior closed appropriation elements. Liquidation and pymt/collection transactions process without matching the original AY, appropriation, index and PCA when the appropriation year has closed. Adjustment transactions (BT 02) are not allowed to process after the appropriation is closed.

With the AYCL logic, the mismatch between establishing and liquidating and paying/collecting these documents in different AYs is acceptable, since the entries to establish the balances post only to balance sheet accounts, not revenues or expenditures.

When the liquidation and pymt/collection is made after the appropriation year has closed, the revenues and expenditures will be recorded properly in the current AY.

Note that AYCL will only work to clear balances from the last closed biennium (AY05) using the current biennium (AY07). Doc supported balances from older appropriation years can not be cleared using the current appropriation year. In other words, an AY can not be skipped. If it is necessary to clear doc supported balances that were established prior to AY05, please work with your agency support analyst to have the old appropriation temporarily opened by BAM (if appropriate) while the entries are made.

***** Agencies should review GL 0573, 1550 and 1604 before December 31. *****

During July through December, agencies should continue to post adjustments (BT02), and liquidation and pymt/collection transactions (BT03, BT04) using the appropriate elements that relate to the original entry. The original coding elements can still be used since the appropriation is still open. If the new AY which started on July 1 is used, 'EBK' Class Mismatch errors will be received.

Entries prior to December 31:

- Use TC168R to reclass Deposit Liability and TC290 to return Deposit Liability.
- Use TC150 to liquidate/collect an Advance (money returned).
- Use TC229 to liquidate an Advance (money not returned) and TC230 to recognize the expenditure.
- Use TC493 to record the earned portion of Deferred Revenue.

After December 31, no adjustments (BT02) can be processed against the original document. Only liquidations (BT03) and pymts/collections (BT04) can be processed.

After December 31, the appropriation year has closed. Once the D54 AYCL profile is established after December month end close, agencies may post liquidation and pymt/collection transactions (BT 03 and 04 only) relating to prior AY original documents. Use the current open appropriation year for these entries. Because of AYCL, these transactions will post without all coding elements matching the original document. If an agency tries to post an adjustment (BT 02) after the appropriation year is closed, an E5B 'Inv Eff Date/20 Profile' error will be received.

Entries after December 31:

- Use TC290 to return Deposit Liability.
- Use TC150 to liquidate/collect an Advance (money returned).
- Use TC229 to liquidate an Advance (money not returned) and TC230 to recognize the expenditure.
- Use TC493 to record the earned portion of Deferred Revenue.

Example of the D54 profile for AY03:

```

SD54 VER 2.0                STATE OF OREGON                11/09/05 04:30 PM
LINK TO:                    SYSTEM PARAMETERS PROFILE      PROD

TABLE ID: AYCL
KEY 1: 2003
KEY 2:
KEY 3:

TITLE: AY CLOSED

REFERENCE DATA:

EFF START DATE: 12312003   EFF END DATE:                STATUS CODE: A
Z07 NEXT RECORD SUCCESSFULLY READ                       LAST PROC DATE: 01202004

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
    
```

D54 AYCL Logic

GL's Used	AY Used July – Dec 2005 Original/Adjustment/ Liquidation and Pymt/Collection	AY Used After Dec 2005 Liquidation and Pymt/Collection Only
0573	AY05	AY07
1550	AY05	AY07
1604	AY05	AY07

GL accounts 0501, 0543, 0547, and 0574 (Receivables)

Normally once an appropriation is closed on the 20 Appropriation profile, liquidation and collection of document supported accounts receivable balances can no longer be processed using the closed appropriation. Appropriations are closed December 31 of every odd numbered year for Non Capital Construction appropriations.

Modification to the match logic was implemented in SFMA to allow agencies to make reclassification entries from the prior biennium to the current biennium for Accounts Receivable-Other Billed (GL0501), Accounts Receivable-Federal Billed (GL 0543), Due From Other Governments (GL0547), and Interest Receivable-Other Billed (GL0574).

To accommodate this, the D54 profile is set by with a Table Id of "AYAR" and a Key of AY 2005. This change allows reclassification from the closed appropriation year to the open appropriation year. Liquidation and collection transactions (BT 03 and 04) can be processed for original doc supported receivables that reference prior AY closed appropriation elements. Adjustment transactions (BT 02) for GL 0501, 0543, 0547 and 0574 are not allowed to process under this modification.

***** Agencies should review GL 0501, 0543, 0547 and 0574 before December 31 *****

Agencies must meet the OAM requirements in 15.35.00 PO/PR Accounting and Financial Reporting for Revenues and Receivables, and 35.30.10 PO, 35.30.20 PO, 35.60.10 PO/PR and 35.60.20 PO/PR Accounts Receivable Management.

By December 31, agencies must collect, adjust to zero, or write off document supported receivable balances relating to **negative receivables** and **reduction of expenditures**. Once the appropriation year has closed, no entries can be made to these types of balances with a closed appropriation.

GL 0543 A/R Federal Billed

- Use TC 110 for **negative receivable** in AY05 to adjust to zero prior to December 31, 2005 appropriation close. Establish a new AR document number. Use the original AY 05 A/R document number and suffix in the reference document number field.
- Use TC 214 in AY 07 to establish a negative receivable. Use the next incremental suffix number of the new A/R document created for TC 110. The reference document for TC 214 is the original A/R document from AY05 but with the next available suffix number.

GL 0501 A/R Other Billed

- Use TC 107 for **negative receivable** in AY05 to adjust to zero prior to December 31, 2005 appropriation close. Establish a new A/R document number. Use the AY05 original A/R document number and suffix in the reference document number field.
- Use TC 214 to establish a negative receivable in AY07. Use the next incremental suffix number of the new A/R document created for TC 107. The reference

document for TC 214 is the original AR document from AY05 but with the next available suffix number.

GL 0501 A/R Other Billed

- Use TC 181R for **reduction of expenditure** in AY05 to adjust to zero prior to December 31, 2005 appropriation close. If appropriate, a receivable should be established using a revenue object.

By December 31, agencies must collect, adjust to zero, or write off document supported receivable balances relating to **transfers-in**. Transfers-in may not be reclassified to the new appropriation year. Agencies must ensure that both agencies or funds have processed the transfer-in and transfer-out in the same appropriation year for statewide balancing purposes.

GL 0501 A/R Other Billed

- Use TC171R in AY05 to adjust to zero prior to December 31, 2005 appropriation close.

By December 31, agencies must complete **allowance and write-off** of document supported receivable balances. Once the appropriation year has closed, no allowance or write-off entries can be made with the closed appropriation. Be sure to review the OAM requirements.

- To record **the Allowance for Uncollectible Receivables** relating to Governmental, Proprietary and Fiduciary funds, use TC127.
- Use TC129 to record the **write-off** of a receivable prior to AY05 close. The write-off transaction must be accompanied by an allowance for uncollectible transaction TC127.

After December 31, all remaining receivables should be reclassified to the open appropriation year. In order to make entries that affect doc supported receivables after December month end, the **receivables must have a positive balance and use revenue objects only**.

Note that the AYAR logic will only work to reclassify positive balances from the last closed biennium (AY05) to the current biennium (AY07). Doc supported balances from older appropriation years can not be reclassified using the current appropriation year. In other words, an AY can not be skipped. If it is necessary to clear doc supported balances that were established prior to AY05, please work with your agency support analyst to have the old appropriation temporarily opened by BAM (if appropriate) while the entries are made.

The AYAR logic differs from AYCL because the entries to establish receivable balances during the AY post to revenues and expenditures. These balances can not be liquidated/collected with mismatched AYs. Any receivable balances remaining at the end of the AY must be adjusted to zero in the originating AY, and reestablished in the new AY. This allows the liquidations / collections to match the accrual entry within the same appropriation year.

Agencies should always reclassify remaining accounts receivable balances to the open appropriation year. Even though the D54 profile of 'AYAR' allows agencies to liquidate/collect using the closed appropriation year, agencies should not record such entries. If agencies post liquidations/collections using the closed appropriation year after Dec. month end close, cash revenue amounts will be recorded inappropriately for budget purposes. Therefore, it is important to reclassify remaining accounts receivables from the closed appropriation year to the open appropriation year so that liquidations/collections are reflected in the appropriate timeframe.

- Use TC 118 to liquidate the original A/R. Enter the GL on the transaction. Establish a new A/R document number and use the original A/R document number and suffix as the reference document. Enter AY05 on the transactions.
- Use TC 213 to establish the A/R in AY07. Use the next incremental suffix number of the new A/R document created for TC 118. The reference document for TC 213 is the original A/R document from AY05 but with the next available suffix number. The GL must be input on this transaction also.

All remaining document supported receivables relating to revenue objects that were not addressed above need to be adjusted, cancelled or written off (if appropriate) before the appropriation year closes on December 31.

Example of the D54 profile for AYAR (2003):

```

SD54 VER 2.0                STATE OF OREGON                11/09/05 04:35 PM
LINK TO:                    SYSTEM PARAMETERS PROFILE        PROD

TABLE ID: AYAR
KEY 1: 2003
KEY 2:
KEY 3:

TITLE: AY OPEN FOR AR ACTIVITY THRU MAR 04 CLOS

REFERENCE DATA: 20040416

STATUS CODE: A
EFF START DATE: 02051996   EFF END DATE:                LAST PROC DATE: 01202004
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

```

D54 AYAR Logic – Document Supported A/R’s

GL's Used	AY Used July – Dec 2005	AY Used Jan 2006– (date TBD) Reclassification
0501	AY05	AY05 to AY07
0543	AY05	AY05 to AY07
0547	AY05	AY05 to AY07
0574	AY05	AY05 to AY07

1099-MISC Review Project (#3 on list for SFMS 2005-2006 Projects- **implementation moved to jan 01, 2007**)

<u>Current</u>			<u>Proposed</u>		
COBJ #	COBJ Title	IRS Ind	COBJ #	COBJ Title	IRS Ind
4061	MERCHANDISE INVENTORY(STORES FOR RESALE)	N	4061	MERCHANDISE FOR RESALE	N
4105	·INSTATE MEALS-NO OVERNIGHT STAY(TAXABLE)	7	4105	IN-STATE MEALS-NO OVERNIGHT STAY	7
4106	INSTATE LODGING - TAXABLE	3	4106	IN-STATE LODGING	3
4149	OUT OF STATE MEAL-NO OVERNIGHT STAY-TAX	7	4149	OUT-OF-STATE MEALS-NO OVERNIGHT STAY	7
4150	OUT OF STATE LODGING - TAXABLE	3	4150	OUT-OF-STATE LODGING	3
4151	·OUT-OF-STATE MEALS AND LODGING	N	4151	OUT-OF-STATE MEALS W/ LODGING	N
4401	EDUCATION OR INSTRUCTION SERVICE	7	4401	TRAINING, EDUCATION, OR INSTRUCTION SERVICE	7
4402	INTER-AGENCY EDUC OR INSTRUCTION SERVICE	N	4402	INTER- / INTRA-AGENCY TRAINING	N
4403	PROFESSIONAL DEVELOPMENT ED-NET TRAINING	N	4403	<i>INACTIVATE USE COBJ 4402</i>	n/a
4406	PROF DEV INSTATE TUITION/REGIST 1099 RPT	7	4406	PROF DEV IN-STATE TUITION/REGIST	7
4407	PROF DEV INSTATE AIR TRANSPORTATION	N	4407	PROF DEV IN-STATE AIR TRANSPORTATION	N
4408	PROF DEV INSTATE GROUND TRANSPORTATION	N	4408	PROF DEV IN-STATE GROUND TRANSPORTATION	N
4409	PROFESSIONAL DEVELOPMENT PUBLICATIONS	N	4409	PROFESSIONAL DEVELOPMENT PUBLICATIONS	N
4411	PROF DEV OUT-STATE TUIT/REGIST 1099 RPT	7	4411	PROF DEV OUT-OF-STATE TUITION/REGIST	7
4414	PROF DEV OUT-OF-STATE TUITION & REGIST	N	4414	<i>INACTIVATE USE COBJ 4411</i>	n/a
4419	PROF DEV FOREIGN TUITION & REGISTRATION	N	4419	<i>INACTIVATE USE COBJ 4421</i>	n/a
4421	PROF DEV FOREIGN TUITION/REGIST 1099 RPT	7	4421	PROF DEV FOREIGN TUITION/REGIST	7
4422	·EMPLOYEE RECRUITMENT MEALS & LODGING	N	4422	EMPLOYEE RECRUITMENT MEALS	N
4424	EMPLOYMENT RECRUITMENT GROUND TRANSPORT	N	4424	EMPLOYEE RECRUITMENT GROUND TRANSPORT	N
4425	OTHER EMPL RECRUITMENT, WELLNESS, SAFETY	N	4425	<i>INACTIVATE USE COBJ 4430</i>	n/a
4426	PROFESSIONAL DEVELOP TRAINING BOOKS	N	4426	<i>INACTIVATE USE COBJ 4409</i>	n/a
4427	PROF DEV INSTATE TUITION/REGISTRATION	N	4427	<i>INACTIVATE USE COBJ 4406</i>	n/a
4429	TRAINING EQUIPMENT NOT CAPITALIZED	N	4429	TRAINING EQUIPMENT < \$5K	N
4430	1099 REPORTABLE-WELLNESS & SAFETY	7	4430	OTHER EMPLOYEE RECRUITMENT,WELLNESS, SAFETY	7
4431	EMPLOY REIMB PROF DEV I/S MEALS & LODGE	N	4431	PROF DEV IN-STATE MEALS W/OVERNIGHT STAY	N
4432	EMPLOY REIMB PROF DEV O/S MEALS & LODGE	N	4432	PROF DEV OUT-OF-STATE MEALS W/OVERNIGHT STAY	N
4433	·PROFESSIONAL DEV INSTATE MEALS & LODGING	3	4433	PROFESSIONAL DEV IN-STATE LODGING	3
4434	·PROF DEV OUT-OF-STATE MEALS & LODGING	3	4434	PROF DEV OUT-OF-STATE LODGING	3
			4435	PROF DEV IN-STATE MEALS NO OVERNIGHT STAY	7
			4436	PROF DEV OUT-OF-STATE MEALS NO OVERNIGHT STAY	7
			4437	EMPLOYEE RECRUITMENT - LODGING	3
4525	DISPUTE RESOLUTION SERVICES	N	4525	<i>INACTIVATE USE COBJ 4526</i>	n/a
			4526	DISPUTE RESOLUTION SERVICES	7
4650	INTRAAGENCY CHARGES	N	4650	INTRA-AGENCY CHARGES	N
4740	INVESTMENT EXPENSE	7	4740	<i>INACTIVATE - RECORD TO INVESTMENT TYPE COBJ</i>	n/a
5100	OFFICE FURNITURE AND FIXTURES	N	5100	<i>INACTIVATE USE COBJ 5105</i>	n/a
5105	·1099 REPORTABLE-FURN AND FIXTURES	7	5105	OFFICE FURNITURE AND FIXTURES >\$5K	7
5120	WORKS OF ART & HISTORICAL TREASURES	N	5120	<i>INACTIVATE USE COBJ 5125</i>	n/a
5125	1099 RPTBL SVCS/W OF ART & HIST TRS	7	5125	WORKS OF ART AND HISTORICAL TREASURES >\$5K	7
5150	EQUIPMENT AND MACHINERY	N	5150	<i>INACTIVATE USE COBJ 5155</i>	n/a

Current

COBJ #	COBJ Title	IRS Ind
5155	1099 RPTBL SVCS/EQUIP & MACHINERY	7
5170	MOTOR VEHICLES	N
5175	1099 RPTBL SVCS/MOTOR VEHICLES	7
5250	TECHNICAL EQUIPMENT	N
5255	1099 RPTBL SERVICES/TECHNICAL EQUIP	7
5305	1099 RPTBL SVCS/DATA PROC SOFTWARE	7
5400	HOUSEHOLD AND INSTITUTIONAL EQUIPMENT	N
5405	1099 RPTBL SVCS/HOUSEHLD & INSTI EQUIP	7
5450	INDUSTRIAL AND HEAVY EQUIPMENT	N
5455	1099 RPTBL SVCS/INDUS & HEAVY EQUIP	7
5500	AIRCRAFT	N
5505	1099 RPTBL SVCS/AIRCRAFT	7
5600	AGRICULTURAL EQUIPMENT AND MACHINERY	N
5605	1099 RPTBL SVCS/AGRIC EQ & MACHINERY	7
5700	LAND IMPROVEMENT	N
5705	1099 RPTBL SVCS/LAND IMPROVEMENT	7
5730	LAND	N
5735	1099 RPTBL SVCS/LAND	7
5750	LEASEHOLD IMPROVEMENTS	N
5755	1099 RPTBL SVCS/LEASEHOLD IMPROVEMENTS	7
5770	CAPITAL LEASED PROPERTY	N
5775	1099 RPTBL SVCS/CAPITAL LEASED PROPERTY	7
5800	BUILDINGS AND IMPROVEMENTS	N
5805	1099 RPTBL SVCS/BUILDINGS & IMPROVEMENTS	7
5900	OTHER CAPITAL OUTLAY	N
5905	1099 RPTBL SVCS/OTHER CAPITAL OUTLAY	7
5920	STATE HIGHWAYS	N
5925	1099 RPTBL SVCS/STATE HIGHWAYS	7
5930	OTHER ROADS	N
5935	1099 RPTBL SVC/OTHER ROADS	7
5940	TUNNELS AND BRIDGES	N
5945	1099 RPTBL SVCS/TUNNELS AND BRIDGES	7
5950	AIRPORTS	N
5955	1099 RPTBL SVCS/AIRPORTS	7
5960	UTILITY SYSTEMS	N
5965	1099 RPTBL SVCS/UTILITY SYSTEMS	7
5970	DOCKS, DIKES AND DAMS	N
5975	1099 RPTBL SVCS/DOCKS, DIKES AND DAMS	7

Proposed

COBJ #	COBJ Title	IRS Ind
5155	EQUIPMENT AND MACHINERY >\$5K	7
5170	INACTIVATE USE COBJ 5175	n/a
5175	MOTOR VEHICLES >\$5K	7
5250	INACTIVATE USE COBJ 5255	n/a
5255	TECHNICAL EQUIPMENT AND SERVICES >\$5K	7
5305	INACTIVATE - NO ACTIVITY	n/a
5400	INACTIVATE USE COBJ 5405	n/a
5405	HOUSEHOLD AND INSTITUTIONAL EQUIPMENT AND SVCS	7
5450	INACTIVATE USE COBJ 5455	n/a
5455	INDUSTRIAL AND HEAVY EQUIPMENT AND SVCS	7
5500	INACTIVATE USE COBJ 5505	n/a
5505	AIRCRAFT AND SERVICES	7
5600	INACTIVATE USE COBJ 5605	n/a
5605	AGRICULTURAL EQUIPMENT, MACHINERY, AND SVCS	7
5700	INACTIVATE USE COBJ 5705	n/a
5705	LAND IMPROVEMENT AND SERVICES	7
5730	INACTIVATE USE COBJ 5735	n/a
5735	LAND AND SERVICES	7
5750	INACTIVATE USE COBJ 5755	n/a
5755	LEASEHOLD IMPROVEMENTS AND SERVICES	7
5770	INACTIVATE USE COBJ 5775	n/a
5775	CAPITAL LEASED PROPERTY AND SERVICES	7
5800	INACTIVATE USE COBJ 5805	n/a
5805	BUILDINGS, IMPROVEMENTS, AND SERVICES	7
5900	INACTIVATE USE COBJ 5905	n/a
5905	OTHER CAPITAL OUTLAY AND SERVICES	7
5920	INACTIVATE USE COBJ 5925	n/a
5925	STATE HIGHWAYS AND SERVICES	7
5930	INACTIVATE USE COBJ 5935	n/a
5935	OTHER ROADS AND SERVICES	7
5940	INACTIVATE USE COBJ 5945	n/a
5945	TUNNELS, BRIDGES, AND SERVICES	7
5950	INACTIVATE USE COBJ 5955	n/a
5955	AIRPORTS AND SERVICES	7
5960	INACTIVATE USE COBJ 5965	n/a
5965	UTILITY SYSTEMS AND SERVICES	7
5970	INACTIVATE USE COBJ 5975	n/a
5975	DOCKS, DIKES, DAMS AND SERVICES	7