

EASY STEPS Agency Control Profile Processing For Year End Close



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-5000 V2.	25			4/09/03 03:11
LINK TU:	<u>25</u>		MAIN MENO	
	(2)	CAM	COST ACCOUNTING MENU	
	(3)	DT	DOCUMENT TRACKING MENU	
	(4)	FIN	FINANCIAL DATA ENTRY MENU	
	(5)	FAM	FIXED ASSETS MENU	
	(6)	PR	PROFILE MAINTENANCE MENU	
	(7)	PAY	PAYMENT PROCESSING MENU	
	(8)	RFM	REPORTING/INQUIRY MENU	
	(10)	SYS	SYSTEM CONTROL MENU	
	(11)	UC	CHANGE USER CLASS	
F1-HELP	F9-INT	ERRUPT (LEAR-EXIT	
Beadu			Bunning API NUMELD E949000 OVB CAP NI	IM W 213 30800

During the year end close process, it is necessary for each agency to create a new agency control profile for the new fiscal year.

Data Entry Steps:

- 1. In the LINK TO field, enter 25
- 2. Press ENTER.



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File Edit View Connection Transfer Options Tools Help	1
D 28 4 X 6 6 2 6 5 6 4 4 8 9 8 9 6 7 9	<u> </u>
S025 V2.0 MD TRN R*STARS ACCOUNTING SYSTEM	04/09/03 04:38 PM
LINK TO: AGENCY CONTROL PROFILE	DB2A
AGENCY: <u>R00</u> FISCAL YEAR: <u>03</u> COLT <u>RUN IND: RUN TYPE</u> NO STEPS: ALLOCATION- CA BY IDX: CA BY PROJ: CA BY GRANT:	LAST STEP: _ CA POST:
CA RANGE FROM: CA TYPES:	· _
BILLING DEF- IDX: PCA: EXP COMP/AGY OBJ: _	
DEFAULT- IDX: PCA: REV COMP/AGY OBJ: _	
REPURTING INDS- WEEK: MUNTH: QUARTER:YEAR:	
ENC DUC MATCH LVL: _ (LEVEL OF DUCUMENT MATCH:0=N	UNE, 1=APPN, 2=ALL)
PRE ENC DUC MAICH LVE: _ (LEVEL OF DUCUMENT MATCH:0=N	UNE, TEAPPN, ZEALL)
EIVED ASSET _ IND. THRESHOLDS _ CAR. IN	ME UBU REQUIN DIT: _
AGENCY OPTECT IND. (P-DEV E-EVD D-DOTH N-NON	E)
LAST MONTH/VEAP CLOSED. AGY BUD BY OPG IND.	
AF LAST MONTH/YEAR PURGED: AGY BUD BY BGM IND:	(Y OR N)
REPORTING MONTH/YR:	(Y-N OR A)
INTEREST CALC RUN/MONTH: COLLECTION TRANSFER RUN:	(Y OR N)
GRANT/PROJ BILLING RUN: SGL ORG LVL IND: ST	ATUS CODE: A
EFF START DATE: 04092003 EFF END DATE: LAST	PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTE	R-INQ CLEAR-EXIT
Ready Running APL NUMFLD E946pool OVA	WUM W 2,12 4:34:16 PM

- ◆ The system will transfer to the *Agency Control Profile* (25) screen.
- From this screen, it is possible to copy the new fiscal year agency control profile from an existing agency control profile.

Data Entry Steps:

- 1. If the AGENCY field does not default, **enter the financial agency code**.
- 2. In the FISCAL YEAR field, enter the last 2 digits of the current fiscal year.
- 3. **Press ENTER** to inquire.



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File Edit View Connection Transfer Options Tools Help	
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S025 V2.0 MD TRN R*STARS ACCOUNTIN	G SYSTEM 04/09/03 04:38 PM
LINK TO: AGENCY_CONTROL	PROFILE DB2A
HOENCY: KOO FISCHE FERK: 04	NO STERS. LAST STER.
ALLOCATION- CA BY IDY. CA BY BOOL	CA BY CRANT. CA DOCT.
CA PANGE EDOM. TO, CA TYPES.	CH BY OKHNI:
RILLING DEE- IDX+ PCA+ EXP	
	COMP/AGY OR 1.
REPORTING INDS- WEEK: N MONTH: N OIL	ARTER: N YEAR: N BSL: 2
	UMENT MATCH:0=NONE.1=APPN.2=ALL)
	UMENT MATCH:0=NONE.1=APPN.2=ALL)
ENC INDICATOR: Y PRE ENC	IND: Y COMP OBJ REOD ON D11: Y
FIXED ASSET - IND: Y THRESHOLDS -	CAP: 500.00 INV: 250.00 CAPTURE: F
AGENCY OF JECT IND. R (R=REV, E=EXP	, B=BOTH, N=NONE)
LAST MONTH/YEAR CLOSED: 00 2003 AUT	BUD BY ORG IND: Y (Y OR N)
HE LACT MONTH/YEAR PURGED. HOY	BUD BY PGM IND: Y (Y OR N)
REPORTING MONTH/YR: 06 03	LABOR RUN IND: <u>N</u> (Y,N OR A)
INTEREST CALC RUN/MONTH: <u>N</u> COLLECTIO	N TRANSFER RUN: <u>N</u> (Y OR N)
GRANT/PROJ BILLING RUN: <u>N</u> SGL ORG L	VL IND: <u>1</u> STATUS CODE: <u>A</u>
EFF START DATE: 01302003 EFF END DATE:	LAST PROC DATE: 03032003
Z06 RECORD SUCCESSFULLY RECALLED	
F1-HELP F3-DEL F5-NEXT F9-IN F10-SAVE F11-	SAVE/CLEAR ENTER-INQ CLEAR-EXIT
Ready Running TAPL NUMFLD	E946pool OVR CAP NUM W 2,12 4:35:03 PM

- When ENTER is pressed, the system will retrieve the existing agency control profile for the specified agency and fiscal year.
- It is important to verify that the system message "RECORD SUCCESSFULLY RECALLED" is displayed to ensure the correct agency control profile will be copied.

Data Entry Steps:

- 1. **TAB** to the FISCAL YEAR field, and **enter the last 2 digits of the new fiscal year**.
- 2. **TAB** to the LAST MONTH/YEAR CLOSED field. **Enter 00 (2 zeros)**, and enter all 4 digits of the current fiscal year.
- 3. **Press F10-SAVE** to save the new agency control profile.



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File Edit View Connection Transfer Options Tools Help	<u>A-S</u>
D 28 8 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
S025 V2.0 MD TRN R*STARS ACCOUNTING SYSTEM	04/09/03 04:39 PM
LINK TO: AGENCY CONTROL PROFILE	DB2A
AGENCY: R00 FISCAL YEAR: 04	
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: <u>N</u> MONTH: <u>N</u> QUARTER: <u>N</u> YEAF	R: <u>N</u> BSL: <u>2</u>
ENC DOC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0	=NONE,1=APPN,2=ALL)
PRE ENC DOC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0	=NONE,1=APPN,2=ALL)
ENC INDICATOR: Y PRE ENC IND: Y (COMP OBJ REQD ON D11: Y
FIXED ASSET - IND: Y THRESHOLDS - CAP: 500.00	INV: <u>250.00</u> CAPTURE: <u>F</u>
AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NO	DNE)
LAST MONTH/YEAR CLOSED: <u>00</u> <u>2003</u> AGY BUD BY ORG IN	D: <u>Y</u> (Y OR N)
AE LAST MONTH/YEAR PURGED: AGY BUD BY PGM INC	D: <u>Y</u> (YORN)
REPORTING MONTH/YR: 06 03 LABOR RUN INC	D: <u>N</u> (Y,NORA)
INTEREST CALC RUN/MONTH: <u>N</u> COLLECTION TRANSFER RUN	N: <u>N</u> (YORN)
GRANT/PROJ BILLING RUN: <u>N</u> SGL ORG LVL IND: <u>1</u> S	STATUS CODE: <u>A</u>
LAST START DATE: 01302005 FEF END DATE: LAST	T PROC DATE: 03032003
Z01 RECORD SUCCESSFULLY ADDED	
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR EN	TER-INQ CLEAR-EXIT
Ready Running APL NUMFLD E946pool OVR	CAP NUM W 2,12 4:35:40 PM

Notice the system message. This indicates that a new agency control profile has been added.