



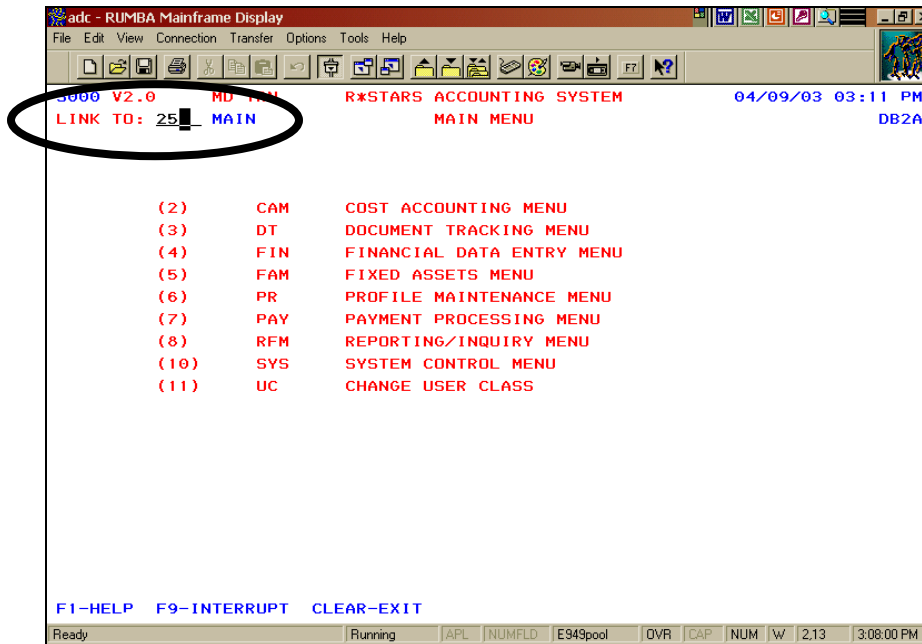
R*STARS – Agency Control Profile Processing
DOIT Training Department

EASY STEPS
Agency Control Profile Processing
For Year End Close

R*STARS – Agency Control Profile Processing

DOIT Training Department

Creating a New Agency Control Profile for the New Fiscal Year



- ❖ 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.

R*STARS – Agency Control Profile Processing

DOIT Training Department

Creating a New Agency Control Profile for the New Fiscal Year

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adc - RUMBA Mainframe Display
File Edit View Connection Transfer Options Tools Help
S025 V2.0 MD TRN R*STARS ACCOUNTING SYSTEM 04/09/03 04:38 PM
LINK TO: AGENCY CONTROL PROFILE DB2A
AGENCY: R00 FISCAL YEAR: 03
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: BSL:
ENC DGC MATCH LVL: (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
PRE ENC DGC MATCH LVL: (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
ENC INDICATOR: PRE ENC IND: 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/YEAR 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: 04092003 EFF END DATE: LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER=INQ CLEAR=EXIT
Ready Running APL NUMFLD E946pool OVR FROM 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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adc - RUMBA Mainframe Display
File Edit View Connection Transfer Options Tools Help
S025 V2.0 MD TRN R*STARS ACCOUNTING SYSTEM 04/09/03 04:38 PM
LINK TO: _____ AGENCY CONTROL PROFILE DB2A

AGENCY: R00 FISCAL YEAR: 04
COST RUN IN 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: N MONTH: N QUARTER: N YEAR: N BSL: 2
ENC DGC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
PRE ENC DGC 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: 250.00 CAPTURE: E
AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)
LAST MONTH/YEAR CLOSED: 00 2003 (Y OR N)
LAST MONTH/YEAR PURGED: (Y OR N)
ROY BUD BY PGM IND: Y (Y OR N)
REPORTING MONTH/YR: 06 03 LABOR RUN IND: N (Y,N OR A)
INTEREST CALC RUN/MONTH: N COLLECTION TRANSFER RUN: N (Y OR N)
GRANT/PROJ BILLING RUN: N SGL ORG LVL IND: 1 STATUS CODE: A
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 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.

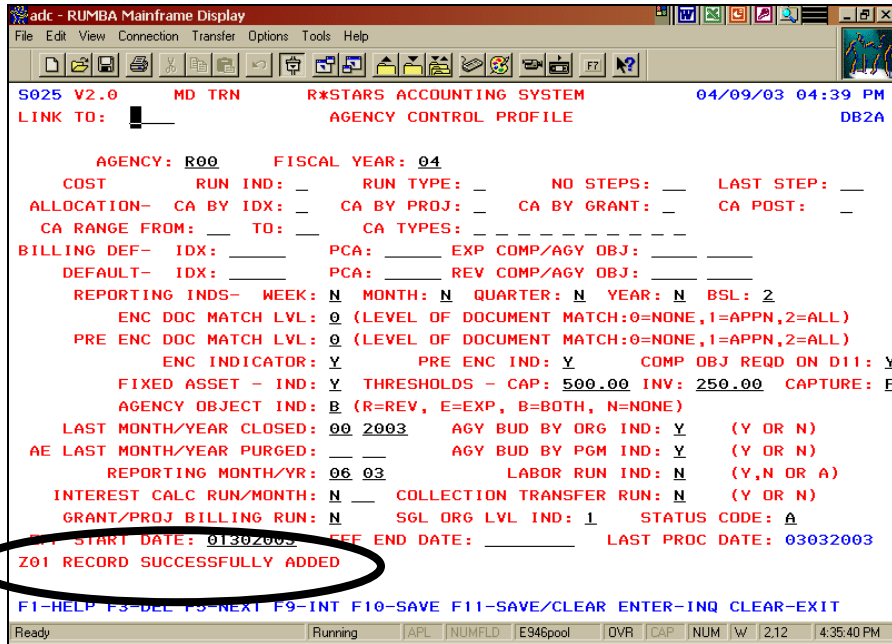
Data Entry Steps:

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.

R*STARS – Agency Control Profile Processing

DOIT Training Department

Creating a New Agency Control Profile for the New Fiscal Year



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adc - RUMBA Mainframe Display
File Edit View Connection Transfer Options Tools Help
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: N MONTH: N QUARTER: N YEAR: N BSL: 2
ENC DGC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
PRE ENC DGC 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: 250.00 CAPTURE: E
AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)
LAST MONTH/YEAR CLOSED: 00 2003 AGY BUD BY ORG IND: Y (Y OR N)
AE LAST MONTH/YEAR PURGED: AGY BUD BY PGM IND: Y (Y OR N)
REPORTING MONTH/YR: 06 03 LABOR RUN IND: N (Y,N OR A)
INTEREST CALC RUN/MONTH: N COLLECTION TRANSFER RUN: N (Y OR N)
GRANT/PROJ BILLING RUN: N SGL ORG LVL IND: 1 STATUS CODE: A
START DATE: 01302003 EFF END DATE: LAST PROC DATE: 03032003
Z01 RECORD SUCCESSFULLY ADDED

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