

Electronic Reports in SFMA – Questions and Answers

Question – Am I required to use the Electronic Reports?

Answer – No. Viewing your SFMA reports electronically is an option, not a requirement. This is functionality that many users have requested for several years and we are pleased to be able to provide this cost-effective option.

Question – What do I need to do in order to view my reports electronically?

Answer – Two steps are necessary in order to view your reports electronically:

1. Request access to the electronic reports through your Agency Security Officer
2. Set up new 95 profiles (Report Distribution Profile) in R*STARS

****NOTE**** - It is not necessary to set up additional 91 profiles (Report Request Profiles) - only 95 profiles.

Requesting Access to Electronic Reports

There is a new field on the R*STARS 96B Security Profile. This new field (called WRP) needs to have a value of '0' (zero). A request needs to go to SARS Security from your Agency Security Officer. A sample of the information that needs to be completed is shown below:

The screenshot shows a PDF form titled "Financial Systems Security SFMA and OSPA Request Form" from the Department of Administrative Services, State Controller's Division. The form is displayed in an Adobe Reader window. A yellow warning bar at the top indicates that JavaScript is disabled. The form contains several sections with red boxes highlighting specific fields:

- User Information:**
 - Employee Name: **Doe, John, C**
 - RACF Id: **DASJD01**
 - Is this a new Id? (Yes, No): **No**
 - E-mail: **John.Doe@das.state.or.us**
 - Agency Number: (5-digit): **10700**
 - Phone: **(503) 123-4567**
- R*Stars Request:**
 - Revoke** - all User Classes to be revoked must be listed.
 - User Class or Classes (UC): **27, 28, etc.**
 - Adjustments to Standard UC : (request only if diff. from template): **Additional adjustments: WRP = 0**
 - Reason for Action: **Access to Electronic SFMA Reports**
- ADPICs Request:**
 - Revoke** - ADPICs access
 - Reason for Action: (field visible)

Setting up new 95 profiles in R*STARS

New profile(s) on the S095 need to be set up.

The 95 profile(s) that need to be set up in order to produce reports electronically can best be explained by reviewing the current 95 profiles for Agency 120:

CI Department	CI Requestor	CI Requestno	CI Rptid	CI Rptdist Code	CI Device Type	Computed
120	AGCY			0000	SPL1	1
	CNTL			CNTL	COM	1
				ERPT	ERPT	1
			DAFR2151	CNTL	SPL1	1

Row Labels: CI Department * CI Requestor * CI Requestno * CI Rptid * CI Rptdist Code * CI Device Type
 Column Labels: Drag items here to create column labels
 Facts: Computed

4 rows used | 1x4

Currently, Agency 120 has four 95 profiles as shown above.

If they want all their reports to produce electronically, in addition to the various methods by which they are produced now, they would need to set up three additional new 95 profiles as follows:

****NOTE**** - “CI Device Type” (shown in the Hyperion Pivot above) is the same as “Media Type” (field name seen on the 95 profile).

AGENCY	REQUESTER	REQUEST NO	REPORT ID	DIST CODE	MEDIA TYPE
120	AGCY			WRP1*	WRP1*
120	CNTL			WRP1*	WRP1*
120	CNTL		DAFR2151	WRP1*	WRP1*

*The majority of reports produce best when using WRP1 (Landscape orientation) although a few reports may display best with WRP2 (Portrait orientation).

Even though the description for the Media Type SPL1 says “Portrait – 2 up duplex gray bar”, this is really 4 “landscape” pages of the same report printed on the front and back of a single “portrait” piece of paper. Reports that are currently produced with Media Type SPL1 will produce best electronically with Media Type WRP1 (Landscape orientation).

If this agency decides, after producing and viewing their reports electronically, that they no longer need to have any reports printed at the print plant or produced to microfiche, they can eliminate three of the four 95 profiles shown above. The 95 profile shown above in the Hyperion pivot with Dist Code and Device Type = ERPT needs to remain in place. This is the profile that allows daily control reports to produce to a CD. This CD (a new CD each week) is maintained and stored by SFMS. The SFMS CD is maintained for agencies that have requested inclusion in the CD and have the mitigating controls in place. Ordering electronic control reports in lieu of the hard copy reports fulfills the mitigating control requirement. If your agency would like to be included in this group, please contact Joy Sebastian.

Question – How do I access these electronic reports?

Answer – The website address is listed on the News Display screen as you enter the R*STARS Production region - it starts with “REPORTS URL:”. Once your R*STARS Security Profile has been updated to view the electronic reports and reports have generated using the additional 95 profiles created with Distribution Code and Media Type WRP1 or WRP2, you can log in to that website with your RACF ID and password.

If you would like more details regarding electronic SFMA reports, you can view the Electronic Reports handout presented at our November 15, 2011 SFMS User Group meeting. Here is a link to that document on the SFMS website:

<http://oregon.gov/DAS/SCD/SFMS/UserGroup.shtml>

More information can also be found in the R*STARS Report Guide Chapter 1 at:

http://egov.oregon.gov/DAS/SCD/SFMS/report_guide.shtml

****NOTE**** - The User Group handout mentioned above lists a website address that takes you to the electronic reports for the SFMA Acceptance region. The electronic reports for the SFMA Production region is a different website address, so please refer to the website address listed on the SFMA Production region News Display screen.