

OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

Agency Financial Reporting System

Appropriation Index Table (AI)

Screen TM.3

August 2005

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What is the Appropriation Index Table?

The Appropriation Index (AI) Table is a non-financial file that is used to pre-define the relationship between the appropriation, fund/account, appropriation type and appropriation character. The AI provides a method of data input for these coding elements. When the AI code is input on a transaction, the system looks up the corresponding data elements in the AI Table.

Each record on the AI Table is made up of a control key and informational elements

The **control key** uniquely identifies each AI record and consists of:

- Agency
- Appropriation Index Code
- Biennium

The **informational elements** segment of the AI Table provides the expanded classification data associated with each Appropriation Index including:

- Account
- Appropriation
- Appropriation Type
- Appropriation Character
- Appropriation Control Indicators

The AI Table also contains Appropriation start and end dates. An AFRS edit checks whether the document date on a transaction is within these dates. If not, the transaction will be marked with an error.

Appropriation Index Maintenance Screen

The **Appropriation Index Maintenance** screen (TM.3) allows an agency to view, update and print copies of its Appropriation index table.

To access the **Appropriation Index Maintenance** screen (TM.3):

Type *TM* on the **AFRS Primary Menu**;
Select *3* on the **Table Maintenance Menu**.

-- *OR* --

From other AFRS screens, type *TM.3* in the transfer field **TR:**___ and press [Enter].

The following screen will display:

```
=== AFRS =(TM.3)===== APPROPRIATION INDEX MAINTENANCE ===== C105P160 ===
TR: _____ LAST UPDATE:
FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)
AGENCY: 1050 APPROPRIATION INDEX: _____ BIENNIUM: _____
TITLE: _____
APPROPRIATION: _____ APPN TYPE: _ APPN CHAR: _
FUND: _____
START DATE: _____ (MMDDYY) END DATE: _____ (MMDDYY)
I N D I C A T O R S
APPN CTL TYPE: _ APPN ORG LVL: _ APPN PGM LVL: _
PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Functions: The function codes are as follows:

A = Add a new AI table record. Refer to Field Names section below for required fields and valid codes for these fields.

V = View an AI table record. View function requires:

- *Biennium* (05 = 03-05 Biennium; 07 = 05-07 Biennium)
- *Appropriation Index*

N = Next AI table record in alphanumeric sequence.

P = Print an alphanumeric listing of AI table records.

Upon pressing [Enter], a **Batch Job Submission** screen will display. Change the default values as needed, and press [Enter] to submit the batch job. Refer to **Batch Job Submission Screen** User Instructions manual for assistance.

C = Change any field on an AI record *except* Biennium and Appropriation Index which are part of the record key. You must view the record before changing it. Type *C* in the function field, change the fields to be updated and press [Enter].

NOTE: *After an AFRS transaction has been posted using an appropriation index, system edits will prevent the following fields from being changed on the appropriation index record: Appropriation, Appropriation Type, Appropriation Character, Fund/Account.*

D = Delete an AI record. You must view the record before deleting it. Change the function to *D* and press [Enter]. To delete the table record, press [Enter] a second time.

NOTE: *After an AFRS transaction has been posted using an appropriation index, system edits will prevent that AI from being deleted.*

Field Names:

- *Appropriation Index* – (required) a three-character alphanumeric code, assigned by the agency, that identifies a unique combination of Account, Appropriation, Appropriation Type and Appropriation Character.

NOTE: *The Appropriation Index must match the Appropriation if you want to use the wildcard (*) feature available for general fund state appropriations having both a year 1 and a year 2 appropriation. (For example, 011 and 012) The wildcard feature allows the use of the wildcard (*) in the 3rd position of the Appropriation Index field on a Master Index (reference user manual “TM.9 Master Index Table”) or on any transaction interfaced to AFRS, including transactions from the payroll system. AFRS will apply the correct year 1 or year 2 Appropriation based on the input fiscal month of the transaction.*

- *Biennium* – (required) the 2-digit code for the biennium for which the AI record exists. For example, for the 2005-2007 biennium, type 07.
- *Title* – (required) an alphanumeric field, 1-40 characters, that assigns an English description to each Appropriation Index. The number of characters that print on the reports varies by report, so abbreviation is suggested.

- *Appropriation* – (required) a 3-digit code assigned by OFM as part of the biennial budget process.

NOTE: *An entry should be on file in the Statewide Descriptor Table 26 for all Appropriations on your agency's Appropriation schedule. Before adding an AI Table record, a valid Statewide Descriptor Table 26 record must be on file for the Agency, Fund/Account, Appropriation, Appropriation Character, and Appropriation Type that will be used in your AI Table record. Also before adding an AI record, the Appropriation number must be added to the agency's D07 table.*

All expenditure/expense and encumbrance transactions in AFRS require the use of an AI code regardless of whether an account is appropriated or not. Refer to the State Administrative and Accounting Manual (SAAM), section 75.50, for valid "pseudo" Appropriation codes for expenditures related to unanticipated receipts, non-appropriated/allotted accounts, and non-appropriated/non-allotted accounts. While these are not subject to the D26 Table edit, they are subject to AFRS edits that require that the codes used are in conformance with SAAM.

- *Appropriation Type* – (required) a 1 character field, predefined in the Statewide Source of Funds Table (D26). Valid Appropriation Type codes are:

1 = State
 2 = Federal
 3 = Federal – Unanticipated
 4 = Governor's Emergency Allocation
 6 = Non-appropriated
 7 = Private/Local
 9 = Private/Local – Unanticipated
 X = Prior Biennium Liability Liquidation

- *Appropriation Character* – (required) a 1 character field identifying an appropriation as operating or capital for reporting purposes. Valid Appropriation Character codes are:

1 = Operating
 2 = Capital

- *Fund/Account* – (required) a 3 character field that identifies the fund/account from which the Appropriation is budgeted. Valid statewide fund/account codes can be found in the SAAM, section 75.30, and in the AFRS Statewide Descriptor Table D22.

- *Start Date* – (required) the effective date of the appropriation. The date format is month, day, year (MMDDYY).

- *End Date* – (required) the date when the appropriation ends. The date format is month, day, year (MMDDYY).

NOTE: *To pass AFRS online and batch edits, the document date of transactions using an Appropriation Index must be within the Start and End Dates of the Appropriation Index.*

- *Appropriation Control Type Indicator* – (required) a 1 character field specifying the type of controls to be exercised on financial transactions that use this Appropriation Index. The valid Appropriation Control Type codes are:
 - 0 = No Appropriation account control.
 - 1 = Absolute Appropriation account control
 - 2 = Advisory Appropriation account control (**Recommended**)

⚠*CAUTION:

It is recommended that the two indicators below be set to zero.

- *Appropriation Organization Level Indicator* – (required) a 1 character field that sets the organization level at which the appropriation is to be controlled. The valid Appropriation Organization Level codes are:
 - 0 = Control Appropriation at the Agency level (**Recommended**)
 - 1 = Control Appropriation at the Agency and Division level
- *Appropriation Program Level Indicator* – (required) a 1 character field that sets the level of appropriation control within the program hierarchy. The valid Appropriation Program Level codes are:
 - 0 = No Appropriation program level control (**Recommended**)
 - 1 = Function level
 - 2 = Program level
 - 3 = Sub-Program level