

OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

Agency Financial Reporting System

Organization Index Table (OI)

Screen TM.2

May 2005

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What is the Organization Index Table?

The Organization Index Table (OI Table) is a non-financial file that is used to pre-define the relationship between the elements of the organization data hierarchy. This is done by assigning an Organization Index (OI) code to each unique combination of information elements (see list below). The Organization Index (OI) provides a method of data input for the organization classification elements. When this index code is input on a transaction, the system looks up the corresponding data elements in the OI Table.

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

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

- Agency
- Organization Index
- Biennium

The **informational elements** segment of the OI Table provides the expanded Organization related classification elements for:

- Division
- Branch
- Section
- Unit
- Cost Center

The organization index *may* also be used to designate all or some of the following fields:

- Budget Unit
- County
- City/Town
- Project, Sub-Project, Project Phase

The intended use of the Organization structure is to track expenditures and/or revenues for management units that do not match an agency's Program structure. Organization structure is most often used to indicate where, in an organization, the expenditure or revenue activity occurred. Use of the Organization structure is optional.

Organization Index Maintenance Screen

The **Organization Index Maintenance** screen (TM.2) allows an agency to view, update and print copies of its organization index table.

To access the **Organization Index Maintenance** screen (TM.2):

Type *TM* on the **AFRS Primary Menu**;
Select **2** on the **Table Maintenance Menu**.

-- *OR* --

From other AFRS screens, type *TM.2* in the transfer field **TR:___** and press [Enter].

The following screen will display:

```
=== AFRS =(TM.2)===== ORGANIZATION INDEX MAINTENANCE ===== C105P110 ===
TR: _____                LAST UPDATE:

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)
AGENCY: 9990      INDEX: _____      BIENNIUM: 05
DIVISION: _____      BRANCH: _____      SECTION: _____      UNIT: _____
COST CENTER: _____      COUNTY: _____      CITY/TOWN: _____
PROJ: _____      SUB-PROJ: _____      PROJ PHASE: _____      BUDGET UNIT: _____
ALLOT ORG LEVEL IND: _      GL ORG LEVEL IND: _
TITLE: _____

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Functions: The function codes are as follows:

A = Add a new OI Table record. Reference Field Names section below for information about each field on this screen.

NOTE: *Before adding an OI Table record, titles must be loaded in the descriptor tables for the data elements listed below and in the project control table (for data elements which will be used as part of the OI record):*

<i>D-02 Division</i>	<i>* D-37 County</i>
<i>D-03 Branch</i>	<i>* D-38 Cities/Towns</i>
<i>D-04 Section</i>	<i>D-42 Project</i>
<i>D-05 Unit</i>	<i>D-43 Sub-Project</i>
<i>D-06 Cost Center</i>	<i>D-44 Project Phase</i>
<i>D-13 Budget Unit</i>	

** statewide table maintained by OFM*

V = View an existing OI record. Requires:

- Biennium
05 = 2003-05 Biennium
07 = 2005-07 Biennium
- Organization Index

N = Displays the Next OI record.

P = Print an alphabetical listing of OI 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 the **Batch Job Submission** screen document for instructions.

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

NOTE: *After an AFRS transaction has been posted using an organization index, system edits will prevent the following fields from being changed on the organization index record: Division, Branch, Section, Unit, Cost Center.*

D = Delete an OI 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 organization index, system edits will prevent that OI from being deleted.*

Field Names:

- *Organization Index* – (required) a four-character alphanumeric code that identifies a unique organizational hierarchy. An OI requires the Division field to have a defined value in it. All other information elements are optional.
- *Biennium* – (required) the 2-digit code for the biennium for which the OI record exists. For example, for the 2005-2007 biennium, type 07.
- *Division* – (required) a two-character alphanumeric field that identifies the first level of organization structure below agency. The entry in this field must be set up on descriptor table 02.
- *Branch* – (optional) a two-character alphanumeric field that identifies the level of organization structure below Division and establishes the relationship of Branch to Division. The entry in this field must be set up on descriptor table 03.
- *Section* – (optional) a two-character alphanumeric field that identifies the level of the organization structure below Branch and establishes the relationship of Section to Branch. The entry in this field must be set up on descriptor table 04.
- *Unit* – (optional) a two-character alphanumeric field that identifies the level of the organization structure below Section and establishes the relationship of Unit to Section. The entry in this field must be set up on descriptor table 05.
- *Cost Center* – (optional) a two-character alphanumeric field that identifies the level of the organization below Unit and is the lowest level in the Organization structure. The entry in this field must be set up on descriptor table 06.
- *County* – (optional) a three-digit numeric field that identifies the county in which the accounting activity occurred. The County code associated with a particular Organization Index will post to the AFRS transaction file when that Organization Index is entered on a transaction. The County codes are defined by OFM on statewide descriptor table D37.
- *City/Town* – (optional) a four-digit numeric field that identifies the city or town where the accounting activity occurred. The City/Town code associated with a particular Organization Index will post to the AFRS transaction file when that Organization Index is entered on a transaction. The City/Town codes are defined by OFM on statewide descriptor table D38.
- *Project* – (optional) a four-character alphanumeric field that identifies the Project code associated with a particular Organization Index. The project code will post to the AFRS transaction file when that Organization Index is entered on a transaction.
Note: A project entered in the project field on a transaction takes precedence over a project from the organization index code. A project code must first be set up on descriptor table 42.

- *Sub-Project* – (optional) a two-character alphanumeric field that identifies a further division within a Project. The Sub-Project code associated with a particular Organization Index will post to the AFRS transaction file when that Organization Index is entered on a transaction. The entry in this field must be set up on descriptor table 43.
- *Project Phase* – (optional) a two-character alphanumeric field which identifies a further division within a Sub-Project. The Project Phase code associated with a particular Organization Index will post to the AFRS transaction file when that Organization Index is entered on a transaction. The entry in this field must be set up on descriptor table 44.
- *Budget Unit* – (optional) a three-character alphanumeric field used by designated agencies to provide lower level organizational information required by the Legislative Evaluation & Accountability Program (LEAP) office. The Budget Unit associated with a particular Organization Index will post to the AFRS input transaction file when an allotment transaction code is used. The entry in this field must be set up on descriptor table 13.
- *Allotment Organization Level Indicator* – (required) a one-character alphanumeric field that identifies the level of the organization structure to be used for recording the controlling allotments. The valid Allotment Organization Level Indicators are as follows:

0 = No Allotment Organization Level control (Recommended for most agencies)

A = Allotment file posting and control by Agency and Account

B = Allotment file posting and control by Division and Account

C = Allotment file posting and control by Branch and Account

D = Allotment file posting and control by Section and Account

E = Allotment file posting and control by Unit and Account

F = Allotment file posting and control by Cost Center and Account

⚠️*CAUTION:

- ◆ Do not use a code with a level lower than the lowest level defined in your organization index.
- ◆ Do not use a code with a level lower than the level at which you want to load and control your allotments using your organization structure.
- ◆ Using a code of zero will result in no allotment file posting or control using the organization structure.
- ◆ The generally preferred code is '0' (zero).
- ◆ **If planning to use a level other than zero, contact OFM first. These codes may have implications for Encumbrance and Liquidation transactions!**

- *GL (General Ledger) Organization Level Indicator* – (required) a one-character numeric field that identifies the level of General Ledger detail that is to be maintained relative to the organization structure. Valid General Ledger Organization Level Indicators are:

0 = Maintain the General Ledger file posting at the Agency level (Recommended for most agencies)

1 = Maintain the General Ledger file posting at the Division level

●***CAUTION:**

- ◆ Only use a “1” (one) if you want the general ledger to be maintained at the division level. **Use of this option requires advance planning. Call OFM before using a “1.” The only report currently available with this option is the online general ledger trial balance.**

- *Title* – (required) an alphanumeric field, 1-40 characters, that assigns an English description to each Organization Index. The number of characters that print on the reports varies by report, so abbreviation is suggested.