

OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

Agency Financial Reporting System

Program Index Table (PI)

Screen TM.4

August 2005

Table of Contents

What is the Program Index Table?	PI-1
Program Index Maintenance Screen	PI-2

What is the Program Index Table?

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

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

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

- Agency
- Program Index
- Biennium

The **informational elements** segment of the PI Table provides the expanded Program related classification elements for:

- Function
- Program
- Sub-Program
- Activity
- Sub-Activity
- Task

Program Index Maintenance Screen

The **Program Index Maintenance** screen (TM.4) allows an agency to view, update and print copies of its Program index table.

To access the **Program Index Maintenance** screen (TM.4):

Type *TM* on the **AFRS Primary Menu**;
Select *4* on the **Table Maintenance Menu**.

-- *OR* --

From other AFRS screens, type *TM.4* in the transfer field **TR:**_____ and press [Enter].

The following screen will display:

```
=== AFRS =(TM.4)===== PROGRAM INDEX MAINTENANCE ===== C105P130 ===
TR: _____                LAST UPDATE:

                                FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)

                                AGENCY: 9990   PROGRAM INDEX: _____   BIENNIUM: __
                                FUNCTION: __    PROGRAM: _____   SUB-PROGRAM: __
                                ACTIVITY: __    SUB-ACTIVITY: __           TASK: __
ALLOT PROG LEVEL IND: _    GL PROGRAM LEVEL: _    RESTRICTOR: _
                                TITLE: _____

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

Functions: The function codes are as follows:

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

NOTE: *Before adding a PI Table record, a valid D27 Statewide Table record must be on file for the Agency/Function/Program combination that will be used in your PI Table record. Programs 850 and 880, used with non-allotted funds are not subject to this edit.*

Before adding a PI Table record, titles must be loaded in the descriptor tables for the following data elements (if used as part of the PI record):

*D16 Program
D17 Sub-program
D18 Activity
D19 Sub-activity
D20 Task*

V = View an existing PI record. Requires:

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

N = Displays the Next PI record in alphanumeric sequence.

P = Print an alphanumeric listing of PI 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 a PI record *except* Biennium and Program 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 with a program index, system edits will prevent the following fields from being changed on the program index record: Program, Sub-Program, Activity, Sub-Activity, and Task.*

D = Delete a PI 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 a program index, system edits will prevent that PI from being deleted.*

Field Names:

- *Program Index* – (required) a five-character alphanumeric code that identifies a unique programmatic hierarchy. A PI requires the Function and Program fields to have defined values in them. All other information elements are optional.

NOTE: *Program Index codes only need to be set up for levels in your program hierarchy used for posting data. For example: If you are posting allotments at the program level and expenditures at the activity level, Program Index Codes would be set up for those levels. They would not be set up for Sub-Program, which in this example would only be an intermediate roll-up level used in reporting.*

- *Biennium* – (required) the 2-digit code for the biennium for which the PI record exists. For example, for the 2005-2007 biennium, type 07.
- *Function* – (required) a 2-digit code that categorizes a program. Valid function codes are:
 - 10 = Operating
 - 20 = Capital (use with Program 900)
 - 70 = Non-budgeted (use with Programs 850 and 880)
- *Program* – (required) a 3-digit code used in budgetary reporting that identifies major activities of an agency. The Program codes are assigned by OFM as a result of the appropriations passed by the legislature. Program codes for non-allotted funds can be found in the State Administrative and Accounting Manual (SAAM), section 75.60. The Program identifies the first level of program structure below agency. The entry in this field must be set up on descriptor table 16.
- *Sub-Program* – (optional) a 2-digit code that identifies the level of program structure below Program and establishes the relationship of Program to Sub-Program. The entry in this field must be set up on descriptor table 17.
- *Activity* – (optional) a 2-digit code that identifies the level of program structure below Sub-Program and establishes the relationship of Sub-Program to Activity. The entry in this field must be set up on descriptor table 18.
- *Sub-Activity* – (optional) a 2-digit code that identifies the level of program structure below Activity and establishes the relationship of Activity to Sub-Activity. The entry in this field must be set up on descriptor table 19.
- *Task* – (optional) a 2-digit code that identifies the level of program structure below Sub-Activity and establishes the relationship of Sub-Activity to Task. The entry in this field must be set up on descriptor table 20.
- *Allotment Program Level Indicator* – (required) a 1-digit code that defines the level of allotment control for the Program Index. The valid Allotment Program Level Indicators are:
 - 0 = No Allotment Program level control
 - A = Allotment file posting and control by Fund only
 - B = Allotment file posting and control by Function and Fund
 - C = Allotment file posting and control by Program and Fund

(Recommended for most agencies)

- D = Allotment file posting and control by Sub-Program and Fund
- E = Allotment file posting and control by Activity and Fund
- F = Allotment file posting and control by Sub-Activity and Fund
- G = Allotment file posting and control by Task and Fund

●* CAUTION:

- Do not encode a level lower than the lowest level defined in your program index.
- Do not encode a level lower than the level at which you want to load and control your allotments using your program structure.
- Using a code of zero will result in no allotment file posting or control using the program structure.
- The generally preferred code is ‘C’.

- *GL (General Ledger) Level Indicator* – (required) a 1-digit code that defines the level of general ledger posting. The valid GL Level Indicators are:

0 = Do not maintain a separate general ledger for the program.

(Recommended for most agencies)

1 = Maintain a separate general ledger for the program.

●* CAUTION:

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

- *Restrictor Indicator* – (optional) a 1-digit code that allows agencies to restrict the type of transactions on which a specific PI may be used or to inactivate a PI so it cannot be used on an AFRS transaction. The valid Restrictor Indicators are:

Space = **NO** restriction.

A = Program Index can be used **ONLY** on **Allotment** transactions.

I = **Inactivate** this Program Index so it cannot be used to post transactions.

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