OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

Agency Financial Reporting System

Table Maintenance Overview

May 2010

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OVERVIEW OF TABLE MAINTENANCE

AFRS Tables are non-financial files containing valid codes, titles, and reference data used in editing and reporting AFRS financial data. Some tables are statewide and some are agency tables. OFM maintains the statewide tables, and agencies have view only access to these tables. Agency tables are maintained by agency staff. AFRS allows updates to the tables in real time.

The AFRS tables are used as edits to check for valid codes on all transactions input on-line or interfaced into AFRS. Transactions input on-line or sent through an interface are held in a queue for overnight processing, where they are edited for both valid coding and fund control errors.

AFRS Tables are biennialized which means that each table record is assigned to a specific biennium and is only valid for that biennium. Agencies may assign the same codes to more than one biennium. The following tables are not biennialized:

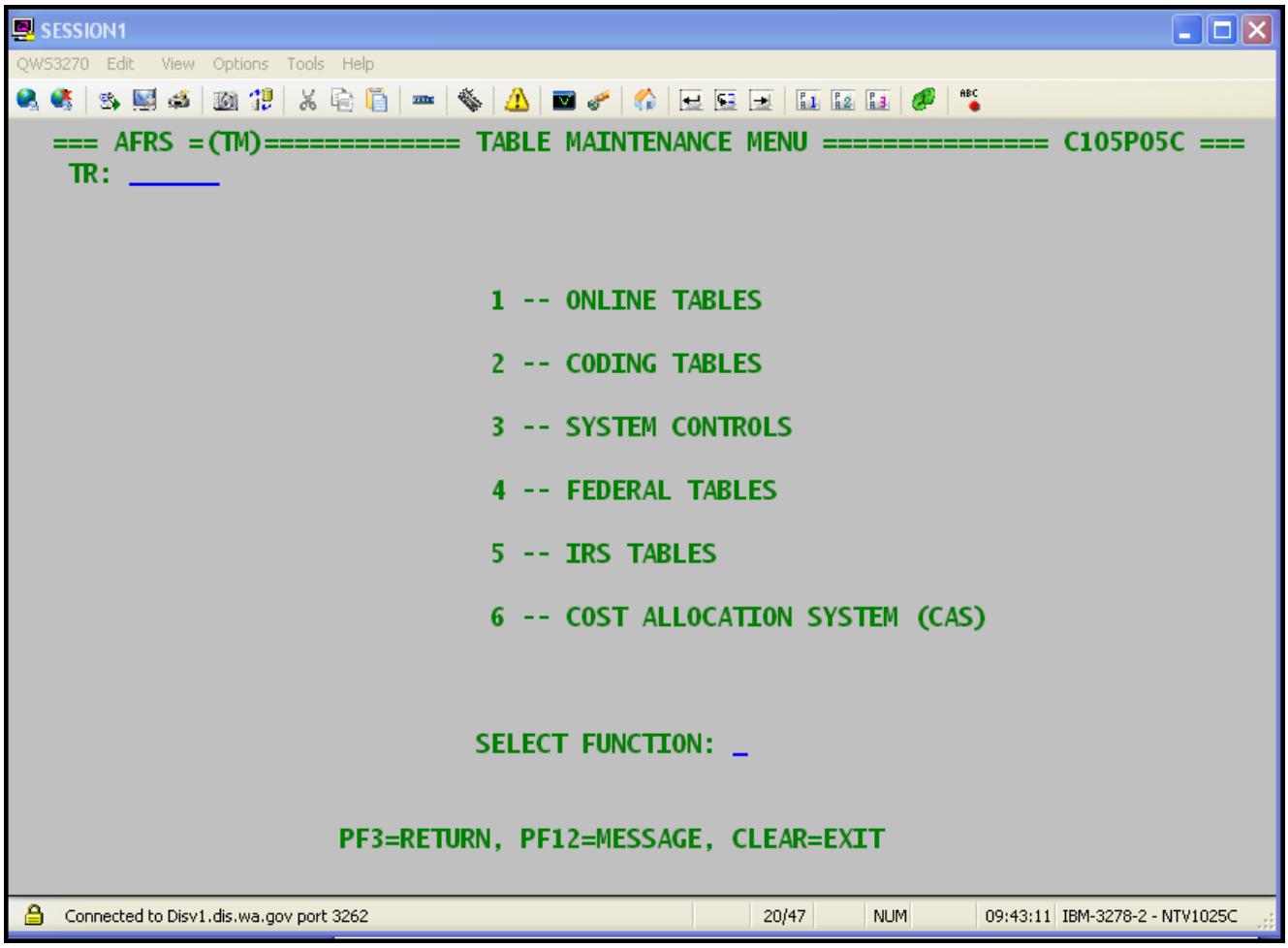
- Project Control (Agency maintains)
- Transaction Code (OFM maintains)

To reduce agency workload in loading new biennium Tables, OFM begins in early April to work with agency's on copying the statewide and agency tables not subject to legislative changes from the old to the new biennium. Once these files are copied, agencies should review them and change or delete data that is not valid for the new biennium. Agencies should also add the tables which were not converted. (See Appendix A for conversion dates and lists of tables which will and will not be converted.)

TABLE MAINTENANCE MENU

The purpose of the **Table Maintenance Menu** screen (TM) is to provide access to other AFRS table screens.

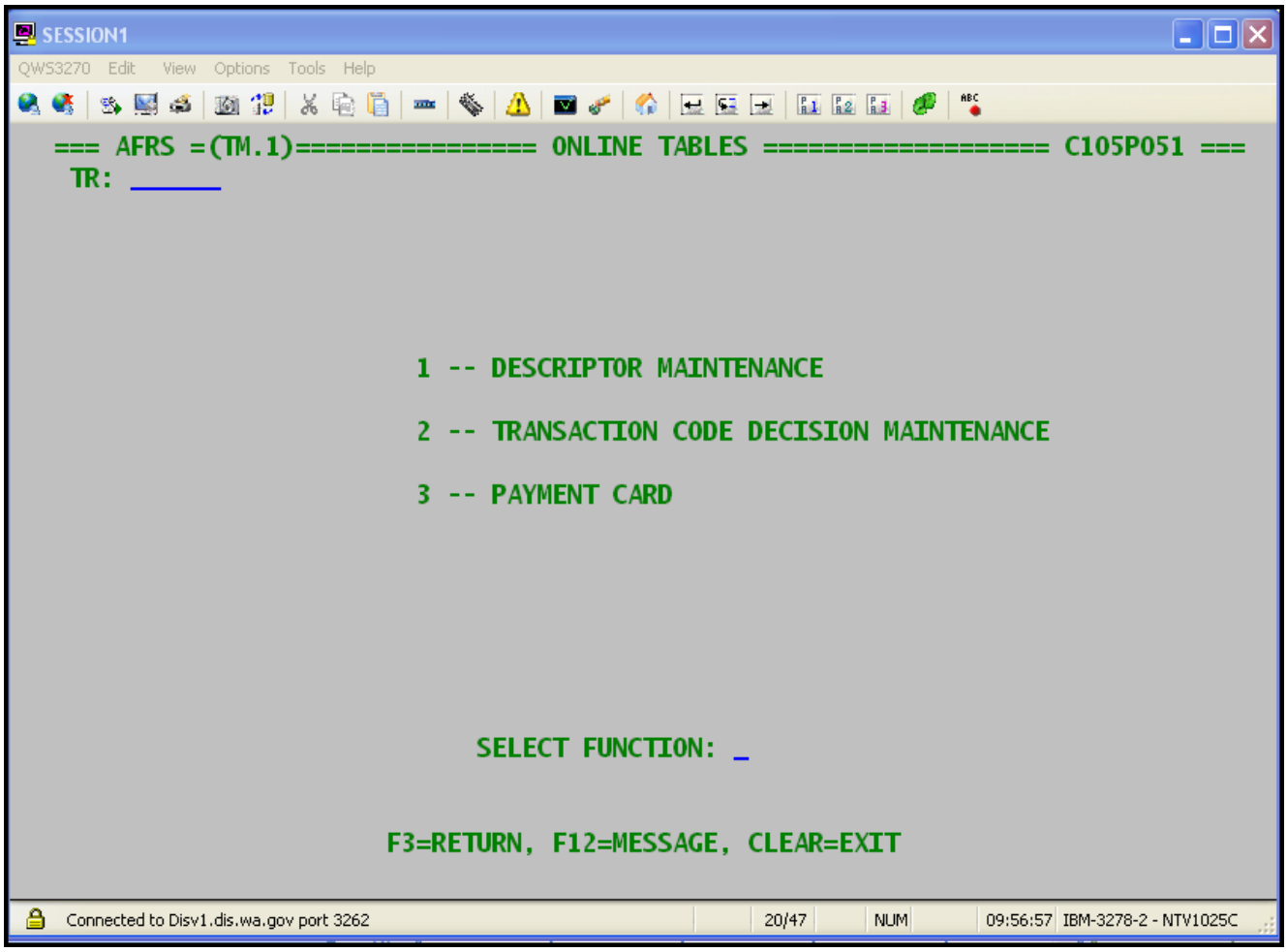
1. To access the **Table Maintenance Menu** screen (TM)**:**
   Enter *TM* on the **AFRS Primary Menu.**
   OR
   From other AFRS screens, type *TM* in the transfer field **TR:___** and press [Enter].



2. From this screen you can then access the different tables that are used to create your agency chart of account and to see statewide tables that affect your payments.

3. At the Select Function line you will need to type in the number that corresponds to the area that you wish to work on and then press [Enter].

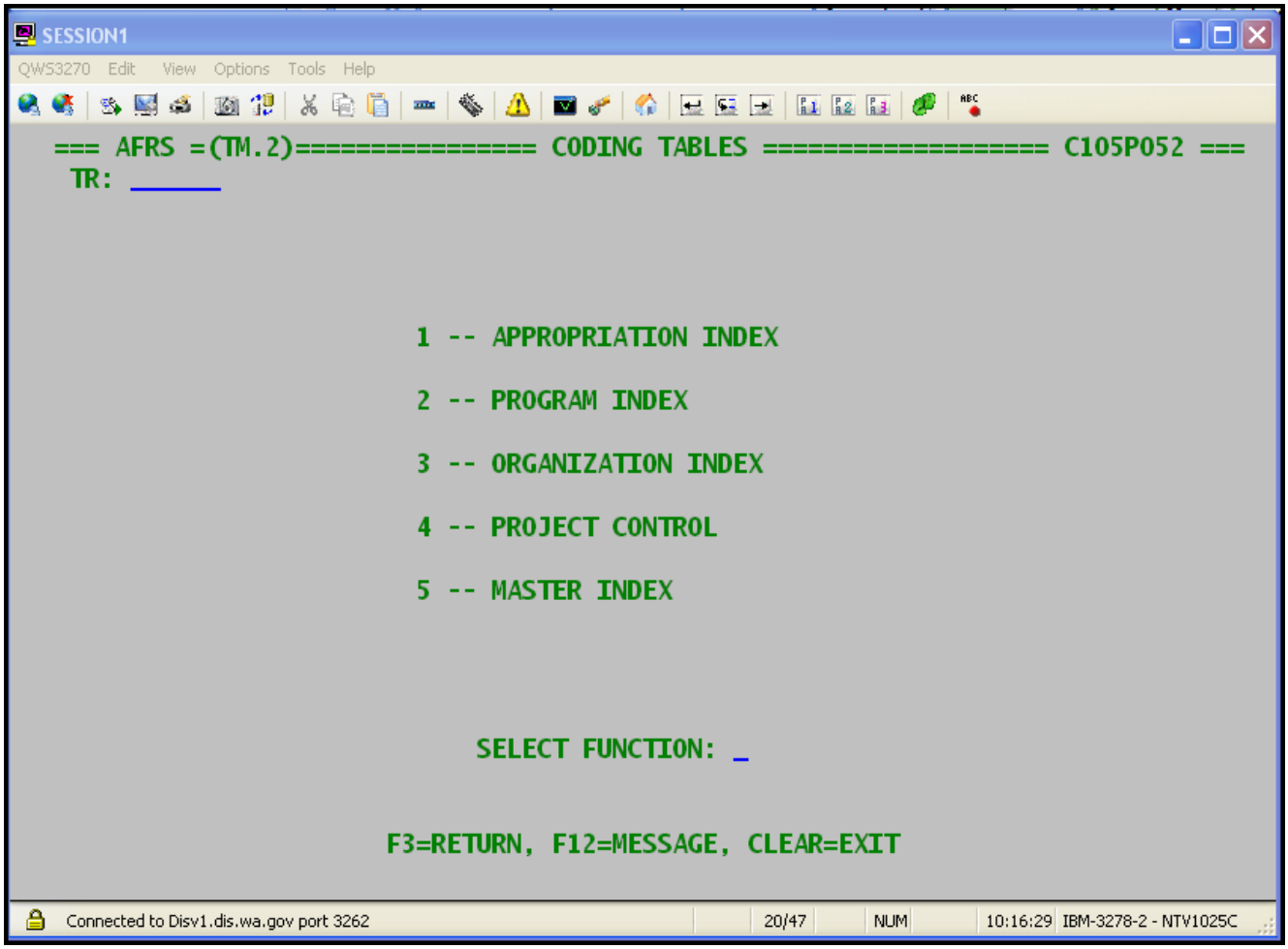
Tables that are available within the “Online Tables” (TM.1) are:



Descriptor Maintenance TM.1.1	***Statewide*** tables predefine · Statewide Code/Titles · <u>Control data</u> for edits · Financial Statement Sort Codes ***Agency*** tables predefine · Valid agency codes/titles · **Required**: D01 – Agency D07 – Appropriation D16 – Program D32 – Subsidiary **Note**: Descriptor Tables must be added before associated Appropriation Index, Program Index, Org Index, and Project Control Tables may be added.

Transaction Code Decision TM.1.2	Predefines · General Ledger accounts posted · Files Posted · Posting Rules & Edits
Payment Card TM.1.3 Additional screens below are: TM.1.3.A – Account Detail TM.1.3.B – Account List	Predefines · Agency Master Accounts · Verifies valid status

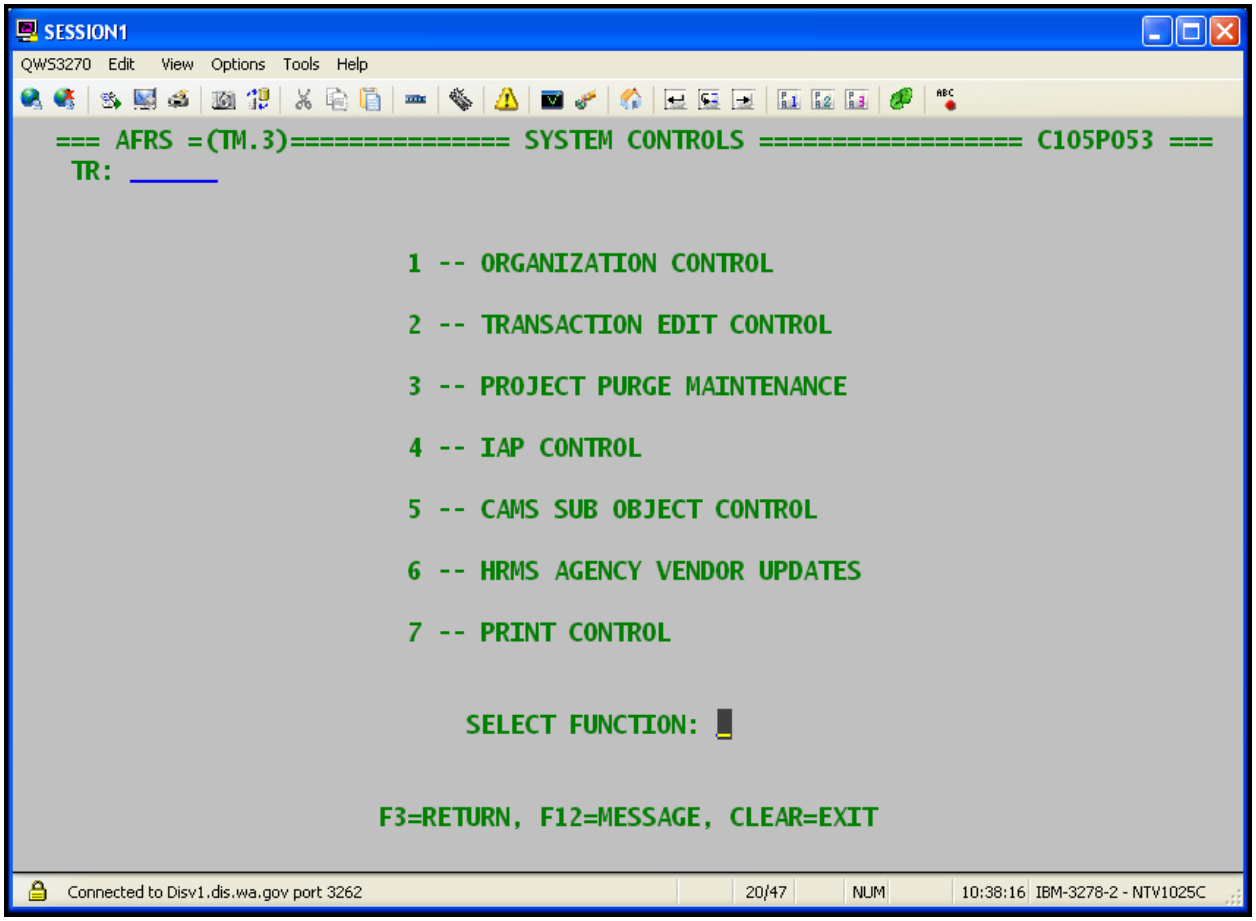
Tables that are available within the "Coding Tables" (TM.2) are:



Appropriation Index TM.2.1	Structure is: fund/appropriation/appropriation character/appropriation type · Appropriation file (Screen MI.1) control if transaction codes for allotted funds are used · Appropriation control dates · **Required** for both appropriated and non-appropriated funds if transactions post expenditures/expenses/ encumbrances/FTE's **Note:** Descriptor Tables D07 (Agency) and D26 (OFM) must be added first. See Appendix A for detailed edit instructions on Table D26.
Program Index TM.2.2	Structure is: fund/program coding structure · Allotment file (Screen MI.2) file posting & control level if transaction codes for allotted funds are used · Posting of program (XXX) to the General Ledger File · Restriction of PI to allotment transactions · Whether PI is inactive and cannot be used on transactions. · **Required** for both appropriated and non-appropriated funds if transactions post expenditures/expenses/ encumbrances/FTE's **Note:** Program Series Descriptor Tables D16-D20, if used, (Agency) and D27 (OFM) must be added first. See Appendix A for detailed edit instructions on Table D27
Organization Index TM.2.3	Structure is: Organization coding structure · Organization control levels · Posting of division (XX) to the General Ledger File · May define associated projects · May define budget unit for allotment transactions. · **Optional** **Note:** Organization Series Descriptor Tables D2-D6 (if used) must be added first.

Project Control TM.2.4	Structure is: Project type/project/sub-project/phase · Project control levels & control dates · Posting of project (XXXX) to General Ledger File · **Optional** **Note:** Project Related Descriptor Tables D42-D44, D46, and D47 (if used) must be added first. (NOT biennialized)
Master Index TM.2.5	Relation between combinations of AFRS coding elements · Allocation by predefined % and coding elements (1-99 percent records allowed.) · Control dates (optional) · Whether MI is inactive and cannot be used on transactions. · **Optional** **Note:** Master Index must be added last after associated index codes and descriptor tables have been added.

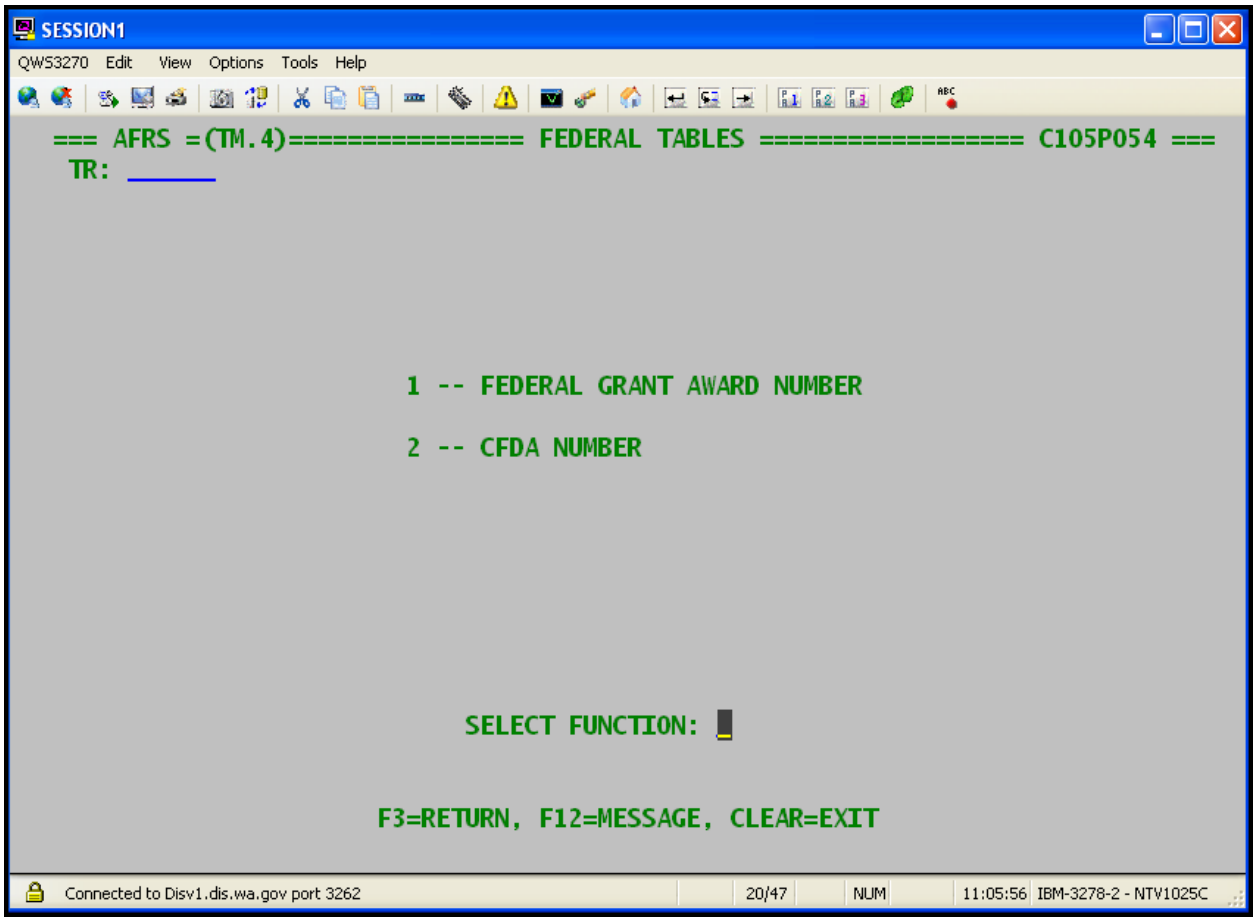
Tables that are available within the "System Controls" (TM.3) are:



Organization Control TM.3.1	Defines: Warning, fatal, & ignore edits for data & fund errors. · Posting month and biennium 'open' and 'closed' indicators · Displays system management record for ‘open’ and ‘closed’ fiscal periods. · **Required** **Note:** See Appendix B regarding temporary settings needed until new biennium allotments are approved.
Transaction Edit Control TM.3.2 Additional screens below are: TM.3.2.A – Agency Pseudo Vendor Number Control Edit TM.3.2.B – Agency Vendor Number Edit TM.3.2.C – Agency Invoice Date Control Edit TM.3.2.D – Agency Fiscal Year Payment Cut Off Edit	Refer to AFRS Agency Edit Control Instructions · Allows agencies the ability to add tighter edits on the payment process.
Project Purge Maintenance TM.3.3	Refer to Project Purge Manual
IAP Control TM.3.4 Additional screens below are: TM.3.4.A – IAP Receipt Batch Control TM.3.4.B – IAP Multi-Fund Maintenance	Maintenance of Inter-Agency Payment (IAP) payments for posting the receipt and defining multi-fund splits.
CAMS Sub Object Control TM.3.5	Defines the sub-object, dollar amount and/or batch type that will bring up the AFRS to Capital Asset Management System (CAMS) interface screen for entering Asset information.

HRMS Agency Vendor Updates TM.3.6 Additional screen below by using the “S” (select): TM.3.6.1 – HRMS Agency Vendor Update Log	Logs the changes to Employees vendor information when updated or added using the “Agency Vendor Number Edit” process under TM.3.2.B.
Print Control TM.3.7	Controls the default for the “Batch Job Submission” screen that appears when there is a Print (P) option available on any of the AFRS screens.

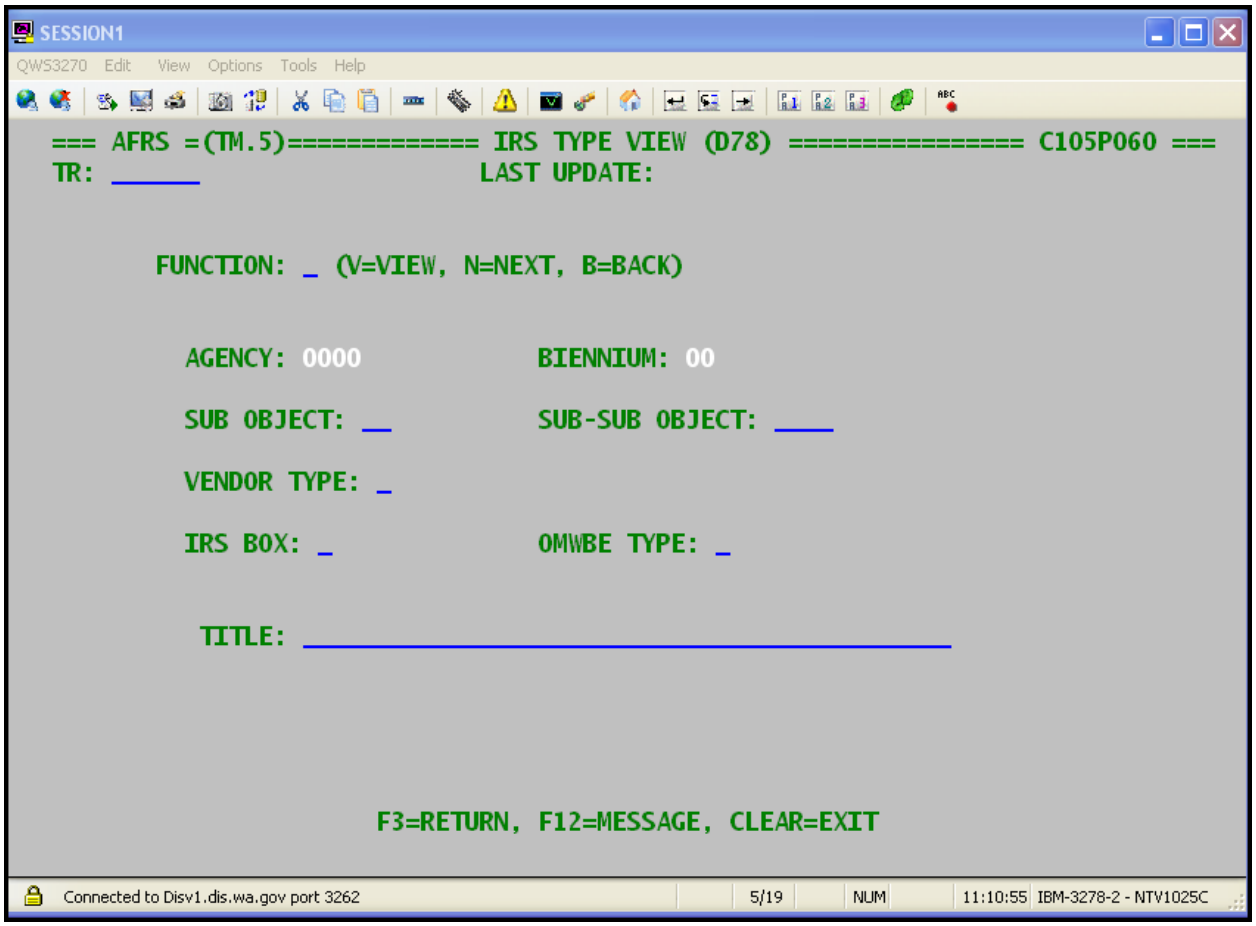
Tables that are available within the “Federal Tables” (TM.4) are:



Federal Grant Award Number TM.4.1	Agency Table used for reporting Federal Grant information.

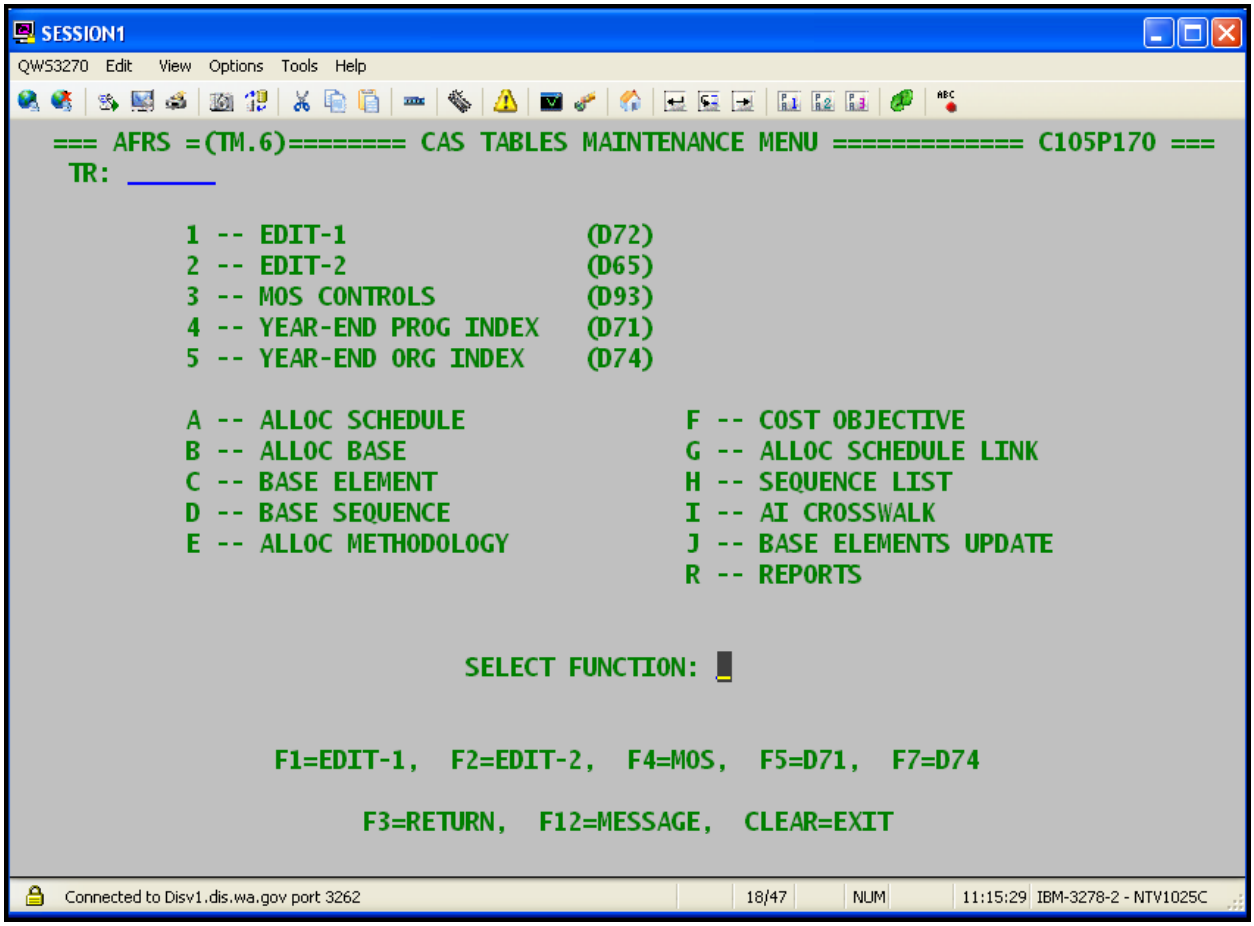
CFDA Number TM.4.2	***Statewide Table view only*** · Contains the Catalog of Federal Domestic Assistance (CFDA) numbers · CFDA numbers have been marked appropriately if American Recovery and Reinvestment Act (ARRA) is involved for ease of monitoring.

Tables that are available within the "IRS Tables" (TM.5) are:



IRS Type View (D78) TM.5	***Statewide Table view only*** Shows the relationship of sub-object and/or sub-sub object based on Vendor Type and how it applies the IRS Box and OMWBE Type.

Tables that are available within the “Cost Allocation System (CAS)” (TM.6) are:



CAS Tables Maintenance Menu TM.6	***DSHS Only*** Refer to the “Cost Allocation System Manual”.

APPENDIX A

This appendix contains dates and information to the biennium table conversion.

Important timeframes:

Table Conversion:

April (first week)	OFM memo from Sadie M. Hawkins, Assistant Director for Accounting, will send to all Agency Directors and Fiscal Officers. This memo provides information on Biennium Agency Table conversion.
April (end of month)	Memos from agencies indicating tables they do **NOT** want converted are due to OFM.
May (first week)	Automatic Conversion of Selected Tables
June 30	Automatic Conversion of Report Request file

TABLE CONVERSION PLAN

I. TRAINING

For agencies requiring additional assistance in designing a coding structure, setting up tables, or needing further instructions on the use of Project Type coding and/or information regarding tracking of the American Recovery and Reinvestment Act (ARRA), training sessions will be available at OFM. Information on these classes will be sent out separately.

II. AUTOMATIC TABLE CONVERSION

A. STATEWIDE TABLES

OFM will convert ALL statewide tables with the exception of the D26, Statewide Source of Funds, and the D27, Statewide Program, tables. The D30 (Job Name), D49 (Trans Code), D81 (Agency IRS), D92 (Holidays) and the D95 (DT Listing) are NOT biennialized and are available to support the new biennium

B. AGENCY TABLES ONLY

For agencies that do **NOT** want all of their tables automatically converted, please send a memo indicating specifically which tables you do **NOT** want converted. *Please send all memos to the attention of: Maria Hug, OFM Information Services Division, Accounting Portfolio, Mail Stop 43113; FAX (360) 664-7673; E-MAIL maria.hug@ofm.wa.gov.*

All memos must be received by noon, April (end of month). The table conversion will occur Sat., May (first week of month). The following **Agency Descriptor** tables**, Organization Index** table (TM.2.3) and the **Organization Control** table (TM.3.1) will be automatically converted unless you specify otherwise.

Descriptor (TM.1.1)

01 = Agency
02 = Division
03 = Branch
04 = Section
05 = Unit
06 = Cost Center
12 = Sub-Sub-Object
13 = Budget Unit
32 = Subsidiary
36 = Sub-Source
40 = Work Class
42 = Project
43 = Sub-Project
44 = Project Phase

Descriptor (TM.1.1)

46 = Federal Catalogue
47 = Federal Agency
48 = IAP Multi-fund Maintenance (TM.3.4.B)
50 = CAMS Interface Sub Objects
62 = Treasurer Reporting
63 = Allocation Code
65 = DSHS Program-Organization Edit
70 = DRS Statement Sort Codes
72 = DSHS Program-Sub Program-Appropriation Index Edit
90 = Transaction Edit Control (TM.3.2)
91 = Payment Process Control (VE.6)
93 = Month of Service Edit (DSHS only) (D93)
94 = Agency Flag – Vendor Record
96 = IAP Receipt Batch Control (TM.3.4.A)

Agencies should review these tables **after** conversion and change or delete data not valid for the new biennium.

III. AGENCY TABLES NOT CONVERTED BY OFM – TO BE INPUT BY AGENCY:

Descriptor (TM.1.1)

07 = Appropriation
16 = Program (Subject to D27 Table Edit)
17 = Sub Program
18 = Activity
19 = Sub-Activity
20 = Task
71 = PI Change- New FY – DSHS Only
74 = OI Change- New FY – DSHS Only

Appropriation Index (Subject to D26 Table Edit) – TM.2.1
Program Index (Subject to D27 Table Edit) – TM.2.2
Master Index (Subject to indexes and tables) – TM.2.5

APPENDIX B

This appendix contains information, which is important to understand **before** setting up your tables. For more information on any of the tables, see the user documentation for that specific table. If you have questions about coding, contact AFRS Help Desk at (360) 664-7725. It is important to clear questions up *before* you start setting up tables for the new biennium.

How to Set Up New Biennium Tables

1. Descriptor Tables

Descriptor Tables must be set up before related Index Tables can be set up.

Statewide Descriptor Table edits that will impact how the tables can be set up are as follows:

2. D26 Table – Appropriation Index Table

The D26 Table (Statewide Source of Funds) includes:

Agency	XXX-0
Fund	XXX
Appropriation	XXX
Appropriation Type	X
Appropriation Character	X

The **D26 Table** is controlled by the OFM Budget Division and is created from the Appropriation (Expenditure Authority) Schedule. This data will be interfaced into AFRS as soon as possible after the budget is signed and an Appropriation Schedule prepared. An entry in this table must be in place **before** an agency can create an Appropriation Index (AI) to represent a particular Fund, Appropriation, Appropriation Type, and Appropriation Character combination **except for Appropriation Types 3, 6, 9, or U**. Before an Appropriation Index can be created, agencies must create an Appropriation in the D07 Table.

Appropriation types 3, (Unanticipated - Federal); 6, (Non-appropriated/Non-Allotted); 9, (Unanticipated – Private/Local); and U (Unanticipated – American Recovery and Reinvestment Act (ARRA)) are not subject to D26 Table edits and agencies may create them as needed.

SCHEDULE OF APPROPRIATION TYPES AND CODES NOT INCLUDED ON THE APPROPRIATION SCHEDULE

The following table summarizes the appropriation number range, appropriation type, appropriation character codes for operating and capital codes. The appropriation number range, type and character must match to be used in the Agency Financial Reporting System (AFRS).

APPN NO. RANGE	APPN TYPE	APPN CHAR		
700-940* 7A0-7F0*	3	1	Operating	Unanticipated - Federal
7G0-7Z0	U	1	Operating	Unanticipated – ARRA
9A0-9Z0* ZA0-ZZ0*	9	1	Operating	Unanticipated – Private/Local
Z96 and Z98	6	1	Operating	Nonappropriated/Nonallotted
V10-W90*	3	2	Capital	Unanticipated - Federal
U10-U90	U	2	Capital	Unanticipated – ARRA
X10-Y90*	9	2	Capital	Unanticipated – Private/Local
Z97 and Z99	6	2	Capital	Nonappropriated/Nonallotted
*The third character of the appropriation codes must equal zero (0)				

If you have additional DL26 entries that need to be added, please contact Linda Swanson of the OFM Budget Division at (360) 902-0541.

3. D27 Table – Program Index Table

The **D27 Table (Statewide Program)** is also controlled by the OFM Budget Division. Before an agency can create a successful entry into the D16 (Function Program) Table, or if necessary the D17 through D20 (Sub-program through Task) Tables, the agency's Function and Program must first be on the D27 Table. Before a Program Index can be created, agencies must create, at a minimum, D16 Table entries.

The D27 Table (Statewide Program) includes:

Agency	XXX-0
Function	XX
Program	XXX

As soon as the D27 Table is available, agencies may begin setting their programmatic structure on the D16 through D20 Tables and Program Index Table. Watch for AFRS screen messages letting you know when the D27 is available.

When setting up your Program Index Table, use the Function codes established by OFM on the D15 Table, Statewide Program Function Codes:

10 = Operating
20 = Capital
70 = Non-budgeted

The following Function and Program codes are ***not*** subject to the D27 Table edits and agencies may create them as needed.

Function	Program	Description
70	850	Non-budgeted Funds
70	880	Pensions, Claims, and Awards

If you have additional D26 and D27 entries that need to be added, please contact Laurie Lien of the OFM Budget Division at (360) 902-0567.

4. Organization Control Table (OC) – TM.3.1

The Organization Control Table will be converted. Nonetheless, agencies are to review this table to evaluate the level of control they wish to have over Data and Fund Related Errors in the new biennium. Initial appropriations and allotments may not be approved by the OFM or entered into AFRS until after July 1. Agencies should **temporarily** loosen certain agency Fund-Related Severity indicators in their Biennium OC Table to **not** edit allotment charges against appropriations and allotments. Until the initial appropriations and allotments are actually loaded into AFRS by OFM, agencies are advised to:

- Ensure your agency's Biennium OC Table Fund-Related Severity Indicators in fields 17, and 33 are an "I" (Ignore).

- After the initial appropriations and allotments are loaded for your agency, then you should change these indicators to an "F" (Fatal) or "W" (Warning) as desired.

It is STRONGLY recommended you set all Data Related Errors on "F" = Fatal, and review your options for the Fund Related Errors (see chart on pages 4 and 5 of the OC Table documentation). If you wish to change your present control levels, use the following steps:

- On the Table Maintenance Menu in AFRS, input "3" System Control

- This will bring up the System Control Menu from here you will need to input "1" to go to Organization Control (OC) Table.

- On the OC input screen, input "V" in function field and then enter the biennium year (example: 09, 11) in biennium field to view the new biennium table AFTER the table has been converted by OFM.

- If you receive any on-line edit messages, look up valid codes in the documentation for the OC Table.

5. Project Control and Vendor Edit Tables

The following tables do NOT require conversion, since they are not coded to a specific biennium. Each will be available and work properly in the new biennium.

- Project Control (TM.2.4)
- Vendor Edit – Agency and Statewide (VE.2 & 3)

6. Financial Input Edits

EF6 and EF7 error code edits will check the **Appropriation Character** of the Appropriation Index against the **Function** code of the Program Index. When both the Appropriation Index (AI) and the Program Index (PI) are present, the on-line edits for the financial input screens will ensure that allowable combinations are being entered as follows:

Budgeted Funds

Appropriation Character		Program Function
1 - Operating	Must be	10 - Operating
2 - Capital	Must be	20 - Capital

If the above Character and Function do not agree, the transaction will be flagged with an **EF6** - "Appropriation Character Invalid for Program Function."

Non -Budgeted Funds

Appropriation Code		Program Function
Operating	Z96 or Z98	Must be 70 Non-budgeted
Capital	Z97 or Z99	Must be 70 Non-budgeted

Non-budgeted transactions will be flagged with an **EF7** - "Appropriation Invalid for Program Function." These edits are also in place for overnight processing to ensure that interfaced transactions are edited.

7. Conversion of Agency Report Request Files

Your agency's New Biennium Report Request File will be a copy of your Current Biennium File. We will create the new Report Request file on the night of June 30. Having separate Report Request Files for each biennium gives you the opportunity to adjust your agency's reports to your new biennium coding structure. Please review your New Biennium Report Request file to see that it is accurate and still meets your agency's reporting needs.

8. Review On Demand Reporting

This is also a good opportunity to review in detail your needs for On Demand reports. It would be appropriate to check the reports selected, the quantities ordered and the distribution.

APPENDIX C

This appendix contains a list of AFRS codes which indicates the length and character type [alpha (a), numeric (n), or alphanumeric (x)] for each code. It also indicates if the table is Statewide (maintained by OFM) or Agency (maintained by each individual agency).

State of Washington
Data Classification Structure

DATA ELEMENT	INPUT CODES		CODES REF. IN TABLES		STATEWIDE/AGENCY	TABLE
AGENCY						
Agency			xxx		Statewide/Agency	D53, 01
Sub-Agency			x		Agency	D01
ACCOUNTS	**TRAN CODE**	nnn	nnnn	nnnn	Statewide	**TC**
General Ledger	(Var)	(nnnn)	nnnn		Statewide	D31
Memorandum			nnnn		Statewide	D33
Subsidiary (Debit)		xxxxxx	xxxxxx		Statewide/Agency	D32
" (Credit)		xxxxxx	xxxxxx		Statewide/Agency	D32
	MASTER INDEX	xxxxxxxx All codes below			Agency	**MI**
FUND						
Accounting Fund		xxx	xxx		Statewide	D22
Fund Detail		nn	nn		Statewide	D23
		or				
APPROPRIATION	**APPR. INDEX**	xxx			Agency	**AI**
Appropriation			xxx		Statewide/Agency	D26, 07
Appn. Type			x		Statewide	D08, 26
Appn. Character			n		Statewide	D09, 26
PROGRAM	**PROG. INDEX**	xxxxx			Agency	**PI**
Function			nn		Statewide	D15, 27
Program			xxx		Statewide/Agency	D27, 16
Sub-Program			xx		Agency	D17
Activity			xx		Agency	D18
Sub-Activity			xx		Agency	D19
Task			xx		Agency	D20
ORGANIZATION	**ORG. INDEX**	**xxxx**			Agency	**OI**
Division			xx		Agency	D02
Branch			xx		Agency	D03
Section			xx		Agency	D04
Unit			xx		Agency	D05
Cost Center			xx		Agency	D06
PROJECT					Agency	**PC**
Project Type			n		Statewide/Agency	D41
Project		xxxx *	xxxx		Agency	D42
Sub-Project		xx *	xx		Agency	D43
Project Phase		xx *	xx		Agency	D44
OBJECT OF EXPENDITURES						
Object			nn		Statewide	D10
Sub-Object		aa	aa		Statewide	D11
Sub-Sub-Object		xxxx	xxxx		Agency	D12
REVENUE SOURCE						
Major Group		nn	nn		Statewide	D34
Major Source		nn	nn		Statewide	D35
Sub-Source		xxxxxx	xxxxxx		Agency	D36
OTHER						
Workclass		xxx	xxx		Agency	D40
County		nnn *	nnn		Statewide	D37
Cities and Towns		nnnn *	nnnn		Statewide	D38
Allocation Code		xxxx	xxxx		Agency	D63
Budget Unit		xxx *	xxx		Agency	D13
Month of Service		yymm	yymm		Agency	-

*** May be Included In Organization Index.** **(a = alpha, n = numeric, x = alphanumeric)**

g:\acctdiv\manuals\afrs\menu&charts\afrscodes-chart.doc

DATA ELEMENT or INPUT CODE	DEFINITION
Agency	**A distinct operational unit of state government.**
Sub-Agency	**A lower level of agency. Default value is zero for all agencies except DOC which uses A, B.**

TRANSACTION CODE	**An input device used to post financial transactions to a valid combination of general ledger accounts.**
General Ledger Account	**A code which posts an accounting event to assets, liabilities, equity and/or an operating accounts.**
Memorandum Account	**A code, beginning with zero, which uses the g/l field to post statistical data such as staff months.**

Subsidiary Acct.(Debit)	**Lower levels within an asset or liability general ledger that is being debited.**
" Acct.(Credit)	**Lower levels within an asset or liability general ledger that is being credited.**

MASTER INDEX (MI)	**An input device which (1) establishes a valid combination of coding elements, e.g., AI, PI, OI, Project; (2) may split a voucher amount into multiple lines of coding with amounts based on %'s on MI Table.**

APPR. INDEX (AI)	**An input device which establishes a valid combination of fund/ appropriation classification elements.**
Accounting Fund	**Refers to an account which is a separate accounting entity with a self-balancing set of general ledger accounts used by agencies to record transactions.**
Fund Detail	**Not currently used.**
Appropriation	**Legislative authorization for agencies to incur expenditures/expenses within specific limitations as to time, purpose, and amount.**
Appn. Type	**Categorizes an appropriation as being: (1) state, (2) federal, (3) federal-unanticipated, (4) governor's emergency allocation, (5) Title XX federal (DSHS only), (6) nonappropriated, (7) private-local, (9) private/local-unanticipated, or (X) prior-biennium liability liquidation.**
Appn. Character	**Categorizes an appropriation as (1) operating or (2) capital.**

PROG. INDEX (PI)	**An input device which establishes a valid combination of function and program data elements.**
Function	**Categorizes a program as being: (10) operating, (20) capital, or (70) non-budgeted.**
Program	**Historic categories used in budgetary reporting which identifies major activities of an agency.**
Sub-Program	**Lower levels within a program.**
Activity	**Lower levels within a sub-program.**
Sub-Activity	**Lower levels within an activity.**
Task	**Lower levels within a sub-activity.**

ORG. INDEX (OI)	**An input device which establishes a valid combination of organization data elements.**
Division	**Identifies organization/management units which cut across program lines.**
Branch	**Lower levels within a division.**
Section	**Lower levels within a branch.**
Unit	**Lower levels within a unit.**
Cost Center	**Lower levels within a cost center.**

PROJECT	**A code used to post data for grants or capital projects that cross biennium lines.**
Project Type	**Categorizes a project as being: (1) federal grant, (2) capital project, (3-7, 0) agency operating, or (9) interagency reimbursement.**
Project	**A code used to post data for grants or capital projects that cross biennium lines.**
Sub-Project	**Lower levels within a project.**
Project Phase	**Lower levels within a sub-project.**

OBJECT OF EXPENDITURES	
Object	**Categories of state expenditures: e.g., (a) salaries, (b) benefits, (e) goods and services,. etc.**
Sub-Object	**Lower levels within an object: e.g., (ea) supplies, (eb) communications, (ec) utilities, (ed) rentals, etc.**
Sub-Sub-Object	**Lower levels within a sub-object.**

REVENUE SOURCE	
Major Group	**The highest category of revenue.**
Major Source	**Lower levels within the major group.**
Sub-Source	**Lower levels within the major source.**

OTHER	**Fields available for use by any agency. Reporting available through ADDS.**
Workclass	**Optional field. Agency may specify code/title on D40 Table.**
County	**Optional field. A valid county code from D37 Table must be used.**
Cities and Towns	**Optional field. A valid City/Town code from D38 Table must be used.**
Allocation Code	**Optional field. Agency may specify code/title on D63 Table. (Used by DSHS.)**
Budget Unit	**Required for DOC and DSHS. Optional for other agencies. Agency may specify code/title on D13 Table**
Month of Service	**Contact OFM to have posting for this field turned on.**