



Office of Financial Management

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Agency Financial Reporting System

Table Maintenance Overview

May 2019

TABLE OF CONTENTS

OVERVIEW OF TABLE MAINTENANCE	PG 2
TABLE MAINTENANCE MENU	PG 3
APPENDIX A – BIENNIAL TABLE MAINTENANCE CONVERSION	PG 12
APPENDIX B – HOW TO SET UP NEW BIENNIUM TABLES	PG 15
APPENDIX C – AFRS CODES.....	PG 20

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 March working on the Biennial Roll. They have broken it down to a three phased approach.

Phase 1 = Organization Index (OI), Organization Control, and agency and statewide DT's except those listed in Phases 2 and 3.

Phase 2 = Program Index and related descriptor tables (D16-D20)

Phase 3 = Appropriation Index (AI) and related descriptor table (D07) (This will be done after the budget has passed.)

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 tables that are new for the biennium. (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].

```
=== AFRS =(TM)===== TABLE MAINTENANCE MENU ===== C105P05C ===  
TR: _____  
  
1 -- ONLINE TABLES  
2 -- CODING TABLES  
3 -- SYSTEM CONTROLS  
4 -- FEDERAL TABLES  
5 -- IRS TABLES  
6 -- COST ALLOCATION SYSTEM (CAS)  
  
SELECT FUNCTION: _  
  
PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

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:

```

=== AFRS =(TM.1)===== ONLINE TABLES ===== C105P051 ===
TR: _____

1 -- DESCRIPTOR MAINTENANCE
2 -- TRANSACTION CODE DECISION MAINTENANCE
3 -- PAYMENT CARD
4 -- PAYMENT EXCEPTION CODE TABLE
5 -- AGENCY SUB-SUBJECT INACTIVATE MAINTENANCE

SELECT FUNCTION: _

F3=RETURN, F12=MESSAGE, CLEAR=EXIT

```

<p>Descriptor Maintenance TM.1.1</p>	<p>Statewide tables predefine</p> <ul style="list-style-type: none"> • Statewide Code/Titles • <u>Control data</u> for edits • Financial Statement Sort Codes <p>Agency tables predefine</p> <ul style="list-style-type: none"> • Valid agency codes/titles • Required: D07 – Appropriation D16 – Program D32 – Subsidiary <p>Note: Descriptor Tables must be added before associated Appropriation Index, Program Index, Org Index, and Project Control Tables may be added.</p>
<p>Transaction Code Decision TM.1.2</p>	<p>Predefines</p> <ul style="list-style-type: none"> • General Ledger accounts posted • Files Posted • Posting Rules & Edits
<p>Payment Card TM.1.3</p> <p>Additional screens below are: TM.1.3.A – Account Detail TM.1.3.B – Account List</p>	<p>Predefines</p> <ul style="list-style-type: none"> • Agency Master Accounts • Verifies valid status

<p>Payment Exception Code Table TM.1.4</p> <p>Additional screens below are: TM.1.4.A – General Ledger TM.1.4.B – Sub Object TM.1.4.C – Account (Fund) TM.1.4.D – Agency</p>	<p>Predefines</p> <ul style="list-style-type: none"> • Used for vendors not on Statewide Vendor or Statewide Employee Table • Defines the purposes
<p>Agency Sub-SubObject Inactive Maintenance TM.1.5</p>	<p>Predefines</p> <ul style="list-style-type: none"> • Used to inactivate Statewide Sub-SubObjects from being available for use by agency staff. • Helps to reduce the amount of Sub-SubObjects that staff see in the D12 agency file.

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

```

=== AFRS =(TM.2)===== CODING TABLES ===== C105P052 ===
TR: _____

          1 -- APPROPRIATION INDEX
          2 -- PROGRAM INDEX
          3 -- ORGANIZATION INDEX
          4 -- PROJECT CONTROL
          5 -- MASTER INDEX

          SELECT FUNCTION: _

          F3=RETURN, F12=MESSAGE, CLEAR=EXIT

```

<p>Appropriation Index TM.2.1</p>	<p>Structure is: fund/appropriation/appropriation character/appropriation type</p> <ul style="list-style-type: none"> • 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 <p>Note: Descriptor Tables D07 (Agency) and D26 (OFM) must be added first. See Appendix A for detailed edit instructions on Table D26.</p>
<p>Program Index TM.2.2</p>	<p>Structure is: fund/program coding structure</p> <ul style="list-style-type: none"> • 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 <p>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</p>
<p>Organization Index TM.2.3</p>	<p>Structure is: Organization coding structure</p> <ul style="list-style-type: none"> • Organization control levels • Posting of division (XX) to the General Ledger File • May define associated projects • May define budget unit for allotment transactions. • Optional <p>Note: Organization Series Descriptor Tables D2-D6 (if used) must be added first.</p>

<p>Project Control TM.2.4</p>	<p>Structure is: Project type/project/sub-project/phase</p> <ul style="list-style-type: none"> • Project control levels & control dates • Posting of project (XXXX) to General Ledger File • Optional <p>Note: Project Related Descriptor Tables D42-D44, D46, and D47 (if used) must be added first. (<u>NOT</u> biennialized)</p>
<p>Master Index TM.2.5</p>	<p>Relation between combinations of AFRS coding elements</p> <ul style="list-style-type: none"> • 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 <p>Note: Master Index must be added last after associated index codes and descriptor tables have been added.</p>

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

```

=== AFRS =(TM.3)===== SYSTEM CONTROLS ===== C105P053 ===
TR: _____

      1 -- ORGANIZATION CONTROL

      2 -- TRANSACTION EDIT CONTROL

      3 -- PROJECT PURGE MAINTENANCE    **INACTIVE**

      4 -- IAP CONTROL

      5 -- CAMS SUB OBJECT CONTROL

      6 -- HRMS AGENCY VENDOR UPDATES

      7 -- PRINT CONTROL

      8 -- BIENNIUM TABLE ROLL

      SELECT FUNCTION: _

      F3=RETURN, F12=MESSAGE, CLEAR=EXIT
  
```

<p>Organization Control TM.3.1</p>	<p>Defines: Warning, fatal, & ignore edits for data & fund errors.</p> <ul style="list-style-type: none"> • Posting month and biennium 'open' and 'closed' indicators • Displays system management record for 'open' and 'closed' fiscal periods. • Required <p>Note: See Appendix B regarding temporary settings needed until new biennium allotments is approved.</p>
<p>Transaction Edit Control TM.3.2</p> <p>Additional screens below are: TM.3.2.A – NOT USED TM.3.2.B – Agency Vendor Number Edit TM.3.2.C – Agency Invoice Date Control Edit</p>	<p>Refer to AFRS Agency Edit Control Instructions</p> <ul style="list-style-type: none"> • Allows agencies the ability to add tighter edits on the payment process.
<p>Project Purge Maintenance TM.3.3</p>	<p>Screen / functionality no longer available.</p>

<p>IAP Control TM.3.4</p> <p>Additional screens below are: TM.3.4.A – IAP Receipt Batch Control TM.3.4.B – IAP Multi-Fund Maintenance</p>	<p>Maintenance of Inter-Agency Payment (IAP) payments for posting the receipt and defining multi-fund splits.</p>
<p>CAMS Sub Object Control TM.3.5</p>	<p>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.</p>
<p>Print Control TM.3.7</p>	<p>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.</p>
<p>Biennium Table Roll TM.3.8</p>	<p>Controls the Biennium Table Roll for each agency.</p> <ul style="list-style-type: none"> • Agencies can opt-out of having certain tables rolled to the next biennium. • Agencies can request changes to the tables per instructions from OFM. • This table is update by the System Analyst on the AD.1.5.G.B screen.

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

```

=== AFRS =(TM.4)===== FEDERAL TABLES ===== C105P054 ===
TR: _____

1 -- FEDERAL GRANT AWARD NUMBER

2 -- CFDA NUMBER

SELECT FUNCTION: _

F3=RETURN, F12=MESSAGE, CLEAR=EXIT
    
```

Federal Grant Award Number TM.4.1	Agency Table used for reporting Federal Grant information.
CFDA Number TM.4.2	<p><i>Statewide Table view only</i></p> <ul style="list-style-type: none"> • Contains the Catalog of Federal Domestic Assistance (CFDA) numbers • CFDA numbers have been marked appropriately if American Recovery and Reinvestment Act (ARRA) are involved for ease of monitoring.

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

```

=== AFRS =(TM.5)===== IRS TYPE VIEW (D78) ===== C105P060 ===
TR: _____ LAST UPDATE:

FUNCTION: _ (V=VIEW, N=NEXT, B=BACK)

AGENCY: 9990          BIENNIUM: 00
SUB OBJECT: ___      SUB-SUB OBJECT: _____
VENDOR TYPE: _
IRS BOX: _           OMWBE TYPE: _

TITLE: _____

F3=RETURN, F12=MESSAGE, CLEAR=EXIT
    
```

IRS Type View (D78) TM.5	<p><i>Statewide Table view only</i></p> <p>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.</p>
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Tables that are available within the “Cost Allocation System (CAS)” (TM.6) are:

```

=== AFRS =(TM.6)===== CAS TABLES MAINTENANCE MENU ===== C105P170 ===
TR: _____

    1 -- EDIT-1                (D72)
    2 -- EDIT-2                (D65)
    3 -- MOS CONTROLS          (D93)
    4 -- YEAR-END PROG INDEX   (D71)
    5 -- YEAR-END ORG INDEX    (D74)

    A -- ALLOC SCHEDULE        F -- COST OBJECTIVE
    B -- ALLOC BASE            G -- ALLOC SCHEDULE LINK
    C -- BASE ELEMENT          H -- SEQUENCE LIST
    D -- BASE SEQUENCE         I -- AI CROSSWALK
    E -- ALLOC METHODOLOGY     J -- BASE ELEMENTS UPDATE
                                R -- REPORTS

                SELECT FUNCTION: _

                F1=EDIT-1, F2=EDIT-2, F4=MOS, F5=D71, F7=D74

                F3=RETURN, F12=MESSAGE, CLEAR=EXIT
    
```

<p>CAS Tables Maintenance Menu TM.6</p>	<p><i>DSHS & HCA Only</i></p> <p>Refer to the “Cost Allocation System Manual”.</p>
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APPENDIX A

Important timeframes:

Timeline for Table Roll Process and Related Activities (dates shown are approximate)

When	Who	✓ What
By mid-March	OFM-SWA	✓ Send email to table roll contacts and post documents to table roll webpage.
*By close of business (COB) April 3	Agencies who want to opt out of ANY phase of the table roll OFM-SWA	<ul style="list-style-type: none"> ✓ Send email specifying tables they do NOT want rolled to: (OFMdlITSaccountingSystemsAnalysts@ofm.wa.gov) ✓ Verify/update AFRS report request for table roll reports – refer to Instructions document ✓ Send email on behalf of any closed agencies to not roll their tables.
By COB April 5	OFM-ITS Agencies who want to opt out	<ul style="list-style-type: none"> ✓ Update control table, per agency request. Send confirmations to agencies. ✓ Verify correct tables are marked to not roll using new AFRS screen TM.3.8.
* April 8	OFM-ITS	✓ Run SIMULATED Phase 1 Roll (OI/DT)
April 9 – 19	Agencies	✓ Review OI simulated report (DWP850IC) and correct records, as needed, before Phase 1 actual roll.
* April 20	OFM-ITS	✓ Run ACTUAL Phase 1 Roll (OI/DT).
Starting April 22	Agencies OFM-SWA	<ul style="list-style-type: none"> ✓ Review and update Phase 1 tables (BI 21). ✓ Update D27-Statewide Program table (BI 21) prior to Phase 2.
* April 29	OFM-ITS	✓ Run SIMULATED Phase 2 Roll (PI).
April 30 - May 10	Agencies	✓ Review PI simulated report (DWP850PI) and correct records, as needed, before Phase 2 actual roll.

When	Who	✓ What
* May 11	OFM-ITS	✓ Run ACTUAL Phase 2 Roll (PI).
Starting May 13	Agencies	✓ Review and update Phase 2 tables (BI 21).
* ^ May 20	OFM-ITS	✓ Run SIMULATED Phase 3 Roll (AI).
May 20 – May 31	Agencies	✓ Review AI simulated report (DWP850AI) and correct records, as needed, before Phase 3 actual roll.
* ^ June 1	OFM-ITS	✓ Run ACTUAL Phase 3 Roll (AI) for approved budgets.
Starting June 3	Agencies	✓ Review and update Phase 3 tables (BI 21).
June 15	OFM-ITS	✓ Run ACTUAL Phase 4 Roll (CAS tables).
Prior to June 30	Agencies	✓ FINAL Review and update of ALL tables.

* OFM will send reminders via [GovDelivery](#) emails approximately 2 business days before. To receive emails, ensure you are [signed up](#) for the topic: AFRS.

^ The simulated Phase 3 (AI) roll will only be run if the new D26 is available. Phase 3 may be run more than once. Refer to Table Roll User Guide document for more information about the Phase 3 Roll and contingency plans.

TABLE CONVERSION PLAN

The tables included in each of the three phases are described below. Refer also to the file showing all tables, grouped by table roll phase.

Phase 1. Organization Index (OI or IC), Organization Control (OC), agency and statewide descriptor tables, and agency Remittance Messages (REM).

- A. The D12-Sub-subobject will not roll to BI 21. This table is being converted to a statewide only table effective in BI 21. OFM will load new records prior to July 2019.
- B. An OI will only roll if the required DTs exist. The D02-D06 will only roll if they are supporting an OI that rolled.
- C. Report DWP850IC reports on the OI and related descriptor tables (D02-D06).

Phase 2. Program Index (PI) and related descriptor tables (D16-D20).

- A. The D27-Statewide Program will roll as part of Phase 1 and will be updated by OFM prior to Phase 2, so new programs that are known by phase 2 will be included and abolished programs will not exist in the D27 for BI 21.
- B. The PI and DTs will be edited against the D27, as appropriate, so only records with valid program codes will roll. [Note: Function 70-Nonbudgeted programs are not subject to the D27 edit, so they are considered valid and will roll.]
- C. A PI will only roll if the required DTs exist. The D16-D20 will only roll if they are supporting a PI that rolled.
- D. PIs marked as 'Inactive' will not roll (show as excluded on report).
- E. Report DWP850PI reports on the PI and related descriptor tables (D16-D20).
- F. Report DWP85065 reports on D65 records which are edited against the PI, OI, and Budget Unit. [Applicable to HCA, DSHS, DOC.]

Phase 3. Appropriation Index, related descriptor tables (D07), the AI Federal Grant Award (AIF), and AI Reporting Type (AIR).

- A. Only AIs with certain expenditure authority types will roll: 1-State, 2-Federal, 6-Non-appropriated, 7-Private/Local. All others will not roll, will show on the roll report as excluded, and have to be manually entered by agencies if valid for the new biennium.

- B. The AI will be edited against the D26-Statewide Source of Funds, as appropriate, so only records with valid expenditure authority codes will roll. [Note: Non-appropriated expenditure authority codes are not subject to this edit, so they will be considered valid and will roll.]
- C. AI and D07 are mutually dependent. An AI will only roll if the required D07 exists. The D07 records will only roll if they are supporting an AI that rolls.
- D. For each BI AI record that rolls to the new BI, the start date and end dates will be increased by two years. For example, an AI with BI 19 start and end dates of 07/01/2017 and 06/30/2019, respectively, that rolls to BI 21 will be updated to 07/01/2019 and 06/30/2021.
- E. Report DWP850AI reports on the AI and related descriptor tables (D07, D26).
- F. Report DWP85072 reports on D72 records which are edited against the AI, Program, and Sub-program. [Applicable to HCA, DSHS.]
- G. Report DWP85093 reports on D93 records which are edited against the AI. [Applicable to HCA, DSHS.]
 - For each BI 19 D93 record that rolls to BI 21, the Month of Service (MOS) FROM and MOS TO dates will be increased by two years. For example, the BI 19 record has a MOS FROM: 1707 (format is YYMM) and MOS TO: 1806. If the record passes the AI edit and rolls, the BI 21 record will be MOS FROM: 1907 and MOS TO: 2006.

ALERT: The new D26 (BI) table is needed for most AIs to roll, and completion of the D26 table is dependent on having approved budgets. Thus, the Phase 3 roll may be run multiple times, extending into July. Separate communications will be sent if this is the case.

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 the Solutions Center at (360) 586-1000 or email support@watech.wa.gov. It is important to clear questions up *before* you start setting up tables for the new biennium.

How to Set Up New Biennium Tables

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:

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* 8A0-8Z0*	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
Z94	N	1	Operating	Nonappropriated/Nonallotted - ARRA
985-989	N	1	Operating	Nonappropriated - ARRA
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
Z95	N	2	Capital	Nonappropriated/Nonallotted – ARRA
R3A-R3Z	N	2	Capital	Nonappropriated - ARRA
*The third character of the appropriation codes must equal zero (0)				

If you have additional D26 entries that need to be added, please contact Linda Swanson of the OFM Budget Division at (360) 902-0541.

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.

<u>Function</u>	<u>Program</u>	<u>Description</u>
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.

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.

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 – Statewide Employee and Statewide Vendor (VE.2 & 3)

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

<u>Appropriation Character</u>		<u>Program Function</u>
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

<u>Appropriation Code</u>		<u>Program Function</u>
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.

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 File 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.

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

<u>DATA ELEMENT</u>	<u>INPUT CODES</u> <u>STATEWIDE/AGENCY TABLE</u>	<u>CODES REF. IN TABLES</u>		
AGENCY				
Agency		xxx	Statewide/Agency	D53, 01
Sub-Agency		x	Agency	D01
ACCOUNTS	TRAN CODE	nnn	nnnn	nnnn
General Ledger	(Var)	(nnnn)	nnnn	nnnn
Memorandum			nnnn	
Subsidiary (Debit)		xxxxxx	xxxxxx	xxxxxx
" (Credit)		xxxxxx	xxxxxx	xxxxxx
	MASTER INDEX	xxxxxxxx All codes below		
FUND			Agency	MI
Accounting Fund		xxx	xxx	D22
Fund Detail		nn	nn	D23
		or		
APPROPRIATION	APPR. INDEX	xxx		
Appropriation			xxx	
Appn. Type			x	
Appn. Character			n	
PROGRAM	PROG. INDEX	xxxxx		
Function			nn	
Program			xxx	
Sub-Program			xx	
Activity			xx	
Sub-Activity			xx	
Task			xx	
ORGANIZATION	ORG. INDEX	xxxx		
Division			xx	
Branch			xx	
Section			xx	
Unit			xx	
Cost Center			xx	
PROJECT				
Project Type			n	
Project		xxxx *	xxxx	
Sub-Project		xx *	xx	
Project Phase		xx *	xx	
OBJECT OF EXPENDITURES				
Object			nn	
Sub-Object		aa	aa	
Sub-SubObject		xxxx	xxxx	
REVENUE SOURCE				
Major Group		nn	nn	
Major Source		nn	nn	
Sub-Source		xxxxxx	xxxxxx	
OTHER				
Workclass		xxx	xxx	
County		nnn *	nnn	
Cities and Towns		nnnn *	nnnn	

Allocation Code	xxxx	xxxx	Agency	D63
Budget Unit	xxx *	xxx	Agency	D13
Month of Service	yymm	yymm	Agency	-

* May be Included in Organization Index.
alphanumeric)

(a = alpha, n = numeric, x =

DATA ELEMENT & INPUT CODE

Agency	A distinct operational unit of state government.
Sub-Agency	A lower level of agency. Default value is zero for all agencies.

Transaction Code An input device to post financial transaction 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 account.
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.
Subsidiary 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 the MI table.

Appropriation 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.
Appropriation Type	Categorizes an appropriation as being: (1) state, (2) federal, (3) federal-unanticipated, (4) governor's emergency allocation, (6) nonappropriated, (7) private-local, (8)

	federal-ARRA, (9) private/local-unanticipated, (N) federal-nonappropriated ARRA, (U) federal-unanticipated ARRA, (X) prior-biennium liability liquidation or (Y) prior biennium liability liquidation ARRA.
Appropriation Character	Categorizes an appropriation as (1) operating or (2) capital.

Program 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 and specific programmatic objectives 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.

Organization An input device which establishes a valid combination of organization data elements.

Index (OI)

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 section.
Cost Center	Lower levels within an unit

Project A code used to post data for grants or capital projects that cross biennium lines.

Project	A code used to post data for grants or capital projects that cross biennium lines. It uniquely identifies each individual project on an agency's file.
Project Type	Categorizes a project as being: (1) federal grant, (2) capital project, (3-7, 0) agency operating, (9) interagency reimbursement, (X) IT acquisitions/new development expenditures, or (Y) IT maintenance & operations expenditures.
Sub-Project	Lower levels within a project.
Project Phase	Lower levels within a sub-project.

Object of Expenditure A code used to post data at different levels that shows where the expenditures were paid.

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-SubObject	Lower levels within a sub-object

Revenue Source A code used to post data at different levels that shows where revenues have or will be received.

Source (Major Group)	The highest category of revenue.
Major Group (Major Source)	Lower levels within the major group
Sub-Source	Lower levels within the major source.

OTHER Fields available for use by any agency.

Work Class	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.
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.