

AFRS

Agency Financial Reporting System

TABLE MAINTENANCE (TM): TM OVERVIEW

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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. DES 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 online 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.

Most AFRS tables are biennial, 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 (DES maintains)

OFM has implemented a three phase approach for rolling the tables. They are:

Phase 1: End of April

Phase 2: Mid May

Phase 3: When the budget is passed

Note: See Appendix A for conversion dates and lists of tables that will and will not be converted.

Table Maintenance Menu

PRIMARY MENU

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

```
--- AFRS ----- PRIMARY MENU ----- C105P05A ---
  TM -- TABLES                               IN -- INPUT/CORRECTION
  MI -- MASTER FILE INQUIRY                   VE -- VENDOR/PAYMENT/CANCELLATION
  RD -- ON-DEMAND REPORTING                   RR -- REPORT REQUEST
  BI -- BATCH INTERFACE LOG                   OM -- OMWBE SUB-CONTRACTOR REPORTING
  SS -- SYSTEM SECURITY                       IR -- IRS 1099 MENU
  CL -- HELP PHONE LIST
  EX -- EXCHANGE DATA SETS

                          AGENCY: _____
                          SELECT FUNCTION:  _

                          PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

PRIVACY NOTICE:
THE AFRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.
SAFEGUARDING/DISPOSITION OF AFRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.
```

1. To access the Table Maintenance Menu screen (TM):
 - Type "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].

ONLINE TABLES

```

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

          1 -- DESCRIPTOR MAINTENANCE
          2 -- TRANSACTION CODE DECISION MAINTENANCE
          3 -- PAYMENT CARD
          4 -- PAYMENT EXCEPTION CODE TABLE

          SELECT FUNCTION: 2

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

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

Descriptor Maintenance- TM.1.1	<p>Statewide tables predefine:</p> <ul style="list-style-type: none"> • Statewide Code/Titles • Control data for edits • Financial Statement Sort Codes <p>Agency tables predefine:</p> <ul style="list-style-type: none"> • Valid agency codes/titles • Required: <ul style="list-style-type: none"> D07 – Appropriation D16 – Program D32 – Subsidiary <p>Descriptor Tables must be added before associated Appropriation Index, Program Index, Org Index, and Project Control Tables may be added.</p>
---	--

Transaction Code Decision- TM.1.2	Predefines: <ul style="list-style-type: none"> · General Ledger accounts posted · Files posted · Posting rules and edits
Payment Card- TM.1.3 <u>Additional screens below are:</u> Account Detail- TM.1.3.A Account List- TM.1.3.B Individual and Master- Account- TM 1.3.C	Predefines: <ul style="list-style-type: none"> · Agency Master Accounts · Verifies valid status
Exception Code- TM.1.4 <u>Additional screens below are:</u> Payment Exception Code General Ledger- TM.1.4.A Sub Object- TM.1.4.B Account (Fund)- TM.1.4.C Agency- TM.1.4.D	Predefines: <ul style="list-style-type: none"> · Allows agency to make one time payments for non-statewide vendors

CODING TABLES

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
  
```

Appropriation Index- TM.2.1	<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>Table D26 (DES) must be added first then agency staff enter the Descriptor Table D07. See Appendix A for detailed edit instructions on Table D26.</p>
Program Index- TM.2.2	<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>Program Series Descriptor Tables D16-D20, if used, (Agency) and D27 (DES) must be added first. See Appendix A for detailed edit instructions on Table D27.</p>
Organization Index- TM.2.3	<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>Organization Series Descriptor Tables D2-D6 (if used) must be added first.</p>
Project Control- TM.2.4	<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>Project Related Descriptor Tables D42-D44, D46, and D47 (if used) must be added first. <u>NOT</u> biennial.</p>
Master Index- TM.2.5	<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>Master Index must be added last after associated index codes and descriptor tables have been added.</p>

SYSTEM CONTROLS

Tables 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

          SELECT FUNCTION: _

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

Organization Control- TM.3.1	<p>Defines: Warning, fatal, and 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>See Appendix B regarding temporary settings needed until new biennium allotments are approved.</p>
Transaction Edit Control- TM.3.2 <u>Additional screens below are:</u> Agency Vendor Number Edit- TM.3.2.B Agency Invoice Date Control Edit- TM.3.2.C	<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.
Project Purge Maintenance- TM.3.3	<p>Screen/functionality is no longer available.</p>
IAP Control- TM.3.4 <u>Additional screens below are:</u> IAP Receipt Batch Control- TM.3.4.A IAP Multi-Fund Maintenance- TM.3.4.B	<p>Maintenance of Interagency Payment (IAP) payments for posting the receipt and defining multi-fund splits.</p>

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 minimal Asset information on CAMS.
HRMS Agency Vendor Updates- TM.3.6 <u>Additional screen below by using the "S" (select):</u> HRMS Agency Vendor Update Log- TM.3.6.1	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.

FEDERAL TABLES

Tables 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	Statewide Table view only: <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) is involved for ease of monitoring.

IRS TYPE VIEW

Table available within the IRS Tables (TM.5):

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

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

AGENCY: 0000 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

Lists all sub-object and/or sub-sub object and Vendor Type and how it determines the IRS Box and OMWBE Type, for all payments.

CAS TABLES MAINTENANCE MENU

Tables 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
```

CAS Tables Maintenance Menu-TM.6	<p>DSHS and NCA only.</p> <p>Refer to the "Cost Allocation System Manual."</p>
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Appendix A: Biennial Table Maintenance Conversion

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

Important Timeframes	
April (first week)	DES memo from 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 DES.
May (first week)	Automatic Conversion of Selected Tables.
June 30	Automatic Conversion of Report Request file.

TABLE CONVERSION PLAN

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.

Automatic Table Conversion

1. Statewide Tables

DES 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.

2. Agency Tables Only

For agencies that do **NOT** want all of their tables automatically converted, send a memo indicating specifically which tables you do **NOT** want converted. Send all memos to:

OFM Information Services Division
Accounting Portfolio
Mail Stop: 43113
FAX: (360) 664-7673

All memos must be received by noon, April (end of month). The table conversion will occur Saturday, 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

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

36 = Sub-Source
40 = Work Class
42 = Project
43 = Sub-Project
44 = Project Phase

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.

Agency Tables Not Converted by DES (to be inputted 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: How to Set up New Biennium Tables

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.

STEPS

1. Descriptor Tables

Descriptor Tables must be set up before related Index Tables can be set up. These 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 DES 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, and appropriation character codes for operating and capital codes. The appropriation number range, type, and character must match to be used in AFRS.

Appropriation Number Range	Appropriation Type	Appropriation Character Code	Functions Codes	
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 DES Budget Division at (360) 902-0541.

3. D27 Table – Program Index Table

The D27 Table (Statewide Program) is also controlled by the DES 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 DES 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 the DES 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 DES 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 DES, 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 DES.
- 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. 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: AFRS Codes

This appendix contains a list of AFRS codes which indicates the length and character type:

- alpha (a)
- numeric (n)
- alphanumeric (x) for each code

It also indicates if the table is:

- Statewide, maintained by DES.
- Agency, maintained by each individual agency.

STATE OF WASHINGTON DATA CLASSIFICATION STRUCTURE

Data Element	Input Codes Statewide/ Agency Table		Codes Referenced in Tables			
	Agency				xxx	Statewide/ Agency
Sub-Agency				x	Agency	D01
ACCOUNTS	TRANSACTION CODE	nnn	nxxx	nnnn	Statewide	TC

General Ledger	(Var)	(nnnn)	nnnn		Statewide	D31
Memorandum			nnnn		Statewide	D33
Subsidiary (Debit)		xxxxxx	xxxxxx		Statewide/ Agency	D32
Subsidiary (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
		<i>or</i>				
APPROPRIATION	APPROPRIATION INDEX	xxx			Agency	AI
Appropriation			xxx		Statewide/ Agency	D26, 07
Appropriation Type			x		Statewide	D08, 26
Appropriation Character			n		Statewide	D09,26
PROGRAM	PROGRAM 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	ORGANIZATION 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)

DEFINED DATA ELEMENTS/INPUT CODES

Data Elements/ Input Codes	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 (TC)	An input device used to post financial transactions to a valid combination of general ledger accounts.
General Ledger Account	A code that posts an accounting event to assets, liabilities, equity, and/or 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.
" Acct.(Credit)	Lower levels within an asset or liability general ledger that is being credited.

Master Index (MI)	An input device that (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.
--------------------------	---

Appropriation Index (AI)	An input device that 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.

Program Index (PI)	An input device that 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.

Organization Index (OI)	An input device that 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.