ADOA – General Accounting Office
AFIS MANUAL: INVESTMENT ACCOUNTING
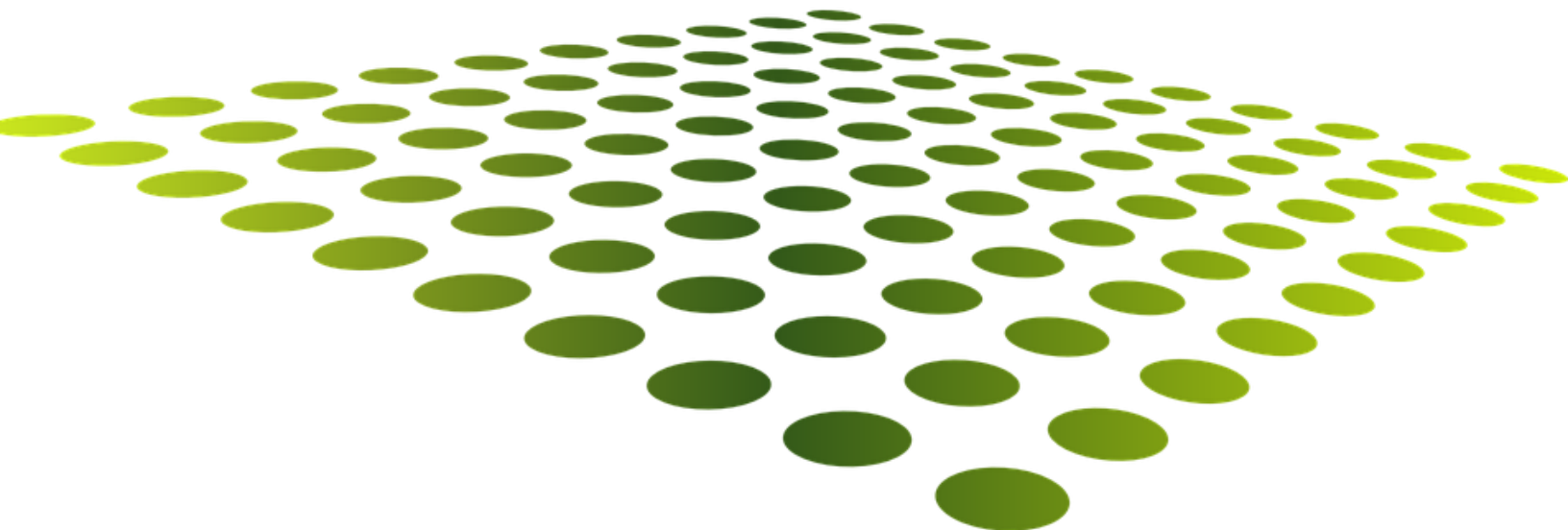
Investment Accounting

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INVESTMENT ACCOUNTING

Purpose

This Investment Accounting training is designed for two types of users. The first type of user is with an agency that holds its own investments. This user's activities will include processing investment transaction documents. The second type of user is with an agency that holds investments through the Treasurer's Office. This user's activities will focus on making updates to investment tables in AFIS for the purpose of investing and divesting cash through the Treasurer's Office. Instruction will be provided for both types of users, but since the second type of user, one whose agency invests through the Treasurer's Office, represents almost all users, hands-on activities will only cover the making updates to investment tables in AFIS.

Course Objectives

As a result of this training manual, will be able to:

- Explain the agency's responsibilities in AFIS for Investment Accounting

- Research cash and cash sweep required balance (i.e. what to keep in cash) through queries and reports

- Summarize the cash sweep process

- Manage agency cash investments through updates to the required balance on the SWEEP Table

Overview of Investment Accounting

Learning Objectives

In this lesson, you will:

- Review the investment accounting processes

Lesson Overview

The investment accounting process involves the buying and selling of investments, and typically is managed at the Treasurer level, unless a Department has specific statutory authority to manage their own investments at the Department (Agency) level. Agencies fall into two categories:

Agency Invests with the Treasurer's Office	Agency Manages Own Investments
Statutory authority to invest and retain interest	Statutory authority to invest separately from the Treasurer's Office and retain interest
Uses the "SWEEP"	Doesn't use the "SWEEP"
Set a minimum daily remaining balance	
Everything else gets "swept" into an investment account with the Treasurer's office	

Overview of Investment Accounting Processes

Investment funds are managed and maintained through the use of tables and documents in AFIS.

A Department (Agency) identifies how much money must be kept for operations; the cash balance remaining is then identified for investment. The investment is actually processed by the Treasurer's Office, rather than the Agency, using the SWEEP table as represented by Figure 1 below.

Cash Sweep Process

Learning Objectives

In this lesson, you will:

- Review the Department Cash Sweep table update process

- Determine the required balance needed to remain in operating account

- Modify the Required Balance amount in the Cash Sweep table

Lesson Overview

This lesson covers the investment process used for agencies that invest with the Treasurer's Office, as well as the steps to manage the transfer of cash to the investment fund for the Treasurer's Office to invest. This process is known as the SWEEP process.

Cash Sweep Process Overview

The SWEEP process is fairly straightforward. First, the Agency identifies a minimum daily cash balance needed in its operating account. This amount is identified in a table (the SWEEP table) that defines the rules for investing for a particular Participating Fund. This amount can be modified whenever needed in order to ensure sufficient cash is available to cover a day's payments.

Each night, an automatic process runs to sweep any cash above the Required Balance into an investment fund.

The Treasurer's Office invests the funds swept by this process and returns any accrued interest to the Agency on a monthly basis. The Treasurer's Office uses an external system for actually managing the investments.

Figure 1: Department Using SWEEP Table to Designate Investment Funds
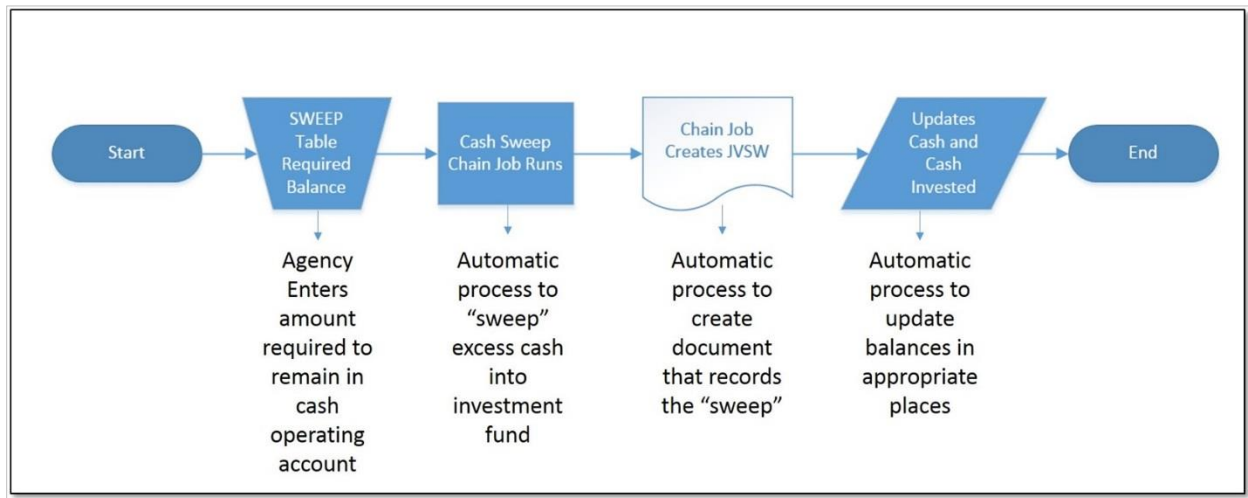
The Cash Sweep (SWEEP) Table defines rules for investment processing. The Treasurer's Office sets up accounts on this table, and among other information, identifies:

- Participatory Fund: where cash is being swept from

- Investment Pool: where cash is being invested to are also set on this table

The agency identifies the Required Balance: the minimum amount to REMAIN in the Participatory Fund Cash balance sheet account

Once the rules are set in the SWEEP table, the SWEEP process can begin.

The automatic process, called the Cash SWEEP Chain Job, runs overnight. This sweeps any cash in the Participatory Fund above and beyond the Required Balance into the Pool Fund

- AFIS looks at the cash balance on the ITD Balance Sheet (BBALD) table.

- If there is more than the required balance for a participatory fund on the SWEEP Table, the automatic process sweeps cash from cash balance to cash investment balance

- If there is less than the Required Balance in the operating account, money is returned from the investment account (divested) to the operating account.

Cash Sweep Chain Job creates JVSW document (Investment Sweep Journal Voucher) to record the transaction

CASH SWEEP TIMING

It is important to know the timing of the sweep so that you can manage your cash balance appropriately.

The Cash Sweep Chain Job will run *before* warrants are produced, and it is critical to ensure that there is sufficient cash remaining in the account to cover the warrants.

Cash is checked at the time that the warrants or EFT are produced, not when the payment requests are approved, so it is possible to approve more warrants than the required balance set on the SWEEP table would cover. You can increase the Required Amount on the SWEEP table to ensure that there will be sufficient cash on hand to cover the planned warrants.

If you determine that you need to increase your cash balance to make cash available for the processing of pending warrants / EFT, update your Required Balance on the SWEEP Table prior to closing of AFIS for the same night and payments will process.

If for some reason, the required cash balance is not adjusted, and there are more payments outstanding than cash to cover it, the warrants will not be produced. Warrants will be held until there is an adequate cash balance; once there is an adequate cash balance, the payment will automatically generate.

Determining the Appropriate Required Balance

The Required Balance should be set at a level that is sufficient to cover typical daily payments. Review the trends in payments to determine the typical amount of daily payments, and choose an amount that is high enough to cover a normal day, but allows for the maximum amount to be invested. The Required Balance should be adjusted when there are higher than normal payments planned, so that sufficient cash is available to pay the outstanding warrants and EFT.

ASSESSING THE REQUIRED BALANCE

Your assessment should include four considerations.

1. Cash balance

    - **CBALDQ**: **Cash Balance** provides the current cash balance for the selected fund

2. Outstanding payments

    - **CBALDQ**: **Accepted Decrease Non-Cash** reports accrued expenses that will likely be disbursed during the nightly cycle

3. Planned future payments based on month/year or known pending payments

4. Typical daily payments

This can initially be done a daily basis to determine that day's Required Balance. Over time, trends will emerge and you will be able to set a balance that covers most situations.

Agencies are expected to manage their fund balances. It is recommended that you periodically review the information to determine if an adjustment is needed, and to adjust the Required Balance whenever payments will be greater than the norm.

CONFIRMING THE CURRENT CASH BALANCE

The Cash Balance Detail (CBALDQ) Table can be used to assess what the Department's Participating Fund's cash needs are, at a point in time.

One of the benefits of using this table is to determine what your available cash for payments is. Available Cash for Payments is different from pure cash.

- **Pure Cash Balance** (BSA 0070) = Cash on Hand. Does not reflect any pending or outstanding payments

- **Available Cash for Payments** = Cash Balance (BS0700) - Outstanding Payments (BSA 1011) – ACH Payments Outstanding (BSA1012)

The CBALDQ table shows Cash Balance, as well as what is likely to be disbursed when warrants are generated that night (Accepted Decrease Non-Cash.) This balance can be compared against the available cash to determine additional cash needed.

The Available Cash Balance could be negative if there is not enough cash in your account to meet your payments outstanding. This does not mean you have negative pure cash, just not enough cash to meet those warrants that are being cashed.

GAO will contact you if this happens.

Setting the Required Balance

The Required Balance is set on the Cash Sweep (SWEEP) table, which defines rules for investment processing. The department's requested investment cash account is expressed in terms of the Fiscal Year, Participatory Fund, Participatory Fund Cash BSA, Participatory Fund Department, and Participatory Fund Unit. The SWEEP table also identifies the Participatory Fund Revenue Account, to which investment earnings will be posted, and the Participatory Fund Investment Pool Asset Account which is used for investment withdrawal processing.

The Treasurer's Office sets up the records on this table; the Agency enters or modifies the Required Balance.

REQUIRED BALANCE

The Required Balance field on the SWEEP table establishes the minimum amount to remain in the Participatory Fund Cash BSA. As mentioned above, only the operating cash that exceeds this Required Balance will be picked up and moved to the Pool Fund to be invested. Conversely, if the cash balance is below the Required Balance, amounts will be divested back to operating cash to bring the operating cash balance up to the Required Balance, if invested cash is available. (Please note: If the Required Balance was not updated appropriately to ensure the proper amount of cash either remained in the operating cash, or was divested back to the operating cash, and there is an emergency need to utilize this cash, the agency should contact their GAO Liaison)

✏️ Update the Cash Sweep Reference Table

Scenario

Your agency is determining the appropriate Required Balance to keep in its cash accounts, so that the remaining cash can be invested. You have reviewed the Cash Balance, expected disbursements, planned payments, and typical daily payments for the Participating Fund that cash will be invested from. They are:

- Cash Balance: $26,216.88
- Accepted Decrease Non-Cash: $0
- Planned Future Payments: $0
- Typical daily payments: $7,000

You have determined that the appropriate Required Balance is: _____

You will update the Required Balance in SWEEP table to reflect your chosen Required Balance.

Login to the **AFIS** Home Page, then navigate using Page Search.

1. In the **Jump To** box, type **SWEEP**

2. Press **Enter** or click **Go**

Find the Participating Fund to be updated.

3. Click **Search**

4. In the **Fiscal Year** field, enter **2015**

5. In the **Participatory Fund** field, enter *the data from your student data card*

6. Click **OK**

Enter the Required Balance

1. Change the Required Balance field for the selected Cash Sweep entry to *the amount you determined above*

2. Click **Save**

3. Click **Home** in the Primary Navigation Panel to return to the Home Page

REVERSE CASH SWEEP

A reverse sweep is processed if the cash balance on BBALD table is less than the required balance for a participatory fund and cash balance sheet account as specified on the SWEEP table. This directs the Cash Sweep Process to return the cash balance to the required balance if sufficient cash exists on the PHIS table for the last processing day.

INSUFFICIENT REQUIRED BALANCE

GAO monitors the results of the SWEEP process on a daily/weekly basis. When negative fund balances occur for more than a few days, your GAO Agency Liaison will contact your agency to remediate

Agencies are expected to monitor their fund balances.

- Go to the BBALD table to ensure that your cash balance at a minimum is equal to or greater than your payments outstanding for your participatory fund(s)

Investment Accounting Reporting

Learning Objectives

In this lesson, you will:

- Review reports available in Investment Accounting

Lesson Overview

AFIS includes several reports for monitoring Investment Accounting (Cash Management).

Reports

The key reports needed to support the AFIS Investment Accounting business processes are listed below. Included with some of the reports are the data elements (prompts) that are available.

AFIS Reports

- **CMIA Discrepancy Report - This** exception report identifies those Program Period records whose total clearance percentage is not equal to 100 percent (where CMIA drawdown records have been created on the CMIA setup table, the total clearance percentage for all records for each Program Period should equal to 100 percent).

- **CMIA Interest Calculation Report**

  o **Exception Report - Identifies two types of exceptions encountered during CMIA calculations: 1)** If the CMIA Calculation Method on the record from the Reimbursement History table differs from that on the Funding Line table, and 2) If the CMIA Calculation method is Pre-Issuance and the Total Clearance Percentage in the CMIA Setup table for all records for a Program Period does not total to 100%. The records for which the Clearance Percentage total does not equal 100% will be excluded from further processing and written to the exception report.

  o **Detail Report** - This report captures CMIA Interest at the detail level (for each record with calculated interest, CMIA methods etc.), reported by Customer and Programs funded by the Customer.

- o **Summarized Report - This report captures the total CMIA Interest** Due To Federal Government and Interest Due From the Federal Government separately for each Program (Department, Major Program and Program Period) grouped by Customer.

infoAdvantage Reports

- **FIN-AZ-CM-C017-RDD General Ledger to Check Reconciliation Report** - This report provides reconciliation of bank activity per the cash management/general ledger module.

- **FIN-AZ-CM-C018-RDD Collected Revenue and Cash Expenditure Totals by Fund** - This report provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Retrieval of actual monthly "cash" receipts and disbursement dollar amounts including agency trust funds by each agency.

- **FIN-AZ-CM-C020-RDD Treasury Pending Cash Receipts** - This report provides daily transactions by type and projections for user defined periods or days (i.e., 5 day projections) for all wire, ACH, and warrant transactions.

- **FIN-AZ-CM-N362-RDD Expenditure Analysis** - This report provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Allow users the flexibility of determining monthly projections (using selected projection method, i.e., straight-line, proportionate allocation) down to individual item level.

- **FIN-AZ-CM-N363-RDD Revenue Analysis** - This report provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Allow an Agency to combine multiple line items and apply projection parameters such as: change in billing/paying cycle from monthly to quarterly; change in tax rates; etc.

- **FIN-AZ-CM-N032c-RDD Average Daily Clearance Report by Fund** - This report provides average daily clearance reports. (For Treasury)

Chart of Accounts Elements

The Chart of Accounts is a group of codes that is entered on all financial transactions. The COA is a key component of AFIS and is comprised of a set of reference tables that are used to validate the codes entered on system transactions. The COA meets the centralized need to provide a uniform set of codes that standardize the recognition of expense, revenue, and balance sheet transactions across the State, as well as the decentralized need for distinct organizations within the State to maintain autonomy and meet their own business tracking, reporting, and budgeting needs.

Hierarchies and Roll-ups

Hierarchies represent a relationship among a series of COA elements, where one element, a parent, is broken down into smaller components, called children. Roll-ups allow a grouping of Chart of Accounts element codes for reporting or control purposes. Most elements use Class, Category, Type, and Group to roll information into higher levels of summarization. Figure 2 outlines representative Chart of Accounts elements with their corresponding roll-ups.

Figure 2: Chart of Account Elements with Roll Ups
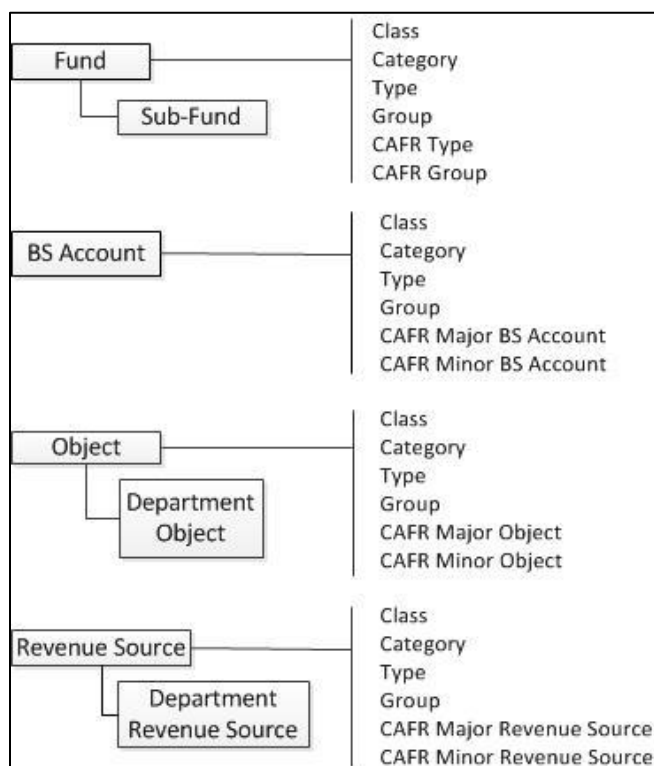
AFIS uses the codes in the structure to establish hierarchies. These hierarchies can represent a tree-type relationship among a series of codes, separate independent measures, or a mix of the two. Most hierarchies in AFIS are optional and do not affect processing. AFIS uses hierarchies to make reports and certain online queries more meaningful in how they are organized and how they summarize data.

The number of levels implemented in each hierarchy is dependent upon online and offline reporting needs. Most COA elements (except organizational elements) use the hierarchical elements of Class, Category, Group, and Type. Some elements, such as Fund, Object, Revenue Source, Balance Sheet Account (BSA), and Activity, also have additional roll-ups that can be used for compiling the Annual Comprehensive Financial Report (ACFR). These ACFR roll-ups are optional, and any of the other four (Class, Category, Group, or Type) can be used for ACFR reporting.

Regardless of whether a user enters a COA code directly on a transaction or it is populated by an inferred value, AFIS obtains all roll-ups associated with the COA code from the appropriate reference page. Typically, roll-up values are inferred by the system and rarely viewed within the document. The COA code is stored on the accounting line, posting line and journal records for historical and reporting purposes. Although all of the roll-up codes may not be viewable on a document in the accounting line or posting line, they may be viewed in a journal, such as the Accounting Journal (JACTG).

Centralized and Decentralized Elements

Centralized accounting elements are controlled and maintained by GAO for all departments who use AFIS. Decentralized elements are defined and maintained at the department level. AFIS Chart of

Accounts meets both these centralized and decentralized needs with five types of COA elements: Fund Accounting codes, Organization codes, Budgetary codes, Cost Accounting codes, and other codes.

Fund Accounting Elements

There are four elements that must be defined for fund accounting to work properly: Fund, Balance Sheet Account (BSA), Object, and Revenue Source. These four elements enable each fund to have a self-balancing set of accounts sufficient to capture all the reported attributes of a portion of the government's activities and resources. Table 1 lists the Chart of Accounts elements required by Journal Voucher (JV) documents.

Table 1: Chart of Account Elements

COA Element	Notes
Fund	Required
Sub Fund	Optional
BSA	Required
Department	Required

Organizational Elements

AFIS includes elements reflecting the organization for Centralized and Decentralized needs. The primary Organizational Structure Element is Department. Cabinet and Government Branch are roll-ups of Department. These three levels create the Centralized Organizational Structure. Additionally, Unit is the lowest level of the Organizational Structure. The optional organizational levels between Department and Unit include: Division, Group, Section, District, and Bureau. When users enter Department and Unit on documents the additional levels are inferred.

Budget Elements

Budget elements consist of Appropriation Category, Appropriation Unit, Fund Group, Fund, Budget Fiscal Year and other organizational and cost accounting elements.

Cost Accounting Elements

Cost accounting is used to track accounting activity associated with special purposes such as grants and projects. AFIS Cost Accounting elements include: Major Program, Program, Phase, Program Period Code, and Funding Profile. Cost Accounting elements are keyed by department and approved centrally.

Other Elements

AFIS provides other elements for reporting and tracking transactions across different funds and organizations, so that you can see how much has been collected or spent for a certain measure in total. The elements are: Location, Activity, Function, Task, Sub Task and Task Order. These additional elements allow you to indicate more details about the transaction.

Investment Accounting Process for Agencies Managing Own Investments

Investment funds are managed and maintained through the use of tables and documents in AFIS. The processes used by Agencies managing their own investments, as well as the Treasurer's Office, differ from the Sweep investment process covered in this guide.

A Department (Agency) can **manage its own investments** using a Journal Voucher document as represented by **Error! Reference source not found.** below.

Figure 3: Department Managing Investments

A Department's (Agency's) investment funds can be designated by the Department but processed by the Treasurer using the SWEEP table as represented by Figure 1 below.

Treasurer investment transactions are recorded using the State Treasurer – Treasury Fund Clearing (STTFC) and State Treasurer – Treasury Adjustment (STADJ) documents. These documents are created through an interface as represented by Figure 4 below.

Figure 4: Treasurer Records Investment Transactions

If a department manages its own investments apart from the Treasurer, department users will create a Journal Voucher (JV) document to record these investment transactions, if they have authority. This lesson covers the Journal Voucher document as it is used by department investors.

Department Investment Process Overview

The steps below describe the standard department process for recording investments. Your department may have additional requirements. This process is referenced in To Be ID CM-TB-002 and represented by Figure 5 below.

1. The Department is responsible for creating and submitting a Journal Voucher (JV) document. Information regarding the purchase or sale of investments is entered on the JV document. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry, the JV document is submitted and routed for approval.

2. The JV document and any attached documentation are reviewed by an authorized Department level approver. If the approver determines that the JV document has missing or incorrect data, then the JV document is rejected and returned for corrections in Step 1. If the approver

determines that the JV document data is correct, then the JV document is approved at the department level and proceeds to the next step.

3. The JV document and any attached documentation are reviewed by an authorized GAO level approver as a final review. If the approver determines that the JV document has missing or incorrect data, then the JV document is rejected and returned for corrections in Step 1. If the approver determines that the JV document data is correct, then the JV document is approved and proceeds to the next step.

4. The JV document is then approved by GAO and proceeds to the next step.

5. The JV document final submission updates the Inception-to-Date Balance Sheet Detail (BBALD) and Accounting Journal (JACTG) tables and other associated tables within AFIS.

Figure 5: Workflow Diagram for the Department Process of Creating a JV (CM-TB-002)
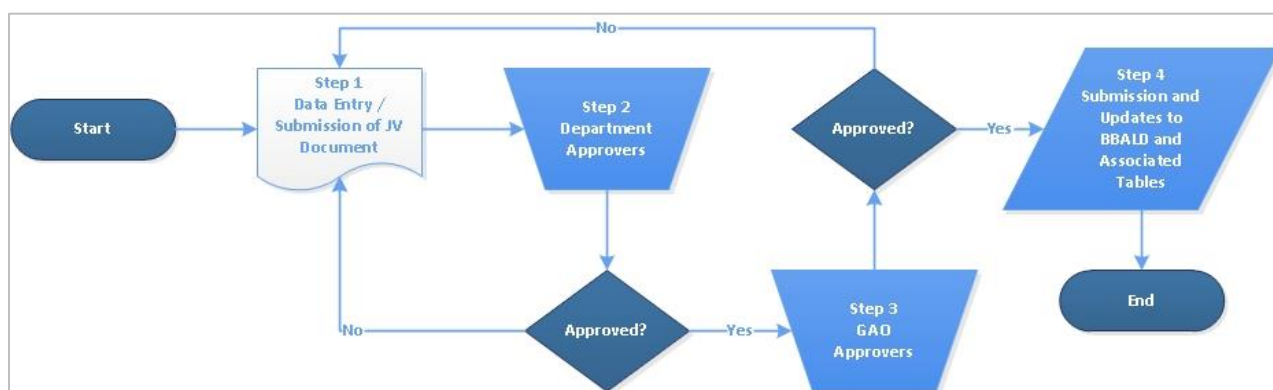
Investment Sweep Journal Voucher

Investment Sweep Journal Vouchers are used to record the movement of cash from Department Participatory Funds to a Treasurer Pool Fund and vice versa for reverse sweep. Investment Sweep Journal Vouchers are not created by users in AFIS, they are created automatically by running a Cash Sweep Chain Job. This process runs at night prior to the disbursement process is run, the funds will be available for that day's disbursements. Once the process has completed, updates are applied to the ITD Balance Sheet Detail (BBALD) and the Pool History (PHIS) tables.

- Investment SWEEP Journal Vouchers are not created by users in AFIS

- They are created automatically by running a nightly batch process called Cash SWEEP Chain Job

  - This process generates the SWEEP JVs, thereby moving the cash as directed by the Required Balance amount; this occurs prior to the running of the disbursement process

- The cash will be available for that day's disbursement process

- Once the Chain Job and disbursements are complete, updates are applied to the ITD Balance Sheet Detail (BBALD) and the Pool History (PHIS) Table

- The BBALD shows you the cash balance and payments outstanding that you currently have

The PHIS will show you how much you have in your investment account. It keeps track of all the investing and divesting activity for your account
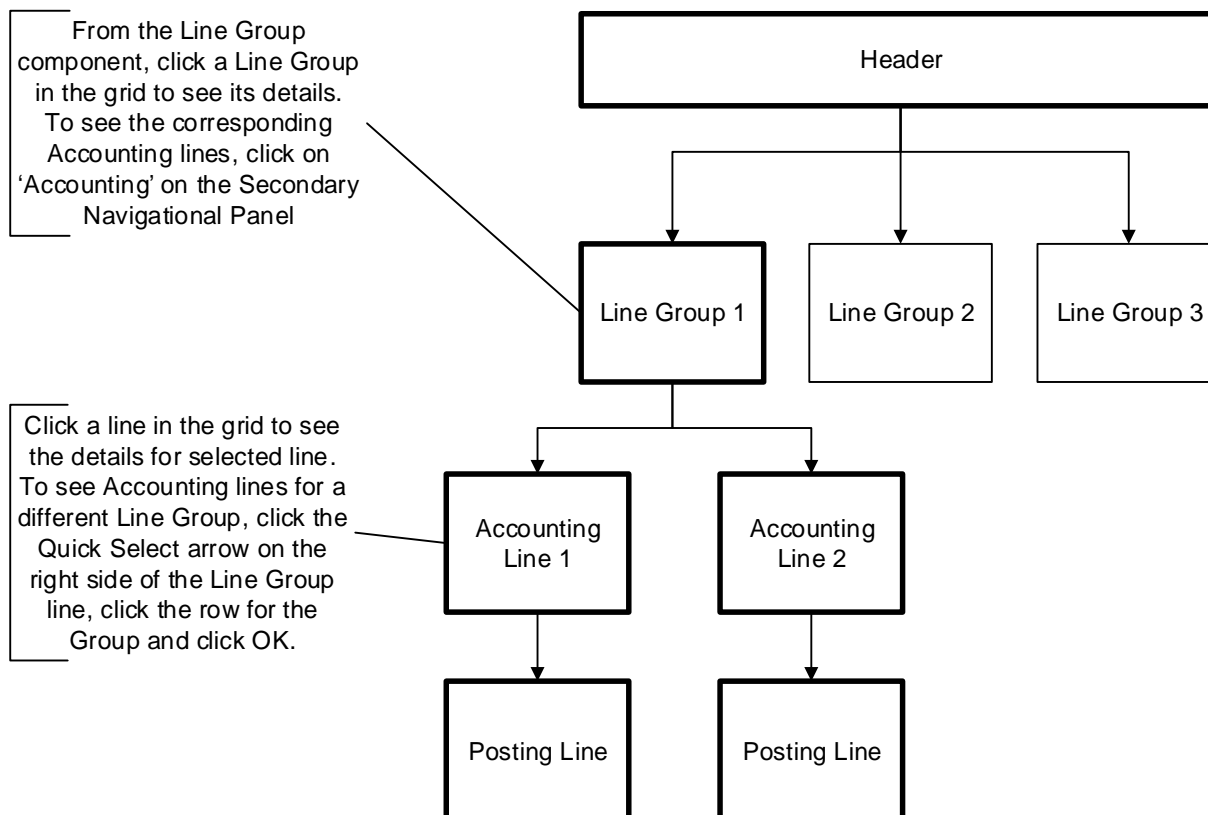
Journal Voucher Document Components

Documents in AFIS contain various components (sometimes referred to as 'sections'). Journal Voucher (JV) documents contain four components. Figure 6 illustrates the relationship between these components.

The four components of a Journal Voucher are:

- **Header** – Stores values that apply to the entire document

- **Line Group** – Stores Event Type and Description

- **Accounting** – Used to record Chart of Accounts elements (each Accounting line contains a Posting Code)

- **Posting** – Represents the postings for each Accounting line

Figure 6: Journal Voucher Components

Journal Voucher Header Component

The Header component stores values that apply to all components of the Journal Voucher (JV) document. The General Information tab contains descriptive fields and date information common to most document headers. It also shows the total credit and debit amounts of the document.

Journal Voucher Line Group Component

The Line Group component is used to record the Event Type for the investment transaction. An Event Type describes the nature of the financial transaction being entered into AFIS through the document, together with a variety of accounting and possibly budget instructions related to that type of financial transaction. It also contains a field for a description.

Journal Voucher Accounting Component

The Accounting component records the Chart of Accounts information used when posting the JV document to the Accounting Journal. Two Accounting lines are created for each Line Group line.

Journal Voucher Accounting – General Information Tab

The General Information tab contains descriptive fields and date information. A pick list is used to select a Posting Code and Accounting Template if one is being used.

Journal Voucher Accounting – Fund Accounting Tab

The Fund Accounting tab contains Chart of Accounts (COA) elements that define the budget structure or account that will be updated by the JV. The COA data entry requirements are controlled by the Event Type on the Line Group line.

Journal Voucher Accounting – Detail Accounting Tab

The Detail Accounting tab contains optional fields that can be used to further define the transaction. A pick list is used to select the Function if one is being used.

Journal Voucher Posting Component

The Posting component shows the accounting impact of the Line Group and Accounting line. It shows values entered on the other components such as the Posting Codes and Cash Amounts. No data can be entered into this section; Posting lines are generated from the rest of the document data. Users can click the eye icon on the right to expand the Posting details.

The Posting component will only show the Posting lines for one Accounting line at a time. To see the Posting lines for a different Accounting line, click on the Accounting component, select another Accounting line, and then click the Posting component.

Journal Voucher Data Entry

Each Journal Voucher (JV) document component requires information and/or verification. This topic describes the data entry requirements for JV documents. To create a JV document, use the Document Catalog.

Journal Voucher Header

The JV document opens to the Header component, General Information tab. The following fields require data entry.

- **Document Description** – Enter a description for the document

Journal Voucher Line Group

For new JV documents a new Line Group line must be created by clicking the Insert New Line button in the Line Group component. Multiple Line Group lines are allowed on a JV. The following fields on the General Information tab require information:

- **Event Type** – Choose from the pick list or enter to reflect the type of investment transaction (purchase, sale, interest accrual, etc.).

  Available event types and applicable debit and credit for investment transactions:

  - GAZA – Debit: Asset, Credit: Accrued Revenue (e.g. interest income earned)

  - GAZB – Debit: Cash, Credit: Asset (e.g. interest income received, investment sale or reverse the debit and credit for investment purchases)

  - GAZC – Debit: Cash, Credit: Cash Revenue (e.g. interest income received not formerly accrued)

  - GAZD – Debit: Cash Expense, Credit: Cash (e.g. investment fees)

  - GAZE – Debit: Asset, Credit: Liability (e.g. securities lending)

- GAZF – Debit: Cash, Credit: Liability (e.g. payable for securities purchased)

- GAZG – Debit: Accrued Expense, Credit: Liability (e.g. accrue investment fees)

- GAZH – Debit: Accrued Revenue, Credit: Liability (e.g. deferred tax)

Other event types available on the JV document:

- GA05 – Collected Earned Revenue Correction; Debit: Cash, Credit: Cash Revenue

- IV01- Record Investment; Debit: Investments, Credit: Investment Cash

Note: In the JV Line Group, neither the Vendor Customer tab nor the Reference tab are used for a JV document.

Journal Voucher Accounting

Two Accounting lines are created for each Line Group line, one for recording a debit and one for recording a credit. On the General Information tab the following fields are required:

- **Line Description** – Enter a description for the line

- **Debit Amount** – Required on the debit side on the first Accounting line

- **Credit Amount** – Required on the credit side on the second Accounting line

- **Bank** – Enter the bank code or select the bank using the pick list (will default to BK01)

Journal Voucher Accounting – Fund Accounting

Enter the necessary Chart of Accounts (COA) elements on the Fund Accounting tab. The following COA element fields are required:

- **Fund** – The identification code associated with the Fund record

- **Sub-Fund** – The identification code associated with the Sub-Fund record

- **Department** – An identification code assigned to the associated department

- **Unit** – The lowest organizational level in the main organizational structure

- **Appr Unit** – The identification code assigned to a single appropriation unit

- **BSA** – The identification code assigned to the balance sheet account

Once the debit Accounting line has been completed, the credit Accounting line must be completed using the same required fields as the debit side.

When the document data entry is complete, it will be validated against the business rules. If the document validates successfully, it can then be submitted for approval.

Researching Updates Made by Journal Voucher for Recording Investments

Journal Voucher (JV) documents update several tables when they are approved through workflow. This topic reviews the tables that are updated by the JV document.

Accounting Journal (JACTG)

The Accounting Journal (JACTG) allows users to view the detailed transaction data posted by AFIS documents. It is the main source of detailed transaction data. Almost every document in AFIS posts to this journal. It is a balanced journal in terms of debits and credits.

ITD Balance Sheet Detail (BBALD) Cash Balance

The Inception-to-Date Balance Sheet Detail (BBALD) table provides a detailed view of balances at the Fund, Sub-Fund, BSA and Sub-BSA chart of accounts levels. Records are updated by all transactions posting to the unique combination of elements. The total Debit Amount, Credit Amount, Current Balance and Begin Day Balance are shown. Specific transactions impacting the Debit Amount, Credit Amount and balances can be researched by clicking the magnifying glass icon next to each field.

Appendix A

Terminology

The terms listed below are used throughout the Investment Accounting course.

Table 2: Terminology

Term	Description
Accounting Line	The fields in a document's Accounting component where users, at a minimum, enter a set of Chart of Accounts codes comprising a funding distribution and an Event Type (may use default).
Accounting Template (ACTPL)	A predefined set of elements that can be inferred to a document accounting line as a soft inference, meaning accounting elements may still be entered on a transaction that are not overwritten by elements defined on the Accounting Template.
AFIS	Stands for Arizona Financial Information System. A web-based application for the State's Financial Management.
Cash Balance Detail (CBALDQ) table	Used to compare current cash balance to payments pending disbursement, for the purpose of identifying how much operating cash is needed.
Cash Sweep	The process of moving excessive funds from a department's cash balance to its investment balance, or the reverse process of returning invested funds back to the department's cash balance.
Cash Sweep (SWEEP) table	Used to establish which participatory funds, associated participatory fund elements, pool fund, minimum threshold amounts, and cash balance sheet accounts are eligible for cash sweep.
Chart of Accounts (COA)	An account structure to classify financial information which captures the dimensional structure for documenting and reporting on budget data.
Document Catalog	A central location where documents can be generated and reviewed.
Document Codes	Forms used to enter and record financial transactions and activities in AFIS.
Document Phase	A point in time within the document processing lifecycle. Common phases are Draft, Pending, and Final.
Event Type (ETYP)	Identifies and records the type of financial activity for an accounting line of a document. For all accounting based documents, and certain non-accounting documents, every accounting line must have an Event Type. You can either enter the Event Type or use the default provided by the system.
Function	A predefined set of elements that can be inferred to a document accounting line as a hard inference overwriting any existing accounting elements and unchangeable once inferred.
Grid	A list of records displayed in a table format. Up to 10 records are typically displayed at one time.
Inferred Values	Values that are automatically populated based on previous entries in the system.
ITD Balance Sheet Detail (BBALD) table	Used to identify balance sheet amounts for balance sheet accounts, like cash, cash invested, and payments outstanding.
Jump to	Used with a document code to navigate directly to a specified page within AFIS.

Term	Description
Page Search	Used with a document code to find and navigate to any page in AFIS.
Participating Account	The combination of operating fund and balance sheet account that contributes money to a treasury accounting pool fund. Also called participatory account.
Participatory Fund	Any operating fund that contributes money to a treasury accounting pool fund.
Pool Fund	An investment fund established to account for all activities related the investments purchased by the fund.
Pool History (PHIS) table	Used to record the daily cash position of the participatory funds in an associated pool fund. On PHIS, the cash account balances are retained by Pool Fund, Participatory Fund, BS Account and History Date
Posting Line	The component of a document with the most detailed accounting information. It is a common source of information used to update most of the system.
Primary Navigation Panel	A menu at the top of the screen that allows quick navigation to specific pages via Jump to, Home, and Help icons.
Query Page	Pages that display summary and detailed information from successfully processed documents, for viewing only (not for modification).
Reference Tables	Pages that control how the application functions and provide valid values (codes) for data entry. Some of these pages are updated by batch or document processing while others can be updated by users who have appropriate security authorization. For example, Accounts Receivable (AR) reference tables determine how the Receivable (RE) and Cash Receipt (CR) documents generated should post to journals, as well as infer values on the documents.
Roll-up	A grouping of chart of accounts element codes for reporting or control purposes. Most elements use class, category, type, and group to roll information into higher levels of summarization.
Secondary Navigation Panel	A menu that changes depending on what type of page the user is on. The Home Page includes standard options and access to History and Favorites. Multi-page tables include menus to navigate through sections of a table. Documents include menus to navigate through components and features of a document.
Workflow	An online approval process for documents.

Appendix B

List of Acronyms

Lists the acronyms used in this manual.

Table 3: Acronyms

Acronym	Definition
BBALD	Inception-to-Date Balance Sheet Detail
BSA	Balance Sheet Account
ACFR	Annual Comprehensive Financial Report
CBALDQ	Cash Balance Detail
COA	Chart of Accounts
ITD	Inception-to-Date
JACTG	Accounting Journal
JCASH	Cash Journal
JV	Journal Voucher
JVSW	Journal Voucher Sweep or Investment Sweep Journal Voucher
PHIS	Pool History Table
STADJ	State Treasurer – Treasury Adjustment
STTFC	State Treasurer – Treasury Fund Clearing
SWEEP	Cash Sweep Table