AFIS

ADOA – General Accounting Office

QUICK REFERENCE GUIDE: CHART OF ACCOUNT ELEMENTS FOR HRIS INTEGRATION
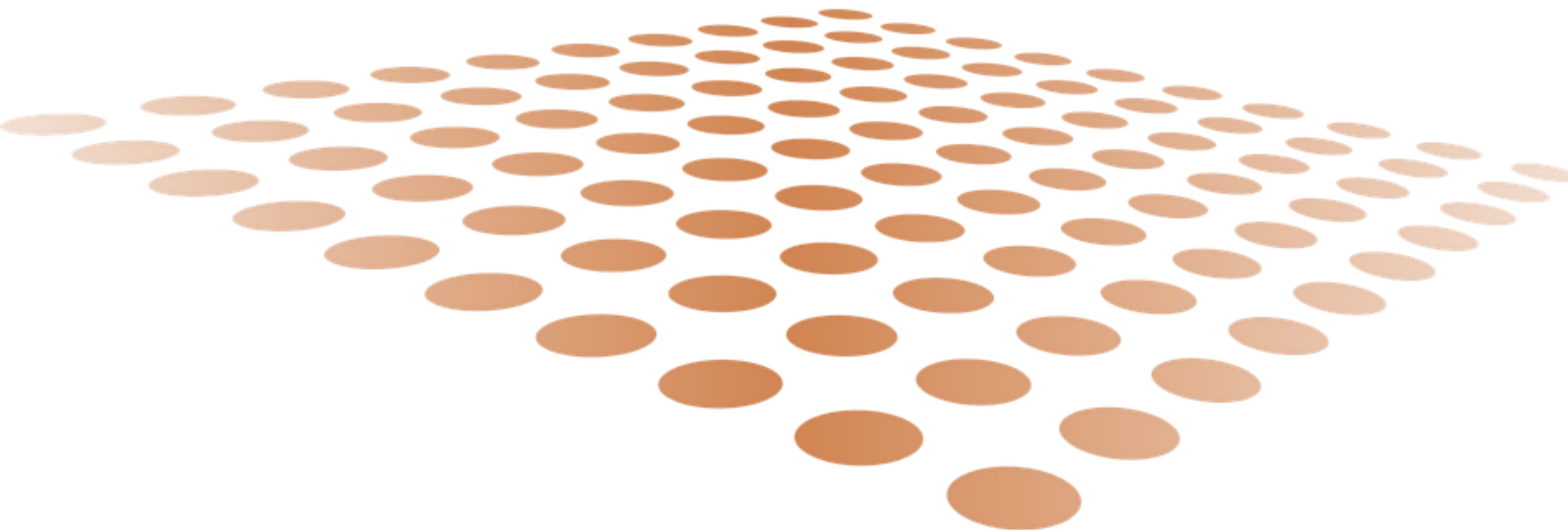
CHART OF ACCOUNT ELEMENTS FOR HRIS INTEGRATION

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CHART OF ACCOUNT ELEMENTS FOR HRIS INTEGRATION

Creating and Modifying Chart of Account Elements Related to HRIS Integration

HRIS Labor Distribution determines how payroll expenditures are posted to AFIS. It is supported by the following HRIS elements:

- Accounting Unit
- Activity
- Account Category

The New AFIS Function code has been selected as the primary element for HRIS Labor Distribution and will map to the HRIS Accounting Unit.   From the Function code the majority of Chart of Account elements are inferred.

The mapping of HRIS Accounting Unit to the New AFIS is as follows:

HRIS Accounting Unit = New AFIS Department (Agency) Code (2) + New AFIS Function (10)
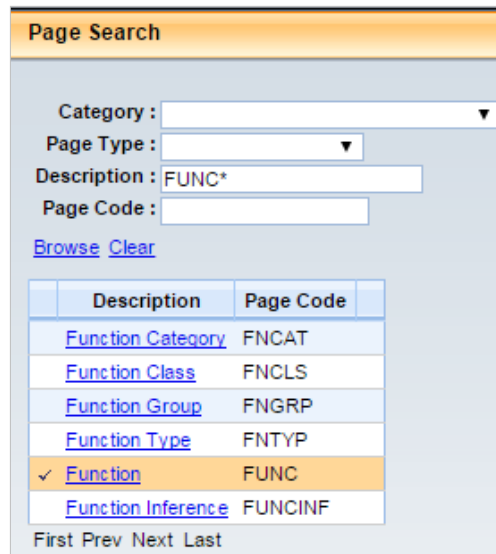
> *Example:*
>
> Agency/Department = ADA, Function = **GAO55221**
>
> HRIS Accounting Unit = **ADGAO55221**

Creating a Function

Log into **AFIS**. Navigate to the **Page Search** table.

1. In the **Description** field, enter *FUNC*
2. Click Browse or Enter
3. Select **Function** – FUNC

Page Search

Category :
Page Type :
Description : FUNC*
Page Code :

Browse Clear

Description	Page Code
Function Category	FNCAT
Function Class	FNCLS
Function Group	FNGRP
Function Type	FNTYP
✓ Function	FUNC
Function Inference	FUNCINF

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Locate existing Function to be used as an example.

1. Click **Search**

2. In the **Fiscal Year**, enter *2016*

3. In the Department field, enter *your department code*

4. Click **OK**

Fiscal Year :		⬆
Department :		⬆
Function :		

Ok Clear Cancel

Create the new Function.

A. Select the record to copy – once selected there is a checkmark to the left of the fiscal year

B. Click **Copy**

C. Click **Paste**

	Fiscal Year	Department	Function	Name	Active	Effective From	Effective To
	2016	AAA	21180	BACK OF THE BILL ADJUSTMENTS	Yes		
	2016	AAA	26001	CREDIT CARD INCENTIVES AND REBATES ADMIN	Yes		
	2016	AAA	26002	CREDIT CARD INCENTIVES AND REBATES DISTR	Yes		
✓	2016	AAA	29230	GARNISHMENT FEES-ADMINISTRATION	Yes		
	2016	AAA	29240	ALTERNATIVE CONTRIBUTION RATE	Yes		

Complete the General Information section

At a minimum, enter the following information:

1. **Fiscal Year**: current fiscal year

2. **Department**: 3 letter alpha for agency

3. **Function**: 10 characters, can be numbers, letters or mixture of both

In order to support HRIS integration, the Function element must not include spaces in the naming convention. The space needs to be simulated by using

Save Undo Delete Insert Copy Paste   Search

▼ General Information

*Fiscal Year :	2016	⬆	Effective From :		📅
*Department :	AAA	⬆	Effective To :		📅
*Function :	29230		Active :	✔	
*Name :	GARNISHMENT FEES-A		Budgeting :	✔	
*Short Name :	GARNISHMENT FE		Description :		
Contact Code :		⬆			

underscore or dash characters:

> **GAO 55221**– is not supported
>
> **GAO_55221** – is supported

4. **Name**: 60 characters, can be numbers, letters or mixture of both (only first 30 characters will be interfaced to HRIS)

5. **Short Name**: 15 characters, can be numbers, letters or mixture of both

6. **Active**: check box if function will be active

7. **Budgeting**: needs to be always checked

Complete the **Extended Description** section. At a minimum, enter the following information:

- Extended Description – Additional comments

Creating a Function Inference

Navigate to the **Page Search** table

1. In the **Description** field, enter *FUNC**
2. Click **Browse** or **Enter**
3. Select **Function Inference** – FUNCINF

Locate existing Function Inference to be used as a template

1. Click **Search**
2. In the **Fiscal Year**, enter *2016*
3. In the **Dept**. field, enter *your department code*
4. Click **OK**

Fiscal Year :	⬆	Unit : ⬆
Fund :	⬆	Function : ⬆
Department :	⬆	Function Name :
Appr Unit :	⬆	

Ok Clear Cancel

A. Create the new Function Inference

Select the record to copy – once selected there is a checkmark to the left of the fiscal year

1. Click **Copy**

2. Click **Paste**

	Fiscal Year	Department	Function
	2016	AAA	10580
	2016	AAA	21046
	2016	AAA	21050
	2016	AAA	21060
	2016	AAA	21080
	2016	AAA	21180
	2016	AAA	26001
	2016	AAA	26002
✓	2016	AAA	29230
	2016	AAA	29240

Complete the record. At a minimum, enter the following information:

- Fiscal Year: Current fiscal year

- Department: agency three letter reference

- Function: When creating the Function Inference for the Function which will be used for HRIS integration (Function Type is HRIS or HRLG) you must enter at least the following elements:

  o   Fund

  o   Appropriation Unit

  o   Unit

  o   Task

  Also, if the Function Type is HRIS or HRLG, then the following Chart of Accounts will be dis-allowed on the Function Inference Table:

  o   Object

  o   Department Object

  o   Enter other desired elements

Click **Save**, and the new function inference will be populated in the grid.

After Function and Function Inference record are established, you may proceed to updating Function Roll-up on the Function (**FUNC**).

Updating Function Rollup

Navigate to the **Page Search** table

1. In the **Description** field, enter *FUNC**
2. Click **Browse** or **Enter**
3. Select **Function** - FUNC

B. Locate Function to be updated

Click **Search**

1. In the **Fiscal Year**, enter *2016*
2. In the **Department** field, enter *your department code*
3. In the Function field, enter the Function value to be updated
4. Click **OK**

Complete the Rollups section. At a minimum, enter the following information:

Function Type: enter Function type (HRIS or HRLG):

- **HRIS** – The Function element will be included in the interface to HRIS
- **HRLG** – The Function element will be included in the interface to HRIS, Maximo and TRIRIGA

Note: You will not be able to enter Function Type until Function Inference (FUNCINF) is created. The following error will be displayed if Function Inference has not been created.

Component	Context	Severity	Override	Message
R_FUNC		Error		The associated Function Inference (FUNCINF) entry cannot be found. (C1013)

Additional requirements for the creation of HRIS Labor Distribution Elements for agencies

Additional Chart of Accounts elements have been requested to be available for HRIS Time Entry and HRIS Employee Time Entry (ETE). These elements can be entered in addition to new AFIS Function:

HRIS Activities:

    A. HRIS Activity = New AFIS Program (All agencies other than ADOT, EVA and FOA)

    B. HRIS Activity = New AFIS Program and Phase (ADOT)

    C. HRIS Activity = New AFIS Location and Sub-Location (EVA)

    D. HRIS Activity = New AFIS Activity and Sub-Activity (FOA)

HRIS Account Category:

    E. HRIS Account Category = New AFIS Program Period (All agencies other than ADOT and EVA)

    F. HRIS Account Category = New AFIS Activity (ADOT and EVA)

A. The Mapping of HRIS Activity for All agencies other than ADOT, EVA and FOA) ✏️

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Program (10)

Example:

Agency/Department =EVA, Program = **CHARTADMN**

HRIS Activity = **EDCHARTADMN**

Currently all Programs are interfaced to HRIS. For Programs that should be excluded, use Program Category **EXCL** in the Rollups section.

You must utilize the Cost Accounting Setup (**CAS**) and Cost Accounting Maintenance (**CAM**) Documents to update the Program Category.

B. The Mapping of HRIS Activity for ADOT ✏️

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Program (10) + New AFIS Program Phase (1)

Example:

Agency/Department = DTA, Program = **H325001**, Phase = C

HRIS Activity = DT**H325001**C

Currently all Programs and Program Phases, which exist on Program/Program Phase table (PHPRG) are scheduled to be interfaced to HRIS. For Programs and Program Phases that should be excluded, use Sub Account value of **NOPR**.

	Department	Phase	Phase Short Name	Program	Program Short Name	Billing Agreement Date	Active	Reimbursement Eligible	Reimbursement Status
✓	DTA	C	CONSTRUCTION	H325001	STW BR INSPECT	01/13/1993	No	Yes	Allowed for Reimbursement

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▼ General Information

*Department : DTA
*Phase : C
*Phase Short Name : CONSTRUCTION
*Program : H325001
*Program Short Name : STW BR INSPECT
Sub Account : NOPR
Site Location :
Program Status : X
FV and Closed

Effective From Date : 05/11/1992
Effective To Date :
Billing Agreement Date : 01/13/1993
Active : ☐
Reclass Exclusion : ☑
Reimbursement Eligible : ☑
Reimbursement Status : Allowed for Reimbursement
Program Effective Begin Date : 05/11/1992
Program Effective End Date :

You must utilize the Cost Accounting Setup (**CAS**) and Cost Accounting Maintenance (**CAM**) Documents to update Sub Account value.

C. The Mapping of HRIS Activity for EVA ✏️

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Location (6) +

"-" (1) + New AFIS Sub Location (4)

Example:

Agency/Department = EVA, Location = **010020**, Sub Location = 01

HRIS Activity = EV**010020-** or EV**010020**-01

Location = LOC page code

Location Class rollup of **HRS** must be used by agencies for a Location Code and Sub Location Code to be available for use in the HRIS.

Location

	Department	Location	Name	Active	Effective From	Effective To
✓	EVA	010020	ST JOHNS CITY OF WASTE WATER TRTMNT PLNT	Yes		
	EVA	010021	GARY MCDONALD CAR WASH	Yes		
	EVA	010022	ALASKAN OIL CO	Yes		
	EVA	010023	WAITE'S UNION 76	Yes		
	EVA	010024	TUCSON ELECTRIC POWER CO SPRINGERVILLE	Yes		

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▼ General Information

*Department : EVA
*Location : 010020
*Name : ST JOHNS CITY OF WA
*Short Name : 1126
Contact Code :
Address 1 :
Address 2 :
City :
State :
Zip :
County :
Country :

Effective From :
Effective To :
Active : ✔
Budgeting : ✔
Description : AZURITE PLACE ID ST JOHNS CITY OF WASTE WATER TRTMNT PLNT
Latitude :
Longitude :

▼ Rollups

Location Class : HRS
Location Category : SITE
Location Type :
County :

D. The Mapping of HRIS Activity for FOA ✏️

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Activity (6) + "-" (1) + New AFIS Sub Activity (4)

Example:

Agency/Department = FOA, Activity = **85003**, Sub Activity = 01

HRIS Activity =   FO**85003-** or FO**85005**-01

Activity

	Fiscal Year	Department	Activity	Name	Active
✓	2015	FOA	85003	Equestrian	Yes
	2016	FOA	85003	Equestrian	Yes
	2017	FOA	85003	Equestrian	Yes
	2018	FOA	85003	Equestrian	Yes
	2019	FOA	85003	Equestrian	Yes

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▼ General Information

*Fiscal Year : 2015

*Department : FOA

*Activity : 85003

*Name : Equestrian

*Short Name : Equestrian

Contact Code :

Effective From :

Effective To :

Active : ✓

Budgeting : ✓

Description :

### ▼ Rollups/CAFR

Activity Class : FLG

Activity Category : CREW

Activity Type : HRIS

Activity Group :

CAFR Activity Unit :

Major CAFR Activity Type :

Minor CAFR Activity Type :

Reimb Eligible : ✓

FACP Eligible : ☐

E. The Mapping of HRIS Account Category for ALL Agencies other than ADOT and EVA ✏️

Mapping of HRIS Account Category to the New AFIS will work as follows:

Account Category (5) = New AFIS Program Period (5)

Example:

Agency/Department = ADA, Program Period = **FFY15**

HRIS Account Category = **FFY15**

Program Period Codes are created by the Cost Accounting Setup (CAS) and Cost Accounting Maintenance (CAM) Documents

F. The Mapping of HRIS Account Category for ADOT and EVA 🖊

Account Category (5) = New AFIS Activity (5)

Example:

Agency/Department =EVA, EVA Activity = **2ACLA**

HRIS Account Category = **2ACLA**

Activity Type rollup of **HRIS** must be used by agencies for an Activity Code to be available for use in the HRIS.

Activity

	Fiscal Year	Department	Activity	Name	Active
✓	2016	EVA	2ACLA	AQ SIP CONTROL ANALYSIS	Yes
	2017	EVA	2ACLA	AQ SIP CONTROL ANALYSIS	Yes
	2018	EVA	2ACLA	AQ SIP CONTROL ANALYSIS	Yes
	2019	EVA	2ACLA	AQ SIP CONTROL ANALYSIS	Yes
	2020	EVA	2ACLA	AQ SIP CONTROL ANALYSIS	Yes

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Save Undo Delete Insert Copy Paste   Search ⬇🡒

▼ General Information

*Fiscal Year : 2016   Effective From :

*Department : EVA   Effective To :

*Activity : 2ACLA   Active : ✓

*Name : AQ SIP CONTROL ANAI   Budgeting : ✓

*Short Name : 2ACLA   Description :

Contact Code :

▼ Rollups/CAFR

Activity Class : 2ACA   CAFR Activity Unit :

Activity Category : 2ASI   Major CAFR Activity Type :

Activity Type : HRIS   Minor CAFR Activity Type :

Activity Group : AQMA   Reimb Eligible : ✓

FACP Eligible : ✓