HRIS CONTROL SUBSYSTEM

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HRIS CONTROL SUBSYSTEM

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HRIS CONTROL SUBSYSTEM INTRODUCTION

The HRIS Control Subsystem within the Arizona Financial Information System (AFIS) contains the profiles that are used to provide accurate coding of labor distribution to the Human Resources Information Solution (HRIS). These profiles are:

> SH01: HRIS ACCOUNTING UNIT CONTROL
> SH02: HRIS ACTIVITY CONTROL
> SH03: HRIS ACCOUNT CATEGORY

For an employee's payroll to be expensed to an Index, PCA, Grant, Project, Appropriation, Fund, Agency Code 1, and/or Agency Code 2, a combination of these profiles needs to be entered into AFIS. If a new record is added to one of the profiles or is updated in anyway, a record will be interfaced into HRIS to update the HRIS tables.

These new profiles will not be available to make new additions or changes on the days on which payroll is computed (usually the Tuesday of pay week), weekends and holidays.

These profiles cannot be deleted. They can only be inactivated. This ensures that codes previously used in HRIS continue to be available in AFIS. Only personal service and employee related expense profiles should be entered on these screens.

HRIS MENU

The HRIS menu can be accessed from the 'MAIN MENU' by selecting 'H' and pressing the 'ENTER' key. It can also be accessed from any screen by enter 'H00'in the 'LINK TO' field and pressing the 'ENTER' key.

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HRIS CONTROL SUBSYSTEM INTRODUCTION

Enter 'H' and press the 'ENTER' key,

```
 ARIZ  S010      UNIFORM STATEWIDE ACCOUNTING SYSTEM   10/28/03 03:02
 LINK TO:                        MAIN MENU


ENTER SELECTION: H
             A    PURCHASING / INVENTORY CONTROL SYSTEM
             B    BUDGET PREPARATION SYSTEM
             C    COST ALLOCATION PROFILE
             D    DATA ENTRY OF FINANCIAL TRANSACTIONS
             F    FIXED ASSET
             G    GRANT/PROJECT SUBSYSTEM
             H    HRIS CONTROL
SUBSYSTEM L    LABOR DISTRIBUTION SUBSYSTEM
             M    MANAGEMENT INFORMATION
             O    ONLINE FINANCIAL
             P    PROFILE MAINTENANCE FOR CORE
             Q    AUXILITARY PROFILE
             R
             S    SYSTEM
             T    DOCUMENT  TRACKING
             W    PAYMENT
PROCESSING
             Z    SIGN OFF
 F1-HELP  F3-END  F4-INTERRUPT
```

ENTER 'H' AND PRESS THE 'ENTER' KEY

which will take you to the AFIS HRIS Subsystem Menu.

```
 ARIZ   SH00       UNIFORM STATEWIDE ACCOUNTING SYSTEM       10/28/03 02:31
 LINK TO:                     AFIS HRIS SUBSYSTEM MENU


 ENTER SCREEN

    H01      HRIS  ACCOUNTING UNIT  CONTROL
    H02      HRIS  ACTIVITY CONTROL
    H03      HRIS  ACCOUNT  CATEGORY  CONTROL







 F1-HELP  F3-END  F4-INTERRUPT
```
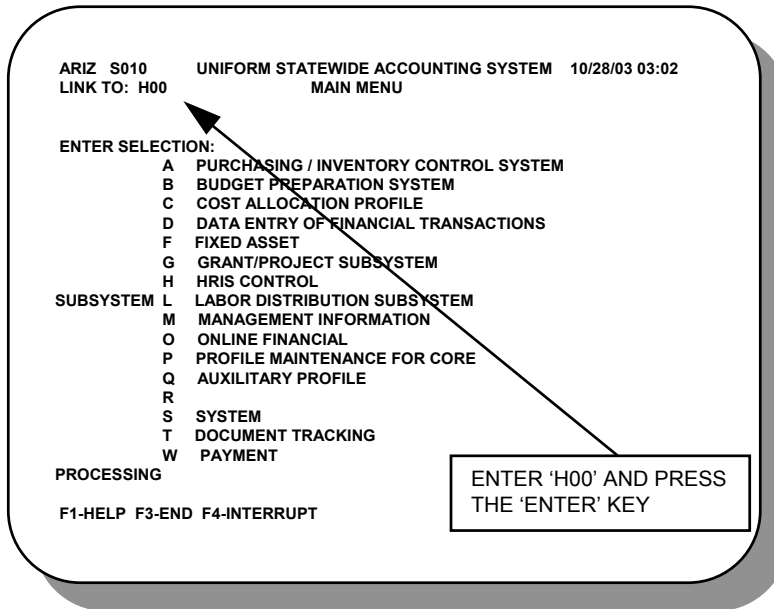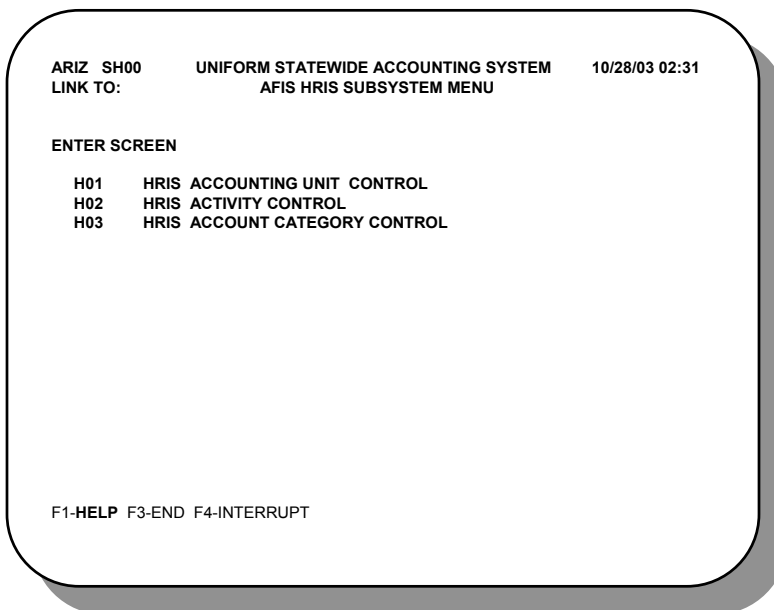
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HRIS CONTROL SUBSYSTEM INTRODUCTION

Enter 'H00' in the 'LINK TO' field and press 'ENTER',

```
ARIZ  S010      UNIFORM STATEWIDE ACCOUNTING SYSTEM   10/28/03 03:02
LINK TO:  H00                      MAIN MENU


ENTER SELECTION:
            A    PURCHASING / INVENTORY CONTROL SYSTEM
            B    BUDGET PREPARATION SYSTEM
            C    COST ALLOCATION PROFILE
            D    DATA ENTRY OF FINANCIAL TRANSACTIONS
            F    FIXED ASSET
            G    GRANT/PROJECT SUBSYSTEM
            H    HRIS CONTROL
SUBSYSTEM L    LABOR DISTRIBUTION SUBSYSTEM
            M    MANAGEMENT INFORMATION
            O    ONLINE FINANCIAL
            P    PROFILE MAINTENANCE FOR CORE
            Q    AUXILITARY PROFILE
            R
            S    SYSTEM
            T    DOCUMENT TRACKING
            W     PAYMENT
PROCESSING
                                          ┌──────────────────────────┐
 F1-HELP  F3-END  F4-INTERRUPT            │ ENTER 'H00' AND PRESS     │
                                          │ THE 'ENTER' KEY          │
                                          └──────────────────────────┘
```

which will take you to the AFIS HRIS Subsystem Menu.

```
ARIZ  SH00      UNIFORM STATEWIDE ACCOUNTING SYSTEM      10/28/03 02:31
LINK TO:                    AFIS HRIS SUBSYSTEM MENU


ENTER SCREEN

   H01      HRIS  ACCOUNTING UNIT  CONTROL
   H02      HRIS  ACTIVITY CONTROL
   H03      HRIS  ACCOUNT CATEGORY CONTROL




 F1-HELP  F3-END  F4-INTERRUPT
```

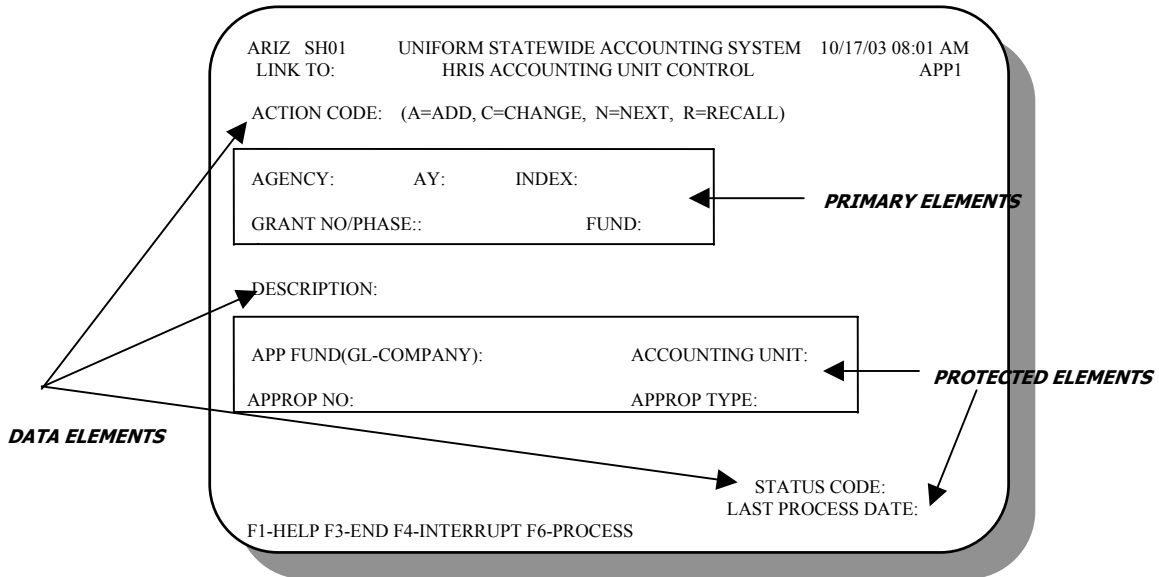|	CHAPTER	SECTION	PAGE	DATE
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HRIS CONTROL SUBSYSTEM INTRODUCTION

<u>FUNCTION KEYS</u>

F1 - HELP   This will transfer the user to the HELP SCREEN 'S090',
and give a description of the screen or a description of any
error messages that occurred on the screen.

F3 - END   This function key will back the user out of AFIS one screen at a
time.

F4 - INTERRUPT   This function allows the user to Link to another screen and then
return to the original screen without losing information on existing
screen.

F6 - PROCESS   This function key will process on-screen information.

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SH01: HRIS ACCOUNTING UNIT CONTROL

```
ARIZ   SH01        UNIFORM STATEWIDE ACCOUNTING SYSTEM   10/17/03 08:01 AM
    LINK TO:                   HRIS ACCOUNTING UNIT CONTROL                APP1

ACTION CODE:   (A=ADD, C=CHANGE,  N=NEXT,  R=RECALL)

  AGENCY:            AY:            INDEX:                                    PRIMARY ELEMENTS

  GRANT NO/PHASE::                     FUND:


DESCRIPTION:

  APP FUND(GL-COMPANY):                  ACCOUNTING UNIT:                    PROTECTED ELEMENTS

  APPROP NO:                             APPROP TYPE:

DATA ELEMENTS
                                                          STATUS CODE:
                                                          LAST PROCESS DATE:

F1-HELP F3-END F4-INTERRUPT F6-PROCESS
```

SCREEN DESCRIPTION

The HRIS Accounting Unit Control profile is designed to update the HRIS Accounting Unit Table (Appendix K-1) within the HRIS system. This Accounting Unit correlates AFIS elements such as Index, Grant Number/Phase and Fund into HRIS.

Once primary elements are accurately entered and successfully processed on this AFIS profile, the program will create the HRIS required elements. The newly created HRIS elements are displayed on the above screen as protected elements. The entire record, which includes the primary data and protected elements, is then used in the creation of the nightly interface file, which is transmitted to HRIS.

DATA ELEMENTS

Action Code: Enter one-character action code from the following list:
>   A - Add a new record
>   C - Change an existing record
>   N - Next Record
>   R - Recall an existing record

Note: If action code 'C' (Change an existing record) is used, only the Description and Status Code fields can be updated.

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SH01: HRIS ACCOUNTING UNIT CONTROL

Description: This is an optional field for use by the agency and can be changed by the agency. If entered, only alphanumeric values up to 30 characters are allowed. If left blank, the first 30 alphanumeric characters of the index description from the Index Code Profile, screen 'S024', will be displayed.

Status Code: Enter a one character status code from the following list:
        A - Active
        I - Inactive
This code will default to an active status if not entered. It may be used to inactivate profiles which are no longer in use. It may also be used to inactivate profiles in order to make changes on related AFIS screens.

PRIMARY ELEMENTS

Agency: This is a required field. Enter the three-character agency code, which must exist in the Agency Profile, screen 'SD02'.

AY: Leave this field blank unless a value has been approved by the HRIS General Ledger Administrator (HRIS GLA) and the General Accounting Office (GAO). If left blank, it will default to current Appropriation Year. If a value has been approved, enter the two-digit Appropriation Year.

Index: This is a required field. Enter the five-digit Index code, which must be active and valid in the Index Code Profile, screen 'S024'.

Grant No: This is an optional field for most agencies. Enter the six-digit grant number or leave blank. If the grant number is entered, the grant phase is required. If entered, the grant must be active and valid in the Grant Profile, screen 'SD47'.

Grant Phase: This is a required field if the grant number is used. Enter the two-digit grant phase. If the grant number is blank, the grant phase must also be blank. If entered, the grant phase must be active and valid in the Grant Control Profile, screen 'S029'.

If an agency has been approved by the GAO to enter an Appropriation Year in the Accounting Unit Control, it can not enter a grant number and phase on this screen. However, labor distribution can still be charged to a grant number and phase. This can be done by having grant number and phase referenced on the Index Code Profile, screen 'S024', or Program Cost Account Profile (PCA), screen 'S026' rather than 'SH01'.

Fund: This is a required field if the Index Code Profile, screen 'S024' does not look up a fund. Enter the four-digit fund number. If entered, the fund must be active and valid in the Fund Profile, screen 'SD23', and must also be the same fund on the Index Code

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SH01: HRIS ACCOUNTING UNIT CONTROL

Profile, screen 'S024' if one is referenced on the Index Code Profile. If left blank, the fund number from the Index Code Profile, screen 'S024', will be displayed.

PROTECTED ELEMENTS

App Fund (GL – Company): This protected field cannot be entered or changed. It is looked up from the Fund Profile, screen 'SD23', which is referenced in the preceding fund field. It must also be active and valid on the Appropriated Fund Profile, Screen 'SD22'.

Accounting Unit: This protected field cannot be entered or changed. The value of this field contains the first two characters of the Agency Code (AGY), the Appropriation Year (AY) (if applicable), the Index, and the Grant number/Phase (if applicable). It will display in the following formats without the plus (+) signs:

- AGY+INDEX: Records of agencies not approved by the HRIS GLA and the GAO to enter prior AY and records not containing grant number and phase. Example: AD16100

- AGY+INDEX+GRANTNO+PHASE: Records of agencies not approved by the HRIS GLA and the GAO to enter prior AY and records containing grant number and phase. Example: AD1610077554403

- AGY+AY+INDEX: Records of agencies approved by the HRIS GLA and the GAO to enter current and prior AY. Example: HS0311111

Approp No: This protected field cannot be entered or changed. The value of this field is looked up from the Index Code Profile, screen 'S024'. If the Index Code Profile, screen 'S024', does not contain an appropriation number, this field remains blank.

Approp Type: This protected field cannot be entered or changed. The value of this field is looked up from the Appropriation Number Profile, screen 'S020', which is referenced in the preceding 'Approp No' field. If the Index does not look up an appropriation, thus causing the 'Approp No' field to be blank, this field will display '9'.
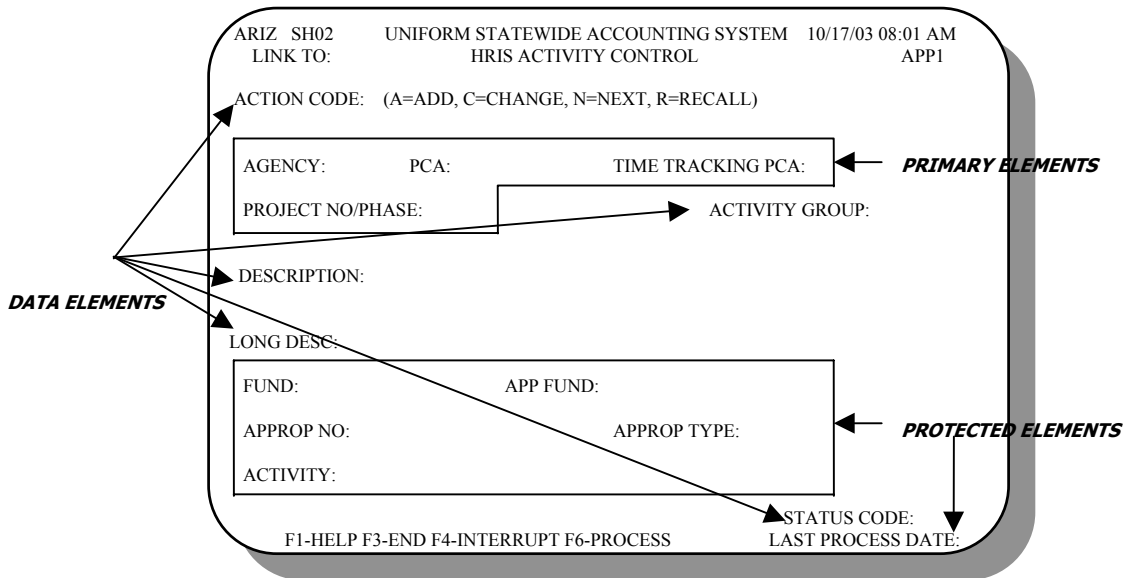
Last Process Date: This protected field cannot be entered or changed.   It shows the date when the record was last updated.

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SH01: HRIS ACCOUNTING UNIT CONTROL

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SUBJECT: PROFILES: AGENCY SPECIFIC

SH02: HRIS ACTIVITY CONTROL

```
ARIZ   SH02        UNIFORM STATEWIDE ACCOUNTING SYSTEM   10/17/03 08:01 AM
       LINK TO:                  HRIS ACTIVITY CONTROL                  APP1

ACTION CODE:    (A=ADD, C=CHANGE, N=NEXT, R=RECALL)

   AGENCY:          PCA:                  TIME TRACKING PCA:        ◄—  PRIMARY ELEMENTS

   PROJECT NO/PHASE:                          ACTIVITY GROUP:

   DESCRIPTION:

DATA ELEMENTS
   LONG DESC:

   FUND:                    APP FUND:

   APPROP NO:                          APPROP TYPE:         ◄—  PROTECTED ELEMENTS

   ACTIVITY:

                                               STATUS CODE:
     F1-HELP F3-END F4-INTERRUPT F6-PROCESS    LAST PROCESS DATE:
```

SCREEN DESCRIPTION

The HRIS Activity Control profile is designed to update the HRIS Activity Control Table
(Appendix K-2) within the HRIS system. This Activity correlates AFIS elements such as
the Program Cost Account (PCA), and the Project Number/Phase into HRIS.

Once primary elements are accurately entered and successfully processed on this AFIS
profile, the program will create the HRIS required elements. The newly created HRIS
elements are displayed on the above screen as protected elements. The entire record,
which includes the primary data and protected elements, is then used in the creation of
the nightly interface file, which is transmitted to HRIS.

DATA ELEMENTS

Action Code: Enter the one character action code from the following list:
> A - Add a new record
> C - Change an existing record
> N - Next Record
> R - Recall an existing record

Note: If action code 'C' (Change an existing record) is used, only the Description, Long
Description and Status Code fields can be updated.

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SUBJECT: PROFILES: AGENCY SPECIFIC

SH02: HRIS ACTIVITY CONTROL

Activity Group: This is a required field. Enter the first two characters of the Agency Code and '001'. If left blank, it will default to XX001 where XX equals to the first two characters of the agency. If more than one is needed, agency should contact the HRIS GL Administrator (HRIS GLA) and the General Accounting Office (GAO).

Description: This is an optional field for use by the agency and can be changed by the agency. If entered, only alphanumeric values up to 30 characters are allowed. If left blank, the first 30 alphanumeric characters of the PCA description from the Program Cost Account Profile, screen 'S026', will be displayed.

Long Desc: This is an optional description field and can be changed by the agency. If entered, only alphanumeric values up to 40 characters are allowed. If left blank, the PCA description from the Program Cost Account Profile, screen 'S026', will be displayed.

Status Code: Enter a one character status code from the following list:
    A - Active
    I - Inactive
This code will default to an active status if not entered. It may be used to inactivate profiles which are no longer in use. It may also be used to inactivate profiles in order to make changes on related AFIS screens.

PRIMARY ELEMENTS

Agency: This is a required field. Enter the three-character agency code, which must exist in the Agency Profile, screen 'SD02'.

PCA: This is a required field. Enter the five-digit PCA code, which must be active and valid in the Program Cost Account Profile, screen 'S026'.

Time Tracking PCA: Leave it blank unless approved by the HRIS GLA and the GAO. If an entry is approved, enter the five-digit time tracking PCA. If entered, the time tracking PCA must be active and valid in the Program Cost Account Profile, screen 'S026'.

Project No: This is an optional field. Enter the six-digit project number or leave blank. If the project number is entered, the project phase is required. If entered, the project number must be active and valid in the Project Number Profile, screen 'SD42'.

SH02: HRIS ACTIVITY CONTROL

Project Phase: This is a required field if the project number is used. Enter the two-digit project phase. If the project number is blank, the project phase must also be blank. If entered, the project phase must be active and valid in the Grant Control Profile, screen 'S027'.

If project number and phase are not used on this profile, labor distribution can still be charged to a project number and phase. This can be done by having project number and phase referenced on the Program Cost Account Profile (PCA), screen 'S026' rather than 'SH02'.

PROTECTED ELEMENTS

Fund: This protected field cannot be entered or changed. The fund is looked up from the Program Cost Account Profile, screen 'S026', if one is referenced on that profile.

App Fund: This protected field cannot be entered or changed. It is looked up from the Fund Profile, screen 'SD23', which is referenced in the preceding fund field. It must be active and valid on the Appropriated Fund Profile, Screen 'SD22.

Approp No: This protected field cannot be entered or changed. The value of this field is looked up from the Program Cost Account Profile, screen 'S026'. If the Program Cost Account Profile, screen 'S026' does not contain an appropriation number, this field is left blank.

Approp Type: This protected field cannot be entered or changed. The value of this field is looked up from the Appropriation Number Profile, screen 'S020', which is referenced in the preceding 'Approp No' field. If the Program Cost Account Profile, screen 'S026' does not look up an appropriation, this field is left blank.

Activity: This protected field cannot be entered or changed. The value of this field contains the first two characters of the Agency Code (AGY), PCA, Project Number/Phase (if applicable), or Time Tracking PCA (if applicable). It will display in the following formats without the plus (+) signs:

- AGY+PCA: Records containing only PCA. Example: AD10000

- AGY+PCA+PROJECTNO+PHASE: Records containing PCA, project number and phase. Example: EV1405250301400

- AGY+PCA+TIMETRACKINGPCA: Records containing PCA and Time Tracking PCA. Example: LD2251020000

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SH02: HRIS ACTIVITY CONTROL

Last Process Date: This protected field cannot be entered or changed.   It shows the date when the record was last updated.

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SUBJECT: PROFILES: AGENCY SPECIFIC

SH03:   HRIS ACCOUNT CATEGORY CONTROL

```
ARIZ   SH03        UNIFORM STATEWIDE ACCOUNTING SYSTEM   10/17/03 08:01 AM
LINK TO:                    HRIS ACCOUNT CATEGORY CONTROL                APP1

ACTION CODE:   (A=ADD, C=CHANGE, N=NEXT, R=RECALL)

  AGENCY:              ACCT CATEGORY:            PROJECT NO/PH:


  AGENCY CODE 1           AGENCY CODE 2:         ACTIVITY GROUP:

  DESCRIPTION:


                                                 STATUS CODE:
                                                 LAST PROCESS DATE:

    F1-HELP F3-END F4-INTERRUPT F6-PROCESS
```

PRIMARY ELEMENTS

DATA ELEMENTS

PROTECTED ELEMENT
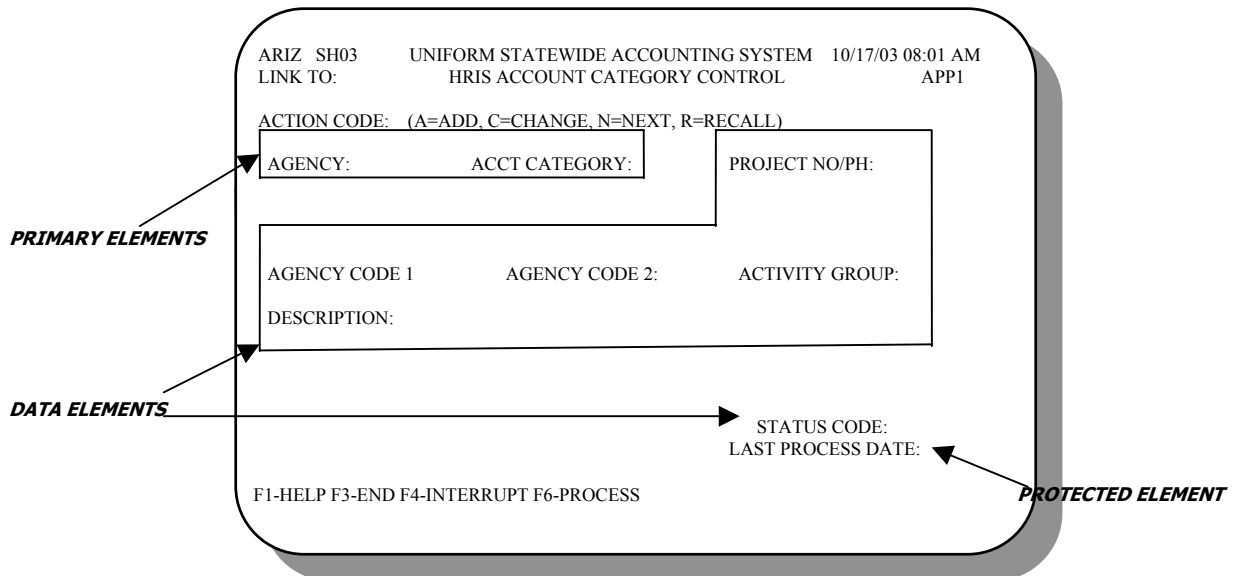
SCREEN DESCRIPTION

The HRIS Account Category profile is designed to update the HRIS Account Category Table (Appendix K-3) within the HRIS system. It provides additional information on labor distribution to the agencies. The Account Category correlates AFIS elements such as Agency Code 1, Agency Code 2, or Project number/Phase into HRIS.

Once primary elements are accurately entered and successfully processed on this AFIS profile, the program will create the HRIS required elements. The newly created HRIS elements are displayed on the above screen as protected elements. The entire record, which includes the primary data and protected elements, is then used in the creation of the nightly interface file, which is transmitted to HRIS.

DATA ELEMENTS

Action Code: Enter the one character action code from the following list:
> A - Add a new record
> C - Change an existing record
> N - Next Record
> R - Recall an existing record

Note: If action code 'C' (Change an existing record) is used, only the Status Code field can be updated.

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SH03: HRIS ACCOUNT CATEGORY CONTROL

Project No: This field can only be used if approved by the HRIS General Ledger Administrator (HRIS GLA) and the General Accounting Office (GAO). If an entry is approved, enter the six-digit project number. If the project number is entered, the project phase is required. If entered, the project number must be active and valid in the Project Number Profile, screen 'SD42'.

Project Phase: This is a required field if the project number is used. Enter the two-digit project phase. If the project number is blank, the project phase must also be blank. If entered, the project phase must be active and valid in the Project Phase Profile, screen 'S027'.

Agency Code 1: This field can only be used if approved by the HRIS GLA and the GAO. If an entry is approved, enter the four-digit agency code 1.   If entered, Agency Code 1 must be active and valid in the Agency Code 1 Profile, screen 'SD26'.

Agency Code 2: This field can only be used if approved by the HRIS GLA and the GAO. If an entry is approved, enter the four-digit agency code 2.   If entered, Agency Code 2 must be active and valid in the Agency Code 2 Profile, screen 'SD27'.

Activity Group: This is a required field. Enter the first two characters of the Agency Code and '001'. If left blank, it will default to XX001 where XX equals to the first two characters of the agency. If more than one is needed, agency should contact the HRIS GL Administrator (HRIS GLA) and the General Accounting Office (GAO).

Description: This is a required field that cannot be changed. If the entry of a project number and phase, agency code 1, agency code 2 has been approved by the HRIS GLA and the GAO, this required field will display in the following formats without the plus (+) signs:

- DESCRIPTION: Records of agency approved by the HRIS GLA and the GAO to enter only agency code 1. Example: BEREAVEMENT LEAVE

- PROJECTNO+PHASE+DESCRIPTION: Records of agency approved by the HRIS GLA and the GAO to enter project number and project phase. Example: 10000200EDUCATION ADJUSTMENT

- AGENCYCODE1+AGENCYCODE2+DESCRIPTION: Records of agency approved by the HRIS GLA and the GAO to enter agency code 1 and agency code 2. Example: 12001300SICK LEAVE ADJUSTMENT

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SH03: HRIS ACCOUNT CATEGORY CONTROL

Status Code: Enter a one character status code from the following list:

   A - Active
   I - Inactive

This code will default to an active status if not entered. It may be used to inactivate profiles which are no longer in use. It may also be used to inactivate profiles in order to make changes on related AFIS screens.

PRIMARY FIELDS

Agency: This is a required field. Enter the three-character agency code, which must exist in the Agency Profile, screen 'SD02'.

Acct Category: This is a required field. Enter the five-character account category with the first two characters equal to the first two characters of the agency code plus three unique alphanumeric characters.

PROTECTED FIELD

Last Process Date: This protected field cannot be entered or changed.   It shows the date when the record was last updated.

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SH03:   HRIS ACCOUNT CATEGORY CONTROL

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HRIS ACCOUNTING UNIT TABLE

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HRIS ACTIVITY CONTROL TABLE

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HRIS ACCOUNT CATEGORY TABLE

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HRIS ACCOUNT CATEGORY TABLE

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SUBJECT: PROFILES: SECURITY

96A AND 96B SECURITY PROFILES

The Security Profiles are maintained by the General Accounting Office (GAO) Fund Accounting Security Group. Each user requesting access to AFIS should contact their Agency Security Administrator for further instructions and refer to the State of Arizona Accounting Manual Section II-K.

96A Profile

The 96A Profile is used to control a user's ability to enter transactions on line. When entering a new user, you must recall the profile after entering it, in order to create the 96B profile automatically.

```
ARIZ  S96A       UNIFORM STATEWIDE ACCOUNTING SYSTEM   03/23/01 04:43 PM
LINK TO:                    SECURITY PROFILE                          STAG
ACTIVE
ACTION:  R  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
USER ID/CLASS: GAO123  01  AGENCY AAA  NAME: SHOW PROFILES

 ACCOUNTING TRANS: 2       BATCH EDIT MODE: 2
RELEASE FLAG: 1            DISBURSEMENT METHOD: 2
AGENCY RANGES-             WORK HOUR: 0000 2400
     RANGE 1: AAA ZZZ      WORK DAY: A
     RANGE 2:              PRINTER ID: R278
 SECURITY AGENCY: 000      DEFAULT
   SECURITY ORG:       ACTION CODE AGENCY:
   SECURITY ORG:       ACTION CODE:
PRIOR MO POST IND: Y
PRIOR YR POST IND: Y
FUND OVERRIDE: 1

  USER CLASS: 01   TITLE: 001-999  ** MASTER USER CLASS **
                            STATUS CODE: A
 EFF START DATE: 04121999  EFF END DATE:      LAST PROC DATE: 12212000
Z06 RECORD SUCCESSFULLY RECALLED

 F1-HELP F3-END F4-INTERRUPT F6-PROCESS F8-SECURITY
```

DATA ELEMENT

Enter Action - Enter the one character ACTION Code.
> A - ADD a new record
> C - CHANGE an existing record
> D - DELETE an existing record
> N - Next Record
> R-   Recalls a record

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SUBJECT: PROFILES: SECURITY

96A AND 96B SECURITY PROFILES

CONTROL KEY:

User ID - Enter up to eight character USER ID. The User ID is assigned by the system manager for online access. For batch interfaces, the User ID is assigned by the system manager.

User Class - Enter the two digit USER CLASS. This must exist in the D66 User Class Profile. Each User Class identifies up to seven Transaction Codes, or ranges of Transaction Codes. There are also seven Action Codes that are shown on the D66 that are currently not being used.

USER LEVEL SECURITY:

Agency - Enter the three character AGENCY Code, which identifies the agency for which the user may perform system functions. It must be 000 or exist in the D02 Agency Profile. (This is the batch default agency, and is known as the Batch Agency).

If ACCOUNTING TRANS code is 2 or 4, then the operator will be allowed to access multiple agencies in AGENCY RANGE I & RANGE 2. If ACCOUNTING TRANSACTION Code is I or 3, then the operator will be allowed access to the agency coded in the Security Agency field below.

If further restriction is desired both SECURITY ORGs must be coded. These fields are only used if an operator has access to a single agency, and if the user's activities need to be restricted to an organization level lower than Agency. This will limit reporting, transaction input, and financial inquiries where Agency and Organization Code is in the key.

Name - Enter the USER NAME, up to 20 characters.

ACTION LEVEL SECURITY:

Accounting Trans - Enter the one digit ACCOUNTING TRANSACTION indicator. The valid values are:
Blank **-** No access to accounting transactions, inquiry only.
0 - Inquire only for Security Agency or Batch Agency.
1 - Entry and changes allowed for Security Agency or Batch Agency.
2 - Entry and changes allowed for agencies specified in Agency Ranges.
3 - Same authorization as '1' plus ability to change transactions on approved documents for Security Agency. GAO use only.

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4 -   Same authorization as '2' plus ability to change transactions on approved documents for Batch Agency, Security Agency and agencies specified in Agency Ranges. GAO use only.

Batch Edit Mode - Enter the allowable BATCH EDIT MODES for the user:
0 - User can only use Edit Mode of '0'. Transactions are captured, but not edited or posted until released to a batch cycle.
1 - User can use Edit Modes of '0' or '1', (default is '1'). Performs data edits online, but does not post until released to a batch cycle.
2 - User can use Edit Modes of '0', '1' or '2', (default is '2').   Edits and posts online.

Release Flag - Enter the one digit RELEASE FLAG code. Valid values are:
 0 - User cannot release batches online.
 1 - User can release batches online.

Disbursement Method - Enter the one digit DISBURSEMENT METHOD indicator (DMI) as follows:
Blank - Cannot enter a DMI on accounting transactions.
0 - Can enter 'H' (hold) DMI.
1 - Can enter 'H' (hold) and 'M' (manual) DMI.
2 - Can enter 'H' (hold), 'M' (manual), and 'R' (release).
3 - Can enter 'H' (hold), 'M' (manual), 'R' (release), and 'E' (expedite).

Work Hour - Enter the range of hours that the user can access the system.
Maximum range allowed is:
          0000 –2400
This is the default and the field is not currently being used.

Work Day – This defaults to 'A', Any Day, but this field is not currently being used.

Agency Range 1 - Enter an AGENCY RANGE 1, consisting of two 3-digit AGENCY codes. This identifies the agencies to which the user is restricted for entering accounting transactions, performing profile maintenance, viewing financial data, and changing accounting transactions on approved documents. The 'Agency From' must be less than the 'Agency To'. If the Accounting Trans Ind = 1 or 3, this field is not allowed. If the Accounting Trans Ind = 2 or 4, this field is required and must be greater than '000'. Must be blank if either Sec Org is entered (i.e., either Agency Ranges or Organization Codes may be entered, but not both).

Agency Range 2 - Enter an AGENCY RANGE 2, consisting of two 3-digit AGENCY codes. This identifies the agencies to which the user is restricted for entering accounting transactions, performing profile maintenance, viewing financial data, and changing

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accounting transactions on approved documents. The 'Agency From' must be less than the 'Agency To'. If the Accounting Trans Ind = I or 3, this field is not allowed. If the Accounting Trans Ind = 2 or 4, this field is optional, but Agency Range 1 is required. This field must be blank if either Sec Org is entered. Agency Ranges or Organization codes may be entered, but not both.

Printer ID - This field is not currently used.

Security Agency - Enter a three digit SECURITY AGENCY, which must either be '000' or exist in the D02 Agency Profile. This is the default agency for accounting transactions, profile maintenance and financial inquiry. The value '000' is required if the Accounting Trans Ind value is 2 or 4 for a range of Agencies.

Default Action Code Agency – This field is not currently used.

Default Action Code - This field is not currently used.

Security Org - Enter a four digit ORGANIZATION CODE that identifies the organization within the agency that access is desired. The ORGANIZATION CODE must exist in the D03 Organization Code Profile. If entered, the user is restricted, to the organization represented by the ORGANIZATION CODE and all levels below that ORGANIZATION CODE. Additionally, the SECURITY AGENCY must be entered. Must be blank if either Agency Range is entered. If an additional organizational restriction is required, another ORGANIZATION CODE can be entered in the second security organization field. Must be blank if either Agency Range is entered.

Prior Mo Post Ind - Enter the one digit indicator to determine whether the user can post transactions to the prior accounting month:
Y - The user is allowed to post transactions to the prior accounting month
N - The user is NOT allowed to post transactions to the prior accounting month

Prior Yr Post Ind - Enter the one digit indicator to determine whether the user can post transactions to the prior year:
Y - The user is allowed to post transactions to the prior year
N - The user is NOT allowed to post transactions to the prior year

Fund Override - Enter the FUND OVERRIDE indicator:
Blank - No fund override allowed
1 - User may override budgetary and cash controls on financial transactions. The authority to use Fund Override should be restricted.
2 - User may override duplicate invoices. The authority to use Fund Override should be restricted.

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3 - User may override budgetary and cash controls on financial transactions and duplicate invoices. The authority to use Fund Override should be restricted.

Status Code - Enter a one character STATUS CODE as follows:
A - Active
 I - Inactive
This code will default to an Active status if not entered. It may be used to inactivate profiles no longer in use.

Eff Start Date - Enter the eight digit EFFECTIVE START DATE (MMDDYYYY format), which identifies when the User ID becomes effective, for the specific user class. This field can be left blank. It will default to the current system date.

Eff End Date - Enter the eight digit EFFECTIVE END DATE (MMDDYYYY format), which identifies when the User ID is no longer effective. This field can be left blank.

96B Profile

This profile is used to control the user's access to the AFIS screens. When a user is added for the first time using 96A, if the record is recalled immediately following the action to 'A' add, then the profile will be prefilled with the value '0'.

```
ARIZ  S96B        UNIFORM STATEWIDE ACCOUNTING SYSTEM   03/23/01 04:44 PM
LINK TO:                SECURITY PROFILE               STAG
ACTIVE
ACTION: R  (C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
USER ID/CLASS: GAO123  01  AGY: AAA  NAME: SHOW PROFILE
FUNCTIONS:
 D01 0  D02 0  D03 0  D04 0  D05 0  D06 0  D08 0  D09 0  D10 0  D11 0  D12 0
 D13 0  D14 0  D15 0  D16 0  D17 0  D18 0  D19 0  D20 0  D21 0  D22 0  D23 0
 D24 0  D25 0  D26 0  D27 0  D28 0  D29 0  D30 0  D31 0  D32 0  D33 0  D34 0
 D35 0  D36 0  D37 0  D38 0  D40 0  D42 0  D44 0  D45 0  D46 0  D47 0  XXX
 D48 0  D49 0  D51 0  HRS0  D53 0  D54 0  D61 0  D62 0  D63 0  D64 0  D66 0
 D71 0  D80 0  D90 0  D91 0  D93 0  D94 0  D95 0  D96 0  D97 0  76A 0  XXX
 001 0  XXX   XXX   04A 0  005 0  006 0  007 0  008 0  XXX   XXX   XXX
 XXX   020 0  022 0  024 0  025 0  026 0  027 0  28A 0  28B 0  029 0  030 0
 031 0  033 0  034 0  035 0  036 0  037 0  038 0  039 0  041 0  042 0  043 0
 044 0  045 0  046 0  047 0  048 0  049 0  051 0  052 0  053 0  056 0  057 0
 058 0  061 0  062 0  063 0  064 0  065 0  066 0  068 0  069 0  070 0  071 0
 072 0  073 0  074 0  075 0  076 0  077 0  078 0  079 0  080 0  081 0  082 0
 083 0  084 0  085 0  086 0  087 0  088 0  090 0  091 0  092 0  093 0  094 0
 XXX   095 0  096 0  097 0  100 0  101 0  515 0  540 0  550 0  560 0  XXX
 EFF START DATE: 04121999  EFF END DATE:       LAST PROC DATE: 12212000
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

 F1-HELP  F3-END  F4-INTERRUPT  F6-PROCESS  F7-SECURITY
```

DATA ELEMENT

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Enter Action - Enter the one character ACTION Code.

A - ADD a new record

C - CHANGE an existing record

D - DELETE an existing record

N - Next Record

R - Recalls a record

Screen Values:

0-   Inquiry Only

1-   Inquiry, Add, and Change

2-   Inquiry, Add, Change, and Delete

EXCEPTION TO SCREEN VALUES:

S024 and S026:

1 - Inquiry, Add and Change on S024 and S026
    Inquiry only for S24A, S24B, S26A and S26B

2 - Inquiry, Add, Change and Delete on S024 and S026
    Inquiry only for S24A, S24B, S26A and S26B

3 - Inquiry, Add, Change and Delete, on S24A and S26A
    Inquiry and Add on S24B and S26B
    Inquiry only on S024 and S026

4 - Inquiry, Add, Change and Delete, on S024, S24A, S026 and S26A
    Inquiry and Add on S24B and S26B

S044:

1 – Inquiry, Add and Change (GAO use only)

2 – Inquiry, Add, Change and Delete (GAO use only)

3 – Same as 2 above, plus cancel ACH payment (GAO use only)

4 - Same as 2 above, plus update ACH payment records for refused reversals (GAO use only). (Note: Cannot cancel ACH payments).

S047 and S047H:

0 – Inquiry only to S47 and S47H

S047

1 – Inquiry, Add and Change (GAO use only)

2 - Inquiry, Add, Change, and Delete (GAO use only)

3 – Same as 2 above, plus change ACH status from 'P' (paid) to 'V' (reversed) and V to P. (GAO use only)

4 – Same as 3 above plus change ACH payment status from 'L' (approve reverse) to 'P' (paid). (GAO use only)

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HRS

0 - Inquiry all three screens H01, H02, and H03.

1 - Inquiry, Add, and Change all three screens H01, H02, and H03.

2 - Inquiry, Add, and Change all three screens H01, H02, and H03. No deletion allowed.

Eff Start Date - Enter the eight digit EFFECTIVE START DATE (MMDDYYYY format), which identifies when the User ID becomes effective for the specific user class. This field can be left blank. It will default to the current system date.

Eff End Date - Enter the eight digit EFFECTIVE END DATE (MMDDYYYY format), which identifies when the User ID is no longer effective. This field can be left blank.