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SUBJECT: RECONCILIATION: DAILY

INTRODUCTION

This Section of the AFIS Reference Guide is to provide the users with appropriate procedures and methods for daily reconciliation for various types of transactions entered into AFIS. The Arizona Accounting Manual states:

> "Each agency must reconcile its internal accounting records to the State Accounting System (AFIS) at least monthly. This reconciliation must be documented."
>
> Section II, Page A-1

Control Reports are essential elements of this internal control policy and have been developed to provide the following to the users in:

- **VERIFYING INPUT DATA**
- **DAILY RECONCILIATION**
- **AUDIT TRAIL**

Below is a list of recommended reports that the General Accounting Office (GAO) has determined to be essential in the daily reconciliation process. These reports are described in detail in the following pages of this Section along with steps to follow during the reconciliation. The recommended reports give adequate tracking in three significant areas:

Payroll	-	DAFR1161, Daily Payroll Control (TC 850's)
AFIS Transactions	-	DAFR2011, Batches to be Deleted
		DAFR2021, Batch Document Tracking Update
		DAFR2151, USAS Error Report
		DAFR2261, Daily History Detail Report
		DAFR2521, Daily Reconciliation Report - by Batch ID
		DAFR3651, Warrant Register by Agency
Fixed Assets	-	DAFR4441, Fixed Asset Suspense Activity

Agencies should perform reconciliations on a daily basis to ensure proper fund management.

Keep in mind, there are several other Control Reports that are requestable. Please refer to Appendix F.

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TRANSACTION PROCESSING & NIGHTLY BATCH CYCLES

TRANSACTION PROCESSING

During the nightly batch run many programs are executed to: validate transactions to either post them to the various financial tables or to reject them; generate the Control reports to reflect the actions taken; and post the completed transactions to the History file. All transactions require four basic steps except the claims which require five steps for a complete process. Some of these steps can take place on-line in a real time mode or in batch depending on the edit mode of the transactions. Some steps can take place only during the batch processing. These steps are:

1. Validation (on-line or batch)
2. Posting to the financial tables (on-line or batch)
3. Approval Date assignment (batch only)
4. Warrant Number assignment - for claims only (batch only)
5. Posting to the History file (batch only)

1. VALIDATION

All transactions entered on-line or processed in batch go through two types of validations:

A. **Data Element Validations**
   All data elements on the transactions are validated to ensure that only proper data is entered. In this process, the format of the data is validated (such as numeric or alpha fields). If the data field is a profile driven field (such as PCA or Index), the profile is checked for status and effective date.

B. **Balance Checking Validation**
   Before a transaction is posted to the financial tables, the profiles are checked to determine the type of controls (such as appropriated or non-appropriated) and the level of controls (such as appropriated lump sum or line item). Then, the balances depending on the controls are checked. Some examples of the balances being checked are:
   - Cash Balance
   - Appropriation Balance
   - Appropriation Allotment Balance
   - Agency Budget Balance
   - Agency Budget Allotment Balance
   - Grant Expendable Budget Balance
   - Document Balance (for encumbrances/pre-encumbrances and receivables)
   - Others

   The graph on the next page summarizes these steps:

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TRANSACTION PROCESSING & NIGHTLY BATCH CYCLES

Edit and Validation Process
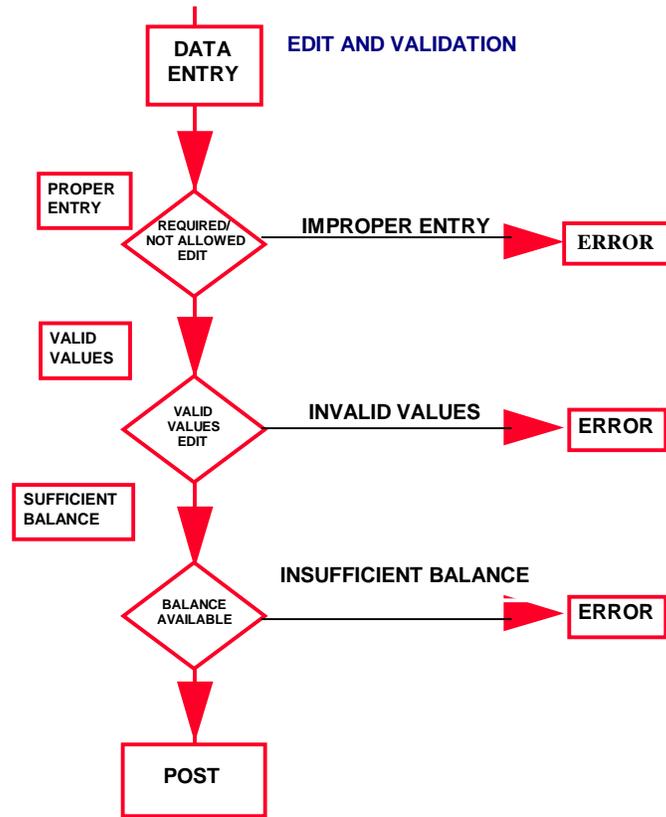
2. POSTING TO THE FINANCIAL TABLES

Transactions post to various financial tables in AFIS. Not all transactions post to every table. The posting is dependent upon the elements (entered or looked up) used on the transactions and the posting rules on the Transaction Code Decision Profile (S28A). Below is a list of Financial tables:

- Accounting Event (All Transactions)
- General Ledger & General Ledger Detail (All Transactions)
- Appropriation (Transaction Dependent)
- Agency Budget (Transaction Dependent)
- Cash Control (Transaction Dependent)
- Grant (Transaction Dependent)
- Project (Transaction Dependent)
- Contract (Transaction Dependent)
- Agency Fund (Transaction Dependent)
- Document (Transaction Dependent)

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TRANSACTION PROCESSING & NIGHTLY BATCH CYCLES

Certain financial tables are used for balance checking to ensure that there is sufficient funding (Appropriation, Allotment, Agency Budget, Cash, etc.) before a transaction is posted. The balance checking is based on the levels and types of control maintained in various profiles and the balance types in the financial tables used in the algorithms. After the transactions pass the balance checking routine, they will post to the financial tables.

There are many other tables in which certain financial information is maintained. However, these tables only get updated through various batch programs not the transaction processing programs. Examples of these tables are: MIS and Cumulative Payment.

3. <u>APPROVAL DATE ASSIGNMENT</u>

Every transaction receives an <u>Approval Date</u> after it is released and successfully posted. The Approval Date is assigned to the transactions during the nightly batch process. The date assigned is the System Management Current Effective Date which is the date of the nightly batch run. A transaction with an Approval Date is known as a fully posted transaction.

4. <u>WARRANT NUMBER ASSIGNMENT</u>

After the claim transactions are fully posted, they are read into the Payment Processing file before warrants can be issued for them. In this process the system performs various edits:
- Due date must be the same or less than the System Management Current Effective Date.
- There must be sufficient cash at all the control levels. These levels may be:
  - ° Appropriated Fund or
  - ° Fund or
  - ° Fund & Grant or
  - ° Fund, Grant & Phase
- Payment Distribution Type (PDT) is used to determine how the transactions for a vendor/mail code should be combined to issue a warrant. All these transactions must successfully pass the Cash edit, otherwise, the warrant for that vendor will not be issued. (This is explained in detail in Chapter IV, the Payment Processing Chapter of the AFIS Reference Guide.)
- All transactions within one document for the same vendor must be fully posted. Otherwise, no warrant will be issued for that document.

After the claims pass all the edits in the Payment Processing, the warrants for those claims will be issued. All the files (Accounting Event, Internal Transaction File (IT), Payment Control & Payment Cancellation) will be updated to reflect this action.

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TRANSACTION PROCESSING & NIGHTLY BATCH CYCLES

5. <u>POSTING TO THE HISTORY FILE</u>

This is the final step in the transaction processing cycle. All transactions, with the exception of the claims, can now post to the History file. Before claims can get posted to the History file, they must go through Warrant Number Assignment Process. Therefore, fully posted claims with warrant numbers will be posted to the History file.

NIGHTLY BATCH CYCLES

All transactions go through the nightly batch process before they are posted to the History file. The transactions that are entered on-line and released along with the interface transactions are processed through the batch processing. The batch programs are run under various job streams to ensure proper flow of inputs and outputs and as well as maximizing efficiency and minimizing the run time. These job streams are:

1. Subsystems
   - Warrant Reconciliation
   - Fixed Assets
   - Cost Allocation
   - Labor Distribution
   - Recurring Transactions
2. First Input Edit Update (IEU 1)
3. Payment Processing
4. Second Input Edit Update (IEU 2)
5. Reporting

The Transaction Processing Cycle charts on the following pages summarize the steps that are taken during transaction processing that were previously described in this section.

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TRANSACTION PROCESSING & NIGHTLY BATCH CYCLES

TRANSACTION PROCESSING CYCLE

DATA ELEMENT VALIDATION

NO / YES — PASSES VALIDATION ?

BALANCE CHECKING

NO / YES — SUFFICIENT BALANCE?

POST TO FINANCIAL FILES & ASSIGN APPROVAL DATE

GO BACK TO THE IT FILE

YES / NO — IS TRANS A CLAIM ?

PROCESSED BY PAYMENT PROCESSING

POST TO HISTORY FILE

NO / YES — IS WARRANT ASSIGNED?

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AFIS DAILY RECONCILIATION REPORTS

Overview: Once transactions are entered into the system, transaction processing cycles take place each night. These cycles are referred to as Batch Processing. Batch Processing contains two cycles and four sets of processes. During each process the system generates a series of Control Reports. These Control Reports will be discussed under RECONCILIATION on page C-5 of this section. Below is an outline of the Batch Processing followed by a detailed discussion of activities involved during each cycle.

    a) Cycles:
        (1) First Input Edit Update (IEU 1)
        (2) Second Input Edit Update (IEU 2)
    b) Sets of Processes (Listed in the chronological order):
        (1) Subsystems
- Warrant Reconciliation
- Cost Allocation
- Fixed Assets
- Recurring Transactions
- Labor Distribution

        (2) First Input Edit Update (IEU 1)
        (3) Payment Processing
        (4) Second Input Edit Update (IEU 2)

Note: The two IEU reports can be distinguished by the cycle number located in the upper left hand corner of the report. Cycle 1 ends in an odd number, and Cycle 2 ends in an even number.

The transaction process begins with the Internal Transaction (IT) File. The IT File contains all transactions entered into the system in edit mode '0', '1', or '2' and those having edit mode '3' or '4' due to problems occurring during batch processing. All transactions entered through batch interface have edit mode of '0'. Descriptions of these edit modes are as follows:

'0' Data is not edited or posted during the on-line processing. Validation of data and posting to the financial tables occur during the Input Edit Update (IEU) each evening.

'1' Data is edited against the profiles during on-line processing but not posted to the financial tables. The posting takes place during the nightly IEU.

'2' Data is edited against the profiles and posted to the financial tables on-line in real-time mode.

'3' Data that was originally entered in Edit Mode 0 or 1 but an error was detected during IEU.

'4' Data is valid but not posted to the history file as in the case of a warrant not issued. Data that was originally entered in Edit Mode '0' or '1' and successfully posted to the files but no warrant has been issued.

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AFIS DAILY RECONCILIATION REPORTS

The IEU 1 reads the IT File and selects all transactions that have batch status of 'R' (Released) or 'P' (Posted). It then validates all transactions with Edit Modes (EM) of '0' , '1', and '3', posts or rejects, and if successfully posted, assigns an Approval Date. Control Reports are printed for Cycle 1 and the IT History File is updated. Also, the rejected transactions remain in EM '3' and are rewritten to the new IT File. This new IT File is built of transactions with the following edit mode and batch status combinations.

EDIT MODE	STATUS
'0'	'H'
'1'	'H'
'2'	'H', 'P'
'3'	'H'
'4'	'P'

Payment Processing then takes place for all claims. The system reads the IT File and selects transactions with Warrant Writing Indicator of '1' (indicator given for each Transaction Code (TC) indicating if the TC is to generate a warrant), batch status of 'P' and with Approval Date. It then checks the cash balance and due date. All successful payment transactions are then combined based on the PDT (Payment Distribution Type) and warrants are issued.

Payment Processing also generates liquidation TC's and Warrant Cancellation TC's. Following these transactions, the updates to the IT File, Accounting Event (AE) File, Payment Control, Payment Cancel Tables are done.

The IEU 2 reads the IT File and selects all transactions that have batch status of 'P' (Posted). It then validates, posts or rejects. If successfully posted, the transactions are assigned an Approval Date. The IT History File is then updated for all claims and other transactions posted during IEU 2, and a new IT File is built with transactions that remain on error. The same Edit Mode and Status combinations can be given to batches on error in the IEU 2 as were given in IEU 1 (see above list). Reports and Microfiche are then printed for Cycle 2.

Refer to the next two pages for a visual view of these activities.

AFIS DAILY RECONCILIATION REPORTS

BATCH PROCESSING

```
KEY
IN   = INTERFACE
IT   = INTERNAL
       TRANSACTION
AE  = ACCOUNTING
       EVENT
FIN = FINANCIAL
HY  = HISTORY
```

IN FILE ──────▶ IT FILE

PASS VALIDATION

    YES   NO

AE & OTHER FIN FILES

NEEDS WARRANT

  NO   YES

WARRANT ISSUED

  YES   NO

HY FILE   **NEW IT FILE**
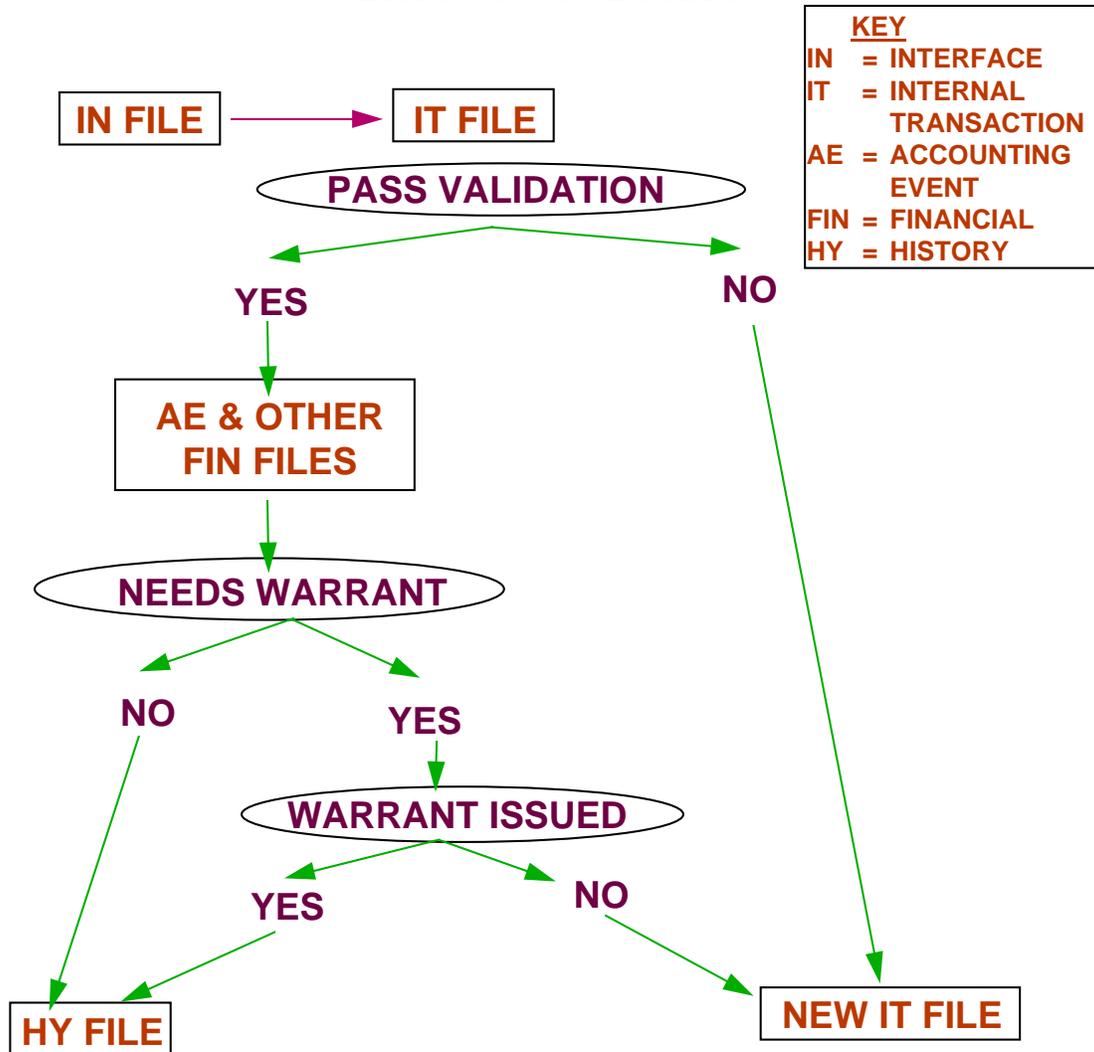
EDIT MODE	APPROVAL DATE	WARRANT NO	FILE
0	----	-----	IT
1	----	-----	IT
2	NO	-----	IT & AE
2	YES	NO	IT & AE
2	YES	YES	AE & HY
3	-----	------	IT
4	YES	NO	IT & AE
4	YES	YES	AE & HY

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BATCH PROCESSING

BEFORE BATCH PROCESS			AFTER BATCH PROCESS		
EDIT MODE	BATCH STATUS		EDIT MODE	WARRANT NUMBER	BATCH STATUS
0	H		0	-----	H
0	R		3	-----	H
			4	NO	P
1	H		1	-----	H
1	R		3 ERROR	-----	H
			4 GOOD	NO	P
2	H		2	-----	H
2	P		2	NO	P
3	H		3	-----	H
3	R		3 ERROR	-----	H
			4 GOOD	NO	P
4	P		4	NO	P

KEY
H = HOLD
R = RELEASED.
P = POSTED

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AFIS DAILY RECONCILIATION REPORTS

RECONCILIATION

The daily reconciliation can be accomplished through a two part process. These parts are:

        a) Reconciling Documents/Transactions (all transactions)
        b) Reconciling Warrants

Refer to the Report Definition Section for in-depth descriptions of each report discussed below. This section starts on page D-1

a) Reconciling Documents/Transactions (all transactions)

To reconcile documents or/and transactions you must devise some form of tracking and monitoring mechanism, such as maintaining a batch log that shows the following elements:

1. Batch ID
2. Batch Amount (total of the absolute amount of all transactions with the batch)
3. Batch Count (number of transactions within a batch)
4. Document ID
5. Document Amount (total of the absolute amount of all transactions within the document)
    6. Document Count (number of transactions within a document)
7. Date of Submission or On-Line Data Entry
8. Resolution Date (transactions successfully processed or deleted)
9. Resolution Status ('P' for processed and 'D' for deleted)

Note: A blank sample of this form can be found in Appendix D. There is also one as an example in Appendix E.

In addition to the Batch Log, you need to maintain the source documents. The log can then be used in the reconciliation process by verifying that each transaction on it successfully completes. The following steps should be taken in your reconciliation process. The detail description of each report will follow in this Chapter, Section 1-D:

Step 1: Begin your reconciliation with the **DAFR2521, Daily Reconciliation Report - by Batch ID** (see pages D-19 thru D-23). Compare your log with this report. Each of the batches on your log should be on the report if entered into system. This holds true for the reverse, each of the batches on the report should also be on your log, except for batches that are system generated. Determine if each batch was released the night of the run by using the left 'S' (Status) column. This column can verify whether the batch was released for processing or the batch was left on hold. If the batch was released, it would have a 'P' (Posted) or 'R' (Released) in this 'S' (Status) column. Next, determine the completion of each

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transaction by looking at the 'Output' columns of this report or in the last two lines on the left side of the report under Agency XXX entitled 'Tot Del from DAFRM201/DAFM206' and 'Tot Rej from DAFM202'. This will determine which of the following reports will need to be looked at next for detail reconciliation process.

⇒ Transactions that are listed in the 'Input, Read From Interface' column and had an error occur during the interface (such as, batch does not balance or the batch or document number is not unique) will be totaled together. This total will be provided in the bottom left, 'Tot Rej From DAFM202'.   These would also be shown in DAFR2021, Batch Document Tracking Update. Please go to Step 2 for further instruction on this type of transaction.

⇒ Deleted transactions are totaled together. This total will be given in the bottom left 'Tot Del from DAFM201/DAFM206' on the DAFR2521. If a batch header is deleted and was originally entered in edit mode of 1, a 'D' (Delete) will be in the left 'S' (Status) column. The detail for these transactions will be given in DAFR2011, USAS Batches to be Deleted Report. Please go to Step 3 for further instruction on this type of transactions.

⇒ Transactions in the 'Output, New IT File' column with a status of 'H' (Hold) and edit mode of '3' did not complete successfully and will be on DAFR2151, USAS Error Report. Please go to Step 4 for further instruction. Transactions in the 'Output, New IT File' column with a status of 'P' (Posted) and edit mode of '4' or '2' (pending claims for insufficient cash or future due dates) will <u>not</u> go to any other report. Please go to Step 9 for further instruction

⇒ If the transaction is in the 'Posted to History' column, it completed successfully and will be on DAFR2261, Daily History Detail Report. Please go to Step 5 for further instruction.

⇒ All Payroll, Batch Type '9', should then be reconciled with DAFR1161, Daily Payroll Control (TC 850's) Report. Please go to Step 6 for further instruction.

Step 2: DAFR2021, Batch Document Tracking Update (see pages D7 thru D9), shows tracked documents and batches that were submitted via the interface and were not in balance or not unique. This would occur **only for interfaced transactions**. Any non-unique documents or batches will not advance to further process. Therefore, they must be resubmitted with new numbers. Once this is done and the batch is re-released, continue to Step 10.

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Step 3: DAFR2011, USAS Batches to be Deleted Report (see pages D-4 thru D-6), contains all the transactions that were marked for deletion. Verify that the proper transactions were deleted and for the correct amount. Fill in the Resolution columns of your log as of the date the deletion took place and with a status of 'D', Deleted. Retain this report along with the source documents for record maintenance. This report only shows transactions that have been deleted if the Edit Mode was 0, 1, or 3. Transactions entered in edit mode '2' that were deleted will not be shown on this report or any other due to the posting to the financial tables on-line in a real-time mode. System generated transactions seldom show up on this report due to their nature.

Step 4: DAFR2151, USAS Error Report (see pages D-10 thru D-13), contains transactions that have errors. Error codes that start with a 'K' or 'J' are warning messages and do not keep the transaction from processing. 'K' errors should be reviewed to determine if changes need to be made to profiles to prevent the error from reoccurring. 'J' errors are notices that a specific value was looked up and therefore nothing needs to be corrected. All other errors will keep the transaction from processing. These must be corrected and re-released to get the transaction to completely post to History File. These transactions can also be seen in Screen 'S530', View Batch Headers. To identify the error, refer to the last page of the report for the error description. Screen 'S090' in AFIS, News/Help Table, will give detail explanation of errors. Every transaction that is on error (edit mode '3') in the 'New IT File' column of DAFR2521, should also be listed on this report if the batch was released for processing. Once the problem is corrected, have the transaction re-released either by your agency, or GAO. This would depend on who has the authority for each transaction. However, some transactions with edit mode '3' are re-released automatically by the system (i.e., deposits and payroll). Once this is done, continue to Step 10.

Note: For the transactions to appear on the DAFR2151, it must have been released the previous business day and go on error. Therefore, if a transaction went on error and was not corrected nor re-released by the next night, the transaction would not show on the next day's DAFR2151. It would have to be re-released and continue to have a problem for it to print on this report.

Step 5: DAFR2261, Daily History Detail Report (see pages D-14 thru D-18), contains all those transactions that are listed in the 'Output, Posted to History' column of the DAFR2521, Daily Reconciliation Report. This report, DAFR2261, should be verified against your log to determine if the correct Batch ID, Document ID, and Batch/Document Count and Amount processed. Also, verify that the report matches source documents (or your log if it contains this information) for the following elements: TC, PCA, Index, Appn #, Fund #, Cobj, Amount, Grant, Project, Vendor, and etc.. Fill in the Resolution columns of your log as of the date the posting took place and with a status of 'P' (Posted), if all information is

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correct and the transaction is not a claim. Claims and system generated transactions do not show up in Cycle 1. Therefore, it will only be in Cycle 2 (the report with the even number cycle) that you can verify if a claim generated a warrant. If a warrant is not produced, the claim will <u>not</u> be on this report (Cycle 1 or 2). Please, refer to Step 8 for further instruction regarding warrant generating of a claim. Likewise, all system generated transactions are processed during Cycle 2, and will only be shown in the Cycle 2 report.

Note: 1) DAFR2251, Posted Transaction Detail Report is very similar to DAFR2261, except DAFR2251 only includes those transactions entered in edit mode 0 or 1 or was previously on error (edit mode of 3) that were successfully posted. 2) This report does include payroll transactions along with many other types of transactions.

Step 6: DAFR1161, Daily Payroll Control (TC 850's) (see pages D-1 thru D-3), is an excellent report to specifically reconcile payroll transactions. Please refer to this Chapter's Section 2 for further details on payroll reconciliation. It is noted that payroll should be reconciled every time payroll is run for your agency as normal or supplementals.

Step 7: DAFR4441, Fixed Asset Suspense Activity (see pages D-27 thru D-29), can be used to verify all source documents which reference a property number. Verify that the correct property number, Index, PCA, and amounts are used. Also, verify that all transactions are error free. This report is only generated each time the Suspense File reconciliation process is run, normally each Friday night. It serves as an error activity and posted transaction activity report. Please refer to the Fixed Asset Chapter of this AFIS Reference Guide, which will be issued in the near future.

b) Reconciling Warrants

Step 8: Compare **DAFR3651, Warrant Register by Agency** (see pages D-24 thru D-26), with the claims listed on your log that posted to history and therefore printed on DAFR2261, Daily History Detail Report. This verifies that a warrant was generated for each claim document. If a claim was not generated, please go to Step 9. For those that did generate a warrant, verify that the warrant is to the correct vendor and for the correct amount. If it is <u>not</u> correct, contact AWR (Arizona Warrant Reconciliation) Section at the General Accounting to cancel this incorrect warrant. Then issue a new warrant. If it is correct, fill in the Resolution columns of your log as of the date the posting took place and with a status of 'P' (Posted).

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Step 9: To investigate the cause for a claim not generating a warrant, refer back to DAFR2521, Daily Reconciliation Report. The 'S' (Status) and 'EM' (Edit Mode) columns will show batches with status of 'P' and edit mode of '4' or '2', indicating insufficient cash of the Fund and/or Grant or a future due date. Keep in mind, only one line of the batch could have this problem. Although there may be one line with the error, the remaining lines may not generate warrants. Refer to DAFR2151, USAS Error Report, to decipher which line of the batch is causing the problem. To clear up the problem, look at Screen 'S057', Cash Control Summary Inquiry, to verify the cash balance for the Fund. Also, look at Screen 'S063', Cash Control Record Inquiry, to verify the cash balance for the Fund and Grant, if Grant was: 1) used, 2) posted to the Cash Control Table, and 3) set at fatal cash control. If the cash balance is not causing the problem, check the due date of the claim in the Internal Transaction (IT) File. This can be done by choosing 'D' from the main menu, 53 from the Financial Transaction Data Entry Menu, and selecting the batch that is on error. Once the cash problem is resolved or the system reaches the future date, it will be necessary to start the reconciliation process over again.

Step 10: The next day, follow all steps given above that apply for both the documents that were re-released and those that were released for the first time during this current day. For more detail regarding Payment Processing, please refer to the Payment Processing section of this Reference Guide, Chapter IV.

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