AFIS DAILY RECONCILIATION REPORTS

DAFR1161, Daily Payroll Control (TC 850's)

Purpose: This report details all payroll (TC 850) transactions in AFIS including both posted transactions and errors that have not cleared yet. The posted transactions will appear the first night only. Errors will remain on the report until they have been resolved. Therefore, the report lists errors for multiple pay days. Also included is a description of the errors.

Example: The sample DAFR1161 lists nine transactions that went on error when the system tried to process during Cycle 1. After the list of transactions, a List of Errors is provided. This describes the error codes given in the last column of the report.

The first five transactions have the error code, EDK, Comp Obj Not Incl-20. The last 4 transactions have the error code, EA6, C Obj Not in D10. For further description, refer to Screen 'S090'. Recall the error code by typing an 'R' in the Action field and 'EDK' or 'EA6' in the Keyword field. One can then determine the cause of the error. 'EDK' is due to the Comptroller Object, 6101, not being included in the Appropriation profile, 'S020', for this Appropriation. 'EA6' is due to the Comptroller Object Code, 6114, not in the Comptroller Object Code Profile, 'SD10', at the time the transactions were attempting to process.

If the error is due to insufficient cash, allotment or appropriation, immediate action is required to free up necessary monies. Contact your AFIS Agency Liaison for assistance. If the error requires correction of the transaction, as in this example, make all necessary changes on the DAFR1161. Choose one of the following methods to notify the Department of Administration/General Accounting Office - Payroll Unit.

Error Correction
- Call (602) 542-2098, identify yourself and your agency, and explain in detail what the error(s) is (are) and how the situation should be resolved.
- Fax the copies of your corrections. The fax number is (602) 542-7066. Call (602) 542-2098 first and advise DOA/GAO - Payroll of the incoming fax.
- Mail - the copies of your corrections to:
  DOA/GAO - Payroll Unit
  1700 W. Washington, Room 282
  Phoenix, AZ 85007

The report sample and Field Descriptions are on the next pages.

AFIS DAILY RECONCILIATION REPORTS

```
DAFR1161 CDA USAS 01        *****          USAS OPERATIONS CONTROL          ****************************AGCY NUMBER   CDA
08/23/96 (10.00) CYCLE 2045 ************   DAILY PAYROLL CONTROL (TC850'S)  ***********************************   PAGE       9
09/01/95 (SYS MGMT EFFECTIVE DATE)

*****************************************************BATCH**************************POSTED ***************IN SYSTEM*************
PAY END                                                                                                           ERROR CODES
 DATE    COBJ INDEX PCA  GRANT PH AGY  DATE    TYP NO  SEQ   DOC NO   R    AMOUNT     AMOUNT
******************************************************************************************************************************

08/30/95 6101 10320 31300          CDA 08/30/95  9  001 00004 80000001        450.00 EDK
08/30/95 6101 10320 31300          CDA 08/30/95  9  001 00003 80000001        500.00 EDK
08/30/95 6101 10320 31300          CDA 08/30/95  9  001 00002 80000001        326.00 EDK
08/30/95 6101 10320 31300          CDA 08/30/95  9  001 00005 80000001        321.00 EDK
08/30/95 6101 10320 31300          CDA 08/30/95  9  001 00001 80000001        532.00 EDK
08/30/95 6114 10320 31300          CDA 08/30/95  9  002 00001 80000002        623.00 EA6
08/30/95 6114 10320 31300          CDA 08/30/95  9  002 00003 80000002        111.00 EA6
08/30/95 6114 10320 31300          CDA 08/30/85  9  002 00002 80000002        326.00 EA6
08/30/95 6114 10320 31300          CDA 08/30/95  9  002 00004 80000002        123.00 EA6

                         LIST OF ERRORS

EDK  COMP OBJ NOT INCL-20           EA6   C OBJ NOT IN D10
```

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SUBJECT: RECONCILIATION: DAILY

AFIS DAILY RECONCILIATION REPORTS

Field Descriptions:

Pay End Date	Pay period ending date.
Cobj	The comptroller object code.
Index	Identifies certain accounting elements in AFIS. Is used to infer the organizational structure.
PCA	The *Program Cost Account* is used to infer the program structure.
Grant Ph	The grant number and phase.
Batch Agy	The batch agency.
Date	The batch date.
Typ	The batch type.
No	The batch number.
Seq	The batch sequence number.
Doc No	The transaction and line number.
R	Indicates whether the transaction is to have a *reverse* accounting impact (e.g., credit cash instead of debiting cash). Valid codes are:

        R   = Transaction reversed

        Blank = Not applicable

Posted Amount	The amount of the line of the transaction that was posted.
In System Amount	The amount of the line of the transaction that went on error.
Error Codes	Codes for description of error. Up to 3 may be given.

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SUBJECT: RECONCILIATION: DAILY

AFIS DAILY RECONCILIATION REPORTS

DAFR2011, Batches to be Deleted

Purpose: This control report identifies batches in AFIS that have been deleted during the job run. These batches were marked by the user for deletion. This report is run daily during Cycle 1.

Example: The sample report lists three deposit batches. The batch sequence number '00000' denotes the deletion of the batch header. This line also identifies the total number of lines and total dollar amount of the batch.   The subsequent records provide a breakdown of the transactions that were deleted within the batch by sequence number. The first batch's sequence '00000' does not list the count that was deleted because the batch header had '0' count and '0' amount entered.   The second batch's sequence 00000 does have the count and amount because this information was entered. The third batch does not have sequence '00000'. This is because only one line of the batch was deleted; the rest of the batch processed.

It is essential to remember that only those transactions that were in edit mode '0,' '1,' or '3' prior to deletion will show on this report. Transactions entered in edit mode '2' that were deleted will not be shown on this report due to the posting to the financial tables on-line in a real-time mode.

The report sample and Field Descriptions are on the next pages.

AFIS DAILY RECONCILIATION REPORTS

```
DAFR2011 CDA USAS 01                          ****** TEST AGENCY        *************AGCY NUMBER   CDA
08/23/96 (09.31) CYCLE 2043     ******        U S A S   B A T C H E S   T O   B E   D E L E T E D   R E P O R T        *********AGCY PAGE
08/31/95 (SYS MGMT EFFECTIVE DATE)                                                                  ******RUN PAGE

1.......10.......20  COUNT      AMOUNT   USER ID   TRAN CD   MESSAGE

CDA1995083020010000              0.00   AD00050
CDA1995083020010001            236.00   AD00050
CDA1995083020010002          3,621.00   AD00050

CDA1995083020020000          1,232.00   AD00050
CDA1995083020020001          1,232.00   AD00050
                          1

CDA1995083020150002          6,257.00   AD00050
```

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SUBJECT: RECONCILIATION: DAILY

AFIS DAILY RECONCILIATION REPORTS

Field Descriptions:

1...10...20   Identifies the batch as follows:

         Fields 1-3   =   Batch Agency

         Fields 4-11   =   Batch Date (YYYYMMDD format)

         Field 12   =   Batch Type

         Fields 13-15   =   Batch Number

         Fields 16-20   =   Batch Sequence Number

Count   The number of Accounting Events Records (AER) in the batch.

Amount   The total dollar amount of the batch or AER.

User ID   The User ID of the person who deleted the transaction batch.

Tran CD   The Transaction Code (currently not being used).

Message   Message Field (currently not being used).

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SUBJECT: RECONCILIATION: DAILY

AFIS DAILY RECONCILIATION REPORTS

DAFR2021, Batch Document Tracking Update

Purpose: This control report is a summary listing of high level errors for batches and documents submitted via interface. It shows rejected batches and/or documents for duplications. It also displays batches and/or documents held due to being out of balance. The batches and documents being held will go to the IT File, but the rejected ones never make it to the system. 'Batch Held' errors, such as 'Out of Balance,' are available for inquiry on the 'D' menu. "Batch Rejected" errors are purged and cannot be found on AFIS. These rejected records are not registered by AFIS and do not appear on any other report. This report is run daily during Cycle 1 and 2.

Example: The sample report lists two lines for one record. The first line of the report shows the error. The second line shows the detail of this batch that has been rejected. After the error message, "Doc Rej" or "Batch Rej", the report then gives the reason for the rejection. In this example, 'Batch Rej-ID Not Unique.' Keep in mind, these rejected batches and documents are not entered into AFIS and cannot be found on any other report.

The report sample and Field Descriptions are on the next pages.

AFIS DAILY RECONCILIATION REPORTS

```
DAFR6930 AAA PAY 65 CM 97   CFM: 03 LCY: 96 ( ) ( ) ( ) ( ) ( ) ( ) ( ) LCM: 01 FICHE: CDA 1000 6000   RUN DATE: 09/15/96 TIME: 14:01:20   USAS
CYCLE: 09/13/96 00:08 1761 CFY: 97
                                              TEST AGENCY (CDA)
                                          PAYROLL RECONCILIATION BY INDEX
                                           PAY PERIOD END DATE 09/06/96
PERCENT OF YEAR ELAPSED: 25%                                                                                                    PROD REGION
                                                                                                                               **PAGE 439
                                                          EM (EDIT MODE) 0 = NO VALIDATION OR BALANCE EDITS YET PERFORMED
                                                          EM (EDIT MODE) 1 = ONLY VALIDATION EDITS YET PERFORMED
FUND     1000  GENERAL FUND                               EM (EDIT MODE) 3 = TRANSACTION ON ERROR
OBJECT   6000  PERSONAL SERVICES
                                                POSTED       IN SYSTEM          TOTAL       GRANT/PH       PCA        INDEX
         COBJ                                   AMOUNT        AMOUNT     EM     COBJ AMT     AMOUNT        AMOUNT      AMOUNT
INDEX  PCA   GRANT PH DESCRIPTION      COBJ

10000 10000  BASE SALARY               6011   148,829.04        .00          148,829.04
             OVERTIME                  6015         .00       212.91             212.91
             ELECTED OFFICIALS         6051    34,056.57        .00           34,056.57   183,098.52   183,098.52  183,098.52
*TOTAL OBJECT 6000  PERSONAL SERVICES                                                                              183,098.52
```

```
DAFR6930 AAA PAY 65 CM 97   CFM: 03 LCY: 96 ( ) ( ) ( ) ( ) ( ) ( ) ( ) LCM: 01 FICHE: CDA 1000 6100   RUN DATE: 09/15/96 TIME: 14:01:20   USAS
CYCLE: 09/13/96 00:08 1761 CFY: 97
                                              TEST AGENCY (CDA)
                                          PAYROLL RECONCILIATION BY INDEX
                                           PAY PERIOD END DATE 09/06/96
PERCENT OF YEAR ELAPSED: 25%                                                                                                    PROD REGION
                                                                                                                               **PAGE 440
                                                          EM (EDIT MODE) 0 = NO VALIDATION OR BALANCE EDITS YET PERFORMED
                                                          EM (EDIT MODE) 1 = ONLY VALIDATION EDITS YET PERFORMED
FUND     1000  GENERAL FUND                               EM (EDIT MODE) 3 = TRANSACTION ON ERROR
OBJECT   6100  ERE
                                                POSTED       IN SYSTEM          TOTAL       GRANT/PH       PCA        INDEX
         COBJ                                   AMOUNT        AMOUNT     EM     COBJ AMT     AMOUNT        AMOUNT      AMOUNT
INDEX  PCA   GRANT PH DESCRIPTION      COBJ

10000 10000  FICA TAXES                6111    12,801.65        .00           12,801.65
             BASIC LIFE                6114        93.38        .00               93.38
             LTD FOR RETIRE SYSTEMS    6115       147.50        .00              147.50
             LTD FOR ASRS MEMBERS      6116       700.15        .00              700.15
             UNEMPLOYMENT COMPENSATI   6117       372.59        .00              372.59
             WORKER'S COMPENSATION     6119       384.36        .00              384.36
             ELECTED OFFICALS          6151     1,045.48        .00            1,045.48
             STATE EMPLOYEES           6155     4,575.44        .00            4,575.44    20,120.55    20,120.55   20,120.55
*TOTAL OBJECT 6100  ERE                                                                                            20,120.55
*TOTAL FUND   1000  GENERAL FUND                                                                                  203,219.07
*TOTAL AGENCY CDA   TEST AGENCY                                                                                   203,219.07
```

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SUBJECT: RECONCILIATION: DAILY

AFIS DAILY RECONCILIATION REPORTS

Field Descriptions:

Trans ID   The identifying number of the batch, consisting of the batch agency, the batch date, the batch type, the batch number, and the batch sequence number.

Document ID The identifying number of the document, consisting of the agency code, the

document number, and the fiscal year.

Appr/Fund   Not used.

Entered:

    Count   The total number of Accounting Event Records (AER) entered for the batch.

    Amount The total dollar amount of the document entered for the batch or the batch total amount (for batch sequence number "00000").

Computed:

    Count   The total number of AERs computed by AFIS for the batch.

    Amount The total dollar amount of the document computed by AFIS for the batch or the computed batch total amount (for batch sequence number "00000").

Message   The error message relating to batch or document.

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SUBJECT: RECONCILIATION: DAILY

AFIS DAILY RECONCILIATION REPORTS

DAFR2151, USAS ERROR REPORT

Purpose: This control report is a detail listing of batch transactions that AFIS identified with Fatal errors (i.e., 'F' or 'E' errors) or Warning errors (i.e., 'J' and 'K' errors). Accounting Event Records (AER) that list Warning messages are posted to the General Ledger and are also listed on the DAFR2261, Daily History Detail Report. This report runs daily during Cycle 1 and Cycle 2. Cycle 2 differs from Cycle 1 in that it only contains system generated transactions.

Example: A sample of both Cycle 1 and Cycle 2 of DAFR2151 are given. The last page of each report gives a List of Errors, which describes the error codes given in the last column of the previous pages. In our sample, the List of Errors is attached to the bottom of the report. There is a black solid line separating the two pages in the sample. For further description of the error code, refer to Screen 'S090'. Recall the error code by typing an 'R' in the Action field and 'XXX' (the error code) in the Keyword field. One can then determine the cause of the error.

It is essential to realize the difference between errors that begin with a 'K' and those that begin with an 'F'. Cycle 2 of this sample shows a 'K29' error. It is possible to receive an 'F29' error as well. Both are very similar. The error is defined as "Cum Agy Budt Overexp". As Screen 'S090' describes, these errors mean that each transaction would cause the agency budget available to be negative. Error 'K29' is a warning that the transaction did process but caused the budget to be negative. However, error 'F29' is a Fatal error (it starts with an 'F'); therefore, the transaction can not process until there is enough agency budget available to keep the budget in the positive. To distinguishing between the two errors, look at the first letter of the error code, and refer to the discussion above regarding Fatal and Warning errors.

The report samples and Field Descriptions are on the next pages.

AFIS DAILY RECONCILIATION REPORTS

USAS (09.34) CYCLE 2043
08/23/96
08/31/95 (SYS MGMT EFFECTIVE DATE)

USAS ERROR REPORT

AGY PAGE 1
RUN PAGE 4

DOCUMENT #/SFX	DOC	AG	---- TRANSACTION ID ---- APPN# GRANT#/PH PROJ#/PH VENDOR NAME	DMI VENDOR NO/MC	EFF DATE	TC	AGY REF DOC/SFX	AY	PCA	M	INDEX	COBJ	AOBJ TRANS AMOUNT	FUND	R	PDT	ERROR CODES
20000165 001	CDA		CDA 08/29/95 4 162 00001	R	08/29/95 2222222222	222 001		CDA 96	15000	M	10321	6471	123.02				EC6
20000165 002	CDA		CDA 08/29/95 4 162 00002 20000 SHERATON (STATEWIDE VENDOR PDT = 0)	R	08/29/95 1000000001 001	225 001	E0000000001 001 P	CDA 95	20000		10031	6236	336.23	1000			F66
D0000003 001	CDA		CDA 08/30/95 2 006 00001 33000		08/30/95	190		CDA 96	31200		10004	4011	331.00	1000			EDH
80000001 001	CDA		CDA 08/30/95 9 001 00001 31000		08/30/95	850		CDA 96	31300		10320	6101	532.00	1200			EDK
80000001 002	CDA		CDA 08/30/95 9 001 00002 31000		08/30/95	850		CDA 96	31300		10320	6101	336.00	1200			EDK
80000001 003	CDA		CDA 08/30/95 9 001 00003 31000		08/30/95	850		CDA 96	31300		10320	6101	500.00	1200			EDK
80000001 004	CDA		CDA 08/30/95 9 001 00004 31000		08/30/95	850		CDA 96	31300		10320	6101	450.00	1200			EDK
80000001 005	CDA		CDA 08/30/95 9 001 00005 31000		08/30/95	850		CDA 96	31300		10320	6101	331.00	1200			EDK
80000002 001	CDA		CDA 08/30/95 9 002 00001 31000		08/30/95	850		CDA 96	31300		10320	6114	623.00	1200			EA6
80000002 002	CDA		CDA 08/30/95 9 002 00002 31000		08/30/95	850		CDA 96	31300		10320	6114	338.00	1200			EA6
80000002 003	CDA		CDA 08/30/95 9 002 00003 31000		08/30/95	850		CDA 96	31300		10320	6114	111.00	1200			EA6
80000002 004	CDA		CDA 08/30/95 9 002 00004 31000		08/30/95	850		CDA 96	31300		10320	6114	123.00	1200			EA6
23591200 001	CDA		CDA 08/31/95 4 010 00001	R	08/31/95 2222222222	222 001		CDA 96	15000	M	10321	6471	78.00				EC6

USAS (09.34) CYCLE 2043
08/13/96
08/31/95 (SYS MGMT EFFECTIVE DATE)

USAS ERROR REPORT

AGY PAGE 2
RUN PAGE 5

DOCUMENT #/SFX	DOC	AG	---- TRANSACTION ID ---- APPN# GRANT#/PH PROJ#/PH VENDOR NAME	DMI VENDOR NO/MC	EFF DATE	TC	AGY REF DOC/SFX	AY	PCA	M	INDEX	COBJ	AOBJ TRANS AMOUNT	FUND	R	PDT	ERROR CODES

LIST OF ERRORS

EA6	C OBJ NOT IN D10	EC6	INDEX STATUS NOT "A"
F66	CUN DOC OVERPAID	EDH	O20 EXCLUDES OBJECT
		EDK	COMP OBJ NOT INCL-20

AFIS DAILY RECONCILIATION REPORTS

```
DAFR2151 CDA USAS 01          ***** TEST AGENCY        USAS ERROR REPORT        **********AGCY NUMBER   CDA
08/23/96 (09.55) CYCLE 2044  ***********************************************************  AGCY PAGE   1
08/31/95 (SYS MGMT EFFECTIVE DATE)                                                        RUN PAGE    1

DOCUMENT #/SFX  DOC AG  ---- TRANSACTION ID ----  DMI  EFF DATE  TC  AGY AY PCA   INDEX COBJ AOBJ FUND  ERROR CODES
                       APPN# GRANT#/PH PROJ#/PH   VENDOR NO/MC       REF DOC/SFX M      TRANS AMOUNT R PDT
                       VENDOR NAME

W950831R 001    CDA    CDA 08/31/95 V 597 00001        08/31/95  380  CDA 96 91000 001  10004 7101      1000  K29
                       10000            910000 95                     26493200 001            326.15

W950831R 002    CDA    CDA 08/31/95 V 597 00002        08/31/95  380  CDA 96 91000 002  10004 7101      1000  K29
                       10000            910000 95                     26493200 002            625.00

W950831R 003    CDA    CDA 08/31/95 V 597 00003        08/31/95  380  CDA 96 91000 003  10004 7101      1000  K29
                       10000            910000 95                     26493200 003            12.00

W950831R 004    CDA    CDA 08/31/95 V 597 00004        08/31/95  380  CDA 96 91000 004  10004 7101      1000  K29
                       10000            910000 95                     26493200 004            11.27

W950831R 005    CDA    CDA 08/31/95 V 597 00005        08/31/95  380  CDA 96 91000 005  10004 7101      1000  K29
                       10000            910000 95                     26493200 005            98.48


DAFR2151 CDA USAS 01          ***** TEST AGENCY        USAS ERROR REPORT        **********AGCY NUMBER   CDA
08/23/96 (09.55) CYCLE 2044  ***********************************************************  AGCY PAGE   2
08/31/95 (SYS MGMT EFFECTIVE DATE)                                                        RUN PAGE    2

DOCUMENT #/SFX  DOC AG  ---- TRANSACTION ID ----  DMI  EFF DATE  TC  AGY AY PCA   INDEX COBJ AOBJ FUND  ERROR CODES
                       APPN# GRANT#/PH PROJ#/PH   VENDOR NO/MC       REF DOC/SFX M      TRANS AMOUNT R PDT
                       VENDOR NAME

                                       LIST OF ERRORS

K29   CUH AQY BUDT UVEHEXP
```

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AFIS DAILY RECONCILIATION REPORTS

Field Descriptions:

Top Line:

Document #/Sfx	The transaction and line number.
Doc Agy	The agency responsible for preparing the document.
Trans ID	The identifying no. of the batch, consisting of the batch agy, the batch date, the batch type, the batch no., and the batch seq. no.
DMI	The *Disbursement Method Indicator*. This field is used to identify how warrants will be disbursed. Valid codes are: E = Expedite M = Manual-system will not generate warrant H = Hold R = Release (Default)
Eff Date	Indicates the month and year the transaction posts.
TC	The identifying *transaction code* for this document.
AGY	The agency code.
AY	The *appropriation year*.
PCA	The *Program Cost Account* is used to infer the program structure.
Index	Identifies certain accounting elements in AFIS. Is used to infer the organizational structure.
COBJ	The comptroller object code.
AOBJ	The agency object code. (If used by the agency)
Fund	The agency fund code.
Error Code	Code for description of error.

Bottom Line:

Appn#	The appropriation number.
Grant#/Ph	The grant number and phase.
Proj#/Ph	The project number and phase.
Vendor No/Mc	The vendor number and mail code.
Ref Doc/Sfx	The encumbrance or accounts receivable document number and line referenced by the current document.
M	The *Modifier* code that indicates if the trans. is intended as a full or partial liquidation of the reference document. Valid codes are: F = Final liquidation A = Activate a previously closed document P = Partial liquidation Blank = Not applicable C = Close a doc. to preclude further posting
Trans Amount	The amount of the transaction line.
R	Indicates whether the transaction is to have a reverse accounting impact (e.g., credit cash instead of debiting cash). Valid codes are: R = Transaction reversed Blank = Not applicable
PDT	The *Payment Distribution Type* indicator. This field identifies how payments are to be generated for the vendor (one warrant per claim or combined across documents/funds). Currently, the default is 'R', which will not combine documents or funds to produce a warrant.
Vendor Name	The name of the vendor associated with the claim.

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AFIS DAILY RECONCILIATION REPORTS

DAFR2261, Daily History Detail Report

Purpose: This control report is a detail listing of all transactions posted to the History File. It is generated during Cycle 1 and Cycle 2. The Cycle 1 report lists all posted transactions which **do not** have system generated transactions (i.e., transfers). Cycle 2 lists all posted transactions which **do** have system generated transactions (i.e., claims). It will even contain those transactions that had Warning Messages on DAFR2151.

Example: Samples are given of both Cycle 1 and Cycle 2. Cycle 1 shows all transactions that posted to history, except claims. Claims and their system generated payment (Type W - Warrant) are on the Cycle 2 report. If the claim is waiting for cash (Status of 'P' with EM '2' or '4'), it will not be on this report. Of course, it also keeps the warrant from producing.

The report samples and Field Descriptions are on the next pages.

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AFIS DAILY RECONCILIATION REPORTS

```
DAFR2261 CDA USAS 01          ******              USAS OPERATIONS CONTROL        *********************AGCY NUMBER   CDA
08/23/96 (09.36) CYCLE 2043  ************         DAILY HISTORY DETAIL REPORT 1  *********************RUN PAGE        1
08/31/95 (SYS MGMT EFFECTIVE DATE)

--------TRANS ID------- USER ID  EFF DATE AY TC R AGY PCA   INDEX APPN# FUND COBJ AOBJ PROJ #/PH GRANT#/PH GL  AGY GL  MPCD
VENDOR NO/MC   VENDOR NAME        IRS INVOICE #   INV DATE AGY CUR DOC/SFX  REF DOC/SFX M WARR ND PDT FO  TRANS AMOUN

CDA 08/29/85 2 002 00001 A000050  08/29/85 96 190  CDA 15000 10004 15000 1000 4011
                                                   CDA D0000002 001                                              10,000.00

CDA 08/30/95 G 002 00001 A000050  08/30/95 96 407  CDA 84501 10322 90000 2000 4111
                                                   CDA G0000002 001                              845000 84          600.00

CDA 08/30/95 G 002 00002 A000050  08/30/85 96 408  CDA 84501 10322 90000 2000 4113
                                                   CDA G0000002 002                              845000 84          600.00

CDA 08/30/85 2 004 00001 A000050  08/30/85 96 180  CDA 84501 10322 90000 2000 4111
                                                   CDA D3263301 001                              845000 84          123.00

CDA 08/30/95 2 004 00003 A000050  08/30/95 96 180  CDA 84501 10322 90000 2000 4111
                                                   CDA D0263301 001                              845000 84          321.00

CDA 08/30/95 2 015 00001 A000050  08/30/95 96 180  CDA 84501 10004 90000 2000 4111
                                                   CDA D1111122 001                              845000 84          365.00

CDA 08/30/95 2 015 00003 A000050  08/30/95 96 180  CDA 84501 10004 90000 2000 4111
                                                   CDA D1111122 003                              845000 84        3,125.00

                              TOTAL COUNT:    7   TOTAL AMOUNT:    15,134.00
```

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SUBJECT: RECONCILIATION: DAILY

AFIS DAILY RECONCILIATION REPORTS

AFIS DAILY RECONCILIATION REPORTS

Field Descriptions:

Top Line:

Trans ID	The identifying number of the batch, consisting of the batch agency, the batch date, the batch type, the batch number, and the batch sequence number.
User ID	The identifying code for the user entering the document.
Eff Date	Indicates the month and year the transaction posts.
AY	The *appropriation year*.
TC	The identifying *transaction code* for this document.
R	Indicates whether the transaction is to have a *reverse* accounting impact (e.g., credit cash instead of debiting cash). Valid codes are:

R = Transaction reversed

Blank = Not applicable

AGY	The agency code.
PCA	The *Program Cost Account* is used to infer the program structure.
Index	Identifies certain accounting elements in AFIS. Is used to infer the organizational structure.
Appn#	The appropriation.
Fund	The agency fund code.
COBJ	The comptroller object code.
AOBJ	The agency object code. (If used by agency)
Proj#/Ph	The project number and phase.
Grant#/Ph	The grant number and phase.
GL/Agy GL	The general ledger account number and agency general ledger account number.
MPCD	The *Multi-Purpose Code*. It can be used in one of three different ways. It can be a six digit code used in automated transactions. For this purpose, the first three (numeric) digits represent the Vendor Mail Code of the paying agency, and the last three (alpha) represent the Doc/Batch agency designated for receiving the money. MPCD can also be a one digit character used in identifying how allotments should be generated (i.e., Q = Quarterly, or M = Monthly). Furthermore, the MPCD can be a field used by the agency to provide additional information the was not provided in any other fields.

Bottom Line:

Vendor No/Mc	The vendor number and mail code.
Vendor Name	The name of the vendor associated with the claim.
IRS	Box number on 1099 Form.
Invoice #	The identifying number of the vendor's claim.
Inv Date	The date of the vendor invoice.

Field Descriptions continued:

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AFIS DAILY RECONCILIATION REPORTS

Agy	The agency code recorded on the document
Cur Doc/Sfx	The transaction and line number.
Ref Doc/Sfx	The encumbrance or accounts receivable document number and line referenced by the current document.
M	The *Modifier* code that indicates if the trans. is intended as a full or partial liquidation of the reference document. Valid codes are:

        Blank = Not applicable
        F   = Final liquidation
        P   = Partial liquidation
        A   = Activate a previously closed document
        C   = Close a document to preclude further posting

Warr No	The identifying number of the warrant issued for the claim.
PDT	The *Payment Distribution Type* indicator. This field identifies how payments are to be generated for the vendor (one warrant per claim or combined across documents/funds). Currently, the default is 'R', which will not combine documents or funds to produce a warrant.
FO	The *Fund Override* code indicates whether fund control edits have been overridden. Valid codes are:

        W   = Fund Override
        Blank = No Fund Override

Trans Amount	The amount of the transaction line.

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SUBJECT: RECONCILIATION: DAILY

AFIS DAILY RECONCILIATION REPORTS

DAFR2521, Daily Reconciliation Report by Batch ID

Purpose: This control report provides a summary of all batches that were entered into the system during each Cycle and the outcome of each batch during that cycle. It identifies all the Batch information and sorts by the Batch ID.

Example: The samples of DAFR2521 list all batches that attempted to process during Cycle 1 and Cycle 2. The Input column shows the number of lines and total dollar amount of each batch divided into 'Read From IT' column, which contains those transactions that were put in the system by the user and 'Read From Interface', which contains those transactions that were generated by the system automatically or from Agency Interface. The Output column is also separated into two important columns: 'Posted to History' and 'New IT File'. 'Posted to History' lists batches that have posted to the History File. 'New IT File' lists the batches that did not completely process.

Claims that end with Status of P and EM of '2' or '4' in the 'Output, New IT File' of Cycle 1, will then go to Cycle 2 to attempt payment processing. These transactions will begin in the 'Input, Read from IT' column in Cycle 2 along with other system generated transactions.

The report samples and Field Descriptions are on the next pages.

AFIS DAILY RECONCILIATION REPORTS

```
DAFR2521 CDA USAS 01          ****** TEST AGENCY          *********************AGCY NUMBER   CDA
                                  DAILY RECONCILIATION REPORT BY BATCH ID             AGCY PAGE     1
08/23/96 (09.39) CYCLE 2043  ****************************************************RUN PAGE      17
08/31/95 (SYS MGMT EFFECTIVE DATE)

                    ----------INPUT----------------------------    ------------OUTPUT----------------------
                     READ FROM IT      READ FROM INTERFACE          POSTED TO HISTORY      NEW IT FILE
BATCH ID      S  EM  COUNT    AMOUNT   COUNT      AMOUNT            COUNT     AMOUNT     COUNT    AMOUNT    S  EM

CDA 08/29/95 2 002 R 3   1   10,000.00                                 1   10,000.00                            
CDA 08/29/95 4 010 P 2   1      150.00                                               1      150.00  P 2
CDA 08/29/95 4 123 P 4   1       13.25                                               1       13.25  P 4
CDA 08/29/95 4 162 R 3   2      359.25                                               2      359.25  H 3
CDA 08/29/95 4 269 P 2   2      349.62                                               2      349.62  P 2
CDA 08/30/95 G 001 H 1   2      752.00                                               2      752.00  H 1
CDA 08/30/95 G 002 R 1   2    1,200.00                                2    1,200.00
CDA 08/30/95 2 001 D 1   2    3,857.00
CDA 08/30/95 2 002 D 1   1    1,232.00
CDA 08/30/95 2 004 P 2   2      444.00                                2      444.00
CDA 08/30/95 2 006 R 1   1      231.00                                               1      231.00  H 3
CDA 08/30/95 2 015 R 1   3    9,747.00                                2    3,490.00
CDA 08/30/95 4 005 P 2   1    5,623.00                                               1    5,623.00  P 2
CDA 08/30/95 4 006 P 2   1      798.00                                               1      798.00  P 2
CDA 08/30/95 4 123 H 2   4      160.00                                               4      160.00  H 2
CDA 08/30/95 4 224 R 0   1    1,000.00                                               1    1,000.00  P 4
CDA 08/30/95 4 888 P 2   5    1,072.91                                               5    1,072.91  P 2
CDA 08/30/95 9 001 R 0   5    2,129.00                                               5    2,129.00  H 3
CDA 08/30/95 9 002 R 0   4    1,183.00                                               4    1,183.00  H 3
CDA 08/31/95 4 017 P 2   1       60.00                                               1       60.00  P 2
CDA 08/31/95 4 018 R 1   1       78.00                                               1       78.00  H 3
CDA 08/31/95 4 900 R 1   1       73.12                                               1       73.12  P 4
CDA 08/31/95 4 915 R 0                    20    23,721.43

AGENCY   CDA            44   40,512.15    20    23,721.43             7   15,134.00   33   14,032.15

TOT DEL FROM DAFM201/DAFM206    4   11,346.00

TOT REJ FROM DAFM202           20   23,721.43
```

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AFIS DAILY RECONCILIATION REPORTS

```
DAFR2521 CDA USAS 01        ***** TEST AGENCY        **************************AGCY NUMBER   CDA
                            DAILY RECONCILIATION REPORT BY BATCH ID                AGCY PAGE    1
08/23/96 (09.59) CYCLE 2044 ***************************************************    RUN PAGE    17
08/31/95 (SYS MGMT EFFECTIVE DATE)
```

| | -----------INPUT----------- | | | | -----------OUTPUT----------- | | | |
| | READ FROM IT | | READ FROM INTERFACE | | POSTED TO HISTORY | | NEW IT FILE | | |
BATCH ID S EM	COUNT	AMOUNT	COUNT	AMOUNT	COUNT	AMOUNT	COUNT	AMOUNT	S EM
CDA 08/29/95 4 010 P 2	1	150.00					1	150.00	P 2
CDA 08/29/95 4 123 P 4	1	13.25					1	13.25	P 4
CDA 08/29/95 4 162 H 3	2	359.25					2	359.25	H 3
CDA 08/29/95 4 269 P 2	2	349.62			2	349.62			
CDA 08/30/95 G 001 H 1	2	752.00					2	752.00	H 1
CDA 08/30/95 2 006 H 3	1	231.00					1	231.00	H 3
CDA 08/30/95 4 005 P 2	1	5,623.00			1	5,623.00			
CDA 08/30/95 4 006 P 2	1	798.00			1	798.00			
CDA 08/30/95 4 123 H 2	4	160.00					4	160.00	H 2
CDA 08/30/95 4 224 P 4	5	1,000.00			1	1,000.00			
CDA 08/30/95 4 888 P 2	5	1,072.91			5	1,072.91			
CDA 08/30/95 9 001 H 3	5	2,129.00					5	2,129.00	H 3
CDA 08/30/95 9 002 H 3	4	1,183.00					4	1,183.00	H 3
CDA 08/31/95 W 597 R 0			10	8,843.53	10	8,843.53			
CDA 08/31/95 4 017 P 2	1	60.00					1	60.00	P 2
CDA 08/31/95 4 018 H 3	1	78.00					1	78.00	H 3
CDA 08/31/95 4 900 P 4	1	73.12					1	73.12	P 4
AGENCY CDA	33	14,032.15	10	8,843.53	20	17,687.06	23	5,188.62	

TOT DEL FROM DAFM201/DAFM206

TOT REJ FROM DAFM202

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AFIS DAILY RECONCILIATION REPORTS

Field Descriptions:

Batch ID   The identifying number of the batch, consisting of the batch agency, the batch date, the batch type, and the batch number.

S   The *Status* of batch. The following are possible status:
R   = Release
H   = Hold
D   = Delete
A   = Approval Required
P   = Posted

EM   The *Edit Mode* of the batch. The following are possible EM: 0 Data is not edited or posted during on-line processing. Posting to the financial tables occurs during 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 happens during the nightly IEU.
'2' Data is edited against the profiles and posted to the financial table in the on-line mode.
'3' Data that was originally entered in Batch 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.

Input:
  Read From IT
       Count   The number of lines within the batch that the system read from the IT File (Internal Transaction File - 'S053' Screen).
       Amount   The total dollar amount of the batch that the system read from the IT File (Internal Transaction File - 'S053' Screen).
  Read from Interface
       Count   The number of lines within system generated and agency interface batches that the system read.
       Amount   The total dollar amount of lines within system generated and agency interface batches that the system read.

Output:
  Posted to History
       Count   The number of lines within a batch that posted to the History File.
       Amount   The total dollar amount of a batch that posted to the History File.

Field Descriptions continued:

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AFIS DAILY RECONCILIATION REPORTS

New IT File

      Count — The number of lines within the batch that returned to the IT file because they did not post to the History File.

      Amount — The total dollar amount of the batch that returned to the IT file because they did not post to the History File.

S — The *Status* of batch. Refer to above for valid status codes.

EM — The *Edit Mode* used after the system successfully/unsuccessfully processed the batch. Refer to above for valid EM codes.

Tot Del From

      DAFM201/ — Total transactions (EM '0,' '1,' or '3') deleted during
DAFM201

      DAFM206 — and rejected during DAFM206. DAFM201 is the deletion of all EM '0,' '1,' or '3' transactions. DAFM206 checks the interface transactions for no duplicating of document numbers.

Tot Rej From

      DAFM202 — Total transactions that rejected during DAFM202. DAFM202 checks to make sure the document number and batch number are unique during interface. If not, they are rejected.

AFIS DAILY RECONCILIATION REPORTS

DAFR3651, Warrant Register by Agency Report

Purpose: This control report provides a detail listing of warrants generated during payment processing by warrant type (Arizona only uses Type 060, Bills). It provides a cross reference listing of document IDs and warrant numbers by fund. This report is run daily in the payment processing.

Example: The sample DAFR3651 report lists 4 warrants that were generated. The report is sorted first by the warrant type (i.e., 060 - Bills), then by fund, and then by document number. Note: When the PDT (Payment Distribution Type) in the claim is other than the default ('R'), it is important to notice that the document and fund may not be shown on this report. For example, if the PDT is 'RD' on the claim, the document number will not be shown on DAFR3651 because the PDT 'RD' combines documents within a fund or document agency to produce one warrant. Similarly, if the PDT is 'RF', neither the document number nor the fund number will be shown on DAFR3651 because the PDT 'RF' combines documents and funds within a single document agency.

The report sample and Field Descriptions are on the next pages.

AFIS DAILY RECONCILIATION REPORTS

```
DAFR3651 CDA USAS 01        ******           TEST AGENCY          *************************AGCY NUMBER   CDA    1
08/23/96 (09.44) CYCLE 2044 *****      WARRANT REGISTER BY AGENCY REPORT       *******************AGCY PAGE          1
08/31/95 (SYS MGMT EFFECTIVE DATE)  *******************************************************RUN PAGE           1

WARRANT TYPE 060 BILLS
**********************************************************************************

APFD FUND  DOC NO   FY  ESN  VENDOR NO / MC  ------VENDOR NAME/ADDRESS------  WARR NO   WARR DT    WARR AMT
**********************************************************************************

1000  26493200  96      111222333   001  VENDOR NAME ENTERED ON SCREEN 5150  215000425 08/31/95   1,072.91
                                         FIRST LINE ADDRESS
                                         SECOND LINE ADDRESS
                                         THIRD LINE ADDRESS
                                         FOURTH LINE ADDRESS
                                         SCOTTSDALE          AZ 85000

*FUND  1000 GENERAL FUND                                                                          1,072.91

1200  2TRACKIN  96      2222222222  001  JOHN SMITH                          215000426 08/31/95   1,000.00
                                         5000 WATT AVENUE
                                         SACRAMENTO           CA 95818

1200  23456789  96      11111111111 001  CENTRAL GROCERY STORES              215000427 08/31/95   5,623.00
                                         1212 HOWE AVENUE
                                         SUITE 2626
                                         VANCOUVER, B.C.      XX 12345

*FUND  1200 AGENCY COLLECTION                                                                     6,623.00

2000  20000269  96      11111111111 001  CENTRAL GROCERY STORES              215000428 08/31/95     326.00
                                         1212 HOWE AVENUE
                                         SUITE 2626
                                         VANCOUVER, B.C.      XX 12345

*FUND  2000      - FEDERAL GRANTS                                                                   326.00

*WARR TYPE  060  BILLS                                                                            8,021.91
*AGENCY     CDA  TEST AGENCY                                                                      8,021.91
```

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AFIS DAILY RECONCILIATION REPORTS

Field Descriptions:

Warrant Type	Indicates the code and description of the warrant.
APFD	Left blank.
Fund	The agency fund code.
Doc No	The identifying number of the claim document associated with the warrant.
FY	The last two digits of the state fiscal year.
ESN	This field is not used by the State of Arizona.
Vendor No/Mc	The vendor number and mail code.
Vendor Name/Address	The name and address of the vendor receiving the warrant.
Warr No	The identifying number of the warrant generated.
Warr Dt	The date the warrant was issued.
Warr Amt	The total dollar amount of the warrant.

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SUBJECT: RECONCILIATION: DAILY

AFIS DAILY RECONCILIATION REPORTS

DAFR4441, Fixed Asset Suspense Activity

Purpose: This control report is a summary listing of all fixed asset claims that were processed that day. It identifies errors in the transactions during the matching process prior to posting to Property/Financial Files. Normally, this match occurs for one financial transaction and one property record transaction. If these do not match for the Property Number and amount, the transactions will stay on the Suspense File. This report is run when the Fixed Asset Reconciliation is run, usually on Fridays.

Example: This sample lists a record that is missing financial information and one that does not have a Property Record (Screen 'S073', Fixed Asset Financial Suspense). These would need to be corrected to complete the match between the Property File and the Financial File. Once this is done, the two last columns, Error Code and Message, will be blank.

The report sample and Field Descriptions are on the next pages.

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SUBJECT: RECONCILIATION: DAILY

AFIS DAILY RECONCILIATION REPORTS

```
DAFR4441 CDA USAS 01
CYCLE: 08/23/96 10:00 02045 CFY: 96   CFM: 03 LCY: 93 ( ) ( ) LCM: 00 FICHE: ( ) ( ) ( ) ( ) ( ) ( )   RUN DATE: 08/23/96 TIME: 10:09:57   CDA
                        AGENCY  (CDA)
              FIXED ASSET SUSPENSE ACTIVITY
              AS OF 09/01/95 FY = 96                                       PAGE        9
**********************************************************************************************
PROPERTY #      EFF DATE REF DOC/SFX     VEND NAME                  AMOUNT    R  ----------ERROR----------
            TC  INDEX  PCA  COMP/AGCY OBJ  CUR DOC/SFX  VEND #     FUND          CODE ----MESSAGE----
--------------------------------------------------------------------------------------------
PROPERTY #/SFX  SHORT DESCRIPTION                                  AMOUNT        ----------ERROR----------
            FATC  RESP INDEX  LOC - 1  2  3  AQ METH CLASS  SUBCLASS PUR/COMPL DT  CODE ----MESSAGE----
**********************************************************************************************
0000002008 0000           A10  10320  1000  1      1556     08/15/95     20,008.00     AEL  MISSING FINANCIAL
                                                                                       AEM  PROPERTY OUT OF BAL
**********************************************************************************************
00001    19950830 E1236547 001   CENTRAL GROCERY STORES                   5,623.00     AEG  NO PROPERTY RECORD
         225   10320   31300   8213   23456789 001 111111111111 001     1200

         HF RECORDS READ =                          0 (HOLD FILE INPUT)

         HB RECORDS WRITTEN =                        0 (VALID HOLD FILE RECORDS POST TO PF)

         HU RECORDS WRITTEN =                        2 (INVALID HOLD FILE RECORDS REMAINING ON HF)

         PF RECORDS ADDED =                          0

         PF RECORDS CHANGED =                        0

         PF RECORDS DELETED =                        0

         PF RECORDS ADDED WITH MULTIPLE FUND SOURCES =    0
```

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SUBJECT: RECONCILIATION: DAILY

AFIS DAILY RECONCILIATION REPORTS

Field Descriptions:

Top Portion: FA Financial Suspense
Top Line:

Property #	The property number assigned to each fixed asset.
Eff Date (YYYYMMDD)	Indicates the year, month, and day the transaction posts
Ref Doc/Sfx	The encumbrance or accounts receivable document number and line referenced by the current document.
Vendor Name	The name of the vendor associated with the claim.
Amount	The amount of the transaction line.
R	Indicates whether the transaction is to have a *reverse* accounting impact (e.g., credit cash instead of debiting cash). Valid codes are:

> R   =   Transaction reversed
> Blank =   Not applicable

Bottom Line:

TC	The identifying *transaction code* for this document.
Index	Identifies certain accounting elements in AFIS. Is used to infer the organizational structure.
PCA	The *Program Cost Account* is used to infer the program structure.
Comp/Agcy Obj	The Comptroller object code or the agency object code (if used by agency).
Cur Doc/Sfx	The transaction and line number.
Vendor #	The vendor number and mail code.
Fund	The agency fund code.
Error Code	Code for description of error.
Error Message	The error message relating to batch or document.

Bottom Portion: FA Property Record Suspense
Top Line:

Property #/Sfx	The property number and suffix assigned to each fixed asset.
Short Description	Description of asset
Amount	The amount of the transaction line.

Bottom Line:

FATC	The *Fixed Asset Transaction Code.*
RESP	The *Responsibility Index.* Identifies certain accounting elements in AFIS. Is used to infer the organizational structure.
Loc - 1 2 3	Code identifying location of the fixed asset.
AQ Meth	The *Acquisition Method* code.
Class	Identifies the Fixed Asset Class.
Subclass	Identifies the Subclass Code.
Pur/Compl DT	The *Purchase/Completion Date.*
Error Code	Code for description of error.
Error Message	The error message relating to batch or document.

AFIS DAILY RECONCILIATION REPORTS

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SUBJECT: RECONCILIATION: PAYROLL

INTRODUCTION

The following information is intended to provide the users with a proper routine for reconciling the Human Resource Management System (HRMS) to the Arizona Financial Information System (AFIS). The labor distribution recorded in HRMS are simply checked for posting accuracy to AFIS through this reconciliation process. This section is **not** intended as a guide for the reconciliation between the Payroll Register (PAY19R) and the Employee Related Expenditures Reports (PAY 37 RA, RG, RH). The HRMS Users' Manual contains a more detailed reconciliation procedure.

The reconciliation of HRMS to AFIS may be performed at the Index, PCA, Grant level, or any combination of these three elements. Agencies should reconcile payroll after each normal payroll run (bi-weekly) or after each supplemental payroll run to ensure proper fund management.

After each payroll run, normal or supplemental, reports necessary to perform the reconciliation are generated. These reports are generated for all agencies having payroll related activities (TC 850's) for a particular payroll run.

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

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

Below is a list of suggested reports that the General Accounting Office (GAO) has determined to be essential in the payroll reconciliation process. These reports are described in detail in the following pages of this Section along with steps to follow during the reconciliation. The suggested reports give adequate tracking from two different sources.

AFIS - DAFR1161, Daily Payroll Control (TC 850's)
DAFR6920, Payroll Reconciliation by PCA
DAFR6930, Payroll Reconciliation by Index

HRMS - PAY37RD, Gross Payroll Transfers Reports
PAY37RF, The Gross Payroll Transfers Report

DAFR6920 & DAFR6930 are requestable Financial Reports which are distributed to the agencies the day after the HRMS payroll file is taken into AFIS. This file is routinely taken in on Fridays and these reports are generated on the same night. Therefore, the agencies should be receiving these reports on Monday or Tuesday following each payday. DAFR1161 is a daily control report which will be generated during the nightly batch run and will be distributed to the agencies on the following day with other daily control reports.

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SUBJECT: RECONCILIATION: PAYROLL

INTRODUCTION

PAY37RD and PAY37RF are Payroll Reports which are issued and distributed to the agencies the day after payroll is calculated. This usually occurs on Tuesday of the payroll week. Therefore, these reports will then be received by the agencies on Thursday.

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SUBJECT: RECONCILIATION: PAYROLL

AFIS/HRMS RECONCILIATION

To reconcile HRMS to AFIS you must devise some form of tracking and monitoring mechanism, such as a reconciliation form that shows the following elements:

1. PCA
2. Personal Services DAFR6920/6930 Posted Amount
3. Personal Services PAY37RD PCA Amount
4. Personal Services Difference
5. Personal Services Amount Submitted to DOA/GAO for Correction
   6.   Personal Services Amount to be Corrected
7. ERE DAFR6920/6930 Posted Amount
8. ERE PAY37RD PCA Amount
9. ERE Difference
10. ERE Amount Submitted to DOA/GAO for Correction
11. ERE Amount to be Corrected

Note: A blank sample of this form can be found in Appendix G. There is also one as an example on Page C-6, Exhibit 5, and it will be used in the following step-by-step procedures. All Exhibits can be found in this Chapter, Section 2-C.

This form can then be used in the reconciliation process by verifying that the payroll that was processed in HRMS equals that which was processed in AFIS. The following steps should be taken in your reconciliation process. The detail description of each report used in reconciling will follow in this Chapter, Section 2-D:

To prepare to reconcile HRMS reports to AFIS reports, first determine which AFIS report, DAFR6920 or DAFR6930, and sort you will use. Both reports sort and break by Fund number and then by Object code. Due to this sort, you will have at least one page for each fund and object combination. For one report you may have the following pages: 1) Fund 1000, Object 6000; 2) Fund 1000, Object 6100; 3) Fund 3000, Object 6000; and 4) Fund 3000, Object 6100. The difference between the reports is the sort after the Object code. DAFR6920 sorts next by PCA. DAFR6930 sorts next by Index. Once you decide on reconciling first by Index or PCA, and thereby deciding on a report, you must then determine if you want a second and/or third sort. The second sort can be the opposite of your last sort (PCA or Index). The third sort can be by Grant.

Possible reconciliation sort combinations are as follows:

1. **Index**
2. **PCA**
3. **Index & PCA**
4. **PCA & Index**
5. **Index, PCA, & Grant**
6. **PCA, Index, & Grant**

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SUBJECT: RECONCILIATION: PAYROLL

AFIS/HRMS RECONCILIATION

Once the sort has been decided, you may proceed with the following steps. For the purpose of our sample shown here, the DAFR6920 will be used and reconciliation will only be by PCA.

It is also important to know that the HRMS reports, PAY37RD and PAY37RF, will sort and break by Object code only.

As mentioned above, the AFIS reports are sorted by Fund number then Object code, and the HRMS reports are sorted by Object code. These AFIS and HRMS reports match through the Object code. Therefore, this is an excellent beginning to reconciliation. We will first reconcile Object 6000, Personal Services, then Object 6100, Employee Related Expenditures, since the report sorts in numerical order.

Reconcile Personal Services Charges:

Step 1: Obtain reports PAY37RD and DAFR6920 for the pay period which you are to perform your reconciliation.

Step 2: Compare the total of Personal Services on the DAFR6920 (Exhibit 1, Letter D) with the total of Personal Service on the PAY37RD (Exhibit 3, Letter D) for the agency's PCA it is reconciling for. The PCA amounts on both reports should be equal. If not, there is an error, and the problem should be researched and resolved. In our example, the Personal Services for PCA 10000 match between the AFIS and HRMS systems. Therefore, you may move onto Step 3 after filling in the corresponding line for PAY37RD on the Payroll Reconciliation Form (Exhibit 5, Line ①).

Step 3: Review the DAFR6920 to ensure that all entries have posted to AFIS for Personal Services. If they have, all Cobj totals will be listed in the 'Posted Amount' column (Exhibit 1, Letter A). Add together the amount of this column, and place the total in the corresponding DAFR6920 line on the Payroll Reconciliation Form (Exhibit 5, Line ②).

Step 4: Subtract line ② from line ① on the Payroll Reconciliation Form and place the total in the 'Difference' line (Exhibit 5, Line ③). If there is any difference, it should equal the total given in the 'In System Amount' (Exhibit 1, Letter B) column of DAFR6920. This represents any Cobj that has transactions on error. The Edit Mode (EM) in which the transaction went on error in the Internal Transaction (IT) File is also given. In our example, the charges to Overtime (Cobj 6015) went on error. Therefore, we must follow Step 5. Otherwise, all charges posted and the reconciliation for Personal Services charges between AFIS and HRMS is complete.

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SUBJECT: RECONCILIATION: PAYROLL

AFIS/HRMS RECONCILIATION

Step 5: If there are any amounts listed in the 'In System Amount' column, as in our example, determine the cause of the error. This can be done by comparing the 'In System Amount' column on DAFR6920 (Exhibit 1, Letter B) with the 'In System Amount' Column' on DAFR1161 (Exhibit 2, Letter I). On the right of the amount is (are) the error code(s) (Exhibit 2, Letter J). The description of the error code(s) is (are) printed at the bottom of the DAFR1161 (Exhibit 2, Letter K). Follow Step 6 to clear up the problem. In our example, the cumulative agency budget for the Cobj 6015 is overexpended. This is an internal problem your agency must handle, with your AFIS Liaison if needed. Since the correction will be made within the agency, Step 6c is the next step in this example.

Step 6: Errors can be corrected in one of the following three manners:

a) When an error is due to incorrect information, i.e. wrong Index or PCA, clear the AFIS error by writing the correcting entry on the DAFR1161. Place the total amount to be corrected by GAO in the 'Amount Submitted to DOA/GAO for Correction' line on the Payroll Reconciliation Form (Exhibit 5, Line ④). Then, choose one of the following methods to notify ADOA/GAO/Payroll:

- Call - (602) 542-2098, identify yourself and your agency, and explain in detail what the error(s) is (are) and how the situation should be resolved.

- Fax - (602) 542-7066 the copies of your corrections. Call (602) 542-2098 first and advise ADOA/GAO/Payroll of the incoming fax.

- Mail - the copies of your corrections to:
  ADOA/GAO/Payroll
  1700 West Washington, Room 282
  Phoenix, AZ 85007

b) When an error is due to a problem with a profile, i.e. Index is inactive or PCA not in 'S026', have someone correct the profile within your agency or contact your AFIS Liaison. If someone at your agency corrects the problem, carry the amount corrected by your agency to the 'Amount to be Corrected' line of the Payroll Reconciliation Form (Exhibit 5, Line ⑤). If your AFIS Liaison makes the correction, place the amount corrected by her/him in the 'Amount Submitted to DOA/GAO for Correction' line of the Payroll Reconciliation Form (Exhibit 5, Line ④).

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SUBJECT: RECONCILIATION: PAYROLL

AFIS/HRMS RECONCILIATION

c)   When an error is due to insufficient cash, allotment, appropriation, or budget immediate action is required. Place this amount into the 'Amount to be Corrected' line of the Payroll Reconciliation Form (Exhibit 5, Line ⑤).   Contact your AFIS Liaison for assistance or transfer cash as needed.

Reconcile ERE Charges:

Step 1: Obtain reports PAY37RF and DAFR6920 for the pay period which you are to perform your reconciliation.

Step 2: Compare the total of Employee Related Expenditures (ERE) on the DAFR6920 (Exhibit 1A, Letter H) with the total of ERE on the PAY37RF (Exhibit 4, Letter H) for the agency's PCA it is reconciling for. The PCA amounts on both reports should be equal. If not, there is an error and the problem should be researched and resolved. In our example, the ERE for PCA 10000 match between the AFIS and HRMS systems. Therefore, you may move onto Step 2 after filling in the corresponding line for PAY37RF on the Payroll Reconciliation Form (Exhibit 5, Line   ).

Step 3: Review the DAFR6920 to ensure that all entries have posted to AFIS for ERE. If they have, Cobj totals will be listed in the 'Posted Amount' column (See Exhibit 1A, Letter E). Add together the amount of this column and place the total in the corresponding DAFR6920 line on the Payroll Reconciliation Form (Exhibit 5, Line ⑦).
.

Step 4: Subtract line ⑦ from line   on the Payroll Reconciliation Form and place the total in the 'Difference' line (Exhibit 5, Line ⑧). If there is any difference, it should equal the total given in the 'In System Amount' (Exhibit 1A, Letter F) column. This represents the Cobj that has transactions on error. The Edit Mode (EM) in which the transaction went on error in the Internal Transaction (IT) File is also given. If there is a difference, please continue to Step 5. In our example, all charges posted. Therefore, our reconciliation for ERE charges between AFIS and HRMS is complete.

Step 5: If there were any amounts listed in the 'In System Amount' column, determine the cause of the error. This can be done by comparing the 'In System Amount' column on DAFR6920 (Exhibit 1, Letter F) with the 'In System Amount' Column' on DAFR1161 (Exhibit 2, Letter I). On the right of the amount is (are) the error code(s) (Exhibit 2, Letter J). The description of the error code(s) is (are) printed at the bottom of the DAFR1161 (Exhibit 2, Letter K). Follow Step 6 to clear up the problem.

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SUBJECT: RECONCILIATION: PAYROLL

AFIS/HRMS RECONCILIATION

Step 6: Errors can be corrected on one of the following three manners:

a) When an error is due to incorrect information, i.e. wrong Index or PCA, clear the AFIS error by writing the correcting entry on the DAFR1161. Place the total amount to be corrected by GAO in the 'Amount Submitted to DOA/GAO for Correction' line on the Payroll Reconciliation Form (Exhibit 5, Line ⑨). Then, choose one of the following methods to notify ADOA/GAO/Payroll:

- Call - (602) 542-2098, identify yourself and your agency, and explain in detail what the error(s) is (are) and how the situation should be resolved.

- Fax - (602) 542-7066 the copies of your corrections. Call (602) 542-2098 first and advise ADOA/GAO/Payroll of the incoming fax.

- Mail - the copies of your corrections to:
    ADOA/GAO/Payroll
    1700 West Washington, Room 282
    Phoenix, AZ 85007

b) When an error is due to a problem with a profile, i.e. Index is inactive or PCA not in 'S026', have someone correct the profile within your agency or contact your AFIS Liaison. If someone at your agency corrects the problem, carry the amount corrected by your agency to the 'Amount to be Corrected' line of the Payroll Reconciliation Form (Exhibit 5, Line ⑩). If your AFIS Liaison makes the correction, place the amount corrected by her/him in the 'Amount Submitted to DOA/GAO for Correction' line of the Payroll Reconciliation Form (Exhibit 5, Line ⑨).

c) When an error is due to insufficient cash, allotment, appropriation, or budget immediate action is required. Place this amount into the 'Amount to be Corrected' line of the Payroll Reconciliation Form (Exhibit 5, Line ⑩).   Contact your AFIS Liaison for assistance or transfer cash as needed.

AFIS/HRMS RECONCILIATION

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SUBJECT: RECONCILIATION: PAYROLL

```
DAFR6920 AAA PAY 65 CM 97
CYCLE: 09/13/96 00:0B 1761  CFY: 97  CFM: 03 LCY: 96  LCM: 01 FICHE: CDA 1000 6000   RUN DATE: 09/15/96 TIME: 14:01:20   USAS
                              ( . )  (   )  (   )  (   )  (   )  (   )  (   )

PERCENT OF YEAR ELAPSED: 25%
                              TEST AGENCY (CDA)
                              PAYROLL RECONCILIATION BY PCA
                              PAY PERIOD END DATE 09/06/96
                                                                                                    PROD REGION
                                                                                                    *PAGE   439

FUND    1000  GENERAL FUND                          EM (EDIT MODE) 0 = NO VALIDATION OR BALANCE EDITS YET PERFORMED
OBJECT  6000  PERSONAL SERVICES                     EM (EDIT MODE) 1 = ONLY VALIDATION EDITS YET PERFORMED
                                                    EM (EDIT MODE) 3 = TRANSACTION ON ERROR
```

PCA	INDEX	GRANT PH	DESCRIPTION	COBJ	POSTED AMOUNT	IN SYSTEM AMOUNT	EM	TOTAL COBJ AMT	GRANT/PH AMOUNT	INDEX AMOUNT	PCA AMOUNT
10000	10000		BASE SALARY	6011	148,829.04	.00		148,829.04			
			OVERTIME	6015	.00	212.91	3	212.91			
			ELECTED OFFICIALS	6051	34,056.57	.00		34,056.57	183,098.52	183,098.52	183,098.52

```
*TOTAL OBJECT 6000  PERSONAL SERVICES                                                                              183,098.52
```

◄── Ⓐ   ◄── Ⓑ   ◄── Ⓒ   ◄── Ⓓ

	CHAPTER	SECTION	PAGE	DATE
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SUBJECT: RECONCILIATION: PAYROLL

EXHIBIT '1A'

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AFIS REFERENCE GUIDE				

SUBJECT: RECONCILIATION: PAYROLL

```
DAFRG920 AAA PAY   65 CM 97
CYCLE: 09/13/96 00:08 1761   CFY: 97   CFM: 03 LCY: 96   (   ) (   ) (   ) (   ) (   ) (   ) (   )   LCM: 01 FICHE: CDA 1000 6100   (   )   RUN DATE: 09/15/96 TIME: 14:01:20   USAS

                                                    TEST AGENCY (CDA)
PERCENT OF YEAR ELAPSED:  25%                 PAYROLL RECONCILIATION BY PCA                                             PROD REGION
                                             PAY PERIOD END DATE 09/06/96                                             ***PAGE   440

FUND     1000   GENERAL FUND                          EM (EDIT MODE) 0 = NO VALIDATION OR BALANCE EDITS YET PERFORMED
OBJECT   6100   ERE                                   EM (EDIT MODE) 1 = ONLY VALIDATION EDITS YET PERFORMED
                                                      EM (EDIT MODE) 3 = TRANSACTION ON ERROR
```

PCA	INDEX	GRANT	PH	DESCRIPTION	COBJ	POSTED AMOUNT	IN SYSTEM AMOUNT EM	TOTAL COBJ AMT	GRANT/PH AMOUNT	INDEX AMOUNT	PCA AMOUNT
10000	10000			FICA TAXES	6111	12,801.65	.00	12,801.65			
				BASIC LIFE	6114	93.38	.00	93.38			
				LTD FOR RETIRE SYSTEMS	6115	147.50	.00	147.50			
				LTD FOR ASRS MEMBERS	6116	700.15	.00	700.15			
				UNEMPLOYMENT COMPENSATI	6117	372.59	.00	372.59			
				WORKER'S COMPENSATION	6119	384.36	.00	384.36			
				ELECTED OFFICALS	6151	1,045.48	.00	1,045.48			
				STATE EMPLOYEES	6155	4,575.44 (E)	.00 (F)	4,575.44 (G)	20,120.55	20,120.55	20,120.55 (H)

```
*TOTAL OBJECT 6100   ERE                                                                                  20,120.55

*TOTAL FUND   1000   GENERAL FUND                                                                        203,219.07

*TOTAL AGENCY CDA    TEST AGENCY                                                                         203,219.07
```

		CHAPTER	SECTION	PAGE	DATE
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SUBJECT: RECONCILIATION: PAYROLL

```
DAFR6920 AAA PAY  65 CM  97
CYCLE: 09/13/96 OO:O8 1761  CFY: 97  CFM: 03  LCY: 96   ( . )  ( )  ( )  ( )  ( )  ( )  ( )   LCM: 01 FICHE: CDA 1000 6000   )   RUN DATE: 09/15/96 TIME: 14:01:20   USAS

                                     TEST AGENCY (CDA)
                              PAYROLL RECONCILIATION BY PCA
                               PAY PERIOD END DATE 09/06/96
PERCENT OF YEAR ELAPSED: 25%                                                                        PROD REGION
**************************************************************************************************    *PAGE    439

FUND    1000  GENERAL FUND                        EM (EDIT MODE) O = NO VALIDATION OR BALANCE EDITS YET PERFORMED
OBJECT  6000  PERSONAL SERVICES                    EM (EDIT MODE) 1 = ONLY VALIDATION EDITS YET PERFORMED
***************************************************************************************************  EM (EDIT MODE) 3 = TRANSACTION ON ERROR
                                          POSTED     IN SYSTEM        TOTAL      GRANT/PH    INDEX        PCA
PCA    INDEX  GRANT  PH  DESCRIPTION    COBJ   AMOUNT      AMOUNT   EM  COBJ AMT     AMOUNT     AMOUNT      AMOUNT
****************************************************************************************************************

10000  10000          BASE SALARY      6011   148,829.04        .00      148,829.04

                      OVERTIME         6015          .00     212.91   3      212.91

                      ELECTED OFFICIALS 6051   34,056.57        .00       34,056.57   183,098.52  183,098.52  183,098.52

*TOTAL OBJECT 6000  PERSONAL SERVICES                                                                          183,098.52
```

```
REPORT ID  PAY37RD                    DEPARTMENT OF ADMINISTRATION                              PAY DATE - 09/13/96
RUN DATE - 09/11/96                 GROSS PAYROLL TRANSFERS REPORT                    PERIOD ENDING DATE - 09/06/96
                                        ORGANIZATIONAL DETAIL                                    PAGE NUMBER  157
TEST AGENCY                               BY 97 FUND 1000
AFIS AGENCY -.CD

                                  DISBURSEMENT FOR PERSONAL SERVICES

                        DESCRIPTION OF   SUB-OBJECT   SUB-OBJECT    GRANT/PHASE      INDEX          PCA
PCA  INDEX GRANT  PH      SERVICES         CODE         AMOUNT        AMOUNT        AMOUNT         AMOUNT
-------------------------------------------------------------------------------------------------------

10000              REGULAR POSITIONS       6011       $146,059.78
                   STRAIGHT OVERTIME PAY   6015          $212.91
                   ELECTED OFFICIALS       6051        $34,056.57   $180,329.26   $180,329.26

10000 10000        REGULAR POSITIONS       6011         $2,769.26     $2,769.26     $2,769.26    $183,098.52
************************************************************************************************************

TOTAL FUND AMOUNT     $183,098.52
TOTAL AGENCY AMOUNT   $183,098.52
************************************************************************************************************
```

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SUBJECT: RECONCILIATION: PAYROLL

EXHIBIT '5'

**Suggested Format
AFIS/HRMS Payroll Reconciliation
As Of: 09 / 13 / 96**

PCA # 10000

Personal Services

PAY37RD	(PCA Amount)	①	183,098.52
DAFR6920	(Posted Amount)	② -	182,885.61
Difference	(Amount In Error)	③ =	212.91
Amount Submitted To ADOA/GAO For Correction		④ -	N/A
Amount to be Corrected		⑤ =	212.91

Employee Related Expenditures

PAY37RF	(PCA Amount)		20,120.55
DAFR6920	(Posted Amount)	⑦ -	20,120.55
Difference	(Amount In Error)	⑧ =	0.00
Amount Submitted To ADOA/GAO For Correction		⑨ -	N/A
Amount to be Corrected		⑩ =	N/A

	CHAPTER	SECTION	PAGE	DATE
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SUBJECT: RECONCILIATION: PAYROLL

PAYROLL RECONCILIATION REPORTS

DAFR1161, Daily Payroll Control (TC 850's)

Purpose: This Control Report details all payroll (TC 850) transactions in AFIS including both posted transactions and errors that have not cleared yet. The posted transactions will appear the first night only. Errors will remain on the report until they have been resolved. Therefore, the report lists errors for multiple pay days. Also included is a description of the errors.

Example: The sample DAFR1161 transactions all posted except for one during Cycle 1. The second transaction, Cobj 6015 for $212.91, went on error. The report provides a List of Errors after the list of transactions. This describes the error code(s) given in the last column of the report.

The transaction has an 'F29', Cum Agy Budg Ovrexp, error. For further description, refer to Screen 'S090'. Recall the error code by typing a 'R' in the Action field and 'F29' in the Keyword field. One can then determine the cause of the error. For this type of an error, one that is due to insufficient cash, allotment, appropriation, or budget, immediate action is required to free up necessary monies. In our example, there is insufficient budget to process this payroll to Cobj 6015. Make necessary adjustments to the budget, or contact your AFIS Agency Liaison for assistance.

If an error requires correction of a profile, correct the profile or contact your AFIS Liaison to perform the correction. This could possibly be such errors as: 'ECD', PCA Status Not "A", or 'EDB', D10 Status Not "A". If the error requires correction of the transaction, make all necessary changes on the DAFR1161. Choose one of the following methods to notify the Department of Administration/General Accounting Office - Payroll Unit.

Error Correction
- Call (602) 542-2098, identify yourself and your agency, and explain in detail what the error(s) is (are) and how the situation should be resolved.
- Fax the copies of your corrections. The fax number is (602) 542-7066. Call (602) 542-2098 first and advise DOA/GAO - Payroll of the incoming fax.
- Mail - the copies of your corrections to:
     DOA/GAO - Payroll Unit
     1700 W. Washington, Room 282
     Phoenix, AZ 85007

The report sample and Field Descriptions are on the next pages.

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SUBJECT: RECONCILIATION: PAYROLL

PAYROLL RECONCILIATION REPORTS

```
REPORT ID  PAY37RF                  DEPARTMENT OF ADMINISTRATION                                      PAY DATE - 09/13/96

RUN DATE - 09/11/96              GROSS PAYROLL TRANSFERS REPORT                         PERIOD ENDING DATE - 09/06/96
                                    ORGANIZATIONAL DETAIL                                         PAGE NUMBER   202
TEST AGENCY                            BY 97 FUND 1000
AFIS AGENCY - CD

                            DISBURSEMENT  FOR  EMPLOYER  RELATED  EXPENDITURES

                  DESCRIPTION OF      SUB-OBJECT    SUB-OBJECT     GRANT/PHASE        INDEX            PCA
PCA  INDEX GRANT PH   SERVICES           CODE         AMOUNT         AMOUNT          AMOUNT          AMOUNT

10000             FICA TAX               6111      $12,590.20
                  BASIC LIFE INSURANCE   6114          $91.54
                  L.T.D. (NON A.S.R.S.)  6115         $147.50
                  L.T.D. A.S.R.S. ERE    6116         $690.20
                  UNEMPLOYMENT INS       6117         $365.67
                  WORKERS' COMP INS      6119         $378.55
                  RET ELECTED OFF /JUDGE 6151       $1,045.48
                  RETIREMENT PLAN        6155       $4,510.50     $19,819.64      $19,819.64

10000 10000       FICA TAX               6111         $211.45
                  BASIC LIFE INSURANCE   6114           $1.84
                  L.T.D. A.S.R.S. ERE    6116           $9.95
                  UNEMPLOYMENT INS       6117           $6.92
                  WORKERS' COMP INS      6119           $5.81
                  RETIREMENT PLAN        6155          $64.94        $300.91         $300.91      $20,120.55   <--(H)


TOTAL FUND AMOUNT    $20,120.55

TOTAL AGENCY AMOUNT  $20,120.55
```

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SUBJECT: RECONCILIATION: PAYROLL

PAYROLL RECONCILIATION REPORTS

Field Descriptions:

Pay End Date   Pay period ending date.
Cobj   The comptroller object code.
Index   Identifies certain accounting elements in AFIS. Is used to infer the
                      organizational structure.
PCA   The *Program Cost Account* is used to infer the program structure.
Grant Ph   The grant number and phase.
Batch   Agy   The batch agency.
        Date   The batch date.
        Typ   The batch type.
        No   The batch number.
        Seq   The batch sequence number.
Doc No   The transaction and line number.
R   Indicates whether the transaction is to have a *reverse* accounting
                      impact (e.g., credit cash instead of debiting cash). Valid codes are:
                               R   =   Transaction reversed
                               Blank =   Not applicable
Posted Amount   The amount of the line of the transaction that was posted.
In System: Amount   The amount of the line of the transaction that went on error.
        Error Codes   Codes for description of error. Up to 3 may be given.

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SUBJECT: RECONCILIATION: PAYROLL

PAYROLL RECONCILIATION REPORTS

DAFR6920, Payroll Reconciliation by PCA

Purpose: This AFIS financial report identifies payroll transactions that were in the payroll run for a single payday. The report sorts by Fund Number, Object Code, and then by PCA. These transactions will either be listed in the 'Posted Amount' or the 'In System Amount' columns. If the transaction posts, the amount will be included in the 'Posted Amount' column. If the transaction does not posts and thereby goes on error, it will be listed in the 'In System Amount' column.

Example: The sample DAFR6920 is broken up into two pages. The first page is for the Object (Obj) of 6000, Personnel Services. The second page is for the Obj 6100, Employee Related Expenditures (ERE). There is a black solid line separating the two pages in the sample. In this sample, all transactions for this agency's ERE payroll posted, and all but the charges for Overtime, Comptroller Object (Cobj) 6015, posted for Personal Services. The charges for Overtime went on error. This can be seen by the fact that the totals for Cobj 6015 is listed in the 'In System Amount' column, whereas, all the others listed in the 'Posted Amount' column. For an explanation of the error for Cobj 6015, refer to the description of DAFR1161 in this section.

The report samples and Field Descriptions are on the next pages.

PAYROLL RECONCILIATION REPORTS

DAFR6920 AAA PAY 65 CM 97   CFY: 97   CFM: 03 LCY: 96   ( ) ( ) ( ) ( ) ( ) ( ) ( )   LCM: 01 FICHE: CDA 1000 6000   )   RUN DATE: 09/15/96 TIME: 14:01:20   USAS
CYCLE: 09/13/96 00:08 1761 CFY: 97

TEST AGENCY (CDA)
PAYROLL RECONCILIATION BY PCA
PAY PERIOD END DATE 09/06/96

PERCENT OF YEAR ELAPSED: 25%   PROD REGION
                                                                                                                     •PAGE   439

EM (EDIT MODE) 0 = NO VALIDATION OR BALANCE EDITS YET PERFORMED
EM (EDIT MODE) 1 = ONLY VALIDATION EDITS YET PERFORMED
EM (EDIT MODE) 3 = TRANSACTION ON ERROR

FUND   1000   GENERAL FUND
OBJECT   6000   PERSONAL SERVICES

PCA	INDEX	GRANT PH DESCRIPTION	COBJ	POSTED AMOUNT	IN SYSTEM AMOUNT EM	TOTAL COBJ AMT	GRANT/PH AMOUNT	INDEX AMOUNT	PCA AMOUNT
10000	10000	BASE SALARY	6011	148,829.04	.00	148,829.04			
		OVERTIME	6015	.00	212.91	212.91			
		ELECTED OFFICIALS	6051	34,056.57	.00	34,056.57	183,098.52	183,098.52	183,098.52
•TOTAL OBJECT 6000	PERSONAL SERVICES								183,098.52

DAFR6920 AAA PAY 65 CM 97   CFY: 97   CFM: 03 LCY: 96   ( ) ( ) ( ) ( ) ( ) ( ) ( )   LCM: 01 FICHE: CDA 1000 6100   )   RUN DATE: 09/15/96 TIME: 14:01:20   USAS
CYCLE: 09/13/96 00:08 1761 CFY: 97

TEST AGENCY (CDA)
PAYROLL RECONCILIATION BY PCA
PAY PERIOD END DATE 09/06/96

PERCENT OF YEAR ELAPSED: 25%   PROD REGION
                                                                                                                     •PAGE   440

EM (EDIT MODE) 0 = NO VALIDATION OR BALANCE EDITS YET PERFORMED
EM (EDIT MODE) 1 = ONLY VALIDATION EDITS YET PERFORMED
EM (EDIT MODE) 3 = TRANSACTION ON ERROR

FUND   1000   GENERAL FUND
OBJECT   6100   ERE

PCA	INDEX	GRANT PH DESCRIPTION	COBJ	POSTED AMOUNT	IN SYSTEM AMOUNT EM	TOTAL COBJ AMT	GRANT/PH AMOUNT	INDEX AMOUNT	PCA AMOUNT
10000	10000	FICA TAXES	6111	12,801.65	.00	12,801.65			
		BASIC LIFE	6114	93.38	.00	93.38			
		LTD FOR RETIRE SYSTEMS	6115	147.50	.00	147.50			
		LTD FOR ASRS MEMBERS	6116	700.15	.00	700.15			
		UNEMPLOYMENT COMPENSATI	6117	372.59	.00	372.59			
		WORKER'S COMPENSATION	6119	384.36	.00	384.36			
		ELECTED OFFICALS	6151	1,045.48	.00	1,045.48			
		STATE EMPLOYEES	6155	4,575.44	.00	4,575.44	20,120.55	20,120.55	20,120.55
•TOTAL OBJECT 6100	ERE								20,120.55
•TOTAL FUND 1000	GENERAL FUND								203,219.07
•TOTAL AGENCY CDA	TEST AGENCY								203,219.07

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SUBJECT: RECONCILIATION: PAYROLL

PAYROLL RECONCILIATION REPORTS

Field Descriptions:

PCA   The *Program Cost Account* is used to infer the program structure.

Index   Identifies certain accounting elements in AFIS. Is used to infer the organizational structure.

Grant Ph   The grant number and phase.

Cobj Description   The title of the comptroller object code.

Cobj   The comptroller object code.

Posted Amount   The amount of the line of the transaction that was posted.

In System Amount   The amount of the line of the transaction that went on error.

EM   The *Edit Mode* of the batch. The following possible EM are also given in a key in the right top corner of the report:
'0' No Validation or Balance Edits Yet Performed.
'1' Only Validation Edits Yet Performed.
'3' Transaction on Error.

Total Cobj Amt   The total amount of the comptroller object code.

Grant/Ph Amount   The total amount of the grant and phase.

Index Amount   The total amount for the index.

PCA Amount   The total amount for the PCA.

	AFIS		CHAPTER	SECTION	PAGE	DATE
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SUBJECT: RECONCILIATION: PAYROLL

PAYROLL RECONCILIATION REPORTS

DAFR6930, Payroll Reconciliation by Index

Purpose: This AFIS financial report identifies payroll transactions that were in the payroll run for a single payday. The report sorts by Fund Number, Object Code, and then by Index. These transactions will either be listed in the 'Posted Amount' or the 'In System Amount' columns. If the transaction posts, the amount will be included in the 'Posted Amount' column. If the transaction does not posts and thereby goes on error, it will be listed in the 'In System Amount' column.

Example: The sample DAFR6930 is broken up into two pages. The first page is for the Object (Obj) of 6000, Personnel Services. The second page is for the Obj 6100, Employee Related Expenditures (ERE). There is a black solid line separating the two pages in the sample. In this sample, all transactions for this agency's ERE payroll posted, and all but the charges for Overtime, Comptroller Object (Cobj) 6015, posted for Personal Services. The charges for Overtime went on error. This can be seen by the fact that the totals for Cobj 6015 is listed in the 'In System Amount' column whereas all the others listed in the 'Posted Amount' column. For an explanation of the error for Cobj 6015, refer to the description of DAFR1161 in this section.

The report samples and Field Descriptions are on the next pages.

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SUBJECT: RECONCILIATION: PAYROLL

PAYROLL RECONCILIATION REPORTS

DAFR6930 AAA PAY 65 CH 87   CFY: 97   CFM: 03 LCY: 96   ( ) ( ) ( ) ( ) ( ) ( ) ( )   RUN DATE: 09/15/96 TIME: 14:01:20   USAS
CYCLE: 09/13/96 00:08 1761   LCM: 01 FICHE: CDA 1000 6000

TEST AGENCY (CDA)
PAYROLL RECONCILIATION BY INDEX
PAY PERIOD END DATE 09/06/96
PERCENT OF YEAR ELAPSED: 25%   PROD REGION
                                                                                            *PAGE 439

EM (EDIT MODE) 0 = NO VALIDATION OR BALANCE EDITS YET PERFORMED
EM (EDIT MODE) 1 = ONLY VALIDATION EDITS YET PERFORMED
EM (EDIT MODE) 3 = TRANSACTION ON ERROR

FUND   1000 GENERAL FUND
OBJECT 6000 PERSONAL SERVICES

INDEX	PCA	GRANT PH	DESCRIPTION	COBJ	POSTED AMOUNT	IN SYSTEM AMOUNT	EM	TOTAL COBJ AMT	GRANT/PH AMOUNT	PCA AMOUNT	INDEX AMOUNT
10000	10000		BASE SALARY	6011	148,829.04	.00		148,829.04			
			OVERTIME	6015	.00	212.91		212.91			
			ELECTED OFFICIALS	6051	34,056.57	.00		34,056.57	183,098.52	183,098.52	183,098.52

*TOTAL OBJECT 6000 PERSONAL SERVICES   183,098.52

DAFR6930 AAA PAY 65 CH 97   CFY: 97   CFM: 03 LCY: 96   ( ) ( ) ( ) ( ) ( ) ( ) ( )   RUN DATE: 09/15/96 TIME: 14:01:20   USAS
CYCLE: 09/13/96 00:08 1761   LCM: 01 FICHE: CDA 1000 6100

TEST AGENCY (CDA)
PAYROLL RECONCILIATION BY INDEX
PAY PERIOD END DATE 09/06/96
PERCENT OF YEAR ELAPSED: 25%   PROD REGION
                                                                                            *PAGE 440

EM (EDIT MODE) 0 = NO VALIDATION OR BALANCE EDITS YET PERFORMED
EM (EDIT MODE) 1 = ONLY VALIDATION EDITS YET PERFORMED
EM (EDIT MODE) 3 = TRANSACTION ON ERROR

FUND   1000 GENERAL FUND
OBJECT 6100 ERE

INDEX	PCA	GRANT PH	DESCRIPTION	COBJ	POSTED AMOUNT	IN SYSTEM AMOUNT	EM	TOTAL COBJ AMT	GRANT/PH AMOUNT	PCA AMOUNT	INDEX AMOUNT
10000	10000		FICA TAXES	6111	12,801.65	.00		12,801.65			
			BASIC LIFE	6114	93.38	.00		93.38			
			LTD FOR RETIRE SYSTEMS	6115	147.50	.00		147.50			
			LTD FOR ASRS MEMBERS	6116	700.15	.00		700.15			
			UNEMPLOYMENT COMPENSATI	6117	372.59	.00		372.59			
			WORKER'S COMPENSATION	6119	384.36	.00		384.36			
			ELECTED OFFICALS	6151	1,045.48	.00		1,045.48			
			STATE EMPLOYES	6155	4,575.44	.00		4,575.44	20,120.55	20,120.55	20,120.55

*TOTAL OBJECT 6100 ERE   20,120.55

*TOTAL FUND 1000 GENERAL FUND   203,219.07

*TOTAL AGENCY CDA TEST AGENCY   203,219.07

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SUBJECT: RECONCILIATION: PAYROLL

PAYROLL RECONCILIATION REPORTS

Field Descriptions:

Index	Identifies certain accounting elements in AFIS. Is used to infer the organizational structure.
PCA	The *Program Cost Account* is used to infer the program structure.
Grant Ph	The grant number and phase.
Cobj Description	The title of the comptroller object code.
Cobj	The comptroller object code.
Posted Amount	The amount of the line of the transaction that was posted.
In System Amount	The amount of the line of the transaction that went on error.
EM	The *Edit Mode* of the batch. The following are possible EM are also given in a key in the right top corner of the report:

'0' No Validation or Balance Edits Yet Performed.
'1' Only Validation Edits Yet Performed.
'3' Transaction on Error.

Total Cobj Amt	The total amount of the comptroller object code.
Grant/Ph Amount	The total amount of the grant and phase.
PCA Amount	The total amount for the PCA.
Index Amount	The total amount for the index.

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SUBJECT: RECONCILIATION: PAYROLL

PAYROLL RECONCILIATION REPORTS

PAY37RD, Gross Payroll Transfers Reports

Purpose: This Payroll Report is a summary listing of all personal services calculated in HRMS. The report sorts by PCA, Index, and then Grant and Phase. These transactions will be listed in the Sub-Object Amount column by total of the Sub-Object Code.

Example: The sample report provides a total for each Sub-Object Code that was used in the calculation of Personal Services for the particular PCA 10000. There are two separate sorts for this PCA. The first sort is the PCA with no Index, and the second sort is the PCA with an Index.

The first sort occurred because the PCA Profile ('S026') provided the Index for the payroll transaction to process. Therefore, no Index is listed on this report for the majority of the payroll transactions, and it creates the sort of PCA 10000 with no Index. The second sort occurred for the one Cobj of 6011 because both the PCA and Index were placed into the transaction from the labor distribution, not the PCA Profile. This then creates the sort of PCA 10000 and Index 10000.

The report sample and Field Descriptions are on the next pages.

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SUBJECT: RECONCILIATION: PAYROLL

PAYROLL RECONCILIATION REPORTS

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REPORT ID  PAY37RD                          DEPARTMENT OF ADMINISTRATION                                  PAY DATE - 09/13/96

RUN DATE - 09/11/96                      GROSS PAYROLL TRANSFERS REPORT                         PERIOD ENDING DATE - 09/06/96
                                              ORGANIZATIONAL DETAIL                                     PAGE NUMBER   157
TEST AGENCY                                      BY 97 FUND 1OOO
AFIS AGENCY --CD

                                         DISBURSEMENT  FOR  PERSONAL  SERVICES

PCA   INDEX GRANT  PH       DESCRIPTION OF      SUB-OBJECT    SUB-OBJECT        GRANT/PHASE        INDEX           PCA
                              SERVICES            CODE          AMOUNT            AMOUNT          AMOUNT          AMOUNT
---------------------------------------------------------------------------------------------------------------------------

1OOOO                     REGULAR POSITIONS       6011        $146,059.78
                          STRAIGHT OVERTIME PAY   6015          $212.91
                          ELECTED OFFICIALS       6051        $34,056.57       $180,329.26     $180,329.26

1OOOO 1OOOO               REGULAR POSITIONS       6011         $2,769.26        $2,769.26       $2,769.26       $183,098.52
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TOTAL FUND AMOUNT    $183,098.52

TOTAL AGENCY AMOUNT  $183,098.52
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SUBJECT: RECONCILIATION: PAYROLL

PAYROLL RECONCILIATION REPORTS

Field Descriptions:

PCA	The *Program Cost Account* is used to infer the program structure.
Index	Identifies certain accounting elements in AFIS. Is used to infer the organizational structure.
Grant Ph	The grant number and phase.
Description of Serv.	The title of the Sub-Object code.
Sub-Object Code	The Sub-Object code.
Sub-Object Amount	The total amount of the Sub-Object that was entered into the payroll system.
Grant/Ph Amount	The total amount of the grant and phase.
Index Amount	The total amount for the index.
PCA Amount	The total amount for the PCA.

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SUBJECT: RECONCILIATION: PAYROLL

PAYROLL RECONCILIATION REPORTS

PAY37RF, The Gross Payroll Transfers Reports

Purpose: This Payroll Report is a summary listing of all employee related expenditures calculated in HRMS. The report sorts by PCA. These transactions will be listed in the Sub-Object Amount column by total of the Sub-Object Code.

Example: The sample report provides a total for each Sub-Object Code that was used in the calculation of Employee Related Expenditures (ERE) for the particular PCA 10000. There are two separate sorts for this PCA. The first sort is the PCA with no Index, and the second sort is the PCA with an Index.

The first sort occurred because the PCA Profile ('S026') provided the Index for the payroll transaction to process. Therefore, no Index is listed on this report for these payroll transactions, and it creates the sort of PCA 10000 with no Index. The second sort occurred because both the PCA and Index was placed into the payroll transactions from the labor distribution, not the PCA Profile. This then creates the sort of PCA 10000 and Index 10000.

The report sample and Field Descriptions are on the next pages.

PAYROLL RECONCILIATION REPORTS

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REPORT ID  PAY37RF                    DEPARTMENT OF ADMINISTRATION                                        PAY DATE - 09/13/96

RUN DATE - 09/11/96                   GROSS PAYROLL TRANSFERS REPORT                          PERIOD ENDING DATE - 09/06/96
                                           ORGANIZATIONAL DETAIL                                       PAGE NUMBER   202
                                             BY 97 FUND 1000
TEST AGENCY
AFIS AGENCY - CD

                                 DISBURSEMENT FOR  EMPLOYER RELATED EXPENDITURES

                         DESCRIPTION OF    SUB-OBJECT    SUB-OBJECT     GRANT/PHASE       INDEX          PCA
PCA   INDEX GRANT  PH       SERVICES          CODE         AMOUNT         AMOUNT          AMOUNT        AMOUNT

10000               FICA TAX                  6111      $12,590.20
                    BASIC LIFE INSURANCE      6114          $91.54
                    L.T.D. (NON A.S.R.S.)     6115         $147.50
                    L.T.D. A.S.R.S. ERE       6116         $690.20
                    UNEMPLOYMENT INS          6117         $365.67
                    WORKERS' COMP INS         6119         $378.55
                    RET ELECTED OFF /JUDGE    6151       $1,045.48
                    RETIREMENT PLAN           6155       $4,510.50     $19,819.64      $19,819.64

10000 10000         FICA TAX                  6111         $211.45
                    BASIC LIFE INSURANCE      6114           $1.84
                    L.T.D. A.S.R.S. ERE       6116           $9.95
                    UNEMPLOYMENT INS          6117           $6.92
                    WORKERS' COMP INS         6119           $5.81
                    RETIREMENT PLAN           6155          $64.94        $300.91         $300.91     $20,120.55

TOTAL FUND AMOUNT        $20,120.55

TOTAL AGENCY AMOUNT      $20,120.55
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SUBJECT: RECONCILIATION: PAYROLL

PAYROLL RECONCILIATION REPORTS

Field Descriptions:

PCA	The *Program Cost Account* is used to infer the program structure.
Index the	Identifies certain accounting elements in AFIS. Is used to infer organizational structure.
Grant Ph	The grant number and phase.
Description of Serv.	The title of the Sub-Object code.
Sub-Object Code	The Sub-Object code.
Sub-Object Amount	The total amount of the Sub-Object that was entered into the payroll system.
Grant/Ph Amount	The total amount of the grant and phase.
Index Amount	The total amount for the index.
PCA Amount	The total amount for the PCA.

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SUBJECT: RECONCILIATION: PAYROLL

PAYROLL RECONCILIATION REPORTS

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SUBJECT: RECONCILIATION: PAYROLL