Investment Accounting

Training Guide

Version 3.1

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About This Training Guide

TRAINING GUIDE DESCRIPTION

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

TRAINING GUIDE OBJECTIVES

In this training guide, you will:

- Review the basic Navigation of AFIS using tables, documents, and queries
- Examine an overview of investment accounting
- Review process for Department Investors
- Examine the cash sweep process and perform table investment updates for Treasurer's Office Investors

TERMINOLOGY

The terms listed in Table 1 are used throughout the Investment Accounting course.

Table 1: Terminology

Term	Description
Accounting Line	The fields in a document's Accounting component where users, at a minimum, enter a set of Chart of Accounts codes comprising a funding distribution and an Event Type (may use default).
Accounting Template (ACTPL)	A predefined set of elements that can be inferred to a document accounting line as a soft inference, meaning accounting elements may still be entered on a transaction that are not overwritten by elements defined on the Accounting Template.
AFIS	Stands for Arizona Financial Information System. A web-based application for the State's Financial Management.
Cash Balance Detail (CBALDQ) table	Used to compare current cash balance to payments pending disbursement, for the purpose of identifying how much operating cash is needed.
Cash Sweep	The process of moving excessive funds from a department's cash balance to its investment balance, or the reverse process of returning invested funds back to the department's cash balance.
Cash Sweep	Used to establish which participatory funds, associated participatory fund

Term	Description
(SWEEP) table	elements, pool fund, minimum threshold amounts, and cash balance sheet accounts are eligible for cash sweep.
Chart of Accounts (COA)	An account structure to classify financial information which captures the dimensional structure for documenting and reporting on budget data.
Document Catalog	A central location where documents can be generated and reviewed.
Document Codes	Forms used to enter and record financial transactions and activities in AFIS.
Document Phase	A point in time within the document processing lifecycle. Common phases are Draft, Pending, and Final.
Event Type (ETYP)	Identifies and records the type of financial activity for an accounting line of a document. For all accounting based documents, and certain non-accounting documents, every accounting line must have an Event Type. You can either enter the Event Type or use the default provided by the system.
Function	A predefined set of elements that can be inferred to a document accounting line as a hard inference overwriting any existing accounting elements and unchangeable once inferred.
Grid	A list of records displayed in a table format. Up to 10 records are typically displayed at one time.
Inferred Values	Values that are automatically populated based on previous entries in the system.
ITD Balance Sheet Detail (BBALD) table	Used to identify balance sheet amounts for balance sheet accounts, like cash, cash invested, and payments outstanding.
Jump to	Used with a document code to navigate directly to a specified page within AFIS.
Page Search	Used with a document code to find and navigate to any page in AFIS.
Participating Account	The combination of operating fund and balance sheet account that contributes money to a treasury accounting pool fund. Also called participatory account.
Participatory Fund	Any operating fund that contributes money to a treasury accounting pool fund.
Pool Fund	An investment fund established to account for all activities related the investments purchased by the fund.
Pool History (PHIS) table	Used to record the daily cash position of the participatory funds in an associated pool fund. On PHIS, the cash account balances are retained by Pool Fund, Participatory Fund, BS Account and History Date
Posting Line	The component of a document with the most detailed accounting information. It is a common source of information used to update most of the system.
Primary Navigation Panel	A menu at the top of the screen that allows quick navigation to specific pages via Jump to, Home, and Help icons.
Query Page	Pages that display summary and detailed information from successfully processed documents, for viewing only (not for modification).
Reference Tables	Pages that control how the application functions and provide valid values (codes) for data entry. Some of these pages are updated by batch or document processing while others can be updated by users who have appropriate security authorization. For example, Accounts Receivable (AR) reference tables determine how the Receivable (RE) and Cash Receipt (CR) documents generated should post to journals, as well as infer values on the documents.
Roll-up	A grouping of chart of accounts element codes for reporting or control

Term	Description
	purposes. Most elements use class, category, type, and group to roll information into higher levels of summarization.
Secondary Navigation Panel	A menu that changes depending on what type of page the user is on. The Home Page includes standard options and access to History and Favorites. Multi-page tables include menus to navigate through sections of a table. Documents include menus to navigate through components and features of a document.
Workflow	An online approval process for documents.

LIST OF ACRONYMS

Table 2 lists the acronyms used in this manual.

Table 2: Acronyms

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

1. Navigation Refresher

Learning Objectives

In this lesson, you will:

- Review the basic access and navigation of a reference table
- Review the basic access and navigation of documents using the Document Catalog
- Review the navigation tools and searching records within a query

Lesson Overview

As with any software, it is important that users understand how to navigate through various menus and features in order to complete tasks efficiently and accurately. AFIS uses a Web interface to display the types of application pages used to process financial information. This lesson reviews the navigation of AFIS as it pertains to Investment Accounting processes by looking at a selected investment related reference table, document and query that are used throughout this Investment Accounting training guide. Understanding how to use these three types of pages is important, because it makes it easier for users to search for a particular type of page and navigate between them.

1.1. Navigation Review: Reference Table

Reference tables are used to store information within the system, used primarily by documents. The information in some of these reference tables can be created and modified by anyone with the required security permissions. Most reference tables can be accessed through Page Search or Jump to command at the top of the screen. This topic examines the Cash Sweep (SWEEP) reference table. The SWEEP Reference Table is used to provide information to the system on each individual cash account of a Fund participating in the automated Cash Sweep process.

ACTIVITY 1.1

Navigate to the Cash Sweep Reference Table

Scenario

You want to review the navigation features in AFIS. You will use Page Search to locate the Cash Sweep (SWEEP) reference table.

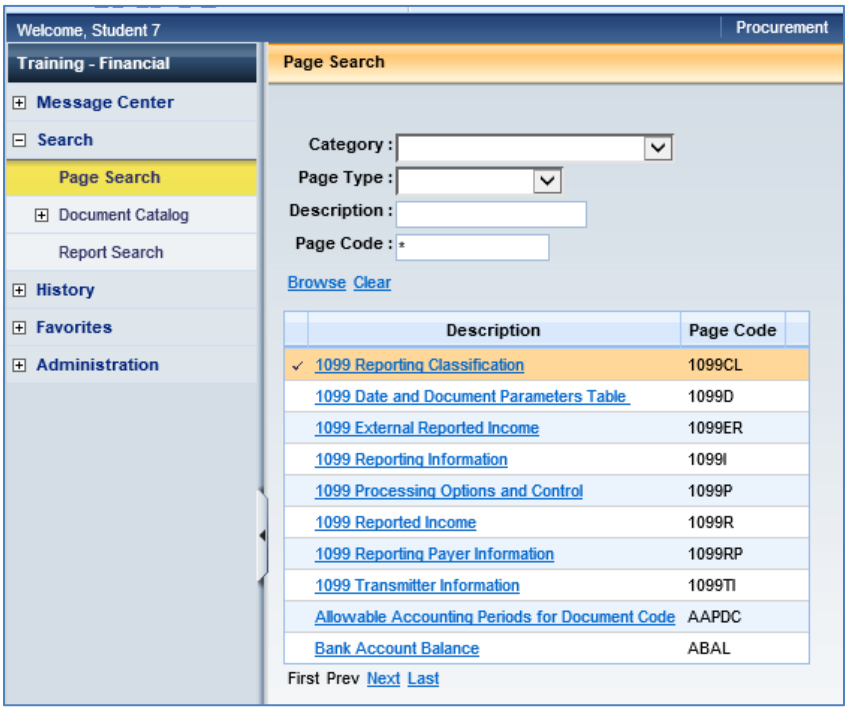
Setup

✓ User is logged into the AFIS home page.

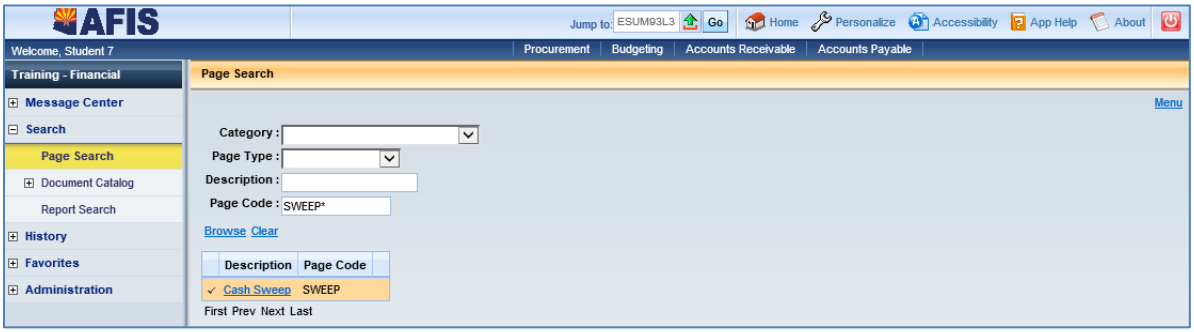
Steps

A. Navigate using Page Search.

1. In the Secondary Navigation Panel on the left, click **Search**.



2. Click **Page Search**.
3. In the **Page Code** field, type ***SWEEP***.
4. Click **Browse**.

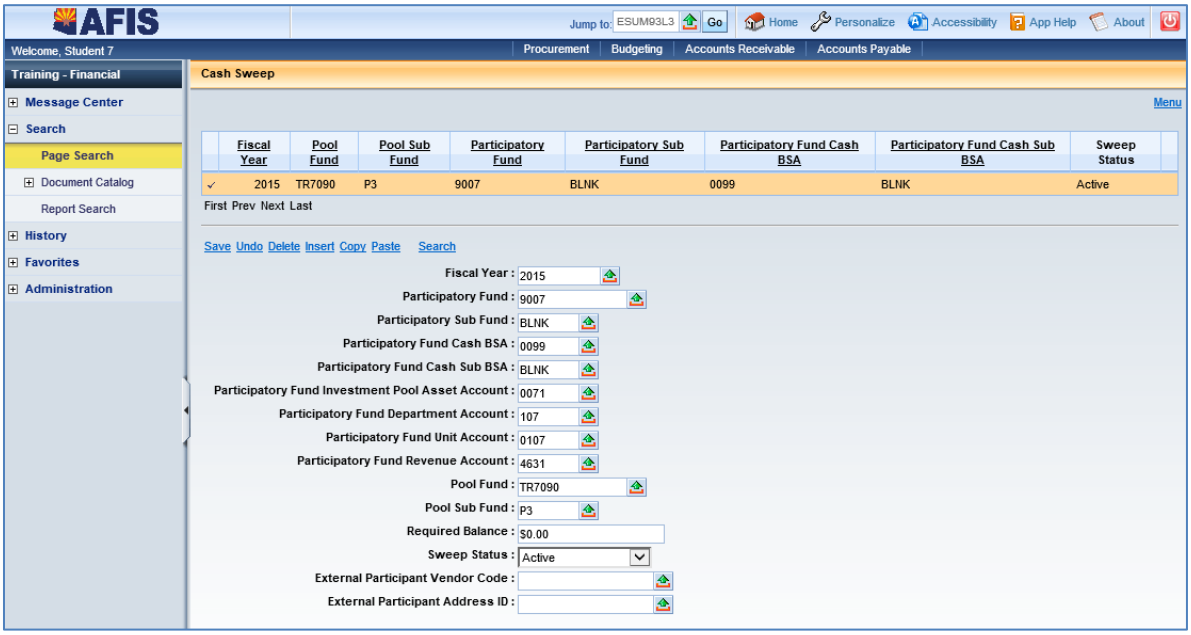


5. In the list of tables that appears below the search fields, click **Cash Sweep**.

B. Explore the Cash Sweep table.

1. Click **Search**.
2. In the **Fiscal Year** field, enter ***2015***.
3. In the **Participatory Fund** field, enter ***the data from your student data card***.

4. Click **OK**.



5. Observe the Required Balance field for the selected Cash Sweep entry.
6. Click **Home** in the Primary Navigation Panel to return to the Home Page.

1.2. Navigation Review: Document

The information stored in reference tables gets updated by documents. Some documents update the information on multiple tables. The Document Catalog is used to create documents and to search for documents based on Code, Department, Unit, or ID. It can also be searched by User Information using User ID (created by) and Date (created on), or by Document State using Function, Phase or Status fields. This example uses a Journal Voucher (JV) document.

ACTIVITY 1.2

Navigate to a Journal Voucher Document

Scenario

You want to review the navigation features in AFIS. You will use the Document Catalog to find a Journal Voucher (JV) document that was used to purchase investments.

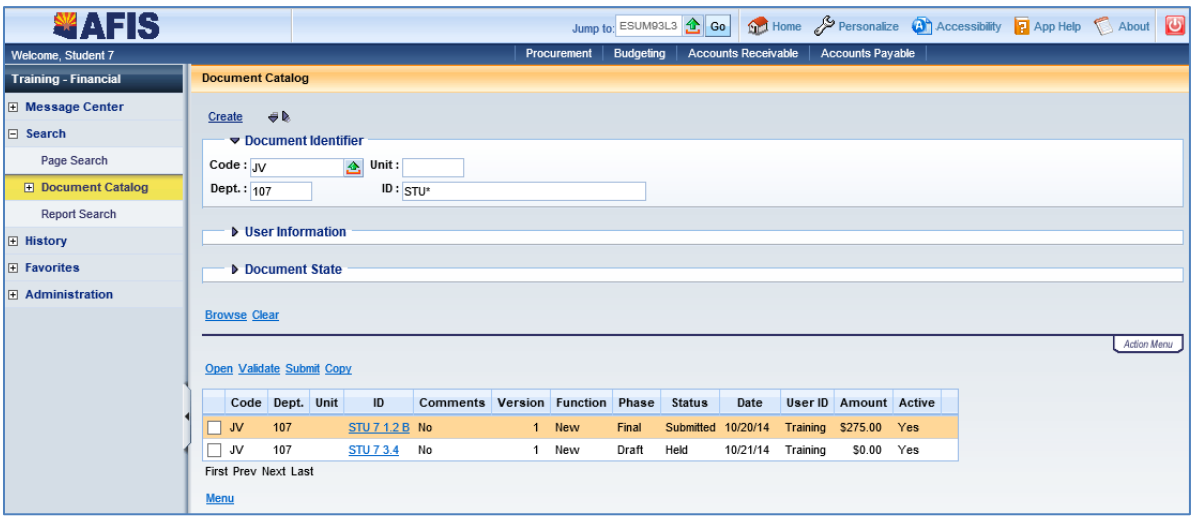
Setup

✓ User is logged into the AFIS home page.

Steps

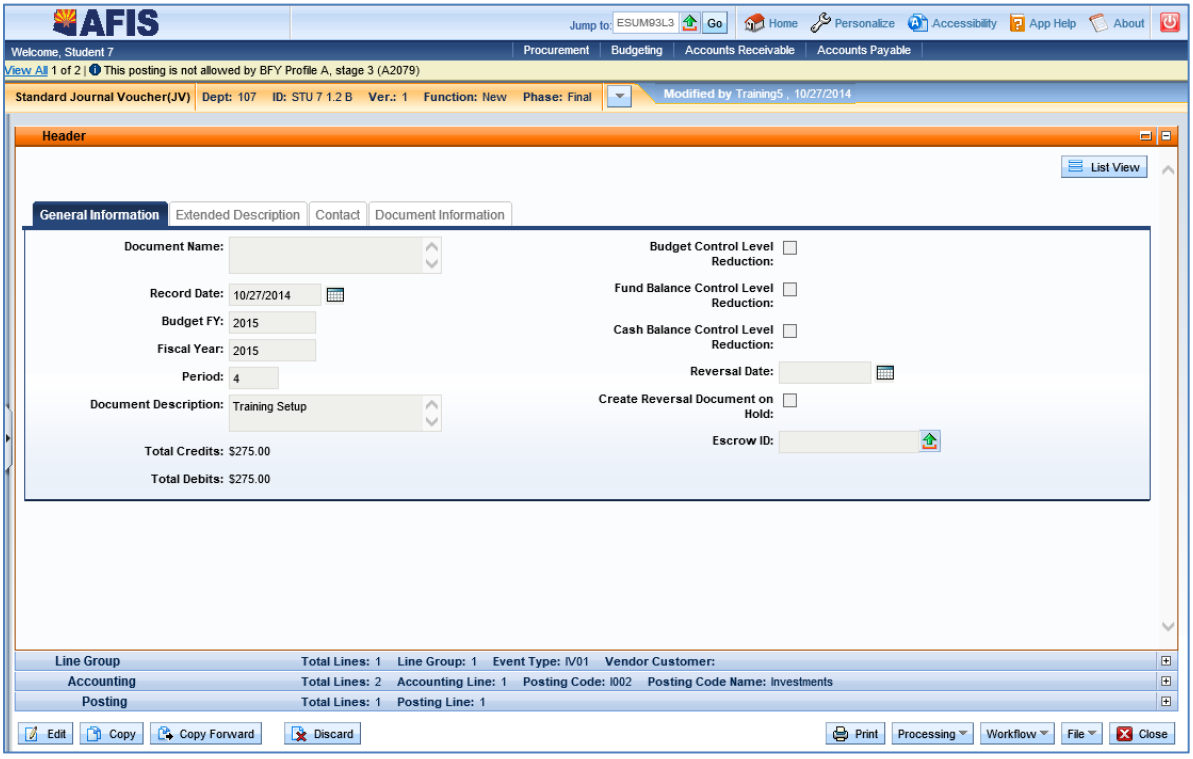
A. Navigate using the Document Catalog.

1. From the Secondary Navigation Panel on the left, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter ***JV***.
4. In the **Department** field, enter ***the data from your student data card***.
5. In the **ID** field, enter ***the data from your student data card***.
6. Click **Browse**. The grid displays all JV documents in the system.



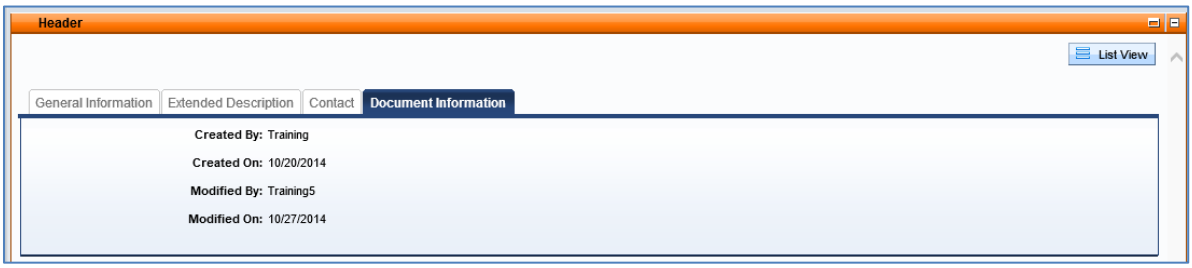
7. In the list of documents, in the first row, click the **Document ID** for the document.
8. Observe the Journal Voucher document window displays the four components that together make up the document.

9. Observe that the document information at the top of the screen includes document name and document code, Dept, ID, Ver. (Version), Function, and Phase, as well as the document menu button to the immediate right of the Phase.



B. Explore the Journal Voucher document Header component.

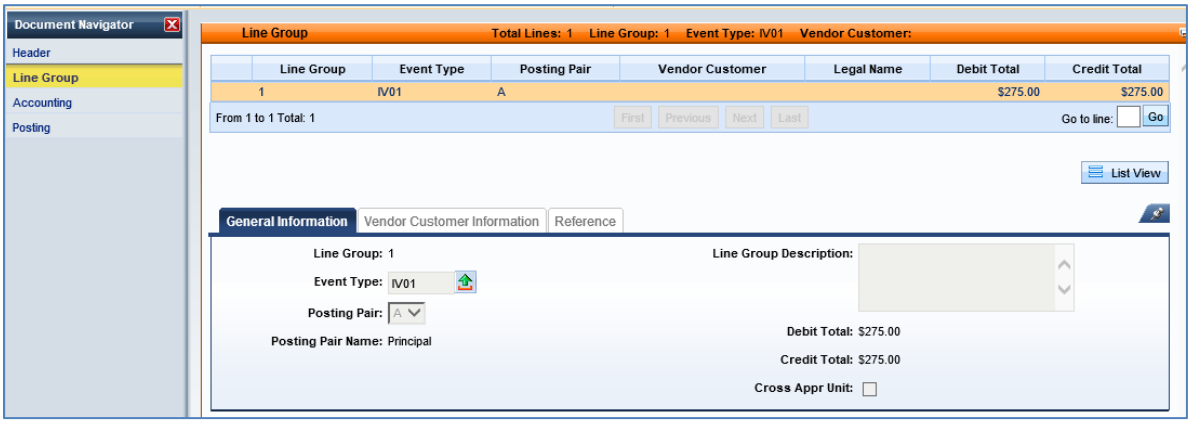
1. Observe the fields on the General Information tab.
2. Click on the **Extended Description** tab.
3. Click on the **Contact** tab.
4. Click on the **Document information** tab.



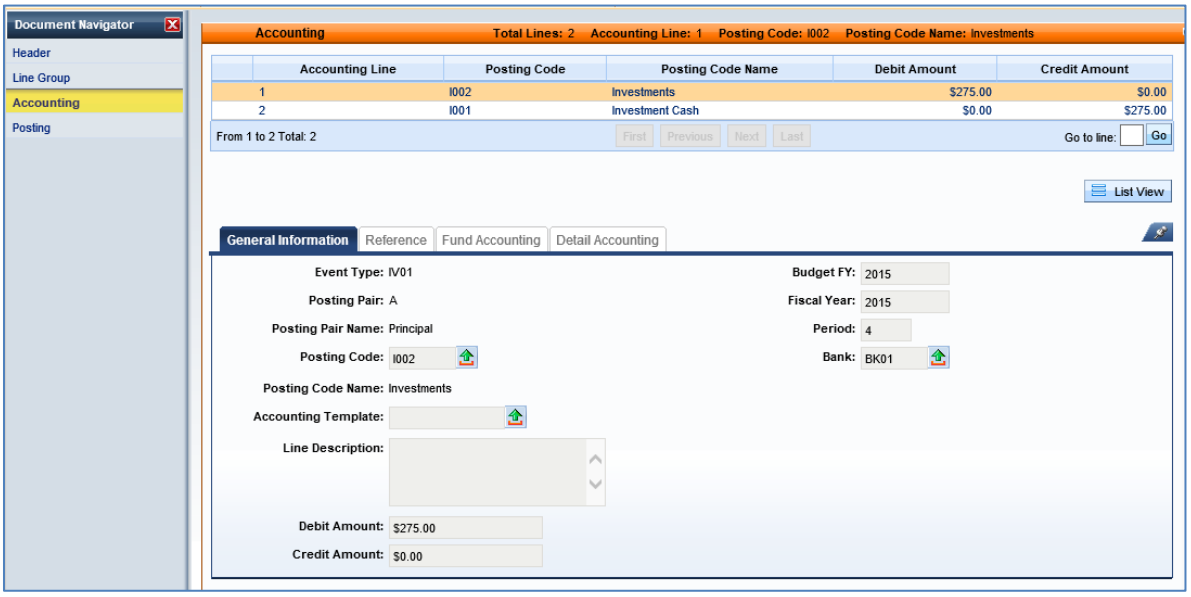
C. Explore the other components of the document.

1. Open the Document Navigator Panel, click the **Open Document Navigator** arrow on the left of the screen.
2. In the Document Navigator Panel, click **Line Group**.

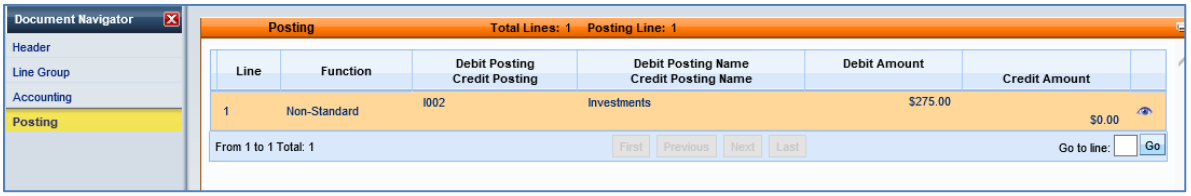
3. Observe the component tabs and fields.



4. In the Document Navigator Panel, click **Accounting**.
5. Observe the component tabs and fields.



6. In the Document Navigator Panel, click **Posting**.
7. Observe the information in this component.



D. Close out of the document.

1. When you are finished, click the **Close** button at the bottom of the document to return to the Document Catalog.

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

1.3. Navigation Review: Query Page

The information that documents update in tables can be looked up by performing a query and certain tables are designed for this purpose. For example, journal vouchers can be tracked and researched with a query by using the Accounting Journal (JACTG) table. One way to quickly access the JACTG table is to type JACTG into the Jump to field in the Primary Navigation Panel.

ACTIVITY 1.3

Navigate to the Accounting Journal

Scenario

You want to review the navigation features in AFIS. You will use the Jump to command to navigate to the Accounting Journal (JACTG) query page.

Setup

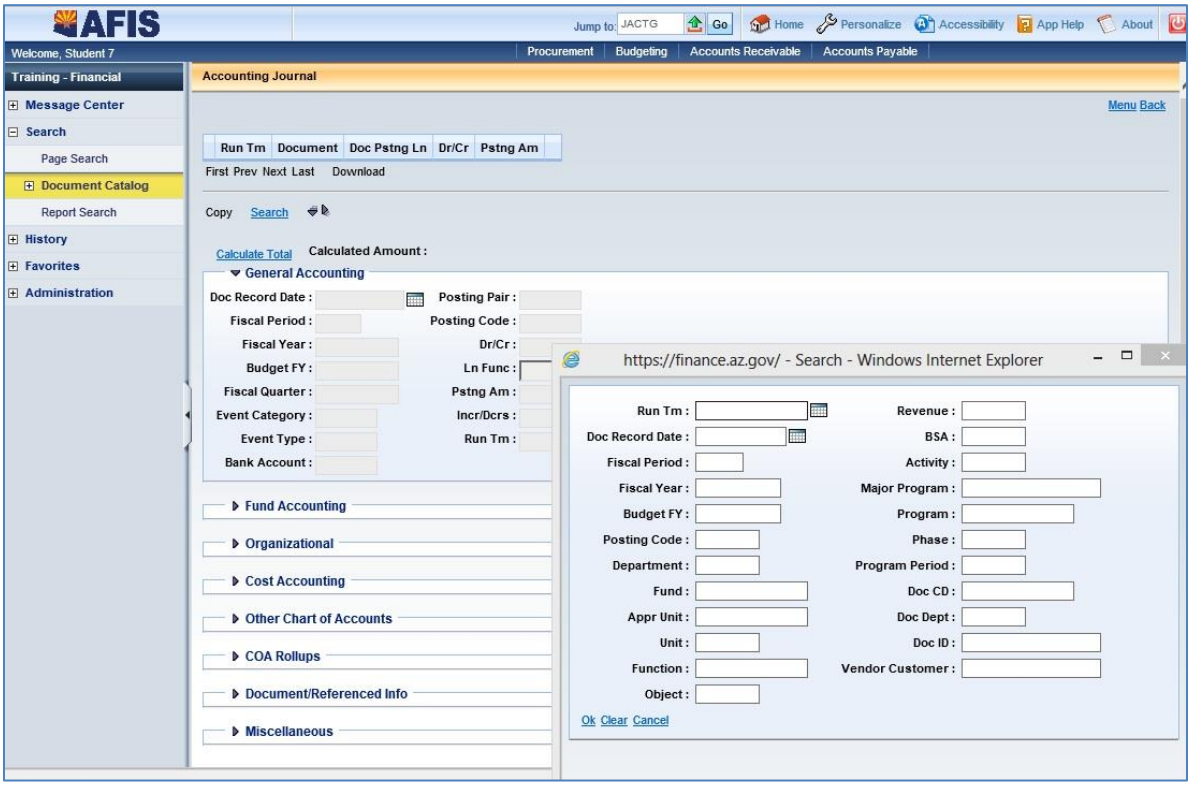
✓ User is logged into the AFIS home page.

Steps

A. Navigate using the Jump to command.

1. In the Primary Navigation Panel, in the **Jump to** field, enter ***JACTG***.

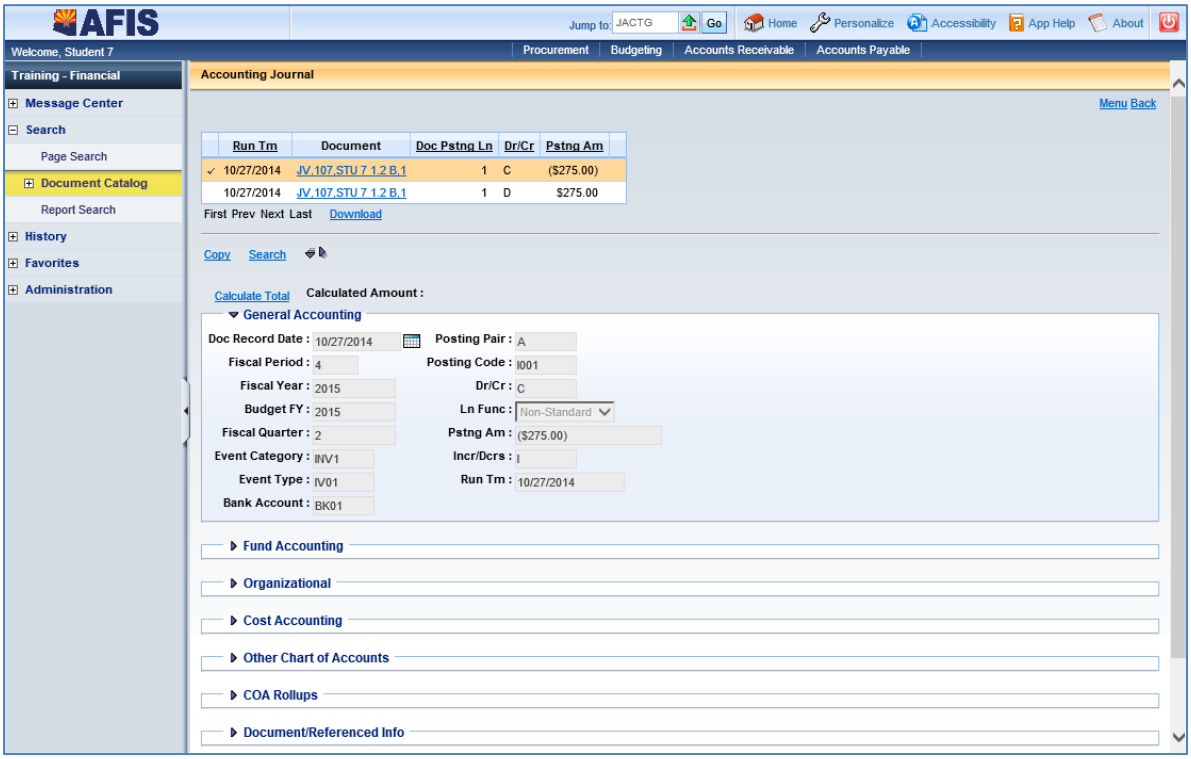
2. Click **Go**. The Accounting Journal query page and a Search popup window open.



B. Locate a Fund using the Search window.

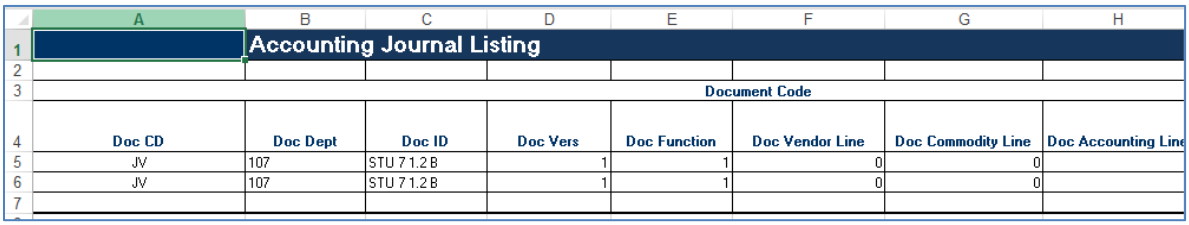
1. In the Search pop-up window, in the **Fund** field, enter ***the data from your student data card***.
2. In the Search pop-up window, in the **Doc CD** field, enter ***JV***.
3. In the Search pop-up window, in the ***Doc Dept*** field, enter ***the data from your student data card***.
4. In the Search pop-up window, in the **Doc ID** field, enter ***the data from your student data card***.

5. Click **Ok**.



C. Navigate through the list of documents returned for the Fund.

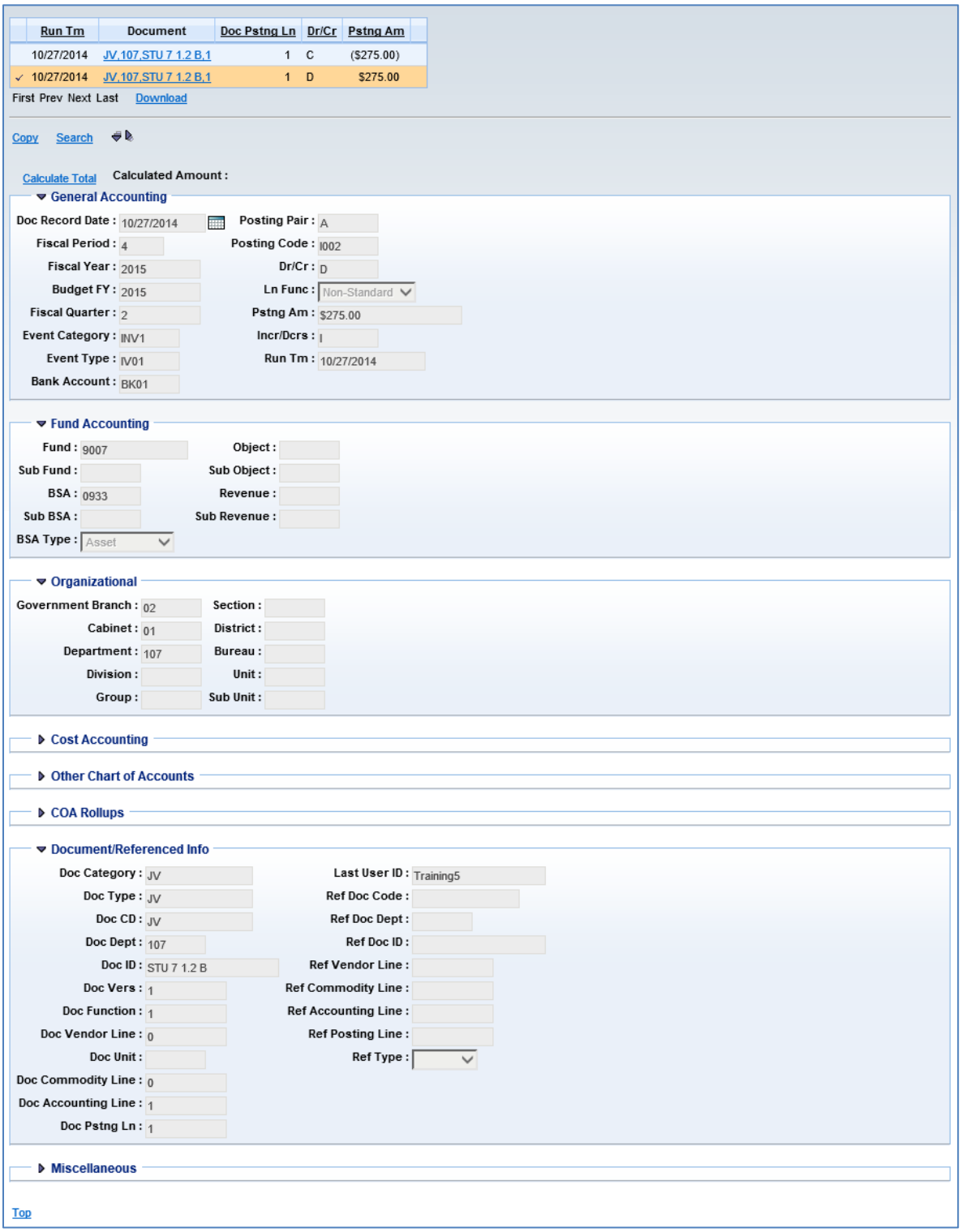
1. The grid displays up to 10 results at a time. Observe the navigation links at the bottom for **First**, **Prev**, **Next** and **Last** that are used to scroll through the results. Click **Download** to copy results to an Excel file.



	A	B	C	D	E	F	G	H
1		Accounting Journal Listing						
2								
3					Document Code			
4	Doc CD	Doc Dept	Doc ID	Doc Vers	Doc Function	Doc Vendor Line	Doc Commodity Line	Doc Accounting Line
5	JV	107	STU 7 1.2 B	1	1	0	0	
6	JV	107	STU 7 1.2 B	1	1	0	0	
7								

2. Click any line in the grid to display the details of that item in the scalar view below.

3. Observe the expandable components for each item in the scalar view that summarizes the data for the document.



4. In the scalar detail component, click **Fund Accounting** to expand that component.
5. Click **Fund Accounting** again to collapse the component.

6. In the grid, click on the **Document** to open that document.
7. Observe the document screen and components.
8. When you are finished click **Close**.
9. Click **Home** in the Primary Navigation Panel to return to the Home Page.

Lesson Summary

This lesson reviewed the basic navigation tools and methods that will be used throughout this training guide. The Jump to feature can be used to go right to a certain page or table. The Page Search and Document Catalog can also be used to search for specific table or document within the system.

2. Overview of Investment Accounting

Learning Objectives

In this lesson, you will:

- Review the Chart of Accounts elements
- Review the investment accounting processes

Lesson Overview

The investment accounting process involves the buying and selling of investments, and typically is managed at the Treasurer level, unless a Department has specific statutory authority to manage their own investments at the Department (Agency) level. As a review, this lesson will examine the Chart of Accounts and then identify the investment accounting processes. Depending on how a Department manages their investments, different investment processes may be applied.

The process for buying and selling of investments held by the Treasurer will not be covered in this training guide. The documents used by the Treasurer's Office for these types of transactions are the State Treasurer – Treasury Fund Clearing (STTFC) and State Treasurer – Treasury Adjustment (STADJ) documents. These documents are created through an interface.

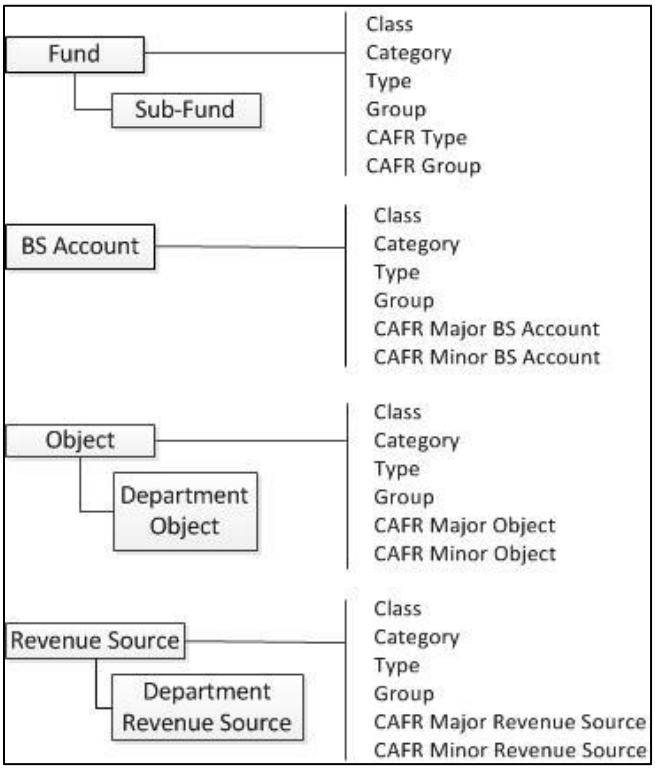
2.1. Chart of Accounts Elements

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

Hierarchies and Roll-ups

Hierarchies represent a relationship among a series of COA elements, where one element, a parent, is broken down into smaller components, called children. Roll-ups allow a grouping of Chart of Accounts element codes for reporting or control purposes. Most elements use Class, Category, Type, and Group to roll information into higher levels of summarization. Figure 1 outlines representative Chart of Accounts elements with their corresponding roll-ups.

Figure 1: Chart of Account Elements with Roll Ups



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

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

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

Centralized and Decentralized Elements

Centralized accounting elements are controlled and maintained by GAO for all departments who use AFIS. Decentralized elements are defined and maintained at the department level. AFIS Chart of Accounts meets both these centralized and decentralized needs with five types of COA elements: Fund Accounting codes, Organization codes, Budgetary codes, Cost Accounting codes, and other codes.

Fund Accounting Elements

There are four elements that must be defined for fund accounting to work properly: Fund, Balance Sheet Account (BSA), Object, and Revenue Source. These four elements enable each fund to have a self-balancing set of accounts sufficient to capture all the reported attributes of a portion of the government's activities and resources. Table 3 lists the Chart of Accounts elements required by Journal Voucher (JV) documents.

Table 3: Chart of Account Elements

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

Organizational Elements

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

Budget Elements

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

Cost Accounting Elements

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

Other Elements

AFIS provides other elements for reporting and tracking transactions across different funds and organizations, so that you can see how much has been collected or spent for a certain measure in total.

The elements are: Location, Activity, Function, Task, Sub Task and Task Order. These additional elements allow you to indicate more details about the transaction.

2.2. Overview of Investment Accounting Processes

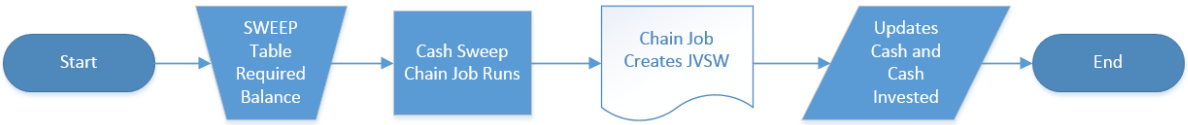
Investment funds are managed and maintained through the use of tables and documents in AFIS. There are three main processes that are involved in investment accounting.

A Department (Agency) can manage its own investments using a Journal Voucher document as represented by Figure 2 below.

Figure 2: Department Managing Investments

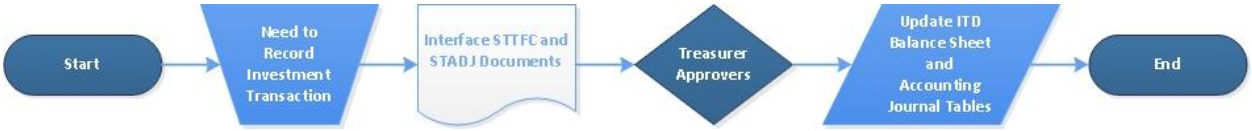
A Department's (Agency's) investment funds can be designated by the Department but processed by the Treasurer using the SWEEP table as represented by Figure 3 below.

Figure 3: Department Using SWEEP Table to Designate Investment Funds



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

Figure 4: Treasurer Records Investment Transactions



Lesson Summary

In this lesson, you:

- Reviewed the Chart of Accounts elements
- Reviewed the investment accounting processes

3. Department Investment Process

Learning Objectives

In this lesson, you will:

- Identify the department workflow process for Journal Voucher documents
- Examine the process of creating a Journal Voucher to record investment transactions
- Research the updates made by the Journal Voucher document

Lesson Overview

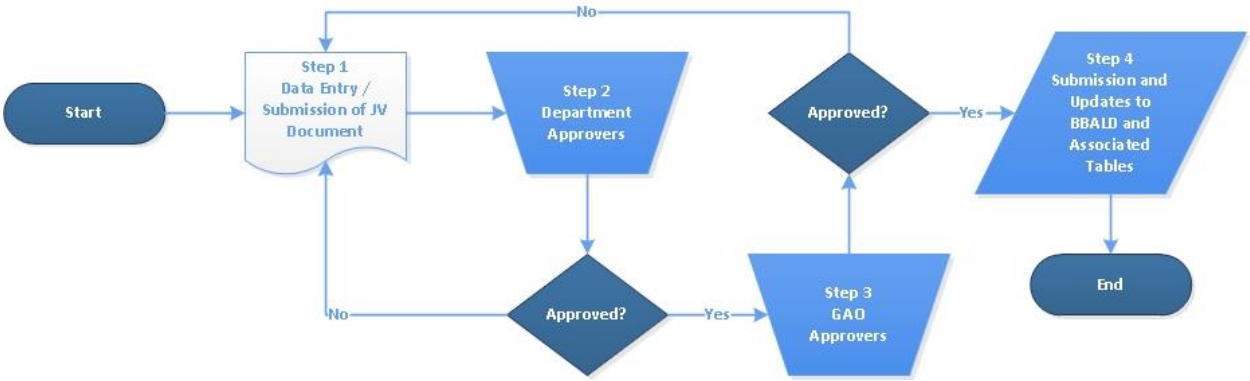
If a department manages its own investments apart from the Treasurer, department users will create a Journal Voucher (JV) document to record these investment transactions. This lesson covers the Journal Voucher document as it is used by department investors.

3.1. Department Investment Process Overview

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

1. The Department is responsible for creating and submitting a Journal Voucher (JV) document. Information regarding the purchase or sale of investments is entered on the JV document. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry, the JV document is submitted and routed for approval.
2. The JV document and any attached documentation are reviewed by an authorized Department level approver. If the approver determines that the JV document has missing or incorrect data, then the JV document is rejected and returned for corrections in Step 1. If the approver determines that the JV document data is correct, then the JV document is approved at the department level and proceeds to the next step.
3. The JV document and any attached documentation are reviewed by an authorized GAO level approver as a final review. If the approver determines that the JV document has missing or incorrect data, then the JV document is rejected and returned for corrections in Step 1. If the approver determines that the JV document data is correct, then the JV document is approved and proceeds to the next step.
4. The JV document is then approved by GAO and proceeds to the next step.
5. The JV document final submission updates the Inception-to-Date Balance Sheet Detail (BBALD) and Accounting Journal (JACTG) tables and other associated tables within AFIS.

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



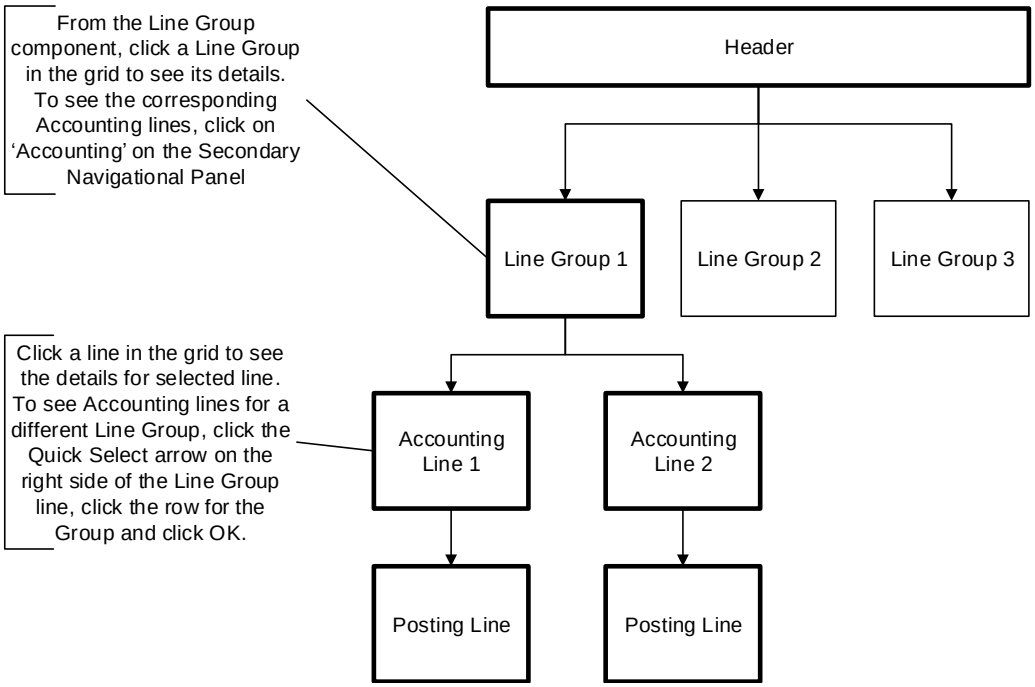
3.2. Journal Voucher Document Components

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

The four components of a Journal Voucher are:

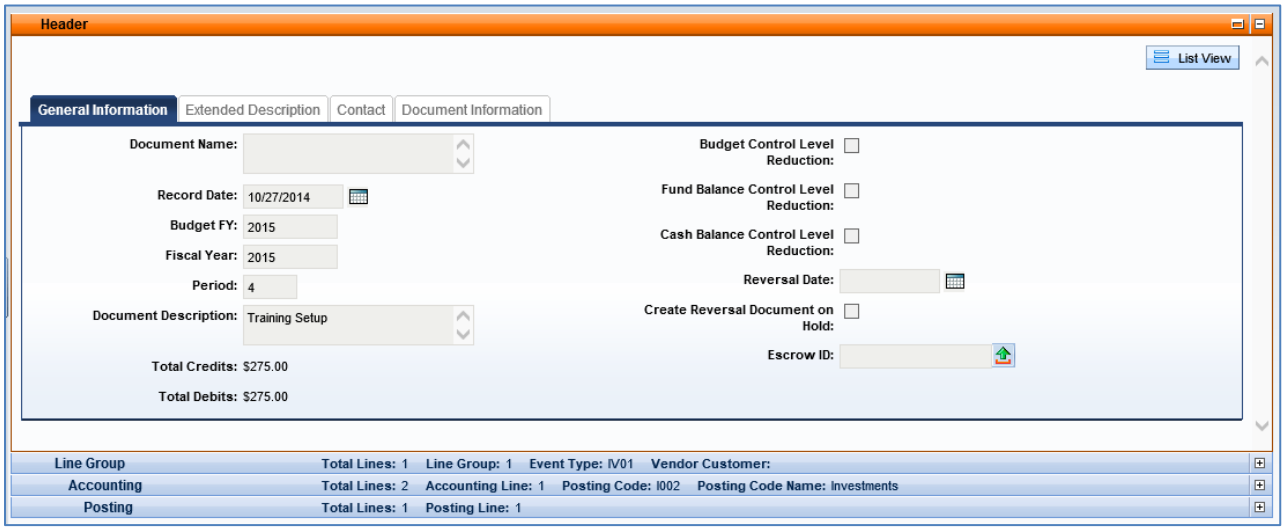
- **Header** – Stores values that apply to the entire document
- **Line Group** – Stores Event Type and Description
- **Accounting** – Used to record Chart of Accounts elements (each Accounting line contains a Posting Code)
- **Posting** – Represents the postings for each Accounting line

Figure 6: Journal Voucher Components



Journal Voucher Header Component

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



Journal Voucher Line Group Component

The Line Group component is used to record the Event Type for the investment transaction. An Event Type describes the nature of the financial transaction being entered into AFIS through the document,

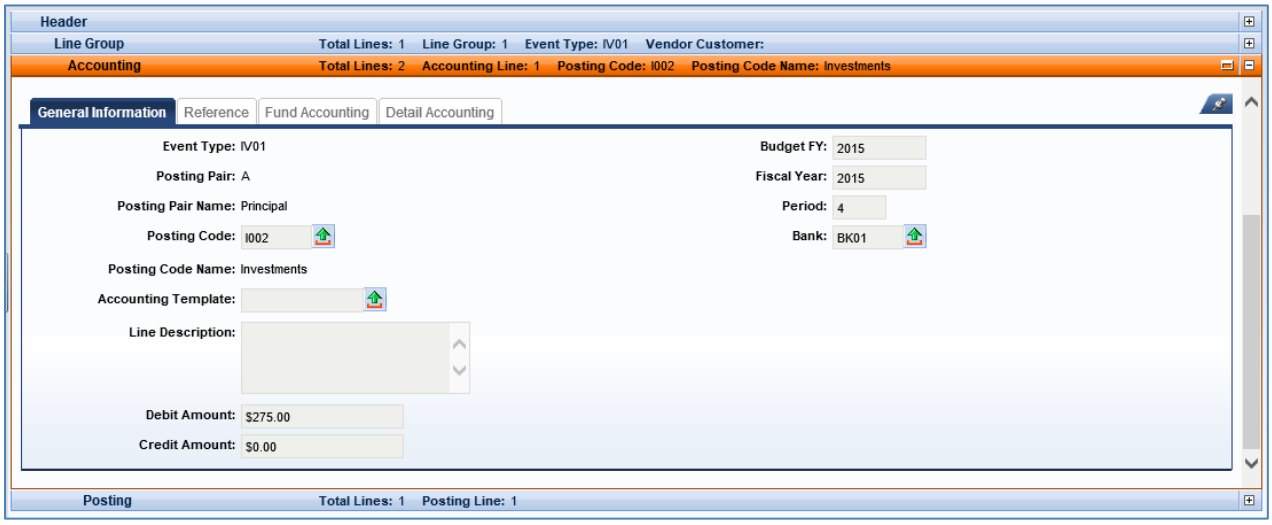
together with a variety of accounting and possibly budget instructions related to that type of financial transaction. It also contains a field for a description.

Journal Voucher Accounting Component

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

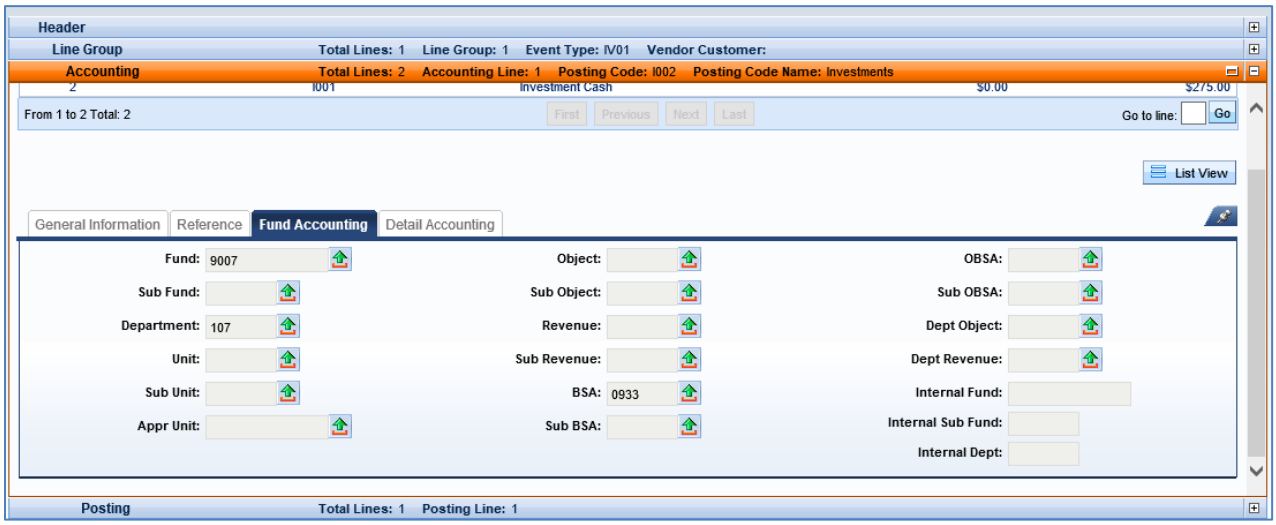
Journal Voucher Accounting – General Information Tab

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



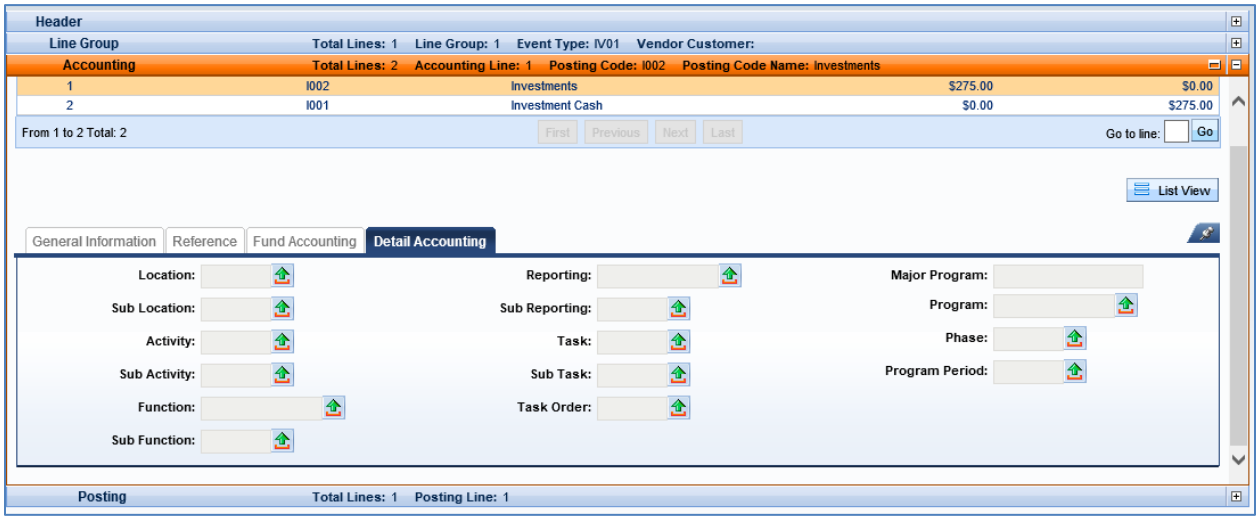
Journal Voucher Accounting – Fund Accounting Tab

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



Journal Voucher Accounting – Detail Accounting Tab

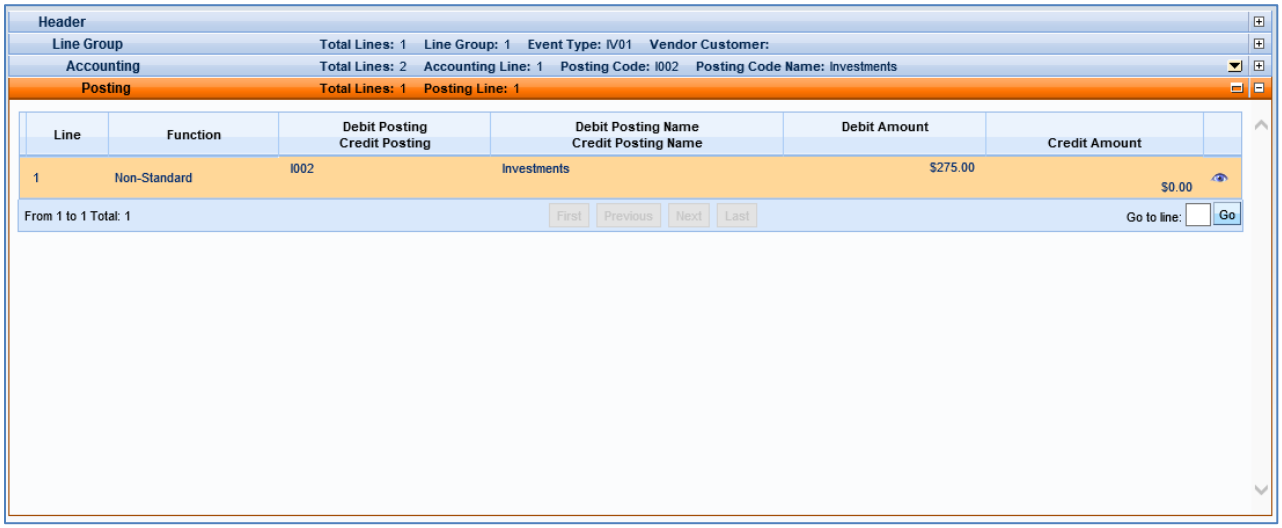
The Detail Accounting tab contains optional fields that can be used to further define the transaction. A pick list is used to select the Function if one is being used.



Journal Voucher Posting Component

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

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



3.3. Journal Voucher Data Entry

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

Journal Voucher Header

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

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

Journal Voucher Line Group

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

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

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

Journal Voucher Accounting

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

- **Line Description** – Enter a description for the line
- **Debit Amount** – Required on the debit side on the first Accounting line
- **Credit Amount** – Required on the credit side on the second Accounting line
- **Bank** – Enter the bank code or select the bank using the pick list (will default to BK01)

Journal Voucher Accounting – Fund Accounting

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

- **Fund** – The identification code associated with the Fund record
- **Sub-Fund** – The identification code associated with the Sub-Fund record
- **Department** – An identification code assigned to the associated department
- **Unit** – The lowest organizational level in the main organizational structure
- **Appr Unit** – The identification code assigned to a single appropriation unit
- **BSA** – The identification code assigned to the balance sheet account

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

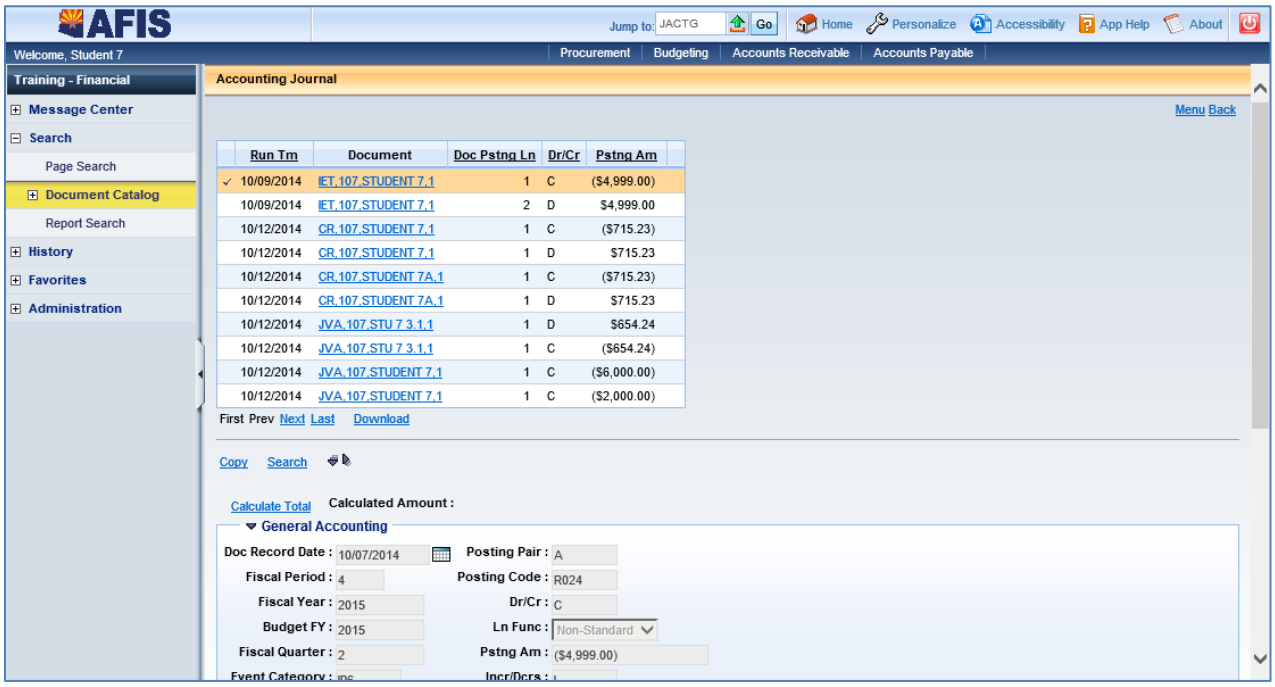
When the document data entry is complete, it will be validated against the business rules. If the document validates successfully, it can then be submitted for approval.

3.4. Researching Updates Made by Journal Voucher for Recording Investments

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

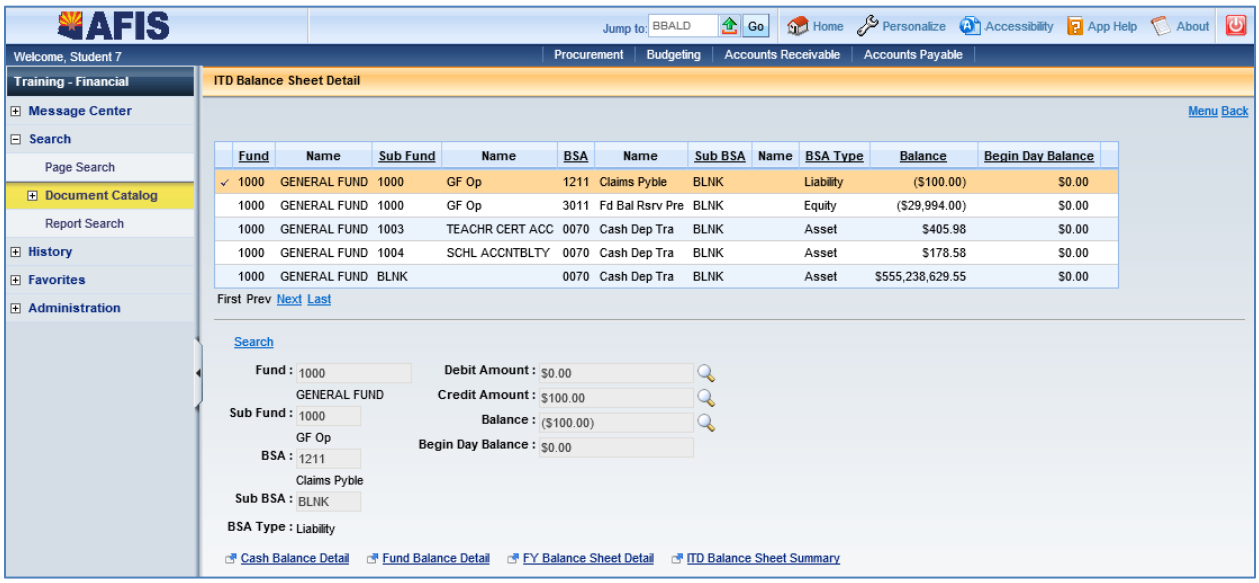
Accounting Journal (JACTG)

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



ITD Balance Sheet Detail (BBALD) Cash Balance

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



Lesson Summary

In this lesson, you:

- Identified the department workflow process for Journal Voucher documents
- Examined the process of creating a Journal Voucher to record investment transactions
- Researched the updates made by the Journal Voucher document

Check Your Progress

1. Users are responsible for creating a Journal Voucher to record investment transactions.
    a. True
    b. False
2. The Journal Voucher document can be used by the Department investor to record what type of investment transactions?
    a. Investment Purchase
    b. Investment Sale
    c. Interest Accrual
    d. All of the Above
3. Each Line Group requires how many Accounting lines?
    a. 1
    b. 2
    c. 3
    d. 4

4. Cash Sweep Process

Learning Objectives

In this lesson, you will:

- Examine the Department Cash Sweep table update process
- Review the Investment Sweep Journal Voucher creation process
- Perform an update to the Cash Sweep table to increase the required balance

Lesson Overview

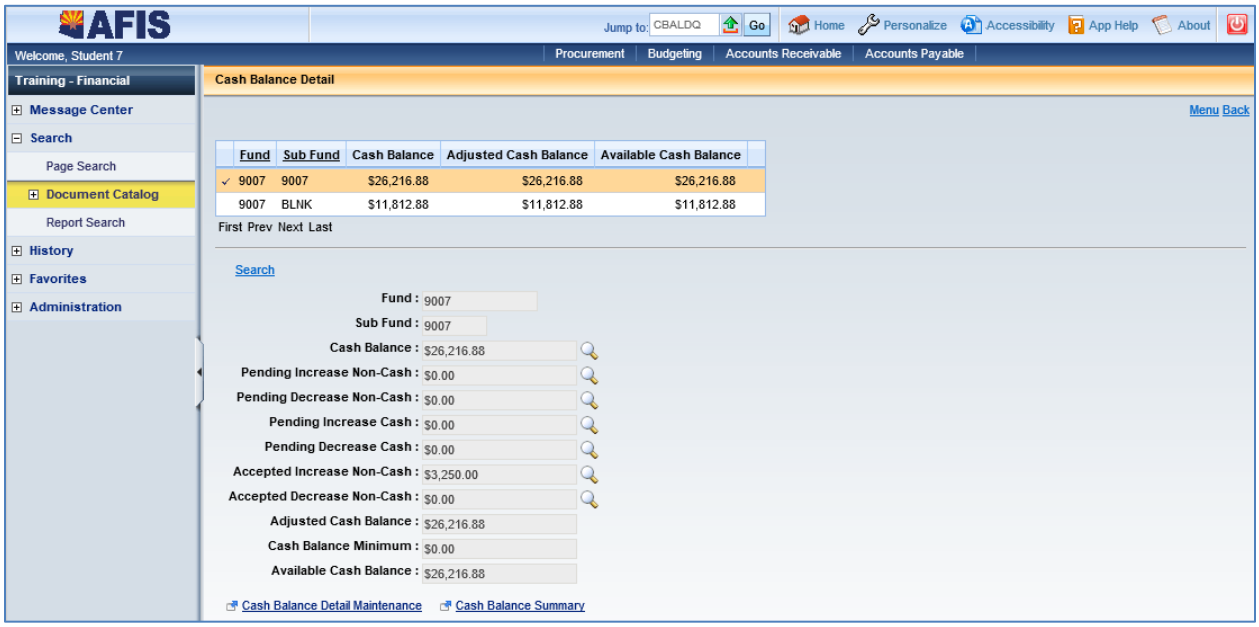
In order to maintain appropriate investment information, some tasks are run via a batch process while others require a manual process. This lesson examines the investment cash sweep functionality in AFIS along with the pages and tables that are used in the process.

4.1. Cash Sweep Process Overview

If a department invests cash through the Treasurer, the department updates the SWEEP table with a Required Balance which automatically maintains Pool Fund investments through the Cash Sweep batch process.

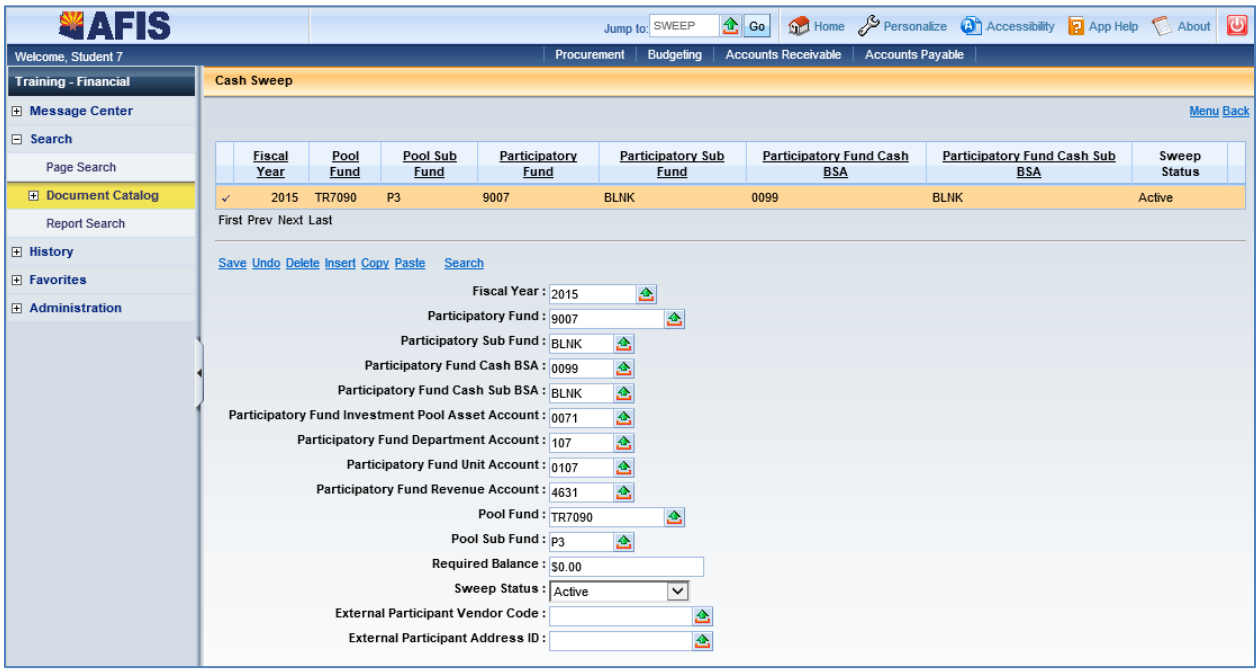
Cash Balance Detail

CBALDQ Table can be used to assess what the Department Fund's cash needs are, at a point in time. The Accepted Decrease Non-Cash balance on this table will report accrued expenses that will likely be disbursed during the nightly cycle. This balance can be compared against the available cash to determine additional cash needed.



Cash Sweep table

The Cash Sweep (SWEEP) table defines rules for investment processing. The SWEEP table provides departments the ability to invest, by defining a department's requested investment cash account and its associated investment Pool Fund. The department's requested investment cash account is expressed in terms of the Fiscal Year, Participatory Fund, Participatory Fund Cash BSA, Participatory Fund Department, and Participatory Fund Unit. The SWEEP table also identifies the Participatory Fund Revenue Account, to which investment earnings will be posted, and the Participatory Fund Investment Pool Asset Account which is used for investment withdrawal processing.



Required Balance

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

The SWEEP table Status field determines whether or not the account is currently available for use for investments. These statuses are changed by Treasurer's Office only. The possible SWEEP table Status options are:

- **Active** – Indicates the participating account is available to use in the investment process.

- **Closed by User** – Results in a Reverse Cash Sweep during the Cash Sweep process for positive account balances on the Pool History (PHIS) table. Interest is still allocated to records flagged as Closed by User. This option could be used when a fund is still considered valid but is no longer participating in the pool.
- **Inactive** – The Cash Sweep process changes the SWEEP table status from Closed by User to Inactive whether or not there is a positive balance on the Pool History table. Interest is still allocated to SWEEP records flagged as Inactive.
- **Deactivated by User** – Results in a Reverse Cash Sweep during the Cash Sweep process for positive account balances on the Pool History table. Interest is not allocated to records flagged as Deactivated by User. This option could be used when a fund is considered closed and to denote that it should not be updated with further processing activity.
- **No Updates Allowed** – The Cash Sweep process changes the SWEEP table status from Deactivated by User to No Updates Allowed whether or not there is a positive balance on the Pool History table. Interest is not allocated to SWEEP records flagged as No Updates Allowed.

4.2. Update the Cash Sweep Reference Table

The Cash Sweep (SWEEP) reference table is used to adjust the required balance, as needed, in order to provide for the necessary operating cash balance.

ACTIVITY 4.2
Update the Cash Sweep Reference Table

Scenario

You want to increase the required balance for a participatory fund that invests with the State Treasurer's Office. You will use Page Search to locate the Cash Sweep (SWEEP) reference table.

Setup

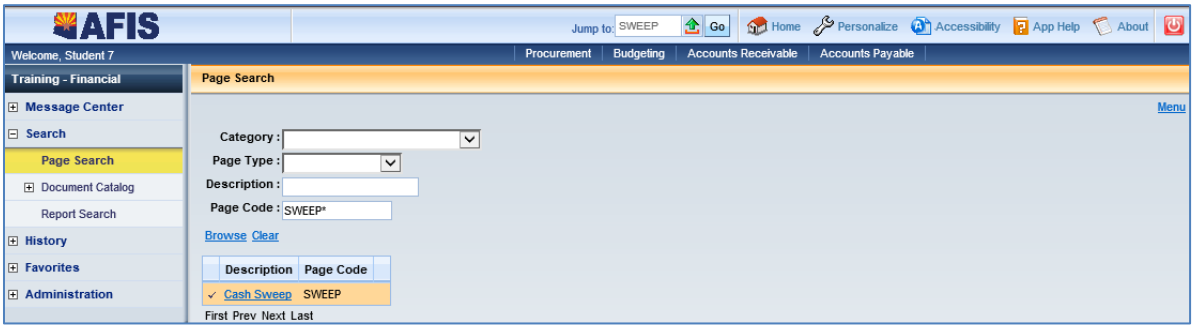
✓ User is logged into the AFIS home page.

Steps

A. Navigate using Page Search.

1. In the Secondary Navigation Panel on the left, click **Search**.
2. Click **Page Search**.
3. In the **Page Code** field, type ***SWEEP***.

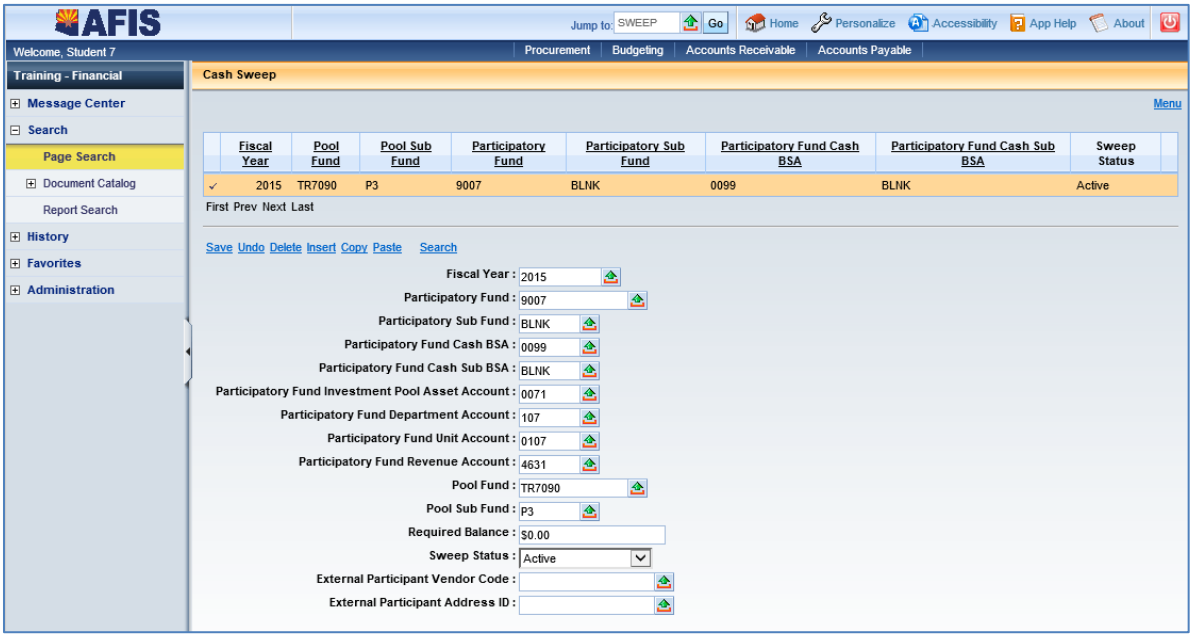
4. Click **Browse**.



5. In the list of tables that appears below the search fields, click **Cash Sweep**.

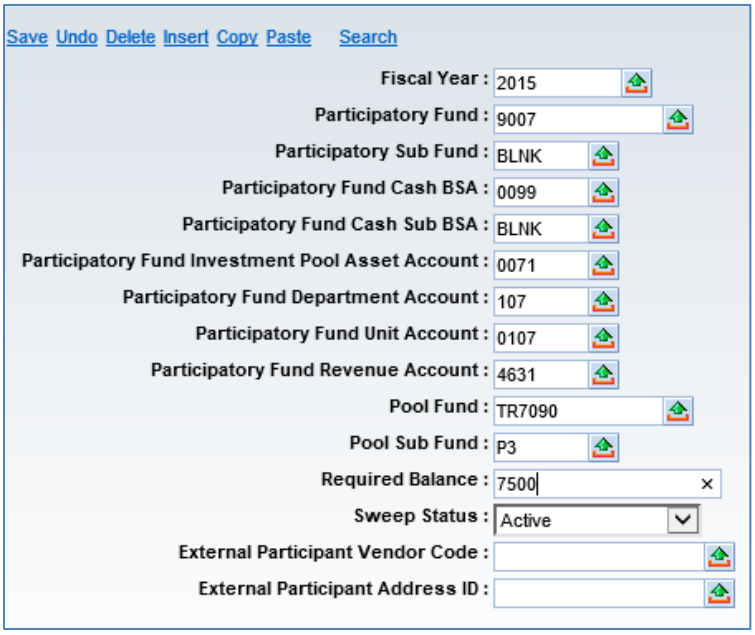
B. Explore the Cash Sweep table.

1. Click **Search**.
2. In the **Fiscal Year** field, enter ***2015***.
3. In the **Participatory Fund** field, enter ***the data from your student data card***.
4. Click **OK**.



C. Update the Cash Sweep table.

1. Change the Required Balance field for the selected Cash Sweep entry to ***$7,500***.



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

4.3. Create Investment Sweep Journal Voucher

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

Cash Sweep – State Process Overview

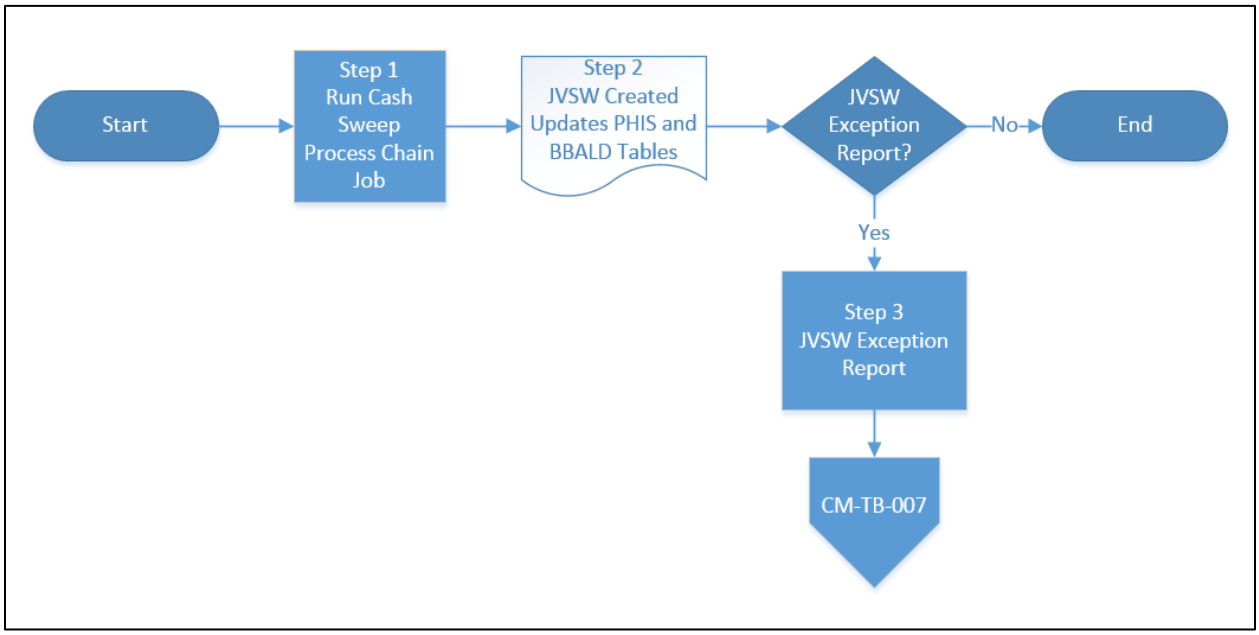
The steps below describe a statewide process that applies to departments that invest with the Treasurer. This process is referenced in To Be ID CM-TB-006 and represented by Figure 7 below.

1. The Cash Sweep Process is designed to move cash between participatory funds and pool funds. The Cash Sweep Process will be executed as part of daily cycle. Inputs to the Cash Sweep Process include the Cash Sweep (SWEEP) table, the ITD Balance Sheet Detail (BBALD) table and the Pool History (PHIS) table. The balance sheet account balances are moved based on the required balance specified on the SWEEP table. If the Required Balance on the SWEEP table is less than the balance sheet account balance, the Cash Sweep process will move

available funds into investments. If the Required Balance on the SWEEP table is more than the balance sheet account balance, the Cash Sweep process will return funds from investment, back to operating cash. The Investment Sweep Journal Voucher (JVSW) document is used to record the cash movement. The Cash Sweep Process is run by the General Accounting Office which loads the generated JVSW documents and submits them.

2. Output from the Cash Sweep Process are JVSW documents that are submitted and there is no approval routing for the JVSW documents. Also, the Cash Sweep Process updates records on the PHIS table for the process execution date and the JVSW documents update account balances on the BBALD table as a result of processing JVSW documents.
3. The Cash Sweep Process generates an exception report for JVSW documents not submitted successfully. If exception report is generated, then see CM-TB-007.

Figure 7: Workflow Diagram for Cash Sweep Process (CM-TB-006)



Reverse Cash Sweep

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

Monitoring Cash Sweep

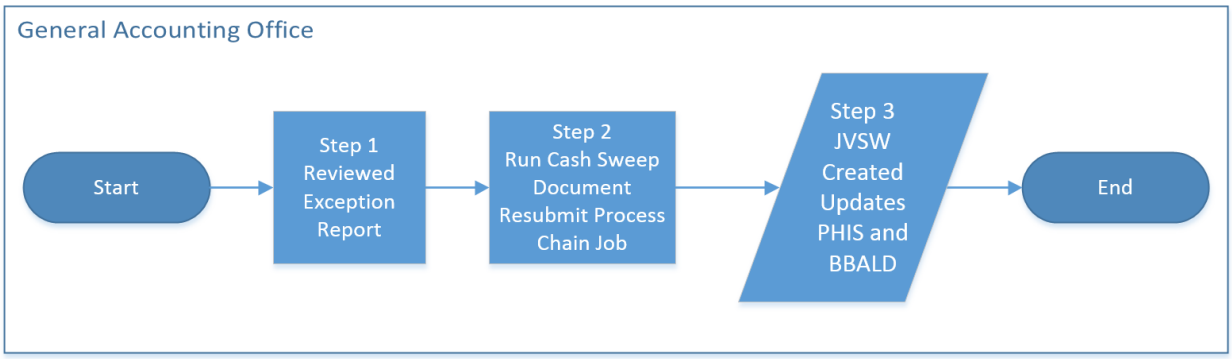
Jobs can be monitored on the Pending Chain Jobs for Cash Sweep Process page by the General Accounting Office. On the Cash Sweep Process page the View Job Steps link > View Reports will display a report of job status. If the process results in an Exception Report, then the Chain Job can be resubmitted by the General Accounting Office.

Cash Sweep Resubmit – State Process Overview

The steps below describe the statewide process that applies to departments investing with the Treasurer. This process is referenced in To Be ID CM-TB-007 and represented by Figure 8 below.

1. The General Accounting Office has reviewed the Cash Sweep exception report and taken the necessary actions.
2. The Cash Sweep Document Resubmit Process is run by the General Accounting Office after the Cash Sweep process is run. The Cash Sweep Document Resubmit Process resubmits any failed Investment Sweep Journal Voucher (JVSW) documents given the document prefix and document record date as was supplied to the Cash Sweep process run. The Cash Sweep Document Resubmit Process reprocesses rejected JVSW documents and submits them.
3. Output from the Cash Sweep Document Resubmit Process is JVSW documents that are submitted and there is no approval routing for the JVSW documents. Also, the Cash Sweep Document Resubmit Process updates records on the Pool History (PHIS) table for the process execution date and the JVSW documents update account balances on the ITD Balance Sheet Balance (BBALD) table as a result of processing JVSW documents.

Figure 8: Workflow Diagram for the Cash Sweep Process Chain Job – Resubmit (CM-TB-007)



Lesson Summary

In this lesson, you:

- Examined the Cash Sweep table update process
- Reviewed the Investment Sweep Journal Voucher creation process
- Perform an update to the Cash Sweep table to increase the required balance

Check Your Progress

1. Users are responsible for creating a Sweep Journal Voucher to initiate a sweep.
    a. True
    b. False
2. Which field on the SWEEP table would the user update to establish the minimum amount in the Participatory fund?
    a. Pool Fund
    b. Participatory Fund
    c. Fiscal Year
    d. Required Balance
3. Which Status would be used for a valid fund that is no longer participating in the investment pool?
    a. Inactive
    b. Closed by User
    c. Deactivated by User
    d. No Updates Allowed

5. Investment Accounting Reporting

Learning Objectives

In this lesson, you will:

- Review reports available in Investment Accounting

Lesson Overview

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

5.1. Reports

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

AFIS Reports

- **CMIA Discrepancy Report - This** exception report identifies those Program Period records whose total clearance percentage is not equal to 100 percent (where CMIA drawdown records have been created on the CMIA setup table, the total clearance percentage for all records for each Program Period should equal to 100 percent).
- **CMIA Interest Calculation Report**
  - **Exception Report - Identifies two types of exceptions encountered during CMIA calculations: 1)** If the CMIA Calculation Method on the record from the Reimbursement History table differs from that on the Funding Line table, and 2) If the CMIA Calculation method is Pre-Issuance and the Total Clearance Percentage in the CMIA Setup table for all records for a Program Period does not total to 100%. The records for which the Clearance Percentage total does not equal 100% will be excluded from further processing and written to the exception report.
  - **Detail Report** - This report captures CMIA Interest at the detail level (for each record with calculated interest, CMIA methods etc.), reported by Customer and Programs funded by the Customer.
  - **Summarized Report - This report captures the total CMIA Interest** Due To Federal Government and Interest Due From the Federal Government separately for each Program (Department, Major Program and Program Period) grouped by Customer.

infoAdvantage Reports

- **FIN-AZ-CM-C017-RDD General Ledger to Check Reconciliation Report** - This report provides reconciliation of bank activity per the cash management/general ledger module.
- **FIN-AZ-CM-C018-RDD Collected Revenue and Cash Expenditure Totals by Fund** - This report provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Retrieval of actual monthly "cash" receipts and disbursement dollar amounts including agency trust funds by each agency.
- **FIN-AZ-CM-C020-RDD Treasury Pending Cash Receipts** - This report provides daily transactions by type and projections for user defined periods or days (i.e., 5 day projections) for all wire, ACH, and warrant transactions.
- **FIN-AZ-CM-N362-RDD Expenditure Analysis** - This report provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Allow users the flexibility of determining monthly projections (using selected projection method, i.e., straight-line, proportionate allocation) down to individual item level.
- **FIN-AZ-CM-N363-RDD Revenue Analysis** - This report provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Allow an Agency to combine multiple line items and apply projection parameters such as: change in billing/paying cycle from monthly to quarterly; change in tax rates; etc.
- **FIN-AZ-CM-N032c-RDD Average Daily Clearance Report by Fund** - This report provides average daily clearance reports. (For Treasury)

Lesson Summary

In this lesson, you:

- Reviewed reports for Investment Accounting

Appendix

ANSWER KEYS

Below are answer keys to the Check Your Progress quizzes provided at the end of each lesson.

Lesson 3

1. a. True (Lesson Overview)
2. d. All of the above (Section 3.3 Journal Voucher Data Entry)
3. b. 2; one for debit and one for credit (Section 3.3 Journal Voucher Data Entry)

Lesson 4

1. b. False; Sweep Journal Vouchers are created by a batch job (Section 4.3 Create Investment Sweep Journal Voucher)
2. d. Required Balance (Section 4.1 Cash Sweep Process Overview)
3. b. Closed by User (Section 4.1 Cash Sweep Process Overview)