

ADOA – General Accounting Office
AFIS: COST ACCOUNTING



COST ACCOUNTING

TRAINING GUIDE DESCRIPTION	5
TRAINING GUIDE OBJECTIVES	5
OVERVIEW OF COST ACCOUNTING	5
LEARNING OBJECTIVES	5
LESSON OVERVIEW	6
COST ACCOUNTING OVERVIEW	6
THE AFIS COST STRUCTURE	6
COST ACCOUNTING ROLLUPS.....	7
COST STRUCTURE MODELS	7
ADDITIONAL CHART OF ACCOUNTS ELEMENTS	7
OVERVIEW OF COST ACCOUNTING SETUP	7
HEADER	7
MAJOR PROGRAM (MJPRG)	8
PROGRAM SETUP (PROG).....	12
PROGRAM PERIOD (PPC)	14
ESTABLISH A FUNDING PROFILE HIERARCHY	17
FUNDING PROFILE OVERVIEW.....	18
LINK BETWEEN FUNDING PROFILE AND MAJOR PROGRAM	19
FUNDING PROFILE SUMMARY (FPRFLST)	19
FUNDING PROFILE	19
FUNDING PROFILE	20
FUNDING PRIORITY.....	20
ESTABLISH FUNDING PROFILE INFERENCE RULES.....	24
FUNDING PROFILE INFERENCE PAGES	25
COST ACCOUNTING SETUP DOCUMENT	26
LEARNING OBJECTIVES	26
LESSON OVERVIEW	26
OVERVIEW OF THE COST ACCOUNTING SETUP (CAS) DOCUMENT	26
CAS DOCUMENT COMPONENTS	27
REVIEWING A GRANT AGREEMENT	29
ENTERING A CAS	30
ATTACHMENTS	38
RESEARCHING COST ACCOUNTING DOCUMENTS	54
COST ACCOUNTING DOCUMENT HISTORY	54
VIEW THE COST STRUCTURE; VIEW AND SUBMIT GENERATED BUDGET DOCUMENT	54

MAJOR PROGRAM REFERENCE TABLE.....	54
PROGRAM REFERENCE TABLE	55
PROGRAM PERIOD REFERENCE TABLE	55
NAVIGATE TO THE BGPDE BUDGET DOCUMENT GENERATED BY THE CAS DOCUMENT.	56
COST ACCOUNTING MAINTENANCE.....	58
LESSON OVERVIEW	58
OVERVIEW OF THE COST ACCOUNTING MODIFICATION DOCUMENT.....	58
DOCUMENT MODIFICATIONS.....	58
COST ACCOUNTING MODIFICATION	59
HEADER COMPONENT	59
MAJOR PROGRAM.....	59
PROGRAM	60
PROGRAM PHASE.....	61
PROGRAM PERIOD.....	62
FUNDING PROFILE	63
FUNDING PRIORITY.....	64
COST ACCOUNTING MODIFICATION FUNDING LINE COMPONENT	65
FUNDING PROFILE INFERENCE.....	66
ENTERING A CAM.....	67
EXPENDING PROGRAM FUNDS.....	74
LEARNING OBJECTIVES	74
LESSON OVERVIEW	74
RECORDING FUNDING SPLITS	75
CREATE A GENERAL ACCOUNTING EXPENSE DOCUMENT (GAX) AND VIEW THE IMPACT OF FRONT END SPLIT ON POSTING LINES.....	76
REVIEW THE STATUS OF A COST ACCOUNTING BUDGET	82
EXPENSE ACTUALS.....	82
REVIEW THE STATUS OF A COST ACCOUNTING BUDGET	83
CLOSING A PROGRAM OR PROGRAM COMPONENT.....	87
LEARNING OBJECTIVES	87
LESSON OVERVIEW	87
EFFECTIVE FROM AND EFFECTIVE TO DATE FIELDS	88
DECENTRALIZED COST ACCOUNTING CHART OF ACCOUNT ELEMENTS	89
COST ACCOUNTING REPORTING	90
AFIS REPORTS.....	90
APPENDIX	90
COST STRUCTURE DIAGRAM	90
COST STRUCTURE MODELS	91
COST ACCOUNTING PROCESS OVERVIEWS.....	95

TERMINOLOGY.....99
LIST OF ACRONYMS.....102

PARTICIPANT GUIDE: COST ACCOUNTING

Training Guide Description

This guide is an introduction to the processes used to create and maintain Cost Accounting data for grants, projects, programs, and jobs in AFIS. Also covered is how to research information related to these Cost Accounting activities. Cost Accounting activities range in scope from State-funded operational programs to Federally-funded grants and highway construction projects. The lifecycle of an activity may span a few months to several years.

Training Guide Objectives

In this training guide you will:

- Examine the Cost Accounting features and processes
- Identify the Cost Accounting component levels and their uses
- Review a federal grant award agreement and determine the needs of the grant
- Create a Cost Accounting structure using the Cost Accounting Setup (CAS) document based on the Federal Grant you have received
- Create and review both program expense and reimbursement budgets
- Review the Cost Accounting History table and how to locate finalized both Cost Accounting Setup and Cost Accounting Modification documents
- Review the navigation of Cost Accounting using tables, documents, and queries
- Maintain a Cost Accounting structure using the Cost Accounting Modification (CAM) document
- Create an expense document to process against the Cost Accounting Structure that was created
- View how an expense document will post to the corresponding budget inquiry tables
- Close a project or grant

Overview of Cost Accounting

Learning Objectives

In this lesson, you will:

- Identify the cost structure as the component of AFIS that is used for Cost Accounting.
- Read and interpret a Federal Grant Award Agreement and understand the needs of the grant and how to satisfy those needs with a cost structure.
- List and define the required elements for Cost Accounting (Major Program, Program, and Program Period).

- List and define the optional elements for Cost Accounting (Funding Profile, Funding Priority, Funding Line, Funding Profile Inference, Budget).
- List and define the additional Chart of Accounts elements available to capture Cost Accounting information (Activity, Location, and Function).
- Differentiate between Major Program and Program.

Lesson Overview

The cost structure is the component of AFIS used for Cost Accounting. The cost structure is a hierarchy of specialized Chart of Accounts elements that provide specific controls and tracking capabilities for transactions that support project and grant activities.

The cost structure elements required for Cost Accounting are Major Program, Program, and Program Period. The optional cost elements include:

- Funding Profile and components
- Funding Profile Inference
- Budget

Phase, Task Order, Location, Sub Location, Activity, Sub Activity, Function, and Sub Function are additional Chart of Accounts elements available for departments to capture additional information about Cost Accounting activities. The Major Program, Program, Activity, Function, and Location elements also have four roll up levels (Group, Type, Category, and Class) used to aggregate Cost Accounting data.

Cost Accounting Overview

Cost Accounting is the process of accumulating, analyzing, and reporting cost information related to projects, grants, programs, and jobs. Cost Accounting in AFIS includes setting up cost structures after being awarded a grant or starting a project; tracking grants and projects; generating drawdown requests for reimbursement from funding sources (creating receivables from federal agencies); receiving revenues; and reclassifying grant and project transactions if funding sources change over the lifecycle of the project or grant.

The AFIS Cost Structure

AFIS utilizes the cost structure to capture Cost Accounting information. The cost structure is a hierarchy of specialized Chart of Accounts elements. Major Program elements used for Cost Accounting in AFIS vary based on both the characteristics of each activity and the information needs of the department; however, each grant or project must have a Major Program, at least one Program, and at least one Program Period. AFIS supports the use of multiple, concurrent cost structures that work in conjunction with each other.

Additional elements within the cost structure utilized for Cost Accounting are listed below.

- Funding Profile
- Funding Priority

- Funding Line
- Funding Profile Inference
- Budget

The use of these additional elements depends on the type of activity. This is discussed more in Overview of Cost Accounting Setup section.

Cost Accounting Rollups

Each Major Program and Program has four levels of rollup: Group, Type, Category, and Class. Rollups are used to aggregate and report on Cost Accounting information. The Group and Type rollups are available for department use, while the Category and Class are used for State-wide reporting purposes. Major Program and Program Category rollups are vitally important to the overall structure of the Cost Accounting Module within AFIS. These rollups dictate whether a specific Grant/Project should or should not be included for Federal Reporting purposes.

Cost Structure Models

Several model cost structures, using a variety of available chart of account elements, have been established as part of AFIS system implementation to meet the various needs of each department. See the Appendix (Cost Structure Models section) for additional information on each model. Refer to your department leadership for information on the cost structure(s) and accompanying budget structures that your department is using.

Additional Chart of Accounts Elements

In addition to the cost structure, additional Chart of Accounts elements are available to capture information about Cost Accounting activity: Phase, Task Order, Activity, Sub Activity, Function, Sub Function, Location, and Sub Location. These elements are utilized when required by department procedure. Activity, Function, and Location have four levels of rollup: Group, Type, Category, and Class.

Overview of Cost Accounting Setup

A grant or project is set up in AFIS using key Chart of Accounts elements within the cost structure. These elements are entered on the Accounting and Posting lines of expenditure, disbursement, and general accounting documents to associate the transaction with the grant or project.

Header

The Header section allows you to enter data within the standard Document Name, Record Date, Budget FY, Fiscal Year, Period, and Document Description fields. The system displays information regarding the document history (for example, the Created By, Created On, Modify By, and Modify On fields). The Submit Budget Document(s) flag controls the automatic submission of budget documents generated by the CAS document. If this flag is selected, then the system attempts to submit all generated budget documents to pending status. If this flag is not selected, then the system generates the budget documents but leaves them as drafts. Reasons for not automatically submitting a budget document include the desire to add descriptive information (for example, FHWA Improvement Type) or to manually adjust the funding structure or amounts.

General Information component

- **Document Name** - Optional field where agencies can give the document a name.
- **Record date** - This field will auto populate when the **validate** button is clicked.
- **Fiscal Year** - This field will auto populate when the **validate** button is clicked.
- **Period** - This field will auto populate when the **validate** button is clicked.
- **Document Description** - This section is for the creator of the CAS/CAM document to provide detailed information on what the purpose of the document is. By putting a detailed description it will lead to a reduction in the amount of time reviewing and quicker approvals knowing what the end goal of the document is.
- **Submit Budget Document(s)** - The default setting is set to be checked meaning any budget document created in a CAS/CAM document will be sent directly to a pending status for department approval as opposed to being created and put into draft status.

Extended Description component

- **Extended Description** - There are character limitations to the document description (60 Characters) if you need more room for the document description place it in this section.

Document Information component

- **Created By** - This field is generated by the system based on the employee who creates the document.
- **Created On** - This field is generated by the system based on the creation date of the document.
- **Modified By** - This field is generated by the system based on the last employee to modify the document.
- **Modified On** - This field is generated by the system based on the date of the last modification made to the document.



The screenshot shows the 'Cost Accounting Setup(CAS)' interface. The top navigation bar includes 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The main header area displays 'Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft' and 'Modified by training 1, 06/01/2015'. A 'Document Navigator' sidebar on the left lists various components: Header, Major Program, Program, Program Phase, Program Period, Funding Profile, Funding Priority, Funding Line, and Internal Buyer Funding Line. The 'Header' component is selected, and the 'Document Information' tab is active, showing the following data:

Created By:	training1
Created On:	07/31/2019
Modified By:	training1
Modified On:	07/31/2019

Major Program (MJPRG)

The Major Program (MJPRG) page is the highest level of the Cost Accounting structure, and is a required element in the cost structure. All remaining Cost Accounting elements are organized under the umbrella of the Major Program element. The role of the Major Program is to define global characteristics, behaviors, and controls for all aspects of the grants or projects.

The Major Program may identify an individual project or grant, or a grouping of projects or grants based on department needs. Each department will determine the best cost structure for each project or grant

based on budgeting, reporting, and tracking requirements for the project or grant. For some, the grant/project will be set up at the Major Program level. For others, the Major Program will be used to summarize project/grant activity, and the actual project/grant will be established at the Program or Program Period Setup level. Major Program also has Group, Type, Category, and Class rollup codes available.

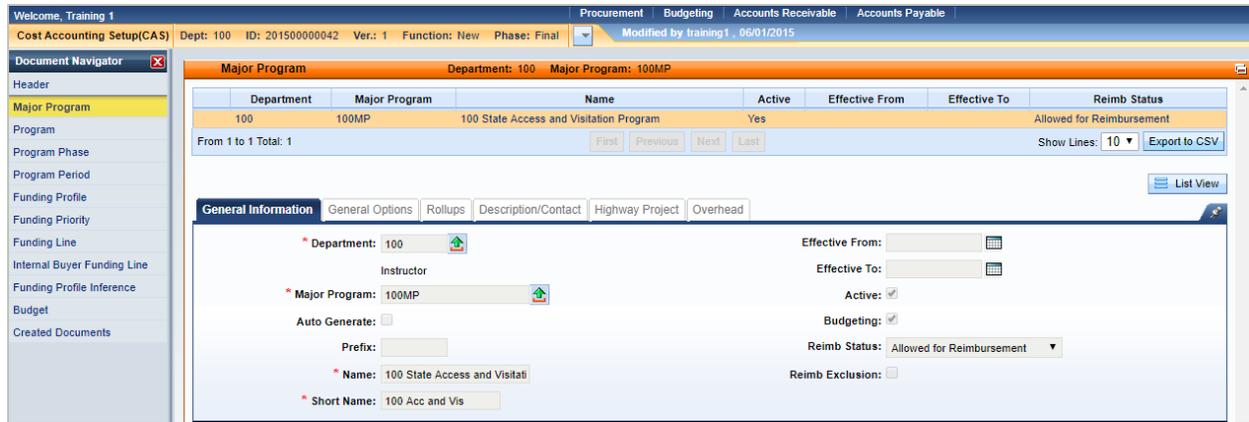
The MJPRG page allows you to establish global characteristics and behaviors for the project. Examples of global characteristics that can be established on MJPRG include:

- Identifying the Reimbursement budget Structure used for the project(s)
- Establish the reporting basis of the project
- Identify the type of funding your agency is receiving (State, Federal, Donation, etc.)

General Information component

The General Information component identifies the Major Program. Key fields in this component include:

- **Department** - Unique agency code for the department managing the Major Program, this is your agency's three digit AFIS code.
- **Major Program Code** - The unique ID code that identifies the Major Program and will be input manually by someone at your agency when they first create the project using a Cost Accounting Setup (CAS) document. This identifies the project or the grant, or a grouping of projects or grants. This field is limited to sixteen alphanumeric characters.
- **Effective From and To** - These date fields are optional and typically remain blank for the Major Program. Effective dates for project and grant activity differ from Inference dates that will be explained in the Program Period section. By putting effective dates on the Major Program it will prevent a Major Program from being used outside that date range. If a transaction will be outside of an effective date the agency must extend or remove the date or the system will not allow the transaction.
- **Reimbursement Status** - This field is associated with the reimbursement functionality in AFIS. If your agency is utilizing the Front-End Split functionality the Reimbursement Status field will have an impact. If your agency wants to use the system to generate receivables or cash receipts Allowed for Reimbursement should be selected. If your agency wishes to delay the receivables or cash receipts then Suspended for Reimbursement should be selected.



The screenshot displays the 'Major Program' setup screen in the AFIS Cost Accounting Setup(CAS) application. The interface includes a top navigation bar with tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. A 'Document Navigator' on the left lists various components like Header, Major Program, Program, Program Phase, Program Period, Funding Profile, Funding Priority, Funding Line, Internal Buyer Funding Line, Funding Profile Inference, Budget, and Created Documents. The main area shows a table of Major Programs with columns for Department, Major Program, Name, Active, Effective From, Effective To, and Reimb Status. Below the table, the 'General Information' tab is active, showing fields for Department (100), Major Program (100MP), Name (100 State Access and Visitation Program), and Short Name (100 Acc and Vis). Other fields include Effective From, Effective To, Active (checked), Budgeting (checked), Reimb Status (Allowed for Reimbursement), and Reimb Exclusion (unchecked).

General Options component

The General Options component has important fields relating to the financial control of the Major Program. Key fields in this component include:

- **Reimb Budget** - A reimbursement budget is **required** for projects and grants using the automated reimbursement or front end split processes. The most common selection is Structure ID 39. If budget control is required at the Program/Phase level, select Structure ID 40.
- **Reporting Basis** - This setting tells AFIS to infer the Program Period based on the record date of the cash expenditure. For all Major Program records, the recommended setting is Accrual.
- **Drawdown Group** - A drawdown group is an optional value that is entered for projects and grants using the automated reimbursement process, when a single funding agreement covers more than one Major Program (usually in multiple departments). It may be overridden at the Program level. Refer to Application Help for additional information on Drawdown Groups.
- **Reclass Exclusion** - This field indicates if Posting lines that have this Major Program value are to be reclassified when the offline Reclassification Process is run. See Application Help and the Cost Accounting Run Sheets for additional information.
- **Split type** - The Split Type field instructs AFIS how and when to apply funding splits (for example, Federal funding of 75%, and State funding of 25%).
 - For projects and grants using the automated reimbursement or the front end split process, select **Front End Split (FES)**. This tells AFIS to apply the funding split at the time the transaction is entered in the system. This will require your agency to use a reimbursement budget. Depending on the budget structure your agency uses you may use either 39 or 40 budget structure. (For agencies using the 38 or 97 budget structures you will use 39 as the reimbursement budget and for those using 37 you will select the 40 budget structure.)
 - For projects and grants that will not use either the automated reimbursement process nor the Funding Profile tables, select **No Automated Splits – No Bill**.
- **Federal Appropriation Setup** - The Federal Appropriation Setup field instructs AFIS to look at either the Program Period or Funding Line for the federal reference numbers such as CFDA or

Federal Appropriation Number. The Federal Appropriation setup should only be at one component.

- **Grant ID** – The Grant ID may be used to link the information on the grant award in the Grant Lifecycle Management component of AFIS to the cost structure. This is one of 4 locations Grant ID can be linked to the cost structure and it is not best practice nor recommended to enter it at this level. For grants established at the Major Program level, search for and select the Grant ID to which this Major Program will be associated. It is important to note that once a Grant ID is attached to the Major Program level all expenditures using any combination of chart of account elements under that Major Program will be associated with that Grant ID. If you ever receive a new Grant ID for this project you must create an entirely new cost structure so that the information will not be overwritten by a new Grant ID.
- **CFDA Validation Required** - This check box indicates whether a CFDA number must be validated against the CFDA Number (CFDA) page for Chart of Accounts elements established for this Major Program. When checked, the Federal Catalog Prefix field and Federal Catalog Suffix field values specified on the PPC page, Funding Line page, CAS document, or CAM document will be validated against the CFDA Number table to ensure it is a valid value. This check box defaults to unchecked.

Rollups component

The Rollups component provides four levels to aggregate project or grant activity for reporting purposes. The Major Program Class and Major Program Category are used for Statewide reporting purposes. The Major Program Group and Major Program Type rollups are department-specific and should be completed according to department procedure. Below are the options for rollups under the Major Program Category:

01-Federal Grant- Direct From Federal Government

02-State Grant- Non Federal From Another State Agency

03-Local Grant- From A Local Government

04-Private Grant- From A Non Governmental Entity

05-Federal Pass-Thru Grant- From another State Agency from a Federal Agency

07-Federal Fee for Service Contracts

08-Private Pass-Thru Grant-From another State Agency from a non-Governmental Entity

09-Capitated Payments

10-Federal Pass-Thru Grant-From non State Governmental Organization

11-ARRA Federal Stimulus Awards-Directly from Federal Government

12-ARRA Pass-Thru-From another State Agency from Federal Government

13-ARRA non 1512 Reporting-Not Subject to 1512 Reporting

Highway Project component

Highway project information can be recorded at the Major Program, Program, or Program Phase levels. The coding level used to track the Highway project information is determined by the department.

Overhead component

Eligibility for overhead charges is established at the Major Program level. Key fields in this component are:

- **Overhead Eligible** - This check box enables the use of the overhead process for Cost Accounting activities within this Major Program.
- **Overhead Default Rate** - Enter the default overhead rate for the Major Program. This field is required if the Overhead Eligible check box is checked.
- **Overhead Redirection** - This check box tells AFIS that the Chart of Accounts elements on source transactions will be overwritten with the elements entered in this component when the overhead charges are created by the system.

Chart of Accounts fields left empty in this component do not change the value on the source transaction when the Overhead charge transaction is created.

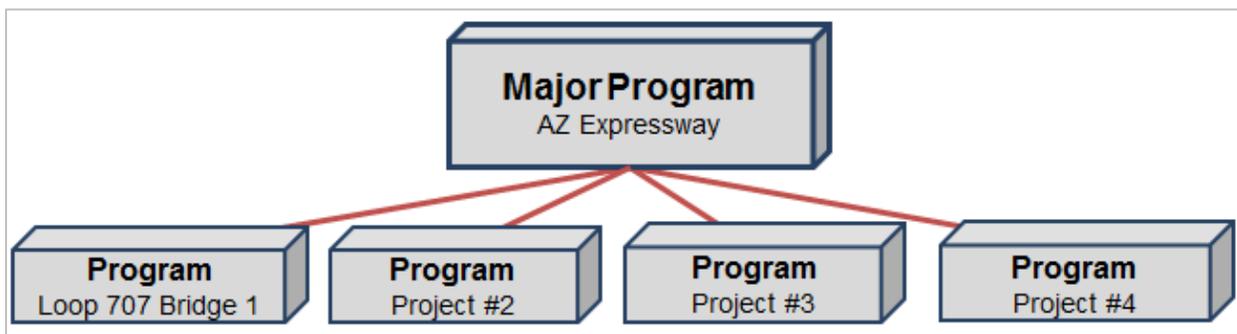
Chart of Accounts fields that have a code entered in this component will overwrite the source transaction Chart of Accounts element when the Overhead charge transaction is created.

Chart of Accounts fields with BLNK entered will delete the source transaction Chart of Accounts element. The field will be blank on when the Overhead charge transaction is created.

Program Setup (PROG)

There may be several Programs established on the Program Setup (PROG) page in the Major Program hierarchy. A Program is the primary Cost Accounting element in the cost structure, and is a required element on every Cost Accounting transaction. A Program is used to identify a specific project or grant, or it may be used to identify a division or component of a project/grant, if the project/grant itself is set up at the Major Program level. Program also has Group, Type, Category, and Class rollup codes available.

The Major Program links individual Programs together for budgeting and/or reporting purposes. Although a Major Program can have multiple Programs beneath it, each Program can only be associated to one Major Program. The Major Program code is inferred on an AFIS document based on the Program code that is entered on the Detail Accounting tab of the document.



An individual Program is assigned to only one Major Program. Each Major Program must have at least one Program, but normally has multiple Programs in its hierarchy.

Program contains the following components: General Information General Options, Rollups, Description/Contact, Highway Project, Fixed Asset Information , and the Program Dates.

General Information component

This component of the Program Setup (PROG) page associates the Program to the Major Program. Several fields from the MJPRG record are defaulted to the PROG record when the MJPRG code is entered, but can be overridden. Key fields in this component include:

- **Program** - The unique code that identifies the Program. This identifies the project or the grant. The Program code should be manually entered and is specific to your department. You may only use a Program code once per agency because the Major Program is inferred based on the Program that is selected. For example if your agency creates a Program called **VOCA** then **VOCA** may not be used as to create a different Program ever again. This field has a ten character alphanumeric limit.
- **Name** - The name associated with the program. This field is required and may be used to expand upon the Program code you generated to give additional information.
- **Short Name** - The short name associated with the program. This name is used on queries, reports, and inferences for display on transactions and pages when there is not enough room for the full name.
- **Effective From** and **Effective To** - These date fields are optional and typically remain blank. Effective dates for project and grant activity are normally controlled on the Program Period records.
- **Billing Agreement Date** - Required if the Program is eligible for reimbursement. The Billing Agreement date determines when billing may start for a Program. For example, for grants, the Billing Agreement date is populated with the grant award date. A drawdown request for this Program will not be generated by the automated reimbursement process until on or after the Billing Agreement date. This field is also available on the Program Phase (PHPRG) page and can be entered there, if the authorization date for a Phase is different than the date entered on the Program. If either or both Effective Dates are entered, the Billing Agreement Date must be equal to either the Effective Date or within the range of Effective Dates.
- **Reimb Status** - Select **Allowed for Reimbursement** for all projects and grants. If processing of the automated drawdown request should be suspended for any reason, select **Suspended for Reimbursement**.
- **Reimb Eligible** - Tells AFIS whether the Program is participating in the automated reimbursement process.

Note: If your agency is not using the automated reimbursement process this field will not have an impact on your cost structure

This check box should be checked for grants and for projects eligible for reimbursement and utilizing the automated reimbursement process.

This check box should be unchecked for Programs ineligible for automated reimbursement.

- **Reclass Exclusion** - This field indicates if Posting lines that have this Program value are to be reclassified when the offline Reclassification Process is run. See Application Help and the Cost Accounting Run Sheets for additional information

General Options component

- **Drawdown Group** - (optional) entered for projects and grants using the automated reimbursement process, when a single funding agreement covers more than one Program. This should be used to group together expenditures from different cost structures related to similar funding sources. Refer to Application Help for additional information on Drawdown Groups.
- **Grant ID** - This is one of 4 locations Grant ID can be linked to the cost structure and it is not best practice nor recommended to enter it at this level. If the Grant ID is populated at the Major Program level, leave this field blank. If the Program level is the appropriate level to link to the grant, search for and select the Grant ID to which this Program will be associated.

Rollups component

Fields in the Rollups component may be populated, if needed, for Statewide or department reporting purposes.

Program Category may be used for reporting purposes. Based on what Program Category is selected the system can decipher whether a grant is Federal or State. This field may also be left blank if the cost structure is not a grant but you would still like to utilize the cost structure to capture the costs.

Description/Contact component

Fields in the Description/Contact component are used to identify the manager and/or the first point of contact for the project or grant and are populated according to department procedure. Fields available in this component are:

- **Contact** - names available from the pick list in this field are established on the Contact (CNTAC) page. The name selected in this field may be the manager or the first point of contact.
- **Contact Type** - used to enter the position or type of contact for the individual identified in the Contact field.
- **Additional Contact** - used to enter an additional contact name. This field is not associated with the Contact page.
- **Additional Contact Type** - used to enter the position or type of contact for the individual identified in the Additional Contact field.
- **Description** - used to enter additional information.

Program Period (PPC)

In AFIS, the Program Period is the element used to identify the award period or fiscal year. Their inference date ranges, Fiscal Year or Budget Year, do not limit PPC's. It is best practice to place a Grant

ID on this level of the cost structure so that each year of new funding all that is needed is a new Program Period with a new Grant ID. PPC's are tied to the Major Program which means any PPC that is created under a Major Program can be used with any Program under that same Major Program. The agency does not need to create a PPC for each individual Program under the Major Program. Program Periods are inferred by the record date of transactions depending on which Reporting basis is selected, this inference was established in the Reporting Basis field on the Major Program record for the grant or project. As stated in the Major Program section it is recommended to use the Accrual method. There are 5 options for the Reporting Basis that all use different inference logics various options and their definitions are listed below:

- **Accrual** - Pre-Encumbrance and Encumbrance documents use the Record Date to infer the Program Period. Accrued and Cash Expenditures (referencing an encumbrance or not) use the Service From Date to infer the Program Period.

Note: if not entered, the Service From Date defaults to the Record Date.

- **Cash** - Pre-Encumbrance, Encumbrance, Accrued Expenditures, and Cash Expenditures all use their Record Date to infer the Program Period. However, it is the last document in the chain (the Disbursement) that provides the Program Period that is used in the Reimbursement process.
- **Encumbrance** - Pre-Encumbrance and Encumbrance documents use the Record Date for Program Period inference. Accrued and Cash Expenditures that reference an encumbrance use whatever Program Period is on the encumbrance. Note: If the user manually enters a different Program Period, they receive error A3549. Accrued and Cash Expenditures that do not reference an encumbrance (either it references another document type or it references no document) use the Service From Date to infer the Program Period.
- **Required-No Inference** - Select this value if Program Period should not be inferred on documents.

Note: Manual entry of the Program Period is allowed on documents.

- **Prohibited** – Select this value if the Major Program should not include Program Period as one of the COA elements. Note: Manual entry of the Program Period is not allowed on documents.

Note: Manual entry of the Program Period is allowed on documents.

The Program Period is established on the Program Period (PPC) page. The page contains four components: General Information, General Options, Contact/Description, and Funding Identification.

General Information Component

The General Information component associates the Program Period with the Major Program that identifies the grant or project.

- **Department** - Enter or select the Department code for the Department associated with the Major Program.
- **Major Program** - Enter or select the Major Program code to be associated with the new Program Period. The Major Program Name will be inferred from MJPRG when the record is saved.

- **Program Period** - Enter a Program Period code there is a 5 character limit on this field.
- **Program Period Name** and **Short Name** - Enter a Program Period Name and Short Name.
- **Program Period Inf From** and **Program Period Inf To** - These date fields are used to define the beginning and ending dates of the award period or fiscal year. This date range is typically a one year period, but may be a two year period for grants that are awarded every two years. It is important to note that if there are multiple Program Periods, the inference dates cannot overlap or have a gap between them. Program Periods must be one continuous string of time and any active Program Period can be used outside of it's given inference date range. For example a Program Period inference to date that ends 06/30/2019 may still be used on a transaction that is created on 07/15/2019 you must manually overwrite the Program Period that is being inferred.
- **Reimb Status** - Select Allowed for Reimbursement for all projects and grants. If processing of the automated drawdown request should be suspended for any reason, select Suspended for Reimbursement.

Department	Major Program	Program Period Sequence	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Total Clearance Percentage
✓ 100	100MP	1	10015	07/01/2014	06/30/2015	Allowed for Reimbursement	0.00

First Prev Next Last Attachments

Save Undo Delete Insert Copy Paste Search

▼ General Information

*Department : 100
 *Major Program : 100MP
 *Major Program Name : 100 State Access and Visitati
 *Program Period Sequence : 1
 *Program Period : 10015
 *Program Period Name : 100 State Access and Visitati
 *Short Name : 100 Acc and Vis

*Program Period Inf From : 07/01/2014
 *Program Period Inf To : 06/30/2015
 Active :
 Budgeting :
 Reimb Status : Allowed for Reimbursement
 Major Program Effective Start Date :
 Major Program Effective End Date :
 Total Clearance Percentage : 0.00

General Options Component

Here the Grant ID is located for the Program Period component (PPC). It's recommended to put Grant ID's at the PPC level if the grant you are receiving a grant on an annual basis as each new award should have its' own Grant ID number. By doing this every period will be tied to its' own Grant ID.

Description/Contact Component

The Contact field may be used to identify who to contact for additional information about the Program Period record.

Funding Identification Component

This component is used to capture funding information about the project or grant. As mentioned earlier in this lesson, the Federal Appropriation Setup field on the Major Program record instructs AFIS to look for funding information either at the Program Period or Funding Line levels. Normally, this information will be entered here on the Program Period page.

Department	Major Program	Program Period Sequence	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Total Clearance Percentage
✓ 100	100MP	1	10015	07/01/2014	06/30/2015	Allowed for Reimbursement	0.00
100	100MP	2	10016	07/01/2015	06/30/2016	Allowed for Reimbursement	0.00
100	BUDGET	1	PPC01	11/01/2014	10/30/2015	Allowed for Reimbursement	0.00
101	101MP	1	10115	07/01/2014	06/30/2015	Allowed for Reimbursement	0.00
101	101MP	2	10116	07/01/2015	06/30/2016	Allowed for Reimbursement	0.00

First Prev Next Last Attachments

Save Undo Delete Insert Copy Paste Search

▼ Funding Identification

Federal Catalog Agency : DCAP
 Federal Catalog Prefix : 93
 Federal Catalog Suffix : 597
 Federal Agency Name : DHHS Centers for Disease Control and Prevention
 Federal Appropriation No. :

SEFA ID :
 SEFA Description :
 Common Accounting No. :
 External Account No. :
 Letter of Credit No. :
 Construction Budgeting Authority No. :
 Federal Payment System :

The CFDA number is identified using the Federal Catalog Agency and Federal Catalog Suffix fields in the following manner:

1. Select a value from the Federal Catalog Agency pick list. Valid entries for this field are established on the Federal Agency (FEDAGCY) page by GAO.
2. The Federal Catalog Prefix field is populated by the selection from the Federal Catalog Agency pick list, based on entries in the Federal Agency (FEDAGCY) page. This represents the first two digits of the CFDA number.
3. Select a value from the Federal Catalog Suffix pick list. This represents the last two or three digits of the CFDA number.

If a Federal program does not have an assigned CFDA Number, enter values in the SEFA ID and SEFA Description fields to assign an ID. The SEFA ID is a combination of the Federal Awarding Agency identification number followed by a period and the award contract number. If you have any questions about this please refer to State of Arizona Accounting Manual (7015), Formatting Guidelines for SEFA reporting.

SEFA ID :
 SEFA Description :

If the CFDA Validation Required check box is checked for the Major Program associated with the Program Period, then the Federal Catalog Prefix field and Federal Catalog Suffix field values entered in this component are validated against the CFDA Number table to ensure it is a valid value.

Establish a Funding Profile Hierarchy

The Funding Profile hierarchy is required for projects and grants that use the AFIS automated reimbursement process. The hierarchy is established on the Funding Profile Select (FPRFLST) page and consists of the Funding Profile, Funding Priority(s), Funding Line(s), and Internal Buyer Funding Line(s).

This hierarchy may also be used to record funding information when the Major Program Split Type field is set to No Automated Splits – Manual (in this case, drawdown requests are calculated outside of AFIS).

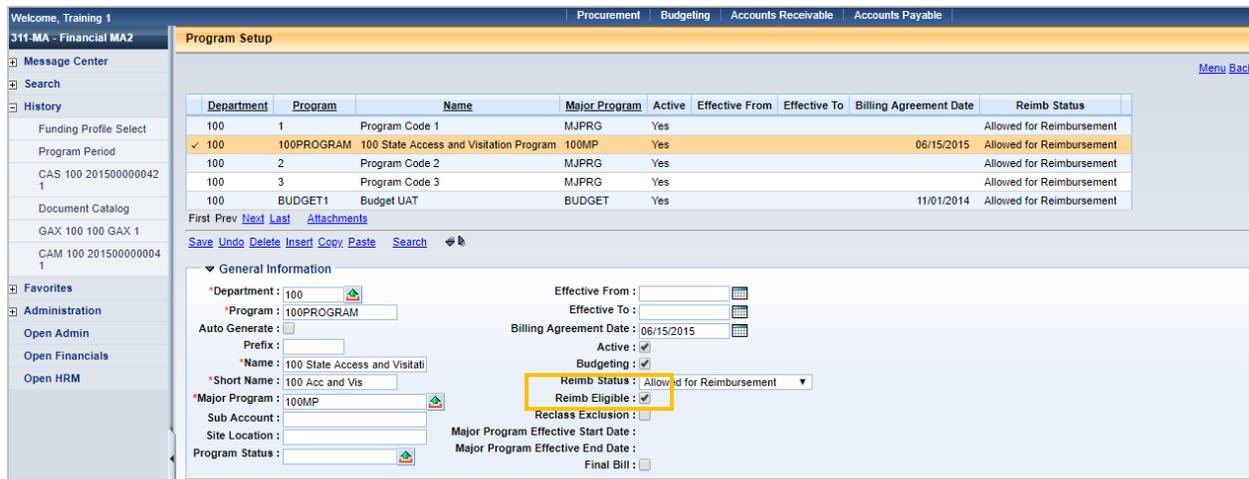
Funding Profile Overview

The Funding Profile can be used for billing business rules within the Major Program. It captures the reimbursement structure for the project or grant, tracks all of the details related to the funding source(s) and funding agreement(s), and drives the reimbursement process.

Two types of Funding Profiles may be established for each reimbursable Major Program: eligible and ineligible. An eligible funding profile identifies the funding details for participating or reimbursable expenditures; an ineligible funding profile identifies the funding details for non-participating or non-reimbursable expenditures. Normally only one ineligible Funding Profile is created for each Major Program; however, multiple eligible Funding Profiles can be created as needed to reflect the various funding agreements for the Major Program.

The General Accounting and Cost Accounting Chart of Accounts elements, listed below, have a check box to indicate whether the element is eligible for reimbursement in AFIS.

- Program
- Program Phase
- Object
- Activity



The screenshot displays the 'Program Setup' interface in AFIS. At the top, there are navigation tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main area is divided into a table and a form.

Department	Program	Name	Major Program	Active	Effective From	Effective To	Billing Agreement Date	Reimb Status
100	1	Program Code 1	MJPRG	Yes				Allowed for Reimbursement
✓ 100	100PROGRAM	100 State Access and Visitation Program	100MP	Yes			06/15/2015	Allowed for Reimbursement
100	2	Program Code 2	MJPRG	Yes				Allowed for Reimbursement
100	3	Program Code 3	MJPRG	Yes				Allowed for Reimbursement
100	BUDGET1	Budget UAT	BUDGET	Yes			11/01/2014	Allowed for Reimbursement

Below the table is the 'General Information' form for the selected profile (100PROGRAM). Key fields include:

- Department: 100
- Program: 100PROGRAM
- Auto Generate:
- Prefix:
- Name: 100 State Access and Visitation
- Short Name: 100 Acc and Vis
- Major Program: 100MP
- Sub Account:
- Site Location:
- Program Status:
- Effective From:
- Effective To:
- Billing Agreement Date: 06/15/2015
- Active:
- Budgeting:
- Reimb Status: Allowed for Reimbursement (highlighted with a yellow box)
- Reimb Eligible: (highlighted with a yellow box)
- Reclass Exclusion:
- Major Program Effective Start Date:
- Major Program Effective End Date:
- Final Bill:

Funding Profile Inference Pages

A series of pages, referred to as funding profile inference pages, are used to associate unique combinations of Major Program elements to the appropriate Funding Profile. When the unique Major Program elements are entered on the Accounting line of an AFIS expenditure document, the appropriate Funding Profile is inferred on the Posting line of the document based on the entry in the funding profile inference page.

Each funding profile inference page contains a Reimb Eligible field to identify whether the funding profile entered on that page is eligible or ineligible for reimbursement.

If an Accounting line on an AFIS document contains a Chart of Accounts element that is eligible for reimbursement, then the eligible Funding Profile is inferred. When this inference occurs, the drawdown request generated by the automated reimbursement process will include the transaction.

If an Accounting line on an AFIS document contains a Chart of Accounts element that is ineligible for reimbursement, then the ineligible Funding Profile is inferred. When this inference occurs, the drawdown request generated by the automated reimbursement process will not include the transaction.

Funding profile inference pages are covered in detail in the next topic.

Link Between Funding Profile and Major Program

The value selected in the Split Type field, on the General Options component of the Major Program page, tells the system whether a funding profile should be set up for the Major Program.

If the Split Type value is Front End Split (FES), then the Funding Profile attribute must be utilized and will be required for agency to have a reimbursement budget established (39 or 40).

If the Split Type is No Automated Splits – Manual, then the Funding Profile may be used to capture funding information; however, the automated reimbursement process is not used for the Major Program.

If the Split Type is No Automated Splits – No Bill, then the Funding Profile attribute cannot be utilized for the Major Program.

Funding Profile Summary (FPRFLST)

The Funding Profile Summary consists of the General Information and Reimbursement Options components.

Funding Profile

General Information Component

- **Department** - Select the Department from the pick list.
- **Major Program** - Select an existing Major Program from the pick list.
- **Funding Profile** and **Funding Profile Name** - Enter a new Funding Profile Code and Name.
- **Effective From** and **Effective To** - These fields are optional, refer to department procedure. If an Effective From date is entered, it must be greater than or equal to Effective From entered on the Major Program component.



The screenshot shows the 'Funding Profile Summary' page. The 'General Information' section contains the following fields and values:

- Department: 100
- Major Program: 100MP
- Funding Profile: 100
- Funding Profile Name: 100 Access and Visitation
- Effective From: [calendar icon]
- Effective To: [calendar icon]
- Active:
- Budgeting:
- Mjr Prog From: [text field]
- Mjr Prog To: [text field]
- Description: [text area]
- Safety:

Funding Profile

Reimbursement Options Component

The Reimb Eligible check box on the Funding Profile Summary page, Reimbursement Options component, designates the Funding Profile as either eligible or ineligible for reimbursement.

The Overflow Exclusion check box determines if all Posting lines that infer this funding profile are eligible for Automatic Overflow as part of the Reclassification Process. If this flag is selected, then Posting lines that infer this funding profile cannot be reclassified for overflow purposes. See the Appendix, Reclassification Process, for additional information.

The **CMIA Interest** check box (CMIA is the Cash Management Improvement Act) indicates whether or not expenditures/charges that are allocated to this funding profile are eligible for interest charges under the Cash Management Improvement Act.

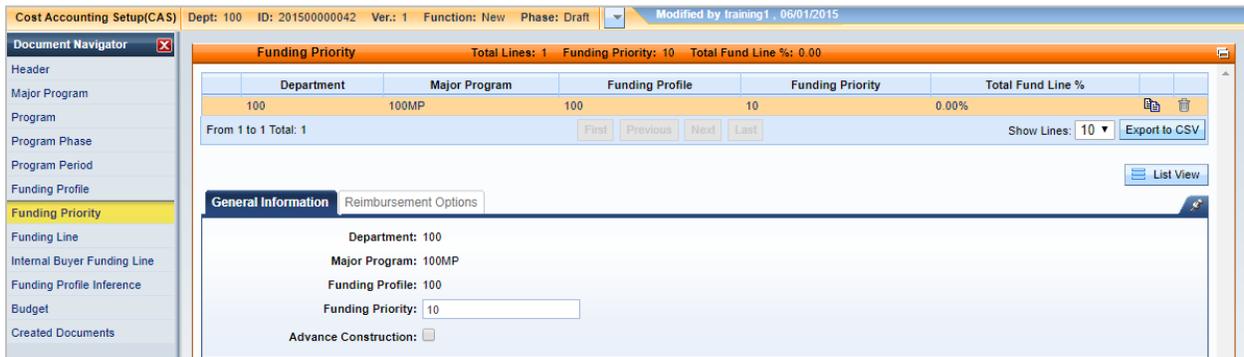
Funding Priority

Each Funding Profile has at least one Funding Priority. The Funding Priority defines the billing ceilings and billing sequence of funding agreements. If there is more than one funding agreement for the same project or grant, the funding priority identifies which funding agreement is used first to fund project or grant expenditures. This priority assignment is based upon the numeric value manually assigned in the Funding Priority field. It is considered best practice to number Funding Priorities by 10s (for example, 10, 20, 30, 40), in order to allow later insertion of a new Funding Priority in the proper sequence. For example, sequential Funding Priorities can be established to support the FHWA funding model; whereby one pot of money (designated by Federal Appropriation) must be spent before another.

A maximum of 100 Funding Priorities can be established for a Funding Profile.

General Information Component

- **Department, Major Program, and Funding Profile** - These fields are inferred from the Funding Profile
- **Funding Priority** - Enter a number to identify the Funding Priority. More than one Funding Priority can be associated to the Funding Profile on the CAS document. Remember best practice is to start with 10 as the first priority and work down in increments of 10 as necessary.



Cost Accounting Setup(CAS) Dept: 100 ID: 20150000042 Ver.: 1 Function: New Phase: Draft Modified by training1 , 06/01/2015

Document Navigator: Header, Major Program, Program, Program Phase, Program Period, Funding Profile, **Funding Priority**, Funding Line, Internal Buyer Funding Line, Funding Profile Inference, Budget, Created Documents

Funding Priority Total Lines: 1 Funding Priority: 10 Total Fund Line %: 0.00

Department	Major Program	Funding Profile	Funding Priority	Total Fund Line %
100	100MP	100	10	0.00%

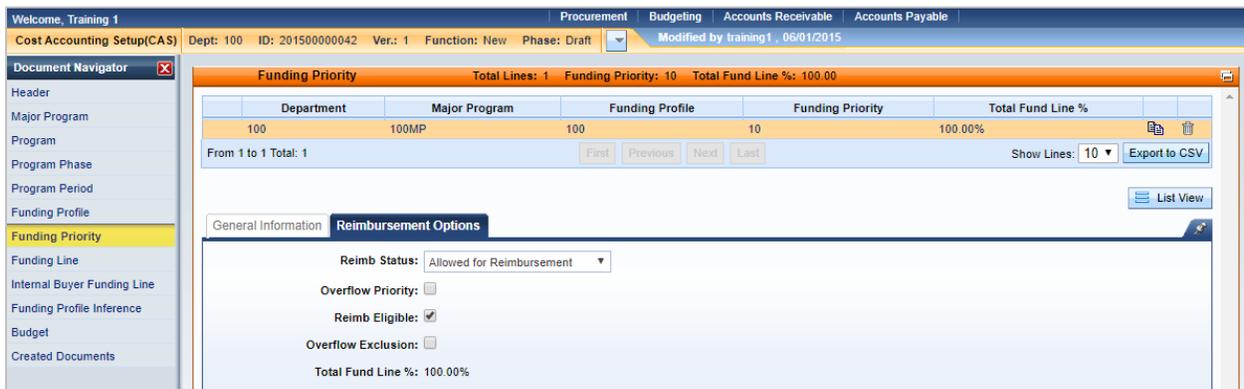
From 1 to 1 Total: 1 [First] [Previous] [Next] [Last] Show Lines: 10 [Export to CSV] [List View]

General Information Reimbursement Options

Department: 100
 Major Program: 100MP
 Funding Profile: 100
 Funding Priority: 10
 Advance Construction:

Reimbursement Options

- **Reimb Status** - Select Allowed for Reimbursement for all projects and grants. If processing of the automated drawdown request should be suspended for any reason, select Suspended for Reimbursement.
- **Overflow Priority** - Check this check box if the Funding Priority is the Overflow Funding Priority. An Overflow Funding Priority must be established if expenditures exceeding the project or grant budget are to be allowed. It is considered best practice to number the Overflow Funding Priority 99 to ensure that it is always the last priority available.
- **Reimb Eligible** - Check this check box for eligible Funding Priorities. Uncheck this check box for ineligible Funding Priorities .
- **Overflow Exclusion** - This check box determines if all Posting lines that infer this funding profile are eligible for Automatic Overflow as part of the Reclassification Process. If this flag is selected, then Posting lines that infer this funding profile cannot be reclassified for overflow purposes. See the Appendix, Reclassification Process, for additional information.
- **Total Fund Line %** - This field is system-generated and displays the total reimbursement percentage for all funding lines in this Funding Priority. The total reimbursement percentage for a Funding Priority must equal 100%. This field is updated whenever a new funding line is added or there is a change in the reimbursement percentage for any funding line.



Welcome, Training 1 Procurement Budgeting Accounts Receivable Accounts Payable

Cost Accounting Setup(CAS) Dept: 100 ID: 20150000042 Ver.: 1 Function: New Phase: Draft Modified by training1 , 06/01/2015

Document Navigator: Header, Major Program, Program, Program Phase, Program Period, Funding Profile, **Funding Priority**, Funding Line, Internal Buyer Funding Line, Funding Profile Inference, Budget, Created Documents

Funding Priority Total Lines: 1 Funding Priority: 10 Total Fund Line %: 100.00

Department	Major Program	Funding Profile	Funding Priority	Total Fund Line %
100	100MP	100	10	100.00%

From 1 to 1 Total: 1 [First] [Previous] [Next] [Last] Show Lines: 10 [Export to CSV] [List View]

General Information **Reimbursement Options**

Reimb Status: Allowed for Reimbursement
 Overflow Priority:
 Reimb Eligible:
 Overflow Exclusion:
 Total Fund Line %: 100.00%

Funding Line

Each Funding Priority has at least one Funding Line. The Funding Line indicates the funding sources and specifies the funding source percentage. The Funding Line contains the detailed information presented in the funding agreement.

For projects or grants with multiple and concurrent funding sources, the automated splitting of expenditures (Funding Split), is determined by the percentages entered on the Funding Lines. Within a Funding Priority the funding line percentages must total 100%.

The Funding Line is a hierarchical child of the Funding Priority; therefore, the appropriate Funding Priority must be selected prior to navigating to the Funding Line. The Funding Line consists of the General Information, Reimbursement Options, Reimbursement, Front-End Split, and Funding Identification components.

General Information Component

All fields in the General Information component are inferred from the Funding Priority, except for Funding Line Number, which is sequentially assigned by AFIS.

In the Funding Line section, the user selects the Insert New Line button to create a new blank line.

Reimbursement Options Component

The Reimbursement Options component identifies the funding source and the important details related to the funding agreement. Key fields include:

- **Unit** - For eligible funding lines, enter All. This Unit must match the unit information on the CACT table for the department, billing profile, and VCUST record. For ineligible funding lines, leave this field blank.
- **Customer ID** - Select the code for the funding source from the Vendor Customer (VCUST) page.
 - For the external funding line, select the Federal agency or third party entity providing the project or grant funding.
 - For the State match funding line, select the VCUST code for the department that will be populated as the 2nd party on the Internal Exchange Transaction (IET) document.
 - For ineligible funding lines, leave this field blank.
- **Billing Profile** - Identifies billing instructions for the funding source. For eligible funding lines, normally this will be COST. For ineligible funding lines, leave this field blank
- **Reimb Output Type** - Identifies the documents generated by the automated reimbursement process. Refer to State or department procedure for the proper entries for each Funding Line. The options are:
 - **Generate Receivables Only** - Select if AFIS should generate the Cost Accounting Receivable (CARE) document only. Used for external entities for drawing down funds.

- **Generate Receivables and Cash Receipts** - Select if AFIS should generate both the Cost Accounting Receivable (CARE) and the Cost Accounting Cash Receipt (CACR) documents. Used for external entities.
- **None** - Select if documents will not be generated by AFIS and for ineligible funding lines.
- **Reimbursement Frequency** - Determines the frequency of reimbursement for expenditures charged to this funding line. Options are as follows. Refer to department procedure for the proper selection. For ineligible funding lines, select None.
 - N/A - See Billing Profile
 - None
 - Daily
 - Weekly
 - Semi-monthly
 - Monthly
 - Biweekly
 - Quarterly
 - Semi-annual
 - Annual
 - One-time
 - Date Range
- **Reimb Status** - Select Allowed for Reimbursement for all projects and grants. If processing of the automated drawdown request should be suspended for any reason, select Suspended for Reimbursement.
- **Reimb %** - Enter the % of funding from this funding source. The percentage should be entered as a whole number (for example, enter 50 not .50 if the funding source is reimbursing 50%).

Note: The sum of all Funding Lines for each Funding Priority must equal 100% before the Funding Profile can be used on an accounting transaction.

- **Max Reimb Amt** - This field is optional and is used to enter the maximum amount that can be reimbursed for any funding line on any given run of the automated reimbursement process.

Note: This is not the total agreed-upon reimbursement. That amount is recorded on the Reimbursement Budget line.

- **CMIA Method** - An entry is required if the Customer Type indicates a CMIA agreement. The Customer Type is established on the Vendor Customer page in the Accounts Receivable component.

Reimbursement Component

The values entered in the Reimbursement component are used to populate the Chart of Accounts fields on the Cost Accounting Receivable (CARE) documents generated by the automated reimbursement process. When a field is blank in this component, then the CARE will inherit the value that was on the corresponding field on the Accounting line of the source expenditure document. If a value is entered in one or more fields in the Reimbursement component, then those values will be populated in the corresponding fields on the RE document that is generated by the automated reimbursement process.

Generally, the Revenue field is populated for all Funding Lines. Other fields are populated according to department procedure.

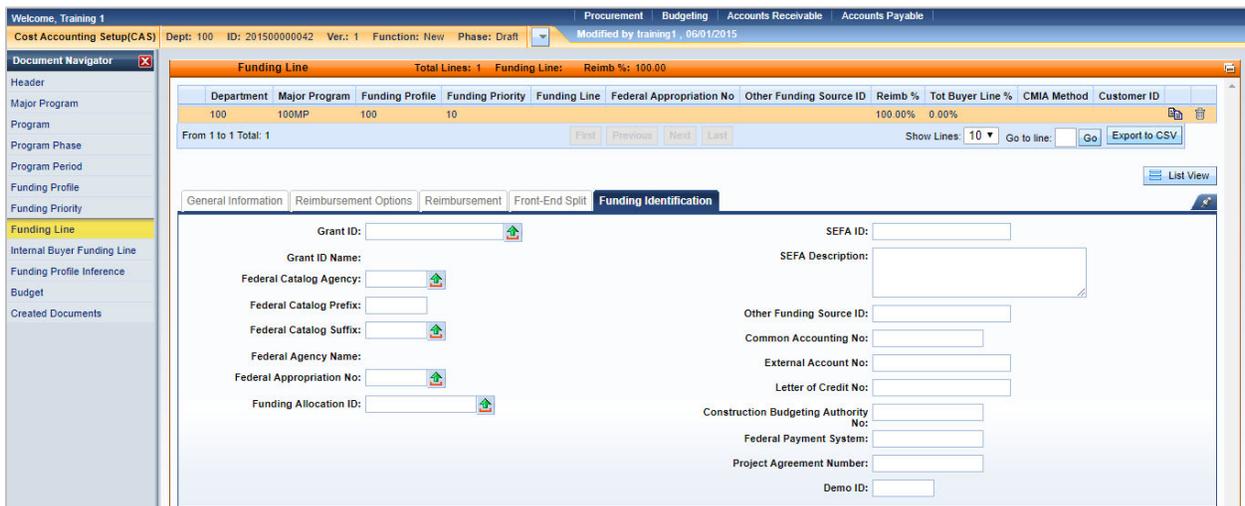
Front-End Split Component

The Front-End Split component is utilized when the Chart of Accounts elements entered on the Accounting line must be overwritten on the Posting Line during the Front End Split process. The fields most commonly populated are Fund and Appropriation Unit, but all fields are optional. Refer to department procedure.

Funding Identification Component

Note: Select the Grant ID from the pick list if a grant award is associated at the Funding Line level. Keep in mind the Grant ID may only be input at one level of the Cost Accounting Structure

Normally, funding identification information is entered on the Program Period record for a Major Program. However, this information may be entered on the Funding Line when there are multiple CFDA or SEFA numbers for a Major Program within an individual Program Period. In this case, the selection from the drop down list in the Federal Appropriation Setup field on the Major Program record will be Funding Line. Fields in the Funding Identification component on the Funding Line are completed in the same manner as described for the Program Period.



The screenshot displays the 'Funding Line' component in a software application. The top navigation bar includes 'Welcome, Training 1' and various system menus like 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. Below this, a document header shows 'Cost Accounting Setup(CAS)' with details like 'Dept: 100', 'ID: 20150000042', and 'Phase: Draft'. A 'Document Navigator' on the left lists various document types, with 'Funding Line' selected. The main area shows a table with columns for 'Department', 'Major Program', 'Funding Profile', 'Funding Priority', 'Funding Line', 'Federal Appropriation No', 'Other Funding Source ID', 'Reimb %', 'Tot Buyer Line %', 'CMIA Method', and 'Customer ID'. Below the table, there are tabs for 'General Information', 'Reimbursement Options', 'Reimbursement', 'Front-End Split', and 'Funding Identification'. The 'Funding Identification' tab is active, showing a form with fields for 'Grant ID', 'Grant ID Name', 'Federal Catalog Agency', 'Federal Catalog Prefix', 'Federal Catalog Suffix', 'Federal Agency Name', 'Federal Appropriation No', 'Funding Allocation ID', 'SEFA ID', 'SEFA Description', 'Other Funding Source ID', 'Common Accounting No', 'External Account No', 'Letter of Credit No', 'Construction Budgeting Authority No', 'Federal Payment System', 'Project Agreement Number', and 'Demo ID'.

Establish Funding Profile Inference Rules

The Funding Profile is not manually entered on the expenditure document Accounting line. Instead, it is inferred on the Posting line of the expenditure document, based on the Cost Accounting Chart of

Accounts elements entered on the Fund Accounting and Detail Accounting tabs of the Accounting line. The inferences are established on a series of Funding Profile Inference pages.

Funding Profile Inference Pages

The Funding Profile Inference pages establish the rules for inferring a Funding Profile, based on the Chart of Accounts elements entered on accounting and procurement documents. This simplifies data entry for project and grant accounting transactions. If a Program code associated with a front end split Major Program is entered on a document Accounting line, an entry must be present on one of the Funding Profile Inference pages. Otherwise, an error is generated.

There are multiple Funding Profile Inference pages which differ based on the combination of Chart of Accounts elements contained on the page. AFIS searches through the Funding Profile Inference pages in a defined sequence, looking for a match to the Chart of Accounts elements entered on the Accounting line of the transaction. When AFIS finds a match, it applies the associated Funding Profile from the entry on that table and does not search the remaining Funding Profile Inference tables.

The Funding Profile Inference page utilized for a project or grant is dependent upon its cost structure and reimbursement eligibility. The Funding Profile Inference pages commonly used by the State, listed in the sequence that AFIS searches the tables, are:

- FPI1
- PFPI
- FPIO
- FPI2
- FPI3
- FPPPAPPR
- FPI4
- FPI5
- FPI6
- FPIAL
- GFPI

Cost Accounting Setup Document

Learning Objectives

In this lesson, you will:

- Create a Cost Accounting Setup (CAS) document to create a new cost structure and new budget lines for the Grant Award you have received
- Attach the Grant Award to the Cost Accounting structure at the Program Period level
- View the BGPDE and BGPDR documents created from the CAS document
- Create and view an entry on the Funding Profile Inference 5 (FPI5) page for eligible expenditures and ineligible expenditures on the CAS document
- View the budget lines created by the BDPDR and BGPDE documents
- View the Funding Profile Inference 5 created

Lesson Overview

The Cost Accounting Setup (CAS) document is used to establish a new project or grant in AFIS the CAS document is used to:

- Create some but not all of the Chart of Accounts elements used for Cost Accounting
- Add new Programs, Program Periods, and Funding Profiles
- Attach a file to the Program Period level
- Create an inference on the Funding Profile Inference pages
- Create a budget document for the new project or grant
- The CAS document **cannot be used to:**
- Modify entries on an existing record on any of the Major Program pages
- Create new entries on the Phase page

Overview of the Cost Accounting Setup (CAS) Document

A CAS document is used to create most, but not all elements of a cost structure that define a project or grant. A CAS document is used to create project and grant elements because the document can be routed for review and approval through workflow, it provides an audit trail of who created the new elements and when they were created, and allows supporting electronic files to be attached to the document.

A CAS document creates new records on the following reference pages.

- Major Program
- Program
- Program Phase
- Program Period

- Funding Profile, Funding Priority, Funding Line, and Funding Profile Inference (for grants and projects using the automated reimbursement or front end split process)
- Program Expense budget
- Reimbursable Grant budget

Changes to existing Major Program, Program, Program Period, Program Phase, and Funding Profile records must be made using the Cost Accounting Modification (CAM) document. The CAM document is discussed in the next lesson.

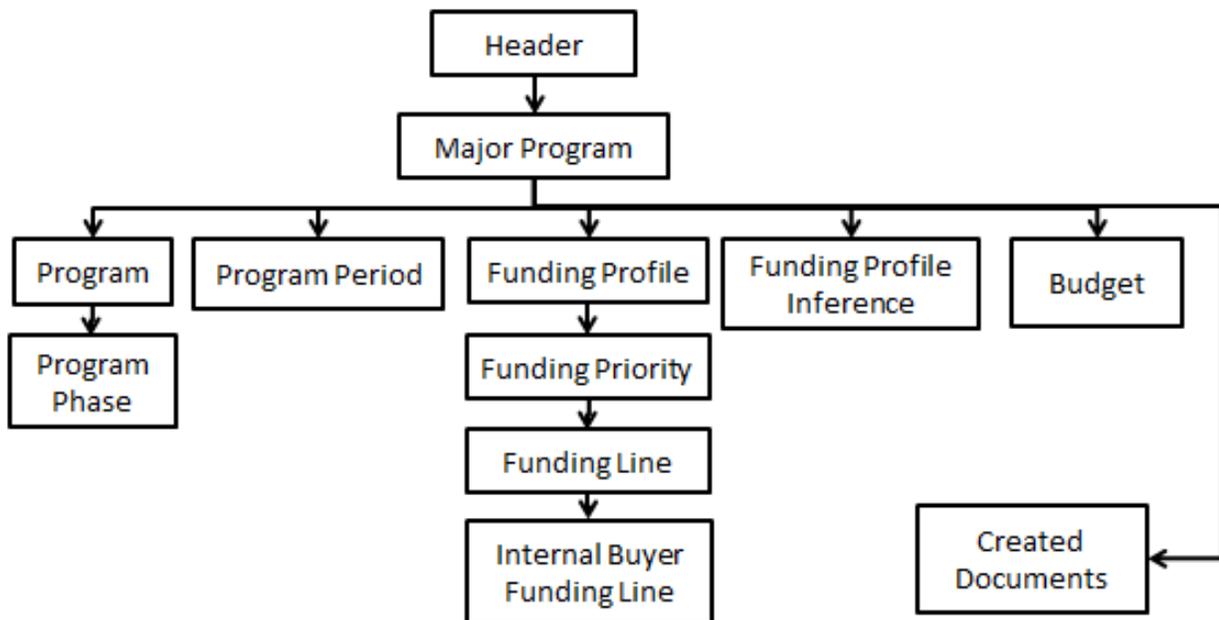
The CAS document can be used to associate Phases to new or existing Programs, but cannot be used to create new Phases. Any new Phases to be referenced on the CAS document must be established by the department on the Phase (PHASE) page in advance.

The CAS document creates BGPHE, BGPDE, BGPDR, and BGPHR documents, in Pending Phase, as appropriate for the Major Program identified. The budget line may be either for a new Program created on that same CAS document or for an existing Program within that cost structure.

CAS Document Components

Documents in AFIS are made up of various components (sometimes referred to as ‘sections’). CAS documents contain 12 components. The figure below illustrates the relationship between these components.

Cost Accounting Setup Document Component Relationships



The components of a CAS document are:

- **Header** - Stores values that apply to the entire document. The header should be used to inform any approver of the document of all goals to be accomplished by the document. There is also a

Submit Budget Document checkbox, which allows agencies to create budget documents and have them created into a pending status. If the checkbox is unchecked then the budget document will still be created but sent to a draft status.

- **Major Program** - Creates or identifies the Major Program that defines the grant or project and sets global characteristics for all Programs defined within the Major Program.
- **Program** - Creates the breakdown of the Major Program based on budgeting, reporting, and/or Chart of Accounts inference requirements.
- **Program Phase** - Associates a Phase to a specific Program. The phase must have been previously established on the phase table before it is allowed to be associated to a CAS document.
- **Program Period** - Establishes award periods under the Major Program. Program Periods may be used to separate various years of the same project or grant within a single Major Program.
- **Funding Profile** - Creates a high-level code that captures the billing characteristics of an expenditure. Identifies the funding relationships within a Major Program. Funding profiles only pertain to agencies using the front-end split feature of the Cost Accounting module, this is determined in the Major Program level.
- **Funding Priority** - Identifies the stages of billing for a Funding Profile. Funding Priorities may start as high as 1 and go as low as 99. The higher the priority the sooner the billing will be associated to it. It is recommended that the first priority be 10 so that if there becomes a need for a higher priority the agency can make the necessary adjustment. After 10 agencies should use intervals of 10 so that again any adjustments can be made. 99 priority should be used as an overflow priority (catch-all bucket) in the event a priority is unexpectedly exceeded.
- **Funding Line** - Identifies the billing information related to a specific funding source within a Funding Profile and Funding Priority. Funding lines must always equal 100% under a given priority. In this section agencies can identify how the billing should be done and where it should post to.
- **Funding Profile Inference** - Defines inference rules for the Funding Profile. The FPI tables all contain various chart of account elements that differ based on the inference table the agency wishes to utilize.
- **Budget** - Creates program and reimbursement budget documents based on the budget document code and Chart of Accounts elements entered in this component.
- **Created Documents** - Displays the document information related to the budget documents that are created as a result of the CAS document being processed to either draft or pending Phase.

Reviewing a grant agreement

In this lesson you will:

- Identify whether the grant agreement is a state or federal grant
- How to determine which level of the cost structure the Grant ID should be placed
- Understand the difference between state and federal grants and how they are tracked in AFIS
- Understand the needs of the grant you have received for cost structure setup



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Grants Management 330 C Street, S.W. Washington, DC 20201

December 28, 2018

Director
Arizona Department of Economic Security
1789 West Jefferson Street
Site Code 838Z
PHOENIX, ARIZONA 85007

**Re: Notice of Grant Award
State Access and Visitation Program
FY 2019**

Dear Grantee:

The following award is the allocated amount for the fiscal year indicated for the State Access and Visitation Program in accordance with Section 469B of the Social Security Act.

Award Amount:	\$181,985.00
Project Period:	10-01-2018 - 09-30-2020

Catalog of Federal Domestic Assistance (CFDA) Program Number	Entity Identification Number (EIN)	Appropriation Number	Common Accounting Number (CAN)	Grant Document Number (GDN)
93.597	1866004791E8	75-X-1501	2019,G9919AV,ACF	1901AZSAVP

These funds must be obligated **no later than 09-30-2020** and liquidated **no later than 12-30-2020**. Any funds remaining unobligated or unliquidated by these deadlines will be recouped by this agency.

By accepting this award, the State agrees to use these funds in accordance with the provisions of all applicable Federal laws, regulations, policies and the terms and conditions governing this program and governing the use of Federal funds. Any expenditure found to violate these requirements is subject to disallowance and recoupment by this agency and the imposition of additional interest charges under 45 CFR 30.13 and 30.14.

A copy of the General Terms and Conditions governing mandatory grant programs and additional program-specific requirements for this program are available at <https://www.acf.hhs.gov/grants/terms-and-conditions>.

Specifically, the State agrees to comply with the provisions of Federal regulations (31 CFR 205) that implements the Cash Management Improvement Act by limiting the amount and timing of your requests to draw Federal funds to the minimum amount necessary to meet actual and immediate program needs and requirements. Failure to adhere to funds withdrawal and reporting requirements may result in the unobligated portion of your letter-of-credit to be revoked.

Grant funds are made available through the HHS Payment Management System (PMS). Please direct questions as follows:

(g) Payments: Division of Payment Management, PO Box 6021, Rockville, Maryland 20852 (<http://www.dpm.psc.gov>) or to the PMS Help Desk at (877) 614-5533.

(h) Program requirements: Michael Hayes at michael.hayes@acf.hhs.gov or (202) 401- 5651.

(i) Financial reporting: Michael Bratt at michael.bratt@acf.hhs.gov or (202) 401- 4629.

Sincerely,

Monica Evans
Grants Officer
Division of Mandatory Grants

Entering a CAS

The Cost Accounting Setup (CAS) document is the method used by departments to create grant/project cost structure, and associated budget lines, in a single document.



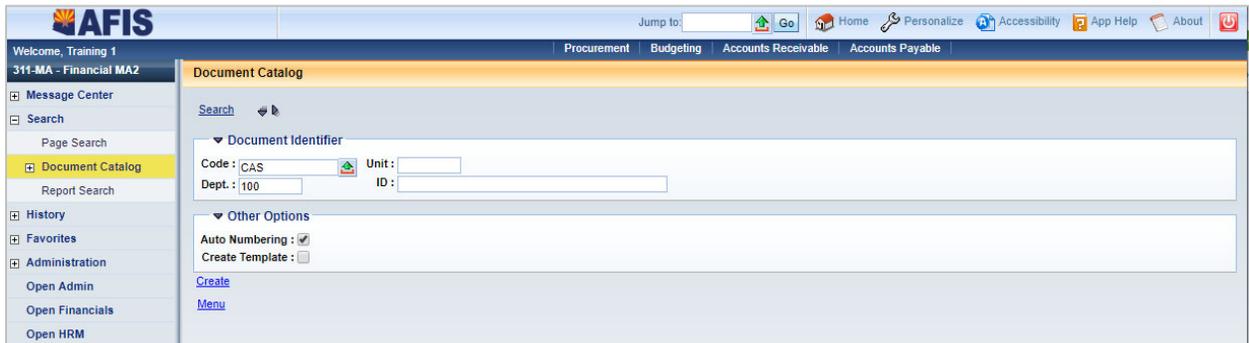
Create a CAS Document

Scenario

Congratulations! The Notification of Award for the State Access and Visitation Program Grant has been received. You will use the CAS document to create a new Major Program, Program, Program Period, Funding Profiles, a program budget document and a reimbursement budget document for the new grant.

User is logged in to the AFIS Home Page. Navigate to the Document Catalog to initiate a CAS document to create the new cost structure.

1. Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. Click **Create**, to switch to Create mode.
4. Document Catalog, enter data from *your student data card*.
5. Code field, enter **CAS**.
6. Dept field, enter the data from *your student data card*.
7. Check the **Auto Numbering** check box.
8. Click **Create**. The CAS opens on Header component.



When the CAS document is created, a new Document ID is generated. Notice that the document is shown as **Ver: 1, Function: New, Phase: Draft**.

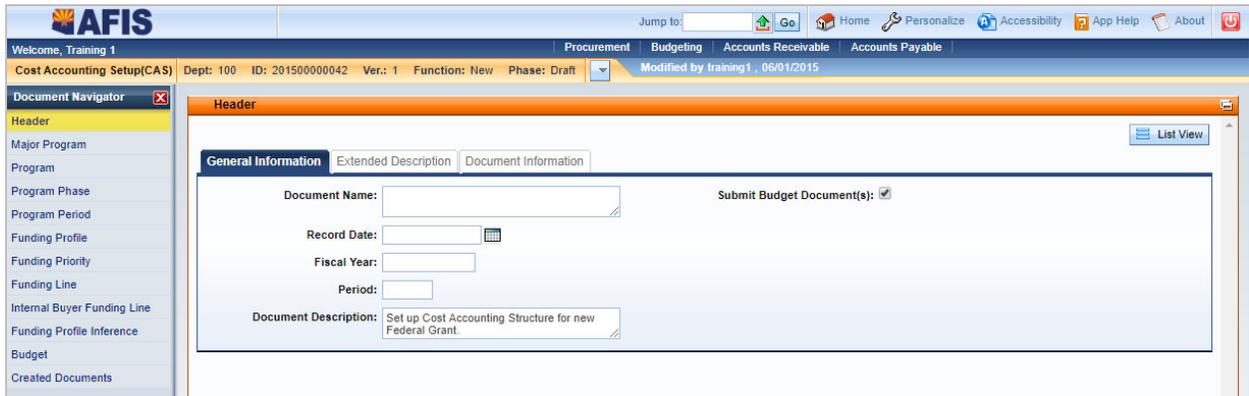
9. Complete the General Information tab on the Header component of the CAS by typing **Set up Cost Accounting Structure for new Federal Grant** in the Document Description

*The **Record Date**, **Fiscal Year**, and **Period** fields will be auto populated when you validate the CAS document. Fiscal Year and Period are not relevant on a CAS or CAM document.

To navigate within a document, you can either click the component name at the bottom of the document, or use the Document Navigator panel. In this training, you will use the Navigator.

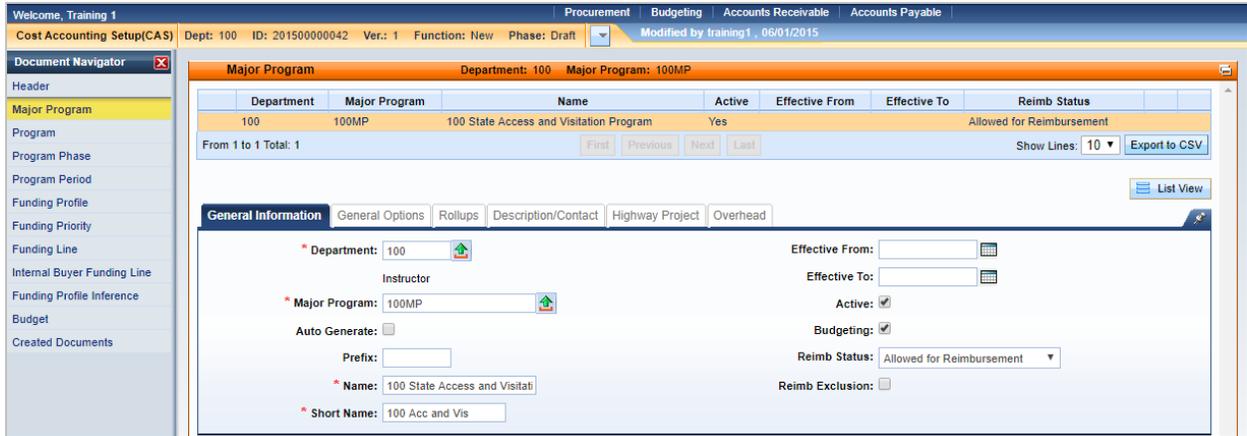
If necessary, click the Open Document Navigator icon (small arrow on left side) to switch to Document Navigator mode.

If necessary, click the on the minimize/restore icon (in the upper right corner of the document window) to show the component names.



Complete the General Information tab in the Major Program component of the CAS to create a new Major Program.

1. Document Navigator, click **Major Program**.
2. Department field, enter the data from *your student data card*.
3. Major Program field enter, **XXXMP** where XXX represents the department from *your student data card*.
4. Name field, enter **XXX State Access and Visitation Program** where XXX is your Department located on *your student data card*.
5. Short Name field, enter **XXX Acc and Vis** where the XXX represents the department from *your student data card*.
6. Reimb Status field, Select **Allowed for Reimbursement** from the dropdown menu.

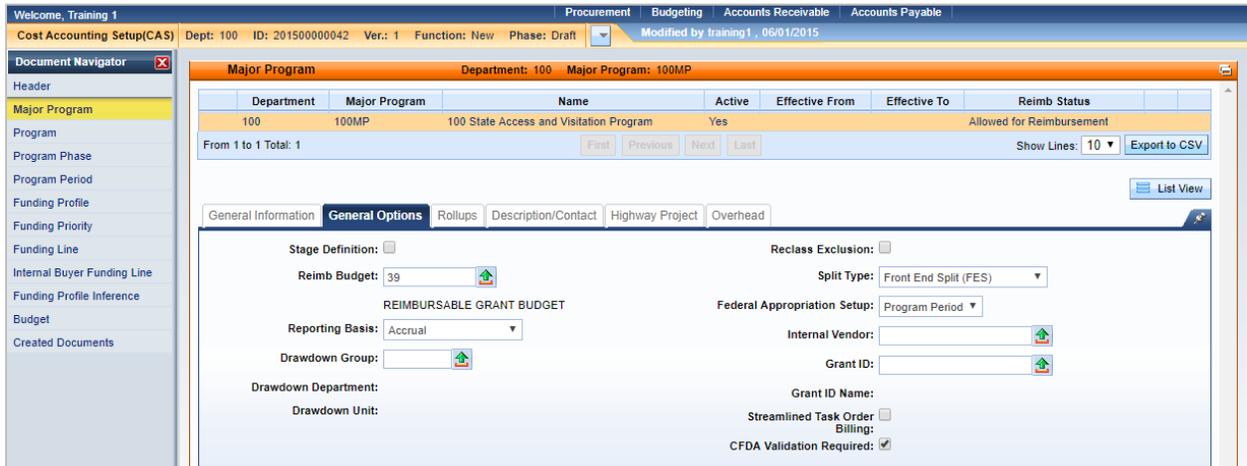


The screenshot shows the 'Major Program' component in the 'General Information' tab. The header information includes Department: 100, Major Program: 100MP, and Name: 100 State Access and Visitation Program. The 'Reimb Status' is 'Allowed for Reimbursement'. The 'General Information' tab is active, and the 'General Options' sub-tab is selected. The 'General Options' section contains the following fields:

- Department: 100
- Instructor: [Empty]
- Major Program: 100MP
- Auto Generate:
- Prefix: [Empty]
- Name: 100 State Access and Visitation
- Short Name: 100 Acc and Vis
- Effective From: [Empty]
- Effective To: [Empty]
- Active:
- Budgeting:
- Reimb Status: Allowed for Reimbursement
- Reimb Exclusion:

Complete the General Options tab in the Major Program component.

1. Click **General Options** tab.
2. Reimb Budget pick list, select **39 – Reimbursable Grant Budget**.
3. Split Type drop down list, select **Front End Split (FES)**.
4. Check the **CFDA Validation Required** check box.

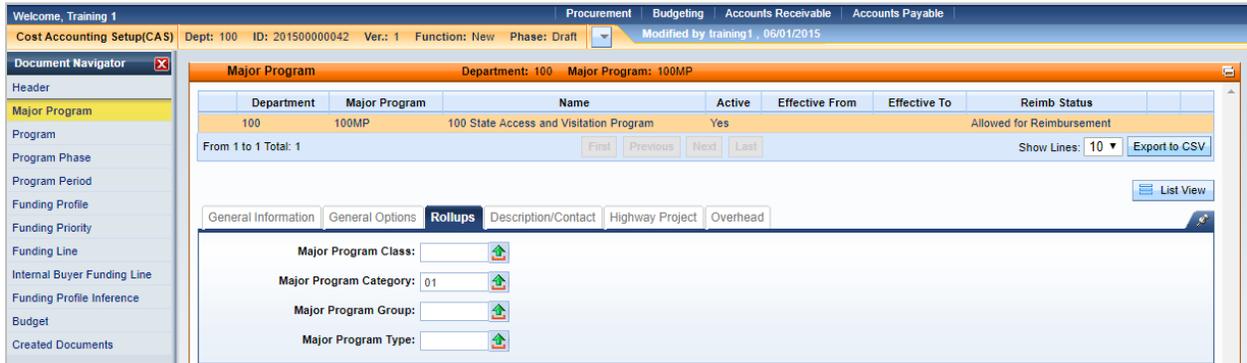


The screenshot shows the 'Major Program' component in the 'General Options' tab. The header information is the same as in the previous screenshot. The 'General Options' sub-tab is active. The 'General Options' section contains the following fields:

- Stage Definition:
- Reimb Budget: 39
- Reporting Basis: Accrual
- Drawdown Group: [Empty]
- Drawdown Department: [Empty]
- Drawdown Unit: [Empty]
- Reclass Exclusion:
- Split Type: Front End Split (FES)
- Federal Appropriation Setup: Program Period
- Internal Vendor: [Empty]
- Grant ID: [Empty]
- Grant ID Name: [Empty]
- Streamlined Task Order:
- Billing: [Empty]
- CFDA Validation Required:

Complete the Rollups tab in the Major Program component.

1. Click **Rollups** tab.
2. Major Program Category pick list, select **01**.



Major Program Component - Rollups Tab

Department	Major Program	Name	Active	Effective From	Effective To	Reimb Status
100	100MP	100 State Access and Visitation Program	Yes			Allowed for Reimbursement

From 1 to 1 Total: 1

Buttons: First, Previous, Next, Last

Show Lines: 10 | Export to CSV

List View

General Information | General Options | **Rollups** | Description/Contact | Highway Project | Overhead

Major Program Class:

Major Program Category: 01

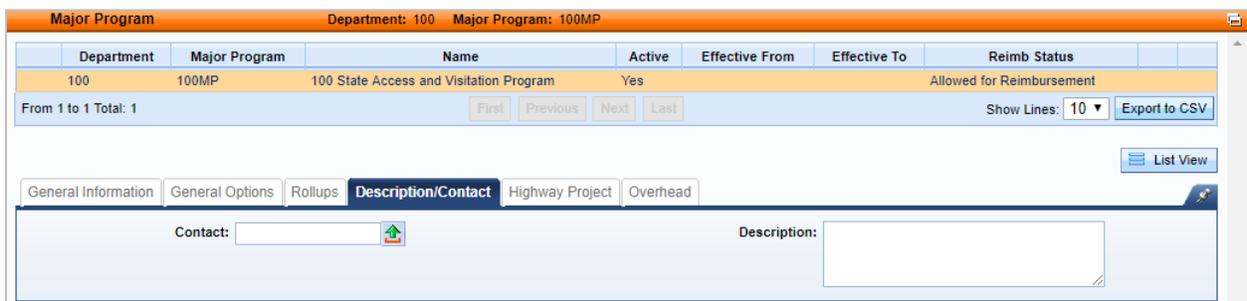
Major Program Group:

Major Program Type:

Review the Description/Contact tab in the Major Program component.

1. Click the Description/Contact tab.

The fields in this tab are for informational purposes to be determined by department procedures.



Major Program Component - Description/Contact Tab

Department	Major Program	Name	Active	Effective From	Effective To	Reimb Status
100	100MP	100 State Access and Visitation Program	Yes			Allowed for Reimbursement

From 1 to 1 Total: 1

Buttons: First, Previous, Next, Last

Show Lines: 10 | Export to CSV

List View

General Information | General Options | Rollups | **Description/Contact** | Highway Project | Overhead

Contact:

Description:

Review the Highway Project tab of the Major Program component.

1. Click the Highway Project tab.

For this scenario, the fields in this tab will remain blank; as this cost structure is not related to an FHWA project.

Note: The Highway Project fields can be recorded at the Major Program, Program, or Program Phase levels, depending on the project and on department procedure.

Review the Overhead tab of the Major Program component, then click Validate to check for errors.

1. Click the Overhead tab.

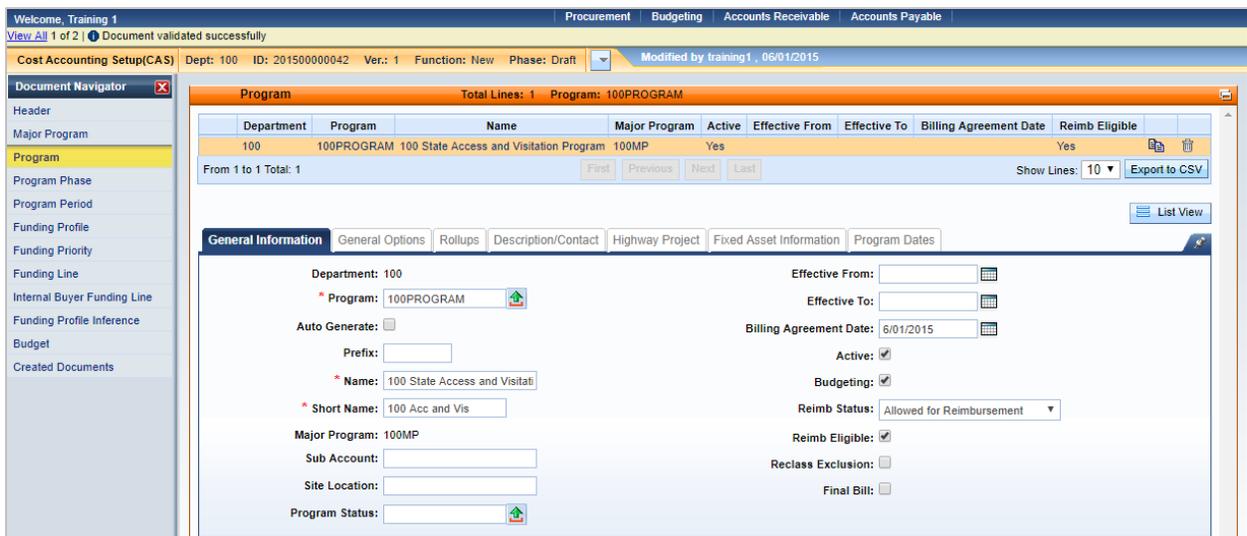
View the fields available in the Overhead tab. For this activity, these fields will remain blank.

1. Click the Validate button to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully.**

View All 1 of 2 | Document validated successfully

Populate the General Information tab of the Program component of the CAS.

1. Document Navigator, click **Program**.
2. Click **Insert New Line** button.
3. Program field enter **XXXProgram** where the XXX represents the department from *your student data card*. Make a note of this Program for future instruction:_____
4. Name field, enter **XXX State Access and Visitation Program** where the XXX represents the department from *your student data card*.
5. Short Name field, enter **XXX Acc and Vis** where the XXX represents the department from *your student data card*.
6. Billing Agreement Date field, click the Show Calendar icon and select **June 1, 2015**.

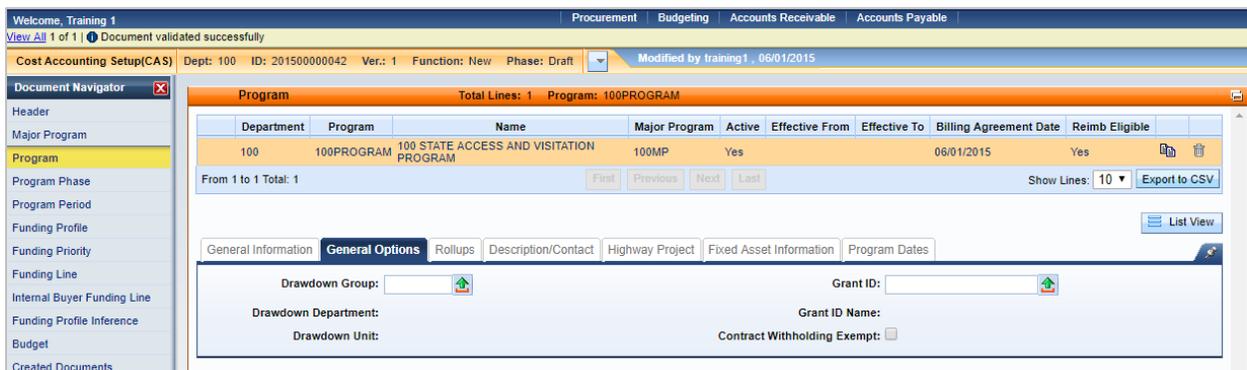


The screenshot shows the 'Program' component in the CAS system. The 'General Information' tab is active, displaying the following fields:

- Department: 100
- Program: 100PROGRAM
- Name: 100 State Access and Visitation Program
- Major Program: 100MP
- Active: Yes
- Effective From: [Calendar icon]
- Effective To: [Calendar icon]
- Billing Agreement Date: 6/01/2015
- Reimb Eligible: Yes
- Auto Generate:
- Prefix: [Text field]
- Name: 100 State Access and Visitation
- Short Name: 100 Acc and Vis
- Major Program: 100MP
- Sub Account: [Text field]
- Site Location: [Text field]
- Program Status: [Text field]
- Active:
- Budgeting:
- Reimb Status: Allowed for Reimbursement
- Reimb Eligible:
- Reclass Exclusion:
- Final Bill:

Review the General Options tab of the Program component.

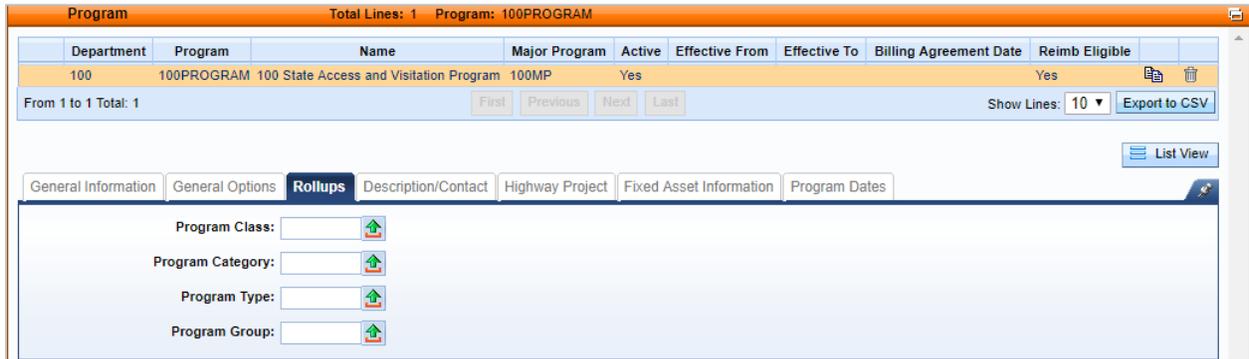
1. Click the General Options tab



The screenshot shows the 'Program' component in the CAS system with the 'General Options' tab active. The following fields are visible:

- Department: 100
- Program: 100PROGRAM
- Name: 100 STATE ACCESS AND VISITATION PROGRAM
- Major Program: 100MP
- Active: Yes
- Effective From: [Calendar icon]
- Effective To: [Calendar icon]
- Billing Agreement Date: 06/01/2015
- Reimb Eligible: Yes
- Drawdown Group: [Text field]
- Grant ID: [Text field]
- Drawdown Department: [Text field]
- Grant ID Name: [Text field]
- Drawdown Unit: [Text field]
- Contract Withholding Exempt:

For this scenario, the fields in the Rollups tab will remain blank. On the job, refer to department procedure for the proper entries in this component.



The screenshot shows a software interface for a 'Program' component. At the top, it displays 'Total Lines: 1' and 'Program: 100PROGRAM'. Below this is a table with columns: Department, Program, Name, Major Program, Active, Effective From, Effective To, Billing Agreement Date, and Reimb Eligible. The first row contains: 100, 100PROGRAM, 100 State Access and Visitation Program, 100MP, Yes, and Yes. Below the table are navigation buttons: 'From 1 to 1 Total: 1', 'First', 'Previous', 'Next', 'Last', 'Show Lines: 10', and 'Export to CSV'. A 'List View' button is also present. Below the table are several tabs: 'General Information', 'General Options', 'Rollups', 'Description/Contact', 'Highway Project', 'Fixed Asset Information', and 'Program Dates'. The 'Rollups' tab is currently selected and contains four fields: 'Program Class:', 'Program Category:', 'Program Type:', and 'Program Group:', each with a dropdown arrow icon.

Review the Description/Contact tab of the Program component.

1. Click on the Description/Contact tab.

Review the Highway Project tab of the Program component.

1. Click the Highway Project tab

For this scenario, the fields in this tab will remain blank; as this cost structure is not related to an FHWA project.

Note: The Highway Project fields can be recorded at the Major Program, Program, or Program Phase levels, depending on the project and on department procedure.

Review the Fixed Asset Information tab of the Program component.

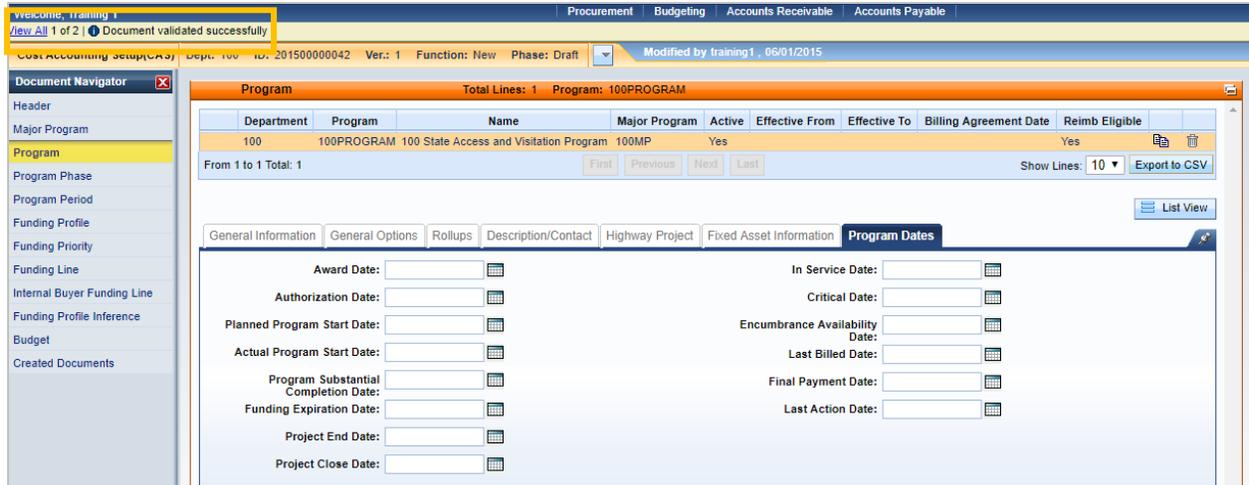
1. Click the Fixed Asset Information tab

For this scenario, the **Fixed Asset Construction Program Level** field will remain blank; since you are establishing a grant, not a construction project.

Review the fields in the Program Dates tab of the Program component, then click **Validate** to check for errors.

1. Click the Program Dates tab

For this scenario, the fields in the Program Dates tab will remain blank.



1. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**.

Review the Program Phase component of the CAS document.

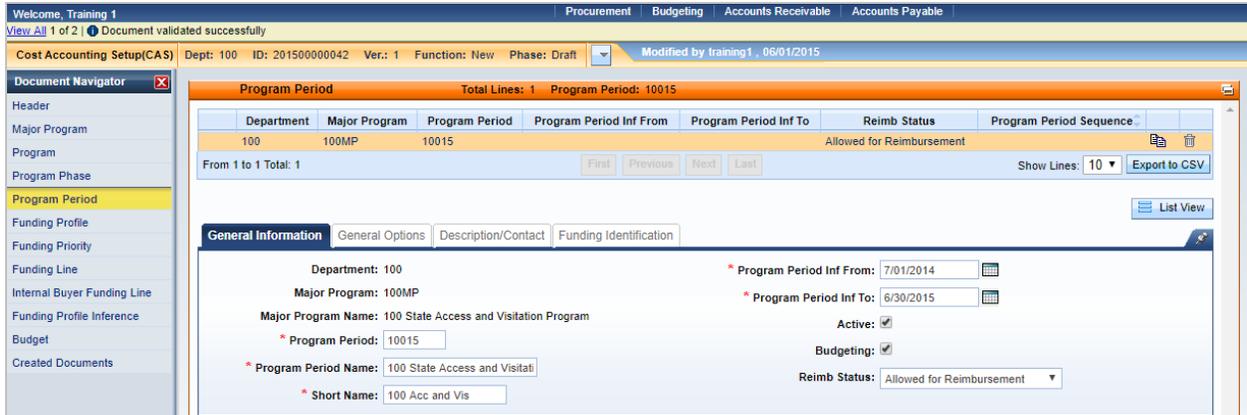
1. On the Document Navigator, click Program Phase

Make note of the fields associated within the Program Phase component on the General Information, Description/Contact, Highway Project, and Fixed Asset Information tabs.

Complete the General Information tab of the Program Period component.

1. Document Navigator, click **Program Period**
2. Click **Insert New Line**
3. Program Period field, enter **XXX15** where XXX represents the department from *your student data card*. Make a note of this Program Period for future instruction: _____
4. Program Period Name field, enter **XXX STATE ACCESS AND VISITATION PROGRAM** where XXX represents the department from *your student data card*.
5. Short Name field, enter **XXX ACC AND VIS**
6. Program Period Inf From field, click the Show Calendar icon and select **July 1, 2014**
7. Program Period Inf To field, enter **June 30, 2015**

Note: The Program Period Inf From and To date fields typically align with the grantor's fiscal year.



Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft Modified by training1_06/01/2015

Program Period Total Lines: 1 Program Period: 10015

Department	Major Program	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Program Period Sequence
100	100MP	10015			Allowed for Reimbursement	

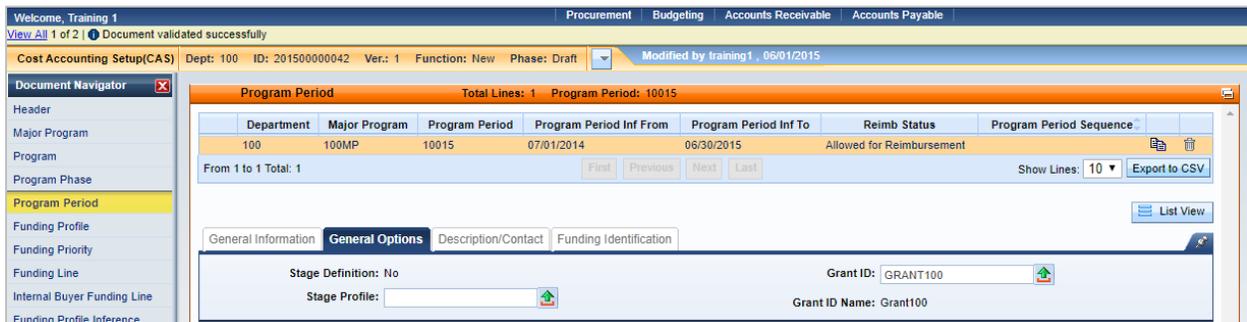
From 1 to 1 Total: 1

General Information | General Options | Description/Contact | Funding Identification

Department: 100 * Program Period Inf From: 7/01/2014
 Major Program: 100MP * Program Period Inf To: 6/30/2015
 Major Program Name: 100 State Access and Visitation
 * Program Period: 10015 Active:
 * Program Period Name: 100 State Access and Visitation Budgeting:
 * Short Name: 100 Acc and Vis Reimb Status: Allowed for Reimbursement

Complete the General Options of the Program Period component.

1. Click **General Options** tab
2. Click Grant ID pick list
3. Enter **GRANTXXX** in the Grant ID field, where XXX represents the department from *your student data card*.
4. Click **Browse** and select the **Grant ID**



Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft Modified by training1_06/01/2015

Program Period Total Lines: 1 Program Period: 10015

Department	Major Program	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Program Period Sequence
100	100MP	10015	07/01/2014	06/30/2015	Allowed for Reimbursement	

From 1 to 1 Total: 1

General Information | **General Options** | Description/Contact | Funding Identification

Stage Definition: No Grant ID: GRANT100
 Stage Profile: Grant ID Name: Grant100

Review the available fields on the Description/Contact component

1. Click the Description/Contact tab

Complete the Funding Identification tab of the Program Period component, then click Validate to check for errors.

1. Click **Funding Identification** tab
2. Federal Catalog Agency pick list, select **DCAP**. The Federal Catalog Prefix field (93) will be inferred based on this selection.
3. Federal Catalog Suffix field, enter **597**
4. Click **Validate** to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**.

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Department	Major Program	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Program Period Sequence
100	100MP	10015	07/01/2014	06/30/2015	Allowed for Reimbursement	

From 1 to 1 Total: 1

General Information | General Options | Description/Contact | **Funding Identification**

Federal Catalog Agency: DCAP
 Federal Catalog Prefix: 93
 Federal Catalog Suffix: 597
 Federal Agency Name: DHHS Centers for Disease Control and Prevention
 Federal Appropriation No: []

SEFA ID: []
 SEFA Description: []
 Common Accounting No: []
 External Account No: []
 Letter of Credit No: []
 Construction Budgeting Authority No: []
 Federal Payment System: []

Attachments

Per State of Arizona Accounting Manual Topic 70 Section 65, Cost Structures for Grants "All grant awards for direct or pass-through Federal grants, as well as State grants, must be attached to the cost structure. The Grant agreement should be attached to the cost structure through a CAS/CAM document at the Program Period level."

Follow these steps to attach an electronic file to the Program Period component of the CAS/CAM document:

1. Navigate to the Program Period level of the document
2. Click **File menu** in the lower right corner of the CAS
3. Select **Attachments** from the File menu. The Attachments window is displayed.

AFIS

Jump to: CAS | Go | Home | Personalize | Accessibility | App Help | About

Welcome, Training 1 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

View All 1 of 1 | Document validated successfully

Cost Accounting Setup(CAS) | Dept: 100 | ID: 20150000042 | Ver.: 1 | Function: New | Phase: Draft | Modified by: training1, 06/01/2015

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Department	Major Program	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Program Period Sequence
100	100MP	10015	07/01/2014	06/30/2015	Allowed for Reimbursement	

From 1 to 1 Total: 1

General Information | General Options | Description/Contact | **Funding Identification**

Federal Catalog Agency: DCAP
 Federal Catalog Prefix: 93
 Federal Catalog Suffix: 597
 Federal Agency Name: DHHS Centers for Disease Control and Prevention
 Federal Appropriation No: []

SEFA ID: []
 SEFA Description: []
 Common Accounting No: []
 External Account No: []
 Letter of Credit No: []
 Construction Budgeting Authority No: []
 Federal Payment System: []

Save | Undo | Insert New Line | Insert Copied Line | Edit with Grid

Copy | Validate | Submit | Discard

View PDF | Print | Processing | Workflow | **File** | Close

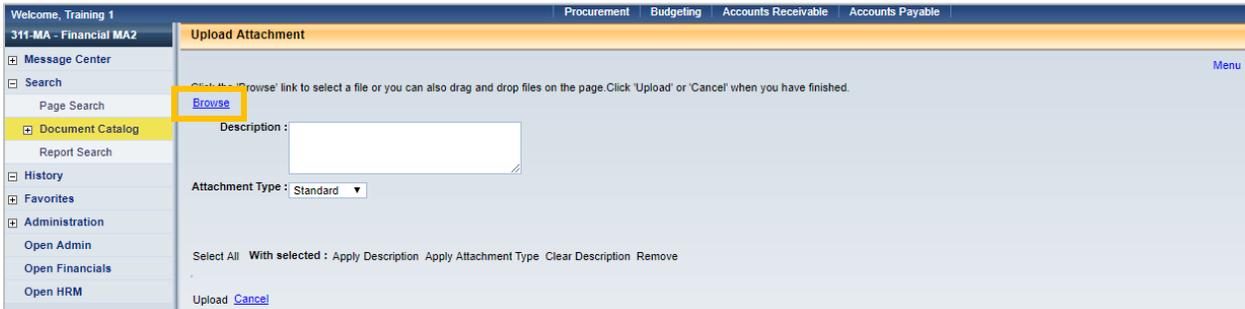
File Menu:

- Archive
- SendPage
- Download Document
- Attachments**

4. Click **Upload**



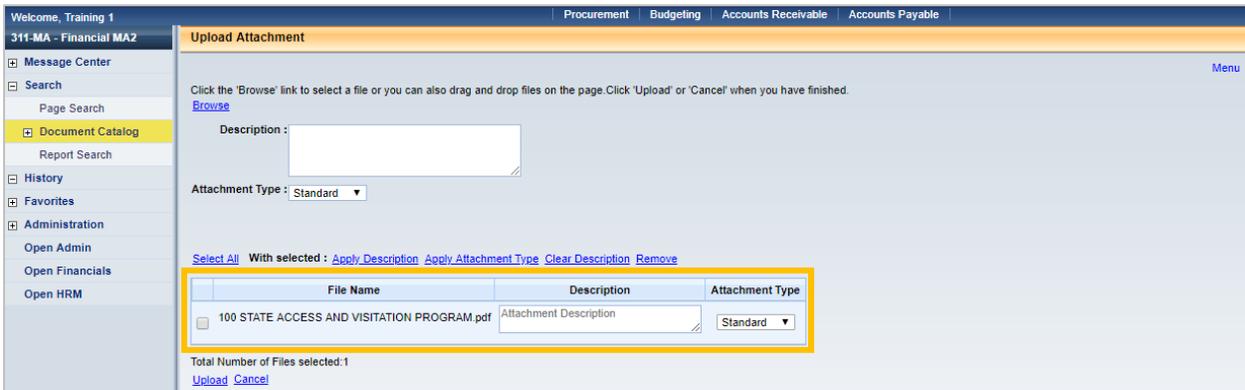
5. Click **Browse** to search for the file to be attached



6. Locate and select the file to be attached, then click **Open**. The Upload Attachment page is displayed.

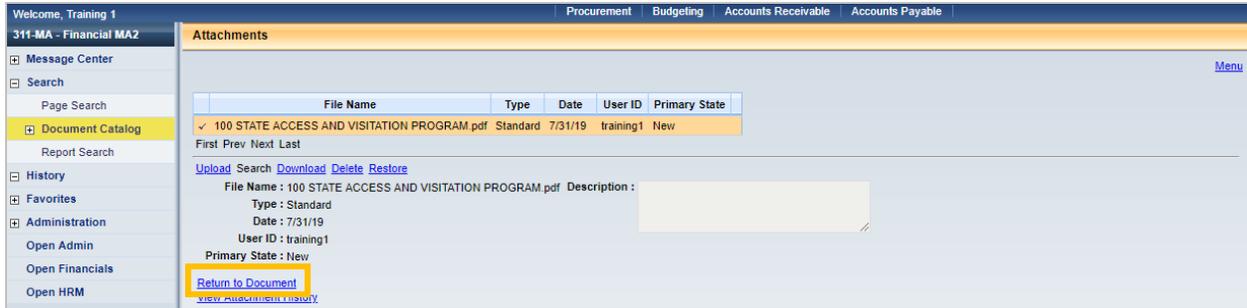
7. In the Description field, enter **State Access and Visitation Program**.

8. Click **Upload**

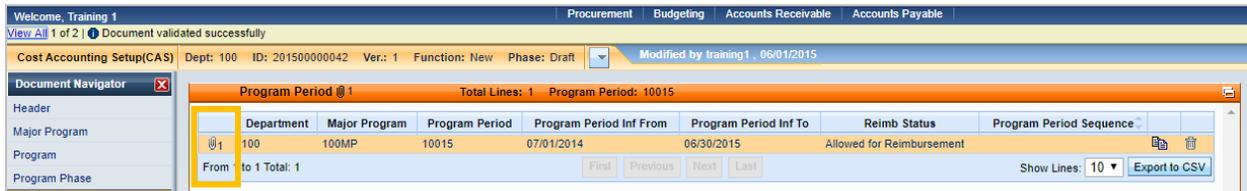


9. Click **Done**

10. Click **Return to Document** to return to the CAS document

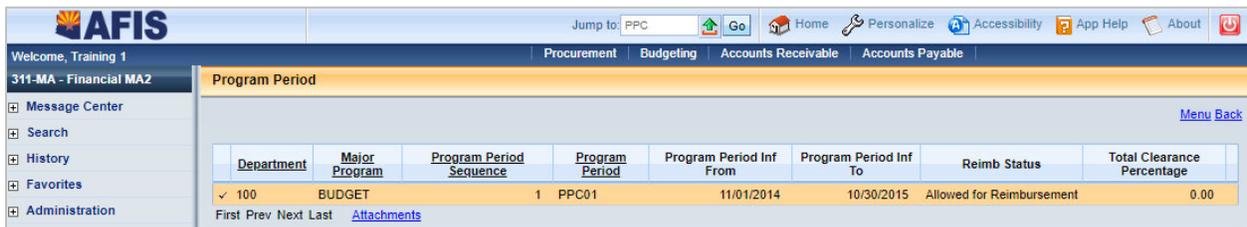


Notice the paperclip icon in the component header and to the left of the line that is selected. A numeral is also displayed to indicate the number of files attached in each location.



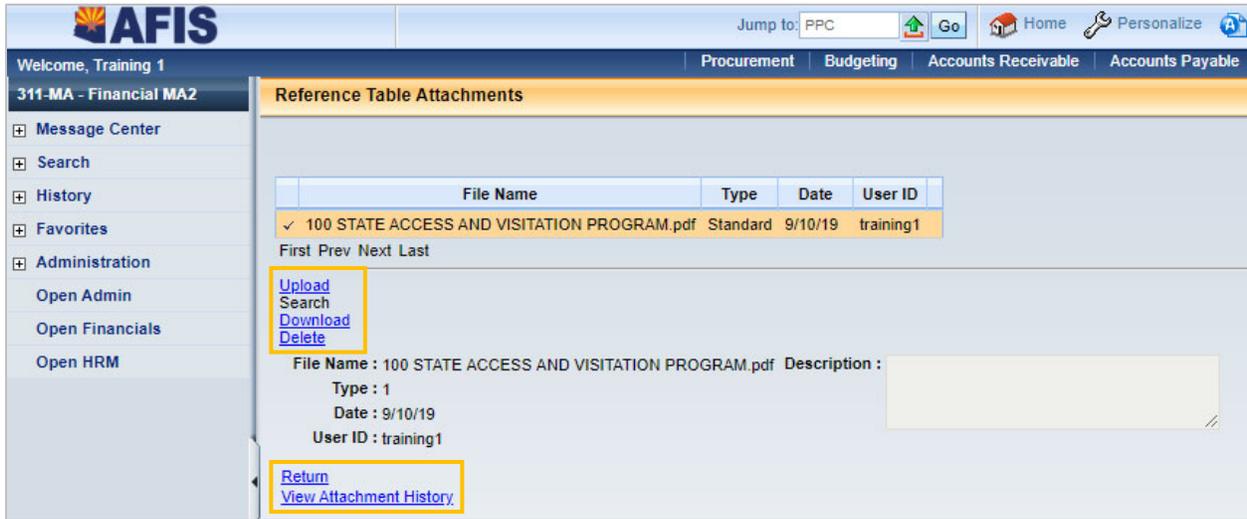
When the CAS is submitted to Final Phase, a copy of the file will be attached to the new record on the corresponding reference table.

1. You may navigate to the Program Period reference table to view the attachment.
2. Search for the new record
3. Click the Attachments link below the grid.



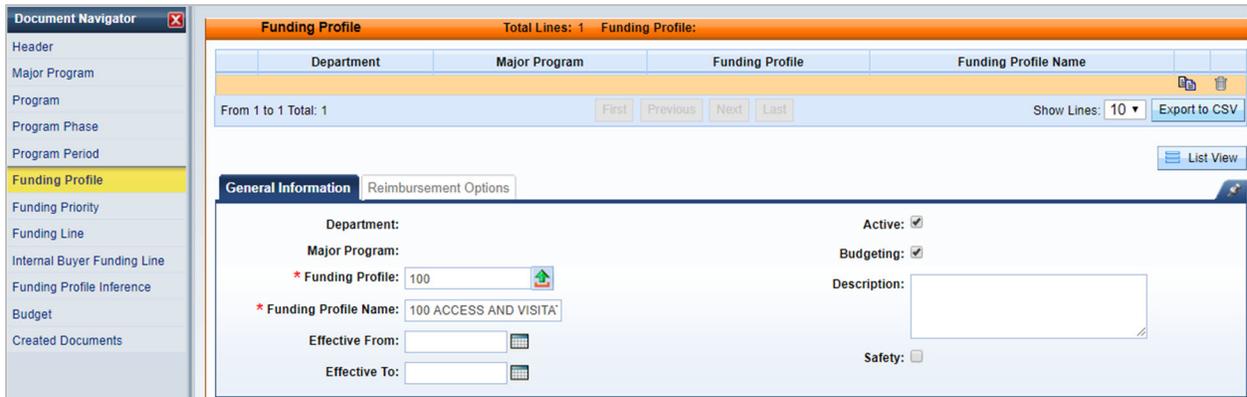
The Reference Table Attachments page is displayed and the attachment is shown in the grid.

From this page you may download to view the attachment; delete; or view Attachment History.



Create an **eligible Funding Profile** for the State Access and Visitation Program Grant, then click **Validate** to check for errors.

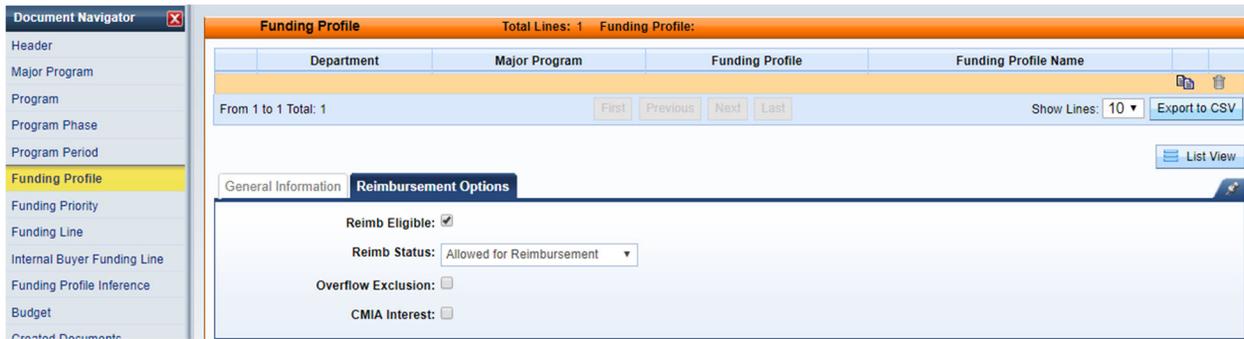
1. Document Navigator, click **Funding Profile**
2. Click **Insert New Line** button
3. Funding Profile field, enter **XXX** where XXX represents the department from *your student data card*.
4. Funding Profile Name field, enter **XXX ACCESS AND VISITATION** where XXX represents the department from your student data card.
5. Click **Save**



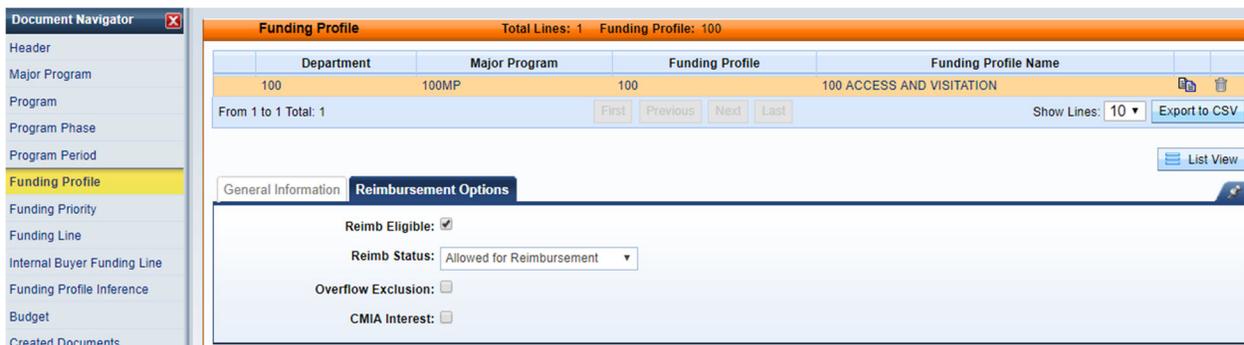
6. Click **Reimbursement Options** tab.

Note: the Reimb Eligible and Reimb Status fields are inferred from the Major Program.

The **Overflow Exclusion** and **CMIA Interest** fields are optional and will remain blank for this scenario.

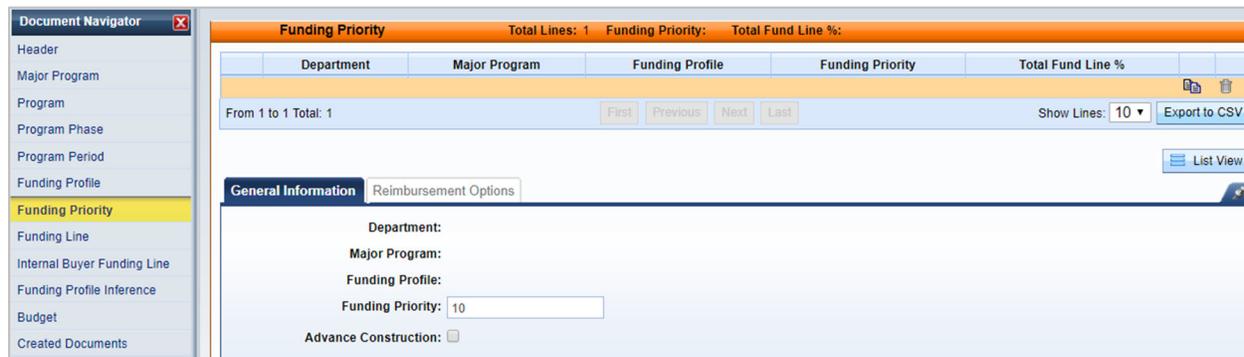


7. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully.**



Create a Funding Priority for the new Funding Profile

1. Document Navigator, click **Funding Priority**
2. Click **Insert New Line**
3. Funding Priority field, enter **10**

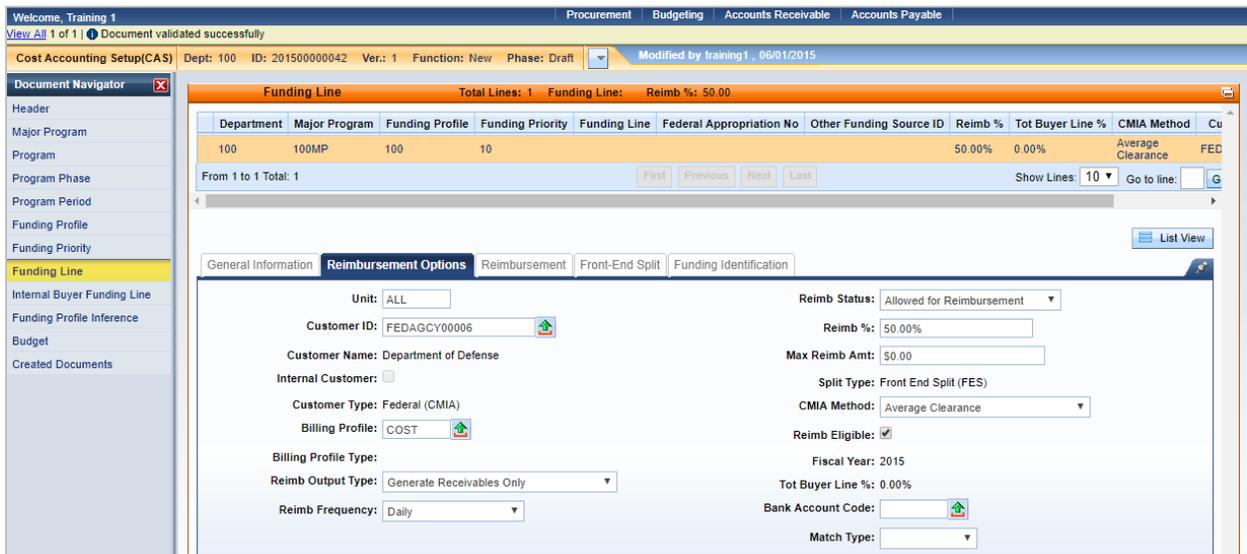


4. Click **Reimbursement Options** tab
5. Reimb Status drop down list, select **Allowed for Reimbursement**
6. Check the **Reimb Eligible** check box
7. Click **Save**

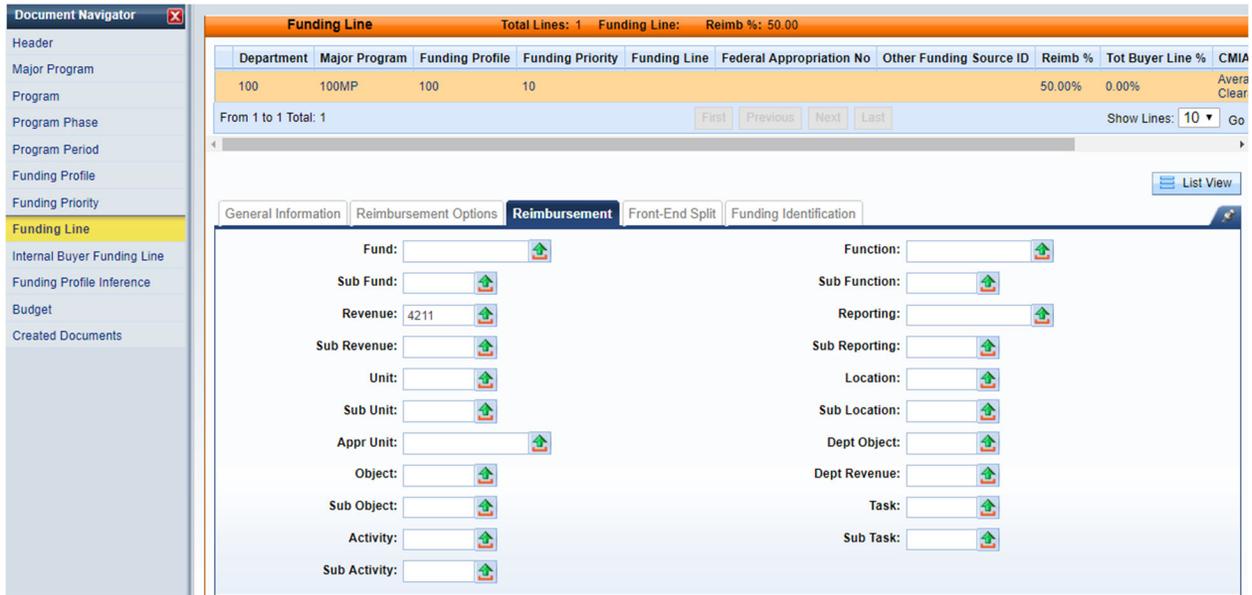


Create a Federal Funding Line for Funding Priority 10 and complete the Reimbursement Options tab.

1. Document Navigator, click **Funding Line**.
2. Click **Insert New Line**.
3. Click **Reimbursement Options** tab
4. Unit field, enter **All**
5. Customer ID, enter **FEDAGCY00006**
6. Billing Profile field, enter **COST**
7. Reimb Output Type drop down list, select **Generate Receivables Only**
8. Reimb Frequency drop down list, select **Daily**
9. Reimb Status drop down list, select **Allowed for Reimbursement**
10. Reimb % field, enter **50**
11. CMIA Method drop down list, select **Average Clearance**
12. Check the **Reimb Eligible** check box
13. Click **Save**



Complete the Reimbursement tab for the Federal Funding Line.



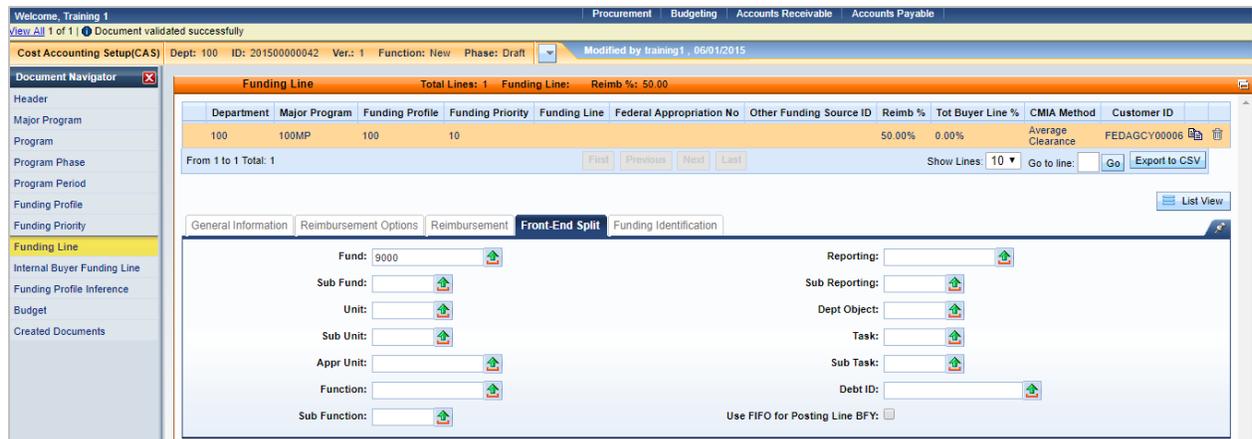
1. Click **Reimbursement tab**
2. Revenue field, select **4211**

The remaining fields are completed based on department procedure.

Complete the Front-End Split tab for the Federal Line Funding Line.

1. Click **Front-End Split tab**
2. Fund field, enter *your student data card information*

The remaining fields are completed based on department procedure.

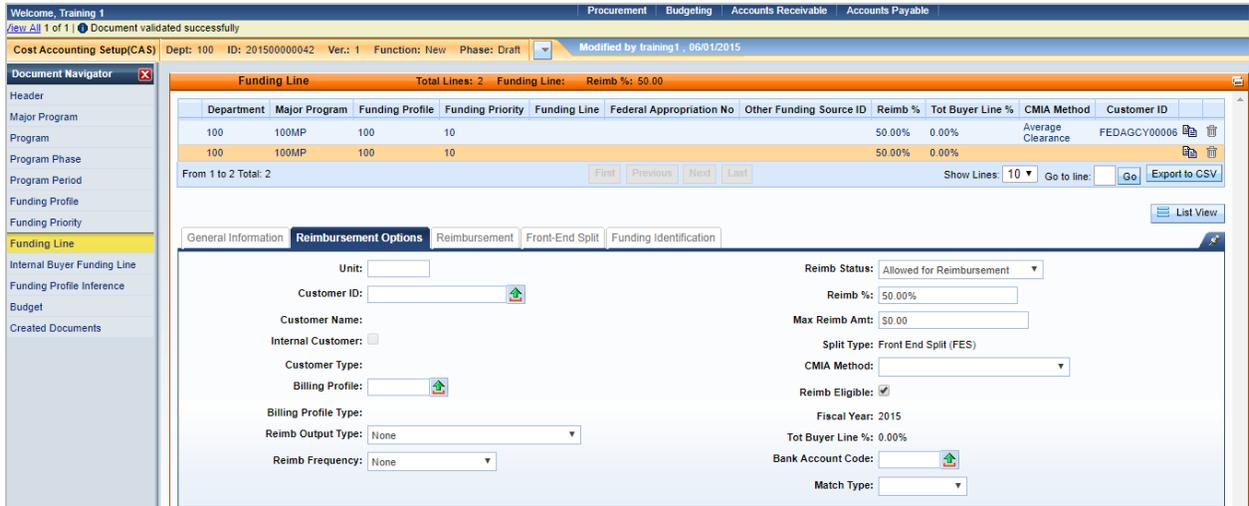


Review the Funding Identification tab for the Federal Funding Line.

1. Click **Funding Identification** tab
2. The funding identification fields will remain blank, since they have been entered at the Program Period level.

Create a State Funding Line for Funding Priority 10 and complete the Reimbursement Options tab.

1. While still on the Funding Line component, click the **Insert New Line** button. A second line is displayed in the Funding Line grid.
2. Click **Reimbursement Options** tab
3. Reimb Output Type drop down list, select **None**
4. Reimb Frequency drop down list, select **None**
5. Reimb Status drop down list, select **Allowed for Reimbursement**
6. Reimb % field, enter **50**
7. Check the **Reimb Eligible** check box
8. Click **Save**



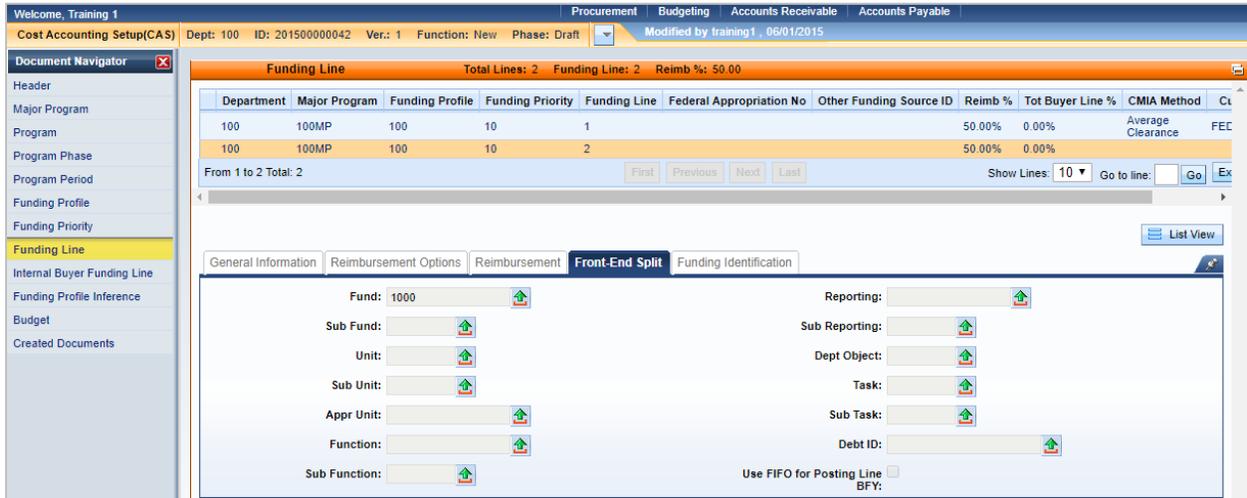
The screenshot displays the 'Cost Accounting Setup(CAS)' application interface. At the top, there are navigation tabs for 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. Below this, a document header shows 'Dept: 100 ID: 20150000042 Ver.: 1 Function: New Phase: Draft' and 'Modified by training1, 06/01/2015'. A 'Document Navigator' on the left lists various components, with 'Funding Line' selected. The main area shows a 'Funding Line' grid with two lines. The first line is highlighted, showing details for Department 100, Major Program 100MP, Funding Profile 100, and Funding Priority 10. Below the grid, the 'Reimbursement Options' tab is active, displaying various fields: Unit, Customer ID, Customer Name, Internal Customer, Customer Type, Billing Profile, Billing Profile Type, Reimb Output Type (set to None), Reimb Frequency (set to None), Reimb Status (set to Allowed for Reimbursement), Reimb % (set to 50.00%), Max Reimb Amt (set to 50.00), Split Type (set to Front End Split (FES)), CMIA Method, Reimb Eligible (checked), Fiscal Year (set to 2015), Tot Buyer Line % (set to 0.00%), Bank Account Code, and Match Type.

Complete the Front End Split tab for the State Funding Line, then click Validate to check for errors.

1. Click **Front End Split** tab
2. Fund field, select **1000**

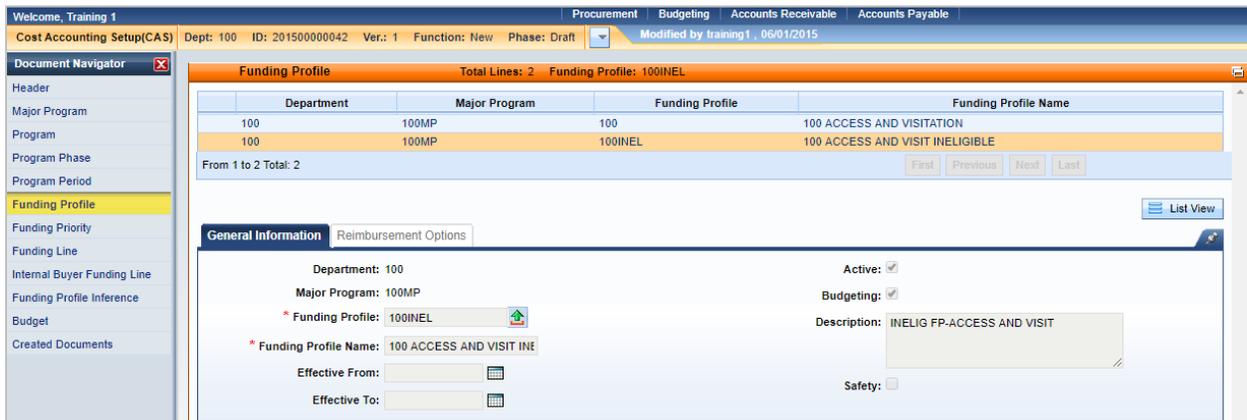
The remaining fields are optional based on Departmental procedures.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully.**



The screenshot shows the 'Funding Line' interface with the 'Front-End Split' tab selected. The 'Fund' field is set to '1000'. Other fields like 'Sub Fund', 'Unit', 'Sub Unit', 'Appr Unit', 'Function', 'Sub Function', 'Reporting', 'Sub Reporting', 'Dept Object', 'Task', 'Sub Task', and 'Debt ID' are present but empty. The 'Use FIFO for Posting Line' checkbox is unchecked, and 'BFY' is set to '0'.

Create an Ineligible Funding Profile for the State Access and Visitation Program.



The screenshot shows the 'Funding Profile' interface with the 'General Information' sub-tab selected. The 'Department' is '100', 'Major Program' is '100MP', 'Funding Profile' is '100INEL', and 'Funding Profile Name' is '100 ACCESS AND VISIT INELIGIBLE'. The 'Active' and 'Budgeting' checkboxes are checked. The 'Description' field contains 'INELIG FP-ACCESS AND VISIT'. The 'Effective From' and 'Effective To' fields are empty.

1. Document Navigator, click **Funding Profile**.
2. Click **Insert New Line**
3. Click **General Information** tab
4. Funding Profile field, enter **XXXINEL** where XXX represents the department from your student data card.
5. Funding Profile Name field, enter **XXX ACCESS AND VISIT INELIGIBLE** where XXX represents the department from your student data card.

6. In the Description field, enter **INELIG FP-ACCESS AND VISIT**

Enter information in the Reimbursement Options tab of the ineligible Funding Profile.



Department	Major Program	Funding Profile	Funding Profile Name
100	100MP	100	100 Access and Visitation

From 1 to 2 Total: 2

General Information | **Reimbursement Options**

Reimb Eligible:

Reimb Status: Allowed for Reimbursement

Overflow Exclusion:

CMA Interest:

1. Click **Reimbursement Options** tab
2. **Uncheck** the **Reimb Eligible** check box
3. Click **Save**

Create one Funding Priority for the ineligible Funding Profile.

1. Document Navigator, click **Funding Priority**
2. Click **Insert New Line**
3. Click **General Information** tab
4. Funding Priority field, enter **10**



Department	Major Program	Funding Profile	Funding Priority	Total Fund Line %
100	100MP	100		

From 1 to 1 Total: 1

General Information | Reimbursement Options

Department:

Major Program:

Funding Profile:

Funding Priority: 10

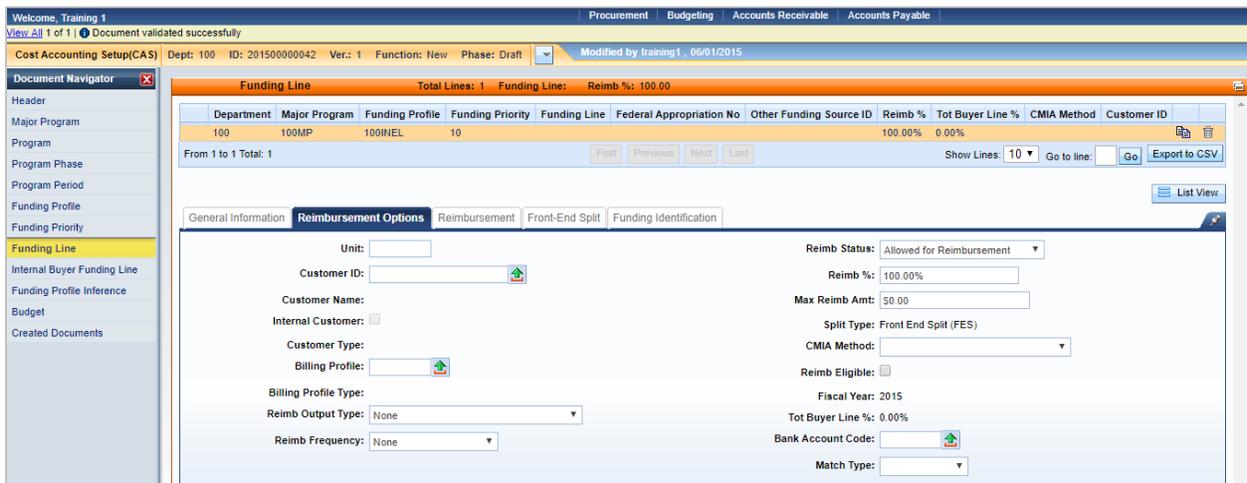
Advance Construction:

5. Click **Reimbursement Options** tab
6. Reimb Status drop down list, select **Allowed for Reimbursement**.
7. Click **Save**



Create a single Funding Line for the ineligible Funding Profile. Only the Reimbursement Options component must be completed for ineligible Funding Profiles.

1. Document Navigator, click **Funding Line**.
2. Click **Insert New Line**
3. Click **Reimbursement Options** tab
4. Reimb Output Type drop down list, select **None**
5. Reimb Frequency drop down list, select **None**
6. Reimb Status drop down list, select **Allowed for Reimbursement**
7. Reimb % field, enter **100**
8. Click **Save**



Complete the Front-End Split tab for the State Funding Line, then click Validate to check for errors.

1. Click **Front-End Split** tab
2. Fund field, select **1000**

The remaining fields are optional based on Department procedures.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully.**

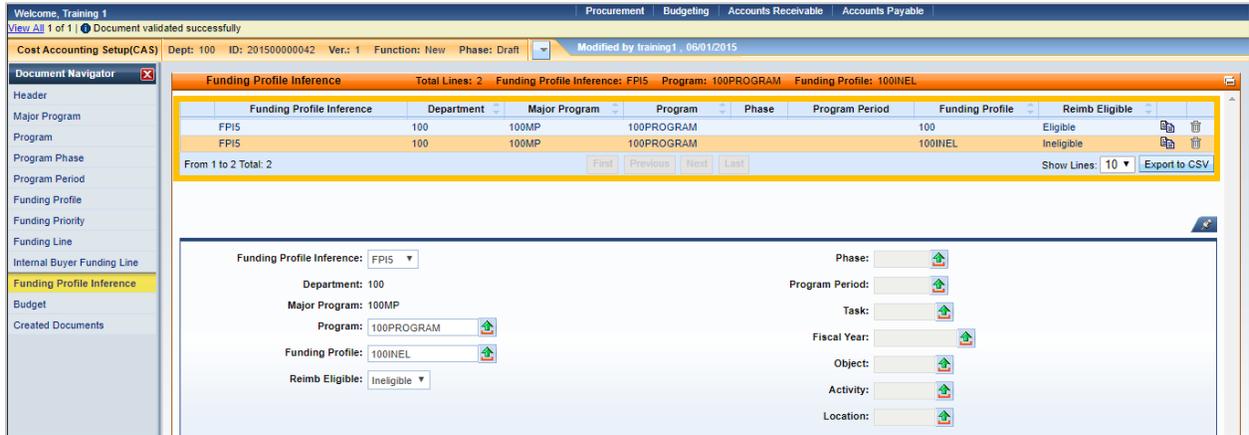
Create a Funding Profile Inference (FPI5)

1. Document Navigator, click **Funding Profile Inference**
2. Click **Insert New Line** (Leave the default FPI5 in the Funding Profile Inference field and click save.)
3. Program field enter the program that was created earlier **XXXPROGRAM**
4. Funding Profile enter the Funding Profile **XXX**, where XXX represents the department from *your student data card*.
5. Reimb Eligible dropdown menu select **Eligible**
6. Click **Save**
7. Funding Profile Inference grid click the **Copy Line** icon

8. Click Insert Copied Line



9. Change the Funding Profile on the new line to **XXXINEL**
10. Reimb Eligible select **Ineligible** from the dropdown menu
11. Click **Save**



Create a reimbursement budget for the eligible Funding Profile for the Access and Visitation Grant.

1. Document Navigator, click **Budget**
2. Click **Insert New Line**
3. Budget Doc Code pick list, select **BGPDR**
4. Event Type pick list, select **BG22 (Award Reimbursable Budget)**
5. Name field, enter **XXX Grant** where XXX represents the department from *your student data card*
6. Dollar Amount field, enter **100,000**
7. Program field, enter Program code that you created in this activity **XXXPROGRAM**
8. Program Period field, enter the Program Period code that you created in this activity **XXX15**
9. Funding Profile field, enter **XXX** where XXX represents the department from your student data card, exactly as you entered it in the Funding Profile component of the CAS document.
10. Funding Priority field, enter **10**

Budget Total Lines: 1 Budget Doc Code: BGPDR Program: Funding Profile:

Budget Doc Code	Department	Major Program	Program	Program Period	Phase	Funding Profile	Funding Priority	Dollar Amount
BGPDR								

From 1 to 1 Total: 1

Budget Doc Code: BGPDR
 Event Type: BG22
 Name: 100 Grant
 Start Date:
 End Date:
 Dollar Amount: 100000

Fiscal Year:
 Period:
 Department:
 Major Program:
 Program: 100PROGRAM
 Program Period: 10015
 Phase:
 Funding Profile: 100
 Funding Priority: 10
 FHWA Improvement Type:

Create a reimbursement budget for ineligible Funding Profile for the Access and Visitation Grant.

1. In the budget grid, click the **Copy Line** icon

Budget Total Lines: 1 Budget Doc Code: BGPDR Program: Funding Profile:

Budget Doc Code	Department	Major Program	Program	Program Period	Phase	Funding Profile	Funding Priority	Dollar Amount
BGPDR								

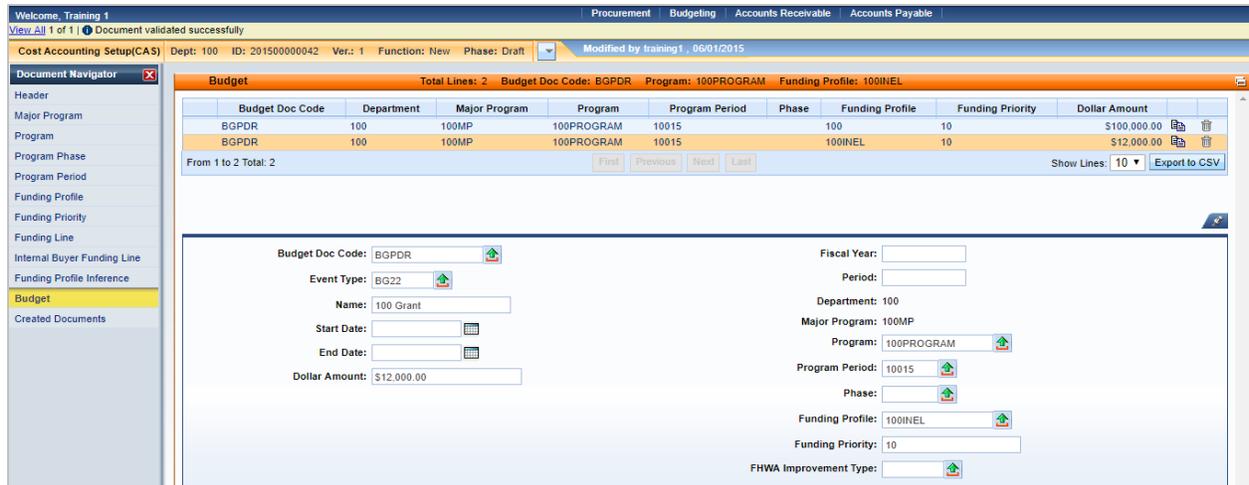
From 1 to 1 Total: 1

2. Click **Insert Copied Line**

Save Undo Insert New Line **Insert Copied Line** Edit with Grid

Copy Validate Submit Discard View PDF Print Processing Workflow File Close

3. Dollar Amount field, remove the copied value of 100,000 and **enter 12,000**
4. In the Funding Profile field, remove the copied value of XXX and **enter XXXINEL** where XXX represents the department from your student data card, exactly as you entered it in the Funding Profile component of the CAS document.
5. Click **Save**



Cost Accounting Setup(CAS) Dept: 100 ID: 20150000042 Ver: 1 Function: New Phase: Draft Modified by training 1, 06/01/2015

Budget Total Lines: 2 Budget Doc Code: BGPDR Program: 100PROGRAM Funding Profile: 100INEL

Budget Doc Code	Department	Major Program	Program	Program Period	Phase	Funding Profile	Funding Priority	Dollar Amount
BGPDR	100	100MP	100PROGRAM	10015		100	10	\$100,000.00
BGPDR	100	100MP	100PROGRAM	10015		100INEL	10	\$12,000.00

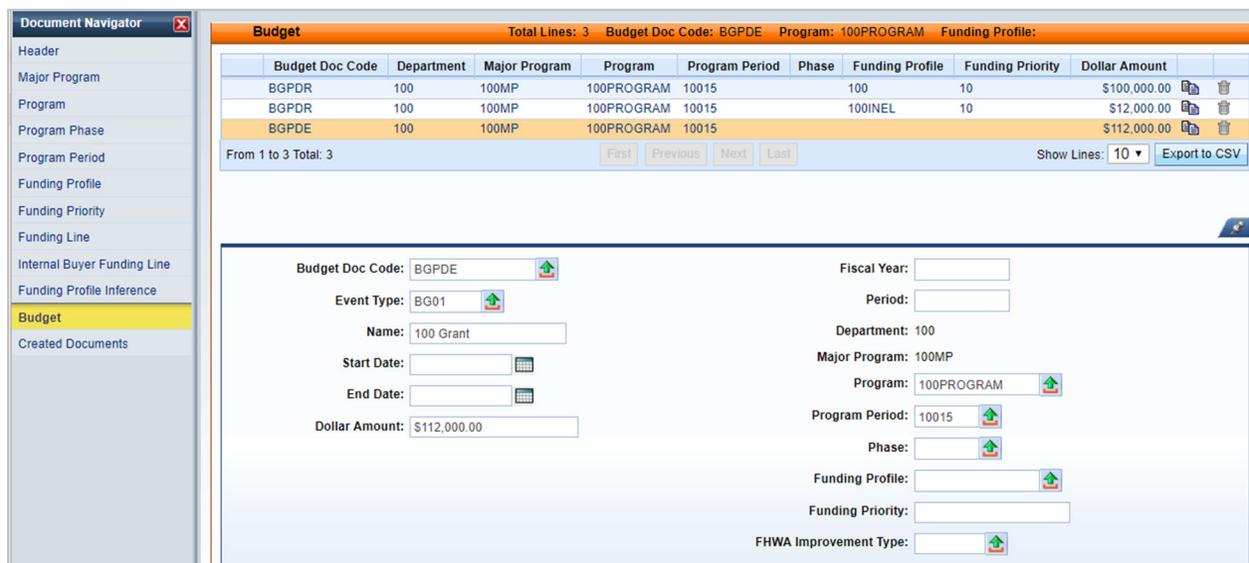
From 1 to 2 Total: 2

Budget Doc Code: BGPDR
 Event Type: BG22
 Name: 100 Grant
 Start Date:
 End Date:
 Dollar Amount: \$12,000.00

Fiscal Year:
 Period:
 Department: 100
 Major Program: 100MP
 Program: 100PROGRAM
 Program Period: 10015
 Phase:
 Funding Profile: 100INEL
 Funding Priority: 10
 FHWA Improvement Type:

Create a program expense budget for the AZ Access and Visitation Grant.

1. Click **Insert New Line**
2. Budget Doc Code pick list, select **BGPDE (Budget Structure 38)**
3. Event Type field, enter **BG01 (Adopt an Expense Budget)**
4. Name field, enter **XXX Grant** where XXX represents the department from *your student data card*.
5. Dollar Amount field, enter **112,000**
6. Program field, enter the Program code that you created in this activity **XXXPROGRAM**
7. Program Period field, enter the Program Period code that you created in this activity **XXX15**
8. Click **Save**



Budget Total Lines: 3 Budget Doc Code: BGPDE Program: 100PROGRAM Funding Profile:

Budget Doc Code	Department	Major Program	Program	Program Period	Phase	Funding Profile	Funding Priority	Dollar Amount
BGPDR	100	100MP	100PROGRAM	10015		100	10	\$100,000.00
BGPDR	100	100MP	100PROGRAM	10015		100INEL	10	\$12,000.00
BGPDE	100	100MP	100PROGRAM	10015				\$112,000.00

From 1 to 3 Total: 3

Budget Doc Code: BGPDE
 Event Type: BG01
 Name: 100 Grant
 Start Date:
 End Date:
 Dollar Amount: \$112,000.00

Fiscal Year:
 Period:
 Department: 100
 Major Program: 100MP
 Program: 100PROGRAM
 Program Period: 10015
 Phase:
 Funding Profile:
 Funding Priority:
 FHWA Improvement Type:

9. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully.**

10. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully.**
11. Click **Close**
12. Click **Home** on the Primary Navigation Panel to return to the Home Page

Researching Cost Accounting Documents

This topic reviews the tables that are updated by both Cost Accounting Setup and Modification documents, the created budget document(s), Funding Profile Inference and budget status of the new cost structure.

Cost Accounting Document History

Upon the finalization of a document, one or more records are created on the Cost Accounting Document History (CADHIST) page with the following information from the document: Department, Major Program, Program, CAS document identifiers (Document Code, Document Department, and Document ID, and the User ID of the user who created the document.) From the Cost Accounting Document History table you can locate any Cost Accounting document that has affected the Major Program or Program table by searching for the corresponding code.



View CADHIST Table

Scenario

A Cost Accounting Setup (CAS) document has been submitted to Final Phase and you need to locate the document that created this new project.

1. Jump to field, enter **CADHIST** and click **Go**
2. Enter in your **Department** and **Major Program** you created in the corresponding fields and click **browse**.



Created	Cost Accounting Document	Department	Major Program	Program	Created By User
07/31/2019	CAS 100 201500000042	100	100MP	100PROGRAM	training1

The CAS document you created in the previous exercise will appear.

View the Cost Structure; View and Submit Generated Budget Document

Navigate to each of the reference tables in the cost structure to view the new records created from the CAS. In addition, two budget documents have been generated. View the budget documents by navigating from the Created Documents component of the CAS document to the new budget documents. Finally, navigate to a budget inquiry page to view the budget status of the new grant.

Major Program Reference Table

When submitted to Final Phase, the CAS/CAM document updates all of the reference tables represented by the CAS/CAM document components (Major Program, Program, Program Phase, etc.).

1. In the Jump to field, enter **MJPRG**
2. Click **Go**. The MJPRG table is displayed
3. Click **Search**. A search window is displayed

4. Major Program field, enter **XXX** where XXX represents the department from your student data card.
5. Click **Ok**
6. Review the data populated on PROG from the CAS document

Program Reference Table

1. Jump to field, enter **PROG**
2. Click **Go**. The PROG table is displayed
3. Click **Search**. A search window is displayed
4. Program field, enter **XXXPROGRAM** where XXX represent the department from *your student data card*.
5. Click **Ok**. Your new Program record is displayed.
6. Review the data populated on PROG from the CAS document.

Program Period Reference Table

1. Jump to field, enter **PPC**
2. Click **Go**. The PPC page is displayed
3. Click **Search**. A search window is displayed
4. Program Period field, enter **XXX15** where XXX represent the department from your student data card.
5. Click **Ok**. Your new Program Period record is displayed.
6. Review the data populated on PPC from the CAS document

Search for and view your Funding Profile(s) records

1. Jump to field, enter **FPRFLST**
2. Click **Go**. The Funding Profile Select page is displayed
3. Funding Profile field, enter **XXX** where XXX represent the department from *your student data card*.
4. Click **Browse**. Your new eligible Funding Profile record is displayed in the grid
5. Click **View Funding Profile** link. The Funding Profile Summary is displayed
6. Review the data populated on the Funding Profile Summary from the CAS document
7. On the Secondary Navigation Panel, click **Funding Priority**
8. Click the **Reimbursement Options** component to expand it
9. View the data populated on the Funding Priority from the CAS document
10. On the Secondary Navigation Panel, click **Funding Line**
11. View the data populated on the two Funding Lines created from the CAS document

12. Click **Funding Line 2** in the grid to select it
13. On the Secondary Navigation Panel, click **Close** to close the Funding Profile record
14. Funding Profile field, enter **XXXINEL** where XXX represent the department from *your student data card*.
15. Click **Browse**. Your new ineligible Funding Profile record is displayed in the grid
16. Click **View Funding Profile** link. The Funding Profile Summary is displayed
17. View the various components and fields entered for the ineligible Funding Profile
18. To return to the Home Page, click **Home** in the Primary Navigation Panel

Navigate to the BGPDE budget document generated by the CAS document.

Note: For this scenario, the budget documents will be submitted to Final. In a production environment, budget documents will require departmental approval.



View the BGPDE Budget Document

Scenario

View the BGPDE budget line, then click Close on the BGPDE and CAS documents and return to the Home Page.

Document	Phase	Status	Created Date
BGPDE 100 201500000016.1	Final	Submitted	08/06/2019
BGPDR 100 201500000011.1	Final	Submitted	08/06/2019

Once you navigate back to the CAS document:

1. Click on the **Created Documents** section
2. Click the **BGPDE Document** link to navigate to the BGPDE document

Note: that there are many informational messages regarding Budget Line Controls. No action to address these messages is needed.

3. Document Navigator, click the **Major Program Budget** component to view the single budget line at this summary level.

4. Document Navigator, click the **Program Budget** component to view the single budget line at this summary level.
5. Click the **Program Period Budget** component to view the single budget line at this summary level
6. Click **Close** on the BGPDE document. The CAS document is displayed

Navigate to **BQ38LV1** to view the budget lines created by the BGPDE document, then return to the Home Page.

1. Jump to field, enter **BQ38LV1**
2. Click **Go**. The BQ38LV1 page is displayed
3. Click **Search**. A search window is displayed
4. Department field, enter **XXX** where XXX represents the department from *your student data card*.
5. Click **Ok**. Your new program budget line is displayed in the grid
6. Click **Budgeted Amounts** component to expand it

Note: the program budget is populated in the Adopted budget field.

7. Click **Home** on the Primary Navigation Panel to return to the Home Page.

Navigate to **BQ39LV1** to view the budget lines created by the BGPDR document.

1. In the Jump to field, enter **BQ39LV1**
2. Click **Go**. The BQ39LV1 page is displayed
3. Click **Search**. A search window is displayed
4. In the **Program Period** field, XXX15 where XXX represents the department from *your student data card*.
5. Click **Ok**. Two new budget lines are displayed in the grid: one for the eligible Funding Profile and one for the ineligible Funding Profile.
6. Click **Budgeted Amounts** component to expand it

Note: the reimbursement budget is populated in the Awarded budget field.

7. In the grid, select the **second budget line**
8. View the **budget information** for the second Funding Profile

Cost Accounting Maintenance

Lesson Overview

This lesson reviews the use of the CAM document. A CAM document is created to update existing entries on Major Program reference tables and to create new entries on some Major Program reference tables.

When final approval has been applied, the CAM document updates the relevant Cost Accounting structure and reference/inference tables within the cost structure.

Overview of the Cost Accounting Modification Document

The Cost Accounting Modification (CAM) document is the vehicle by which the setup established in multiple Cost Accounting-related tables is updated by a single document. The purpose of this Document Type is to facilitate a more efficient means of adding, modifying, or deleting cost structure elements.

The CAM document allows for the modification of records on the following pages:

- Major Program (MJPRG)
- Program Setup (PROG)
- Program Period (PPC)
- Program Phase (PHPRG)
- Funding Profile (FPRFLST)
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference

Document Modifications

Once submitted to Final Phase, the CAM document code does not allow any further modifications or cancellations. If any modifications are subsequently needed, changes may be made through another CAM document.

CAM Document Components

Documents in AFIS are made up of various components (sometimes referred to as 'sections'). CAM documents consist of the same 12 components as the CAS document. The components have the same relationships to one another as described for the CAS document.

Similar to the CAS document, the associated reference tables are not updated with information from the CAM document until it is submitted to Final Phase.

Note: On the job, before initiating a new CAM document, you may want to use the Document Catalog to search for CAM documents in Draft or Pending Phase, to be sure that a CAM document has not already been created to implement the necessary updates.

Cost Accounting Modification

Header Component

The Header component stores values that apply to all components of the CAM document. The General Information tab contains descriptive fields and date information common to most document headers.

The tabs and fields available on the CAM document, Header component, are the same as those found on the CAS document. Refer to CAS Document Components for information on the purpose of each field and how to complete them.

Major Program

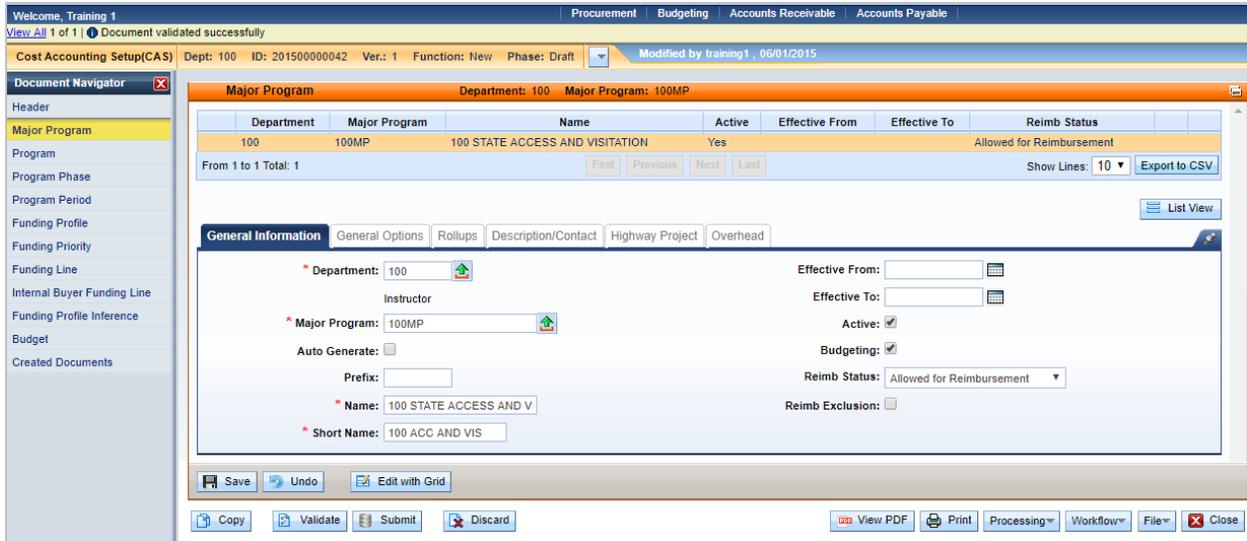
Within this component, you can modify information related to a Major Program record. A Major Program must be identified on each CAM document and only one Major Program may be entered on each document. If you wish to modify multiple Major Programs, a separate CAM document must be submitted for each Major Program.

The CAM document makes updates only to existing Major Programs and its hierarchy records, either by modifying the existing attributes or by adding hierarchy records to the Major Program. A Major Program cannot be created using a CAM Document. If the Major Program record does not exist on the Cost Accounting setup tables it must be added by creating a CAS document.

General Information Tab

Select the Major Program record to be modified from the pick list, then click the Load Major Program Details button to retrieve the data for that record from the MJPRG page and populate the associated fields in the Major Program component of the CAM document. All fields on the Major Program component of the CAM may be modified except the Split Type field. If the Split Type must be updated, this must be requested through GAO.

In addition, if Program Period records for the Major Program will be needed for updates, **YOU MUST click the Load Program Period Details button if you do not you will receive an error stating "Program Period Sequence is required.** All existing Program Period records for that Major Program will be loaded into the Program Period component of the CAM document.



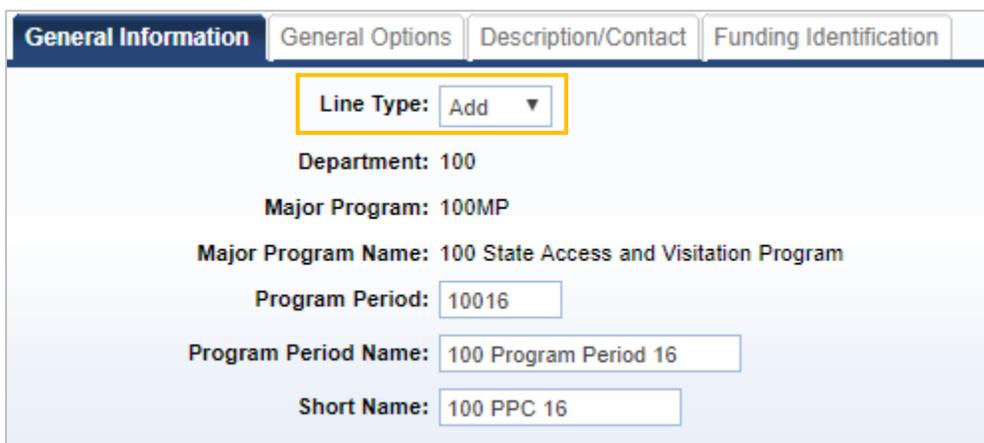
The tabs and fields available on the CAM document, Major Program component, are the same as those found on the CAS document. Refer to Topic CAS Document Components for information on the purpose of each field and how to complete them.

Program

Within the CAM document, each Program line is a child record of the Major Program line. Multiple lines are allowed.

In the Program component of the CAM, you may either add new Program records, or modify existing Program records. The Line Type field is used to identify which type of action you are entering.

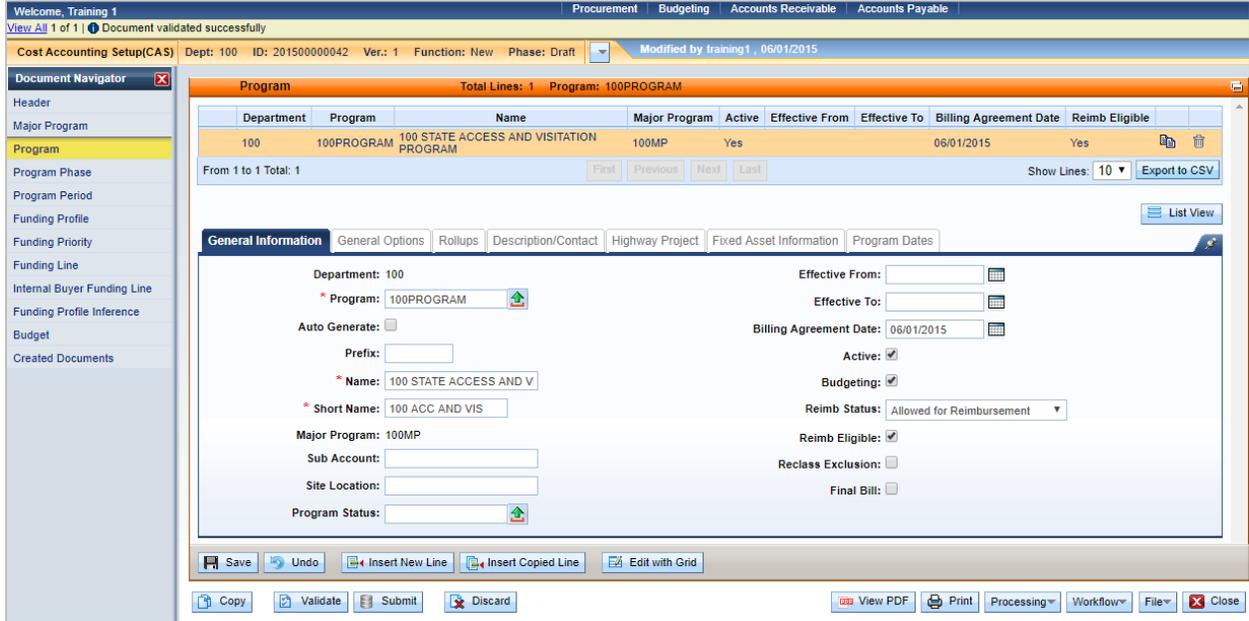
If you are entering data for a new Program, click the Insert New Line button, then from the Line Type drop down list select Add. Then, the remaining tabs and fields in this component are completed in the same manner as the Program component on a CAS document.



If you are modifying data for an existing Program, click the Insert New Line button, then from the Line Type drop down list select Modify. Then, select the Program to be modified from the Program pick list (only Programs associated with the Major Program selected on the CAM will be presented on the pick list), then click the Load Program Details button to retrieve the Program data from the PROG table and

populate the associated fields in the Program component of the CAM document. All fields in the Program component of the CAM, except the Department and Major Program fields, may then be modified.

The tabs and fields available on the CAM document, Program component, are the same as those found on the CAS document. Refer to CAS Document Components for information on the purpose of each field and how to complete them.



If there are multiple Programs that must be updated for the Major Program, you must select and load each Program record that is being updated. There is not an option to load all children Program records for a single Major Program.

Program Phase

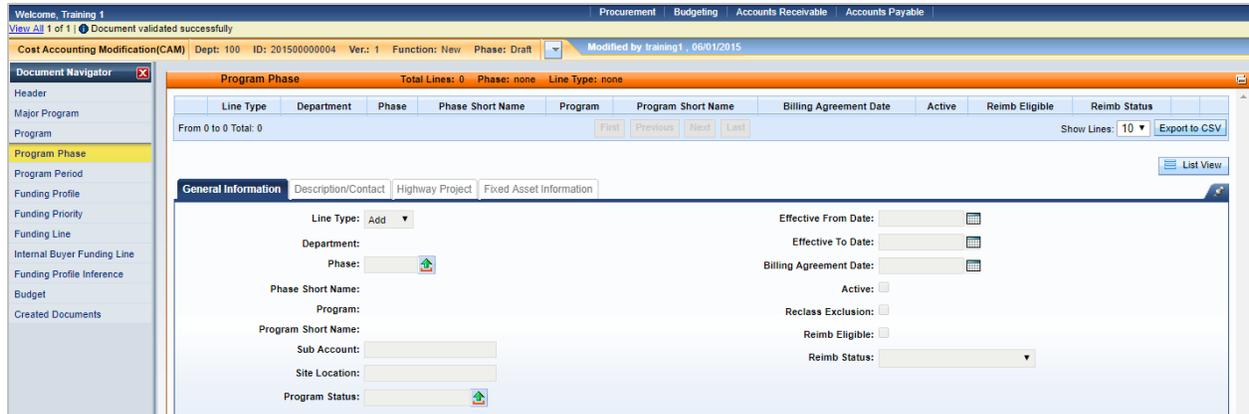
Within the CAM document, each Program Phase line is a child record of the Program line; therefore, the appropriate Program record must first be entered in the Program component before a Program Phase record can be added or modified in the Program Phase component. Multiple lines are allowed.

General Information

Similar to the Program component, the Line Type field is used to identify whether you are adding or modifying a Program Phase record. If you are entering data for a new Program Phase, click the Insert New Line button, then from the Line Type drop down list, select Add. Then, the remaining tabs and fields in this component are completed in the same manner as the Program Phase component on a CAS document.

If you are modifying data for an existing Program Phase, click the Insert New Line button, then from the Line Type drop down list select Modify. Then, select the existing Phase from the Phase pick list (only Program Phase records associated with the Program you selected on the CAM will be presented on the pick list), then click the Load Program Phase Details button to retrieve the Program Phase data from the PHPRG table and populate associated fields in the Program Phase component of the CAM document. All

fields in the Program Phase component of the CAM, except the Department and Program fields, may then be modified. The tabs and fields available on the CAM document, Program Phase component, are the same as those found on the CAS document. Refer to CAS Document Components for information on the purpose of each field and how to complete them.



If there are multiple Program Phase records that must be updated for the Program, you must select and load each Program Phase record that is being updated. There is not an option to load all children Program Phase records for a single Program.

Program Period

Within the CAM document, each Program Period line is a child record of the Major Program line and multiple lines are allowed.

General Information

Similar to the Program component, the Line Type field is used to identify whether you are adding or modifying a Program Period record.

If you are entering data for a new Program Period, click the Insert New Line button, then from the Line Type drop down list, select Add. Then, the remaining tabs and fields in this component are completed in the same manner as the Program Period component on a CAS document.

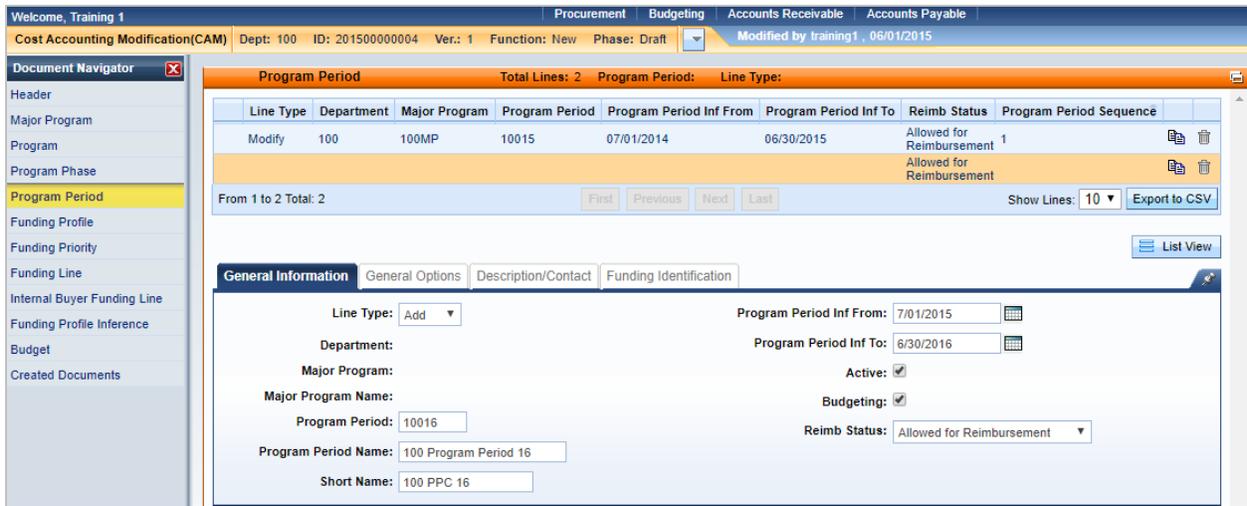
Since the Inference From and Inference To dates on each PPC record for a Major Program cannot overlap, it is best practice to first load existing PPC records before adding a new record. This is done from the Major Program component of the CAM document, as described earlier. Unlike other components of the CAM, the Load Program Period button loads all existing PPC records for that Major Program. It is not necessary to load each PPC individually. Using this method, you can ensure that dates on the new PPC record do not overlap dates on existing PPC records. If the Inference From or Inference To dates specified in the new record fall within the dates previously established in the PPC table, you will receive an error.

To modify an existing Program Period, follow these steps:

1. On the **Major Program component**, select the **Major Program**
2. Click **Load Major Program Details**
3. Click **Load Program Period Details**



4. Navigate to the **Program Period component**
5. The existing Program Period records are displayed
6. Identify the **Program Period to be modified** (the Line Type field is automatically set to Modify)
7. All fields except the Department, Program Period, and Major Program fields, may then be modified.



Funding Profile

Within the CAM document, each Funding Profile is directly related to the Major Program.

General Information

Similar to the previous components, the Line Type field is used to identify whether you are adding or modifying a Funding Profile record.

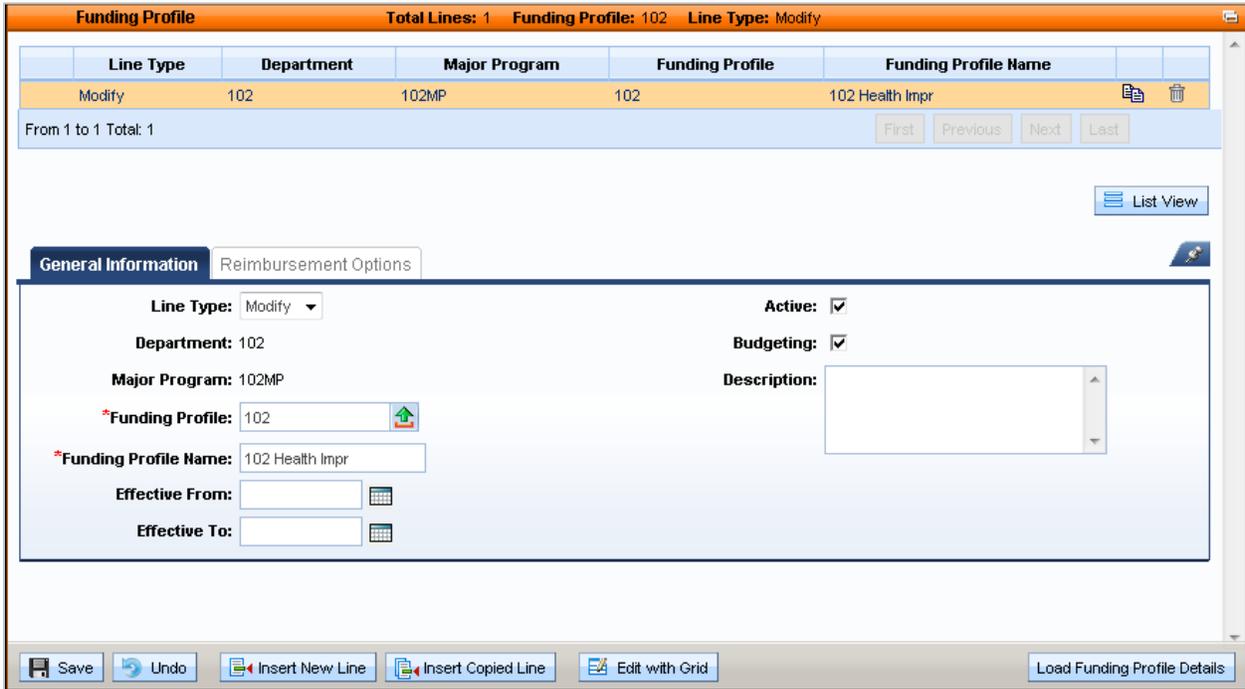
If you are entering data for a new Funding Profile, click the Insert New Line button, then from the Line Type drop down list, select Add. Then, the remaining tabs and fields in this component are completed in the same manner as the Funding Profile component on a CAS document. The tabs and fields available on the CAM document, Funding Profile component, are the same as those found on the CAS document. Refer to CAS Document Components for information on the purpose of each field and how to complete them.

If you are modifying data, follow these steps:

1. Click **Insert New Line**
2. From the Line Type field, select **Modify**
3. From the Funding Profile pick list, select the **Funding Profile** to be modified (only Funding Profile records associated with the Major Program you selected on the CAM will be presented on the pick list).

4. Click the **Load Funding Profile Details** button to retrieve the Funding Profile data from the FPRFLST table. All associated fields in the Funding Profile, Funding Profile, Funding Line, and Internal Buyer Funding Line components will be populated in the respective component of the CAM document.

All fields in the Funding Profile component of the CAM, except the Department and Major Program fields, may then be modified.



If there are multiple Funding Profile records that must be updated for the Major Program, you must select and load each Funding Profile record that is being updated. There is not an option to load all children Funding Profile records for a single Major Program.

Funding Priority

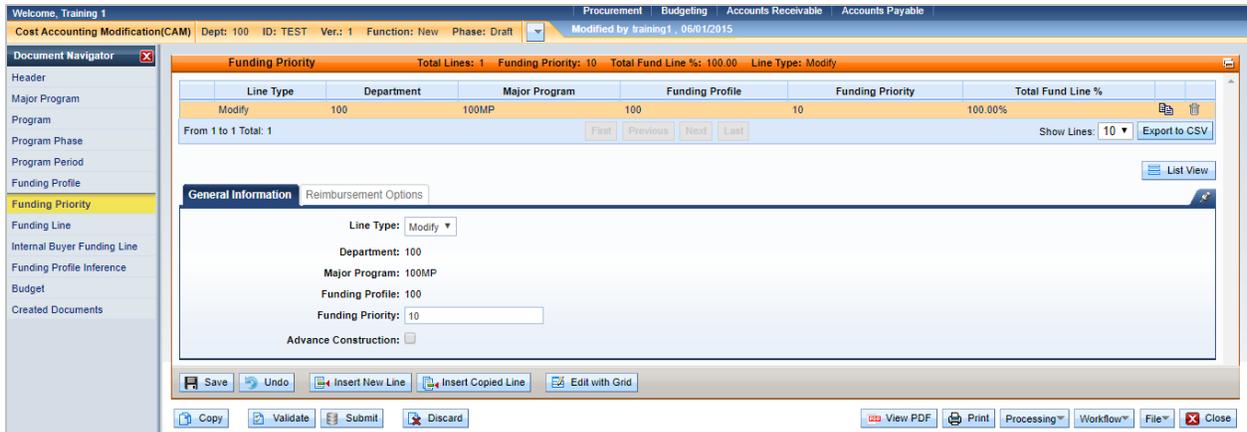
Within the CAM document, each Funding Priority line is a child record of the Funding Profile line; therefore, whether you are adding or modifying a Funding Priority, the Funding Profile component must first be populated. Multiple lines are allowed.

General Information

The CAM Funding Priority component allows line types of Add and Modify.

If you are entering data for a new Funding Priority, click the Insert New Line button, then from the Line Type drop down list, select Add. Then, this component is completed in the same manner as the Funding Priority component on a CAS document.

There is no load value button available for the Funding Priority on the CAM document. If you wish to modify an existing Funding Priority record, first select a Funding Profile record and then click the Load Funding Profile Details button. The Funding Priority attributes are loaded and you can modify all values on the Funding Priority component except Department, Major Program, and Funding Profile.



Cost Accounting Modification Funding Line Component

Within the CAM document, each Funding Line is a child record of the Funding Priority line; therefore, whether you are adding, modifying, or deleting a Funding Line, the Funding Priority component must first be populated. Multiple lines are allowed.

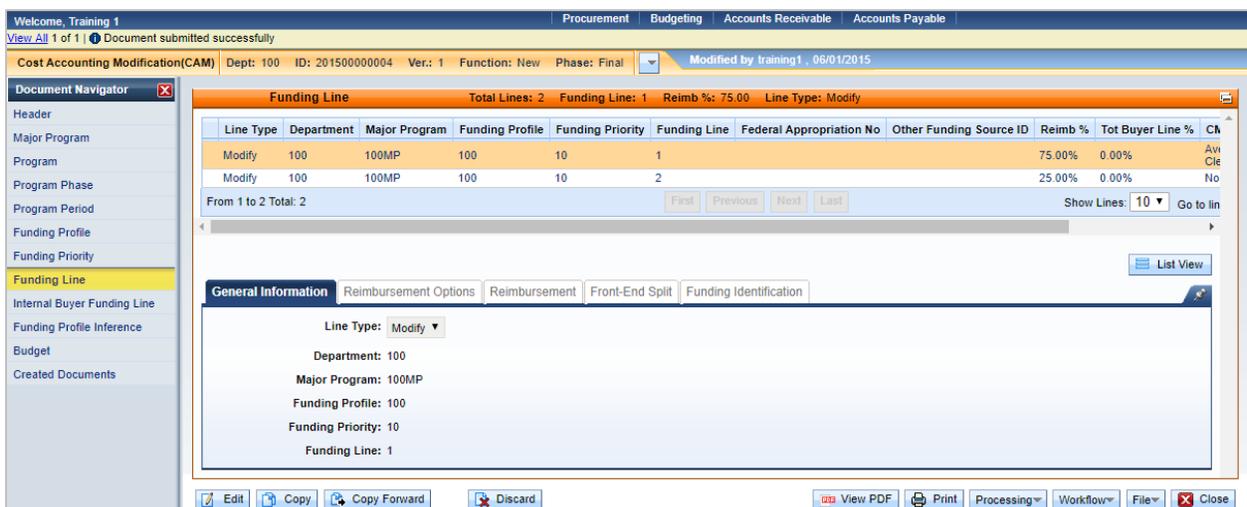
General Information Tab

The CAM Funding Line component allows line types of Add or Modify.

If you are entering a data for a new Funding Line, click the Insert New Line button, then from the Line Type drop down list, select Add. Then, this component is completed in the same manner as the Funding Line component on a CAS document.

Like the Funding Priority component, there is no load value button available for the Funding Line on the CAM document. If you wish to modify an existing Funding Line record, first select a Funding Profile record and then click the Load Funding Profile Details button. The Funding Priority and Funding Line attributes are loaded and you can modify most values on the Funding Line component.

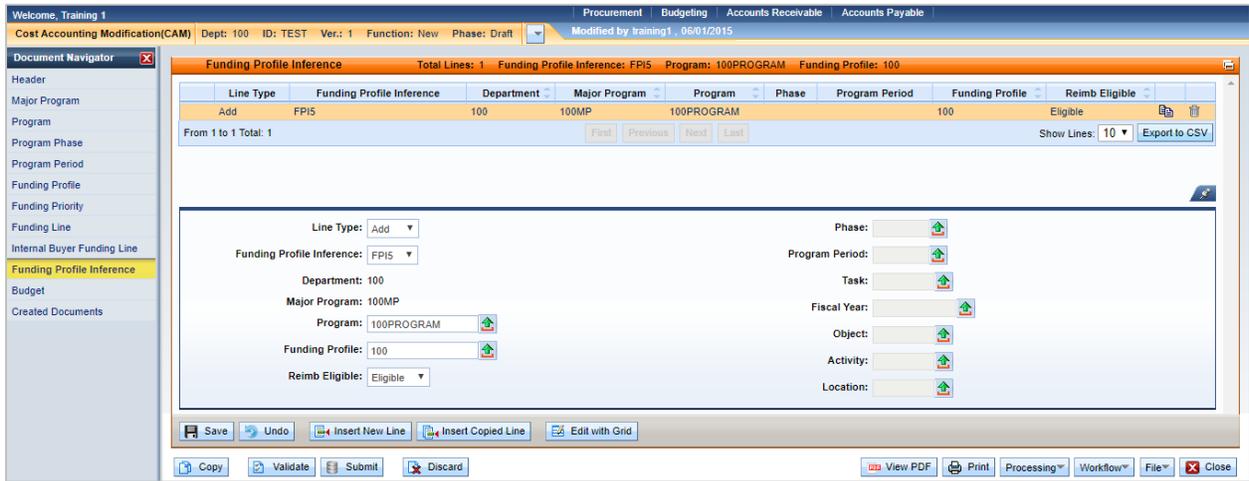
The Funding Line component is one of the few components on the CAM document that allows deletion of an existing record, using the line type of Delete. To delete a Funding Line, follow the steps to modify a Funding Line, but change the Line Type from Modify to Delete.



Funding Profile Inference

The Funding Profile Inference lines are not children records of any other document component, but the Funding Profile Inference record must be associated with the Major Program identified on the CAM document. Multiples lines are allowed.

The CAM Funding Profile Inference component allows line types of Add or Modify, but a Load Value button is not available. You must enter the values manually to set the Cost Accounting Chart of Accounts combination in the same manner as described for the CAS document.



Welcome, Training 1 | Procurement | Budgeting | Accounts Receivable | Accounts Payable
 Cost Accounting Modification(CAM) | Dept: 100 | ID: TEST | Ver.: 1 | Function: New | Phase: Draft | Modified by: Training 1, 06/01/2015

Document Navigator
 Header
 Major Program
 Program
 Program Phase
 Program Period
 Funding Profile
 Funding Priority
 Funding Line
 Internal Buyer Funding Line
Funding Profile Inference
 Budget
 Created Documents

Funding Profile Inference | Total Lines: 1 | Funding Profile Inference: FPI5 | Program: 100PROGRAM | Funding Profile: 100

Line Type	Funding Profile Inference	Department	Major Program	Program	Phase	Program Period	Funding Profile	Reimb Eligible
Add	FPI5	100	100MP	100PROGRAM			100	Eligible

From 1 to 1 Total: 1 | First | Previous | Next | Last | Show Lines: 10 | Export to CSV

Line Type: Add
 Funding Profile Inference: FPI5
 Department: 100
 Major Program: 100MP
 Program: 100PROGRAM
 Funding Profile: 100
 Reimb Eligible: Eligible

Phase:
 Program Period:
 Task:
 Fiscal Year:
 Object:
 Activity:
 Location:

Save | Undo | Insert New Line | Insert Copied Line | Edit with Grid
 Copy | Validate | Submit | Discard | View PDF | Print | Processing | Workflow | File | Close

Entering a CAM

The Cost Accounting Modification (CAM) document is the method used by departments to modify existing grant and project cost structures in a single document.



Creating a CAM Document

Scenario

Modify the cost structure you created previously by creating a CAM document to:

- Update the Billing Agreement Date field on your Program record
- Add a new Program Period for your Major Program
- Modify the funding split (reimbursement percentages) on your Funding Lines for your Program.

User is logged in to the AFIS Home Page. The CAS document from the previous exercise has been submitted to Final Phase.

Navigate to the Document Catalog to initiate a CAM document for the State Access and Visitation Program.

1. On the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**
3. Enter information in the Document Catalog
4. Click **Create** to switch to Create mode
5. In the **Code** field, enter **CAM**
6. In the **Dept** field, enter the data from *your student data card*
7. In the **Other Options** component, check the **Auto Numbering** check box
8. Click **Create**. The CAM opens on Header component

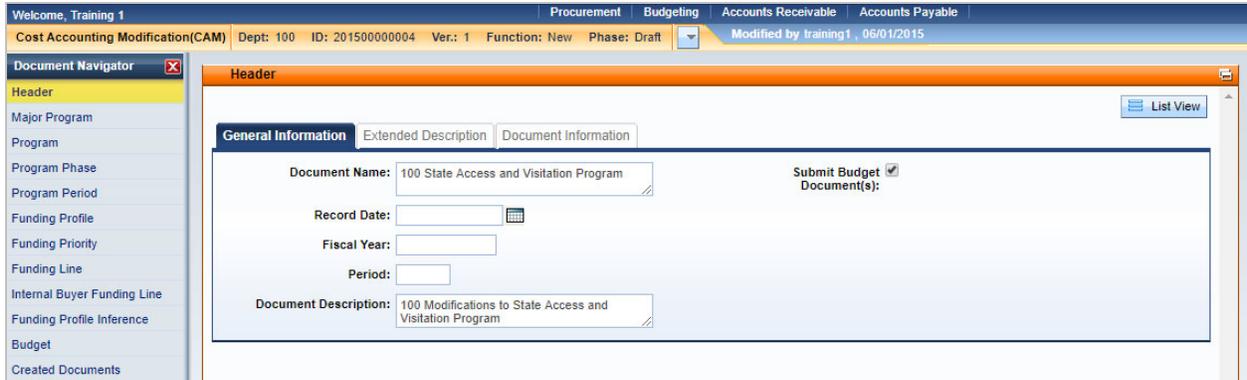
Note: When the CAM document is created, a new Document ID is generated. Notice that the document is shown as Ver: 1, Function: New, Phase: Draft.

Complete the Header component of the CAM.

1. On the Header, in the **Document Name** field, enter **XXX State Access and Visitation Program** where XXX represents the department from *your student data card*.

The **Fiscal Year**, and **Period** fields will be auto populated when you validate or submit the CAM document.

2. In the **Document Description** field, enter **XXX Modifications to State Access and Visitation Program** where XXX represents the department from *your student data card*.



Header

General Information | Extended Description | Document Information

Document Name: 100 State Access and Visitation Program

Record Date:

Fiscal Year:

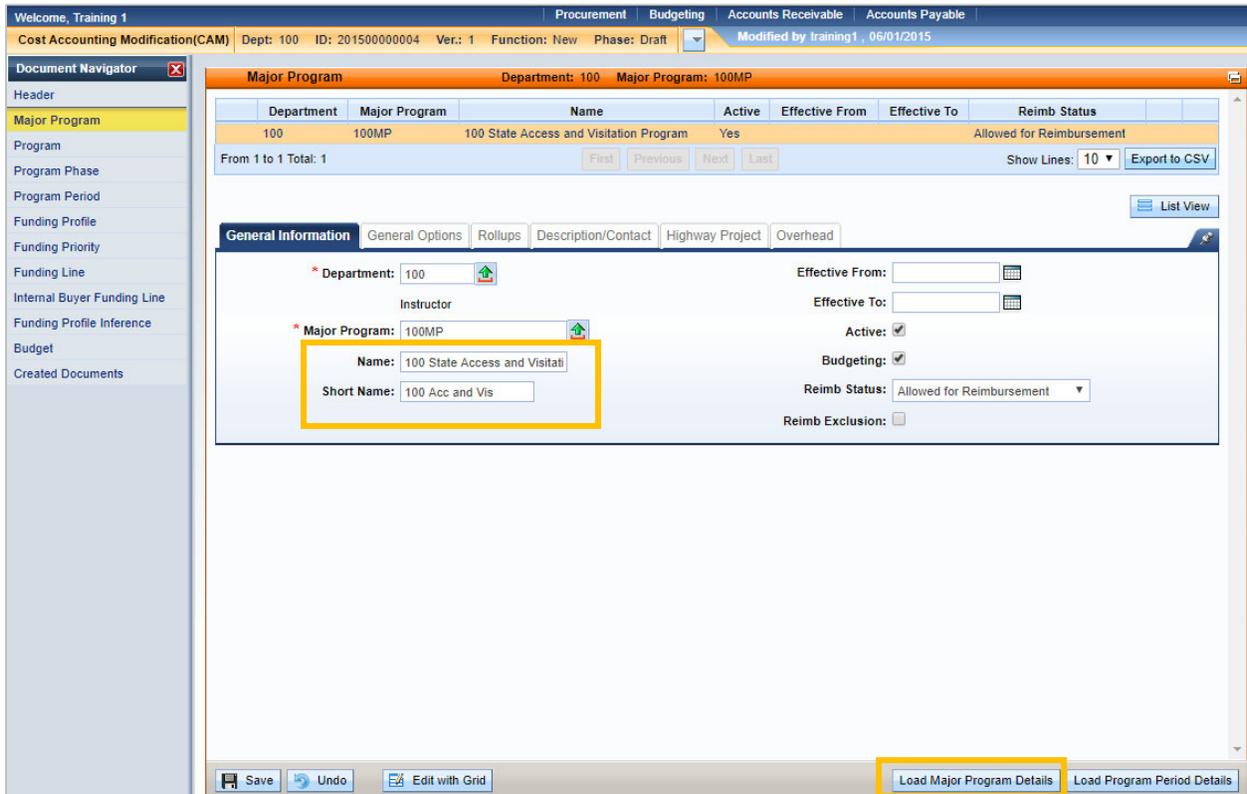
Period:

Document Description: 100 Modifications to State Access and Visitation Program

Submit Budget Document(s):

Complete the General Information tab in the Major Program component of the CAM to identify the Major Program to be updated, then update fields in the Overhead tab.

1. On the Document Navigator, click **Major Program**
2. In the **Department** field, enter the data from *your student data card*
3. In the **Major Program** field, enter the Major Program code created in the CAS document previously (**XXXMP** where XXX represents the department from *your student data card*).
4. Click **Load Major Program Details**. Notice the fields in the Major Program component are populated with data from MJPRG.



Major Program | Department: 100 | Major Program: 100MP

Department	Major Program	Name	Active	Effective From	Effective To	Reimb Status
100	100MP	100 State Access and Visitation Program	Yes			Allowed for Reimbursement

From 1 to 1 Total: 1

General Information | General Options | Rollups | Description/Contact | Highway Project | Overhead

* Department: 100

Instructor

* Major Program: 100MP

Name: 100 State Access and Visitation Program

Short Name: 100 Acc and Vis

Effective From:

Effective To:

Active:

Budgeting:

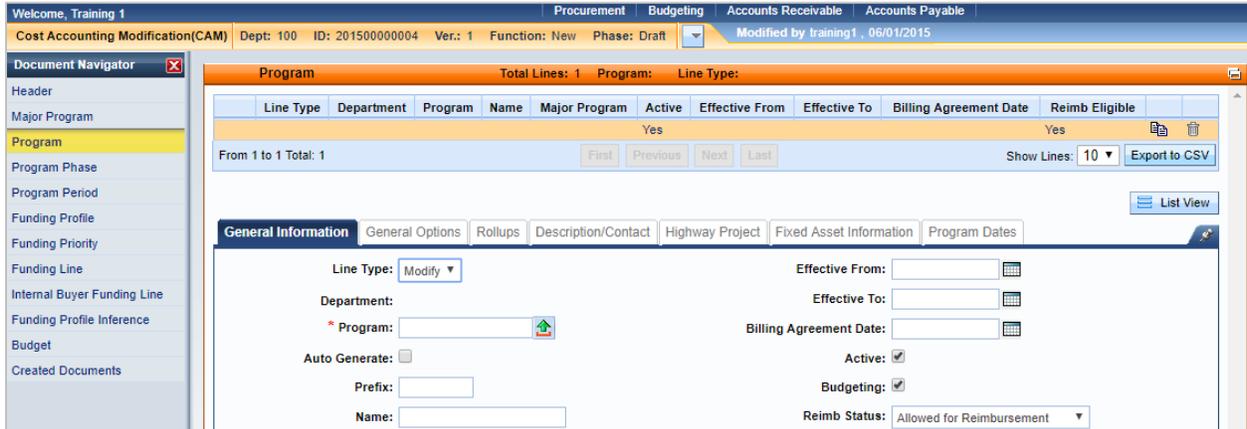
Reimb Status: Allowed for Reimbursement

Reimb Exclusion:

Save | Undo | Edit with Grid | **Load Major Program Details** | Load Program Period Details

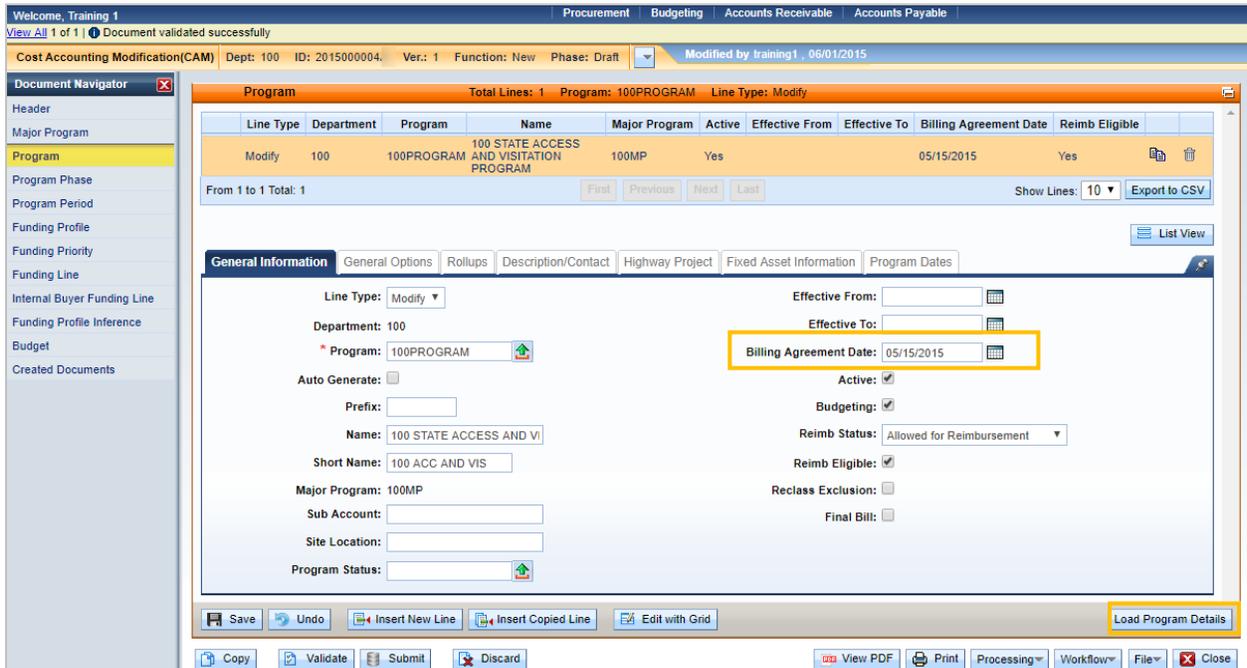
Update the Billing Agreement Date field in your existing Program record.

1. On the Document Navigator, click **Program**
2. Click **Insert New Line**
3. From the **Line Type** drop down list, select **Modify**



The screenshot shows the 'Program' record form in the AFIS system. The 'Line Type' is set to 'Modify'. The 'Billing Agreement Date' field is empty. The 'Program' field is also empty. The 'Effective From' and 'Effective To' fields are also empty. The 'Active' checkbox is checked. The 'Budgeting' checkbox is checked. The 'Reimb Status' is set to 'Allowed for Reimbursement'.

4. From the **Program** pick list, select the Program code you noted earlier
5. Click **Load Program Details**. Notice the fields in the Program component are populated with data from PROG.
6. In the **Billing Agreement Date** field, remove the date you had entered previously, and change it to the **15th of the previous month**.
7. Click **Save**



The screenshot shows the 'Program' record form after data has been loaded. The 'Billing Agreement Date' field is highlighted in yellow and contains the date 05/15/2015. The 'Program' field is populated with '100PROGRAM'. The 'Effective From' and 'Effective To' fields are also empty. The 'Active' checkbox is checked. The 'Budgeting' checkbox is checked. The 'Reimb Status' is set to 'Allowed for Reimbursement'. The 'Reimb Eligible' checkbox is checked. The 'Reclass Exclusion' checkbox is unchecked. The 'Final Bill' checkbox is unchecked. The 'Load Program Details' button is highlighted in yellow.

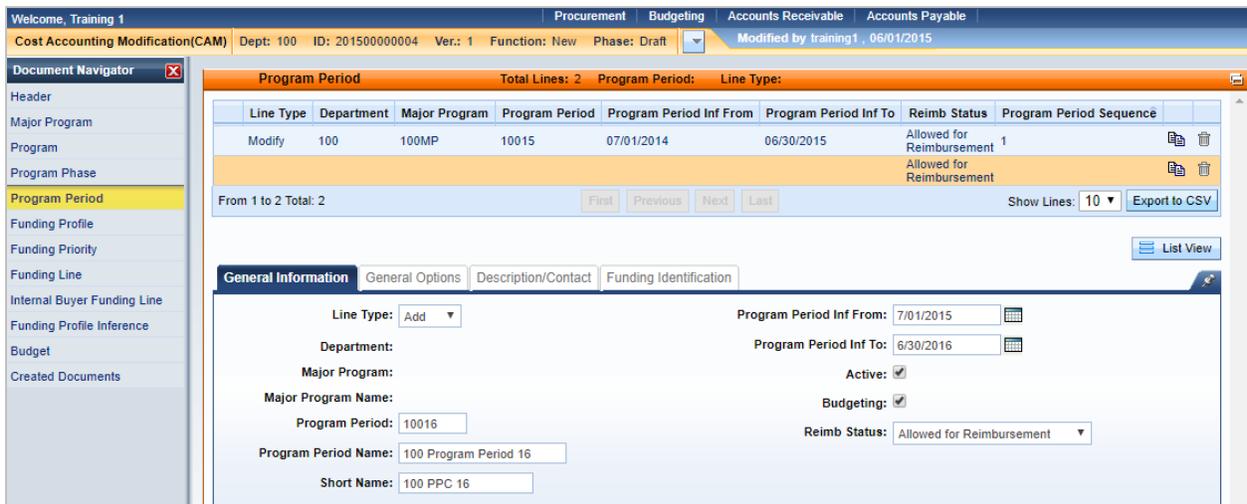
Create a new Program Period for your Major Program.

1. On the Document Navigator, click **Program Period**. Notice that the grid in this component is empty.
2. On the Document Navigator, click **Major Program**
3. Click **Load Program Period Details**



On the Document Navigator, click **Program Period**. Notice the grid is populated with the Program Period you created

1. Click **Insert New Line**
2. Line Type field, retain the default entry of **Add**
3. Program Period field, enter **XXX16** where XXX represents the department from *your student data card*.
4. Program Period Name field, enter **XXX Program Period 16** where XXX represents the department from *your student data card*.
5. Short Name field, enter **XXX PPC 16** where XXX represents the department from *your student data card*.
6. Program Period Inf From field, enter **07/01/2015**, noting that this is the next sequential day following the XXX15 Program Period Inf To date.
7. Program Period Inf To field, enter **06/30/2016**
8. Reimb Status field, retain the default entry of **Allowed for Reimbursement**



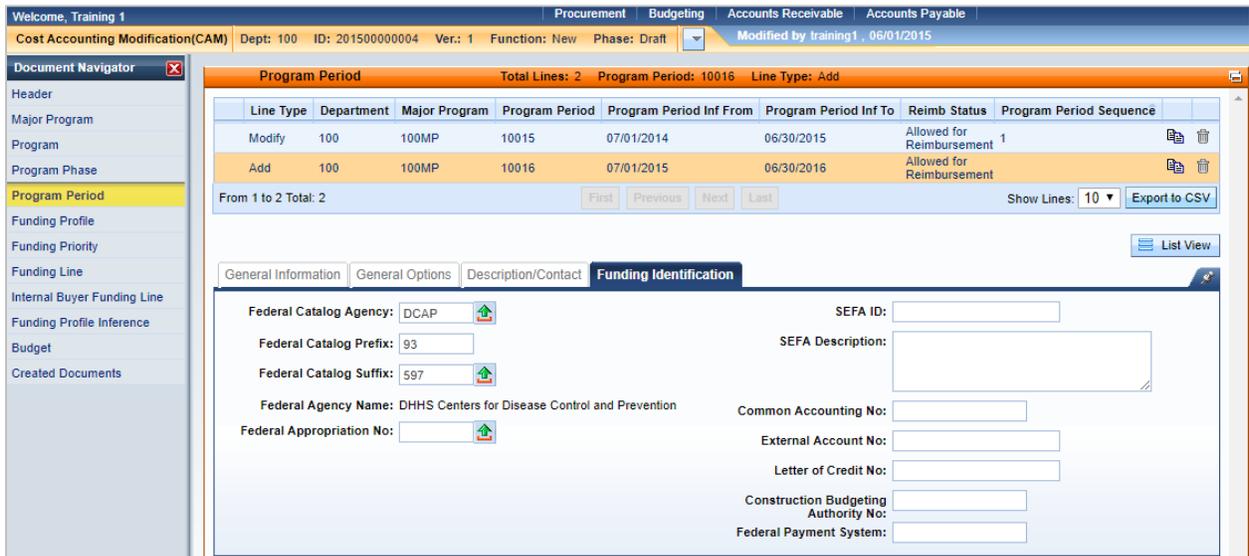
Complete the General Options tab of the new Program Period component.

1. Click **General Options** tab

2. Click the picklist next to **Grant ID**
3. Enter **GRANTXXX** in the Grant ID field, where XXX represents the department from *your student data card*.
4. Click **Browse** and select the **Grant ID**

Complete the Funding Identification tab of the new Program Period component.

1. Click **Funding Identification** tab
2. Federal Catalog Agency pick list, select **DCAP**. *The Federal Catalog Prefix field will be auto populated based on this selection*
3. Federal Catalog Suffix pick list, select **597**
4. Leave the **Federal Appropriation No** field blank
5. Click **Save**



The screenshot displays the 'Funding Identification' tab within the 'Program Period' component. The interface includes a 'Document Navigator' on the left and a main data entry area. The 'Funding Identification' tab is active, showing various fields for configuration.

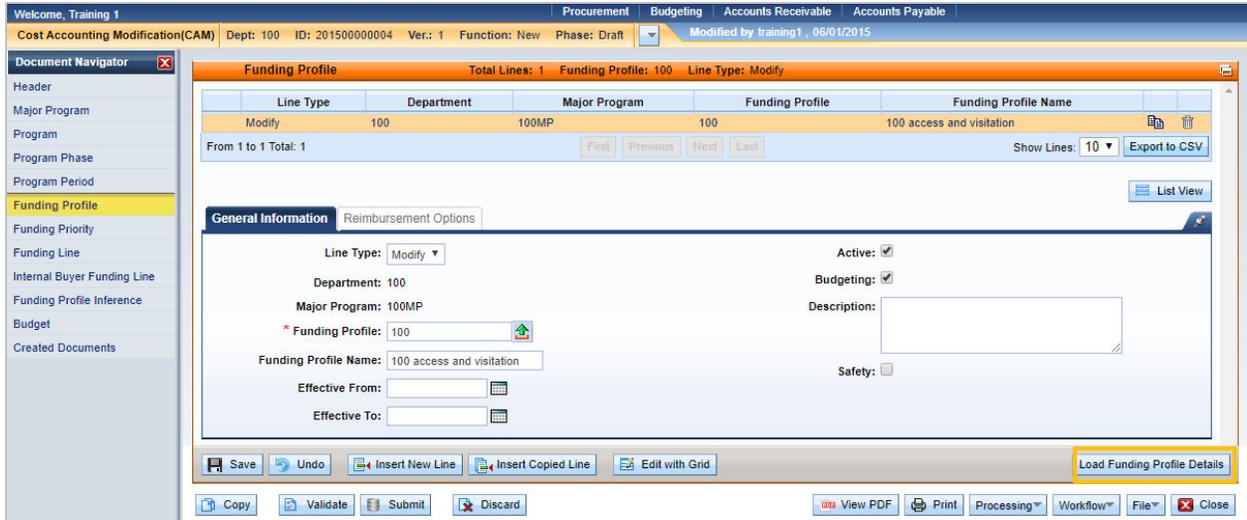
Line Type	Department	Major Program	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Program Period Sequence
Modify	100	100MP	10015	07/01/2014	06/30/2015	Allowed for Reimbursement	1
Add	100	100MP	10016	07/01/2015	06/30/2016	Allowed for Reimbursement	

Below the table, the 'Funding Identification' tab is expanded, showing the following fields:

- Federal Catalog Agency: DCAP
- Federal Catalog Prefix: 93
- Federal Catalog Suffix: 597
- Federal Agency Name: DHHS Centers for Disease Control and Prevention
- Federal Appropriation No: [Blank]
- SEFA ID: [Blank]
- SEFA Description: [Blank]
- Common Accounting No: [Blank]
- External Account No: [Blank]
- Letter of Credit No: [Blank]
- Construction Budgeting Authority No: [Blank]
- Federal Payment System: [Blank]

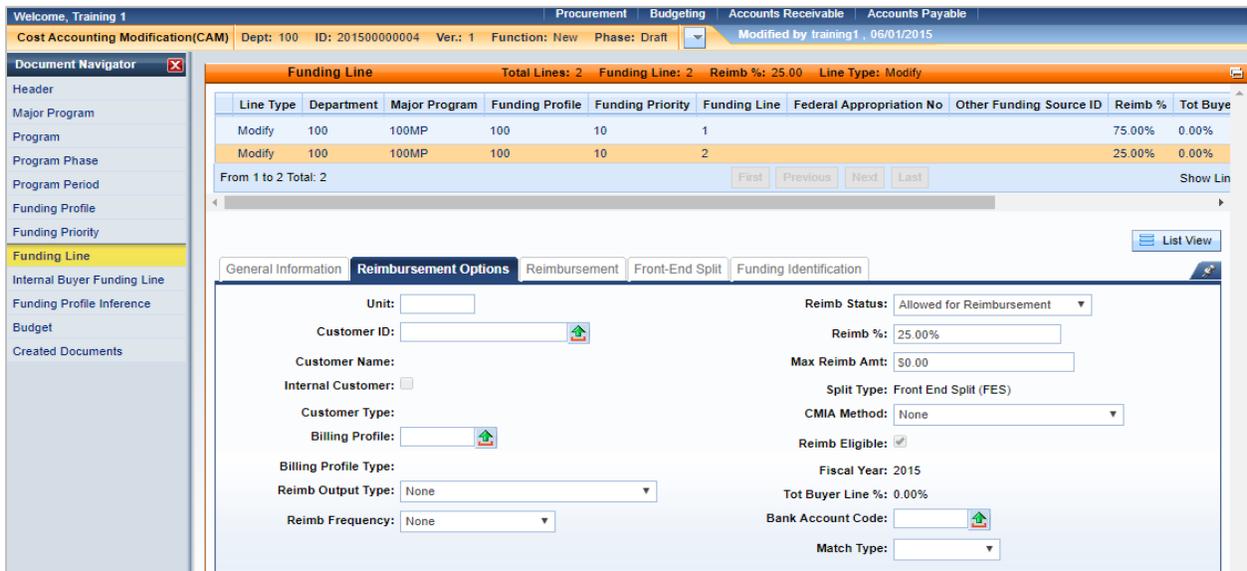
Modify the Funding Lines for your eligible Funding Profile from a 50/50 split to a 75/25 split.

1. Document Navigator, click **Funding Profile**
2. Click **Insert New Line**
3. Line Type drop down list, select **Modify**
4. Funding Profile pick list, select **XXX** where XXX represents the department from *your student data card*.
5. Click **Save**
6. Click **Load Funding Profile Details**. Notice the fields in the Funding Profile component are populated with data from the FPRFLST page.



On the Document Navigator, click **Funding Line**. Notice the two Funding Lines you created in the prior activity are displayed in the grid.

1. With Funding Line 1 highlighted in the grid, click the **Reimbursement Options** tab.
2. Reimb % field, **delete 50.00%**
3. Reimb % field, **enter 75**
4. Funding Line grid, select **Funding Line 2**
5. Reimb % field, **delete 50.00%**
6. Reimb % field, **enter 25**
7. Click **Save**



Validate and submit the CAM document, then click **Close**, and return to the Home Page.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully.**
2. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully.**
3. Click **Close** on the CAM document

Click **Home** on the Primary Navigation Panel to return to the Home Page.

Expending Program Funds

Learning Objectives

In this lesson, you will:

- Identify the Detail Accounting tab of an expenditure document as the location that Chart of Accounts elements associated with Cost Accounting are entered in AFIS
- Create a General Accounting Expense (GAX) document to expend grant funds
- Review the impact of expenditures on the grant budget inquiry pages
- Identify ways to prevent and correct data entry errors

Lesson Overview

You have established a grant in the cost structure, established a reimbursement and program budget for the grant, and viewed the budget status of a grant using the budget inquiry pages. This lesson explains how expenditures are associated with a grant or project in AFIS.

Recording a Non-Commodity Based Payment in AFIS

Most procurement transactions originate in the Arizona Procurement Portal (APP) and are interfaced to AFIS, but some expenditures for services are processed for payment in AFIS. Both types of transactions can be associated to a project or grant by populating the appropriate fields in the Detail Accounting tab, on the Accounting line of the document. This lesson will focus on a non-commodity based payment created in AFIS, but the concepts also apply to transactions that originate in APP.

Recording a non-commodity based payment in AFIS consists of the following two steps:

1. Requesting payment for the service
2. Disbursing payment to the vendor for the service

Only the first step is addressed in this topic.

Once an initial transaction is established in AFIS, the Chart of Accounts elements are copied to the subsequent documents in the business process without additional data entry. This is accomplished by using the Copy Forward feature. For example, once a General Accounting Expense (GAX) document is created in AFIS, the Chart of Accounts elements coded on the GAX document are copied forward to the Automated or Manual Disbursement (AD or MD) document.

Associating a Financial Transaction with a Grant or Project

In the General Accounting course, you reviewed how to create and process documents. A document is the method by which a financial transaction is recorded in AFIS.

Within each financial document, there is an Accounting component, and within that Accounting component there is at least one Accounting line. Each Accounting line contains a Fund Accounting tab and a Detail Accounting tab used to identify the Chart of Accounts elements to be associated with that financial transaction. It is on the Detail Accounting tab of financial documents that the Cost Accounting Chart of Accounts elements are entered to associate the financial transaction with the appropriate project or grant.



Detail Accounting Tab

The Program field is the primary field used to associate an expenditure transaction with the grant or project's cost structure. The Major Program field is auto populated based on the Program.

For projects, the Phase is selected from the pick list to identify the project Phase the expenditure is associated with.

For grants and projects, the Program Period will be inferred based on the date of record for the given document, but can be manually adjusted. Fiscal Year, Budget Year, or any other time constraint does not confine Program Periods, thus multiple Program Periods can be used concurrently to ensure payments are posted to the appropriate period.

The Activity, Sub Activity, Location, Sub Location, Function, and Sub Function fields may be populated if required by department procedure.

Recording Funding Splits

Many times grant and project expenditures are funded by two or more sources. This is called a funding split. A common scenario for a Federally-funded grant or project is a funding split that is 80% Federally-funded with a 20% State Match. The details of the funding split are recorded on the Funding Profile hierarchy, but the Funding Profile, Funding Priority(s), and Funding Line(s) are not entered on the document Accounting line. Instead, they are inferred on the document's Posting line, based upon the entry made in the appropriate funding profile inference page.

When a GAX document that contains a Major Program code on the Detail Accounting tab is validated, AFIS automatically evaluates the settings on the MJPRG record. If the Split Type is Front End Split, AFIS searches the Funding Profile Inference pages for a Funding Profile to infer. Then, Posting lines are generated to reflect the funding agreement details entered on the Funding Lines.

In the grant structure created by the CAS and CAM documents, the Arizona Access and Visitation Program is funded by a 75/25 split between Federal and State funding. Therefore, for each Accounting line on the GAX, two Posting lines are created: one Posting line for the 75% Federal funding, and one Posting line for the 25% State funding.

Create a General Accounting Expense document (GAX) and View the Impact of Front End Split on Posting Lines



Create a GAX and View the Impact of Front End Split on Posting Lines

Scenario

Now that we have established the Cost accounting structure and corresponding budgets for our federal grant we will create an expenditure document to post against the Cost Accounting elements previously.

Create a GAX document to request payment a payment of \$10,000 for professional services related to the AZ Health Improvement Grant. Submit to Final Phase and view the Posting lines to view the impact of the front end split and funding profile inference.

User is logged in to the AFIS Home Page.

The Major Program, Program, Program Period, Funding Profile hierarchies, funding profile inferences, and initial budget lines for the AZ Health Improvement Grant have been established.

1. Create a **GAX** document using the Document Catalog
2. On the Secondary Navigation Panel, click **Search**
3. Click **Document Catalog**
4. Click **Create** to switch to Create mode
5. In the Code field, enter **GAX**
6. Dept field, enter the data from *your student data card*
7. ID field, enter **XXX GAX** where XXX represents the department from your student data card.
8. Click **Create**. The GAX opens and the Header component is displayed
9. Complete the **Header component** of the GAX

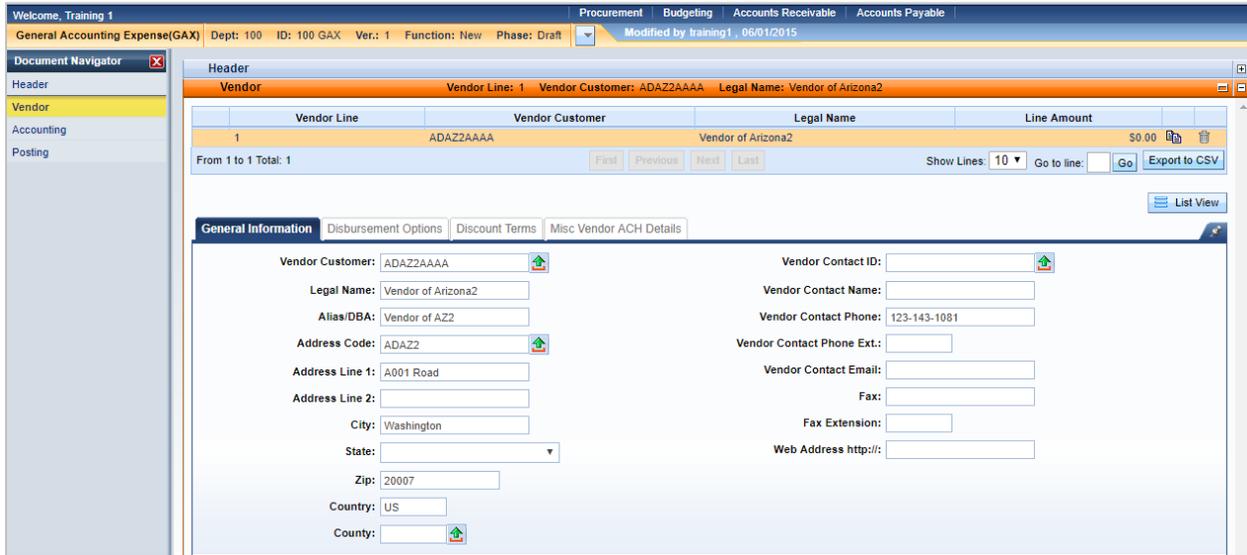
When the GAX document is created, notice that the document is shown as Ver: 1, Function: New, Phase: Draft.

To navigate within a document, you can either click the component name at the bottom of the document, or use the Document Navigator panel. In this training, you will use the Document Navigator. If necessary, click the Open Document Navigator icon (small arrow on left side) to switch to Document Navigator mode.

1. On the Header, in the **Document Name** field, enter **XXX** where XXX represents the department from *your student data card*.
2. The **Record Date**, **Fiscal Year**, and **Period** fields will be auto populated when you validate or submit the GAX document.
3. In the **Document Description** field, enter **XXX** where XXX represents the department from *your student data card*.

Note: The fields in the Header component are optional unless required by department procedure.

Complete the Vendor component of the GAX document.

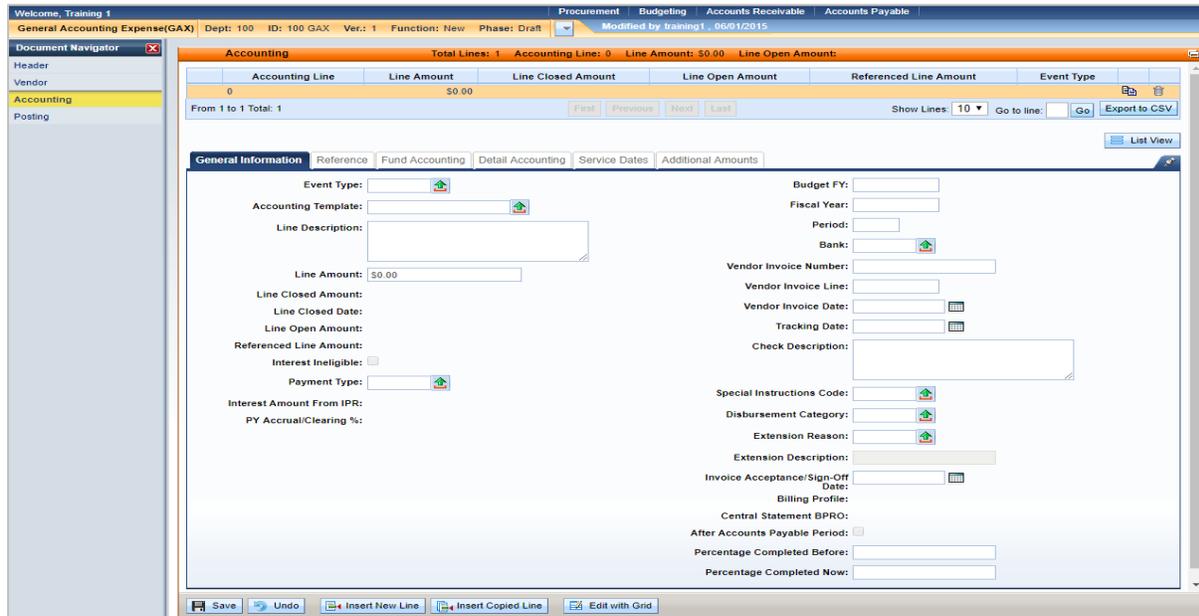


The screenshot shows a software interface for managing a Vendor component of a GAX document. The interface is divided into several sections:

- Document Navigator:** Located on the left, it includes options for Header, Vendor, Accounting, and Posting. The 'Vendor' option is currently selected.
- Header:** Displays 'Vendor Line: 1', 'Vendor Customer: ADAZ2AAAA', and 'Legal Name: Vendor of Arizona2'. Below this is a table with columns for Vendor Line, Vendor Customer, Legal Name, and Line Amount. The table shows one line with a line amount of \$0.00.
- General Information:** This section contains various fields for vendor details:
 - Vendor Customer: ADAZ2AAAA
 - Legal Name: Vendor of Arizona2
 - Alias/DBA: Vendor of AZ2
 - Address Code: ADAZ2
 - Address Line 1: A001 Road
 - Address Line 2: (empty)
 - City: Washington
 - State: (dropdown menu)
 - Zip: 20007
 - Country: US
 - County: (dropdown menu)
 - Vendor Contact ID: (empty)
 - Vendor Contact Name: (empty)
 - Vendor Contact Phone: 123-143-1081
 - Vendor Contact Phone Ext.: (empty)
 - Vendor Contact Email: (empty)
 - Fax: (empty)
 - Fax Extension: (empty)
 - Web Address http://: (empty)

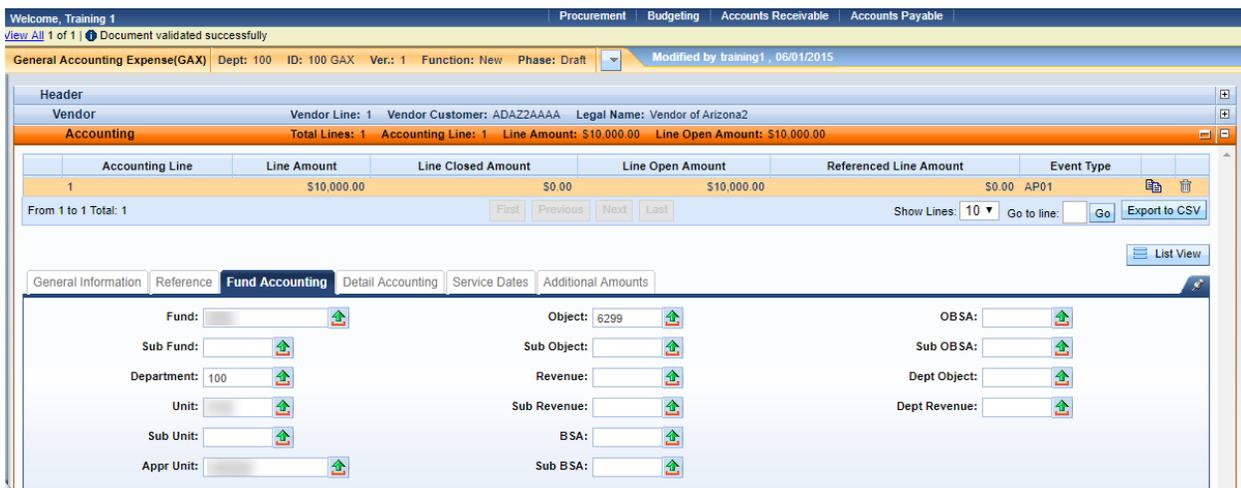
1. Document Navigator, click **Vendor**
2. Click **Insert New Line**
3. Vendor Customer field, enter **ADAZ2AAAA**
4. Click **Save**. Notice the fields in the Vendor component of the GAX document are auto populated from the Vendor Customer (VCUST) page.

Complete the General Information tab of the Accounting component to encumber \$10,000 for services related to the Arizona Access and Visitation Program.



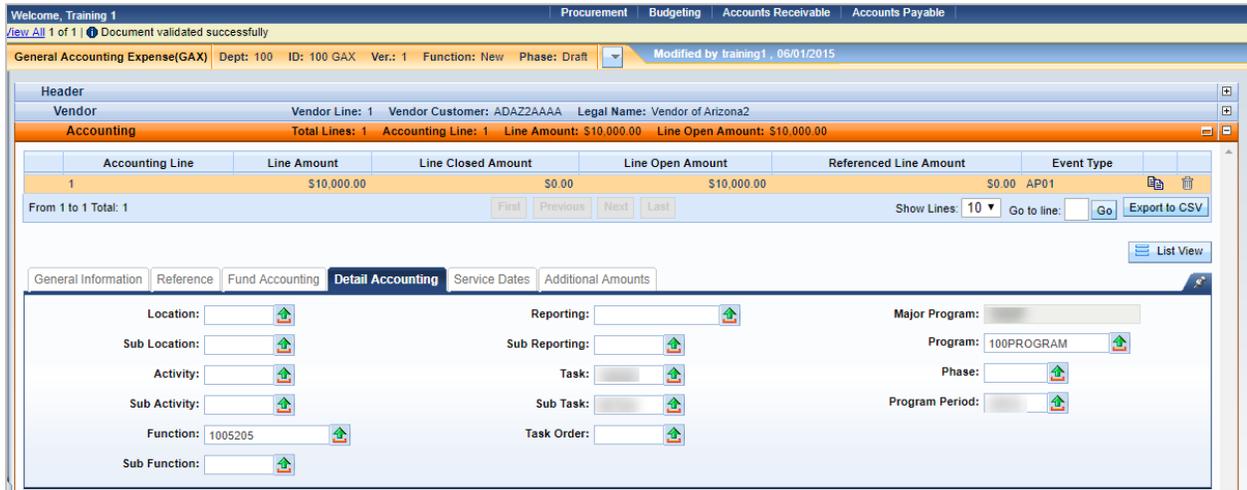
1. Document Navigator, click **Accounting**
2. Click **Insert New Line**. The fields in the General Information tab are available for data entry.
3. Line Amount field, enter **10,000**
4. Vendor Invoice Number field, enter **XXX1234** where XXX represents the department from *your student data card*.
5. Vendor Invoice Line field, enter **1**
6. Vendor Invoice Date field, click the **Show Calendar** icon and select **07/01/2015**.

Complete the Fund Accounting tab of the Accounting component.



1. Click **Fund Accounting** tab.

2. **Dept** field, enter the data from *your student data card*.
3. **Object** field, enter the data from *your student data card*.
4. Complete the **Detail Accounting** tab of the Accounting component.



The screenshot shows the 'Detail Accounting' tab in a software application. The header indicates the document is 'General Accounting Expense(GAX)' with a line amount of \$10,000.00. Below the header is a table with one accounting line (Line 1) showing a line amount of \$10,000.00 and a line open amount of \$10,000.00. The 'Detail Accounting' tab is active, displaying various fields for data entry, including Location, Sub Location, Activity, Sub Activity, Function (1005205), Sub Function, Reporting, Sub Reporting, Task, Sub Task, Task Order, Major Program, Program (100PROGRAM), Phase, and Program Period. Each field has a small green icon next to it, likely for validation or help.

1. Click the **Detail Accounting** tab
2. **Function** field, enter the data from *your student data card*.
3. **Program** field, enter the **Program code** you created
4. Click **Save**
5. **Validate and submit** the GAX document
6. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**.
7. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully**.
8. View the GAX Accounting line and Posting lines, then click **Close** and return to the Home Page.
9. Click the General Information tab in the Accounting component. Notice the Event Type AP01, Budget FY, Fiscal Year, Period, and other fields have been inferred.

Accounting Line: 1
Line Amount: \$10,000.00
Line Closed Amount: \$0.00
Line Open Amount: \$10,000.00
Referenced Line Amount: \$0.00
Event Type: AP01

General Information

Event Type: AP01
Budget FY: 2015
Accounting Template: [blank]
Fiscal Year: 2015
Line Description: [blank]
Period: 12
Line Amount: \$10,000.00
Bank: BK01
Line Closed Amount: \$0.00
Vendor Invoice Number: 1001234
Line Closed Date: [blank]
Vendor Invoice Line: 1
Line Open Amount: \$10,000.00
Vendor Invoice Date: 07/01/2015
Referenced Line Amount: \$0.00
Tracking Date: [blank]
Interest Ineligible:
Check Description: [blank]
Payment Type: [blank]
Special Instructions Code: [blank]
Interest Amount From IPR: [blank]
Disbursement Category: [blank]
PY Accrual/Clearing %: [blank]
Extension Reason: [blank]
Extension Description: [blank]
Invoice Acceptance/Sign-Off Date: [blank]
Billing Profile: [blank]
Central Statement BPRO: [blank]
After Accounts Payable Period:
Percentage Completed Before: [blank]
Percentage Completed Now: [blank]

10. Document Navigator, click **Posting**

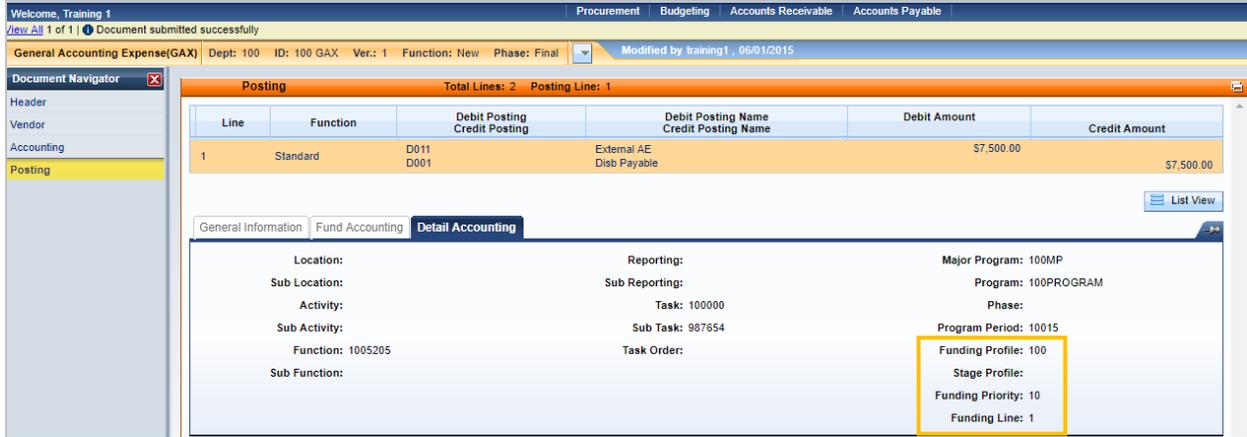
11. Notice the two Posting lines: based on the inferred Funding Profile, AFIS has created one **Federally-funded Posting line for \$7,500** and one **State-funded Posting line for \$2,500**.

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	D011 D001	External AE Disb Payable	\$7,500.00	\$7,500.00
2	Standard	D011 D001	External AE Disb Payable	\$2,500.00	\$2,500.00

12. Click the **Show Details (eye) icon** for the first Posting line. The details are displayed.

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	D011 D001	External AE Disb Payable	\$7,500.00	\$7,500.00
2	Standard	D011 D001	External AE Disb Payable	\$2,500.00	\$2,500.00

13. From this Posting line detail page, click the **Detail Accounting tab**. Notice the Funding Profile, Funding Priority, and Funding Line fields are populated; and Funding Line 1 has been inferred for the Federally-funded line.



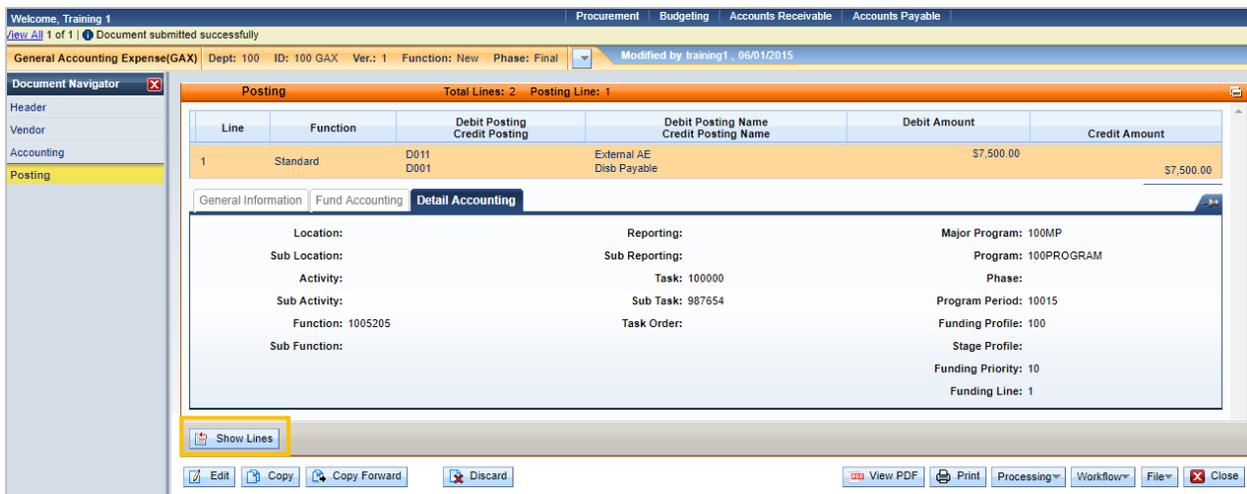
Posting Total Lines: 2 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	D011 D001	External AE Disb Payable	\$7,500.00	\$7,500.00

General Information Fund Accounting **Detail Accounting**

Location: Reporting: Major Program: 100MP
 Sub Location: Sub Reporting: Program: 100PROGRAM
 Activity: Task: 100000 Phase:
 Sub Activity: Sub Task: 987654 Program Period: 10015
 Function: 1005205 Task Order: Funding Profile: 100
 Sub Function: Stage Profile:
 Funding Priority: 10
 Funding Line: 1

1. In the lower left corner of the document, click **Show Lines** to return to the Posting Lines



Posting Total Lines: 2 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	D011 D001	External AE Disb Payable	\$7,500.00	\$7,500.00

General Information Fund Accounting **Detail Accounting**

Location: Reporting: Major Program: 100MP
 Sub Location: Sub Reporting: Program: 100PROGRAM
 Activity: Task: 100000 Phase:
 Sub Activity: Sub Task: 987654 Program Period: 10015
 Function: 1005205 Task Order: Funding Profile: 100
 Sub Function: Stage Profile:
 Funding Priority: 10
 Funding Line: 1

Show Lines

Edit Copy Copy Forward Discard View PDF Print Processing Workflow File Close

2. In the Posting grid, select **Posting line 2**
3. Click the **Show Details (eye) icon** for the second Posting line. Notice Funding Line 2 has been inferred for the State-funded line.
4. Click **Close** to close the GAX document
5. Click **Home** on the Primary Navigation Panel to return to the Home Page

Review the Status of a Cost Accounting Budget

Previously, you saw how project and grant budgets are displayed on the budget inquiry pages. The Expense Actuals component of the budget inquiry page displays expenditure activity throughout the lifecycle of the project or grant.

Expense Actuals

The Expense Actuals component on the budget inquiry page displays expenditure transactions. In addition, AFIS calculates and displays the impact on the remaining budget in the Uncommitted, Unobligated, Unexpended Accrued, and Unexpended Cash fields.



The screenshot displays the AFIS budget inquiry interface. At the top, there are navigation tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main header indicates the user is viewing a 'Reimbursable Grant: Funding Priority' for '311-MA - Financial MA2'. A left-hand navigation menu includes options like Message Center, Search, History, Favorites, Administration, Open Admin, Open Financials, and Open HRM. The central area features a table with columns for Department, Major Program, Program, Program Period, Funding Profile, Funding Priority, Current Budget, Actual Expenses, Total Revenue, Unobligated, Available, and Unrecognized Revenue. Below the table is a search bar and a section titled 'Expense Actuals' which lists various budget status metrics and their corresponding values.

Department	Major Program	Program	Program Period	Funding Profile	Funding Priority	Current Budget	Actual Expenses	Total Revenue	Unobligated	Available	Unrecognized Revenue
100	100MP	100PROGRAM	10015	100	10	\$100,000.00	\$10,000.00	\$0.00	\$90,000.00	\$90,000.00	\$0.00
100	100MP	100PROGRAM	10015	100INEL	10	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	\$0.00

Expense Actuals Summary:

- Pre-Encumbered: \$0.00
- Encumbered: \$0.00
- Accrued Expenses: \$10,000.00
- Cash Expenses: \$0.00
- Actual Expenses: \$10,000.00
- Charges: \$0.00
- Uncommitted: \$90,000.00
- Unobligated: \$90,000.00
- Uncommitted Charges: \$90,000.00
- Available: \$90,000.00
- Unexpended Accrued: \$90,000.00
- Unexpended Cash: \$100,000.00
- Back End Splits: \$0.00

Now, return to the budget inquiry pages to see how expenditure transactions are displayed.

Review the Status of a Cost Accounting Budget



View the Impact of Front End Split on Posting Lines on the budget inquiry tables

Scenario

Now that we have finalized the GAX document we need to view the impact of the front end split on the budgets and ensure they posted correctly.

Navigate to the budget inquiry pages to view the impact of the GAX document.

User is logged in to the AFIS Home Page.

The Major Program, Program, Phase, Funding Profile hierarchies, funding profile inferences, and initial budget lines for the AZ Health Improvement Grant have been established.

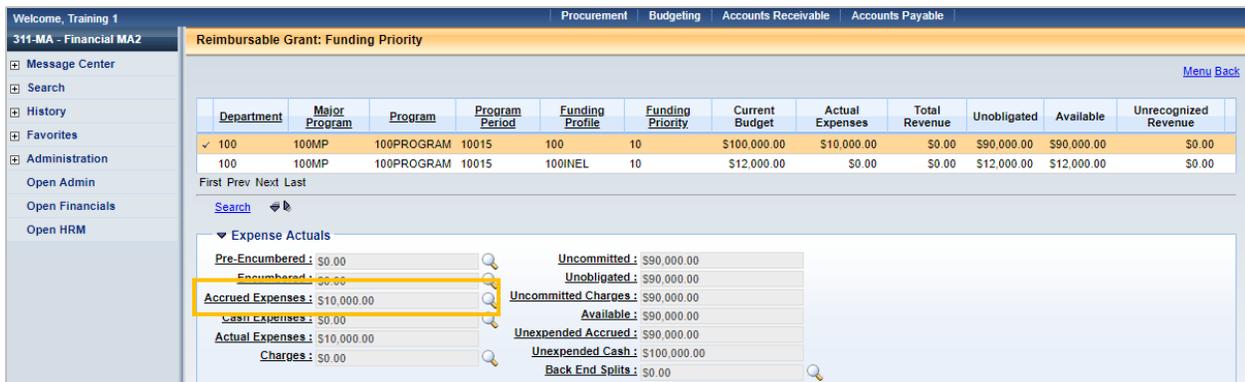
A GAX document for professional services has been submitted to Final Phase.

Navigate to the Budget Structure 39 Level One Budget Inquiry page.

1. In the Jump to field, enter **BQ39LV1**
2. Click **Go**
3. Click **Search**. The Search window is displayed
4. In the Dept field, enter the data from *your student data card*.
5. In the Program field, enter the **Program code** you created earlier
6. In the Funding Profile field, enter **XXX** where XXX represents the department from your student data card.
7. Click **Ok**. The Reimbursable Grant: Funding Priority page is displayed

Review the expense actuals for the AZ Health Improvement Grant in the Expense Actuals component.

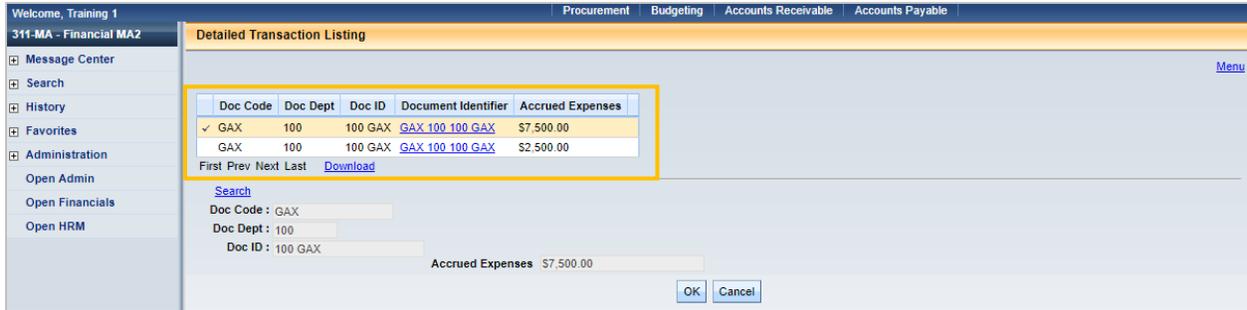
Notice \$10,000 in the Accrued Expenses and Actual Expenses fields due to the Procure to Pay activities. Expenditures will update the Cash Expenses field when a disbursement document for the transaction is processed to Final Phase.



Department	Major Program	Program	Program Period	Funding Profile	Funding Priority	Current Budget	Actual Expenses	Total Revenue	Unobligated	Available	Unrecognized Revenue
✓ 100	100MP	100PROGRAM	10015	100	10	\$100,000.00	\$10,000.00	\$0.00	\$90,000.00	\$90,000.00	\$0.00
100	100MP	100PROGRAM	10015	100INEL	10	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	\$0.00

Pre-Encumbered:	\$0.00	Uncommitted:	\$90,000.00
Encumbered:	\$0.00	Unobligated:	\$90,000.00
Accrued Expenses:	\$10,000.00	Uncommitted Charges:	\$90,000.00
Cash Expenses:	\$0.00	Available:	\$90,000.00
Actual Expenses:	\$10,000.00	Unexpended Accrued:	\$90,000.00
Charges:	\$0.00	Unexpended Cash:	\$100,000.00
		Back End Splits:	\$0.00

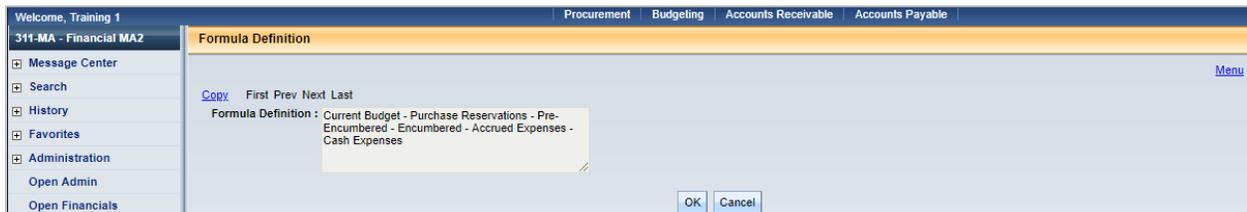
1. Click the **Magnifying Glass icon** to the right of the Accrued Expenses field to drill down to the Detailed Transaction Listing. Notice there are two lines displayed for the same document due to the two Funding Lines for this transaction.



2. Click **Document Identifier** link to navigate to the GAX document that created the Accrued Expense. The GAX document is displayed.
3. Click **Close** button on the GAX to return to the Detailed Transaction Listing.
4. Click **Ok** to return the BQ39LV1 page

Notice the system generated values in the Uncommitted, Unobligated, Unexpended Accrued, and Unexpended Cash fields.

5. Click the **Uncommitted field label** to view the Formula Definition that is generating the value in the field.



6. Click **Ok** to return to the budget inquiry page.
7. View **Level Two of Budget Structure 39**, then return to the Home Page.
8. From the BQ39LV1 page, click the **Program Period Budget** link to view the Reimbursable Grant: Funding Line page for the budget structure.

Note: the Accrued Expenses and Actual Expenses fields display \$7,500 to reflect the 75% Federal share of the expenditure.

In the summary grid, click the line for Funding Line **2** to view the values in the Accrued Expenses and Actual Expenses fields for the State share of the expenditure.

To return to the Home Page, click **Home** in the Primary Navigation Panel.

Note: You may navigate to the program budget inquiry pages to view the impact of the expenditure transactions.

Prevention of and Correction of Errors

Data entry errors for Cost Accounting activities may occur at any point during the lifecycle of a project or grant. The steps necessary to correct errors will depend upon the error: what data was entered

incorrectly; at what point in the lifecycle the error is discovered; and the details of the funding agreement with the Federal agency for each specific project.

Accounting Templates and Function Codes

The use of accounting templates and function codes simplifies data entry for the user by establishing most of the correct Chart of Accounts elements to use for a specific type of project or grant expenditure. For example, an accounting template or function code may be established for each project, containing the proper Fund Accounting elements, as well as the proper Program and Phase elements for a project expenditure. Then, when the user selects the appropriate Accounting Template, very few Chart of Accounts elements must be manually entered on the Accounting line. See the General Accounting course for additional information about creating accounting templates and function codes.

AFIS Edits

AFIS Cost Accounting functionality includes edits that help ensure accurate data entry. For example, error messages will be generated if a user attempts to enter a Phase for a project that has not been established on the Program Phase page. Or, an error will be generated if insufficient budget remains for a project expenditure. The messages will provide information about the data element that triggered the AFIS edit.

Required, Valid, and Invalid Chart of Accounts Tables

AFIS provides several tables that may be used to ensure that the Chart of Accounts elements entered on the Accounting lines are present when required, or either valid or invalid combinations. These tables are optional and may not be used for all cost structures. Available tables are:

- Program Activity Requirement (PRGREQ)
- Unit/Program Required (PROGREQ)
- Valid Unit Program Combination (VUPROG)
- Valid Phase/Event Types (VPHEVNT)
- Invalid Phase/Event Types (IVPHEVNT)

Workflow

Some errors may not trigger an AFIS error message, yet may still be inaccurate for the funding agreement. For example, the incorrect Phase may be selected for an expenditure. Transactions entered on an AFIS document are not complete until the document is approved by all individuals on the workflow for that document; so it is very important for document approvers to carefully review the Chart of Accounts elements on the Fund Accounting and Detail Accounting tabs of a document Accounting line prior to approving the document. If data entry errors have been made, the document can be rejected for correction of the error(s).

Correction of Errors

If an error is identified after the drawdown request has been submitted and the reimbursement deposited by the State, then the steps necessary to correct the error will depend upon the funding agreement with the Grantor: the Federal agency may ask the State to adjust it against the next bill or it may require a refund for the incorrect amount drawn.

Whenever possible, the error will be corrected by creating a modification version of the original, incorrect document. If necessary, a Cost Accounting Journal Voucher (JVC) document will be created to correct the error. If you are correcting a post for a Major Program setup to use front end split, the standard vouchers (JV and JVA) are not available. See the General Accounting Course for detailed information on creation of journal voucher documents.



Review the Status of a Cost Accounting Program Expense Budget

Scenario

Now that we have established the Cost Accounting structure with the appropriate budget structures and created a payment document we can view the split impact of the appropriate budgets and view the differences.

Navigate to the budget inquiry pages to view the impact of the receipt of revenue for the AZ Expressway Project.

User is logged in to AFIS Home Page.

A drawdown request for the AZ Expressway Project has been processed and revenue received.

Navigate to the Budget Structure 38 Level Three Budget Inquiry page.

1. In the Jump to field, enter **BQ38LV3**
2. Click **Go**. The Major Program Budget page opens and a Search window is displayed
3. In the Department field, enter the data from *your student data card*.
4. In the Major Program field, enter **XXXMP** where XXX represents the department from *your student data card*.
5. Click **Ok**. The budget line for your program is displayed in the grid

Closing a Program or Program Component

Learning Objectives

In this lesson, you will:

- Identify the mechanisms available to close a project or grant
- Close a grant

Lesson Overview

Closing a project or grant is defined as the point at which no further transactions are allowed to be processed for the project or grant. The Active check box in AFIS is used to indicate whether a Chart of Accounts element is active or inactive. A project or grant element is closed by unchecking the Active check box on the appropriate Cost Accounting Chart of Accounts element. The Effective From and Effective To date fields also control the ability to process transactions for a Cost Accounting Chart of Accounts element.

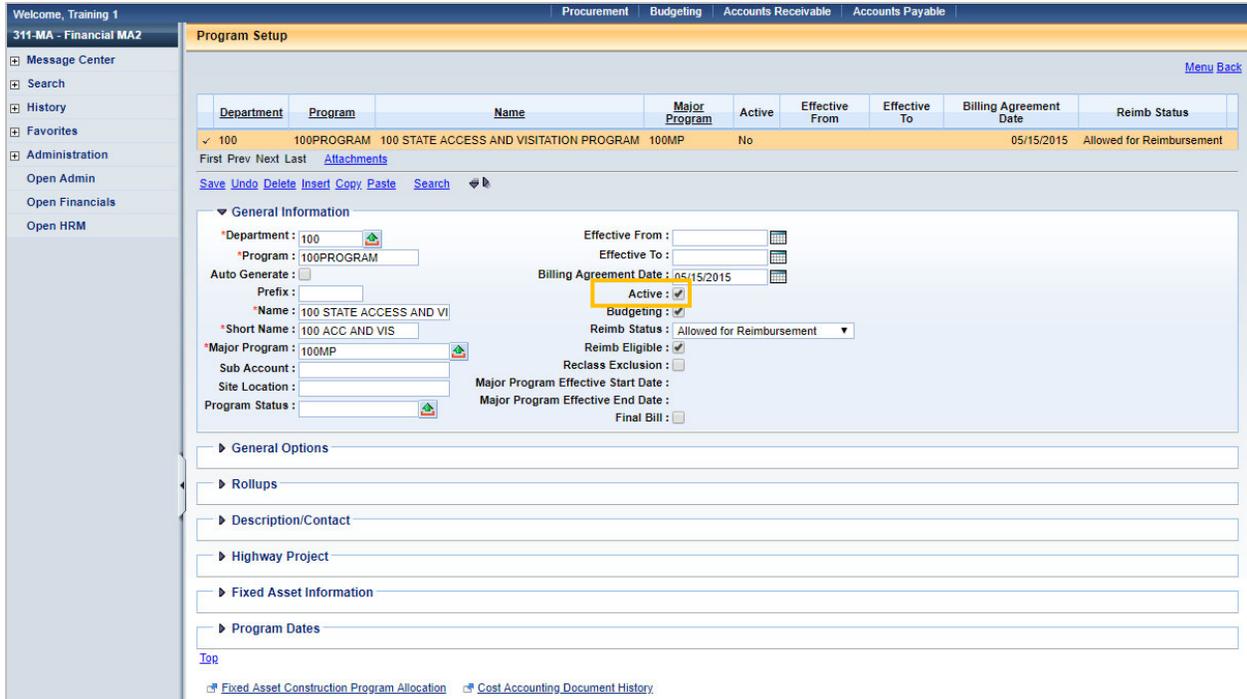
Close a Program or Program Component

The Active check box and the Effective From and Effective To date fields on various pages restrict transactions in AFIS.

Active Check Box

The Active check box is found on the Major Program, Program, Program Phase, Program Period, and Funding Profile pages. No transactions of any kind can be processed for that Chart of Accounts element if the Active check box is unchecked. This box remains checked on all pages until all transactions for that project or grant are processed. Then, the Chart of Accounts element is closed by unchecking the Active check box.

A project or grant is normally closed by unchecking the Active check box on the Program page; however, this check box may optionally be used on the Program Phase or Program Period pages. This is appropriate when one Phase of a Program must be closed but other Phases of the Program remain active; or when one Program Period of a Program must be closed but other Program Periods of the Program remain active.



Program Setup

Department	Program	Name	Major Program	Active	Effective From	Effective To	Billing Agreement Date	Reimb Status
100	100PROGRAM	100 STATE ACCESS AND VISITATION PROGRAM	100MP	No			05/15/2015	Allowed for Reimbursement

First Prev Next Last Attachments

Save Undo Delete Insert Copy Paste Search

General Information

*Department: 100 Effective From:

*Program: 100PROGRAM Effective To:

Auto Generate: Billing Agreement Date: 05/15/2015

Prefix: Active:

*Name: 100 STATE ACCESS AND VI Budgeting:

*Short Name: 100 ACC AND VIS Reimb Status: Allowed for Reimbursement

*Major Program: 100MP Reimb Eligible:

Sub Account: Reclaim Exclusion:

Site Location: Major Program Effective Start Date:

Program Status: Major Program Effective End Date:

Final Bill:

General Options

Rollups

Description/Contact

Highway Project

Fixed Asset Information

Program Dates

Top

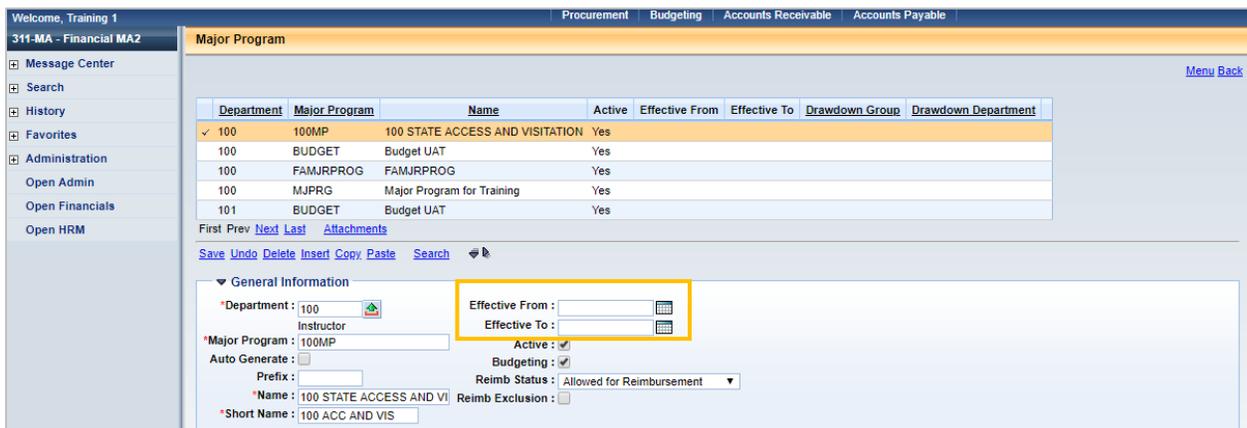
Fixed Asset Construction Program Allocation Cost Accounting Document History

Effective From and Effective To Date Fields

The Effective From and Effective To date fields are found on the Major Program, Program, Program Phase, and Funding Profile pages. The use of the effective date fields is optional.

The **Effective From** and **Effective To** date fields on the Major Program are optional. Refer to department procedure.

The **Effective From** and **Effective To** date fields on the Program, Program Phase, and Funding Profile pages may be used to control the date range that transactions can be posted to the element. Refer to department procedure.



Major Program

Department	Major Program	Name	Active	Effective From	Effective To	Drawdown Group	Drawdown Department
100	100MP	100 STATE ACCESS AND VISITATION	Yes				
100	BUDGET	Budget UAT	Yes				
100	FAMJRPROG	FAMJRPROG	Yes				
100	MJPRG	Major Program for Training	Yes				
101	BUDGET	Budget UAT	Yes				

First Prev Next Last Attachments

Save Undo Delete Insert Copy Paste Search

General Information

*Department: 100 Effective From:

Instructor Effective To:

*Major Program: 100MP Active:

Auto Generate: Budgeting:

Prefix: Reimb Status: Allowed for Reimbursement

*Name: 100 STATE ACCESS AND VI Reimb Exclusion:

*Short Name: 100 ACC AND VIS

Decentralized Cost Accounting Chart of Account Elements

All of the Cost Accounting Chart of Accounts elements are department-specific. This means that each entry made on a table to create a cost structure includes a Department code. In addition, some of the tables used to create Major Program and Program rollups are also decentralized. A complete list of all Cost Accounting reference tables that are decentralized is as follows:

- Major Program
- Major Program Type (Rollup)
- Major Program Group (Rollup)
- Program
- Program Type (Rollup)
- Program Group (Rollup)
- Funding Profile
- Phase
- Program Phase
- Program Period
- Stage Profile
- Task Order

Refer to department procedure for guidance on which elements each department is using.

Cost Accounting Reporting

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

AFIS Reports

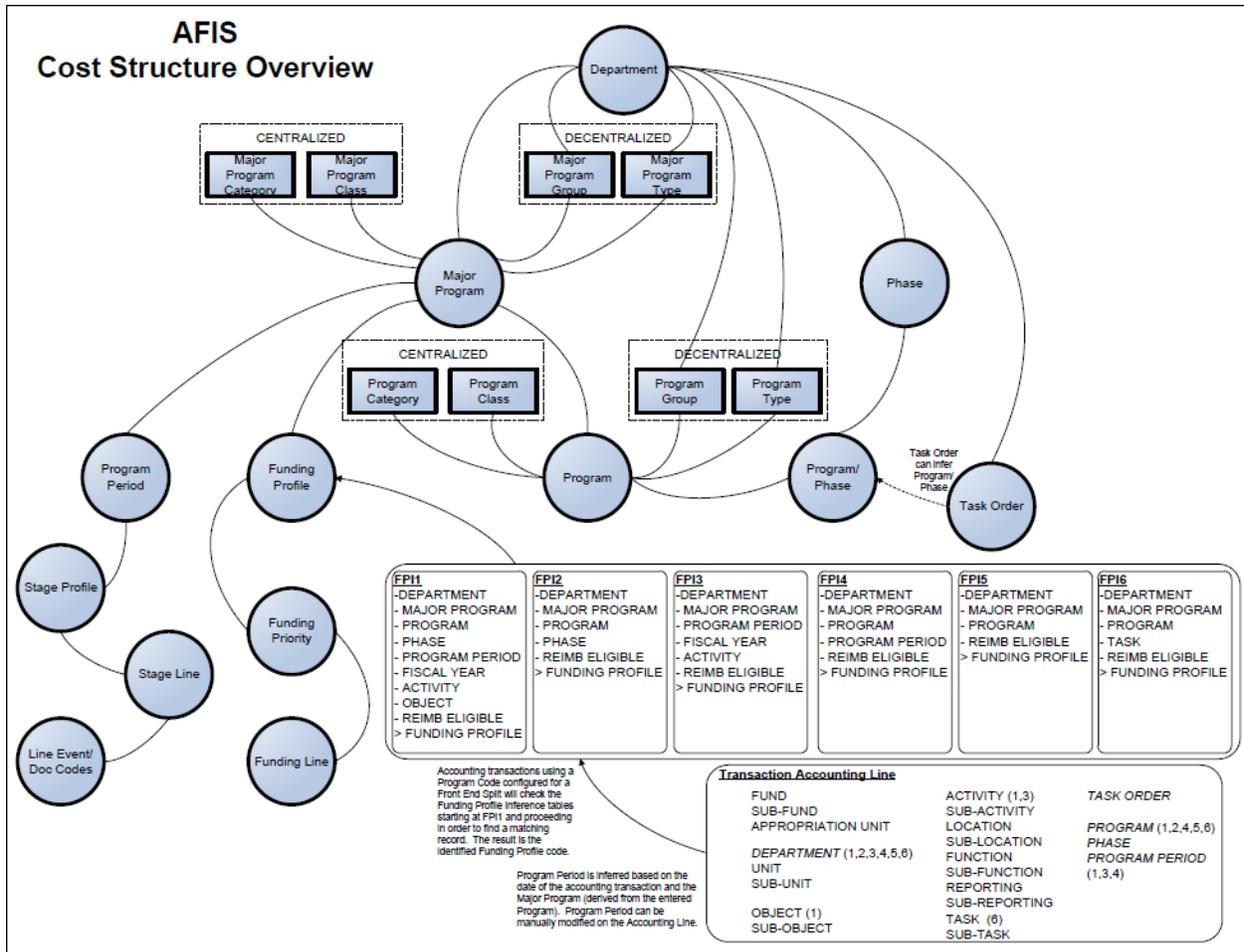
infoAdvantage Reports

FIN-AZ-CA-N170 - CMIA Interest Liability - This report captures the CMIA Interest Liability Calculation. Within the report, user-based filter options are available for the following data elements: CFDA, To Date, Interest, Department, Fund Group, From Date.

FIN-AZ-GM-C075-RDD Year to date Grant Awards vs. Expenditures - This report captures year to date total revenue from all Revenue Sources, total expenditures, and the remaining award amount for a Grant. Within the report, user-based filter options are available for the following data elements: Fiscal Year (FY), APD, Department, Program Period, CFDA, and Major Program.

Appendix

Cost Structure Diagram



Cost Structure Models

The required and optional elements in the AFIS cost structure may be combined in different ways to meet the Cost Accounting needs of the specific grant or project. Seven models of cost structures have been established for use by departments. Based upon the structure element required for each grant or project, the department selects the appropriate model to establish the cost structure in AFIS. Therefore, departments may use one or more models depending on their Cost Accounting needs. The structure elements and associated models are defined further below.

	MODEL						
	1	2	3	4	5	6	7
Structure Elements							
Track Expenditures and Revenue by Project Activities (Phases)	X						X
Track Expenditures and Revenue by Time Periods		X	X	X	X	X	
Three level structure with Major Program as the top tier	X	X		X	X	X	X
Four level structure with one of the Major Program roll-up fields as the top tier			X				
Budget Elements							
Budget Expenditures by Project Activities (Phases)	X						X
Budget Expenditures by Time Periods		X	X	X	X	X	
Reimbursable Grant				X	X	X	X
Funding Elements							
Funded by a single Federal Grant (CFDA), renewable each year				X			
Funded by a single Federal Grant (CFDA) which covers multiple years				X			
Funded by a new single Federal Grant (CFDA) for each year's apportionment					X		
Funded by multiple grants and/or multiple CFDA simultaneously						X	X
Funded by State fund matches				X	X	X	X

Cost Structure Model 1

Model 1 is used for activity-based, non-reimbursable, and internally funded projects. It is characterized by the following elements:

- Track Expenditures and Revenue by Project Activities (Phases)
- Three level structure with Major Program as the top tier
- Budget Expenditures by Project Activities (Phases)

To meet these Cost Accounting needs, this type of project will utilize the following cost structure elements. For several elements, more than one entry will be needed.

- Major Program
- Program
- Phase
- Program Period
- Program Expense Budget

Cost Structure Model 2

Model 2 is used for time period-based, non-reimbursable, and internally funded projects. It is characterized by the following elements:

- Track Expenditures and Revenue by Time Periods
- Three level structure with Major Program as the top tier
- Budget Expenditures by Time Periods

To meet these Cost Accounting needs, this type of project will utilize the following cost structure elements. For several elements, more than one entry will be needed.

- Major Program
- Program
- Program Period
- Program Expense Budget

Cost Structure Model 3

Model 3 is used for time period-based, non-reimbursable, and internally funded projects with additional structure levels. It is characterized by the following elements:

- Track Expenditures and Revenue by Time Periods
- Four level structure with one of the Major Program roll-up fields as the top tier
- Budget Expenditures by Time Periods

To meet these Cost Accounting needs, this type of project will utilize the following cost structure elements. For several elements, more than one entry will be needed.

- Major Program
- Major Program Group
- Program
- Program Period
- Program Expense Budget

Cost Structure Model 4

Model 4 is used for time period-based, reimbursable and/or externally funded projects with a renewable CFDA number at the Funding Line. It is characterized by the following elements:

- Track Expenditures and Revenue by Time Periods
- Three level structure with Major Program as the top tier
- Budget Expenditures by Time Periods
- Reimbursable Grant
- Funded by a single Federal Grant (CFDA), renewable each year

- Funded by a single Federal Grant (CFDA) which covers multiple years, but requires no renewing effort
- Funded by State fund matches

To meet these Cost Accounting needs, this type of project will utilize the following cost structure elements. For several elements, more than one entry will be needed.

- Major Program
- Program
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Program Expense Budget
- Reimbursement Budget
- Funding Profile Inference

Cost Structure Model 5

Model 5 is used for time period-based, reimbursable and/or externally funded projects with new CFDA numbers each year recorded on the Program Period. It is characterized by the following elements:

- Track Expenditures and Revenue by Time Periods
- Three level structure with Major Program as the top tier
- Budget Expenditures by Time Periods
- Reimbursable Grant
- Funded by a new single Federal Grant (CFDA) for each year's apportionment
- Funded by State fund matches

To meet these Cost Accounting needs, this type of project will utilize the following cost structure elements. For several elements, more than one entry will be needed.

- Major Program
- Program
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Program Expense Budget
- Reimbursement Budget

- Funding Profile Inference

Cost Structure Model 6

Model 6 is used for time period-based, reimbursable and/or externally funded projects with multiple grants at the Funding Line level. It is characterized by the following elements:

- Track Expenditures and Revenue by Time Periods
- Three level structure with Major Program as the top tier
- Budget Expenditures by Time Periods
- Reimbursable Grant
- Funded by multiple grants and/or multiple CFDA simultaneously
- Funded by State fund matches

To meet these Cost Accounting needs, this type of project will utilize the following cost structure elements. For several elements, more than one entry will be needed.

- Major Program
- Program
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Program Expense Budget
- Reimbursement Budget
- Funding Profile Inference

Cost Structure Model 7

Model 7 is used for activity-based, reimbursable and/or externally funded projects with multiple grants at the Funding Line. It is characterized by the following elements:

- Track Expenditures and Revenue by Project Activities (Phases)
- Three level structure with Major Program as the top tier
- Budget Expenditures by Project Activities (Phases)
- Reimbursable Grant
- Funded by multiple grants and/or multiple CFDA simultaneously
- Funded by State fund matches

To meet these Cost Accounting needs, this type of project will utilize the following cost structure elements. For several elements, more than one entry will be needed.

- Major Program

- Program
- Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Program Expense Budget
- Reimbursement Budget
- Funding Profile Inference

Cost Accounting Process Overviews

The AFIS automated reimbursement process is supported by several automated batch processes. For additional information, please refer to the AFIS Cost Accounting Run Sheets, which are available in the AFIS Application Help, or contact your GAO Liaison.

Reimbursement Process

The full scope of the Cost Accounting Reimbursement functionality is divided into three required processes: Reimbursement Selection and Calculation, Reimbursement Generation, and Reimbursement Output. The three required processes are inter-related and must be executed in a sequential order.

Reimbursement Selection and Calculation Job

The Reimbursement Selection & Calculation chain has four jobs:

- Reimbursement Selection
- Load Documents from XML
- Submit Documents
- Cleanup

The Reimbursement Selection and Calculation process:

- Gathers reimbursable transactions
- Verifies that the Posting Codes within each gathered reimbursable transaction allows the transaction to be reimbursed
- Applies funding split rules for Back End Splits, and
- Creates input file for the subsequent Reimbursement Generation process

The Reimbursement Selection Parameters (REIMSEL) table is used to provide instructions for the running of the Cost Reimbursement Selection process.

Reimbursement Generation Job

The Reimbursement Generation process selects transaction records for reimbursement based upon the two parameter tables described below. Just because a transaction is eligible for reimbursement does not mean that it will be used for the very next running of the overall reimbursement processes.

The Reimbursement Generation Parameters (REIMGEN) table, as well as the Reimbursement Frequency Date (FREQDT) table, is used to provide instructions for the running of the Reimbursement Generation process. The latter table, for example, indicates the reimbursement frequency characteristic of a grant or project which the system will look for the next time the overall reimbursement processing occurs. A reimbursement frequency of Daily would have related transactions picked up by reimbursement processes more frequently than a reimbursement frequency of Monthly or Quarterly.

Reimbursement Output

The Reimbursement Output process generates the actual drawdown request for grants such as FHWA file, Receivable (RE) document, Cash Receipt (CR) document (for pre-paid grants), or Internal Exchange Transaction (IET) documents for the portion of the reimbursable expenditure funded internally.

The Reimbursement Output Parameters (REIMOTPT) table is used to provide instructions for the running of the Cost Reimbursement Output process.

Reclassification Process

The Reclassification process is organized into two different processes as described below:

Normal Reclassification

During the life of a Cost Accounting entity (for example, project, grant, or job), the financial structure of the reimbursement funding and cost eligibility will require modification. These modifications are due to a variety of factors to include: changes in the agreement amounts with an external funding source, changes in the eligibility of certain types of reimbursable expenditures, or errors in the setup of the grant or project. The Reclassification process is executed when there are retroactive changes in the agreement amounts with an external funding source, changes in the eligibility of certain types of reimbursable expenditures, or setup errors. The process may be run in Report, Update, or Report & Update modes.

When the need for reclassifying program transactions is identified, and the department determines it is ready to run the process in Update mode, the department will configure the parameter entries for the Reclassification process, which are entered into the Reclassification Parameter Screen:

- **Automatic Overflow Indicator** - This check box is unchecked for normal reclassification.
- **Transaction Date From and To** - These fields are optional and may be used to identify specific begin and end dates for the reclassification process.
- **Department** - This field is required and is used to identify the department code for the Major Program requiring reclassification.
- **Major Program** - This field is required and is used to identify the Major Program code requiring reclassification.
- **Funding Profile** - This field is required and is used to identify the Funding Profile requiring reclassification.

- **Phase** - This field is optional and is used if a specific Phase requires reclassification.
- **Program** - This field is optional and is used if a specific Program requires reclassification.
- **Program Period** - This field is optional and is used if a specific Program Period requires reclassification.

Once the parameters for the process have been identified, the GAO schedules the Reclassification process to be run in Update mode based upon the department requirements. The process generates the following updated documents (if necessary, based on the reclassification parameters):

- Automated Disbursement (AD)
- Charge Transaction (CH)
- Internal Transaction Approval (ITA)
- Internal Transaction Initiator (ITI)
- Internal Exchange Transaction (IET)
- Manual Disbursement (MD)
- Payroll Expenditure Correction (PYRL)
- Issue Confirmation (CI)
- Stock Transfer Receipt (TR)
- Over-the-Counter (OC)
- Stock Return (SN)
- Cash Receipt (CR)

If any of the documents are generated with errors, the GAO reviews and resolves the errors, with help from the department if needed.

Automatic Overflow Recapture

Changes to funding or eligibility may free up monies, which can be applied against transactions that were previously not eligible for reimbursement due to exceeding the funding limitations. These amounts would have been applied to the “overflow” priority in a Funding Profile and, with the new funding rules established, may now be eligible for reimbursement.

It is important to note these two processes are independent of each other and must be executed separately. In addition, when the reclassification process is executed in the normal reclassification mode or automatic overflow recapture mode, the reclassification process identifies the original transactions required to be reclassified and creates the appropriate adjusting transactions to affect the changes.

When the Automatic Overflow Recapture indicator is set to Yes, the reclassification process will look for any programs that have Overflow costs (that is, the overflow priority has billed balances). If there are any of these programs with Overflow, which also have had a funding change (that is, additional dollars added, a new priority added ahead of the Overflow priority – determined by a previous priority with available dollars), the reclassification process will automatically include these programs in the

reclassification process. This process eliminates the need to identify all Programs with Overflow costs in the reclassification parameters.

It is important to note that the Automatic Overflow Recapture indicator only affects the input to the reclassification process. Once these Overflow Reclassifications are included in the input, they are processed just like any other Reclassification.

This Automatic Overflow Recapture process is executed when the following conditions exist:

- The Automatic Overflow Recapture indicator is set to Yes.
- This process can be executed when funds are spent from a temporary budget and funds become available in a real budget.
- A temporary budget is associated with a Funding Priority with an Overflow Indicator of 'Y'. Online edits are in place to ensure that only the last Funding Priority within a Profile can be defined as Overflow.
- This process looks at the Funding Split Log for Funding Priorities that are marked as Overflow, if it finds one it will see if there are any funds available in the other Priorities associated with the same Funding Profile.

Terminology

Term	Description
Activity	An optional department-specific Chart of Accounts element used to capture additional information. Refer to department procedure for the use of the Activity field and valid Activity codes.
Automated reimbursement process	The series of three optional AFIS batch jobs that are used to select transactions for reimbursement, calculate drawdown requests, and generate Receivable and/or Cash Receipt documents, in accordance with funding rules established within the cost structure for each grant or project setup to use the automated reimbursement process.
Cost Accounting	The process of accumulating, analyzing, and reporting cost information related to grant, project, program, and job activities.
Cost Accounting Modification (CAM) Document	The document that is used to modify various reference pages and budgets related to a project or grant. May be used to add or delete entries on some reference pages related to a project or grant.
Cost Accounting Setup (CAS) Document	The document that is used to set up the various reference pages and budgets related to a project or grant.
Cost Structure	The specialized Chart of Accounts elements in AFIS that that provide specific controls and tracking capabilities for transactions that support project and grant activities.
Drawdown Groups	Enable the system to group expenditures for reimbursement (draws) across different Departments, Major Programs, and Programs. Drawdown Groups are optional and can be defined at the Major Program or Program level.
Front End Split Process	One of two methods to perform funding source calculations in AFIS: the second is the back end split (the back end split method is not used by the State and will not be discussed in this course). The front end split process directs AFIS to perform funding source calculations for expenditures at the point of document entry. Front end split adjusts the input document to infer and record the accounting codes and the funding participation information at the time of entry. Front end split is set at the Major Program level.
Function	Used when creating documents to reduce input errors by inferring values based on document type and department.
Funding Line	Represents a funding source within a Funding Priority. It identifies the funding source, the percentage of expenditures the funding source will fund, the draw frequency, the revenue code, and any associated restrictions. A Funding Priority must have at least one Funding Line but may have multiple Funding Lines. The Funding Line is also used to store information needed for other purposes, such

Term	Description
	as Federal Appropriation Number and Catalog of Federal Domestic Assistance (CFDA) number. Funding Lines are set up only for the projects and grants that use the AFIS automated reimbursement or front end split process and a reimbursement budget structure.
Funding Priority	Part of the Funding Profile hierarchy. It represents the sequence of funding. Each Funding Profile includes at least one Funding Priority, and each Funding Priority has at least one Funding Line. For projects and grants having sequential spending requirements, funding priorities are established to represent the sequence. Funding Priorities are set up only for the projects and grants that use the AFIS automated reimbursement or front end split process and a reimbursement budget structure.
Funding Profile	The top level of the Funding Profile hierarchy, which identifies funding relationships within a Major Program. The hierarchy is a structure with three levels: Funding Profile, Funding Priority, and Funding Line. Funding Profiles are set up only for the projects and grants that use the AFIS automated reimbursement or front end split process and a reimbursement budget structure.
Funding Profile Inference	Allows AFIS to identify the Funding Profile to default into expenditure documents based on the Chart of Accounts elements entered on the document. Funding profile inferences are required when using the AFIS automated reimbursement process, or when using the front end split process for manually calculated reimbursements.
Funding Source	Identifies the type of resources used to pay for the project or grant (Federal, State or Other).
Funding Split	The mechanism that takes a single Accounting line for an expenditure and splits it between multiple funding sources based on funding profile and funding profile inference set up. The type of funding split for a cost structure is entered on the Major Program record.
Internal Buyer Funding Line	Part of the Funding Profile hierarchy. Defines one or more internal funding sources to be associated with inter-governmental payments.
Location	An optional Chart of Accounts element.
Major Program	The highest level element of the cost structure. A Major Program identifies a project or grant or a grouping of projects or grants.
Major Program Category	A hierarchical inferred element used for reporting at the Statewide level.

Term	Description
Cost Structure	The collection of specialized Chart of Accounts elements in AFIS that provide specific controls and tracking capabilities for transactions that support project and grant activities.
Phase	The Chart of Accounts element used to identify different Phases within a Project. Examples are scoping, design, construction, etc.
Program	Identifies a project or grant, or a division of a project or grant. An individual Program is assigned to one and only one Major Program, while a Major Program may have multiple Programs (but must have at least one).
Program Budget Structure (Non-reimbursement budget structure)	Used to control how project/grant funds are expended. Budget Structure 38 (Grant Budget) is the most commonly used program budget structure. Budget Structure 37 (Program Phase) is used for cost structures requiring budget control at the Phase level.
Program Category	A hierarchical inferred element used for reporting at the Statewide level.
Program Group	A hierarchical inferred element used to group projects for reporting purposes at the department level.
Program Period	Defines time periods for Cost Accounting activities (the award period and/or the grantor's fiscal year).
Program Phase	A page that is used to associate a Phase to a Program.
Program Type	A hierarchical inferred element used for reporting at the department level.
Reclassification	An automated process used to apply new funding profile information to existing financial transactions in AFIS. For example, the Reclassification process can be used to generate a bill to the Federal Highway Administration (FHWA) for eligible expenses previously paid out of State Funds.
Reimbursement budget structure	Must be used for those projects that are using the automated reimbursement or front end split functionality in AFIS. The most common reimbursement budget structure is Budget Structure 39 (Reimbursable Grant Budget). If budgetary control is needed at the Program Phase level, Budget Structure 40 (Phase Reimbursable Budget) is used.

List of Acronyms

Acronym	Definition
ACTV	Activity
AD	Automated Disbursement document
ADOT	Arizona Department of Transportation
AFIS	Arizona Financial Information System
APD	Accounting Period
CACR	Cost Account Cash Receipt document
CARE	Cost Accounting Receivable document
AUTOCANO	Cost Accounting Auto Numbering page
BGPDE	Budget document for Budget Structure 38
BGPDR	Budget document for Budget Structure 39
BGPHE	Budget document for Budget Structure 37
BGPHR	Budget document for Budget Structure 40
CACT	Customer Account Options page
CAM	Cost Accounting Modification document
CAS	Cost Accounting Setup document
CFDA	Catalog of Federal Domestic Assistance
CH	Charge Transaction document
CHCLS	Charge Class page
CNTAC	Contact page
CR	Cash Receipt document
DDG	Drawdown Group
FA	Fixed Asset document
FAN	Federal Appropriation Number page
FEDAGCY	Federal Agency page
FES	Front end split

Acronym	Definition
FHWA	Federal Highway Administration
FHWACLN	FHWA Rejection Records page
FPI2	Funding Profile Inference 2 page
FPI3	Funding Profile Inference 3 page
FPI4	Funding Profile Inference 4 page
FPI5	Funding Profile Inference 5 page
FPPPAPPR	Funding Profile Inference by Program Period and Appropriation page
FPRFLST	Funding Profile Select page
FREQDT	Frequency Date page
GAO	General Accounting Office
GAX	General Accounting Expenditure document
GFPI	Grant Funding Profile Inference page
GLM	Grant Lifecycle Management
GTAW	Grant Award document
ICJ	Internal Costing Journal page
ICT	Internal Costing Transaction document
IET	Internal Exchange Transaction document
INCR	Internal Cost Rate page
ITA	Internal Transaction Approval document
ITI	Internal Transaction Initiator document
JACTG	Accounting Journal
JCA	Cost Accounting Journal
JV	Journal Voucher document
JVC	Cost Accounting Journal Voucher document
MD	Manual Disbursement document
MJPRG	Major Program page

Acronym	Definition
OBJ	Object page
OVDREXP	Overhead Rate Exception page
PAEX	Program Activity Exception page
PHASE	Phase page
PHPRG	Program Phase page
POEX	Program Object Exception page
PPC	Program Period page
PRGREQ	Program Activity Requirement page
PROG	Program Setup page
PROGREQ	Unit/Program Required page
PSTAT	Program Status page
PTYP	Program Type page
RE	Receivable document
REIMGEN	Reimbursement Generation Parameter page
REIMHIST	Reimbursement History page
REIMOTPT	Reimbursement Output Parameter page
REIMSEL	Reimbursement Selection Parameter page
SEFA	Schedule of Expenditures of Federal Award
SOPT	System Options page
TASKORD	Task Order page
VCUST	Vendor Customer page