ADOA – General Accounting Office

AFIS MANUAL:
GENERAL ACCOUNTING
# General Accounting

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All activities will be displayed with an icon
GENERAL ACCOUNTING

Overview
The General Accounting class is designed for users who query the Accounting Journal, cash account balances, balance sheet and COA data for agencies. The course focuses on the activities required to understand the basics of accounting and internal transfers, transfers within the agency and between agencies.

Objectives Overview
- Utilize the Accounting Journal to find accounting transactions.
- Find (query) a cash balance, balance sheet and budget using AFIS and “drill down” to determine the transactions that make up the balances.
- Review, research and record Internal Purchase Orders (IPO)
- Record internal transfers between and across state agencies by using an Internal Exchange Transaction (IET), Internal Transaction Initiator (ITI) and Internal Transaction Agreement (ITA).
- Research general balance and accounting reports in InfoAdvantage.
- In the Overview section, provide a brief overview of what the learner can do with the quick tip provided in this document, or explain how the tip will be beneficial.

General Accounting Basics

Learning Objectives
In this lesson, you will:
- Review basic information related to General Accounting
- Research activity in the Accounting Journal

Lesson Overview
General Accounting focuses on processing internal accounting transactions and other miscellaneous transactions. AFIS records all transactions by creating, submitting and approving documents. Once documents are submitted and approved, they update AFIS tables and query pages.

The field of accounting is often thought of as a set of complex business rules and endless numbers. It doesn’t have to be. Accounting, at its heart, is actually a set of very simple concepts and principles. Once you understand the basics of accounting, you will be able to grasp just about any business or accounting concept.
This section of the General Accounting course explains the Fundamentals of accounting like identifying balances, transactions and journal entries. Essentially, the basics section will give you an understanding of the general accounting terms and queries that are building blocks for your accounting knowledge.

Things to know before we begin

**Event Types, Posting Codes, Functions, and Accounting Templates**

This section will explain AFIS concepts and terminology to provide an understanding of the Fundamental concepts of a transaction

**Event Types**

An AFIS event type code triggers a business process. In other words, the code tells the system what to do. A common event type used in General Accounting is INZ1. When this event type is used, you are telling the system you want to make an internal transfer.

All documents have default event types. Default event types mean when you process a document the most common event type for that document will be populated in the event type field. For example, when you request money from another agency and create an interagency transfer document, the system will default to the event type INZ1. If you need to change the event type, you can do so by using the Picklist. The Picklist gives you the ability to choose all allowable event types by clicking the green up arrow.

**Posting Codes**

In accounting, for a transaction (such as an Internal Transfer) to balance, an account needs to be debited and an account needs to be credited. These amounts need to balance or be equal. We’ve talked about event types telling the system what to do. The advantage with AFIS is when the event type is selected and the accounting line information is entered, AFIS knows what to debit and what to credit. This information is called the posting pair and is shown on the document in the Posting area. The event type triggers the posting code so you do not need to populate the posting code area.

For example, if you are transferring money to another agency, a particular account will be debited and another one credited. The posting code is populated based on the event type.

**Accounting Lines**

In the simplest sense, accounting refers to the bucket (or buckets) of money from which charges will be paid. The Accounting Lines provide very specific information to AFIS on which bucket to access.

**Functions and Accounting Templates**

In AFIS, document data entry requires that accurate information be entered in order for the process to be efficient. There are two tools that help reduce both the time required to complete data entry and the number of errors committed in the process:

- Function and Function Inference
- Accounting Template

A Function (FUNC) code can be set up in AFIS to autofill particular elements such as an Appropriation Unit, Task, Fund, etc. Once the Function is created, a Function Inference (FUNCINF) will need to be setup to infer additional Chart of Account (COA) elements. The COA elements are inferred upon validation of
the document. Keep in mind that a Function uses a **hard inference** meaning that if you select the Function and then change an element that was inferred from the Function Inference table, such as the Appropriation Unit, the Function Inference will override that element when the document is validated or submitted. Many functions are already set up for agencies, meaning less data entry and fewer errors than manually entering all data.

Functions are the preferred method of accounting data entry because they are less susceptible to error than the Accounting Templates or manual entry.

The Accounting Template (ACTPL) table allows an authorized user to create a template of COA elements with a unique name for identification. The difference between an Accounting Template and Function is the Accounting Template has a **soft inference** meaning the template will pre-fill the COA elements but does not override any changes to the pre-filled data when validated.

---

**Function versus Template:**

*Comparison of Capabilities*

<table>
<thead>
<tr>
<th><strong>Function</strong> (preferred method of use)</th>
<th><strong>Template</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is an AFIS Chart of Account Element that automatically completes many fields, reducing errors</td>
<td>Is an AFIS Chart of Account Element that automatically completes many fields, reducing errors</td>
</tr>
<tr>
<td>Currently set up for most recurring expenditures</td>
<td>Automatically completes but does not override other AFIS Chart of Account fields</td>
</tr>
<tr>
<td>Is a budgetary requirement for some transactions</td>
<td>Used for specific purposes which differ between agencies</td>
</tr>
<tr>
<td>Function Overrides other AFIS Chart of Account fields</td>
<td></td>
</tr>
</tbody>
</table>

*Note:* A Function will overwrite any changes made to the inferred elements. If you use a Function, change fields populated from the Function and save the transaction, the Function will overwrite those fields to the data that is programmed on the Function Inference table.

---

**Locate data in Function Inference Table**

**Scenario**

You want to see what fields are **auto-filled** or populated when a Function is entered.

Login to the AFIS Home Page. Search for the Function Inference Table.

1. In the Jump To field, enter **FUNCINF**
2. A search box appears. You can search by Fund, Department or other fields. Enter the Function from your student data card. Remember, you can also use the pick list to find the function.

3. Click Select. The Function Inference information appears.

4. Click Next to scroll through the different pages of the Accounting Journal.

Review the COA data. Every time this Function is entered the COA data displayed will populate.

**Create a Function**

<table>
<thead>
<tr>
<th>Scenario</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a Function and Function Inference for your agency.</td>
</tr>
</tbody>
</table>

Login to the AFIS Home Page.

Create the Function:

1. In the Jump To field, enter **FUNC**. The functions appear.
2. Click Insert.
3. Enter Fiscal Year from your student data card.
4. Enter Department from your student data card.
5. Enter Function from your student data card.
6. Enter Student (your student number) in Name.
7. Enter Student (your student number) in Short Name. Make sure active and budgeting boxes are checked.
8. Click Save.

Create a Function Inference:

1. In the Jump To field, enter **FUNCINF**. The functions appear.
2. Click Insert.
3. Enter Fiscal Year from your student data card.
4. Enter Department from your student data card.
5. Click the pick list in Function field.
6. Select the Function created in Step A.
7. Enter Fund from your student data card.
8. Enter Appropriation Unit from your student data card.
9. Enter Unit from your student data card.
10. Enter **Task** from your student data card.

11. Click **Save**.

**The Accounting Journal (JACTG)**

An accounting journal is an electronic record of financial transactions with detailed information within AFIS. The Accounting Journal holds all the accounting transactions for the State of Arizona. It is accessed by using the AFIS page code: JACTG. A few key details that are recorded on the Accounting Journal are:

- The debit and credit amounts
- The COA elements debited and credited
- The date of the transaction
- The document code and ID

Additional journals exist in AFIS that are subsets of the Accounting Journal and have certain types of accounting transactions that post to them. These additional Journals, such as the Cash Journal (JCASH) and Budget Journal (JBUD), allow for smaller subsets of accounting data to be used in research and reports.

Users have access to the Accounting Journal (JACTG) to query accounting transactions created in AFIS. The Accounting Journal is likely to be the most frequently used journal in AFIS. The Accounting Journal has a large amount of data; therefore, a search screen will immediately pop up to require you to limit the amount returned. You can query by many different fields including Department, Fund, and Appropriation Unit or posting code. To query the Accounting Journal, enter search criteria to limit the debit/credit lines returned.
The Accounting Journal returns documents based on your search criteria. It could be narrowed by Document Type, Fund, date, etc.

The Accounting Journal will return documents in run time order but you can click on the header to sort differently. If a header is sortable then it will be underlined. Therefore, on the Accounting Journal, you can sort by Run Tm, Doc Pstng Ln, Dr/Cr or Pstng Am.

You can also download the Accounting Journal transactions by clicking the download button which will allow you to download to an Excel Spreadsheet. When downloading, there is a limit to the number of
fields (5000). When reached, the system will stop downloading any additional records. You will need to narrow the criteria or run a report from InfoAdvantage.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/24/2014</td>
<td>MD.100.INST 1 - 4.5.1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>($53,340.00)</td>
<td>C</td>
</tr>
<tr>
<td>10/24/2014</td>
<td>MD.100.INST 1 - 4.5.1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>($53,340.00)</td>
<td>C</td>
</tr>
</tbody>
</table>

Find a Transaction in the Accounting Journal

Scenario
Your agency wants to find the transactions posted for your Fund in Budget Fiscal Year 2015 for your Department. Download the transactions to an Excel spreadsheet.

Login to the AFIS Home Page. Search for the transaction

1. In the Jump To field, enter JACTG
2. In the search box enter the Department from your student data card and 2015 in Budget FY field
3. Click OK. The transactions from the Accounting Journal appear
4. Click next to scroll through the different pages of the Accounting Journal

Download the transactions

1. Click the Download button. A window appears that reads, do you want to open or save JRNL_ACTG.xlsx from finance.az.gov?
2. Click Open
3. An excel spreadsheet opens, displaying the transactions. You can now save this spreadsheet and/or manipulate the data as you need it to display
General Accounting Queries

Learning Objectives
In this lesson, you will:

- Review basic information related to General Accounting
- Research activity in the Cash Balance Query, Balance Sheet Query and Expense Summary Query.

Lesson Overview
In simple terms, a query is asking the system for information. The AFIS system provides a number of query pages that display current balances for cash, Funds and Balance Sheet Account (BSA) balances. The query pages include a Drill Down (magnifying glass) icon enabling the user to view more details about the amounts displayed on the page.

Cash Balance
The cash balance is the total amount of cash in a Fund or Fund/Sub Fund combination. It is calculated by adding all deposits to the beginning balance and deducting all disbursements or payments made. Net cash balance can be positive, if cash is available or negative if the account has been overdrawn and cash is not available. There are several query pages that can be used to research Cash Balance information: The Cash Balance Summary Query (CBALSQ), Cash Balance Summary Query (CBALDQ) and Cash Journal (JCASH).

Before you query for a cash balance, what exactly do each of these areas mean?
**Fund** – A Fund is an accounting entity established to track money that is collected and disbursed for a specific purpose. A Fund emphasizes accountability rather than profitability. The State of Arizona has many Funds set up to account for everything from highway projects to federal grants.

**Cash Balance** – The current available cash balance amount.

**Pending Increase Non-Cash** – This amount represents updates made by Pending documents with a non-cash increase posting code. An example might be the buyer portion of an Internal Exchange Document or a Receivable.

**Pending Decrease Non-Cash** – This amount represents updates made by Pending documents with a non-cash decrease posting code. An example might be the seller portion of an Internal Exchange Document or a payment request (GAX).

**Pending Increase Cash** – This amount represents updates made by Pending documents with a cash increase. A receivable is a good example of this.

**Pending Decrease Cash** – This amount represents updates made by Pending documents with a cash decrease. A manual or manual disbursement is an example of this.

**Accepted Increase Non Cash** – This amount represents updates made by Final documents with a non-cash increase posting code.
Accepted Decrease Non Cash – This amount represents updates made by Final documents with a non-cash decrease posting code.

Adjusted Cash Balance – This amount is a complicated formula but basically it takes into account everything that is pending or outstanding. Think about your personal checking account, you have a balance then you have checks outstanding (pending) and deposits pending. The adjusted cash balance takes into account all of these items to give you your working or your adjusted cash from which you can make future payments.

Cash Balance Minimum – The minimum cash balance is the required balance for the Fund. The default is zero.

Available Cash Balance – The adjusted cash balance minus the cash balance minimum.

This is the basic information of the Cash Balance Summary query (CBALSQ) but if you want to see more detailed information regarding the balance (at the Fund and Sub Fund level) then select the hyperlink Cash Balance Detail.

Cash Balance Summary Query (CBALSQ)
The Cash Balance Summary Query (CBALSQ) page displays current balances and cash tracking totals for a Fund. When an accounting transaction updates the Cash Balance Detail, the Cash Balance Detail updates the Cash Balance Summary.
Users can check the box next to the Fund to generate the data and balances particular Fund.

The magnifying glass allows you to “drill down” and view the transactions that accounted for that balance.
When you select the hyperlink **Cash Balance Summary** it will give you another screen which displays Fund and sub-Fund information for the Fund.
Review the Cash Balance Information

Scenario
Your agency wants to see which transactions make up the current cash balance for a Fund.

Login to the AFIS Home Page. Search for the transaction.

1. In the Jump To field, enter CBALSQ
2. Click the Search hyperlink
3. In the search box enter the Fund from your student data card
4. Click OK. The cash balance information appears
Drill down to see the transactions.

1. Click the magnifying glass to the right of the cash balance. The Accounting Journal opens with all of the transactions for that Fund.

2. Click the expand all button to expand the transactions for the selected amount.

3. Scroll through the transactions by clicking next or you can download by clicking the download button. If you want to further investigate a particular document, then select that document by clicking on the hyperlink and it will take you to the document entry.

4. Click the back hyperlink in the top right to go back to the Cash Balance Summary page.
Cash Balance Detail Query (CBALDQ)
The Cash Balance Detail Query (CBALDQ) page displays current balances and cash tracking totals for a Fund and Sub Fund combination. It is similar to the CBALSQ in the data that it queries but the main difference is you can query at the Sub Fund level.

The CBALDQ search box will allow you to query at the Fund level, the Sub Fund level or the Available Cash Balance level.

Remember in AFIS you can expand or collapse the document.
Review the Cash Balance Information

Scenario
Your agency wants to see which transactions make up the current cash balance for a Fund and sub Fund.

Login to the AFIS Home Page. Search for the transaction.

1. In the Jump To field, enter CBALSQ
2. Click the Search hyperlink
3. In the search box enter the Fund from your student data card
4. In the search box enter the Sub Fund from your student data card
5. Click OK. The cash balance information appears

Cash Balance Detail

<table>
<thead>
<tr>
<th>Fund</th>
<th>Sub Fund</th>
<th>Cash Balance</th>
<th>Adjusted Cash Balance</th>
<th>Available Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ 9000</td>
<td>9000</td>
<td>$715.23</td>
<td>$3,965.23</td>
<td>$3,965.23</td>
</tr>
</tbody>
</table>

First Prev Next Last

Search

- Fund: 9000
- Sub Fund: 9000
- Cash Balance: $715.23
- Pending Increase Non-Cash: $0.00
- Pending Decrease Non-Cash: $0.00
- Pending Increase Cash: $0.00
- Pending Decrease Cash: $0.00
- Accepted Increase Non-Cash: $3,250.00
- Accepted Decrease Non-Cash: $0.00
- Adjusted Cash Balance: $3,965.23
- Cash Balance Minimum: $0.00
- Available Cash Balance: $3,965.23

Cash Balance Detail Maintenance  Cash Balance Summary
Drill down to see the transactions.

1. Click the **magnifying glass** to the right of the cash balance. The **Accounting Journal** opens with all of the transactions for that Fund

2. Click the **expand all** button to expand the transactions for the selected amount

3. Scroll through the transactions by clicking **next** or you can download by clicking the **download** button. If you want to further investigate a particular document, then select that document by clicking on the hyperlink and it will take you to the document entry

4. Click the **back** hyperlink in the top right to go back to the Cash Balance Summary page

**Cash Journal (JCASH)**
The Cash Journal (JCASH) is a journal in which all cash receipts and transactions are recorded first. This journal can be used to find a cash transaction and a search of the entire Accounting Journal is not necessary.

![The JCASH search box will allow you to query at many different levels depending on what data you want to review.](image)
Balance Sheet

The balance sheet shows the State’s assets, liabilities, and net position.

Assets

Assets included on the balance sheet are resources of the State that remain available to meet future needs. The most significant assets that are reported on the balance sheet are loans receivable, net; property, plant, and equipment (PP&E), net; inventories and related property, net; and cash and other monetary assets.

Liabilities

Liabilities are obligations of the State resulting from prior actions that will require financial resources. The most significant liabilities reported on the balance sheets are state debt securities held by the public and accrued interest, and employee and veteran benefits payable.

As with reported assets, the State's responsibilities, policy commitments, and contingencies are much broader than these reported balance sheet liabilities but this gives you an overview as to what assets and liabilities are.

There are several query pages that can be used to research Balance Sheet Account information: the ITD (Inception-to-Date) Balance Sheet Summary (BBALS), ITD Balance Sheet Detail (BBALD), and Fiscal Year Balance Sheet Detail (BBALFY).
Inception to Date Balance Sheet Summary (BBALS)

The ITD Balance Sheet Summary (BBALS) query page displays balance sheet account balances at the Fund and Balance Sheet Account (BSA) levels independent of fiscal year. This is the highest level of query for balance sheet information. The differences between the balance sheet query tables are very similar to the differences in the cash balance query tables – each provide a different level of detail.

Inception to Data Balance Sheet Detail (BBALD)

The ITD Balance Sheet Detail (BBALD) query page displays balance sheet account balances at the Fund, Sub Fund and Balance Sheet Account (BSA) levels independent of fiscal year. The difference between this table and the BBALS table is the BBALD provides and allows filtering at the Sub Fund level. Other than that difference, the tables are similar. Just like the BBALS, the BBALD has the magnifying glass icons to allow for researching amounts. The icons transition a user to the Accounting Journal (JACTG) page and perform a search for documents that updated the amount.
The hyperlinks at the bottom take a user to different inquiry pages and perform an automatic search with the values of the selected record.

**Review the Balance Sheet Account Information**

**Scenario**

Use the ITD Balance Sheet Detail page to determine the current balance for a specific Fund and Sub Fund combination. Then, drill down to view the documents that generated the total.

Login to the **AFIS Home Page**. Search for the transaction.

1. In the **Jump To** field, enter **BBALD**
2. In the search box enter the **Fund** and **Sub Fund** from your student data card
3. Click **OK**. The ITD Balance Sheet detail page appears
Review the Fund balance detail information.

1. Select the line you want to review checking it
2. Next to the Balance field, click the Drill Down icon (magnifying glass)
3. Review the transaction in the Accounting Journal (JACTG)
Expense Summary Queries

Every State agency operates on a budget for the fiscal year. The budget allows the agency to plan for expenses, post expenses when payments are generated, and then query on the budget to determine the balance as it relates to activity.

Budget Structures in AFIS are broken down into levels. The degree of detail a budget has is determined by the budget structure. Some agencies have many levels to manage at a high degree of detail while other agencies may have only one level. Your agency determines what budget structure your agency will operate.

- Budget Structure 90 – Appropriation and Allotments
- Budget Structure 91 – Department Expense – Bureau
- Budget Structure 92 – Department Expense – District
- Budget Structure 93 – Department Expense – Division
- Budget Structure 95 – Department Expense – Unit

Budget Query (BQ)

Each budget structure in AFIS has a corresponding query page. This query page will allow you to see what has been expensed or spent in relationship to the budget. The query page is initiated by using the code **BQ**, for Budget Query in the **Jump To** field. The next digits in the query reference the budget structure and the next digits reference the level of the budget that you are inquiring upon or querying.

```
BQ90LV1
```

- **BQ**  Budget Query
- **90**  Budget Structure
- **LV1**  Budget Level
Navigation Links
Each budget inquiry page will have one or more of the following links at the bottom: Modified Budget Line Controls, Allotments, Next Level, Previous Level, Linked Revenues, or Supported Expense Budgets. Each navigates to another page with information that is tied to the selected record in the grid of the budget inquiry.
Expense Summary (ESUM)
Some Budget Structure levels also have Expense Summary (ESUM) query pages. An Expense Budget Summary page allows you to view summaries of Expense Budgets by populating particular COA elements and different combinations in the COA.

**Budget Structure 90** has one level, which has a summary page available.

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Query Page</th>
<th>Summary Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGA90</td>
<td>BQ90LV1</td>
<td>ESUM90L1</td>
</tr>
</tbody>
</table>

**Budget Structure 91** has four levels, with a summary page; shown below.

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Query Page</th>
<th>Summary Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGE91</td>
<td>BQ91LV1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BQ91LV2</td>
<td>ESUM91L2</td>
</tr>
<tr>
<td></td>
<td>BQ91LV3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BQ91LV4</td>
<td></td>
</tr>
</tbody>
</table>

**Budget Structure 92** has four levels, with a summary page; shown below.

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Query Page</th>
<th>Summary Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGE92</td>
<td>BQ92LV1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BQ92LV2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BQ92LV3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BQ92LV4</td>
<td>ESUM92L4</td>
</tr>
</tbody>
</table>

**Budget Structure 93** - Budget Structure 93 has three levels, with a summary page available for level 3; shown below.

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Query Page</th>
<th>Summary Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGE93</td>
<td>BQ93LV1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BQ93LV2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BQ93LV3</td>
<td>ESUM93L3</td>
</tr>
</tbody>
</table>

**Budget Structure 95** - Budget Structure 95 has seven levels, with summary pages available for levels 2, 3, and 7; shown below.

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Query Page</th>
<th>Summary Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGE95</td>
<td>BQ95LV1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BQ95LV2</td>
<td>ESUM95L2</td>
</tr>
<tr>
<td></td>
<td>BQ95LV3</td>
<td>ESUM95L3</td>
</tr>
<tr>
<td></td>
<td>BQ95LV4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BQ95LV5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BQ95LV6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BQ95LV7</td>
<td>ESUM95L7</td>
</tr>
</tbody>
</table>
**Budget Query**

*Scenario*
View the Current Budget amount using the Expense Summary Budget Query for the Appropriation Budget (Budget Structure 90)

Login to the AFIS Home Page. Search for the transaction.

1. In the **Jump To** field, enter BQ90LV1
2. In the search box enter the Department from your student data card and 2015 in Budget FY field
3. Click OK. The appropriation and allotment budgeted line amounts appear
4. Click expand all to view the different areas (budget actuals, budgeted amounts, general information)

Drill down to see the adopted budgeted amount.

1. Click the **magnifying glass** to the right of the adopted budget. The detailed transaction listing appears
2. Click on the **hyperlink** under the document identifier column to open the budget document. The appropriation and allotment budget opens. You can view the different areas to see the budgeted amounts
Decentralized

Learning Objectives
In this lesson, you will:

- Identify available decentralized COA elements in AFIS
- Create decentralized COA codes

Lesson Overview
The COA is a key component of AFIS and is comprised of a set of reference tables used to validate codes entered on system transactions. The COA has two functions:

- Provides a centralized uniform set of codes to recognize expense, revenue, and balance sheet transactions across the State
- Provides decentralized codes for agencies to meet their own business tracking, reporting and budgeting needs

This lesson will identify decentralized COA codes that are available for Department use and review the process of adding decentralized COA codes. Decentralized COA Codes

Decentralized COA Codes
Decentralized COA elements are maintained at a Department level. They are called decentralized because decisions are made at the agency level versus the state level which is considered centralized. Department level managers with the appropriate security have the ability to add new elements, modify existing elements, and delete existing elements within their Departments. Departments have the ability to maintain their COA requirements on the Fund Department Requirements (FDREQ) table for Spending, Revenue and General type documents. The available decentralized COA elements are: Department Object, Department Revenue Source, Location, Activity, Function, Unit, and Task.

Department Object
A Department Object is a way to track an expense at the Department level. Department Objects appear in the expense budget and on spending transactions.

The Department Object (DOBJ) table allows users to establish valid Department Object Codes and associated information related to the Object Code, but at a more detailed level, specific to a Department. This table allows users to add, delete, and maintain the Department Object Codes used by the Department. Each code must be unique within a fiscal year and Department.
Department Revenue Source

The Department Revenue Source code is generally used to track the types of revenue received by the State. Some common types of revenue collected are tax revenue and licensing revenue. Department Revenue Source appears in the revenue budget and on transactions.

Just like AFIS utilizes Object Codes to track expenses, revenues are tracked in AFIS by using a Revenue Source code. The Department Revenue Source (DRSRC) table allows users to establish valid Department Revenue Source codes and associated information related to the Revenue Source code, but at a more detailed level, specific to a Department.

This table allows users to add, delete, and maintain the Department Revenue Source codes used by the Department. Each Department Revenue Source code must be unique within a fiscal year and Department.
The Department Object Revenue Source table allows you to search by Fiscal Year, Department, Department Object, or Name. The resulting table displays the revenue source data and information.

**Location Table**

A fixed asset generally refers to a long-term and tangible asset. They are assets that are used for the state that are typically classified as property, plant and equipment. The state of Arizona has a number of fixed assets such as vehicles, furniture, fixtures and office equipment. AFIS helps us manage the Location of the fixed assets so we know where each of our assets is stored and what agency is responsible for the fixed asset. The Location (LOC) table in AFIS allows you to define the location and associated information related to the location.

This table allows users to add, delete, and maintain the Location codes used by the department. Each Location code must be unique within a fiscal year and department.

For example, you see that a security vehicle is located in location 3000. You can go to the location table and see that location 3000 is 2200 E Hillsdale Rd.
The Location table allows the user to search by department, location, or name. The results show the location name for a particular code.

**Activity Table**

The Activity (ACTV) table allows users to define valid Activities. An Activity is an internal tracking code that is defined for budgeting and/or reporting purposes. Each Department within AFIS can define a separate set of Activity codes; and while they must be unique within a Department, they do not need to be unique across all Departments.
The Activity table allows the user to search by fiscal year, department, or activity. The results show the name of the activity as well as whether it is active or a budgeted activity code.

**Task**
The Task (TASK) table allows users to define valid tasks in the AFIS system. A Task is a code that is required for budgeting and reporting purposes.
Sub Task

The Sub Task (STASK) table allows users to define valid sub tasks in the AFIS system. A Sub Task is an internal code that may be optional for budgeting and reporting purposes.

Add Decentralized COA Codes

Scenario

Your agency is realigning their COA and has asked you to add a new object and activity code.

Login to the AFIS Home Page. Create a Department Object Code.

1. In the Jump to field, enter DOBJ
2. Click Go
3. Click Insert
4. In the new Department Object, in the Fiscal Year field, enter the current fiscal year
5. In the Department field, enter the data from your student data card
6. In the Dept Object field, enter the data from your student data card
7. In the Name field, enter the data from your student data card
8. In the Short Name field, enter the data from your student data card
9. Click Save

Create an Activity code.

1. In the Jump to field, enter ACTV
2. Click Insert
3. In the new Activity, in the Fiscal Year field, enter the current fiscal year
4. In the Department field, enter the data from your student data card
5. In the Activity field, enter ACT123
6. In the Name field, enter the data from your student data card
7. In the Short Name field, enter the data from your student data card
### Activity

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Department</th>
<th>Activity</th>
<th>Name</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>DEA</td>
<td>1000</td>
<td>Operating Des</td>
<td>Yes</td>
</tr>
<tr>
<td>2001</td>
<td>DEA</td>
<td>1000</td>
<td>Operating Des</td>
<td>Yes</td>
</tr>
<tr>
<td>2001</td>
<td>DEA</td>
<td>1238</td>
<td>Operating Des</td>
<td>Yes</td>
</tr>
<tr>
<td>2002</td>
<td>DEA</td>
<td>1000</td>
<td>Operating Des</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**General Information**

- **Fiscal Year**: [Input Field]
- **Department**: [Input Field]
- **Activity**: [Input Field]
- **Name**: [Input Field]
- **Short Name**: [Input Field]
- **Contact Code**: [Input Field]
- **Effective From**: [Input Field]
- **Effective To**: [Input Field]
- **Active**: [Yes/No]
- **Budgeting**: [Yes/No]
- **Description**: [Input Field]

**Rollups/CAFR**

**Extended Description**

**Populate for All Departments**
Internal Purchase Orders

Learning Objectives
In this lesson, you will:

- Examine the Internal Purchase Order document
- Create an Internal Purchase Order document
- Research the updates made by the Internal Purchase Order document
- Cancel an Internal Purchase Order document

Lesson Overview

In AFIS, accounting transactions can take place between Departments and within Departments. When a transaction takes place between Departments, it is called an Inter-Agency transaction. When a transaction takes place within a Department, it is called an Intra-Agency transaction.

When recording an Inter-Agency transaction, one Department is the buyer and another Department is the seller. If the transaction involves appropriated Funds and is for an amount greater than or equal to $5,000, the transaction may require the submission and approval of an Internal Purchase Order (IPO) document, which is used to establish in Internal Encumbrance for the buyer Department’s appropriations. Check with your division to see if they require an IPO for transactions under $5000. There may be exceptions to this rule. Eligibility payments and required payments that are not discretionary (social services and eligibility) are exempt from this rule. Regular accounts payable for everyday goods and services discretionary have to follow the rule. Refer to the State of Arizona Accounting Manual (SAAM): topic 45, section 15.

An Internal Purchase Order (IPO) document is used to establish an Internal Encumbrance for the buyer Department’s appropriation. A request is received by the Department for the creation of an Internal Encumbrance, which may be for an internal service, for an accounting transfer agreement, or to comply with legislative requirements. The request may be related to an internal service agreement or some other type of agreement with another Department that impacts appropriated Funds requiring an encumbrance. The Department creates an IPO that encumbers monies and the COA information is entered on the IPO document.

An agency may use an IPO to encumber funds for a transfer to another agency. For example, if an agency is going to spend $10,000 in printing services provided by another agency this quarter, an IPO document to encumber these funds is required.
Review an Internal Purchase Order

**Review an Internal Purchase Order (IPO) Document**

**Scenario**
Review the Internal Purchase Order to learn the different components

Login to the AFIS Home Page. Review the Internal Purchase Order.

1. In the **Jump To** field, enter **IPO**
2. In the **Dept.** field, enter the data from *your student data card*
3. Click the triangle to open the **document state** area
4. Select **Final** phase
5. Select **Submitted** status
6. Click **Browse**. The IPO’s in final submitted status for the Department entered are listed below
7. Click the hyperlink for the $800 IPO

Review the components of the IPO with the Instructor.

The Internal Purchase Order document has 4 components that contain the information for the processing of the internal encumbrance transaction: The Header, Vendor, Accounting and Posting components.

**Header**
The Header component stores values that apply to all components of the IPO document. In the Header component of the Internal Purchase Order, users can enter a date or allow this field to default based on the current system date when the document is submitted.

- **Record Date** – Enter a date or allow the system to default during document submission
- **Budget FY** – Enter a year or allow the system to default based on the Record Date
- **Fiscal Year** – Enter a year or allow the system to default based on the Record Date
- **Period** – Enter a valid value or allow the system to default based on the Record Date

The General Information tab contains descriptive fields and date information common to most document headers. The Header contains fields for Document Name and Description and displays amounts for the entire document.

**Vendor**
The Vendor component is not used on the Internal Purchase Order. Users must insert a line in the Vendor component because the Vendor line contains the accounting lines below it. However, after inserting a line on the Vendor component, all fields are left blank and the user continues data entry on the accounting lines.
Accounting

The Accounting component is the where the majority of the data entry takes place. Users must first insert a line and then complete the required fields on the General Information and Fund Accounting tabs.

Accounting General Information

The required fields on the General Information tab are:

- **Event Type** – Enter an appropriate Event Type or select one from the pick list
- **Line Amount** – Enter an amount for the current line

The other fields on the General Information tab are optional, and include description and date information. This tab is also where the user can select an Accounting Template which will infer COA elements on the Fund Accounting and/or Detail Accounting tabs.

Accounting – Fund Accounting

The required fields on the Fund Accounting tab are:

- **Fund** – Enter the Fund code
- **Department** – Enter the Department code
- **Unit** – Enter the Department Unit
- **Appr Unit** – Enter the Appropriation Unit code
- **Object** – Enter the Object Code
- **Task** – Enter the Task

The other fields on the Fund Accounting tab are optional but may be used to further identify the COA elements on the transaction.

**Accounting – Detail Accounting**

All of the fields on the Detail Accounting tab are optional; however, the Function field can be used to infer the necessary COA elements.
**Posting**

The Posting component shows the accounting impact of the document. It shows values entered on the other components such as the COA elements, as well as many values that were not entered in the other components. No data can be entered into this component; posting lines are generated from the rest of the document data. Click the Eye icon to expand the posting details.

The Posting component will only show the posting lines for one Accounting Line at a time. To see the Posting Lines for a different Accounting Line, click on the Accounting component, select another Accounting Line, and then click the Posting component.
Create an Internal Purchase Order

An internal transaction may or may not include an encumbrance for the buyer Department. When an encumbrance is required, it is the buyer Department (sending a payment) that creates the Internal Purchase Order (IPO) document. Internal Purchase Order documents are created by navigating to the Document Catalog and creating a new document. When submitted and approved by the Department level approver, the document updates the Accounting Journal (JACTG).

Create an Internal Purchase Order (IPO) Document

Scenario
You have received a request to create an Internal Purchase Order (IPO) to record an internal encumbrance on Funds.

Login to the AFIS Home Page. Create a new Internal Purchase Order document.

1. In the Secondary Navigation Panel, click Search
2. Click Document Catalog
3. Click the Create link
4. In the Document Code field, enter IPO
5. In the Dept. field, enter the data from your student data card
6. Check the box for Auto Numbering
7. Click Create. The new IPO document opens to the Header component.
Complete the Header component of the document.

1. In the Header component, on the General Information tab, in the Document Name field, enter Internal Purchase Order

2. In the Document Description field, enter Record an internal encumbrance on Funds. At a minimum, you will want to enter the document name and document description

Navigate to and complete the Vendor component of the document.

1. On the left side of the screen, click the Open Document Navigator arrow

2. In the Document Navigator Panel, click Vendor

3. In the Vendor component, click the Insert New Line button (note: do not enter any Vendor Information). You must insert a line in the Vendor component because the Vendor line contains the Accounting lines below it. However, after inserting a line in the Vendor component, all fields are left blank
Navigate to and complete the Accounting component of the document.

1. Click on the General Information tab
2. In the Document Navigator Panel, click Accounting
3. In the Accounting component, click the Insert New Line button
4. On the General Information tab, in the Event Type field, enter PR06
5. In the Line Amount field, enter $1199.99
Click the **Fund Accounting** tab. At a minimum, enter the following information on the Detail Accounting tab: Fund, Department, unit, Appropriation Unit, object, task.

1. In the **Fund** field, enter the data from your student data card
2. In the **Department** field, enter the data from your student data card
3. In the **Unit** field, enter the data from your student data card
4. In the **Appr Unit** field, enter the data from your student data card
5. In the Object field, enter **7599**
Click the **Detail Accounting** tab.

1. In the **Task** field, enter the data from *your student data card*

2. Check the IPO document for errors and submit it.

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

4. Click the **Submit** button to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully - Pending Approval**

5. Record the Document ID of this document. #_______________________________

6. Click Close to return to the Document Catalog

7. Click Home in the Primary Navigation Panel to return to the Home Page
Research Updates made by the Internal Purchase Orders

The Internal Purchase Order (IPO) document updates the Accounting Journal (JACTG) along with other journal and budget tables. Journals record all accounting transactions that are posted within AFIS. The Accounting Journal is the primary record of all accounting transactions within AFIS. Additional journals exist as subsets of the Accounting Journal and have certain types of accounting transactions that post to them.

**Accounting Journal (JACTG)**

The Accounting Journal (JACTG) is used to query accounting transactions created in AFIS. There are thousands of records in the JACTG. The search criteria is used to limit the record lines returned. Records returned from a search can be added together using the Calculate Total link to provide the total for all of the Posting Amounts for all documents returned by the search filters.

---

**Scenario**

You want to verify that the Internal Purchase Order exists by searching the Accounting Journal.

Login to the AFIS Home Page. Navigate to the Accounting Journal.

1. In the Jump to field, enter **JACTG**
2. Click **Go**

Search for the Internal Purchase Order document.

1. In the **Department** field, enter the data from *your student data card*
2. In the **Doc ID** field, *enter the data from the previous activity*. You can also search by other fields such as Fund or Appropriation Unit
3. In the Doc CD field, enter **IPO**. This is not required but if you know the code you can narrow down the search
4. **Click Ok**

Observe the document information in the Accounting Journal.

1. **Select the line for the IPO document in the grid**

2. **Observe the sections displayed in the scalar**

3. **Click the Document link in the grid. The IPO document opens**

4. **Explore the document in read-only mode**

Close out and return to the Home Page.

1. **Click Close in the IPO document screen**

2. **Click Home in the Primary Navigation Panel to return to the Home Page**
Modify/Cancel an Internal Purchase Order

When an Internal Purchase Order (IPO) document contains errors, it must be modified or cancelled (whether a modification or cancellation is used depends on the document phase.) If the document is in Draft phase, pending submission, it can be modified by editing the document or removed from AFIS by discarding the document. If the document is in Final phase, certain fields can be modified by editing the Final document or it can be cancelled by discarding the Final document. When modifying or discarding a document in Final phase, a Modification or Cancellation version of the document is created in Draft phase and must be submitted and approved to process the change or reverse the original document.

Cancel an Internal Purchase Order

Scenario
You have received a request to cancel an Internal Purchase Order document that was created in error.

Login to the AFIS Home Page. Search for the Internal Purchase Order document.

1. In the Secondary Navigation Panel, click Search
2. Click Document Catalog
3. In the Code field, enter IPO
4. In the Dept. field, enter the data from your student data card
5. In the ID field, enter the Document ID
6. Click Search
7. In the grid, click the ID link for the IPO document. The document opens.
Create a cancellation version of the Internal Purchase Order document.

1. In the document, click the **Discard button**

2. A pop-up window is displayed asking if you are sure, click **Ok**

The new Cancellation version of the document is created in Draft phase.
3. Click **Validate**

4. If the document validates successfully, click **Submit**

Close out and return to the Home Page.

5. Click **Close** in the IPO document screen

6. Click **Home** in the Primary Navigation Panel to return to the Home Page
Internal Exchange Transaction (IET)

Learning Objectives
In this lesson, you will:

- Examine the Internal Exchange Transaction document
- Create an Internal Exchange Transaction document

Lesson Overview
The Internal Exchange Transaction (IET) document can be used to record intra-agency Fund transfers in a single document. The expectation is that the COA information for both parties is known by the creator of the IET document. An IET document can reference and either partially or fully liquidate an Internal Purchase Order (IPO) document.

Review an Internal Exchange Transaction (IET)
Documents in AFIS contain various components, sometimes referred to as sections. Internal Exchange Transaction (IET) documents contain four components. As a rule of thumb, it’s a good idea for the agency that is requesting/receiving the Funds to be the Initiator. Think of it like this, you want the money, then you need to do the work.

Review an Internal Exchange Transaction (IET) Document

Scenario
Review the Internal Exchange Transaction Document to learn the different components.

Login to the AFIS Home Page. Review the Internal Purchase Order.

1. In the **Jump To** field, enter **IET**
2. In the **Dept.** field, enter the data from your student data card
3. Click the triangle to open the **document state** area
4. Select **Final** phase
5. Select **Submitted** status
6. Click **Browse**. The IETs in final submitted status for the Department entered are listed below
7. Click the hyperlink for the $500 IET.

Review the components of the **IET** with the Instructor.

The Internal Exchange Transaction document has four components that contain the information for the processing of the exchange transaction: The Header, Exchange Details, 2nd Party Accounting and Posting component.
Header
The Header component stores values that can apply to all components of the IET document. In the Header component, users can enter a date or allow this field to default based on the current system date when the document is submitted.

- **Record Date** – Enter a date or allow the system to default during document submission
- **Budget FY** – Enter a budget fiscal year or allow the system to default based on the Record Date
- **Fiscal Year** – Enter a fiscal year or allow the system to default based on the Record Date
- **Period** – Enter an accounting period or allow the system to default based on the Record Date
- **Initiator** - Select Provider/Seller if the 1stParty is receiving cash. Select Receiver/Buyer if the 1st Party is sending cash.

Exchange Details
The Header component stores values that can apply to all components of the IET document. In the Header component, users can enter a date or allow this field to default based on the current system date when the document is submitted.

The Exchange Details section has six tabs: General Information, 2nd Party Information, 1st Party Reference, 1st Party Fund Accounting, 1st Party Detail Accounting, 1st Party Service Dates.

Exchange Details – General Information
The required fields on the General Information tab are:

- **Event Type** – Enter an appropriate Event Type or select one from the pick list
- **Line Amount** – Enter an amount for the current line

Exchange Details – 1st Party Fund Accounting
The required fields on the 1st Party Fund Accounting tab are:

- **Fund**
- **Department**
- **Unit**
- **Appropriation Unit**
- **Object or Revenue (if applicable)**
**Exchange Details – 1st Party Detail Accounting**

If a Function was entered on the 1st Party Detail Accounting tab, it may have inferred the Task. The Task is a required field and will need to be entered if it was not inferred.

**2nd Party Accounting**

The 2nd Party Accounting component contains information that pertains to the 2nd Party in the transaction. Users must first insert a line and then complete the required fields on the General Information and Fund Accounting tabs.

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**2nd Party Accounting – General Information**

The required fields on the General Information tab are:

- **Event Type** – Enter an appropriate Event Type or select one from the pick list
- **Line Amount** – Enter an amount for the current line

The other fields on the General Information tab are optional. This tab is also where the user can select an Accounting Template, which will infer COA elements on the Fund Accounting and/or Detail Accounting tabs.

**2nd Party Accounting – Fund Accounting**

The required fields on the Fund Accounting tab are:

- **Fund** – Fund code
- **Department** – Department code
- **Unit** – Unit code
- **Appr Unit** – Appropriation Unit
AFIS MANUAL:

- **Object or Revenue**– This field is conditionally required based on the Initiator or Event Type entered

The other fields on the Fund Accounting tab are optional but may be used to further identify the COA elements on the transaction.

**2nd Party Accounting – Detail Accounting**

Task is the only required field on the Detail Accounting tab; however, the Function field can be used to infer the Task or additional COA elements.

**Posting**

The information entered in the above sections is summarized on the Posting component. No entry is allowed but a final review by the user can be completed.

**Create an Internal Exchange Transaction**

<table>
<thead>
<tr>
<th>Create an Internal Exchange Transaction (IET) Document</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scenario</strong></td>
</tr>
<tr>
<td>You have received a request to create an Internal Exchange Transaction (IET) Document to record an internal transfer of funds.</td>
</tr>
</tbody>
</table>

Login to the AFIS Home Page. Create a new Internal Exchange Transaction document.

1. In the **Jump To** enter **IET**
2. In the **Dept.** field, enter the data from your **student data card**
3. Check the box for **Auto Numbering**
4. Click Create. The new IET document opens to the Header component
Complete the **Header** component of the document.

1. In the Header component, on the General Information tab, in the Document Name field, enter **Internal Exchange Transaction**

2. In the **Document Description** field, enter **Record an internal transfer of Funds**

3. In the Initiator field, select **Provider/Seller**
Navigate to the **Exchange Details** component.

1. On the left side of the screen, click the **Open Document Navigator** arrow
2. In the Document Navigator Panel, click **Exchange Details**
Complete the **Exchange Details** component of the document.

1. In the **Exchange Details** component, click the **Insert New Line button**
2. On the **General Information** tab, in the Event Type field, enter **IN04**
3. In the **Line Amount** field, enter **$500**
4. Click the 1st Party Fund Accounting tab
5. In the Fund field, enter AD4204
6. In the Department field, enter ADA
7. In the Unit field, enter 270
8. In the Appr Unit field, enter AD43001
9. In the Revenue field, enter 4346
10. Click the 1st Party Detail Accounting tab

11. In the Task field, enter **800000**

12. In the Sub Task field, enter **850000**
Navigate to and complete the 2nd Party Accounting component of the document.

1. In the Document Navigator Panel, click 2nd Party Accounting.
2. In the Accounting component, click the Insert New Line button.
3. In the Line Amount field, enter $500.
4. Click the Fund Accounting tab

5. In the Department field, enter the data from your student data card

6. In the Object field, enter 6251
7. Click the Detail Accounting Tab

8. In the **Function** field, enter the data from your student data card
Check the IET document for errors and submit it.

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

2. Click the **Submit** button to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully - Pending Approval**

3. Click **Close** to return to the Document Catalog

4. Click **Home** in the Primary Navigation Panel to return to the Home Page
Inter-Agency Transfer

Learning Objectives
In this lesson, you will:

- Examine the Inter-Agency Transfer documents
- Create an Internal Transaction Initiator document
- Create an Internal Transaction Agreement document
- Cancel an Inter-Agency Transfer documents

Lesson Overview
A transfer of funds between agencies when the buyer and seller sides are to be processed by separate parties can begin with or without the creation of an encumbrance document. If an encumbrance is not needed, the process begins with the creation of an Internal Transaction Initiator (ITI) document, which is then copied forward to an Internal Transaction Agreement (ITA) document.

If an Internal Purchase Order (IPO) has been created, it can be used as a reference document for an Inter-Agency Transfer. The IPO can be entered on either the ITI or ITA document. It is recommended the buyer is the ITA agency as the Buyer/Receiver.

This process uses a two-document method that involves the first Department (Party 1) creating an Internal Transaction Initiator (ITI) document (that may reference the IPO, if applicable), followed by the creation of an Internal Transaction Agreement (ITA) document that allows the second Department (Party 2) to view and accept the amount billed/paid, enter their COA elements, and amount being transferred.

There are many times when one agency provides services to another agency and needs to collect funds for payment. Typically, the agency that is requesting the funds provides or performs the goods or services. The easiest way to remember this rule is if you do the ITI (the work), you are responsible for requesting your payment.

*Note: Event Type for ITI and ITA must be the same.*
**Example:** GAO (General Accounting Office) processing an ITI to send funds to DPS (Department of Public Safety) for fingerprint payments.

<table>
<thead>
<tr>
<th>ITI - The agency initiating the transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>The agency requesting the transfer completes the ITI. The default initiator is Receiver/Buyer*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>An approver receives the ITI in the queue.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITA Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSA opens the ITA in draft mode</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document handled through workflow and pending Department Approver (Finance)</td>
</tr>
</tbody>
</table>
Initiator Box

<table>
<thead>
<tr>
<th>Provider/Seller</th>
<th>Receiver/Buyer</th>
</tr>
</thead>
<tbody>
<tr>
<td>• System Default</td>
<td>• Must select, not a system default</td>
</tr>
<tr>
<td>• Used when agency is providing a service</td>
<td>• Selected when agency is receiving service</td>
</tr>
<tr>
<td>• Used when agency is requesting funds</td>
<td>• Selected when agency is sending funds</td>
</tr>
</tbody>
</table>

If the agency providing services and receiving cash is creating the ITI, then the **Initiator** is the **Provider/Seller**.

**Initiator** is **Receiver/Buyer** if the first party is sending the funds or receiving the services.

**Review an Internal Exchange Transaction**

**Review an Internal Transaction Initiator Document**

**Scenario**

Review the Internal Transaction Initiator document to learn the different components

Login to the **AFIS** Home Page. Review the Internal Transaction Initiator document.

1. In the **Jump To** field, enter **ITI**
2. In the **Dept.** field, enter the Department **100**
3. Select the hyperlink for Document number **141007000022** to open the ITI
Internal Transaction Initiator Header

The Header component of the ITI document contains information that applies to the entire document. The General Information tab is the only tab that requires user input. The General Information tab has fields for recording description and date information, as well as selecting the Initiator of the two document transaction method. The date fields, Record Date, Budget FY, Fiscal Year, and Period can either be entered by the user or allowed to default to current if left blank.

If the agency providing services and receiving cash is creating the ITI, then the Initiator is the Provider/Seller.

Initiator is Receiver/Buyer if the first party is sending the funds or receiving the services.

Internal Transaction Initiator Vendor

The Vendor component of the ITI document will not be used and requires no data entry by the user.

Internal Transaction Initiator Accounting

The Accounting component contains tabs for collecting the COA information for the document initiator. In this component, the General Information, Reference, Fund Accounting, and Detail Accounting tabs are available. An Accounting Template or Function can be used on the Accounting component to infer
the COA elements on the Fund Accounting and Detail Accounting tabs. An Event Type must also be selected on the Accounting component.

Create an Internal Transaction Initiator Document

**Scenario**
Review the Internal Transaction Initiator document to learn the different components

User is logged into the AFIS Home Page. Create a new Internal Transaction Initiator document.

1. In the **Jump To** enter ITI
2. In the **Dept.** field, enter the data from **your student data card**
3. Check the box for **Auto Numbering**
4. Click **Create**. The new ITI document opens to the Header com

Complete the **Header** component of the ITI document.

1. On the General Information tab, in the **Initiator** field, select **Provider/Seller**
2. In the document description area, type motor pool services

Complete the **Accounting** component of the document.

1. Click the **Accounting** component at the bottom of the screen
2. In the General Information tab, in the **Event Type** field, enter **INZ3**
3. In the **Line Amount** field, enter **500**

4. Click the **Fund Accounting** tab
5. In the **Department** field, enter **ADA**
6. In the **Revenue** field, enter **4346**
7. Click the Detail Accounting tab
8. In the **Function** field, enter **Motor12345**
Check the ITI document for errors and submit it.

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

2. Write down the Document ID #______________________________

3. Click the Submit button

4. Click Close to return to the Document Catalog

5. Click Home to return to the Home Page

**NOTE: In the live AFIS environment, the document will be routed through workflow and will show as pending until the appropriate person approves the request. Once the request is approved, they will copy forward to an ITA document to the sending agency.**

**ITI Approver Activity**

**Approve the ITI and Copy Forward to an ITA**

**Scenario**

You are now the approver for the ITI that you created earlier. In the live AFIS environment, the approver may not be you, but we are playing that role in class so you can also see how an ITA is processed.

Login to the AFIS Home Page. Search for and open the Final ITI document.

1. In the Jump To box, enter ITI

2. In the Dept field, enter the data from **your student data card**

3. Click Browse

4. Click the hyperlink to open the ITI document previously created

Create the ITA document using **Copy Forward** from the ITI.
5. In the ITI document, click **Copy Forward**

6. On the **Copy Forward** screen, in the **Doc Department Code** field, enter the data from your **student data card**. This is the agency that is responsible for completing the ITA

7. Select the **Auto Numbering** check box. This will auto-number the ITA

8. Select the **Target Doc Type** of ITA

9. Click **OK**. The ITA document opens

10. Write down this **Document ID #___________________________**

11. Click **Close**. This leaves the ITA document in the Draft phase

12. Click **Home** in the Primary Navigation Panel to return to the Home page. The approving party is now finished and it is up to the party providing the Funds to approve the ITA that is in his or her queue in draft phase
Internal Transaction Agreement

The second document in the Internal Transaction two-document method is the Internal Transaction Agreement (ITA) document. This document is created by using Copy Forward from an Internal Transaction Initiator document.

Internal Transaction Agreement Initiator Reference

The Initiator Reference component contains the information copied forward from the ITI document and should not be changed.

Note: If errors are present due to the ITI information, the ITA agency should notify the ITI agency. Once the ITI has been corrected and approved, the ITA document can be validated to populate the document with the changes.

Internal Transaction Agreement 2nd Party Accounting

The 2nd Party Accounting component contains tabs for collecting the information for the 2nd Party in the transaction. In this component, the General Information, Reference, Fund Accounting, and Detail Accounting tabs are available. An Event Type must be selected on the General Information tab.

Internal Transaction Agreement Posting

The Posting component does not require data entry by the user. It displays information that is gathered from the other components of the document. Posting lines contain a summary of the Function as well as Debit/Credit posting codes and amounts contained in the Internal Transaction Agreement. The Eye icon
on the right displays the details for each posting line, reflecting the data entered on the General Information, Fund Accounting, and Detail Accounting from both the ITI and ITA documents.

Create an Internal Transaction Agreement Document

Approve the ITI and Copy Forward to an ITA

Scenario
You have checked your queue and see a request for $500 to be transferred from your agency to ADA for motor pool services. You pull up the ITA in Draft phase, complete the 2nd party accounting information, Validate and Submit.

Login to the AFIS Home Page. Search for and open the Draft ITI document.

1. In the Jump To box, enter ITA
2. In the Dept field, enter the data from your student data card
3. Click Browse
4. Click the hyperlink on the ID in the previous activity to open the ITA document in draft phase.

Note: It must be opened in draft phase.

Review the information that was copied forward from the ITI document.

1. Observe the information on the Header component of the ITA document
2. Click the Initiator Reference component
3. Observe the information in the Initiator Reference Component.
1. Click the **Edit** button at the bottom of the screen.

Complete the **2nd Party Accounting** component.

2. Click the **2nd Party Accounting** component

3. Click **Insert New Line** button

4. On the **General Information** tab, Enter the event type, it must match the event type in the ITI (INZ3)

5. In the **Line Amount** field, enter **$500**

Click the **Reference** Tab.

In training we do not complete the reference tab but if you were referencing an IPO it would be entered here.

Complete the **Fund Accounting** tab.

1. Enter the **Fund** from your student data card

2. Enter the **Dept** from your student data card

3. Enter the **Unit** from your student data card

4. Enter the **Appropriation Unit** from your student data card

5. Enter the **Object** 6521

Complete the **Detail Accounting** tab.

1. At the minimum enter, the **Task** from your student data card

2. Check the ITA document for errors and submit it
3. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the Validate button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**

4. Click the **Submit** button

5. Click **Close** to return to the Document Catalog

6. Click **Home** to return to the Home Page

---

**Cancel an Inter-Agency Transfer**

If errors are made or discovered in the document creation or review process, the document can be cancelled or returned for correction, depending on where in the approval process the document is.

When using the two-document method to complete a transfer:

- The second party discovers errors in the received pending ITA document.
- The ITA document is rejected and the ITI document must be cancelled.
- The initiating party creates a new ITI document.
- The new ITI document is copied forward to a new ITA document.
- The new ITA document is submitted for approval
General Accounting Reporting

Learning Objectives
In this lesson, you will:

Review reports available in General Account

Lesson Overview
AFIS includes several reports for monitoring General Accounting

Reports
The key reports needed to support the AFIS General Accounting business processes are listed below:

- **FIN-AZ-GL-N457** - Open Transfers by Initiating Department - This report shows all open transfers where ITI is Final and ITA has not been processed
- **FIN-AZ-GL-N343** – General Ledger Activity Report
- **FIN-AZ-AP–N338** – Monthly and Yearly Expenditure Comparison Report
- **FIN-AZ-GL-N368** - Totals for all Revenue & Expenditure Transfers - This report displays all Revenue & Expenditure Transfers by document, accounting period, Department, Fund
- **FIN-AZ-GL-N371** - Totals for Operating Transfers - This report displays all operating transfers by document, Department, Fund class and Fund
- **FIN-AZ-GL-N388** - Outstanding Open Items - Lists all Documents with an open balance by Document Department and Document Code
- **FIN-AZ-GL-N389** - YTD Balance Sheet Detailed Transaction - This report contains the Detailed General Ledger transactions, starting with beginning balance for the prompted fiscal year and lists transactions through to the end of the prompted fiscal period.
- **FIN-AZ-GL-N397** - Detailed Transaction Listing - The Report shows detailed journal accounting transactions for a time range from Date to Date with a given Fiscal Year
Appendix A

A.1. Budget Fiscal Year Staging

The General Accounting Office is responsible for managing system-wide settings that determine what happens to accounting transactions at the end of a Fiscal Year or Accounting Period. This lesson reviews the Open Activity management processes in AFIS as well as some of the available batch jobs and chain jobs that handle offline processing.

A.2. Accounting Period

The Accounting Period (APD) table is used to establish, maintain, and validate accounting periods used in AFIS. Valid accounting periods can be defined for each fiscal year. The APD table can also be used to provide period-end, period closing, and adjustment period information that affects transaction processing. The APD table must be updated before beginning a new fiscal year.

For each defined accounting period on the APD table, the following fields are available:

- **Fiscal Year** – Enter or use the pick list to select a valid value from the Fiscal Year (FY) table
- **Period** – Enter the identification number associated with the period within a fiscal year
- **Quarter** – Enter the fiscal quarter within which this accounting period is defined, there are four quarters in a fiscal year
- **Name** – A field for a user defined name associated with the accounting period (should be descriptive since it is used in reporting)
- **End Date** – Enter the last calendar date of the accounting period
- **Adjustment Period** – A check box that, when checked, indicates that the accounting period is to be used for end-of-the-year adjustments
- **Closed** – A check box that, when checked, indicates that the accounting period is closed to further activity (also known as a soft close)
- **Closing Process Run** – A Yes/No field that is only set to Yes by the offline closing process. When set to Yes, it indicates that the Closing Process has been successfully run against the accounting period (also known as a hard close)

A.3. Fiscal Year

The Fiscal Year (FY) table is used to establish and verify the valid fiscal years and budget fiscal years in AFIS. All transactions and processes must be executed within a valid year. Verification of the fiscal year used on a transaction not only ensures a valid fiscal year is entered on transactions but also that the year is open for transactions.
Soft Close
Each fiscal year record on the FY table is defined by the year and the end date. When the fiscal year is closed to further activity, the Closed check box needs to be checked, either manually or by the offline closing process. This type of close is called a “soft” close. Once a fiscal year has been marked as Closed, only document codes that are both marked “Soft Close Override Allowed” on the Document Control (DCTRL) table and processed by users with appropriate override authority are accepted by the system.

Hard Close
For a fiscal year record on the FY table, the Closing Process Run check box is checked only by the offline closing process. This type of close is called a “hard” close. Once a fiscal year has been marked as Closing Process Run, only document codes that are both marked “Hard Close Override Allowed” on the Document Control (DCTRL) table and processed by users with appropriate override authority are accepted by the system.

A.4. Open Activity Processes
Certain types of open accounting activity need to be addressed at fiscal year-end. One reason for this is that such activity would be selected by the Annual Close process and closed out as a nominal account. In the case of a real account, the activity would be rolled forward into the new fiscal year. Open encumbrances using budgets that are expiring will be lapsed at the end of the fiscal year. For example, Type 1 appropriations will lapse at the end of each administrative adjustment year, while other multi-year Type 2 appropriations will not lapse until the end of the final year of the budget.

Encumbrances that are not subject to lapse will not be rolled forward to the new fiscal year (FY). Instead, they will be tracked using the original budget fiscal year (BFY) and continue to match the BFY of the associated budget.

Accounting Based Document Lapse
When accounting documents, such as General Accounting Pre-Encumbrance (GAP) and General Accounting Encumbrance (GAE) documents, are lapsed, an Accounting Based Document Lapse (ABDL) document is created with a zero-dollar final reference to close out the remaining open balance. This way the original line amount is retained on the document when activity is lapsed.
The ABDL document contains the same sections and fields as the GAP and GAE documents. The ABDL document should only be created by the Open Activity Lapse chain job, which is run in Update mode.

**Roll/Lapse Detail Pre-Selection**
The Roll/Lapse Detail Pre-Selection (RLPSD) page identifies each selected open accounting line found when the Open Activity Roll, Open Activity and Budget Roll, or Open Activity Lapse chain jobs are run in Pre-Selection mode.

There are two fields that allow user interaction. The Approved check box indicates if a pre-selected record is approved for roll, lapse, or accrual. The Action drop-down menu has four choices: Roll, Lapse, Accrue, and No Action. If Roll, Lapse, or Accrue action is selected, an offline batch program is run to process the activity. If No Action is selected, the record will not be picked up by any of the offline batch programs.

**Roll/Lapse Summary Pre-Selection**
The Roll/Lapse Summary Pre-Selection (RLPSS) page is a summary query of the RLPSD page that simplifies the process of approving or un-approving all of the accounting lines on the RLPSD for a given document at one time for one of the four actions: Roll, Lapse, Accrue, and No Action.

The RLPSS page data consists of a link to open and review the document as well as summary amounts that give a total closed and total open for all selected accounting lines of a document. When all accounting lines for a document on the RLPSD page have the Selected Date field populated, the RLPSD Closed Amount Sum and RLPSD Open Amount Sum columns on the RLPSS display $0.00, which means that there is nothing left to Roll, Lapse, or Accrue. The Lines Processed column will also read “All” in this situation.

**Open Activity Options by Department**
The Open Activity Options by Department (OAOD) page and batch job by the same name can be combined to perform a change to the Action and Approved fields on the Roll/Lapse Pre-Selection pages for multiple combinations of Department and document codes.

**A.5. Batch Processing**
Batch jobs and chain jobs are offline automated processes that perform a high volume of tasks efficiently and accurately. There are several batch jobs available in the General Accounting area. Each of the batch jobs has a defined purpose and should be run as required by the General Accounting Office.

The Table below lists the batch jobs that are available along with a description of the job’s function.

<table>
<thead>
<tr>
<th>Job Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account Balance (ABAL)</td>
<td>Updates the Bank Account Balance (ABAL) page with a day’s worth of increases and decreases to cash, outstanding disbursements, and outstanding deposits</td>
</tr>
<tr>
<td>Begin Day Balance Batch</td>
<td>Increments the Application Date forward to signify the completion of a nightly cycle</td>
</tr>
<tr>
<td>Cash and Fund Balance Sync Process</td>
<td>Synchronizes the data involved with Cash and Fund Balance tracking with data recorded from document processing when a discrepancy is reported by the System Assurance 2 report or other diagnostic report</td>
</tr>
</tbody>
</table>
Job Name | Description
--- | ---
Open Activity Roll Update | Only run automatically by the Open Activity Roll and Open Activity and Budget Roll chain jobs to load document modifications
Open Activity Options by Department | Uses the data setup on the Open Activity Options by Department page to make changes to Roll/Lapse Pre-Selection Detail records
Populate FY Beginning Balance | Runs after an Annual Close and a running of the Ledger Engine batch job to “ledgerize” the journal records from Annual Close

Batch jobs are processed and reviewed by navigating to the Job Manager using Page Search.

1. In the Secondary Navigation Panel, click **Search**
2. Click **Page Search**
3. In the **Page Code** field, enter **BATRUN**
4. Click **Browse**
5. Click the **Job Manager** link. The Job Manager opens in a new window
6. In the Job Manager Secondary Navigation Panel, click **Financial**
7. Click **General Accounting**
8. Click **Batch Jobs**
9. Click the desired batch job. The Job Summary or Report Summary window will display

**Chain Jobs**

Chain jobs are also managed using the Job Manager. The table below lists the chain jobs that handle General Accounting annual closing processes along with a description of the job’s function.

**General Accounting Chain Jobs with Descriptions**

<table>
<thead>
<tr>
<th>Job Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Close</td>
<td>Facilitates movement of nominal and real account balances from an accounting fiscal year that is being closed to the subsequent accounting fiscal year</td>
</tr>
<tr>
<td>Open Activity Lapse</td>
<td>One of three chain jobs used in the maintenance of open activity at the close of a year. This job closes out the activity in the old year with a referencing document that only liquidates the activity</td>
</tr>
<tr>
<td>Open Activity Roll</td>
<td>One of three chain jobs used in the maintenance of open activity at the close of a year. This job can either take the open activity in the old BFY and FY forward into the next year or accrue the activity with a document modification</td>
</tr>
<tr>
<td>Open Activity and Budget Roll</td>
<td>One of three chain jobs used in the maintenance of open activity at the close of a year. This job takes the activity in the previous budget fiscal year forward into the next year with a document modification, while also reverting and carrying forward budget authority to cover the rolled accounting activity</td>
</tr>
<tr>
<td>Job Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Pre-Annual Close Sweep</td>
<td>Reads a specified input ledger for accounting activity in a prior fiscal year which should be swept out of that year and into the subsequent fiscal year before an Annual Close is performed against the prior year. During the sweep, the chain job creates Journal Voucher (JV) documents.</td>
</tr>
<tr>
<td>Automated Accrual Process</td>
<td>Creates documents for payments made in the current year with services dates that spanned into the prior year. The prior year portion of accrued expenditures, according to those service dates, is removed from the current year and booked into the prior year.</td>
</tr>
<tr>
<td>Automated Accrual Clearing Process</td>
<td>Creates documents for disbursements and internal cash expenditures with service dates that spanned into the prior year. The prior year portion of the cash expenditure, according to those service dates, is removed from the current year and booked into the prior year. If there was a prior year accrual, that is reversed.</td>
</tr>
</tbody>
</table>
Appendix B

Budget Fiscal Year Staging

Profiles are accessed by opening the Budget Fiscal Year Stage Profile Select (BYSTPFSL) table. On this table, users can select and view an existing profile using the View BFY Staging Profile link or create a new profile using the Add BFY Staging Profile link.

Setup Tables

The BFY Staging Profile and BFY Stage Definition tables together make up the BFY Staging Profiles in AFIS.

The BFY Staging Profile table consists of the first three sections in the BFY Staging Profile and these contain the information used to define the profile, stages, and document events that are controlled by the profile.

Staging Profile Summary – Contains the summary information for the profile which includes the unique identifier Staging Profile and the user-defined Staging Profile Name

Stage Definition – Contains the stages for the selected profile along with their descriptions

Document Events – Contains the rules that govern what activities are permissible for the selected profile and stage combination

The BFY Stage Definition table consists of the last four sections (each section also has its own page code) in the BFY Staging Profile: Spending, Revenue, Balance Sheet Account, and Non-Accounting. These sections are used to view the profile assignments for all BFY Staging Profiles. If changes need to be made, each of the stage definition tables can be accessed by clicking the links at the bottom of the page.
The BFY Stage Definition tables are listed in the table below.

### BFY Stage Definition Tables

<table>
<thead>
<tr>
<th>Page Code</th>
<th>Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>BYSTDFSP</td>
<td>Spending BFY Stage Definition</td>
</tr>
<tr>
<td>BYSTDFRV</td>
<td>Revenue BFY Stage Definition</td>
</tr>
<tr>
<td>BYSTDFBS</td>
<td>Balance Sheet Account BFY Stage Definition</td>
</tr>
<tr>
<td>BYSTDFNA</td>
<td>Non-Accounting BFY Stage Definition</td>
</tr>
</tbody>
</table>

### BFY Staging Profile

The first three sections that define the profile use filtering that only shows records on one section for the selected record on a previous section. For example, the Document Events are only shown for the selected Stage within a selected Profile.

### Staging Profile Summary

The Staging Profile Summary section contains the following fields for user entry:

- **Stage Profile** – A required unique identifier assigned to the profile
- **Stage Profile Name** – A required text field that contains a name for the profile

### Stage Definition

Each record in the Stage Definition section contains the following fields, only one requires user entry:

- **Stage** – A system generated unique identifier for a stage within a profile
- **Description** – A required text field that contains a name for the stage

### Document Events

Each record (rule) in the Document Events section contains the following fields:

- **Document Code** – Requires a document code from the Document Control table
- **Document Code Name** – The name for the selected document code is inferred from the code
- **Event Type** – Requires an event type for the document code from the Allowable Event Types for Document Code table
- **Event Type Name** – The event type name is inferred from the event type
- **AFY versus BFY** – Defines the relationship of Accounting Fiscal Year and Budget Fiscal Year that will be allowed with the document code and event type combination
  - **Posting FY must be BFY** – Restricted, must be the same. This is the default value
  - **Posting FY must be greater than BFY** – Restricted, must be greater
  - **Posting FY must be less than BFY** – Restricted, must be less
  - **Unrestricted** – FY and BFY will not be evaluated for the BFY Staging rule

### Referencing

Defines the referencing requirements of a document code and event type combination. A Posting line that has a line function of Liquidation will not be evaluated against this rule for the event type and document code being liquidated.
- **Required** – A reference must be made with the document code and event type combination that has a Reference Type of “Partial”, “Final”, or “Inverse”. A Reference Type of “Memo” will not satisfy the rule.

- **Not Allowed** – Only a reference to a document code and event type combination that has a Reference Type of “Memo” or no Reference Type at all will be allowed. A Reference Type of “Partial”, “Final”, or “Inverse” will not satisfy the rule.

- **Unrestricted** – The reference information will not be evaluated for the BFY Staging rule. This is the default value.

**Line Action** – Defines the referencing requirements of a document code and event type combination. Evaluation of this value uses the Account Type and Code Type fields for the Posting line as shown in table below.

**Posting Line Action Increase or Decrease**

<table>
<thead>
<tr>
<th>Code Type</th>
<th>Account Type</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spending</td>
<td></td>
<td>Increase</td>
<td>Decrease</td>
</tr>
<tr>
<td>Revenue</td>
<td></td>
<td>Decrease</td>
<td>Increase</td>
</tr>
<tr>
<td>Balance Sheet Account</td>
<td>Asset</td>
<td>Increase</td>
<td>Decrease</td>
</tr>
<tr>
<td>Balance Sheet Account</td>
<td>Liability</td>
<td>Decrease</td>
<td>Increase</td>
</tr>
<tr>
<td>Balance Sheet Account</td>
<td>Equity</td>
<td>Decrease</td>
<td>Increase</td>
</tr>
<tr>
<td>Balance Sheet Account</td>
<td>Asset Offset</td>
<td>Decrease</td>
<td>Increase</td>
</tr>
<tr>
<td>None of the Above</td>
<td></td>
<td>Increase</td>
<td>Decrease</td>
</tr>
</tbody>
</table>

- **Increases Only** – Only posting lines that are considered an increase are allowed.

- **Decreases Only** – Only posting lines that are considered a decrease are allowed.

- **Unrestricted** – The line action information will not be evaluated for the BFY Staging rule. This is the default value.

**Liquidation Lines** – A checkbox that, if checked, indicates the staging rule will only apply to a liquidation posting line. This box should be checked when a staging rule should only apply to liquidation posting lines and not to non-liquidation posting lines.

**BFY Stage Definition**

Each of the four BFY Stage Definition pages: Spending, Revenue, Balance Sheet Account, and Non-Accounting, contain the same three sections. These pages are used to define a combination of BFY and COA elements available for a profile assignment as well as the stage start and end dates for each stage in the profile assignment.

**Profile Assignments**

*The Profile Assignments section is used to assign a profile to a combination of BFY and COA elements.* For the COA elements, a value of **ALL** can be entered that stands for all values of the field including blank. The following fields are available in the Profile Assignments section:

- **Budget FY** – Valid values must be defined on the Fiscal Year table or be 9999 for a multi-year record.
- **Fund** – Requires a valid value from the Fund table, or **ALL**.
- **Department** – Requires a valid value from the Department table, or **ALL**.
- **Appr Unit** – Only on the Spending table, requires a valid value from the Appropriation table, or **ALL**.
- **Revenue** – Only on the Revenue table, requires a valid value from the Revenue Source table, or **ALL**.
BSA – Only on the Balance Sheet Account and Non-Accounting tables, requires a valid value from the Balance Sheet Account table, or ALL

Staging Profile – The profile, to which an assignment should follow, requires a valid profile value from the Staging Profile Summary page. The value ALL is not allowed

Staging Profile Name – A text field for the name of the profile, inferred from the Staging Profile entered

Stages
The Stages section is used to assign starting and ending dates to each stage in a profile. Stages are not allowed to have a gap between the end date of one stage and the start date of the following stage. AFIS will automatically adjust the dates for prior and subsequent stages based on the data entry for the current stage. Most of the fields in this section are inferred from the selected Profile Assignment record. The following fields require data entry:

Stage Start Date – Defines the start date of the stage for the given profile

Stage End Date – Defines the end date of the stage for the given profile. If the stage needs to extend indefinitely, then the date selected should be far in the future

Document Events
The Document Events section does not require any data entry. It allows users to browse the various rules defined for the selected profile and stage.
# Appendix C

## Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Journal</td>
<td>The primary record of all accounting transactions within AFIS.</td>
</tr>
<tr>
<td>Accounting Template (ACTPL)</td>
<td>A predefined set of elements that can be inferred to a document accounting line as a soft inference, meaning accounting elements may still be entered on a transaction that are not overwritten by elements defined on the Accounting Template.</td>
</tr>
<tr>
<td>Chart of Accounts (COA)</td>
<td>An account structure to classify financial information which captures the dimensional structure for documenting and reporting on budget data.</td>
</tr>
<tr>
<td>Copy Forward</td>
<td>Feature that enables a user to copy pertinent information from a finalized existing document into a new Document Type whose purpose is to reference or liquidate the source document.</td>
</tr>
<tr>
<td>Document</td>
<td>A single form that collects information designed to ease data entry as well as to consolidate pertinent information for approval and query purposes.</td>
</tr>
<tr>
<td>Document Template</td>
<td>A template that shares the same structure and data entry fields as a real document, but cannot process data.</td>
</tr>
<tr>
<td>Document Transaction</td>
<td>A process used to record financial information and administrative events into AFIS, such as the intent to purchase goods from a specific vendor.</td>
</tr>
<tr>
<td>Event Type (ETYP)</td>
<td>Identifies and records the type of financial activity for an accounting line of a document. For all accounting based documents, and certain non-accounting documents, every accounting line must have an Event Type. You can either enter the Event Type or use the default provided by the system.</td>
</tr>
<tr>
<td>Function (FUNC)/Function Inference (FUNCINF)</td>
<td>A predefined set of elements that can be inferred to a document accounting line as a hard inference overwriting any existing accounting elements and unchangeable once inferred.</td>
</tr>
<tr>
<td>Intra-Agency</td>
<td>A transaction that takes place within a Department it is called an Intra-Agency transaction.</td>
</tr>
<tr>
<td>Inter-Agency</td>
<td>A transaction that takes place between Departments it is called an Inter-Agency transaction.</td>
</tr>
<tr>
<td>Journal</td>
<td>A historical record of processed data that is stored by document in order of processing.</td>
</tr>
<tr>
<td>Posting Code (PSCD)</td>
<td>A code associated with instructions that tell AFIS what debits and credits to create against a given budget. Debits and credits post to various Accounting Journals and ledgers (summaries of journals) for tracking purposes and reporting.</td>
</tr>
</tbody>
</table>
## Appendix D

### List of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABS</td>
<td>Accounting Based Spending</td>
</tr>
<tr>
<td>ACTPL</td>
<td>Accounting Template</td>
</tr>
<tr>
<td>ACTV</td>
<td>Activity table</td>
</tr>
<tr>
<td>APD</td>
<td>Accounting Period</td>
</tr>
<tr>
<td>BBALD</td>
<td>Inception-to-Date (ITD) Balance Sheet Detail</td>
</tr>
<tr>
<td>BBALFY</td>
<td>Fiscal Year (FY) Balance Sheet Details</td>
</tr>
<tr>
<td>BBALS</td>
<td>Inception-to-Date (ITD) Balance Sheet Summary</td>
</tr>
<tr>
<td>BFY</td>
<td>Budget Fiscal Year</td>
</tr>
<tr>
<td>BSA</td>
<td>Balance Sheet Account</td>
</tr>
<tr>
<td>CBALDQ</td>
<td>Cash Balance Detail Query</td>
</tr>
<tr>
<td>CBALPQ</td>
<td>Cash Balance Pool Query</td>
</tr>
<tr>
<td>CBALSQ</td>
<td>Cash Balance Summary Query</td>
</tr>
<tr>
<td>COA</td>
<td>Chart of Accounts</td>
</tr>
<tr>
<td>DOBJ</td>
<td>Department Object table</td>
</tr>
<tr>
<td>DRSRC</td>
<td>Department Revenue Source table</td>
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<tr>
<td>ERQ</td>
<td>Event Requirements table</td>
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<td>ESUM</td>
<td>Expense Summary query page</td>
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<td>Event Type</td>
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<tr>
<td>FBALDQ</td>
<td>Fund Balance Detail Query</td>
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<td>FBALSQ</td>
<td>Fund Balance Summary Query</td>
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<td>FUNC</td>
<td>Function table</td>
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<tr>
<td>FUNCINF</td>
<td>Function Inference table</td>
</tr>
<tr>
<td>FY</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>GAO</td>
<td>General Accounting Office</td>
</tr>
<tr>
<td>IET</td>
<td>Internal Exchange Transaction</td>
</tr>
<tr>
<td>IETRE</td>
<td>Residual Equity</td>
</tr>
<tr>
<td>IETWO</td>
<td>Work Order</td>
</tr>
<tr>
<td>IETBS</td>
<td>Balance Sheet</td>
</tr>
<tr>
<td>IETOP</td>
<td>Operating Transfer</td>
</tr>
<tr>
<td>IETTRI</td>
<td>Real Estate</td>
</tr>
<tr>
<td>IETAT</td>
<td>Automated Transfer (Accounting Template) (Revenue)</td>
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<tr>
<td>IETUT</td>
<td>Use Tax Transfers (Accounting Template) (Revenue)</td>
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<tr>
<td>ITARE</td>
<td>Internal Transaction Agreement - Residual Equity</td>
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<td>Internal Transaction Agreement - Real Estate</td>
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<td>Inception-to-Date</td>
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<td>ITI</td>
<td>Internal Transaction Initiator</td>
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<tr>
<td>ITIRE</td>
<td>Internal Transaction Initiator - Residual Equity</td>
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<td>Acronym</td>
<td>Definition</td>
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<td>Internal Transaction Initiator - Operating Transfer</td>
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<td>ITITRI</td>
<td>Internal Transaction Initiator - Real Estate</td>
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<td>ITIBS</td>
<td>Internal Transaction Initiator - Balance Sheet</td>
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<td>ITIDT</td>
<td>Internal Transaction Initiator - Department of Transportation (copy forward to ITA)</td>
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<td>IDIAD</td>
<td>Internal Transaction Initiator - Department of Administration (copy forward to ITA)</td>
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<td>Internal Transaction Initiator - Work Order</td>
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<td>Cash Journal</td>
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<td>Accounting Journal</td>
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<td>Journal Voucher</td>
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<td>Advanced Journal Voucher</td>
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<td>Task table</td>
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