ADOA – General Accounting Office

QUICK REFERENCE GUIDE: CHART OF ACCOUNT ELEMENTS FOR HRIS INTEGRATION
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Creating and Modifying Chart of Account Elements Related to HRIS Integration

HRIS Labor Distribution determines how payroll expenditures are posted to AFIS. It is supported by the following HRIS elements:

- Accounting Unit
- Activity
- Account Category

The New AFIS Function code has been selected as the primary element for HRIS Labor Distribution and will map to the HRIS Accounting Unit. From the Function code the majority of Chart of Account elements are inferred.

The mapping of HRIS Accounting Unit to the New AFIS is as follows:

HRIS Accounting Unit = New AFIS Department (Agency) Code (2) + New AFIS Function (10)

Example:

Agency/Department = ADA, Function = GAO55221

HRIS Accounting Unit = ADGAO55221

Creating a Function

Log into AFIS. Navigate to the Page Search table.

1. In the Description field, enter FUNC*  
2. Click Browse or Enter  
3. Select Function – FUNC

![Page Search Table](image-url)
Locate existing Function to be used as an example.

1. Click Search
2. In the Fiscal Year, enter 2016
3. In the Department field, enter your department code
4. Click OK

Create the new Function.
A. Select the record to copy – once selected there is a checkmark to the left of the fiscal year
B. Click Copy
C. Click Paste

Complete the General Information section
At a minimum, enter the following information:

1. Fiscal Year: current fiscal year
2. Department: 3 letter alpha for agency
3. Function: 10 characters, can be numbers, letters or mixture of both

In order to support HRIS integration, the Function element must not include spaces in the naming convention. The space needs to be simulated by using
underscore or dash characters:

  GAO 55221 – is not supported
  GAO_55221 – is supported

4. **Name**: 60 characters, can be numbers, letters or mixture of both (only first 30 characters will be interfaced to HRIS)

5. **Short Name**: 15 characters, can be numbers, letters or mixture of both

6. **Active**: check box if function will be active

7. **Budgeting**: needs to be always checked

**Complete the Extended Description section. At a minimum, enter the following information:**

- Extended Description – Additional comments

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**Creating a Function Inference**

Navigate to the Page Search table

1. In the **Description** field, enter **FUNC**
2. Click **Browse** or **Enter**
3. Select **Function Inference** – **FUNCINF**

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**Page Search**

<table>
<thead>
<tr>
<th>Description</th>
<th>Page Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function Category</td>
<td>FNCAT</td>
</tr>
<tr>
<td>Function Class</td>
<td>FNCLS</td>
</tr>
<tr>
<td>Function Group</td>
<td>FYGRP</td>
</tr>
<tr>
<td>Function Type</td>
<td>FNTyp</td>
</tr>
<tr>
<td>Function</td>
<td>FUNC</td>
</tr>
<tr>
<td>Function Inference</td>
<td>FUNCINF</td>
</tr>
</tbody>
</table>

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AFIS – Internal Use Only   ADOA - GAO   10/01/2021   Chart of Account Elements for HRIS Integration
Locate existing Function Inference to be used as a template

1. Click Search
2. In the Fiscal Year, enter 2016
3. In the Dept. field, enter your department code
4. Click OK

A. Create the new Function Inference

Select the record to copy – once selected there is a checkmark to the left of the fiscal year

1. Click Copy
2. Click Paste

Complete the record. At a minimum, enter the following information:

- Fiscal Year: Current fiscal year
- Department: agency three letter reference
- Function: When creating the Function Inference for the Function which will be used for HRIS integration (Function Type is HRIS or HRLG) you must enter at least the following elements:
  - Fund
  - Appropriation Unit
  - Unit
  - Task

Also, if the Function Type is HRIS or HRLG, then the following Chart of Accounts will be disallowed on the Function Inference Table:

- Object
- Department Object
- Enter other desired elements
Click **Save**, and the new function inference will be populated in the grid.

After Function and Function Inference record are established, you may proceed to updating Function Roll-up on the Function (**FUNC**).

**Updating Function Rollup**

Navigate to the **Page Search** table

1. In the **Description** field, enter **FUNC***
2. Click **Browse** or **Enter**
3. Select **Function** - **FUNC**
B. Locate Function to be updated

Click **Search**

1. In the **Fiscal Year**, enter **2016**
2. In the **Department** field, enter **your department code**
3. In the **Function** field, enter the **Function value** to be updated
4. Click **OK**

Complete the **Rollups section**. At a minimum, enter the following information:

**Function Type**: enter Function type (HRIS or HRLG):

- **HRIS** – The Function element will be included in the interface to HRIS
- **HRLG** – The Function element will be included in the interface to HRIS, Maximo and TRIRIGA

*Note: You will not be able to enter Function Type until Function Inference (FUNCINF) is created. The following error will be displayed if Function Inference has not been created.*
Additional requirements for the creation of HRIS Labor Distribution Elements for agencies

Additional Chart of Accounts elements have been requested to be available for HRIS Time Entry and HRIS Employee Time Entry (ETE). These elements can be entered in addition to new AFIS Function:

HRIS Activities:

A. HRIS Activity = New AFIS Program (All agencies other than ADOT, EVA and FOA)
B. HRIS Activity = New AFIS Program and Phase (ADOT)
C. HRIS Activity = New AFIS Location and Sub-Location (EVA)
D. HRIS Activity = New AFIS Activity and Sub-Activity (FOA)

HRIS Account Category:

E. HRIS Account Category = New AFIS Program Period (All agencies other than ADOT and EVA)
F. HRIS Account Category = New AFIS Activity (ADOT and EVA)
A. The Mapping of HRIS Activity for All agencies other than ADOT, EVA and FOA)

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Program (10)

Example:

Agency/Department = EVA, Program = CHARTADMIN

HRIS Activity = EDCHARTADMIN

Currently all Programs are interfaced to HRIS. For Programs that should be excluded, use Program Category EXCL in the Rollups section.

You must utilize the Cost Accounting Setup (CAS) and Cost Accounting Maintenance (CAM) Documents to update the Program Category.
B. The Mapping of HRIS Activity for ADOT

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Program (10) + New AFIS Program Phase (1)

*Example:*

Agency/Department = DTA, Program = H325001, Phase = C

HRIS Activity = DTH325001C

Currently all Programs and Program Phases, which exist on Program/Program Phase table (PHPRG) are scheduled to be interfaced to HRIS. For Programs and Program Phases that should be excluded, use Sub Account value of NOPR.

You must utilize the Cost Accounting Setup (CAS) and Cost Accounting Maintenance (CAM) Documents to update Sub Account value.
C. The Mapping of HRIS Activity for EVA

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Location (6) + “-” (1) + New AFIS Sub Location (4)

Example:

Agency/Department = EVA, Location = 010020, Sub Location = 01
HRIS Activity = EV010020- or EV010020-01

Location = LOC page code
Location Class rollup of HRS must be used by agencies for a Location Code and Sub Location Code to be available for use in the HRIS.
D. The Mapping of HRIS Activity for FOA

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Activity (6) + “-” (1) + New AFIS Sub Activity (4)

Example:

Agency/Department = FOA, Activity = 85003, Sub Activity = 01

HRIS Activity = FO85003- or FO85005-01
E. The Mapping of HRIS Account Category for ALL Agencies other than ADOT and EVA

Mapping of HRIS Account Category to the New AFIS will work as follows:

Account Category (5) = New AFIS Program Period (5)

**Example:**

Agency/Department = ADA, Program Period = FFY15

HRIS Account Category = FFY15

Program Period Codes are created by the Cost Accounting Setup (CAS) and Cost Accounting Maintenance (CAM) Documents
F. The Mapping of HRIS Account Category for ADOT and EVA

Account Category (5) = New AFIS Activity (5)

Example:

Agency/Department = EVA, EVA Activity = 2ACLA

HRIS Account Category = 2ACLA

Activity Type rollup of HRIS must be used by agencies for an Activity Code to be available for use in the HRIS.