



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**

Procedure – Creating a Function

- Log into AFIS.
- Navigate** to the Page Search table.
 - In the **Description** field, enter **FUNC***
 - Click **Browse** or **Enter**
 - Select **Function** - FUNC

The screenshot shows a web interface titled "Page Search". It contains several input fields: "Category:" with a dropdown arrow, "Page Type:" with a dropdown arrow, "Description:" containing the text "FUNC*", and "Page Code:" which is empty. Below these fields are two links: "Browse" and "Clear". A table below the links displays search results with two columns: "Description" and "Page Code". The results are as follows:

Description	Page Code
Function Category	FNCAT
Function Class	FNCLS
Function Group	FNGRP
Function Type	FNTYP
✓ Function	FUNC
Function Inference	FUNCINF

At the bottom of the table are navigation links: "First", "Prev", "Next", and "Last".

C. 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**

The screenshot shows a search dialog box with three input fields: 'Fiscal Year', 'Department', and 'Function'. Each field has a small icon to its right. Below the fields are three buttons: 'Ok', 'Clear', and 'Cancel'.

D. Create the new Function.

1. Select the record to copy – once selected there is a checkmark to the left of the fiscal year
2. Click **Copy**
3. Click **Paste**

Fiscal Year	Department	Function	Name	Active	Effective From	Effective To
2016	AAA	21180	BACK OF THE BILL ADJUSTMENTS	Yes		
2016	AAA	26001	CREDIT CARD INCENTIVES AND REBATES ADMIN	Yes		
2016	AAA	26002	CREDIT CARD INCENTIVES AND REBATES DISTR	Yes		
✓ 2016	AAA	29230	GARNISHMENT FEES-ADMINISTRATION	Yes		
2016	AAA	29240	ALTERNATIVE CONTRIBUTION RATE	Yes		

E. Complete the **General Information** section.

1. At a minimum, enter the following information:
 - Fiscal Year: current fiscal year
 - Department: 3 letter alpha for agency
 - 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
 - Name: 60 characters, can be numbers, letters or mixture of both (only first 30 characters will be interfaced to HRIS)
 - Short Name: 15 characters, can be numbers, letters or mixture of both
 - Active: check box if function will be active
 - Budgeting: needs to be always checked

Save Undo Delete Insert Copy Paste Search

▼ **General Information**

*Fiscal Year : 2016 Effective From :
 *Department : AAA Effective To :
 *Function : 29230 Active :
 *Name : GARNISHMENT FEES-A Budgeting :
 *Short Name : GARNISHMENT FE Description :
 Contact Code :

- F. Complete the **Extended Description** section.
1. At a minimum, enter the following information:
 - Extended Description – Additional comments

Procedure – Create a Function Inference

- A. **Navigate** to the Page Search table.
1. In the **Description** field, enter **FUNC***
 2. Click **Browse** or **Enter**
 3. Select **Function Inference – FUNCINF**

Page Search

Category :
 Page Type :
 Description : FUNC*
 Page Code :
 Browse Clear

Description	Page Code
Function Category	FNCA
Function Class	FNCL
Function Group	FNGR
Function Type	FNTY
Function	FUNC
<input checked="" type="checkbox"/> Function Inference	FUNCINF

First Prev Next Last

- B. 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**

- C. Create the new Function Inference.

1. Select the record to copy – once selected there is a checkmark to the left of the fiscal year
2. Click **Copy**
3. Click **Paste**

<u>Fiscal Year</u>	<u>Department</u>	<u>Function</u>
2016	AAA	10580
2016	AAA	21046
2016	AAA	21050
2016	AAA	21060
2016	AAA	21080
2016	AAA	21180
2016	AAA	26001
2016	AAA	26002
✓ 2016	AAA	29230
2016	AAA	29240

- D. Complete the record.

1. 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 dis-allowed on the Function Inference Table:

- Object
- Department Object
- Enter other desired elements

2. Click **Save** - the new function inference will now be populated in the grid

Save Undo Delete Insert Copy Paste Search

*Fiscal Year : 2016
 *Department : AAA
 STATEWIDE SYSTEMS PROCESSING
 *Function : 29230
 GARNISHMENT FEES-ADMINISTRATION
 Fund : AA9230
 PAYROLL ADMINISTRATION FUND
 Sub Fund :
 Appr Unit : AA9230
 Garnishment Administration
 Unit : A100
 GENERAL ACCOUNTING OFFICE
 Sub Unit :
 Object :
 Sub Object :
 Revenue :
 Sub Revenue :

Dept Object :
 Dept Revenue :
 Debt ID :
 Location :
 Sub Location :
 Activity :
 Sub Activity :
 Reporting :
 Sub Reporting :
 Task : 100000
 General Accounting Office
 Sub Task :
 Task Order :
 Program :
 Phase :
 Program Period :

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

Procedure - Updating Function Rollup

- A. **Navigate** to the Page Search table.
 1. In the **Description** field, enter **FUNC***
 2. Click **Browse** or **Enter**
 3. Select **Function - FUNC**

Page Search

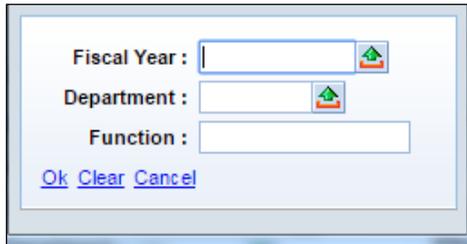
Category :
 Page Type :
 Description : FUNC*
 Page Code :
[Browse](#) [Clear](#)

Description	Page Code
Function Category	FNCAT
Function Class	FNCLS
Function Group	FNGRP
Function Type	FNTYP
✓ Function	FUNC
Function Inference	FUNCINF

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B. Locate Function to be updated.

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



A screenshot of a search dialog box. It contains three input fields: "Fiscal Year" with a dropdown arrow, "Department" with a dropdown arrow, and "Function" with a text input field. Below the fields are three buttons: "Ok", "Clear", and "Cancel".

C. Complete the Rollup section.

1. 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.

Component	Context	Severity	Override	Message
R_FUNC		Error		The associated Function Inference (FUNCINF) entry cannot be found. (C1013)

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:

- 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 \(FOA\)](#)
- 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 = ADA, Program = **STATEOH010**

HRIS Activity = **EVSTATEOH010**

Currently **all** Programs are scheduled to be interfaced to HRIS. For Programs that **should be excluded**, use Program Category roll-up of EXCL.

Program Setup

Department	Program	Name	Major Program	Active	Effective From	Effective To
✓ EVA	STATEOH010	STATE OVER HEAD PROGRAM 010	STATEOVERHEAD	Yes		
EVA	STATEOH011	STATE OVER HEAD PROGRAM 011	STATEOVERHEAD	Yes		
EVA	STATEOH012	STATE OVER HEAD PROGRAM 012	STATEOVERHEAD	Yes		
EVA	STATEOH013	STATE OVER HEAD PROGRAM 013	STATEOVERHEAD	Yes		
EVA	STATEOH014	STATE OVER HEAD PROGRAM 014	STATEOVERHEAD	Yes		

First Prev Next Last Attachments

Save Undo Delete Insert Copy Paste Search

General Information

*Department : EVA Effective From :

*Program : STATEOH010 Effective To :

Auto Generate : Billing Agreement Date : 07/01/2010

Prefix : Active :

*Name : STATE OVER HEAD PROGR Budgeting :

*Short Name : STATEOH010 Reimb Status : Allowed for Reimbursement

*Major Program : STATEOVERHEAD Reimb Eligible :

Sub Account : Reclass Exclusion :

Site Location : Major Program Effective Start Date :

Program Status : Major Program Effective End Date :

General Options

Rollups

Program Class :

Program Category : EXCL

Program Type :

Program Group :

You must utilize the Cost Accounting Setup (CAS) and Cost Accounting Maintenance (CAM) Documents to update Program Category value.

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".

Program Phase									
Department	Phase	Phase Short Name	Program	Program Short Name	Billing Agreement Date	Active	Reimbursement Eligible	Reimbursement Status	
✓ DTA	C	CONSTRUCTION	H325001	STW BR INSPECT	01/13/1993	No	Yes	Allowed for Reimbursement	

First Prev Next Last Attachments

Save Undo Delete Insert Copy Paste Search

General Information

*Department : DTA Effective From Date : 05/11/1992

*Phase : C Effective To Date :

*Phase Short Name : CONSTRUCTION Billing Agreement Date : 01/13/1993

*Program : H325001 Active :

*Program Short Name : STW BR INSPECT Reclass Exclusion :

Sub Account : **NOPR** Reimbursement Eligible :

Site Location : Reimbursement Status : Allowed for Reimbursement

Program Status : X Program Effective Begin Date : 05/11/1992

FV and Closed Program Effective End Date :

Description/Contact

Contact : Description : BREUSCH, W.R.

Contact Type :

Additional Contact :

Additional Contact Type :

Highway Project

Project Agreement Number : County :

Federal Aid Project Number : Mile Post Start :

Board Entity : Mile Post End :

Legislative Entity : Mile Post Length :

Indian Reservation : Building Number :

Type of Transportation Project : 00 Parcel Number :

FHWA Improvement Type : Corridor :

Highway Functional Class : Area :

Secondary Road Plan : Project Site :

Entity : 0 Federal Route : 999

Station : Federal Section : A

Work Description : STATEWIDE BRIDGE INSPECTION Federal District :

Federal Sequence Number :

Direction :

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 = EV**010020-** or EV**010020-01**

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.

Department	Location	Name	Active	Effective From	Effective To
✓ EVA	010020	ST JOHNS CITY OF WASTE WATER TRTMT PLNT	Yes		
EVA	010021	GARY McDONALD CAR WASH	Yes		
EVA	010022	ALASKAN OIL CO	Yes		
EVA	010023	WAITE'S UNION 76	Yes		
EVA	010024	TUCSON ELECTRIC POWER CO SPRINGVILLE	Yes		

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

General Information

*Department: EVA Effective From:

*Location: 010020 Effective To:

*Name: ST JOHNS CITY OF WAST Active:

*Short Name: 1126 Budgeting:

Contact Code: Description: AZ URITE PLACE ID ST JOHNS CITY OF WASTE WATER TRTMT PLNT

Address 1: Longitude:

Address 2: Latitude:

City:

State: Longitude:

Zip: Latitude:

County:

Country:

Rollups

Location Class: HRS

Location Category: SITE

Location Type:

County:

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**

Activity

Fiscal Year	Department	Activity	Name	Active
2016	FOA	77777	cr110 testing	Yes
2015	FOA	85002	26 Bar Pinetop	Yes
2016	FOA	85002	26 Bar Pinetop	Yes
✓ 2015	FOA	85003	Equestrian	Yes
2016	FOA	85003	Equestrian	Yes

First Prev [Next](#) [Last](#)

Save Undo Delete Insert Copy Paste Search

General Information

*Fiscal Year: 2015 Effective From:

*Department: FOA Effective To:

*Activity: 85003 Active:

*Name: Equestrian Budgeting:

*Short Name: Equestrian Description:

Contact Code:

Rollups/CAFR

Activity Class: FLG CAFR Activity Unit:

Activity Category: CREW Major CAFR Activity Type:

Activity Type: HRIS Minor CAFR Activity Type:

Activity Group: Reimb Eligible:

FACP Eligible:

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 = DTA, 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.

The screenshot displays the 'Activity' configuration interface. At the top, there is a table with the following data:

Fiscal Year	Department	Activity	Name	Active
2016	EVA	2ACLA	AQ SIP CONTROL ANALYSIS	Yes

Below the table are navigation links: First, Prev, Next, Last. Below that are action links: Save, Undo, Delete, Insert, Copy, Paste, Search.

The 'General Information' section contains the following fields:

- *Fiscal Year: 2016
- *Department: EVA
- *Activity: 2ACLA
- *Name: AQ SIP CONTROL ANALYSIS
- *Short Name: 2ACLA
- Contact Code: [empty]
- Effective From: [calendar icon]
- Effective To: [calendar icon]
- Active:
- Budgeting:
- Description: [empty text area]

The 'Rollups/CAFR' section contains the following fields:

- Activity Class: 2ACA
- Activity Category: 2ASI
- Activity Type: HRIS
- Activity Group: AQMA
- CAFR Activity Unit: [empty]
- Major CAFR Activity Type: [empty]
- Minor CAFR Activity Type: [empty]
- Reimb Eligible:
- FACP Eligible: