QUICK REFERENCE GUIDE:
CREATING A CAM - ADDING A PROGRAM PERIOD
# Creating a CAM - Adding a Program Period

## Table of Contents

- **Creating a CAM** ............................................................................................................................................... 3
  - **Header Component** .................................................................................................................................... 4
  - **Major Program Component** ....................................................................................................................... 4
  - **Program Period Component** ..................................................................................................................... 5
- **Attaching Grant Award Documentation** .................................................................................................... 7
Creating a CAM

This document is a step-by-step guide on creating a CAM to add a Program Period and Grant ID in accordance with State of Arizona Accounting Manual (SAAM) policy 7065 – Grants, Cost Structures for Grants. There are screenshots provided for your reference, with highlighted boxes around the fields that are discussed in the steps below.

Once you have logged into AFIS, from the Home Page:
1. In the Jump To field, type CAM
2. Click Go

3. Click the Create button at the top left

4. In the Code field, CAM has been defaulted when using the Jump To field
5. In the Dept field, type your 3 digit AFIS Agency Code
6. In the Doc ID field, type a unique name

7. Click Create at the bottom left of the screen

Note: You have the option to enter a document ID (to make the document easier to find in research situations or to allow the system to generate the ID for you by selecting the Auto Numbering box)
Header Component

The Header Component is not required for the CAM to Validate. However, it is encouraged to reflect the reason for creating the CAM in the Document Description field to allow the reviewer an understanding of the purpose of the CAM.

1. In the **Document Description** field, type the reason for creating the CAM
2. Click **Save**
3. Click the **Major Program** Component to move on

Major Program Component

The Major Program Component is required for the document to validate.

*Note: The fields with the red asterisks are required fields. All other fields are based on departmental processes within each Agency.*

1. In the **Department** field, type or select your 3 digit AFIS Agency Code
2. In the **Major Program** field, type or select the **Major Program** you wish to add a Program Period to
3. Click **Load Major Program Details** button at the bottom right of the screen

This will automatically load all information currently on the Major Program (MJPRG) table

4. Click **Load Program Period Details** button

If Program Period records for the Major Program need to be updated, **YOU MUST** click the Load Program Period Details button. All existing Program Period records for that Major Program will be loaded into the Program Period component of the CAM document. If you do not click “Load Program Period Details”, you will receive an error stating “Program Period Sequence is required.”
5. Click the **Program Period** component to move forward

**Note:** Do not click the Load Program Period Details button more than once.

### Program Period Component

**In the General Information Tab**

1. Click the **Insert New Line** button
2. In the **Line Type** drop-down, select **Add** or **Modify**
   - **Add** – should be used when creating a new PPC
   - **Modify** – should be used when making changes to an existing PPC
3. In the **Program Period** field, type a unique code (limited to 5 characters)

**Note:** Once the Program Period code is created, it cannot be changed. Naming convention is left up to the Agency.

4. In the **Program Period Name** field, type a descriptive name *(this field is required and may be changed at a later date)*

5. In the **Short Name** field, type a descriptive name *(this field is required and may be changed at a later date)*

6. In the **Program Inf From** field, type or select a date *(typically the beginning of the award project/grant)*

7. In the **Program Inf To** field, type or select a date *(typically the end of the award project/grant)*. The end date will not prevent you from recording transactions to this Program Period; this field is for inferencing purposes and you can manually key the Program Period after the end date.
In the General Option Tab

1. In the **Grant ID** field, type the 8 digit code that connects eCivis, AFISGLM and the AFIS Cost Structure. The Grant ID should represent grant award in both performance period and dollar amount.

In the Funding Identification Tab

1. In the **Funding Catalog Agency** field, type or select the Federal agency that is awarding these funds and it will automatically bring in the Federal Catalog Prefix.
2. In the **Funding Catalog Prefix** field, automatically inferred based on the Funding Catalog Agency field.
3. In the **Funding Catalog Suffix** field, type the 3 digit suffix of the CFDA number that should be in the award agreement, if it is Federal.

A CFDA number is required for **ALL** Federal Financial Assistance, including pass-thru monies received from another state agency that were originally received from a Federal Entity. *This will not be needed if the award is not federal funds.*
Attaching Grant Award Documentation

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

Follow these steps to attach an electronic file to the Program Period component of the CAM document:
1. Navigate to the Program Period component of the document
2. Click File menu in the lower right corner of the CAM
3. Select Attachments from the File menu. The Attachments window is displayed
4. Click Browse to search for the file to be attached
5. Locate and select the file to be attached, then click Open. The Upload Attachment
6. In the **Description** field, enter the **Grant Program name** for the attachment if applicable

7. Click **Upload**

8. Click **Done**

9. Click **Return to Document**, to return to the CAM document
1. Click **Save**
2. Click **Validate** to confirm there are no issues
3. Click **Submit**

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

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