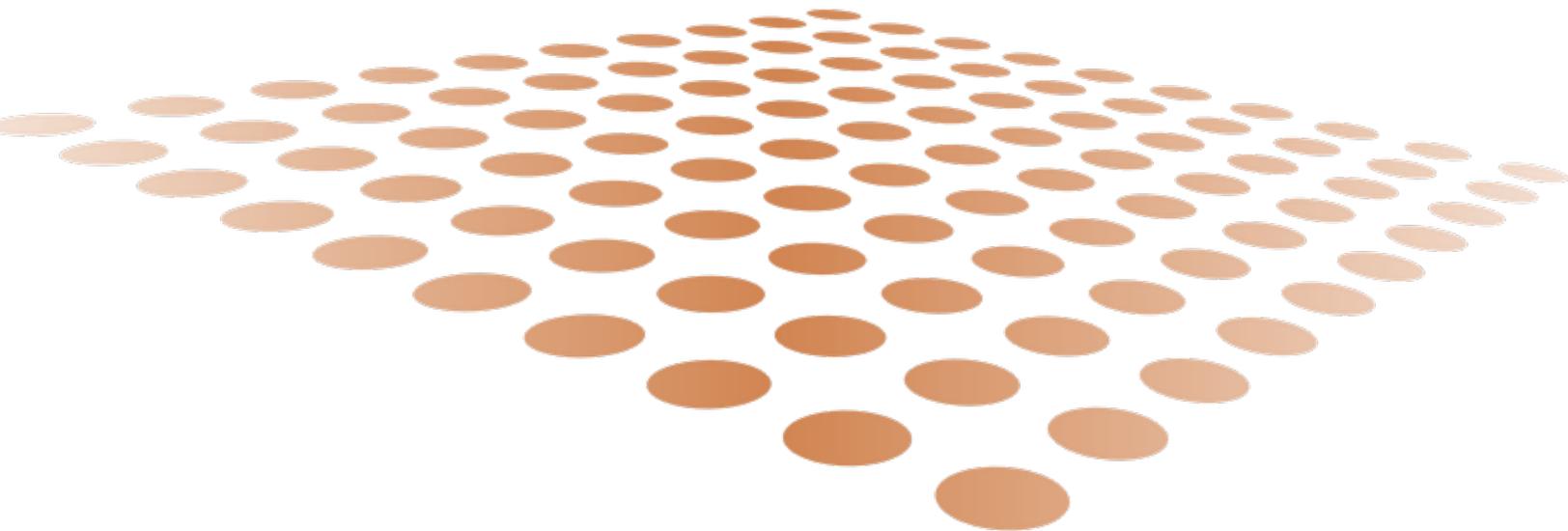


ADOA – General Accounting Office

QUICK REFERENCE GUIDE:

CREATING A CAM: ADDING A PROGRAM PERIOD





Creating a CAM: Adding a Program Period

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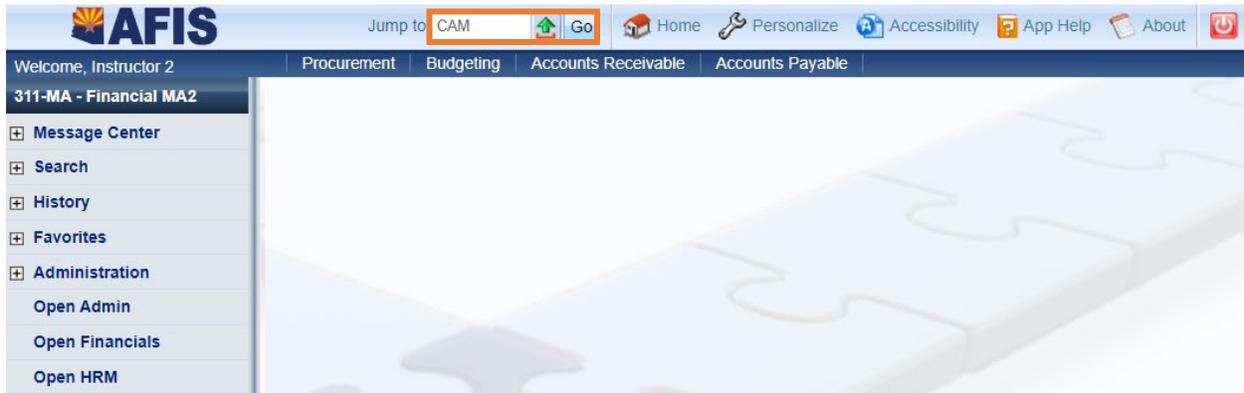


All activities will be displayed with an icon

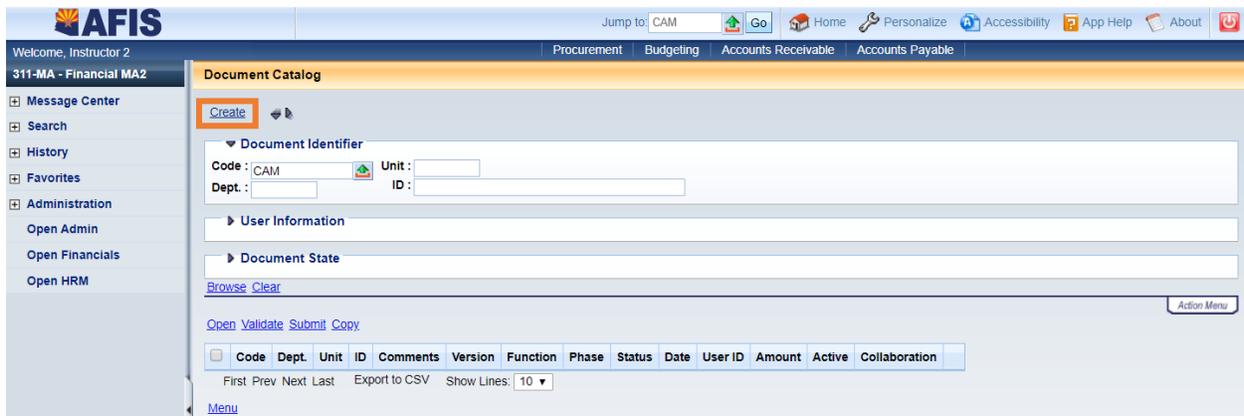
Creating a CAM

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.

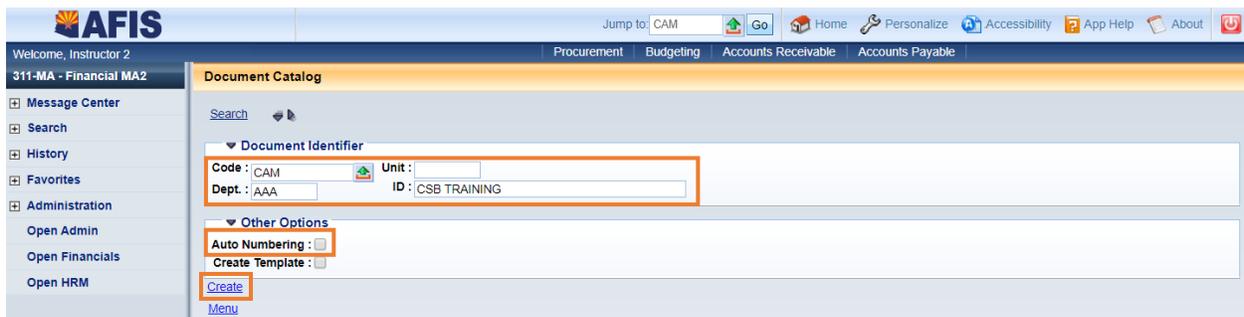
Once you have logged into AFIS, from the Home Page:



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

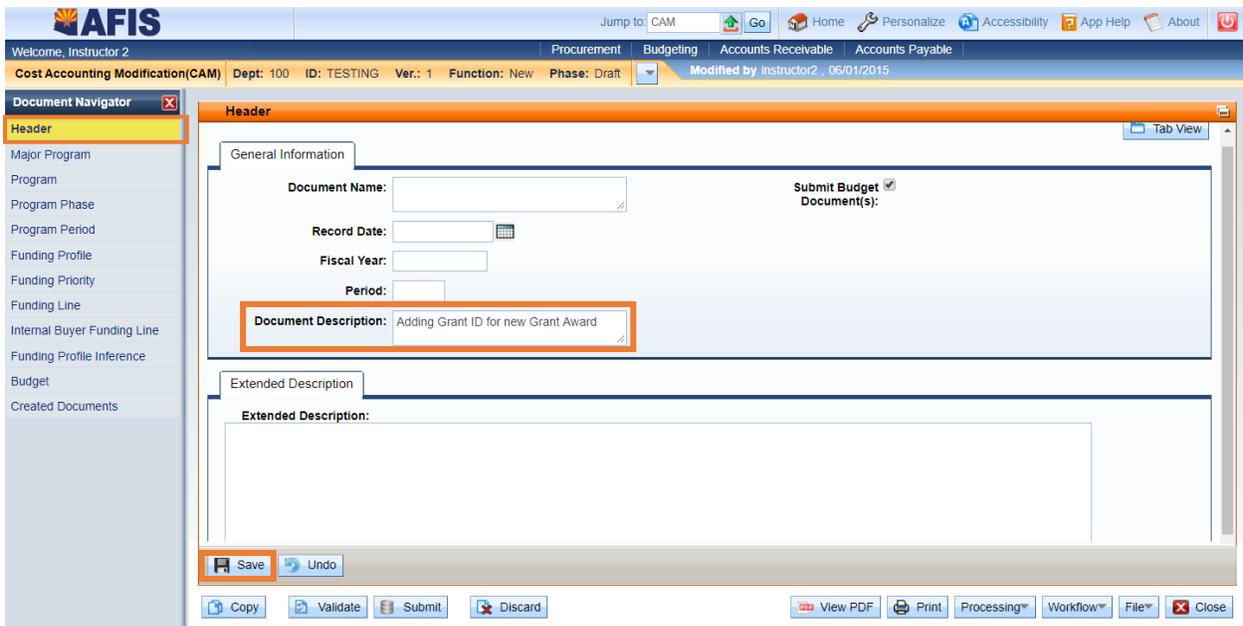
5. In the **Dept** field, type your **3 digit AFIS Agency Code**
6. In the **Doc ID** field, type a unique name

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)

7. Click **Create** at the bottom left of the screen

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.



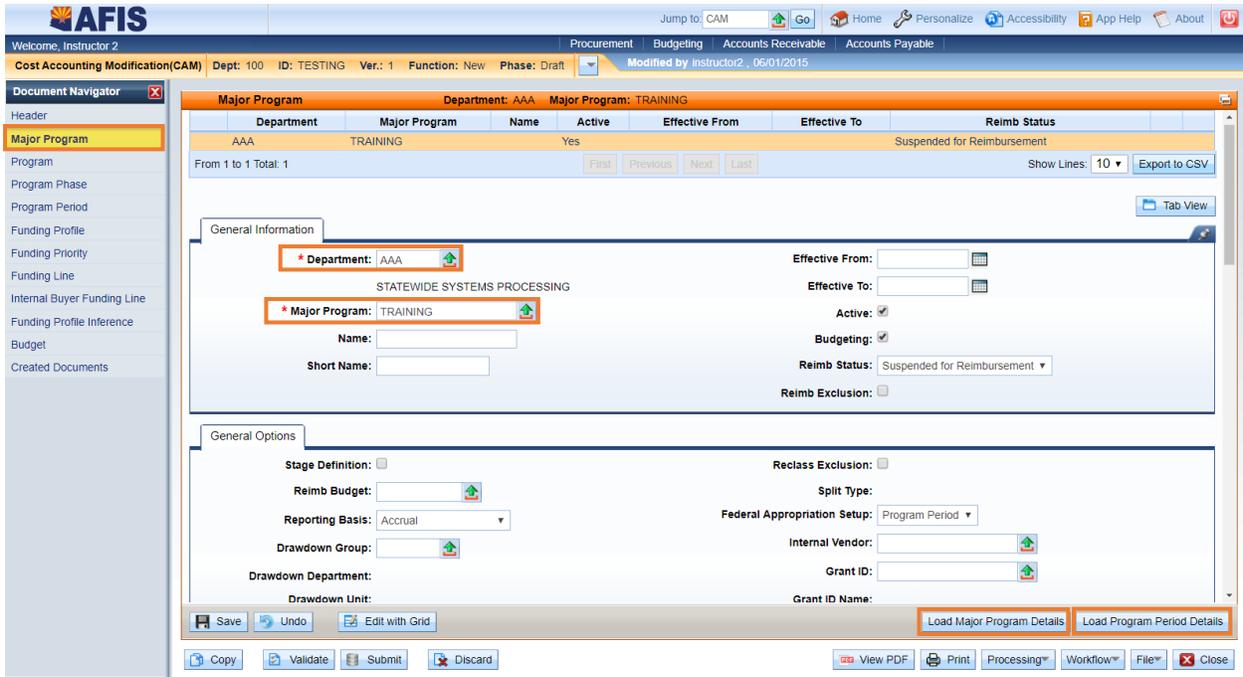
The screenshot displays the AFIS system interface. At the top, there is a navigation bar with the AFIS logo and various utility icons. Below this is a breadcrumb trail: "Welcome, Instructor 2" > "Procurement" > "Budgeting" > "Accounts Receivable" > "Accounts Payable". The main content area is titled "Header" and is divided into two sections: "General Information" and "Extended Description". In the "General Information" section, there are several input fields: "Document Name", "Record Date", "Fiscal Year", and "Period". A "Submit Budget Document(s)" checkbox is checked. The "Document Description" field is highlighted with a red box and contains the text "Adding Grant ID for new Grant Award". Below the "General Information" section is the "Extended Description" section, which is currently empty. At the bottom of the form, there are several buttons: "Save" (highlighted with a red box), "Undo", "Copy", "Validate", "Submit", "Discard", "View PDF", "Print", "Processing", "Workflow", "File", and "Close".

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.

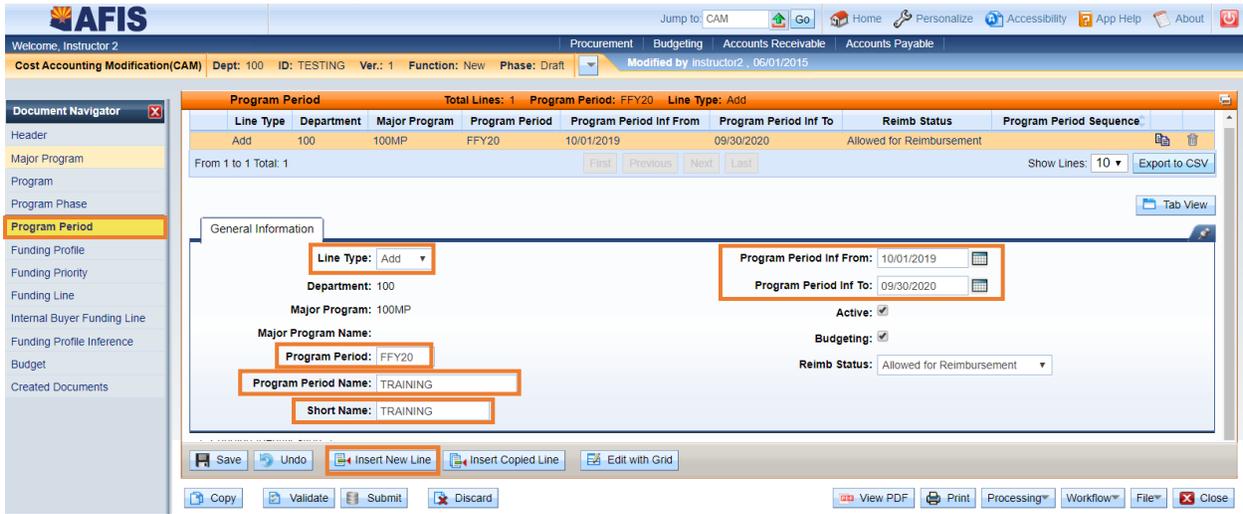


1. In the **Department** field, type or select your **3 digit AFIS Agency Code**
2. In the **Major Program** field, type or select the **Major Program** you wish to add a Program Period to
3. Click **Load Major Program Details** button at the bottom right of the screen
 - This will automatically load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

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

5. Click the **Program Period** component to move forward

Program Period Component



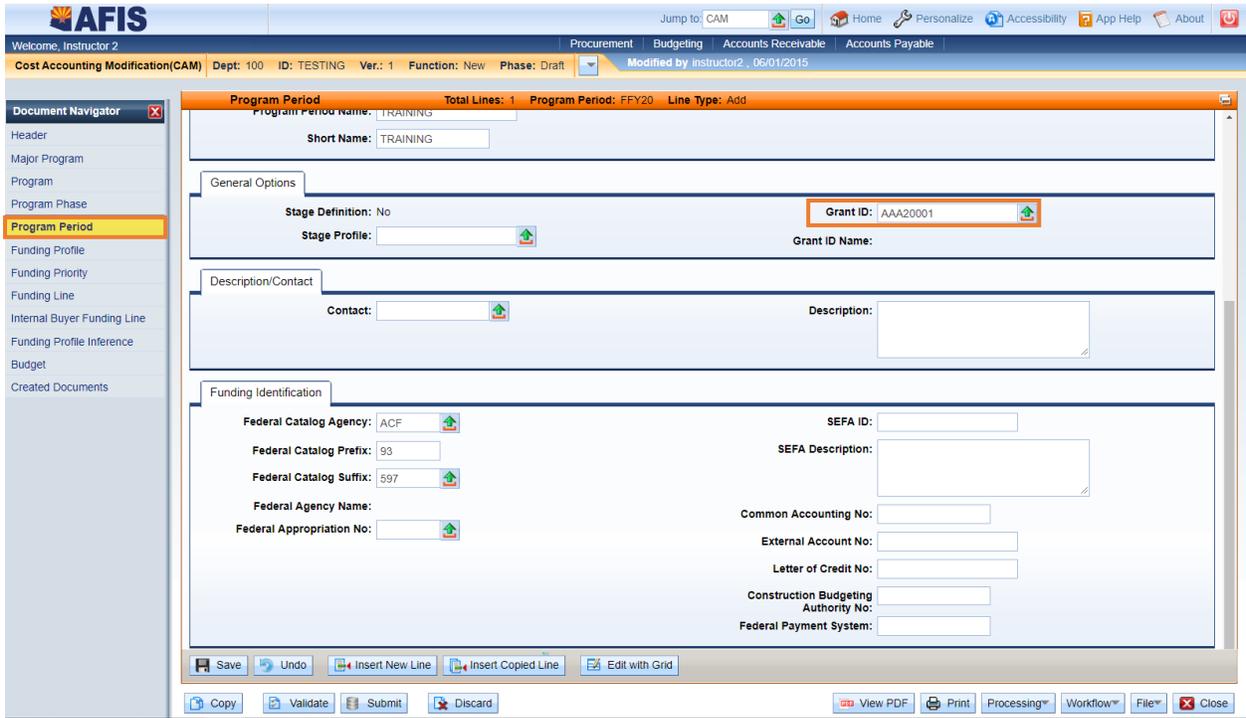
In the General Information Tab

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.

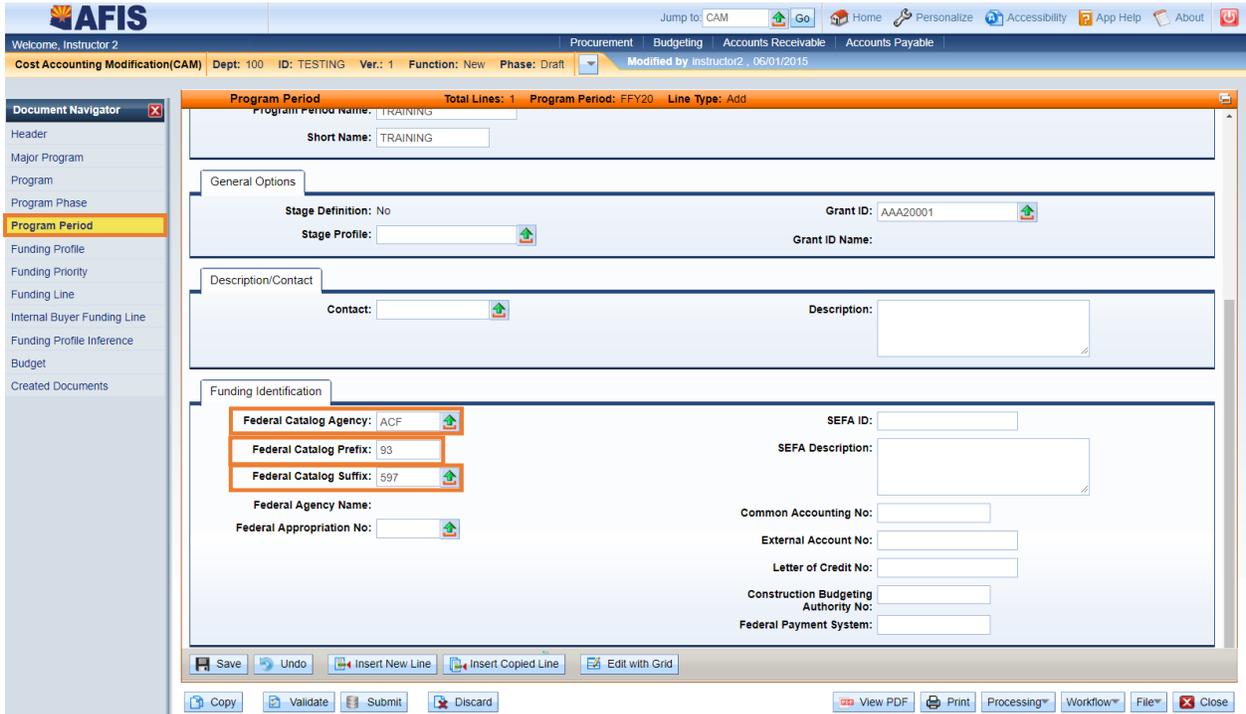
In the General Option Tab



The screenshot shows the AFIS interface with the 'Program Period' window open to the 'General Options' tab. The 'Grant ID' field is highlighted with a red box and contains the value 'AAA20001'. Other fields include 'Short Name' (TRAINING), 'Stage Definition' (No), 'Stage Profile', 'Description/Contact', and 'Funding Identification'.

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



The screenshot shows the AFIS interface with the 'Program Period' window open to the 'Funding Identification' tab. The 'Federal Catalog Agency' (ACF), 'Federal Catalog Prefix' (93), and 'Federal Catalog Suffix' (597) fields are highlighted with red boxes. Other fields include 'SEFA ID', 'SEFA Description', 'Federal Agency Name', 'Federal Appropriation No.', 'Common Accounting No.', 'External Account No.', 'Letter of Credit No.', 'Construction Budgeting Authority No.', and 'Federal Payment System'.



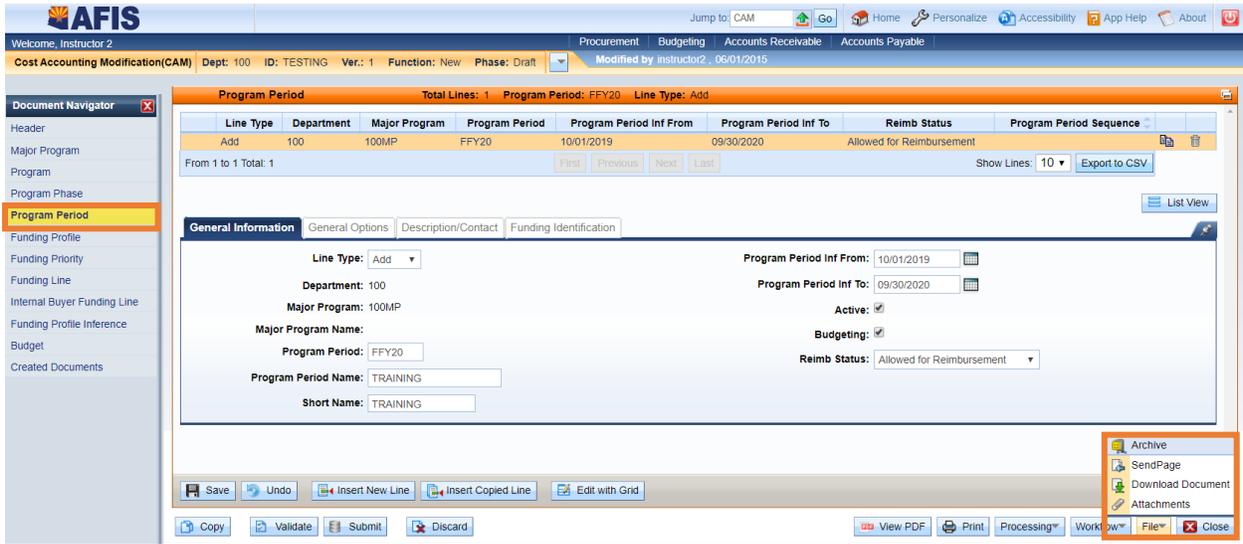
Quick Reference Guide

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."



The screenshot shows the AFIS software interface. At the top, there's a navigation bar with 'Jump to: CAM' and 'Go'. Below that, a header bar displays 'Welcome, Instructor 2' and various system tabs like 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The main content area is titled 'Program Period' and shows a table with columns for 'Line Type', 'Department', 'Major Program', 'Program Period', 'Program Period Inf From', 'Program Period Inf To', 'Reimb Status', and 'Program Period Sequence'. Below the table, there's a 'General Information' section with fields for 'Line Type', 'Department', 'Major Program', 'Program Period', 'Program Period Name', and 'Short Name'. On the right side of this section, there are fields for 'Program Period Inf From', 'Program Period Inf To', 'Active', 'Budgeting', and 'Reimb Status'. At the bottom right, a 'File' menu is open, showing options like 'Archive', 'SendPage', 'Download Document', and 'Attachments'.

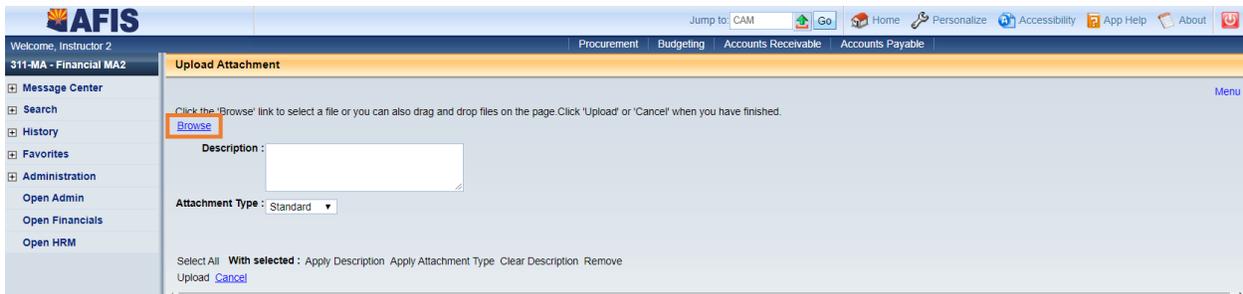
Follow these steps to attach an electronic file to the Program Period component of the CAM document:

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.



The screenshot shows the AFIS software interface with the 'Attachments' window open. The window has a title bar 'Attachments' and a menu. Below the title bar, there's a table with columns for 'File Name', 'Type', 'Date', 'User ID', and 'Primary State'. Below the table, there are buttons for 'Upload', 'Search', 'Download', 'Delete', and 'Restore'. The 'Upload' button is highlighted with a red box. Below the buttons, there are fields for 'File Name', 'Description', 'Type', 'Date', 'User ID', and 'Primary State'. At the bottom, there are links for 'Return to Document' and 'View Attachment History'.

4. Click **Upload**



The screenshot shows the AFIS software interface with the 'Upload Attachment' window open. The window has a title bar 'Upload Attachment' and a menu. Below the title bar, there's a text area with instructions: 'Click the "Browse" link to select a file or you can also drag and drop files on the page. Click "Upload" or "Cancel" when you have finished.' Below the text area, there's a 'Browse' button highlighted with a red box. Below the 'Browse' button, there's a 'Description' field. Below the 'Description' field, there's an 'Attachment Type' dropdown menu set to 'Standard'. At the bottom, there are buttons for 'Upload' and 'Cancel'.



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

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

311-MA - Financial MA2

Message Center | Search | Page Search | Document Catalog | Report Search | History | Favorites | Administration | Open Admin | Open Financials | Open HRM

Upload Attachment

Click the 'Browse' link to select a file or you can also drag and drop files on the page. Click 'Upload' or 'Cancel' when you have finished.

[Browse](#)

Description :

Attachment Type : Standard

Select All With selected : [Apply Description](#) [Apply Attachment Type](#) [Clear Description](#) [Remove](#)

File Name	Description	Attachment Type
<input type="checkbox"/> 100 STATE ACCESS AND VISITATION PROGRAM.pdf	<input type="text" value="Attachment Description"/>	Standard

Total Number of Files selected: 1

[Upload](#) [Cancel](#)

7. In the **Description** field, enter **the Grant Program name for the attachment if applicable**
8. Click **Upload**

Welcome, Instructor 2 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

311-MA - Financial MA2

Message Center | Search | History | Favorites | Administration | Open Admin | Open Financials | Open HRM

Upload Attachment

Click the 'Browse' link to select a file or you can also drag and drop files on the page. Click 'Upload' or 'Cancel' when you have finished.

[Browse](#)

Description :

Attachment Type : Standard

Select All With selected : [Apply Description](#) [Apply Attachment Type](#) [Clear Description](#) [Remove](#)

File Name	Description	Attachment Type	File Size
<input type="checkbox"/> 100 STATE ACCESS AND VISITATION PROGRAM (1).pdf	<input type="text" value="file uploaded successfully"/>	Standard	75.81 KB

Total Number of Files selected: 1
Total File Size: 75.81 KB

[Upload](#) [Done](#)

9. Click **Done**

Welcome, Instructor 2 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

311-MA - Financial MA2

Message Center | Search | History | Favorites | Administration | Open Admin | Open Financials | Open HRM

Attachments

File Name	Type	Date	User ID	Primary State
<input checked="" type="checkbox"/> 100 STATE ACCESS AND VISITATION PROGRAM (1).pdf	Standard	2/6/20	instructor2	New

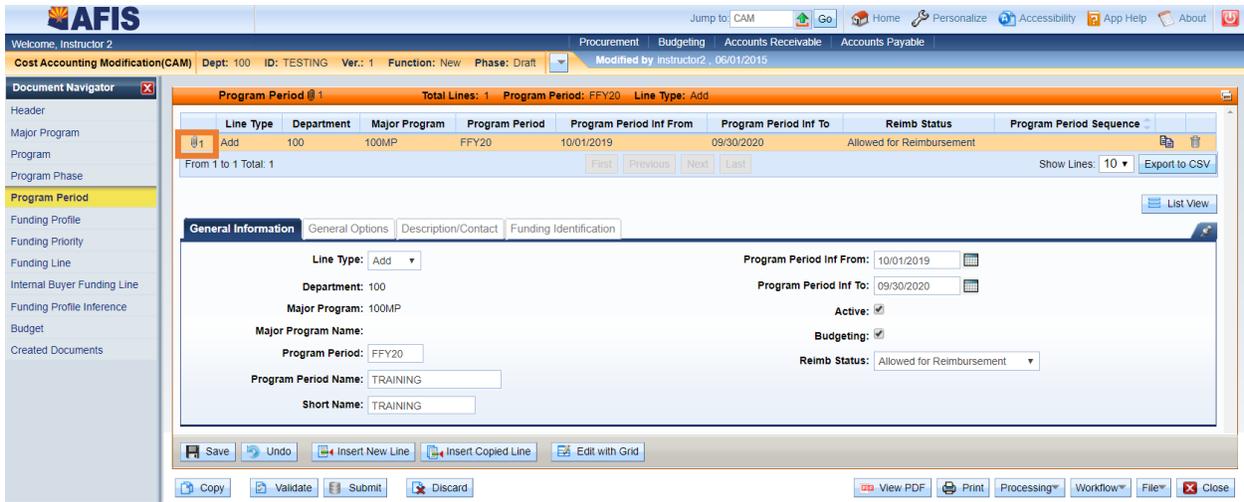
Upload Search [Download](#) [Delete](#) [Restore](#)

File Name : 100 STATE ACCESS AND VISITATION PROGRAM (1).pdf Description :

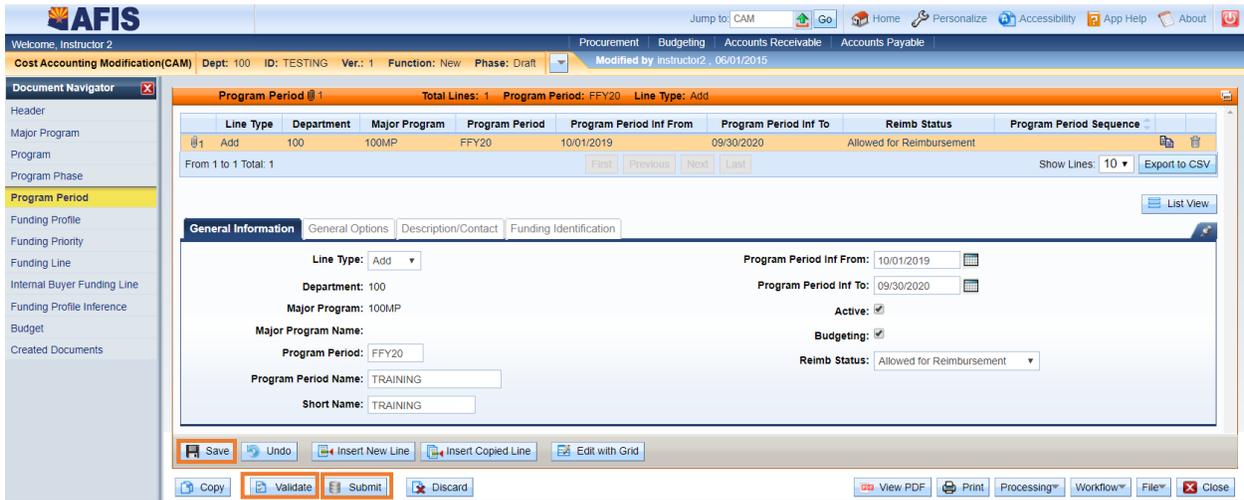
Type : Standard
Date : 2/6/20
User ID : instructor2
Primary State : New

[Return to Document](#)

10. Click **Return to Document**, to return to the CAM document



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



1. Click **Save**
2. Click **Validate** to confirm there are no issues
3. Click **Submit**

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).