

SECTION A**July 2023****APPROPRIATION (EXPENDITURE AUTHORITY) INDEX TABLE
(TM.2.1) MAINTENANCE**

Appropriation (Expenditure Authority) Index Maintenance table (TM.2.1) maintenance records are generally entered and edited directly online. AI records will also be copied from one biennium to the next during the biennial roll process. Either way, records must pass the edits before they are added to the Appropriation Index table.

Appropriation Index Control Key: Agency, Appropriation Index and Biennium

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=== AFRS =(TM.2.1)==== APPROPRIATION INDEX MAINTENANCE ===== C105P160 ===
TR: _____ LAST UPDATE:

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)

AGENCY: 9990 APPROPRIATION INDEX: ____ BIENNIUM: ____

TITLE: _____

APPROPRIATION: ____ APPN TYPE: _ APPN CHAR: _

FUND: ____ CFDA: ____ . ____

REPORTING TYPE: _ (I=INFRASTRUCTURE, N=NON-INFRASTRUCTURE)

FEDERAL GRANT AWARD NUMBER: _____

START DATE: _____ (MMDDYY) END DATE: _____ (MMDDYY)

INDICATORS APPN CTL TYPE: _ APPN ORG LVL: _ APPN PGM LVL: _

F3=RETURN, F12=MESSAGE, CLEAR=EXIT

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A01 - RECORD EXISTS

Explanation: There is an entry already in the system for the Control Key specified. Control Key is Agency, Appropriation Index and Biennium. “Add” transactions must not find a matching record.

Suggestion: Verify the Control Key.

- If incorrect, enter the correct Control Key.
- If correct, the record already exists. Use the view to verify record exist.
- If a change is needed, use the “V” (View) function and then the “C” (Change) function.

Note: Once financial transactions have posted to the AFRS system for an Appropriation Index, certain informational elements cannot be changed for that index.

A02 - RECORD NOT FOUND

Explanation: There is no previous entry in the system for the Control Key specified. Control Key is Agency, Appropriation Index and Biennium. “Change” or “View” transactions must find a matching record.

Suggestion: Verify the Control Key.

- If incorrect, enter the correct Control Key.
- If correct, the function should be changed to 'A' (Add).

A03 - FED GRANT AWARD MUST BE IN FGA TABLE (TM.4.1)

Explanation: A valid Federal Grant Award (FGA) number must be entered for Federal Stimulus (ARRA) appropriation types N, U, Y, and 8. The FGA number must be in the Federal Grant Award table (TM.4.1).

Suggestion: Verify that the appropriation type entered is correct.

- If AI type is correct,
 - verify that the FGA number entered is correct and is in the TM.4.1 table.
 - correct the FGA number entered or add the number to the FGA table (TM.4.1)
- If AI type is incorrect, correct the AI type.

A04 - INDEX RECORD USED-CANNOT BE CHANGED OR DELETED.

Explanation: The Appropriation Index (AI) has been used and a financial transaction posted. Once used, certain informational elements of the AI (Appropriation, Appropriation Type, Appropriation Character, and Fund) cannot be Changed and the AI cannot be Deleted.

Suggestion: Check to make sure you have identified the correct AI. If one or more of the protected information elements are incorrect, the only choice is to add a new AI.

A05 - FUNCTION INVALID

Explanation: An invalid character was entered in the Function field. Valid characters are "A" = Add; "C"= Change; "D"= Delete; "V"= View; "N"= Next; or "P"= Print.

Suggestion: Use one of the valid functions.

A06 - REPORT TYPE INVALID/MUST BE "I" OR "N"

Explanation: A valid Report Type must be entered for Federal Stimulus (ARRA) appropriation types N, U, Y, and 8. Valid Report Types are “I” (Infrastructure) and “N” (Non-Infrastructure).

Suggestion: Verify that the appropriation type entered is correct. If so, enter “I” or “N” in the Report Type field, as applicable.

A07 – REPORT TYPE NOT ALLOWED FOR APPN TYPE

Explanation: Report Type is not allowed to be entered unless the appropriation type is a Federal Stimulus (ARRA) code – N, U, Y, or 8.

Suggestion: Verify that the appropriation type entered is correct. If so, delete the report type entered.

A08 – CFDA ARRA FIELD MUST BE "N" OR "M"

Explanation: When the appropriation type is **not** a Federal Stimulus (ARRA) code, the ARRA field in the Catalog of Federal Domestic Assistance (CFDA) table (TM.4.2) must be an “N” (No) or “M” (Mixed). Federal Stimulus (ARRA) appropriation types are N, U, Y, and 8.

Suggestion: Verify that the appropriation type entered is correct (i.e., is a non-ARRA code) and verify that the CFDA number entered is correct.

- If incorrect update to valid CFDA number
- If correct, the ARRA field on the CFDA table (TM.4.2) may need to be updated to an “N” or “M.” Contact your OFM accounting consultant and provide them with a copy of the grant award cover sheet.

A09 – CFDA REQ IF FEDERAL GRANT AWARD IS ENTERED

Explanation: The Catalog of Federal Domestic Assistance (CFDA) number must be entered when a Federal Grant Award (FGA) number is entered, and the CFDA number must exist in the CFDA table.

Suggestion: Request OFM accounting consultant to enter a valid CFDA number whenever an FGA needs to be entered.

A10 - BIENNIUM INVALID

Explanation: The biennium entered is invalid. The biennium must be numeric, and it must be equal to or one less than the Current Biennium.

Suggestion: Determine the correct biennium to be used and enter.

A12 - INVALID AGENCY

Explanation: The agency used is not defined or is closed in the Agency Maintenance (D53) table.

Suggestion: Verify that the correct agency number was entered. If so, verify that the agency exists and is not closed in the D53 table. If the agency is not defined on that table or is marked as closed, contact your OFM accounting consultant.

A13 - APPN INDEX INVALID

Explanation: An invalid character was entered in the Appropriation Index field. A valid appropriation index must be three alphanumeric characters. Special characters and spaces are not allowed.

Suggestion: Determine the correct Appropriation Index and input.

A15 - TITLE INVALID

Explanation: The Appropriation Index title must not be blank.

Suggestion: Input a title in the title field starting in the first position.

A16 - APPN NOT IN D07

Explanation: The Appropriation must be defined in descriptor table D07-Appropriation before it can be used in the Appropriation Index table.

Suggestion:

1. Verify that the appropriation code has been entered correctly.
2. Verify that the code exists in the D07. If the code is not in the D07 table for the biennium specified, enter the Appropriation in the D07 table.

A17 - APPN TYPE NOT IN D08

Explanation: The Appropriation Type must be defined in Statewide descriptor table D08-Appropriation Type.

Suggestion:

1. Verify that the appropriation type code has been entered correctly.
2. Refer to descriptor table D08-Appropriation Type to identify valid Appropriation Type codes.

A18 – APPN CHARACTER NOT IN D09

Explanation: The Appropriation Character must be defined in the Statewide descriptor table D09-Appropriation Character.

Suggestion:

1. Verify that the appropriation character code has been entered correctly.
2. Refer to descriptor table D09-Appropriation Character to identify valid Appropriation Character codes.

A19 - APP TYP=6 BUDG TYP=A

Explanation: When adding an Appropriation Index, Appropriation Type 6 (Non-appropriated) may not be used with a Fund having a Budget Type A (Appropriated) on the D22-Statewide Funds.

Suggestion: Correct either the Fund code or the Appropriation Type code. Refer to descriptor table D08-Appropriation Type for a listing of valid Appropriation Types. For definitions of Appropriation Types refer to the *State Administrative and Accounting Manual* (SAAM) 75.50.10.

A20 - FUND NOT IN D22

Explanation: The Fund must be defined in descriptor table D22-Statewide Funds.

Suggestion:

1. Verify that the fund code has been entered correctly.
2. Refer to descriptor table D22-Statewide Funds to identify valid Fund codes.

A21 - INVALID CHARACTER USED

Explanation: The Appropriation Index title cannot include invalid characters. Allowed characters are: Alphabetic, Numeric, and the following special characters:
@ # ? % \$ & * ! / ; : () , - .

Suggestion: Locate the position noted in the error message and update the title to ensure it only includes allowed characters.

Do not copy and paste into the title field.

A28 - INVALID START DATE

Explanation: The Appropriation Start Date is invalid. Valid characters are numbers 0 to 9; the format must be MMDDYY; the month and day must fall within allowable ranges; and it must be a valid (i.e., real) date. Also, the Start Date for a FY restricted Appropriation must be within the FY period. Example: APPN 012 is the second FY Appn – the start date must be within the date range of FY2.

Suggestion: Determine the correct Start Date and input using the format MMDDYY.

A29 - INVALID END DATE

Explanation: The Appropriation Index End Date is invalid. Valid characters are numbers 0 to 9; the format must be MMDDYY; and it must be a valid (i.e., real) date. Also, the Appropriation Index End Date must be greater than the Appropriation Index Start Date.

Suggestion: Determine the correct End Date and input using the format MMDDYY.

A30 - INVALID APP-CTL

Explanation: An invalid character was entered in the Appropriation Control Type indicator field. Valid characters are numbers 0, 1 and 2. Refer to the TM.2.1 Appropriation Index Table (AI) user manual for more information.

Suggestion: Enter a 0, 1 or 2 to indicate the Appropriation Control Type.

A31 - INVALID APPN ORG LEVEL

Explanation: An invalid character was entered in the Appropriation Organization Level indicator field. Valid characters are numbers 0 and 1. Refer to the TM.2.1 Appropriation Index Table (AI) user manual for more information.

Suggestion: Enter a 0 or 1 to indicate the Appropriation Organization Level.

A32 - INVALID APPN PROGRAM LEVEL

Explanation: An invalid character was entered in the Appropriation Program Level indicator field. Valid characters are numbers 0, 1, 2 and 3. Refer to the TM.2.1 Appropriation Index Table (AI) user manual for more information.

Suggestion: Enter a 0, 1, 2 or 3 to indicate the Appropriation Program Level.

A35 - REPORT TYPE REQ FOR TYPE 8, N, U & Y

Explanation: A Report Type must be entered for Federal Stimulus (ARRA) appropriation types 8, N, U and Y. Valid Report Types are “I” (Infrastructure) and “N” (Non-Infrastructure).

Suggestion: Verify that the appropriation type entered is correct.

- If incorrect, change the Appropriation Type
- If correct, enter “I” or “N” in the Report Type field, as applicable.

A36 - APPN/FUND & D26-SRC OF FUNDS DO NOT MATCH

Explanation: For an appropriated expenditure authority, the Agency, Biennium, Fund, Appropriation, Appropriation Type and Appropriation Character associated with this Appropriation Index must be defined in descriptor table D26-Statewide Source of Funds. This table is controlled by OFM Budget and is automatically updated when schedules are “Published” in TALS.

Suggestion: Use the Expenditure Authority Schedule report in the Reporting Portal, such as EAS003, to verify that all fields entered (Biennium, Fund, Appropriation, **Appropriation Type**, and **Appropriation Character**) are correct. Also, refer to the TM.2.1 Appropriation Index Table (AI) user manual for information about each of these fields.

A37 - CFDA REQ FOR TYPE 8,N,U,Y & MUST BE IN CFDA

Explanation: A valid Catalog of Federal Domestic Assistance (CFDA) number must be entered for Federal Stimulus (ARRA) appropriation types 8, N, U and Y. For other appropriation types, the CFDA number is optional. If entered, the CFDA number must exist in the CFDA table.

Suggestion: For appropriation types 8, N, U and Y, enter a valid CFDA number. For other appropriation types, enter a valid CFDA number or leave the field blank. If a CFDA number needs to be added in the CFDA table, contact your OFM accounting consultant and provide them with a copy of the grant award cover sheet.

A38 - CFDA ARRA FIELD MUST BE "Y" OR "M"

Explanation: When adding or changing an Appropriation Index (AI) for Federal Stimulus (ARRA) appropriation types 8, N, U and Y, the ARRA field in the Catalog of Federal Domestic Assistance (CFDA) table (TM.4.2) must be “Y” (Yes) or “M” (Mixed) for the CFDA number entered on the AI screen.

- Suggestion:** Verify that the appropriation type entered is correct.
- If correct, verify that the CFDA number entered is correct.
 - If correct, check the ARRA field in the CFDA table for the CFDA number entered. If the CFDA table needs to be updated, contact your OFM accounting consultant and provide them with a copy of the grant award cover sheet.

A39 - FGA REQ FOR TYPE 8, N , U & Y

Explanation: A Federal Grant Award (FGA) number must be entered for Federal Stimulus (ARRA) appropriation types 8, N, U and Y.

- Suggestion:** Verify that the FGA number entered is correct and is in the Federal Grant Award table (TM.4.1).
- If incorrect, correct the entry.
 - If correct, add the FGA in the FGA table.

A40 - LAST TWO POSITIONS OF CFDA MUST BE BLANK

Explanation: When entering a Catalog of Federal Domestic Assistance (CFDA) number, the last two positions should not contain any characters.

- Suggestion:** Verify that last two positions of the CFDA number entered are blank; if not, erase the field and re-enter.