Agency Financial Reporting System

Organization Control Table (OC)

Screen TM.3.1

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WHAT IS THE ORGANIZATION CONTROL TABLE?

The Organization Control Table (OC) is a non-financial file in AFRS which allows an agency to:

◆ Maintain controls over fiscal periods for posting accounting transactions at the agency level.

◆ Maintain a series of indicators which enable each agency to define the severity of certain fund control and data related errors. Severity options include:
   - **Fatal** prevents a transaction from posting and moves it to the overnight error file until corrected.
   - **Warning** allows a transaction to post, does <u>not</u> move it to the overnight error file, but prints out a warning error code (beginning with a K) on the daily AFRS Warning Report DWP641.
   - **Ignore** causes the edit to be ignored and the transaction to post.

The OC table contains one record per agency per biennium.

Tight control should be exercised over any maintenance activity against an agency's OC table records since this table controls most of the editing and posting activity for each agency on AFRS. This can be accomplished by using the AFRS system security by limiting the staff with security to update this table.

Once established, the agency's OC table record should have little or no maintenance with the following exceptions.

◆ At the beginning of the biennium, until the approved allotments are in AFRS, the following indicators should be set with the **ignore** option: Fund related severity indicators - positions **17** and **33**.

◆ If your agency receives a negative appropriation (for example - a pension reduction for the Biennium), the following indicators should be set with the **ignore** option until the approved allotments are in AFRS: Fund related severity indicators - positions **11, 14** and **30**.

The OC table also displays the information from the AFRS System Management Record concerning which fiscal periods are open for posting at a statewide level.

ORGANIZATION CONTROL MAINTENANCE

ORGANIZATION CONTROL MAINTENANCE screen (TM.3.1) allows an agency to view, update and print copies of its organization control table.

```
=== AFRS =(TM.3.1)==== ORGANIZATION CONTROL MAINTENANCE ========= C105P150 ===
 TR: _____                  LAST UPDATE: ........                       9990

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

                                        ** SYSTEM MANAGEMENT RECORD **
     PRIOR FM OPEN:   _             *                              *
     PRIOR BIEN OPEN: _             *     CURRENT BIEN YR: 15      *
                                    *          CURRENT FM: 14      *
                                    *            PRIOR FM: 13      *
    DATA RELATED SEVERITY INDICATORS:  *      PRIOR FM OPEN: YES   *
 1-10: _____ 11-20: _____ *          (FM 01-24)         *
21-30: _____                   *                              *
                                    *        PRIOR BIEN YR: 13     *
    FUND RELATED SEVERITY INDICATORS:  *  PRIOR BIEN YR OPEN: NO   *
 1-10: _____ 11-20: _____ *          (FM 24-25)         *
21-30: _____ 31-40: _____ *                              *
41-50: _____ 51-60: _____ *         FM 99 OPEN: YES      *
61-70: _____ 71-80: _____ *                              *
                                    ******************************

              F3=RETURN,  F12=MESSAGE,  CLEAR=EXIT
```

To access the **Organization Control Maintenance** screen (TM.3.1):
Enter *TM* on the **AFRS Primary Menu;**
Enter 3 in the *Select Function* field on the **Table Maintenance Menu** and press [Enter]. This will bring up the **System Controls Menu**.
Enter 1 in the *Select Function* field on the **System Controls menu** and press [Enter]. This will bring up the **Organization Control Maintenance** screen.

OR

Use the transfer field **TR: ___** from any other AFRS screen to get to the **Organization Control Maintenance** screen by typing *TM.3.1* in the field and press [Enter].

Functions: The function codes are as follows:

A = Add a new OC Table record. Requires the following fields to be filled in:
   Biennium
   Closing Indicators: Biennium & Monthly
   Data Related Severity Indicators
   Fund Related Severity Indicators

V = View an existing OC record. Requires:
   Biennium
   15 = 2013-15 Biennium
   17 = 2015-17 Ensuing Biennium (Available after Biennial Roll)

N = Displays the **N**ext Organizational Control (OC) record when two biennia are open.

P **=** Print an alphabetical listing of organization control table records.

   Upon pressing [Enter], a **Batch Job Submission** screen will display. Change the default values as needed, and press [Enter] to submit the batch job. Refer to the **Batch Job Submission** screen document for instructions.

C = Change any field on an OC record *except* Biennium. You must view the record before changing it. Change the function to *C*, change the fields to be updated and press [Enter].

D = Delete an organization control table record. You must view the record before deleting it. Change the function to *D* and press [Enter]. Finish deleting the table record, press [Enter] a second time.

Field Names:

- *Biennium* – (required) the 2-digit code for the biennium for which the OC record exists. For example, for the 2013-2015 biennium, type in 15.

- *Monthly Closing Indicator* (Prior FM Open) – (required) this 1-digit code indicator determines if the prior fiscal month is open for posting. The valid codes are:
   Y = Prior month is open for posting
   N = Prior month is **not** open for posting

- *Biennium Closing Indicator* (Prior Bien Open) – (required) this 1-digit code indicator determines if the prior biennium is open for posting. The valid codes are:
   Y = Prior biennium is open for posting
   N = Prior biennium is **not** open for posting.

NOTE: The 2 agency indicators above do NOT override the AFRS statewide indicators for Prior Fiscal Month and Prior Biennium. Agencies may use their agency indicators on this table to prevent posting to a prior period for their own agency even though AFRS still allows posting to that period.

For example, if the AFRS System Management Record (displayed on the right side of this screen) shows prior fiscal month open = Y but an agency does not want any additional transactions to post to that prior month, the agency can set their TM.3.1 record to prior fiscal month open = N. Consequently, any transactions for this agency attempting to post to the prior fiscal month will NOT post and will be marked in error.

- *Data Related Severity Indicators* – (required) these 1-digit alphabetic codes indicate the severity of the data-related errors. The valid codes are: *I=Ignore, W=Warning, **F=Fatal***.
  - **Fatal** prevents a transaction from posting and moves it to the overnight error file until corrected.
  - **Warning** allows a transaction to post, does not move it to the overnight error file, but prints out a warning error code (beginning with a K) on the daily AFRS Warning Report DWP641.
  - **Ignore** causes the edit to be ignored and the transaction to post.

NOTE: Use F=Fatal as the severity indicator for all data related errors. See shaded column below.

SEVERITY INDICATORS FOR DATA RELATED ERRORS

Screen Position	Valid Indicators			Description	Error Code
1		W	F	Counties not in D37	E07
2		W	F	Work class not in D40	E10
3	I	W	F	Sub-sub-object not in D12	E13
4		W	F	Cities/towns not in D38	E14
5	I	W	F	Sub source not in D36	E16
7		W	F	Organization index not allowed	E45
8		W	F	Optional organization index not in OI	E46
9	I	W	F	Organization index is required	E47
10		W	F	Required organization index not in OI	E48
15			F	Optional program index not in PI	E63
16			F	Program index is required	E64
18		W	F	Optional sub-object not in D11	E67
19			F	Sub-object is required	E68
23			F	Major group and major source required or invalid.	E41
24		W	F	Optional project not in PC	E75
25	I	W	F	Project is required	E76
27		W	F	Vendor number not allowed	E78
30		W	F	Invoice number is required	E91

NOTE: **We have streamlined some of the AFRS edits. When you go to make changes on the screen below, you may find that you need to delete indicators in several screen positions for which we have eliminated edits.**

```
=== AFRS =(TM.3.1)==== ORGANIZATION CONTROL MAINTENANCE ========= C105P150 ===
 TR: _____                     LAST UPDATE: 04/21/14                      9990

      FUNCTION: N  (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT)
      BIENNIUM: 15

                                              ** SYSTEM MANAGEMENT RECORD **
      PRIOR FM OPEN:   Y                    *                              *
      PRIOR BIEN OPEN: Y                    *      CURRENT BIEN YR: 15     *
                                            *          CURRENT FM: 14      *
                                            *            PRIOR FM: 13      *
      DATA RELATED SEVERITY INDICATORS:     *      PRIOR FM OPEN: YES      *
  1-10: FFFFF_FFFF 11-20: ____FF_FF_        *           (FM 01-24)         *
 21-30: __FFF_F__F                          *                              *
                                            *      PRIOR BIEN YR: 13       *
      FUND RELATED SEVERITY INDICATORS:     *  PRIOR BIEN YR OPEN: NO      *
  1-10: F__FFF____ 11-20: F__F__W__F        *           (FM 24-25)         *
 21-30: _____W 31-40: __W__F___W        *                              *
 41-50: _____F 51-60: __I___W____       *         FM 99 OPEN: YES      *
 61-70: _____ 71-80: FFFFFFFFFF        *                              *
                                            ******************************
                      F3=RETURN,  F12=MESSAGE,  CLEAR=EXIT
```

Indicators are not allowed in screen positions which are blank on above screen.

- *Fund Related Severity Indicators* – (required) these 1-digit alphabetic codes indicate the severity of the fund-related errors. The valid codes are: *I=Ignore, W=Warning, **F=Fatal***.

NOTES:

* **At the beginning of the biennium, until the approved allotments are in AFRS, the following indicators should be set with the ignore option: Fund related severity indicators – positions 17 and 33.**

** **If your agency receives a negative appropriation, the following indicators should be set with the ignore option until the approved allotments for these negative appropriations are in AFRS: Fund related severity indicators - positions 11, 14, and 30.**

SEVERITY INDICATORS FOR FUND RELATED ERRORS

Screen Position	Valid Values			Description	Error Code
1			F	Over liquidation of encumbrance	F01
4			F	Attempted posting to closed document	F04
5			F	Reverse attempted with partial or full liquidation	F05
6			F	No match when posting to document file adjusted amount	F06
11	**I	W	F	Appropriation over liquidated - appropriation file	F11
14	**I	W	F	Allotment over liquidated - appropriation file	F14
17	*I	W	F	Expenditures exceed appropriation - appropriation file	F17
20			F	Transaction not within appropriation start & end dates	F20
30	**I	W	F	Allotment over liquidation - allotment file	F30
33	*I	W	F	Expenditures exceed allotment - allotment file	F33
36			F	Posting attempted to closed allotment	F36
40	I	W	F	Attempted creation of negative cash balance	F40
50	I	W	F	Grant/project file budget over-reversed	F50
53	I	W	F	Grant/project file budget over expended	F53
57	I	W	F	Transaction not within grant/project start & end dates	F57
71			F	No match for posting to document file	F71
72			F	Attempt to establish duplicate document in document file	F72
73			F	Appropriation used was not found on appropriation file	F73
74			F	Attempt to establish duplicate appropriation in appropriation file	F74
75			F	Allotment used was not found on allotment file	F75
76			F	Attempt to establish duplicate allotment on allotment file	F76
77			F	No match for posting to cash control file	F77
78			F	Attempt to establish duplicate record on cash control file	F78
79			F	No match for posting to grant/project file	F79
80			F	Attempt to establish duplicate record on grant/project file	F80

BATCH JOB SUBMISSION SCREEN -PRINT ORGANIZATION CONTROL TABLE

The purpose of the **Batch Job Submission** screen is to provide report print and output options. Enter *P = Print* in the function field on the **Organization Control Maintenance (TM.3.1)** screen and press [Enter]. The **Batch Job Submission (TM.3.7)** screen will appear. It will be preloaded with the print selection criteria that you last used on the AFRS **Batch Job Submission** screen.

```
=== AFRS =(TM.3.7)========== BATCH JOB SUBMISSION =============== C105U100 ===
                                                                          9990
                              PRINT AGENCY CONTROLS

 ----------------------------- JOB PARAMETERS -------------------------------

          CLASS: D  (H=HOT, A=PRIORITY, D=TODAY, E=TONIGHT, C=SCHED)

        CONTACT: YOUR_NAME_____ (PERSON OUTPUT IS DIRECTED TO)

 SEND OUTPUT TO: IOF_____ (LOCAL, R###, CLUSTER ID, EXCHANGE, IOF)

     BIN NUMBER: 00

       LOCATION: XX

        LOGONID: XXXX105   COPIES: 01   PRINT JCL: N (Y OR N)

         JOB ID: AFR (FIRST 3 CHARACTERS OF JOB NAME)



          (ENTER=SUBMIT,  F3=RETURN,  F12=MESSAGE, CLEAR=EXIT)
 CHANGE THE DEFAULT VALUES AS NEEDED AND PRESS ENTER TO SUBMIT THE BATCH JOB.
```

1. Refer to the next page for a list of optional values for each field.
    All fields are REQUIRED except for the location field which is RECOMMENDED.

2. Update any fields by overtyping and press [Enter].

3. If the submission is successful, a job name or exchange file name will appear on the bottom line of the screen. The first three characters of the Job Name come from the Job ID field on the screen. The Job Name is used to identify the report for tracking purposes as described under output options and Job ID on the next page.

BATCH JOB SUBMISSION SCREEN - PRINT AND OTHER OUTPUT OPTIONS

Field	Options
Class	The class controls the parameters your job runs under. **H** = HOT, fastest turnaround but use with caution (size and time parameters) **A** = Less than two hours (for short reports, quick turnaround) **D** = Less than four hours (for longer reports) **E** = Overnight (lengthy or detail reports) **C** = For high resource (huge) jobs
Contact	Person output is directed to.
Send Output To:	Printer ID or media report is directed to: **local** = Page Printer, Department of Enterprise Services, Printing & Imaging **R###** = Agency's own remote printer no. (### or 0## preceded by an **R**) **Cluster Id** = Agency's own cluster printer no. (usually 8 characters) **Exchange** = For exchange file output. After pressing [Enter] the name of the exchange file will display at the bottom of the screen. Save the filename. The exchange file will be located in the TSO region of the mainframe computer under option 3.4. The file may be browsed, edited, or downloaded to your PC. On your PC, the file may be imported into word-processing software as an ASCI text file and printed out. **IOF** = To have your report held in the IOF (Interactive Output Facility) for viewing prior to printing. [IOF is located in the TSO region of the mainframe computer and requires separate security access from CTS. If you have that security access, reports sent to IOF can be viewed, canceled, or released to print at either the DES Printing & Imaging local printer or at your remote printer.]
Location	Code used to reference a mailing label from screen RR.3. The mailing label referenced should include a mail stop or US Mail address.
LOGONID	You're LOGONID or if the report is to be held in IOF, the LOGONID of the person who will be viewing the report in IOF.
Copies	**01-99** (If ordering more than 1 copy, system will prompt you to press [Enter] a second time to confirm the number of copies.)
Job ID	Default value is AFR. You may overtype to uniquely identify your job. (Position 1 = alpha. Position 2, 3 = alphanumeric.) If using AFR, job name will be AFRFSXXX, where XXX is your agency number. The Job Name is used for tracking a report using output IOF described above.