Office of Financial Management
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Agency Financial Reporting System

Master Index Table (MI)

Screen TM.2.5

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What is the Master Index?

The Master Index (MI) is, first and foremost, an **input tool**. It is an optional feature that:

◆ Allows agencies to establish a valid combination of AFRS coding elements, such as Appropriation Index, Program Index, and Project. The coding combinations can be for either expenditure or revenue transactions.

◆ Will split a transaction amount into multiple lines of coding with amounts based on percentages established on the MI Table.

◆ May be used on transactions input through the batch interface process or the AFRS online input screens.

> ***The Master Index assists agencies by reducing data entry, improving accuracy, and providing a tool to distribute expenditures or revenues by percentages.***

When an MI is entered on an AFRS accounting transaction, the system reads the MI table and loads the coding elements that have been defined on the MI table into the transaction. If the MI indicates a percentage split, additional transactions are automatically generated. The dollar amount on the entered transaction is split among the transactions.

Example: An MI is set up to split costs to three lines of coding for 50%, 30% and 20%, respectively. A transaction is entered for $100.00 using that MI. When entered, AFRS automatically generates two additional transactions and splits the $100, based on the MI percentages, into $50, $30 and $20, respectively. The coding on each transaction is based on the coding elements defined in the MI plus any other coding elements that were entered.

Master Index Benefits and Limitations

Using the Master Index can greatly improve accuracy during input. However, along with its benefits come limitations. To avoid overnight errors and time-consuming efforts to correct transactions, it is important to understand how the MI works during input and error correction. Please read the list of benefits and limitations below and contact the Solutions Center at (360) 407-9100 or by email solutionscenter@watech.wa.gov.

Benefits

- MI is an input tool that reduces keystrokes and improves accuracy by linking coding elements as selected by agency.

  For example, if a certain program index (PI) must always be coded to a particular appropriation index (AI), the Master Index can be set up to link those 2 coding elements thus eliminating errors and incorrect coding.

- MI automates percentage splits. The percentages can be changed as often as needed.

- MI can be used during online input or in batches that are electronically interfaced to AFRS.

- MI may be used in the payroll system.

- For General Fund-State appropriations, a single MI can accommodate both fiscal years by utilizing the wildcard (*) in the 3rd position of the AI field on the MI screen. When entered, AFRS assigns the correct AI based on the input fiscal month.

  For this feature to work, the AI's must match the appropriation codes. So, for example, if the appropriation codes are 011 and 012, the appropriation indexes must also be 011 and 012, respectively. MI records could then be set up with an AI of 01*. When the MI is entered on a transaction, AFRS will load the AI field with 011 if the transaction is in fiscal months 01-12 or 99. AFRS will load the AI field with 012 if the transaction is in fiscal months 13-25.

- Usage of an MI can be controlled via optional start and end dates, or by using the active switch. An MI can also be set to inactive (Active = N) temporarily to prevent usage, and then set back to active.

- Since the MI is ONLY an input device, the coding on an MI can be changed at any time – unlike other AFRS index codes that are locked once they have been used on a transaction that posted.

Limitations

■ Since the MI is an input device and its meaning can be changed at any time, it is not intended as a code to be reported on. Thus, MI is not used in reporting except on daily control reports and the Enterprise Reporting encumbrance report.

■ If your agency's MI's contain inconsistent coding elements, extra care is needed when entering transactions online.

> A common example of this is some MI's include project codes while others do not. During transaction input, the V=Verify function should be used so that the coding elements defined by the entered MI will be cleared after input. This will prevent, for example, a project code carrying forward to a subsequent transaction that should not include a project.

■ If the MI entered on a transaction is <u>incorrect</u> for that transaction but is a <u>valid</u> MI, extra care is needed to correct the error.

> Once the transaction is entered, AFRS has generated the correct number of transactions and has loaded the coding based on the entered MI. This process of loading the coding elements and generating additional transactions is referred to as the MI being "exploded." Once an MI is exploded, the MI itself and the coding elements defined by that MI <u>cannot be changed on those transactions</u>. The transaction or transactions (if an MI with multiple percentage records is used) generated from this incorrect MI must be deleted, and the transaction must be re-entered with the correct MI.

■ There are several limitations regarding the use of MI's with multiple percentage records:

► Percentage splits cannot be used with encumbrances because each encumbrance requires a unique document number.

► If used in the payroll system, all percentage records within an MI should be within the same Fund/Account. If not, State Treasurer transactions will not match agency transactions in AFRS by Fund, and the payroll document will not clear the In-Process. The agency will have to prepare a journal voucher to correct.

► If transactions are entered online, only the first transaction is edited. To avoid overnight errors, use the group change feature after batch entry is complete to perform edits on all transactions within the batch:

> On the Batch Header Summary screen, IN.3, type G-Group Error Correction next to your batch and press Enter. On the Group Error Correction screen, simply press Enter to perform the edits. The message at the bottom of the screen will advise if any errors are detected.

■ The MI field is not available in the statewide budget and allotment systems (TALS, SPS, or BASS).

■ The MI field is not available as a limiter in AFRS On-Demand reporting.

When inputting transactions online using MI, it is important to use the V=Verify function to ensure that invalid coding elements do not carry forward. Refer to AFRS Transaction Input manual for more details.

Master Index Maintenance Screen – Purpose and Functions

The **Master Index Maintenance** screen (TM.2.5) allows an agency to view, update and print copies of its Master Index table.

To access the **Master Index Maintenance** screen (TM.2.5):
Enter *TM* on the **AFRS Primary Menu;**
Enter 2 in the *Select Function* field on the **Table Maintenance Menu** and press [Enter]. This will bring up the **Coding Tables Menu**.
Enter 5 in the *Select Function* field on the **Coding Tables menu** and press [Enter]. This will bring up the **Master Index Maintenance** screen.
                   OR
Use the transfer field **TR: ___** from any other AFRS screen to get to the **Master Index Maintenance** screen by typing *TM.2.5* in the field and press [Enter].

Then following screen will display

```
=== AFRS =(TM.2.5)======= MASTER INDEX MAINTENANCE =============== C105P190 ===
 TR: _____            CREATE DATE: 07/24/14   LAST UPDATE: 07/24/14


 FUNCTION: _ (A=ADD, C=CHG, D=DEL %, X=DEL INDX, V=VIEW, N=NEXT, R=REV, P=PRINT)

***************************** MASTER INDEX AREA ******************************
  AGENCY: 9990    INDEX: _____       BIEN: __      PERCENT RECORD: __
    TITLE: _____
         MMDDYY         MMDDYY                       TOTAL PERCENT: ... .
   START: _____     END: _____     ACTIVE: _       TOTAL RECORDS: ..

*************************** PERCENT RECORD AREA ****************************
    PERCENT: __ _              RECORD NR: ..
       FUND: ___     APPN INDEX: ___      PROG INDEX: _____   ORG INDEX: ____
    PROJECT: ____    SUB-PROJECT: __      PROJ PHASE: __
  MAJOR GRP: __     MAJOR SOURCE: __         SUB-SRC: _____
    SUB-OBJ: __     SUB-SUB-OBJ: ____
     COUNTY: ___      CITY/TOWN: ____     WORK CLASS: ___
BUDGET UNIT: ___      ALLC CODE: ____         M-O-S: ____


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

Functions: The function codes are as follows:

A = Add a new MI Table record. Reference Field Names section below for information about each field on this screen, and to see which fields are required, optional and system-generated.

C = Change any field on an MI record *except* Biennium, Master Index and Percent Record which are part of the record key. You must view the record before changing it. Then, change the function to *C*, change the fields to be updated and press [Enter].

D = Delete % (percentage) allows an individual MI **percent record to be deleted**. If an MI has only one percent record, the Delete function will eliminate the MI. However, if an MI has multiple percent records, the Delete function will only eliminate the specific percent record shown.

You must view the record before deleting it. Then, change the function to *D* and press [Enter]. Finish deleting the table record, press [Enter] a second time.

X = Delete a complete Master Index (ALL percent records). You must view the record before deleting it. Then, change the function to *X* and press [Enter]. Finish deleting the entire MI record, press [Enter] a second time.

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

- Master Index

N = Displays the **N**ext MI percent record in alphanumeric sequence.

R = Access the Master Index Review screen (TM.2.5.A) which displays up to six percent records associated with an MI. To access the review screen for a specific Master Index, view the MI record first. Then, change the function to *R* and press [Enter]. The Master Index Review screen will be displayed.

P = Print an alphanumeric listing of MI records, including multiple percent records attached to each MI, for a single biennium. This function requires that you enter the two-digit biennium code.

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.

Field Names in MASTER INDEX AREA:

- *Index* – (required) an eight-character alphanumeric code that identifies one or more percent records. An MI requires the Biennium, Percent Record, Active Switch and Percent fields to have values in them. All other information elements are optional.

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

- *Percent Record* – (required) a two-digit code that uniquely identifies each record within a Master Index. OFM recommends that the first percent record for each Master Index is 01.

- *Title* – (optional) an alphanumeric field, 1-34 characters, that assigns a description to each Master Index. The Master Index title does not print on any reports from AFRS or Enterprise Reporting.

- *Start Date* – (optional) the begin date for this master index. The date format is month, day, year (MMDDYY).

- *End Date* – (optional) the last date for this master index. The date format is month, day, year (MMDDYY).

  NOTE: If start and end dates are entered on a Master Index, the document date of transactions using that Master Index must be within the start and end dates. If it is not within those dates, the transaction will be marked with an error and will not process.

- *Active Switch* – (required) a one-character field indicating whether an MI can be used on an AFRS transaction: Y = Yes, N = No.

- *Total Percent* – system-calculated number that accumulates the total percentage for all percent records within a Master Index. The MI will not be valid for AFRS transactions unless the total is 100.0 (100%).

- *Total Records* – system-calculated number that accumulates the number of percent records within a Master Index. Each MI can have 1-99 percent records.

Field Names in PERCENT RECORD AREA:

- *Percent* – (required) a three-digit numeric value that indicates the percentage of a transaction amount that should be applied to the coding elements defined by this percent record. The Percent appears as two fields on the screen. The first field (two-digits) is for hundredths and the second field (one-digit) is for tenths. For example, 42 5 = 42.5%

  If the Master Index consists of only one percent record, the entered value would be 00 0 to specify 100.0 percent.

- *Record Number* – system-calculated number assigned to each percent record within a Master Index.

- *AFRS Coding Elements* – The remaining fields on this screen are **_optional_** and refer to coding elements in AFRS. For each MI percent record, an agency can define as many or as few of these coding elements as needed (at a minimum the Account/Fund must be on the MI). When the MI is entered on a transaction, the coding elements defined for that MI percent record are automatically loaded to the AFRS transaction.

  At the time an MI is added or changed, the individual coding elements are edited for validity against the appropriate tables (as listed below). At the time an MI is entered on an AFRS transaction online, the individual coding elements on the <u>first</u> percent record are edited. Refer to **Input Record Coding Elements – Alphabetized** document for field definitions.

  The list below shows all the coding elements available as part of an MI record and the AFRS table where the coding element must be defined. "Statewide" tables are maintained by OFM, and "Agency" tables are the responsibility of each agency.

  - <u>Fund</u> – Statewide Descriptor table 22 (D22)
  - <u>Appropriation Index</u> – Agency AI table
  - <u>Program Index</u> – Agency PI table
  - <u>Organization Index</u> – Agency OI table
  - <u>Project</u> – Agency Project Control table
  - <u>Sub-Project</u> – Agency Project Control table
  - <u>Project Phase</u> – Agency Project Control table
  - <u>Major Source</u> – Statewide Descriptor table 34 (D34)
  - <u>Major Group</u> – Statewide Descriptor table 35 (D35)
  - <u>Sub-Source</u> – Agency Descriptor table 36 (D36)
  - <u>Sub-Object</u> – Statewide Descriptor table 11 (D11)
  - <u>Sub-Sub-Object</u> – Agency Descriptor table 12 (D12)
  - <u>County</u> – Statewide Descriptor table 37 (D37)
  - <u>City/Town</u> – Statewide Descriptor table 38 (D38)
  - <u>Work Class</u> – Agency Descriptor table 40 (D40)
  - <u>Budget Unit</u> – Agency Descriptor table 13 (D13)
  - <u>Allocation Code</u> – Agency Descriptor table 63 (D63)
  - <u>Month of Service (MOS)</u> – must be valid month and year; format is YYMM

Master Index Review Screen

Master Index Review screen displays the Master Index and up to six Master Index percent records at one time. Master Index Review allows paging through a Master Index or several Master Indexes. This screen has only view capability. No field can be added, changed, or deleted on this screen.

To access Master Index Review screen (TM.2.5.A) for a specific MI, first View the MI on the Master Index Maintenance screen (TM.2.5). Then, change the function to *R* (Review) and press [Enter]. **Master Index Review** will display up to the first six percent records for that MI, as follows:

```
=== AFRS =(TM.2.5.A)======= MASTER INDEX REVIEW ================== C105P191 ===
 TR: _____          CREATE DATE: 01/21/14   LAST UPDATE: 01/21/14


 FUNCTION: N   (V=VIEW AN INDEX, N=NEXT INDEX, P=PREVIOUS INDEX)


  AGENCY: 1790            INDEX: 00F64CSB    BIEN: 15  TOTAL PERCENT: 100 0
   TITLE: REAL_ESTATE_SERVICES-CSB_SPLIT_CODE         TOTAL RECORDS: 02
   START: 012113 (MMDDYY)   END: 103115 (MMDDYY)
 S   RC   PRCT   FND   APN   PROG    OIDX    PROJ   SP   PP   CTY   CITY
      WCL   BDG   ALLC   MSRV   SO   SSOB   MG   MS   SUBSRC
 _   01   27 0   422   969   F6421   ____    6400   00   00    ___   ____

     ___  ___   ____  ____  __   ____   __   __   _____
 _   02   73 0   422   969   F6431   ____    6400   00   00    ___   ____

      ___  ___   ____  ____  __   ____   __   __   _____
 _   ..   .. .   ...   ...   .....   ....   ....   ..   ..   ...   ....
      ...   ...   ....   ....   ..   ....   ..   ..   ......
 _   ..   .. .   ...   ...   .....   ....   ....   ..   ..   ...   ....
      ...   ...   ....   ....   ..   ....   ..   ..   ......
 _   ..   .. .   ...   ...   .....   ....   ....   ..   ..   ...   ....
      ...   ...   ....   ....   ..   ....   ..   ..   ......
 _   ..   .. .   ...   ...   .....   ....   ....   ..   ..   ...   ....
      ...   ...   ....   ....   ..   ....   ..   ..   ......
   F3=RETURN,  F7=PAGE BACKWARD,  F8=PAGE FORWARD,  F12=MESSAGE,  CLEAR=EXIT
```

In this example, there are 2 percent record – one for 27% and one for 73%. When this MI (000F64CSB) is entered on a transaction, AFRS will split the entered dollar amount, using these percentages, into 2 transactions and load the coding shown above on the respective transactions. The first transaction will have a different appropriation index and project than the second transaction.

Functions: The function codes on this screen are as follows:

> *V* = View the first six percent records for a specific MI record. Requires:
> > * Biennium
> > > 15 = 2013-15 Biennium
> > > 17 = 2015-17 Ensuing Biennium (Available after Biennial Roll)
> >
> > * Master Index

If there are more than six percent records within the MI record, use the function keys to scroll up and down to view additional records. The F8 key scrolls down to the next screen of six percent records, and the F7 key scrolls back up to the previous screen of six percent records. The scrolling functions are used only to view additional percent records within one MI record. When you scroll down (F8) to the last set of percent records, the message "LAST PAGE DISPLAYED" will display at the bottom of the screen.

N = Displays the first 6 records of the **N**ext Master Index record in alphanumeric sequence.

P = Displays the first 6 records of the **P**revious Master Index record in alphanumeric sequence.

To return to Master Index Maintenance screen (TM.2.5) press the **F3** key.

```
--------------------------------------------------------------------------------------------------------------------------------------
  AGCY   BI    MSTRINDX                          TITLE                  START     END    TOTAL %  RCS   CREATE     UPDATE        ACTIVE
  XXXX   XX    XXXXXXXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX          XXXXXX   XXXXXX   XXXXX    XX   XXXXXXXX   XXXXXXXX         X
         RC   PRCT  FND   API   PRGID   ORID   PROJ   SP   PP   CTY   CITY   WKC   BDG   ALLC   MSRV   SO   SSOB   MG   MS   SUBSRC
         XX   XXXX  XXX   XXX   XXXXX   XXXX   XXXX   XX   XX   XXX   XXXX   XXX   XXX   XXXX   XXXX   XX   XXXX   XX   XX   XXXXXX

 9990   07   00000049    A SERVICES                                    050701   070831   100.0   01   050706     050706            Y
         01   00.0   405   030   00049
 9990   07   00000060    C SERCICES                                    050701   070831   100.0   01   050706     050706            Y
         01   00.0   154   090   00060
 9990   07   00000080    D SERVICES                                    050701   070831   100.0   01   050706     050706            Y
         01   00.0   02V   050   00080
 9990   07   00000081    E SERVICES                                    050701   070831   100.0   01   050706     050706            Y
         01   00.0   02V   050   00081
 9990   07   00000082    F SERVICES                                    050701   070831   100.0   01   050706     050706            Y
         01   00.0   001   020   00082
 9990   07   00000085    G SERVICES                                    050701   070831   100.0   01   050706     050706            Y
         01   00.0   001   010   00085
 9990   07   00000086    H SERVICES                                    050701   070831   100.0   01   050706     050706            Y
         01   00.0   02V   050   00086
 9990   07   00000087    I SERVICES                                    050701   070831   100.0   01   050706     050706            Y
         01   00.0   001   020   00087
 9990   07   00000424    J SERVICES                                    050701   070831   100.0   01   050706     050706            Y
         01   00.0   424   990   00030
 9990   07   00001000    AREA K GENERAL SERVICES                       050701   070831   100.0   15   050706     050706            Y
         01   13.0   001   070   00022
         02   09.0   001   070   00030
         03   01.0   02V   050   00080
         04   03.0   02V   050   00081
         05   04.0   02V   050   00086
         06   02.0   154   090   00060
         07   21.0   405   030   00040          9935   00   00
         08   22.0   405   030   00040          9933   00   00
         09   02.0   405   030   00040          3000   01   00
         10   01.5   405   030   00040          9921   00   00
         11   02.0   405   030   00040          9956   00   00
         12   02.5   405   030   00040          9960   00   00
         13   04.0   405   030   00040          9988   00   00
         14   01.0   405   030   00040          9999   00   00
         15   12.0   405   030   00049          9949   00   00
 9990   07   00001001    AREA L GENERAL SERVICES                       050701   070831   100.0   04   050706     050706            Y
         01   13.0   001   070   00024
         02   25.0   001   070   00085
         03   18.0   405   030   00040          9939   00   00
         04   44.0   405   030   00040          9932   00   00
```