



Office of Financial Management

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# *Agency Financial Reporting System*

## Appropriation Index Table (AI)

Screen TM.2.1

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## WHAT IS THE APPROPRIATION INDEX TABLE?

The Appropriation Index Table (AI) is a non-financial file which provides a method of data input coding reduction for the fund and appropriation classification elements. The Appropriation Index Code is used to predefine the relationship between the fund, the appropriation, and other appropriation elements. When the AI code is input on a transaction, the system looks up the corresponding data elements in the AI Table.

Each record on the AI Table is made up of a control key and informational element:

The **control key** uniquely identifies each AI record and consists of:

- Agency
- Appropriation Index Code
- Biennium

The **informational elements** segment of the AI Table provides the expanded Organization related classification elements for:

- Fund
- Appropriation Type
- Appropriation Character

The AI Table also contains appropriation start and end dates. An AFRS edit checks whether the document date on a transaction is within these dates. If not, the transaction will go to the error file.

# APPROPRIATION INDEX MAINTENANCE

APPROPRIATION INDEX MAINTENANCE allows an agency to view, update and print copies of its appropriation index table.

To access the **Appropriation Index Maintenance** screen (TM.2.1):

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 1 in the *Select Function* field on the **Coding Tables menu** and press [Enter]. This will bring up the **Appropriation Index Maintenance** screen.

OR

Use the transfer field **TR:** \_\_\_ from any other AFRS screen to get to the **Appropriation Index Maintenance** screen by typing *TM.2.1* in the field and press [Enter].

Then following screen will display

```
=== 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
```

**Functions:** The function codes are as follows:

**A** = Add a new AI Table record. Reference Field Names section below for information about each field on this screen.

**V** = View an existing AI record. Requires:

- Biennium  
19 = 2017-19 Biennium  
21 = 2019-21 Ensuing Biennium (Available after Biennial Roll)
- Appropriation Index

**N** = Displays the Next AI record.

**P** = Print an alphabetical listing of AI 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 AI record *except* Biennium and Appropriation Index which are part of the record key. You must view the record before changing it. Change the function to **C**, change the fields to be updated and press [Enter].

**NOTE:** *After an AFRS transaction has been posted using an appropriation index, system edits will prevent the following fields from being changed on the appropriation index record: Appropriation, Appropriation Type, Appropriation Character, Fund, and Fund Detail (not currently used).*

**D** = Delete an AI 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.

**NOTE:** *After data has been posted with an Appropriation Index, system edits will prevent the AI from being deleted.*

## **Field Names:**

- *Appropriation Index* – (required) a three-character alphanumeric code that is used to predefine the relationship between the fund, the appropriation, and other appropriation elements.

### **NOTE:**

*The Appropriation Index Code must match the Appropriation Code if you want to use either of the following wildcard (\*) features available for general fund state appropriations having both a year 1 and a year 2 appropriation.*

*The first wildcard feature allows the use of the wildcard (\*) in the 3<sup>rd</sup> position of the appropriation index field on the master index screen. AFRS will apply the correct year 1 or year 2 appropriation based on the input fiscal month of the transaction.*

*The second wildcard feature allows the use of the wildcard (\*) in the 3<sup>rd</sup> position of the appropriation index field on any transaction interfaced to AFRS. This could include transactions coming from the HRISD payroll system. AFRS will apply the correct year 1 or year 2 appropriation based on the input fiscal month of the transaction*

- *Biennium* – (required) the 2-digit code for the biennium for which the AI record exists. For example, for the 2019-2021 biennium, type in 21.
- *Title* – (required) an alphanumeric field, 1-40 characters long, that gives a description to each Appropriation Index. The number of characters that print on the reports varies by report, so abbreviation is suggested.
- *Appropriation* – (required) a three-character alphanumeric code. Appropriation numbers are assigned by OFM as part of the biennial budget process.

### **NOTE:**

*An entry should be on file in the Statewide Descriptor Table 26 Table for all appropriations on your agency's appropriation schedule. Before adding an AI Table record, a valid Statewide Descriptor Table 26 record must be on file for the Agency, Fund, Appropriation, Appropriation Character, and Appropriation Type that will be used in your AI Table record.*

*All expenditure/expense and encumbrance transactions in AFRS require the use of an AI code regardless of whether a fund is appropriated or not. Refer to the State Administrative and Accounting Manual (SAAM), 75.50, June 1, 2009, for valid "pseudo" appropriation codes for expenditures related to unanticipated receipts, non-appropriated/allotted funds, and non-appropriated/non-allotted funds. While these are not subject to the D-26 Table edit, they are subject to AFRS edits that require that the codes used are in conformance with SAAM.*

*Before adding an AI Table record, an appropriation number must first be added to the agency's D-07 table*

- *Appropriation Type* – (required) an alphanumeric field, 1 character in length. For appropriated funds, this will have been predefined in the Statewide Source of Funds Table (D26). For non-appropriated funds, refer to the State Administrative and Accounting Manual (SAAM), 75.50. Valid Appropriation Type codes are:
  - 1 = State
  - 2 = Federal
  - 3 = Federal - Unanticipated
  - 4 = Governor’s Emergency Allocation
  - 6 = Nonappropriated funds
  - 7 = Private/Local
  - 8 = Federal Stimulus
  - 9 = Private/Local – Unanticipated
  - N = Operating Non Appr/Non Allot - Fed Stimulus
  - U = Operating Unanticipated Federal Stimulus
  - X = Prior Biennium Liability Liquidation
  - Y = Prior Biennium Liability Liquidation - Fed Stimulus
- *Appropriation Character* – (required) a numeric field, 1 character in length. The Appropriation Character identifies operating and capital appropriations for reporting purposes. The valid Appropriation Character codes are:
  - 1 = Operating
  - 2 = Capital
- *Fund* – (required) an alphanumeric field, 3 characters long. This field identifies the accounting fund from which the appropriations are budgeted. The valid statewide fund codes may be found in the OFM Fund Reference Manual and in the AFRS Statewide Descriptor Table 22.
- *CFDA* – (optional) an alphanumeric field, a combination of 2 characters/5 characters long. The CFDA identifies appropriations that were funded by the Federal Government. Are used for Federal appropriations reporting purposes. CFDA code must be on the CFDA Table (4.2).
- *Reporting Type* – (optional) an alpha field, 1 character in length. An appropriation that has an appropriation type of 8, N, U or Y must have a valid Report Type on it. The valid report types are:
  - I = Infrastructure
  - N = Non-Infrastructure
- *Federal Grant Award Number* – (optional) an alphanumeric field, 50 characters long. An appropriation that has an appropriation type of 8, N, U or Y must have a valid Federal Grant Award (FGA) Number Type on it. The FGA number must be on the Federal Grant Award Table Maintenance (TM.4.1) screen.
- *Start Date* – (required) a numeric field, 6 characters long. The start date indicates the effective date of the appropriation. The date format is month, day and year (MMDDYY).

**NOTE:** *The current document date of transactions using an Appropriation Index Code must be within the Start and End Dates of the Appropriation Index Code to pass AFRS online and batch edits.*

- *End Date* – (required) a numeric field, 6 characters long. The end date indicates the date when the appropriation ends. The date format is month, day and year (MMDDYY).
- *Appropriation Control Type Indicator* – (required) a numeric field, 1 character in length. This indicator specifies the type of controls to be exercised on financial transactions which use this Appropriation Index Code. The valid appropriation control type indicator codes are:
  - 0=No appropriation fund control
  - 1 = Absolute appropriation fund control
  - 2 = Advisory appropriation fund control (***Recommended***)
- *Appropriation Organization Level Indicator* – (required) a numeric field, 1 character in length. This indicator sets the organization level at which the appropriation is to be controlled. The valid Appropriation Organization Level Indicator codes are:
  - 0 = Control Appropriations at the Agency level (***Recommended***)
  - 1 = Control Appropriations at the Agency and Division level
- *Appropriation Program Level Indicator* – (required) a numeric field, 1 character in length. This indicator sets the level of appropriation control within the program hierarchy. The valid Appropriation Program Level Indicator codes are:
  - 0 = No appropriation program level control (***Recommended***)
  - 1 = Function Level
  - 2 = Program Level
  - 3 = Sub-Program Level

# BATCH JOB SUBMISSION SCREEN -PRINT APPROPRIATION INDEX 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 **Appropriation Index Maintenance (TM.2.1)** 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
<b>Class</b>	The class controls the parameters your job runs under. <b>H</b> = HOT, fastest turnaround but use with caution (size and time parameters) <b>A</b> = Less than two hours (for short reports, quick turnaround) <b>D</b> = Less than four hours (for longer reports) <b>E</b> = Overnight (lengthy or detail reports) <b>C</b> = For high resource (huge) jobs
<b>Contact</b>	Person output is directed to.
<b>Send Output To:</b>	Printer ID or media report is directed to: <b>local</b> = Page Printer, Department of Enterprise Services, Printing & Imaging <b>R###</b> = Agency's own remote printer no. (### or 0## preceded by an <b>R</b> ) <b>Cluster Id</b> = Agency's own cluster printer no. (usually 8 characters) <b>Exchange</b> = 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 ASCII text file and printed out. <b>IOF</b> = 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.]
<b>Location</b>	Code used to reference a mailing label from screen RR.3. The mailing label referenced should include a mail stop or US Mail address.
<b>LOGONID</b>	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.
<b>Copies</b>	<b>01-99</b> (If ordering more than 1 copy, system will prompt you to press [Enter] a second time to confirm the number of copies.)
<b>Job ID</b>	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.