



Office of Financial Management

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Agency Financial Reporting System

Program Index Table (PI)

Screen TM.2.2

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WHAT IS THE PROGRAM INDEX TABLE?

The Program Index Table (PI Table) is a non-financial file in which provides a method of data input coding reduction for the program classification elements. The Program Index Code is used to pre-define the relationship between the elements of the program data hierarchy. When this code is input on a transaction, the system looks up the corresponding data elements in the PI Table.

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

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

- Agency
- Program Index Code
- Biennium

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

- Function
- Program
- Sub-Program
- Activity
- Sub-Activity
- Task

PROGRAM INDEX MAINTENANCE

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

To access the **Program Index Maintenance** screen (TM.2.2):

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

OR

Use the transfer field **TR:** ___ from any other AFRS screen to get to the **Program Index Maintenance** screen by typing *TM.2.2* in the field and press [Enter].

Then following screen will display

```
=== AFRS =(TM.2.2)===== PROGRAM INDEX MAINTENANCE ===== C105P130 ===
TR: _____          LAST UPDATE:

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

          AGENCY: 9990      PROGRAM INDEX: _____      BIENNIUM: __
          FUNCTION: __      PROGRAM: _____      SUB-PROGRAM: __
          ACTIVITY: __      SUB-ACTIVITY: _____      TASK: __
ALLOT PROG LEVEL IND: _  GL PROGRAM LEVEL: _      RESTRICTOR: __
          TITLE: _____

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

Functions: The function codes are as follows:

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

NOTE:

*Before adding a PI Table record the following must be in the Descriptor Maintenance Table:
D-27 Statewide Table record must be on file for the Agency by OFM. Programs 850 and 880, used with non-allotted funds are not subject to this edit*

Agency Tables to set up:

- *D-16 Program*
- *D-17 Sub-program*
- *D-18 Activity*
- *D-19 Sub-activity*
- *D-20 Task*

V = View an existing PI record. Requires:

- Biennium
15 = 2013-15 Biennium
17 = 2015-17 Ensuing Biennium (Available after Biennial Roll)
- Program Index

N = Displays the Next PI record.

P = Print an alphabetical listing of PI 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 a PI 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 data has been posted with a program index, system edits will prevent the following fields being changed on the program index record: Program, Sub-program, Activity, Sub-Activity, and Task.*

D = Delete a PI 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 a Program Index, system edits will prevent the PI from being deleted.*

Field Names:

- *Program Index* – (required) a five-character alphanumeric code that is used to predefine the relationship which identifies a unique programmatic hierarchy. Valid components of a program index:
 - Program (required)
 - Function (required)
 - Sub-program (optional)
 - Activity (optional)
 - Task (optional)

NOTE:

Program Index codes only need to be set up for levels in your program hierarchy used for posting data. For example: If you are posting allotments at the program level and expenditures at the activity level, Program Index Codes would be set up for those levels. They would not be set up for Sub-Program, which in this example would only be an intermediate roll-up level used in reporting.

- *Biennium* – (required) the 2-digit code for the biennium for which the AI record exists. For example, for the 2013-2015 biennium, type in 15.
- *Function* – (required) a numeric field, 2 characters long. The valid codes are:
 - 10 = Operating
 - 20 = Capital (Use with Program 900)
 - 70 = Non-budgeted (Use with Programs 690, 850 and 880)
- *Program* – (required) an alphanumeric field, 3 characters long, which identifies specific programmatic objectives of an agency. The Program codes are assigned by OFM as a result of the appropriations passed by the legislature. Program codes for non-allotted funds can be found in the OFM policy manual.
- *Sub-Program* – (optional) an alphanumeric field, 2 characters long, that identifies unique or specific divisions within an agency's programs. This is a further definition of Program. All Sub-Programs must roll up to Programs.
- *Activity* – (optional) an alphanumeric field, 2 characters long, that identifies unique or specific divisions within the agency's sub-programs. This is a further definition of a Sub-Program. All Activities must rollup to Sub-Programs.
- *Sub-Activity* – (optional) an alphanumeric field, 2 characters long, that identifies unique or specific divisions within an agency's activity. This is a further definition of Activities.
- *Task* – (optional) an alphanumeric field, 2 characters long, that identifies unique or specific divisions within an agency's Sub-Activities. This is a further definition of Sub-Activities. All Tasks must rollup to Sub-activities.
- *Allotment Program Level Indicator* – (required) an alphanumeric field, 1 character in length, that defines the level of allotment control for the Program Index Code. The valid Allotment Program Level Indicator Codes are:
 - 0 = No Allotment Program level control
 - A = Allotment file posting and control by Fund only
 - B = Allotment file posting and control by Function and Fund

- C = Allotment file posting and control by Program and Fund (**Recommended for most agencies**)
- D = Allotment file posting and control by Sub-Program and Fund
- E = Allotment file posting and control by Activity and Fund
- F = Allotment file posting and control by Sub-Activity and Fund
- G = Allotment file posting and control by Task and Fund

⚠️*CAUTION:

- ◆ Do not encode a level lower than the lowest level defined in your program index.
 - ◆ Do not encode a level lower than the level at which you want to load and control your allotments using your program structure.
 - ◆ Using a code of zero will result in no allotment file posting or control using the program structure.
 - ◆ The generally preferred code is ‘C’.
- **GL (General Ledger) Program Level Indicator** – (required) a numeric field, 1 character in length. Valid codes are:
 - 0 = Do not maintain a separate general ledger for the program. (**Recommended for most agencies.**)
 - 1 = Maintain a separate general ledger for the program.

⚠️*CAUTION:

- Only encode a “1” (one) if you want the general ledger to be maintained at the program level. **Use of this option requires advance planning. Call OFM before using a “1.” The only report currently available with this option is the online general ledger trial balance.**
- **Restrictor** – (optional) an alpha field, 1 character in length. Valid codes are:
 - Space = **NO** restriction. (**default**)
 - A = Restrict this program index to allotment transactions.
 - I = Inactivate this program index so it cannot be used to post transactions.
 - **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. (*Copy and paste of special characters may not be allowed and will require a hard key entry instead of copy and paste.*)

BATCH JOB SUBMISSION SCREEN -PRINT PROGRAM 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 **Program Index Maintenance (TM.2.2)** 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. You may want to include mail stop. See explanation under Bin Number below.
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 ASCII 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.