



Office of Financial Management

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Agency Financial Reporting System

Organization Control Table (OC)

Screen TM.3.1

January 2024

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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 not move it to the overnight error file, but prints out a warning error code (beginning with a K or W) 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: __

PRIOR FM OPEN: _
PRIOR BIEN OPEN: _

DATA RELATED SEVERITY INDICATORS:
1-10: _____ 11-20: _____
21-30: _____

FUND RELATED SEVERITY INDICATORS:
1-10: _____ 11-20: _____
21-30: _____ 31-40: _____
41-50: _____ 51-60: _____
61-70: _____ 71-80: _____

** SYSTEM MANAGEMENT RECORD **
*
* CURRENT BIEN YR: 15 *
* CURRENT FM: 14 *
* PRIOR FM: 13 *
* PRIOR FM OPEN: YES *
* (FM 01-24) *
*
* PRIOR BIEN YR: 13 *
* PRIOR BIEN YR OPEN: NO *
* (FM 24-25) *
*
* FM 99 OPEN: YES *
*
*****

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
- 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.
- V** = View an existing OC record. Requires: Biennium
- N** = Displays the Next Organizational Control (OC) record when two biennia are open.

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.

For illustration purposes, the current Biennium is 2025 and the Fiscal months open are:

- FM24, FM25 (prior biennium 2023)
- FM01 (current biennium 2025)

An agency decides to override AFRS to ensure users are unable enter anything into the prior Biennium. The agency accesses the TM.3.1 record for the prior Biennium 2023:

```

=== AFRS =(TM.3.1)=== ORGANIZATION CONTROL MAINTENANCE
TR: _____ LAST UPDATE: 04/17/21

FUNCTION: V (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=N
BIENNIUM: 23

** SYSTEM
PRIOR FM OPEN: Y
PRIOR BIEN OPEN: Y * CURF
  
```

The agency changes Prior FM Open to N, and Prior Bien Open to N on the Prior Biennium 2023 record. This tells AFRS to close the previous Biennium, which in this case is Biennium 2023 because 2025 is open:

```

=== AFRS =(TM.3.1)=== ORGANIZATION CONTROL MAINTENANCE ===== C105P150
TR: _____ LAST UPDATE: 04/22/23 1

FUNCTION: V (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT)
BIENNIUM: 23
          ↑
PRIOR FM OPEN: N
PRIOR BIEN OPEN: N

** SYSTEM MANAGEMENT RECORD
*
* CURRENT BIEN YR: 25
  
```

Even though biennium 2023 has not been closed by AFRS automatically, any transactions this agency attempts to post to the prior fiscal month & biennium will NOT post and will be marked in error.

In order to post to the prior biennium, both biennium “Prior Bien open” flags need to be Y.

- **Data Related Severity Indicators** – (required) these 1-digit alphabetic codes indicate the severity of the data-related errors. The valid codes are : **F=Fatal**, **W=Warning**, **I=Ignore**.
 - **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 W) 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	Fatal Error Code	Warning Error Code
1		W F	Counties not in D37	E07	W07
2		W F	Work class not in D40	E10	W10
3	I	W F	Sub-sub-object not in D12	E13	W13
4		W F	Cities/towns not in D38	E14	W14
5	I	W F	Sub source not in D36	E16	W16
7		W F	Organization index not allowed	E45	W45
8		W F	Optional organization index not in OI	E46	W46
9	I	W F	Organization index is required	E47	W47
10		W F	Required organization index not in OI	E48	W48
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	W67
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	W75
25	I	W F	Project is required	E76	W76
27		W F	Vendor number not allowed	E78	W78
30		W F	Invoice number is required	E91	W91

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

SEVERITY INDICATORS FOR FUND RELATED ERRORS

Screen Position	Valid Indicators		Description	Fatal Error Code	Warning 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	K11
14	**I	W	F	Allotment over liquidated - appropriation file	F14	K14
17	*I	W	F	Expenditures exceed appropriation - appropriation file	F17	K17
20			F	Transaction not within appropriation start & end dates	F20	
30	**I	W	F	Allotment over liquidation - allotment file	F30	K30
33	*I	W	F	Expenditures exceed allotment - allotment file	F33	K33
36			F	Posting attempted to closed allotment	F36	
40	I	W	F	Attempted creation of negative cash balance	F40	K40
50	I	W	F	Grant/project file budget over-reversed	F50	K50
53	I	W	F	Grant/project file budget over expended	F53	K53
57	I	W	F	Transaction not within grant/project start & end dates	F57	K57
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	

*** 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.**

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

PRIOR FM OPEN: Y
PRIOR BIEN OPEN: Y

DATA RELATED SEVERITY INDICATORS:
1-10: FFFF_FFFF 11-20: __FF_FF_
21-30: FFF_F__F

FUND RELATED SEVERITY INDICATORS:
1-10: F__FFF__ 11-20: F__F__W__F
21-30: _____W 31-40: __W__F__W
41-50: _____F 51-60: __I__W__
61-70: _____ 71-80: FFFFFFFFFF

** SYSTEM MANAGEMENT RECORD **
*
* CURRENT BIEN YR: 15 *
* CURRENT FM: 14 *
* PRIOR FM: 13 *
* PRIOR FM OPEN: YES *
* (FM 01-24) *
*
* PRIOR BIEN YR: 13 *
* PRIOR BIEN YR OPEN: NO *
* (FM 24-25) *
*
* FM 99 OPEN: YES *
*
*****

F3=RETURN, F12=MESSAGE, CLEAR=EXIT

```

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