AFRS

Agency Financial Reporting System

Table Maintenance
TM.2.5 Master Index Table (MI)

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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.

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.

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

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 at solutionscenter@des.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 incorrect for that transaction but is a valid 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 cannot be changed on those transactions. 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).

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):

1. Enter *TM* on the **AFRS Primary Menu**.
2. Enter 2 in the Select Function field on the **Table Maintenance Menu** and press Enter. This will bring up the **Coding Tables Menu**.
3. 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.

> 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.

The 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 MI 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 **first** 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.

    - Fund – Statewide Descriptor table 22 (D22)
    - Appropriation Index – Agency AI table
    - Program Index – Agency PI table
    - Organization Index – Agency OI table
    - Project – Agency Project Control table
    - Sub-Project – Agency Project Control table

- Project Phase – Agency Project Control table
- Major Source – Statewide Descriptor table 34 (D34)
- Major Group – Statewide Descriptor table 35 (D35)
- Sub-Source – Agency Descriptor table 36 (D36)
- Sub-Object – Statewide Descriptor table 11 (D11)
- Sub-Sub-Object – Agency Descriptor table 12 (D12)
- County – Statewide Descriptor table 37 (D37)
- City/Town – Statewide Descriptor table 38 (D38)
- Work Class – Agency Descriptor table 40 (D40)
- Budget Unit – Agency Descriptor table 13 (D13)
- Allocation Code – Agency Descriptor table 63 (D63)
- Month of Service (MOS) – 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 records–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.

Sample Master Index Report

```
999-0 *************************************************TRAINING AGENCY *******************************************   PAGE:      1
RPT DWP994                        AFRS MASTER INDEX REPORT                             REPORT        09/01/05 (07.50) RUN PAGE
-----------------------------------------------------------------------------------------------------------------------------
  AGCY    BI    MSTRINDX                          TITLE                START      END     TOTAL %  RCS    CREATE      UPDATE        ACTIVE
  XXXX    XX    XXXXXXXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    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
```