Appendix B - Master Tables

Budgeting..72

Expenditures/Disbursements.............................110

Technical Tables 381

User-Specific Tables 419

Chart of Accounts

ABAL   Bank Account Balance

```
ACTION: S SCREEN: ABAL USERID: ISO3T32          08/24/01  09:18:47 AM
                        B A N K   A C C O U N T   B A L A N C E

    BANK ACCOUNT CODE=                          BALANCE DATE=
         ACCOUNT NAME:                      BEGINNING BALANCE:
            BANK NAME:                                 DEBITS:
       ACCOUNT NUMBER:                                CREDITS:                -
                                                                 --------------
                                            ENDING BOOK BALANCE:
                                  OUTSTANDING CHECKS/WARRANTS:                +
                                                                 --------------
                                                   CASH BALANCE:
```

Purpose   Bank Account Balance (ABAL) contains an entry for each day's bank account balance. The table is keyed by bank account code and the balance date where the date is sorted in reverse order with the most recent date first.

Updates   A batch process is run on a nightly basis and takes the previous day's ENDING BOOK BALANCE and determines the new balance from the day's 'CR', 'AD', 'CX', 'MW', J5, and 'JV' transactions. The CASH BALANCE is computed by taking the ENDING BOOK BALANCE and adding back the checks from the Warrant Reconciliation (WREC) table that have not cleared.

Another batch process is available that will purge entries in the table which are no longer needed.

NOTE: One entry must exist in this table for each bank account before the batch process is run for the first time.

Coding Instructions

BANK ACCOUNT CODE	Key field. The unique code assigned to the bank account.
BALANCE DATE	Key field. Date the account balance was calculated. In MM/DD/YY format.
ACCOUNT NAME	Descriptive name of this account (inferred from Bank Account (BANK).
BEGINNING BALANCE	Balance of account at start of day.
BANK NAME	Name of bank holding this account (inferred from Bank Account (BANK).
DEBITS	Total of all debit transactions affecting the account during BALANCE DATE.
ACCOUNT NUMBER	Account number assigned by the bank (inferred from Bank Account (BANK).

CREDITS	Total of all credit transactions affecting the account during BALANCE DATE.
ENDING BOOK BALANCE	Balance of account at end of day. Computed as: ENDING BOOK BALANCE = BEGINNING BALANCE + DEBITS - CREDITS.
OUTSTANDING CHECKS/WARRANTS	Checks/warrants from Warrant Reconciliation (WREC) that have not cleared.
CASH BALANCE	Cash balance of account. Computed as: CASH BALANCE = ENDING BOOK BALANCE + OUTSTANDING CHECKS/WARRANTS.

ACCT   Account Type

```
ACTION: S SCREEN: ACCT USERID: ISO3T32            08/21/01  10:06:06 AM
                          A C C O U N T   T Y P E

    ACCOUNT
    TYPE     NAME                                SHORT NAME
    =======  ------------------------------      ------------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
```

Purpose   Account Type (ACCT) defines various codes that are used during AFS processing. The values of these codes are fixed in the system and should not be changed. They must exist as defined below. The account type codes are:

> Proprietary Accounts
> 01   Assets
> 02   Liabilities
> 03   Fund Balance
>
> Temporary Accounts
> 11   Assets Offset to Expenses
> 18   Memo Pre-encumbrances
> 19   Memo Encumbrances
> 20   Pre-encumbrances
> 21   Encumbrances
> 22   Expenditures/Expenses
> 23   Expenditures
> 24   Expenses
> 31   Revenue
> 32   Revenue Collected
>
> Budgetary Accounts
> 41   Budgeted Obligations
> 42   Appropriations
> 43   Allotments
> 44   Unissued Bonds
> 45   Reverted Amounts
> 46   Estimated Receipts
> 47   Beginning Cash Balance
> 51   Estimated Revenue

Plan Accounts (Memo)
61	Base Obligation Plan
62	Modified Obligation Plan
71	Base Revenue Plan
72	Modified Revenue Plan
73	Base Collection Plan
74	Modified Collection Plan

Subsystem Accounts
80	Federal Aid Charge
81	Fed Aid Budget - Fed Funds
82	Fed Aid Budget - State Funds
83	Fed Aid Budget - Bond Funds
84	Fed Aid Budget - Local Funds
85	Project Charge
86	Project Budget - Fed Funds
87	Project Budget - State Funds
88	Project Budget - Bond Funds
89	Project Budget - Other Funds
90	Performance Target
91	Performance Actual
92	Job Full Cost Memo
KS	Fed Aid Budget Line

Updates   The account type codes should not be updated.

Coding Instructions

ACCOUNT TYPE	Key field. Account type codes are pre-defined. The table should contain a record for each of the codes listed above.
NAME	The descriptive name for the account type.
SHORT NAME	The short name assigned to this account type.

ACT2   Activity

```
ACTION: S SCREEN: ACT2 USERID: ISO3T32            08/21/01  10:23:26 AM
                            A C T I V I T Y

  01-
      FISCAL YEAR=        ACTIVITY=                   FUNCTION:
           NAME:                                    SHORT NAME:
          CLASS:        CATEGORY:        TYPE:           GROUP:
          GRANT:         PROJECT:            ELIGIBILITY IND:
      JOB NUMBER REQD EXPENSE:     JOB NUMBER REQD REVENUE:
  02-
      FISCAL YEAR=        ACTIVITY=                   FUNCTION:
           NAME:                                    SHORT NAME:
          CLASS:        CATEGORY:        TYPE:           GROUP:
          GRANT:         PROJECT:            ELIGIBILITY IND:
      JOB NUMBER REQD EXPENSE:     JOB NUMBER REQD REVENUE:
  03-
      FISCAL YEAR=        ACTIVITY=                   FUNCTION:
           NAME:                                    SHORT NAME:
          CLASS:        CATEGORY:        TYPE:           GROUP:
          GRANT:         PROJECT:            ELIGIBILITY IND:
      JOB NUMBER REQD EXPENSE:     JOB NUMBER REQD REVENUE:
```

Purpose   Activity (ACT2) maintains the codes for each activity valid in your financial system. The table also established higher level classifications of the activity codes. Activities collect information across all agencies. The definition and use of each activity is defined at the statewide level. See the *OSRAP Policy and Procedures Manual* for a detailed explanation.

Classification Hierarchy

The activity code is the starting point for a classification hierarchy that puts similar activities together in progressively larger groups. The progression is as follows:

> ACTIVITY
> ACTIVITY CLASS
> ACTIVITY CATEGORY
> ACTIVITY TYPE
> ACTIVITY GROUP

Updates   This is a user-maintained table.

This table automatically "L"eafs to ACTV.

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year.
ACTIVITY	Required. A unique activity code.
FUNCTION	The applicable function code from Function (FUNC).
NAME	The descriptive name for the activity code.
SHORT NAME	The name that will be listed on reports when there is not enough space for the full name.
CLASS	The code from Activity Class (ACLS) that best describes the activity being defined.

CATEGORY	The code from Activity Category (ACAT) that best describes the activity being defined.
TYPE	The code from Activity Type (ATYP) that best describes the activity being defined.
GROUP	The code from Activity Group (AGRP) that best describes the activity being defined.
GRANT	This field is not used by the State of Louisiana.
PROJECT	This field is not used by the State of Louisiana.
ELIGIBILITY IND	This field is not used by the State of Louisiana.
JOB NUMBER REQD EXPENSE	This field is not used by the State of Louisiana.
JOB NUMBER REQD REVENUE	This field is not used by the State of Louisiana.

ACTV   Activity Index

```
ACTION: S SCREEN: ACTV USERID: ISO3T32          08/21/01  10:35:59 AM
                           A C T I V I T Y   I N D E X
     FY  ACTV   NAME                             CLASS  CAT   TYPE  GROUP  FUNC
     ==  ====   ------------------------------   -----  ----  ----  -----  ----
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
  15-
```

Purpose   Activity Index (ACTV) defines valid activity codes and related information.

Updates   This is a system-maintained table that is populated as records are added, changed, and deleted from Activity (ACT2).

This table automatically "L"eafs to ACT2.

Coding Instructions

FY	Key field. The last two digits of the applicable fiscal year.
ACTV	Key field. The unique activity code.
NAME	The descriptive name for this activity.
CLASS	The code from Activity Class (ACLS) that best describes the activity defined.
CAT	The code from Activity Category (ACAT) that best describes the activity defined.
TYPE	The code from Activity Type (ATYP) that best describes the activity defined.
GROUP	The code from Activity Group (AGRP) that best describes the activity defined.
FUNC	The applicable function code from Function (FUNC).

ACAT   Activity Category

```
ACTION: S SCREEN: ACAT USERID: Z107Z52              02/11/03  04:34:32 PM
                            A C T I V I T Y   C A T E G O R Y

       FISCAL   ACTIVITY
       YEAR     CATEGORY  NAME                             SHORT NAME
       ======   ========  ------------------------------   ------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
  15-
```

Purpose   Activity categories group similar activity classes. Activity Category (ACAT) defines valid activity category codes. It is optional and used for reporting purposes only.

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year.
ACTIVITY CATEGORY	Required. The unique activity category code.
NAME	The descriptive name for this activity category.
SHORT NAME	The name that will be listed on reports when there is not enough space for the full name.

ACLS   Activity Class

```
ACTION: S SCREEN: ACLS USERID: ISO3T32          08/21/01  10:44:16 AM
                        A C T I V I T Y   C L A S S

     FISCAL  ACTIVITY
     YEAR    CLASS     NAME                            SHORT NAME
     ======  ========  ------------------------------  ------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
```

Purpose   Activity classes group similar activity codes. Activity Class (ACLS) defines valid activity class codes. It is optional.

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR   Required. The last two digits of the applicable fiscal year.

ACTIVITY CLASS   Required. The unique activity class code.

NAME   The descriptive name for this activity class.

SHORT NAME   The name that will be listed on reports when there is not enough space for the full name.

AGRP   Activity Group

```
ACTION: S SCREEN: AGRP USERID: ISO3T32          08/21/01  11:04:32 AM
                              A C T I V I T Y   G R O U P

     FISCAL  ACTIVITY
     YEAR    GROUP     NAME                          SHORT NAME
     ======  ========  ----------------------------  ------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
```

Purpose   Activity groups gather similar activity types. Activity Group (AGRP) defines valid activity group codes.

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR   Required. The last two digits of the applicable fiscal year.

ACTIVITY GROUP   Required. The unique activity group code.

NAME   The descriptive name for this activity group.

SHORT NAME   The name that will be listed on reports when there is not enough space for the full name.

ATYP   Activity Type

```
ACTION: S SCREEN: ATYP USERID: ISO3T32          08/21/01  11:07:37 AM
                         A C T I V I T Y   T Y P E

       FISCAL  ACTIVITY
       YEAR    TYPE      NAME                            SHORT NAME
       ======  ========  ------------------------------  ------------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
```

Purpose   Activity types group similar activity categories. Activity Type (ATYP) defines valid activity type codes. It is optional.

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year.
ACTIVITY TYPE	Required. The unique activity type code.
NAME	The descriptive name for this activity type.
SHORT NAME	The name that will be listed on reports when there is not enough space for the full name.

ADMF   Administrative Fund

```
ACTION: S SCREEN: ADMF USERID: ISO3T32          08/21/01  11:10:24 AM
                      A D M I N I S T R A T I V E   F U N D
       ADMIN FUND      ADMIN FUND DESCRIPTION
       ==========   -----------------------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Administrative Fund (ADMF) stores administrative funds and their respective descriptions.

Updates   This table is user-maintained.

Coding Instructions

ADMIN FUND	Required. The three-digit code assigned to the administrative fund.
ADMIN FUND DESCRIPTION	The descriptive name for the administrative fund.

AGCL   Agency Class

```
ACTION: S SCREEN: AGCL USERID: ISO3T32          08/21/01  11:12:58 AM
                            A G E N C Y   C L A S S

       FISCAL  AGENCY
       YEAR    CLASS   NAME                            SHORT NAME
       ======  ======  ------------------------------  ------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Agency Class (AGCL) maintains the codes used to classify agencies within departments in the agency code hierarchy, by fiscal year. Agency classes collect one or more agency codes into a single reporting entity. Agency classes are linked to agency codes on Agency (AGC2).

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year.
AGENCY CLASS	Key field. The unique agency class code.
NAME	A descriptive name for this agency class.
SHORT NAME	The name that will be listed on reports when there is not enough space for the full name.

AGCT   Agency Category

```
ACTION: S SCREEN: AGCT USERID: ISO3T32            08/21/01  11:17:27 AM
                          A G E N C Y   C A T E G O R Y

      FISCAL  AGENCY
      YEAR    CATEGORY  NAME                              SHORT NAME
      ======  ========  ------------------------------    ------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Agency Category (AGCT) maintains the codes used to designate the participation an agency has in AFS by fiscal year. Agency categories collect one or more agency classes into a single reporting entity. Agency categories are linked to agency codes on Agency (AGC2).

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year.
AGENCY CATEGORY	Required. The agency category code.
NAME	A descriptive name for this agency category.
SHORT NAME	The name that will be listed on reports when there is not enough space for the full name.

AGC2 Agency

```
ACTION: S SCREEN: AGC2 USERID: ISO3T32          08/21/01  11:34:07 AM
                              A G E N C Y

 O1-
     FISCAL YEAR=          AGENCY=
             NAME:                             SHORT NAME:
          AGY PH #:                              APPROVAL:
            CLASS:       CATEGORY:       TYPE:          GROUP:
             REPT CAT REQD ON EXP:       REPT CAT REQD ON REV:
        CHECK CAT:    BUDGET PHASE:      EXCLUDE BUDGET PREP:
                                         APPLICATION TYPE:
 O2-
     FISCAL YEAR=          AGENCY=
             NAME:                             SHORT NAME:
          AGY PH #:                              APPROVAL:
            CLASS:       CATEGORY:       TYPE:          GROUP:
             REPT CAT REQD ON EXP:       REPT CAT REQD ON REV:
        CHECK CAT:    BUDGET PHASE:      EXCLUDE BUDGET PREP:
                                         APPLICATION TYPE:
```

Purpose Agency (AGC2) defines all valid agency codes for the State of Louisiana.

Classification Hierarchy

An agency may be divided into organizations. Organization (ORG2) can create a more detailed hierarchical breakdown than what is described here (see the section on Organization (ORG2).

The agency code is also the starting point for a classification relationship that puts similar agency codes together in progressively larger groups. The progression is as follows:

> AGENCY
> AGENCY CLASS
> AGENCY CATEGORY
> AGENCY TYPE
> AGENCY GROUP

Updates This is a user-maintained table.

This table automatically "L"eafs to AGCY.

Coding Instructions

FISCAL YEAR   Required. The last two digits of the applicable fiscal year.

AGENCY   Required. If adding a new line, enter a unique code; if changing or deleting an existing line, enter the affected code.

NAME   A descriptive name for this agency.

SHORT NAME   The name that will be listed on reports when there is not enough space for the full name.

AGY PH #   Contact phone number for agency.

APPROVAL	Required. Option "Y" allows the agency to override the default approvals, and the actual approval requirements for this agency will be established on Format Definition for Documents (FDOC). This approval system applies to the ENTERING AGENCY on the start-up screen, not to the agency codes used in AFS documents.
	The state of Louisiana does not use the "N" option.
CLASS	Agency class code to which the agency code reports. Must be valid on Agency Class (AGCL).
CATEGORY	Agency category code to which the agency code reports. Must be valid on Agency Category (AGCT).
TYPE	Required. Agency type code to which the agency code reports. Must be valid on Agency Type (AGTP). Agency Type is used for 1099 reporting and Lien/Levy aggregation.
GROUP	Agency group code to which the agency code reports. Must be valid on Agency Group (AGGP).
REPT CAT REQD ON EXP	This field defines if reporting category codes are required on spending transactions for this agency. Valid values are: "Y" (reporting categories are required), "N" (reporting categories are optional), "1" (reporting categories are required on pre-encumbrance documents only), "2" (reporting categories are required on encumbrance documents only) or "3" (reporting categories are required on expenditure documents only).
REPT CAT REQD ON REV	This field defines if reporting category codes are required on revenue transactions for this agency. Valid values are: "Y" (reporting categories are required), "N" (reporting categories are optional).
CHECK CAT	Required. If left blank, default is "99" (combined check category). Enter "AA" for single check category. Additional values are user-defined and must be valid on Check Category (CCAT).
BUDGET PHASE	This field is not used by the State of Louisiana.
EXCLUDE BUDGET PREP	This field is not used by the State of Louisiana.
APPLICATION TYPE	Required. If left blank, default is "99" (combined EFT category). Enter "AA" for single EFT category. Additional values are user-defined and must be valid on EFT Type (EFTA).

AGCY   Agency Index

```
ACTION: S SCREEN: AGCY USERID: ISO3T32              08/21/01  11:34:43 AM
                              A G E N C Y    I N D E X
      FY  AGCY  NAME                              CLASS  CAT   TYPE  GROUP
      ==  ====  ------------------------------    -----  ----  ----  -----
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
```

Purpose   Agency Index (AGCY) displays valid agency codes and related information.

Updates   This is a system-maintained table that is populated as records are added, changed, or deleted from Agency (AGC2). This table automatically "L"eafs to AGC2.
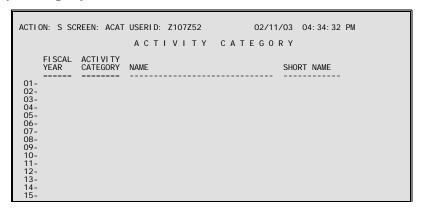
Coding Instructions

FY	Key field. The last two digits of the applicable fiscal year.
AGCY	Key field. The unique agency code.
NAME	The descriptive name for this agency.
CLASS	The agency class code that best describes this agency. Must be valid on Agency Class (AGCL).
CAT	The agency category code that best describes this agency. Must be valid on Agency Category (AGCT).
TYPE	The agency type code that best describes this agency. Must be valid on Agency Type (AGTP).
GROUP	The agency group code that best describes this agency. Must be valid on Agency Group (AGGP).

AGGP   Agency Group

```
ACTION: S SCREEN: AGGP USERID: ISO3T32              08/21/01  12:25:13 PM
                              A G E N C Y   G R O U P

        FISCAL  AGENCY
        YEAR    GROUP   NAME                              SHORT NAME
        ======  ======  ------------------------------   ------------
     01-
     02-
     03-
     04-
     05-
     06-
     07-
     08-
     09-
     10-
     11-
     12-
```

Purpose   Agency Group (AGGP) maintains the codes used for a further breakdown of departments. Agency groups are linked to agency codes on Agency (AGC2).

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year.
AGENCY GROUP	Required. The unique agency group code.
NAME	The descriptive name for this agency group.
SHORT NAME	The name that will be listed on reports when there is not enough space for the full name.

AGTP   Agency Type

```
ACTION: S SCREEN: AGTP USERID: ISO3T32          08/21/01  12:30:58 PM
                              A G E N C Y   T Y P E

      FISCAL  AGENCY  FEDERAL ID
      YEAR    TYPE    NUMBER      NAME                            SHORT NAME
      ======  ======  ----------  ------------------------------  ------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Agency Type (AGTP) maintains the codes used for 1099 reporting and lien/levy aggregation. Agency types are linked to agency codes on Agency (AGC2).

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR   Required. The last two digits of the applicable fiscal year.

AGENCY TYPE   Required. The unique agency type code.

FEDERAL ID   Required.   The nine (9) digit Federal Employer Identification Number
NUMBER   (FEIN).   The Federal ID Number must be valid on Master Vendor
                        (MVEN).

NAME   A descriptive name for this agency type code.

SHORT NAME   The name that will be listed on reports when there is not enough space for
                        the full name.

APRD   Accounting Period

```
ACTION: S SCREEN: APRD USERID: ISO3T32          08/25/01  09:28:41 AM
                       A C C O U N T I N G    P E R I O D

      FISCAL                      MONTH      PERIOD      MONTH END    YR END ADJ
      YR  MO  QTR  MONTH NAME     END DATE   CLOSED IND  PROCESS IND  PERIOD IND
      ==  ==  ---  -----------    --------   ----------  -----------  ----------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Accounting Period (APRD) defines accounting periods valid in the financial system. It also identifies which period (if any) is the year-end adjustment period.

Updates   This table only needs to be updated once a year, at the beginning of a new fiscal year.

Coding Instructions

FISCAL YR	Key field. The last two digits of the applicable fiscal year.
FISCAL MO	Key field. The two-digit representation of the accounting period being defined. The first accounting period is 01 (July), the second is 02 (August), etc.
QTR	Required. Enter 1, 2, 3, or 4. The year-end adjustment periods belong to quarter 4.
MONTH NAME	The descriptive name of the accounting month.
MONTH END DATE	The last date of the accounting period, in calendar *date* terms. The year-end adjustment period end date will be December 31st in the next fiscal year.
PERIOD CLOSED IND	This is a system-maintained field. The monthly closing program changes this field to "Y" when the period is closed. No transactions can be posted to a closed period.
MONTH END PROCESS IND	This is a system-maintained field that defaults to "N". The monthly closing program changes this field to "Y" when the monthly closing process has been run.
YR END ADJ PERIOD IND	A "Y" indicates that the accounting period defined in this line is a year-end adjustment period.

BAC2 Balance Sheet Account

```
ACTION: S SCREEN: BAC2 USERID: ISO3T32          08/21/01  12:35:56 PM
                    B A L A N C E   S H E E T   A C C O U N T

  01-
      FISCAL YEAR=            BS ACCOUNT=
              NAME:                                SHORT NAME:
             CLASS:              CATEGORY:                TYPE:          GROUP:
                VALID FUND/BS ACCOUNT IND:       REPT CAT OPT:    CASH IND:
         ADMN FUND:       CONTRIBUTION IND:          SWEEP IND:   FASB CLASS:
  02-
      FISCAL YEAR=            BS ACCOUNT=
              NAME:                                SHORT NAME:
             CLASS:              CATEGORY:                TYPE:          GROUP:
                VALID FUND/BS ACCOUNT IND:       REPT CAT OPT:    CASH IND:
         ADMN FUND:       CONTRIBUTION IND:          SWEEP IND:   FASB CLASS:
  03-
      FISCAL YEAR=            BS ACCOUNT=
              NAME:                                SHORT NAME:
             CLASS:              CATEGORY:                TYPE:          GROUP:
                VALID FUND/BS ACCOUNT IND:       REPT CAT OPT:    CASH IND:
         ADMN FUND:       CONTRIBUTION IND:          SWEEP IND:   FASB CLASS:
```

Purpose   Balance Sheet Account (BAC2) defines codes for each asset, liability, reserve, or fund balance account in your financial system. The table may also establish higher-level classifications of the account codes (class, category, and group), and associate a balance sheet account with an account type.

Classification Hierarchy

The balance sheet account code is the starting point for a classification hierarchy that puts similar accounts together in progressively larger groups. The progression is as follows:

> BALANCE SHEET ACCOUNT
> BALANCE SHEET CLASS
> BALANCE SHEET CATEGORY
> BALANCE SHEET GROUP

Balance sheet account is always required. The rest of the hierarchy is used for reporting purposes only.

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year.
BS ACCOUNT	Required. If adding a new line, enter a unique code; if changing or deleting an existing line, enter the affected code.
NAME	A descriptive name for this balance sheet account.
SHORT NAME	The name that will be listed on reports when there is not enough space for the full name.
CLASS	The code from Balance Sheet Class (BCLS) that best describes the account defined in this line.

CATEGORY   The code from Balance Sheet Category (BCAT) that best describes the account defined in this line.

TYPE   Required. One of the following codes, depending on what type of account is being defined on this line:

                            01   Asset
                            02   Liability
                            03   Fund Balance
                            11   Assets offset to expenses

GROUP   The code from Balance Sheet Group (BGRP) that best describes the account defined in this line.

VALID FUND/BS   Defaults to "N" as the State of Louisiana does not require valid fund/
ACCOUNT IND   balance sheet account combinations.

REPT CAT OPT   Always "N" as the State of Louisiana does not require a reporting category code to be required on transactions whenever this balance sheet account is coded.

CASH IND   "Y" if this account is a cash account; "N", otherwise.

ADMN FUND   A code from Administrative Fund (ADMF) if this balance sheet account is to be used for administrative fund reporting. Otherwise, leave blank.

CONTRIBUTION IND Defaults to "N" as contributed assets will not be reported net of accumulated depreciation in the Fixed Assets subsystem.

SWEEP IND   Always "N" as the State of Louisiana does not participate in the Cash Sweep Process of the Investment Management Subsystem.

FASB CLASS   This field is not used by the State of Louisiana.

BACC   Balance Sheet Account Index

```
ACTION: S SCREEN: BACC USERID: ISO3T32          08/21/01  12:54:59 PM
                  B A L A N C E   S H E E T   A C C O U N T   I N D E X
         BS                                                 REPT   CASH
      FY ACCT NAME                         CLASS CAT TYPE GRP CAT OPT IND  FASB
      == ==== ----------------------------- ----- --- ---- --- ------- ---- ----
      01-
      02-
      03-
      04-
      05-
      06-
      07-
      08-
      09-
      10-
      11-
      12-
      13-
      14-
```

Purpose   Balance Sheet Account Index (BACC) displays codes for each asset, liability, reserve, or fund balance account in your financial system. The table may also establish higher-level classifications of the account codes (class, category, and group), and associate a balance sheet account with an account type.

Updates   This is a system-maintained table that is populated as records are added, changed, or deleted from Balance Sheet Account (BAC2).

Coding Instructions

FY	Key field. Enter the applicable fiscal year for the balance sheet account code.
BS ACCT	Key field. Enter the balance sheet account code.
NAME	This is the descriptive name for this balance sheet account.
CLASS	This is the class code from Balance Sheet Class (BCLS) that best describes the account defined in this line.
CAT	This is the class code from Balance Sheet Class (BCLS) that best describes the account defined in this line.
TYPE	Displays one of the following codes, depending on what type of account is being defined on this line:

	01	Asset
	02	Liability
	03	Fund Balance
	11	Assets offset to expenses

GRP	This the group code from Balance Sheet Group (BGRP) that best describes the account defined in this line.

REPT CAT OPT — Displays a "N" as the State of Louisiana does not require a reporting category code to be required on transactions whenever this balance sheet account is coded. See the *ISIS/AFS User Guide, Vol. I*, for a detailed discussion about this option.

CASH IND — Displays a "Y" if this account is a cash account or a "N", otherwise.

FASB — Displays a "Y"` if this account is a cash account or a "N", otherwise.

BACT   Bank Code by Bank Accounts Inquiry

```
ACTION: S SCREEN: BACT USERID: ISO3T32          08/21/01  12:59:34 PM
               B A N K   C O D E   B Y   B A N K   A C C O U N T S   I N Q U I R Y

        BANK ACCOUNT        FISCAL    BANK ACCOUNT
           NUMBER            YEAR         CODE
        ===============      ======    ============
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Bank Code by Bank Accounts Inquiry (BACT) is an alternate view of Bank Account (BANK), sorted by bank account number and fiscal year. This table is used in Deposit Suspense (DS) document processing.

Updates   This table is system-maintained. All data maintenance must be performed on Bank Account (BANK).

This table automatically "L"eafs to BANK.

Coding Instructions

BANK ACCOUNT NUMBER	Key field. The account number assigned by the bank.
FISCAL YEAR	Key field. The last two digits of the applicable fiscal year for the bank account number entered.
BANK ACCOUNT CODE	Key field. The AFS bank account code assigned on BANK.

BANK   Bank Account

```
ACTION: S SCREEN: BANK USERID: ISO3T32          08/21/01  01:59:42 PM
                         B A N K   A C C O U N T

  01-
      FISCAL YEAR=      BANK ACCOUNT CODE=    CASH ACCOUNT:
         ACCT NAME:                             ACCOUNT NO:
         BANK NAME:                                 BANK NO:
                               NEXT AVAILABLE CHECK NUMBER:
                               NEXT AVAILABLE EFT   NUMBER:
  02-
      FISCAL YEAR=      BANK ACCOUNT CODE=    CASH ACCOUNT:
         ACCT NAME:                             ACCOUNT NO:
         BANK NAME:                                 BANK NO:
                               NEXT AVAILABLE CHECK NUMBER:
                               NEXT AVAILABLE EFT   NUMBER:
```

Purpose   Bank Account (BANK) defines codes for all the bank accounts maintained by AFS. It identifies the bank handling the account and the default balance sheet code of related cash accounts.

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR	Required. Enter the last two digits of the applicable fiscal year for the bank account code entered.
BANK ACCOUNT CODE	Required. Enter the unique bank code assigned for this bank account.
CASH ACCOUNT	Required if automated disbursements are to be used to write checks against this bank account. Enter the code of the cash balance sheet account associated with this bank account.

The cash account provided here is used when the associated transaction does not have an organization coded. If an organization is coded, the cash account from Organization (ORG2) is used. |
ACCT NAME	The descriptive name for this account.
ACCOUNT NO	The account number assigned by the bank.
BANK NAME	The name of the bank holding this account.
BANK NO	The routing and transit number (the FRD-ABA number) assigned to the bank holding this account.
NEXT AVAILABLE CHECK NUMBER	The next available check number is displayed. This field is updated during each disbursement cycle.
NEXT AVAILABLE EFT NUMBER	The next available electronic funds transfer number is displayed. This field is updated during each disbursement cycle.

BCAT   Balance Sheet Category

```
ACTION: S SCREEN: BCAT USERID: ISO3T32            08/21/01  02:07:50 PM
                      B A L A N C E   S H E E T   C A T E G O R Y

      FISCAL  BS
      YEAR    CATEGORY  NAME                              SHORT NAME
      ======  ========  ------------------------------  ------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Balance sheet categories group similar balance sheet classes. Balance Sheet Category (BCAT) defines valid balance sheet category codes. It is optional.

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year for the balance sheet category code entered.
BS CATEGORY	Required. A unique code.
NAME	A descriptive name for this balance sheet category.
SHORT NAME	The name that will be listed on reports when there is not enough space for the full name.

BCLS   Balance Sheet Class

```
ACTION: S SCREEN: BCLS USERID: ISO3T32              08/21/01  02:32:44 PM
                        B A L A N C E   S H E E T   C L A S S

       FISCAL  BS
       YEAR    CLASS  NAME                              SHORT NAME
       ======  =====  ------------------------------    ------------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
```

Purpose   Balance sheet classes group similar balance sheet accounts. Balance Sheet Class (BCLS) defines valid balance sheet class codes. It is optional.

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year for the balance sheet class code entered.
BS CLASS	Required. A unique code.
NAME	A description name for this balance sheet class.
SHORT NAME	The name that will be listed on reports when there is not enough space for the full name.

BGRP   Balance Sheet Group

```
ACTION: S SCREEN: BGRP USERID: ISO3T32          08/21/01  02:40:19 PM
                      B A L A N C E   S H E E T   G R O U P
     FISCAL  BS
     YEAR    GROUP  NAME                             SHORT NAME
     ======  =====  ------------------------------   ------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
  15-
```

Purpose   Balance sheet groups group similar balance sheet types. Balance Sheet Group (BGRP) defines valid balance sheet class group codes. It is optional.

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year for the balance sheet group code entered.
BS GROUP	Required. A unique code.
NAME	A descriptive name for this balance sheet group.
SHORT NAME	The name that will be listed on reports when there is not enough space for the full name.

CLDT   Calendar Date

```
ACTION: S SCREEN: CLDT USERID: ISO3T32          08/25/01  09:30:00 AM
                           C A L E N D A R    D A T E

      DATE OF RECORD  FISCAL MONTH  FISCAL YEAR  WEEKEND/HOLIDAY
      ==============  ------------  -----------  ---------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
   15-
```

Purpose   Calendar Date (CLDT) defines every calendar date in terms of your fiscal year. It allows AFS to convert dates for your reports. AFS also uses this table to infer the accounting period to be associated with transactions.

Updates   This table is updated as part of the opening for a new fiscal year through the New Year Table Initialization (NYTI) Process.

Coding Instructions

DATE OF RECORD	Key field. A calendar date in **YYYYMMDD** format (e.g., four digits for year, two digits for month, and two digits for day).
FISCAL MONTH/ FISCAL YEAR	The accounting period in which the DATE OF RECORD falls. This must be specified as two digits for fiscal month and two digits for fiscal year. Accounting periods are designated as 01, 02, 03, ..., with the first period in the fiscal year represented by 01, the second by 02, etc.
WEEKEND/ HOLIDAY	Indicates if the DATE OF RECORD is a W - weekend, H – holiday, or blank - business day.

FGY2 Fund/Agency

```
ACTION: S SCREEN: FGY2 USERID: ISO3T32          08/21/01  02:44:21 PM
                          F U N D   A G E N C Y

        FISC YEAR=              FUND=                   AGENCY=
        PLAN FREQ:        JOB/PROJ IND:

        -------------------------- ORGANIZATION OPTIONS --------------------------
        EXPENSE BUDGET:                              REVENUE BUDGET:
         APPROPRIATION:                                  ALLOTMENT:

        -------------------------- ACTIVITY OPTIONS --------------------------
        EXPENSE BUDGET:                              REVENUE BUDGET:

        -------------------------- FUNCTION OPTIONS --------------------------
        EXPENSE BUDGET:

        -------------------------- FEDERAL AID  OPTIONS --------------------------
               FA IND:         ORGANIZATION:          OBJECT CLASS:
             ACTIVITY:            FUNCTION:          REVENUE CLASS:
```

Purpose Fund Agency (FGY2) defines all fund/agency combinations valid in the financial system. The table also specifies various budget options for each fund/agency combination.

Updates The control options (last six rows) affect how budget and accounting transactions are handled within the system. Do not *change* control options for existing lines in the middle of a fiscal year.

This table automatically "L"eafs to FAGY.

Coding Instructions

FISC YEAR	Required. The last two digits of the applicable fiscal year for the fund/agency combination entered.
FUND	Required. A valid fund code from Fund (FUN2).
AGENCY	Required. A valid agency code from Agency (AGC2).
PLAN FREQ	This field is not used by the State of Louisiana.
JOB/PROJ IND	This field is not used by the State of Louisiana.
CONTROL OPTIONS:	See the *ISIS/AFS User Guide, Vol. I,* for detailed explanations of the following control options.

ORGANIZATION OPTIONS:

EXPENSE BUDGET REVENUE BUDGET APPROPRIATION ALLOTMENT	Displays a value indicating whether expense budgets are established by organization, function, or activity. Valid values are: "Y" (required on budget and accounting documents), "A" (required on accounting documents), or "N" (optional on accounting documents).

ACTIVITY OPTIONS:

EXPENSE BUDGET   Displays a value indicating whether expense budgets and revenue budgets
REVENUE BUDGET   are established by organization, function, or activity. Valid values are:
                    "Y" (required on budget and accounting documents), "A" (required on
                    accounting documents), or "N" (optional on accounting documents).

FUNCTION OPTIONS:

EXPENSE BUDGET   Displays a value indicating whether expense budgets are established by
                    organization, function, or activity. Valid values are: "Y" (required on
                    budget and accounting documents), "A" (required on accounting
                    documents), or "N" (optional on accounting documents).

FEDERAL AID OPTIONS:

                    These options indicate if the Federal Aid Subsystem is used and control
                    the use of Federal Aid Inference (FAIT).

FA IND   A "Y" indicates that the federal aid system is being used for this fund
                    agency combination. An "N" indicates that the federal aid system is not
                    being used for this fund agency combination.

ORGANIZATION   Louisiana has elected to always use the "A" option. "A" indicates the
                    validation against Federal Aid Inference (FAIT) when processing
                    transactions will be based on the Appropriation Level organization.

OBJECT CLASS   Louisiana has elected to always use the "N" option. An "N" indicates that
                    the validation against Federal Aid Inference (FAIT) when processing
                    transactions will not be based on object class.

ACTIVITY   Louisiana has elected to always use the "N" option. An "N" indicates that
                    the validation against Federal Aid Inference (FAIT) when processing
                    transactions will not be based on activity.

FUNCTION   Louisiana has elected to always use the "N" option. An "N" indicates that
                    the validation against Federal Aid Inference (FAIT) when processing
                    transactions will not be based on function.

REVENUE CLASS   Louisiana has elected to always use the "N" option. An "N" indicates that
                    the validation against Federal Aid Inference (FAIT) when processing
                    transactions will not be based on revenue class.

FAGY   Fund/Agency Index

```
ACTION: S SCREEN: FAGY USERID: ISO3T32           08/21/01  02:49:18 PM
                     F U N D   A G E N C Y   I N D E X
                                                              JOB/
      FISCAL            -EXPENSE BUD OPT-  -REVENUE BUD OPT-  PLAN PROJ
      YEAR   FUND  AGENCY  ORG  FUNC  ACTIVITY  ORG    ACTIVITY  FREQ IND
      ====== ==== ====== --- ---- -------- ---    -------- ---- ----
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
```

Purpose   Fund Agency Index (FAGY) displays all valid fund/agency combinations in your financial system. The table also displays the various budget options for each fund/agency combination.

Updates   This is a system-maintained table that is populated as records are added, changed, or deleted from Fund Agency (FGY2).

This table automatically "L"eafs to FGY2.

Coding Instructions

FISCAL YEAR   Key field. The last two digits of the applicable fiscal year for the fund/agency combination entered.

FUND   Key field. A valid code from Fund (FUN2).

AGENCY   Key field. A valid agency code from Agency (AGC2). All valid fund/agency combinations must be listed in this table.

CONTROL OPTIONS: See the *ISIS/AFS User Guide, Vol. I,* for detailed explanations of the following control options:

EXPENSE BUD OPT: Displays a value indicating whether expense budgets are established by
ORG; FUNC;   organization, function, or activity. Valid values are: "Y" (required on
ACTIVITY   budget and accounting documents), "A" (required on accounting documents), or "N" (optional on accounting documents).

REVENUE BUD OPT: Displays a value indicating whether expense budgets are established by
ORG; ACTIVITY   organization or activity. Valid values are "Y" (required on budget and accounting documents), "A" (required on accounting documents), or "N" (optional on accounting documents).

PLAN FREQ   Displays the frequency of plans for this fund agency combination. Valid values are:

    "Y" Yearly

    "Q" Quarterly

    "M" Monthly

JOB/PROJ IND   This field is not used by the State of Louisiana.

.

FCAT   Fund Category

```
ACTION: S SCREEN: FCAT USERID: ISO3T32          08/21/01  03:01:10 PM
                         F U N D   C A T E G O R Y

     FISCAL  FUND
     YEAR    CATEGORY  NAME                            SHORT NAME
     ======  ========  ------------------------------  ------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
```

Purpose   Fund categories group similar fund classes. Fund Category (FCAT) defines valid fund category codes. It is optional and used for reporting purposes only.

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR   Required. The last two digits of the applicable fiscal year for the fund category code entered.

FUND CATEGORY   Required. If adding a new line, enter a unique code; if changing or deleting an existing line, enter the affected code. If you are deleting a line, do not enter the following fields. If you are changing a line, enter only the fields you want changed.

NAME   A descriptive name for this fund.

SHORT NAME   The name that will be listed on reports when there is not enough space for the full name.

FCLS   Fund Class

```
ACTION: S SCREEN: FCLS USERID: ISO3T32          08/21/01  03:09:46 PM
                          F U N D   C L A S S

      FISCAL  FUND
      YEAR    CLASS  NAME                              SHORT NAME
      ======  =====  ------------------------------    ------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Fund classes group similar funds. Fund Class (FCLS) defines valid fund class codes. It is optional.

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year for the fund class code entered.
FUND CLASS	Required. If adding a new line, enter a unique code; if changing or deleting an existing line, enter the affected code. If you are deleting a line, do not enter the following fields. If you are changing a line, enter only the fields you want changed.
NAME	A descriptive name for this fund class.
SHORT NAME	The name that will be listed on reports when there is not enough space for the full name.

FDCC   Fund Class Cash Table

```
ACTION: S SCREEN: FDCC USERID: Z107Z68           01/16/02  12:21:19 PM
                 F U N D   C L A S S   C A S H   T A B L E

            BS          FUND
      FY    ACCT   FUND  CLASS
      ==    ====   ====  -------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Fund Class Cash Table (FDCC) is a cross-reference table associating a balance sheet cash account with a fund and fund class. The purpose is to hold cash accounts that are not subject to administrative fund logic, CFND logic, and agency fund/bank code logic. For reporting purposes, when an organization is coded on a ledger record, the cash account from Organization (ORG2) is used to look up the balance sheet account to determine if the ledger record should be reported as an administrative fund. If there is no administrative fund on BACC, then a lookup is performed on CFND to see if the cash account is associated with a fund. If a match is found on CFND, the ledger record is reported in that fund. If there is no match on CFND, a lookup is performed on FDCC to determine whether several funds are associated with a particular cash account. If so, these funds are listed separately at the end of the applicable reports. If there are no matches, then the ledger record is reported in the fund on the ledger.

Updates   This is a user-maintained table.

Coding Instructions

FY	Key field. The fiscal year associated with the fund.
BS ACCT	Key field. The cash balance sheet account associated with the fund for reporting purposes.
FUND	Key field. The fund with which a cash account is to be associated for reporting purposes.
FUND CLASS	The fund class associated with the fund.

FDGP   Fund Group

```
ACTION: S SCREEN: FDGP USERID: IS03T32          08/21/01  03:09:20 PM
                               F U N D   G R O U P

     FISCAL  FUND
     YEAR    GROUP  NAME                              SHORT NAME
     ======  =====  ------------------------------    ------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
```

Purpose   Fund Groups collect similar fund types. Fund Group (FDGP) defines valid fund group codes. It is optional.

Fund Groups are pre-defined as follows:

GROUP NAME	VALUE
Account Groups	A
Fiduciary	F
Governmental	G
Proprietary	P
Colleges and Universities	U
Suspense Classification	X
Discrete	Z

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR   Required. The last two digits of the applicable fiscal year for the fund group code entered.

FUND GROUP   Required. If adding a new line, enter a unique code; if changing or deleting an existing line, enter the affected code. If you are deleting a line, do not enter the following fields. If you are changing a line, enter only the fields you want changed.

NAME   A descriptive name for this fund group.

SHORT NAME   The name that will be listed on reports when there is not enough space for the full name.

FSYR   Fiscal Year

```
ACTION: S SCREEN: FSYR USERID: ISO3T32          08/25/01  09:35:15 AM
                          F I S C A L   Y E A R

       FISCAL        YEAR/END  NUMBER OF  CLOSED  BUDGET        MAX DISBURSEMENT
       YEAR   NAME   DATE      PERIODS    IND     APPROVED IND       AMT
       ====== ----   --------  ---------  ------  ------------  ----------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Fiscal Year (FSYR) defines accounting and budget fiscal years valid in the financial system.

Updates   This table only needs to be updated once a year, before budget transactions for a new fiscal year are entered in the system. Budget transactions will be rejected if the new budget fiscal year is not in this table. The Maximum Disbursement Amount may be updated at any time by authorized users.

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year.
NAME	The four digits of the year (e.g., 1984).
YEAR END DATE	The last *calendar date* of the fiscal year in YYMMDD format (e.g., two digits for year, two digits for month, and two digits for day).
NUMBER OF PERIODS	Required. The number of accounting periods in the fiscal year. This number must equal the number of accounting periods defined on Accounting Period (APRD).
CLOSED IND	This is a system-maintained field. The annual closing program will change this field to "**Y**" when the year is closed. No AFS transactions can be entered for closed years.
BUDGET APPROVED IND	This field will have a "**Y**" when the budget has been officially approved for this fiscal year. Once the indicator is set, all subsequent budgetary transactions will affect only the current modified budget amount and will not change the approved (original) budget amount.
MAX DISBURSEMENT AMT	The maximum amount that may be disbursed by all agencies within this fiscal year for a single check run.

FTYP   Fund Type

```
ACTION: S SCREEN: FTYP USERID: ISO3T32           08/21/01  03:10:22 PM
                              F U N D   T Y P E

      FUND
      TYPE   NAME
      ====   ------------------------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Fund Type (FTYP) is predefined and normally will not require maintenance. The code is used for classification purposes on the financial statements.

The fund type codes must be defined as shown below:

A	Agency funds
C	Capital Projects funds
D	Debt Service funds
E	Enterprise funds
F	General Fixed Assets funds
G	General funds
I	Internal Service funds
L	General Long Term Debt funds
N	Non-Expendable Trust funds
P	Pension Trust funds
R	Special Revenue funds
S	Special Assessment funds
T	Expendable Trust funds
U	Colleges and Universities funds
V	Investment Pool funds
X	Suspense Classification funds
Z	Discrete funds

Updates   This is a user-maintained table.

Coding Instructions

FUND TYPE   Required. The fund type code (see above).

NAME   The name to be associated with this fund type.

FUN2   Fund

```
ACTION: S SCREEN: FUN2 USERID: ISO3T32          08/21/01   03:18:02 PM
                                F U N D

  FISCAL YEAR=            FUND=

         NAME:                                      SHORT NAME:
        CLASS:          CATEGORY:          TYPE:          GROUP:
   STATE/BOND:     EFT BANK ACCT CODE:        BANK ACCT CODE:

----------------------------- CONTROL OPTIONS -----------------------------
    EXPENSE BUDGET:              REVENUE BUDGET:              APPROPRIATION:
   BS ACCT BALANCE:                  ALLOTMENT:          ALLOTMENT FREQUENCY:
      FUND BALANCE:              CASH EDIT IND:          CASH EDIT POOL FUND:
         SWEEP IND:          MEMO DEPRECIATION:           NEGATIVE EQUITY IND:

   SUMB OPTIONS --> ORG:     APPR:     ACTV:     FUNC:     CLASS:   CATEGORY:   TYPE:
   SUMR OPTIONS --> ORG:               ACTV:               CLASS:   CATEGORY:   TYPE:

----------------------- ORDER TO PAYMENT TOLERANCE -------------------------
         AMOUNT:                    IND:                              %:
```

Purpose   Fund (FUN2) table defines codes for all funds in the financial system. It also specifies, for each fund, how AFS is to handle various accounting options.

Classification Hierarchy

The fund code is the starting point for a classification hierarchy that puts similar funds together in progressively larger groups. The progression is as follows:

> FUND
> FUND CLASS
> FUND CATEGORY
> FUND TYPE
> FUND GROUP

Fund code is always required. The rest of the hierarchy is used for reporting purposes only and is optional within AFS.

Updates   The control options affect how accounting transactions are handled within the system. Do not *change* control options for existing lines in the middle of a fiscal year.

When you add a new fund to this table, you must also add a new line to Fund Agency (FGY2) for each agency that is valid within this fund.

This table automatically "L"eafs to FUND.

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year for the fund code entered.
FUND	Required. A unique code.
NAME	A descriptive name for this fund.

SHORT NAME   The name that will be listed on reports when there is not enough space for the full name.

CLASS   The code from Fund Class (FCLS) that best describes the fund being defined in this line.

CATEGORY   The code from Fund Category (FCAT) that best describes the fund being defined in this line.
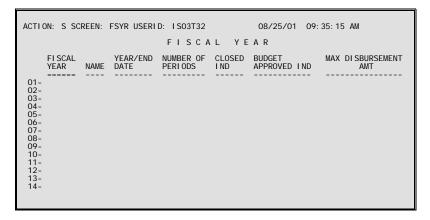
TYPE   Required. A valid type from Fund Type (FTYP).

GROUP   The code from Fund Group (FDGP) that best describes the fund being defined in this line.

STATE/BOND   This field is not used by the State of Louisiana.

EFT BANK ACCT CODE   Required. The bank account code to be used by the automated disbursement process (i.e., the primary checking account for the fund) for electronic funds transaction. The code used must be valid on Bank Account (BANK).

BANK ACCT CODE   Required. The bank account code to be used by the automated disbursement process (i.e., the primary checking account for the fund). The code used must be valid on Bank Account (BANK).

CONTROL OPTIONS   See the *ISIS/AFS User Guide, Vol. I,* for detailed explanations of these control options. "C" stands for full control; "P" stands for presence control; and "N" stands for no control at that level.

EXPENSE BUDGET	Required. The State of Louisiana chose "N".
REVENUE BUDGET	Required. The State of Louisiana chose "N".
APPROPRIATION	Required. The State of Louisiana chose "C".
BS ACCT BALANCE	Defaults to spaces.
ALLOTMENT	Defaults to "N".
ALLOT FREQUENCY	Defaults to "N".
FUND BALANCE	Defaults to spaces.
CASH EDIT IND	Defaults to spaces.
CASH EDIT POOL FD	Defaults to spaces.
SWEEP IND	Defaults to spaces.
MEMO DEPREC	Required. The State of Louisiana chose "N".
NEG EQUITY IND	Required. The State of Louisiana chose "N".

SUMB OPTIONS:

ORG	Defaults to "N".
APPR	Defaults to "N".
ACTV	Defaults to "N".
FUNC	Defaults to "N".
CLASS	Defaults to "N".
CATEGORY	Defaults to "N".
TYPE	Defaults to "N".

SUMR OPTIONS:

ORG	Defaults to "N".
ACTV	Defaults to "N".
CLASS	Defaults to "N".
CATEGORY	Defaults to "N".
TYPE	Defaults to "N".

ORDER TO PAYMENT TOLERANCE:

AMOUNT	Defaults to 0.00.
IND	Defaults to "N".
%	Defaults to 0.00.

FUND   Fund Index

```
ACTION: S SCREEN: FUND USERID: ISO3T32          08/21/01  03:32:43 PM
                          F U N D    I N D E X

                                                     --- BUD OPT --
     FY FUND NAME                     CLASS CAT  TYPE GROUP EXPB REVB APPR
     == ==== ----------------------------- ----- --- ---- ----- ---- ---- ----
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
```

Purpose   Fund Index (FUND) displays codes for all funds in your financial system. It also specifies, for each fund, how AFS is to handle various accounting options. This table automatically "L"eafs to FUN2.

Updates   This is a system-maintained table that is populated as records are added, changed, or deleted from Fund (FUN2).

Coding Instructions

FY	Key field. The applicable fiscal year for the fund code.
FUND	Key field. The fund code.
NAME	The descriptive name for the fund.
CLASS	The class code from Fund Class (FCLS) that best describes the fund being defined.
CAT	The category code from Fund Category (FCAT) that best describes the fund being defined.
TYPE	The type code from Fund Type (FTYP).
GROUP	The group code from Fund Group (FDGP) that best describes the fund being defined.
BUD OPT	See the *ISIS/AFS User Guide, Vol. I*, for a detailed explanation.
EXPB	The level of expense budget control option defined for this fund.
REVB	The level of revenue budget control option defined for this fund.
APPR	The level of appropriation control defined for this fund.

FUNC   Function

```
ACTION: S SCREEN: FUNC USERID: ISO3T32          08/29/01  10:29:36 AM
                              F U N C T I O N
      FY FUNC NAME                         SHORT NAME   CLS  CAT  TYPE GROUP
      == ==== ----------------------------- ----------- ---- ---- ---- -----
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
   15-
```

Purpose   Function (FUNC) defines valid codes for function, and may also group similar functions into higher-level classification. The function code defines broad operational objectives, such as instruction, support services and facilities acquisition. The function code is the starting point for a classification hierarchy that puts similar function codes together in progressively larger groups. This classification scheme is optional. The progression is as follows:

> FUNCTION
> FUNCTION CLASS
> FUNCTION CATEGORY
> FUNCTION TYPE
> FUNCTION GROUP

Updates   This classification scheme is optional. FUNC is a user-maintained table.

Coding Instructions

FY	Required. The last two digits of the applicable fiscal year.
FUNC	Required. A valid function code.
NAME	A descriptive name for this function.
SHORT NAME	The name that will be listed on reports when there is not enough space for the full name.
CLS	A valid function class from Function Class (FCCL).
CAT	A valid function category from Function Category (FCCA).
TYPE	A valid function type from Function Type (FCTP).
GROUP	A valid function group from Function Group (FCGR).

GRPC   Appropriation Group Code

```
ACTION: S SCREEN: GRPC USERID: ISO3T32          08/21/01  03:39:58 PM

                  A P P R O P R I A T I O N   G R O U P   C O D E

   GROUP                                 WARRANT   ST GEN REV
   CODE   GROUP CODE NAME                INDICATOR INDICATOR
   =====  -----------------------------  --------- ----------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Appropriation Group Code (GRPC) defines valid appropriation group codes. When an AP transaction is entered to establish an appropriation, the user is required to enter a group code, which must be valid on this table. As warrant or revenue transactions are processed against an appropriation, this table is edited to determine if specific actions can occur based on the appropriation group code.

Updates   This table will be centrally defined in ISIS with statewide appropriation group codes.

Coding Instructions

GROUP CODE	Key field. A unique code.
GROUP CODE NAME	A descriptive name for the appropriation group code.
WARRANT INDICATOR	Indicates whether warrants are allowed against an appropriation. Valid entries are "Y" (Yes) or "N" (No). Defaults to "N".
ST GEN REV INDICATOR	Indicates whether revenues can be entered against an appropriation. Valid entries are "Y" (Yes) or "N" (No). Defaults to "N".

HDAY   Holiday

```
ACTION: S SCREEN: HDAY USERID: ISO3T32          08/25/01  09:39:40 AM
                            H O L I D A Y

      DATE OF RECORD
      ==============
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 14-
 15-
```

Purpose   Holiday (HDAY) lists all holidays, including Federal holidays for the purpose of maintaining a business day calendar.

Updates   This is a user-maintained table. Entries on this table should be made in advance of any interest calculating processes.

Coding Instructions

DATE OF RECORD   Key field. Enter the date (*YY MM DD*) for every holiday observed, including Federal holidays. This table must be updated at the beginning of every new fiscal year.

LORG   Louisiana Organization

```
ACTION: S SCREEN: LORG USERID: ISO3T32          10/13/01  08:46:09 AM

                    L O U I S I A N A   O R G A N I Z A T I O N

      FISCAL YEAR=                        LOUISIANA ORGANIZATION=
        ORG NAME:                                  ORG MANAGER:
       SHORT NAME:                            REPORTS TO AGENCY:
        LEVEL IND:                                      STATUS:

                    LOUISIANA REPORTING ORGANIZATIONS
                    ---------------------------------
    LORG  1:        LORG  2:        LORG  3:        LORG  4:        LORG  5:
    LORG  6:        LORG  7:        LORG  8:        LORG  9:        LORG 10:
                    LORG 11:                        LORG 12:
```

Purpose   Louisiana Organization (LORG) defines valid codes, reporting hierarchies, and other information about Louisiana organizations. Louisiana organizations provide a separate means of collecting and reporting on organization information which is independent from the standard program organization structure - and which is allowed to cross agencies. An organization is linked to a Louisiana organization on Organization (ORG2).

Classification Hierarchy

See the section on Agency (AGC2) and Organization (ORG2). In addition to the hierarchy classification schemes described there, users can create a 12-level hierarchy *among* Louisiana organizations. For example, an agency may consist of many organizations, all of which do not have the same level of responsibility for administering the budget, authorizing expenditures, etc. Some organizations may be required to report to other organizations for these functions. See Chapter 3 in the *ISIS/AFS User Guide, Vol. I*, for an illustration of such a reporting hierarchy. All the boxes in Figure 3-7 represent organizations, but some have a higher level of authority than others. A separate hierarchy may be desired for reporting purposes.

The following points may help you transfer your Louisiana organization structure to the AFS system.

1.   Draw a "tree" such as the one illustrated in Figure 3-7 of the *ISIS/AFS User Guide, Vol. I,* representing the levels of authority among Louisiana organizations in your agency.

2.   Assign a code to each box (each Louisiana organization) in your tree.

3.   Starting at the top, assign a level (1 through 12) to each line of boxes (thereby assigning a reporting level to each Louisiana organization). There is a limit of twelve levels.

4.   Use this information to enter the codes for the Louisiana Reporting Organizations.

Updates   This is a user maintained table. When entering the reporting hierarchy, Louisiana organizations must be entered from the lowest level to the highest, so that all Louisiana reporting organizations entered on a screen already exist as valid table records. For example, before the level 4 LORG is entered, the level 1, 2 and 3 LORGs must already be entered on the table.

Coding Instructions

FISCAL YEAR	Required. The last two digits of the fiscal year for which the Louisiana Organization code is being established.
LOUISIANA ORGANIZATION	Required. A unique five character code.
ORG NAME	Descriptive name of the Louisiana organization.
ORG MANAGER	Name of the manager for this Louisiana organization.
SHORT NAME	A name for the Louisiana organization that is listed on reports when there is not enough space for the full name to be listed.
REPORTS TO AGENCY	Required. Agency responsible for this Louisiana Organization. Agency code must be valid on Agency (AGC2).
LEVEL IND	Required. Identifies the reporting level of this Louisiana organization. Enter the number value for the level on which this organization appears (refer to classification hierarchy explanation). That is, enter:

"1" if the organization defined in this line does not report up to any other organization.

"2" if the organization defined in this line reports to only one organization above itself.

"3" if the organization defined in this line reports to two organizations above itself, etc.

STATUS	Required. Identifies the status of the Louisiana organization as "A" ACTIVE or "I" INACTIVE. Defaults to "A".
LOUISIANA REPORTING ORGANIZATIONS	Required. Identification of higher level LORGs where this LORG reports, as defined by the organizational tree. For example, if this is a level "4" LORG, the LORG codes for levels "1", "2" and "3" will be listed in the LORG1, LORG2 AND LORG3 fields. The LORG listed in the header in this example (a level "4" LORG) will also be listed in the LORG4 field.

OBJ2   Object

```
ACTION: S SCREEN: OBJ2 USERID: ISO3T32          08/21/01  03:53:05 PM
                              O B J E C T

 O1-
    FISCAL YEAR=          OBJECT=
            NAME:                                       SHORT NAME:
           CLASS:        CATEGORY:          TYPE:          GROUP:
            1099 TYPE OF RETURN:          1099 TYPE OF INCOME:
              EL:    PS IND:              OPER/NON-OPER IND:
                                                      FASB CLASS:
 O2-
    FISCAL YEAR=          OBJECT=
            NAME:                                       SHORT NAME:
           CLASS:        CATEGORY:          TYPE:          GROUP:
            1099 TYPE OF RETURN:          1099 TYPE OF INCOME:
              EL:    PS IND:              OPER/NON-OPER IND:
                                                      FASB CLASS:
```

Purpose   Object (OBJ2) defines types of objects that appear in the expense budget and on spending transactions. The table also establishes higher-level classifications of the object codes.

Classification Hierarchy

The object code is the starting point for a classification hierarchy that puts similar objects of expenditure together in progressively larger groups. The progression is as follows:

> SUB-OBJECT
> OBJECT
> OBJECT CLASS
> OBJECT CATEGORY
> OBJECT TYPE
> OBJECT GROUP

Object is the level used in the expense budget. Similar objects make an object class, and similar object classes make an object category. Sub-object code works in the opposite direction: one object code may be divided into several sub-objects.

The object code is always required. The rest of the hierarchy is used for reporting purposes only and is optional within AFS.

Updates   This is a user-maintained table that is updated by the Office of Statewide Reporting and Accounting Policy (OSRAP).

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year for the object code entered.
OBJECT	Required. A unique four-digit code.
NAME	A descriptive name for this object.

SHORT NAME	A name that is listed on reports when there is not enough space for the full object name.
CLASS	The code from Object Class (OCLS) that describes the object class to which this object reports.
CATEGORY	The code from Object Category (OCAT) that describes the object category to which this object reports.
TYPE	The code from Object Type (OTYP) that describes the object type to which this object reports.
GROUP	The code from Object Group (OGRP) that describes the object group to which this object reports.
1099 TYPE OF RETURN	The return type for this object if expenses charged to it are 1099 reportable under IRS standards for 1099 reporting. This code should be "A" (Miscellaneous), "6" (Interest), or "G" (Governmental Payments).
1099 TYPE TYPE OF INCOME	The type of income for this object if expenses charged to it are 1099 reportable under IRS standards for 1099 reporting. Income types are as follows:

1 = Rents
2 = Royalties
3 = Prizes and Awards
4 = Federal Income Tax Withheld
5 = Fishing Boat Proceeds
6 = Medical and Health Care Payments
7 = Non-employee Compensation
8 = Substitute Payments in Lieu of Dividends and Interest
9 = Direct Sales of Consumer Products for Resale

EL	This field is not used by the State of Louisiana and should be blank.
PS IND	Required. An identifier that tells whether the object is a payroll related object. **"Y"** = Yes; **"N"** = No.
OPER/NON-OPER IND	Required. The identifiers are "O" (operating) or "N" (non-operating).
FASB CLASS	This field is not used by the State of Louisiana and should be blank.

OBJT   Object Index

```
 ACTION: S SCREEN: OBJT USERID: IS03T32          08/24/01  11:12:07 AM
                        O B J E C T   I N D E X
                                                            P/S 1099
     FY OBJECT NAME                       CLASS CAT TYPE GROUP IND TYPE FASB
     == ====== ----------------------------- ----- --- ---- ----- --- ---- ----
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Object Index (OBJT) displays types of objects that appear in the expense budget and on spending transactions. The table also displays higher-level classifications of the object codes.

Updates   This is a system-maintained table that is populated as records are added, changed, or deleted from Object (OBJ2).

Coding Instructions

FY	Key field. The applicable fiscal year for this object record from OBJ2.
OBJECT	Key field. The four-digit object code for this object record from OBJ2.
NAME	The descriptive name for this object from OJB2.
CLASS	The object class code to which the object reports from OBJ2.
CAT	The object category code to which the object reports from OBJ2.
TYPE	The object type code to which the object reports from OBJ2.
GROUP	The object group code to which the object reports from OBJ2.
P/S IND	Personal Services indicator from OBJ2 that tells if an object is personal services related. A "Y" indicates an object is personal services related; an "N" indicates an object is not personal services related. Requisitions and purchase orders are not allowed to be coded with object codes identified as personal services objects.
1099 TYPE	Type of return for the object from OJB2. This code should be "A" (Miscellaneous), "6" (Interest), or "G" (Governmental Payments).
FASB	This field will be blank. It is not used by the State of Louisiana.

OCAT   Object Category

```
ACTION: S SCREEN: OCAT USERID: ISO3T32            08/24/01  11:13:14 AM
                         O B J E C T   C A T E G O R Y

     FISCAL  OBJECT
     YEAR    CATEGORY  NAME                                SHORT NAME
     ======  ========  ------------------------------      ------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
```

Purpose   Object categories group similar object classes. Object Category (OCAT) defines valid object category codes. It is optional (used for reporting purposes only) and, therefore, may not exist at your installation. The actual assignment of classes into categories occurs in Object (OBJ2).

Updates   This is a user-maintained table that is updated by the Office of Statewide Reporting and Accounting Policy (OSRAP).

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year for the object category.
OBJECT CATEGORY	Required. A unique two-character code.
NAME	A descriptive name for the object category.
SHORT NAME	A name that is listed on reports when there is not enough space for the full object category name.

OCLS   Object Class

```
ACTION: S SCREEN: OCLS USERID: ISO3T32          08/24/01  11:14:11 AM
                         O B J E C T   C L A S S

      FISCAL  OBJECT
      YEAR    CLASS   NAME                              SHORT NAME
      ======  ======  ------------------------------    ------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Object classes group similar objects. Object Class (OCLS) defines valid object class codes.
It is optional and used for reporting only.

Updates   This is a user-maintained table that is updated by the Office of Statewide Reporting and Accounting
Policy (OSRAP).

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year for the object class code.
OBJECT CLASS	Required. A unique three-character code.
NAME	A description for this object class.
SHORT NAME	A name that is listed on reports when there is not enough room for the full object class name.

OGRP   Object Group

```
ACTION: S SCREEN: OGRP USERID: ISO3T32              08/24/01  11:14:56 AM
                              O B J E C T    G R O U P

      FISCAL  OBJECT
      YEAR    GROUP   NAME                           SHORT NAME
      ======  ======  -----------------------------  ------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Object groups group similar object categories. Object Group (OGRP) defines valid object group codes. It is optional.

Updates   This is a user-maintained table.

Coding Instructions

FISCAL YEAR   Key field. The last two digits of the applicable fiscal year for the object group code entered.

OBJECT GROUP   Key field. A unique two character code.

NAME   A descriptive name for this object group.

SHORT NAME   A name that will appear on reports when there is not enough space for the full name.

ORG2   Organization

```
ACTION: S SCREEN: ORG2 USERID: ISO3T32           08/24/01  11:15:46 AM
                           O R G A N I Z A T I O N
    FISCAL YEAR=              AGENCY=        ORGANIZATION=
         NAME:                               MANAGER:
         FUND:            LEVEL IND:            STATUS:        APPROVAL:

         ---------------------- REPORTING ORGANIZATIONS ----------------------
         ORG  1:              ORG  2:              ORG  3:         ORG  4:
         ORG  5:              ORG  6:              ORG  7:         ORG  8:
         ORG  9:              ORG 10:              ORG 11:         ORG 12:
         ---------------------------------------------------------------------

      APPR UNIT:           RPT CATG:         CASH ACCT:       ORIG FUND:
      RESP AGCY:          ORGN TYPE:    LA ORGANIZATION:

      ------------------ BUDGETING ORGANIZATION LEVELS ---------------------
   APPR ORG LVL:       ALLT ORG LVL:       EXPB ORG LVL:    REVB ORG LVL:

        BUYER:         INVENTORY IND:          ACTIVITY:
  JOB NO SPEND:       JOB NO REVENUE:     SUB ORG SPEND:
   SUB ORG REV:       EXC BUDG PREP:           FUNCTION:
```

Purpose   Organizations represent breakdowns of agencies into smaller units. Agencies can be divided into any number of organizations. When a department consists of several agencies, one agency can be split into multiple organizations without requiring others to do the same. Organization (ORG2) defines valid organization codes and assigns agency/organization relationships.

The table also allows the definition of a 12-level hierarchy *among* organizations. Other items defined in this table include the fund, appropriation and cash account codes to which the organization is associated as well as the status of the organization.

Classification Hierarchy

See the section on Agency (AGC2). In addition to the hierarchy classification scheme described here, users can create a 12-level hierarchy *among* organizations. For example, an agency may consist of many organizations, all of which do not have the same level of responsibility for administering the budget, authorizing expenditures, etc. Some organizations may be required to report to other organizations for these functions.

The following points may help in transferring organizational structure to the AFS system:

1.   Draw a "tree" such as the one illustrated in the *ISIS/AFS User Guide* representing the levels of authority among organizations in your agency.

2.   Assign a code to each box (each organization) in your tree. Each box represents a separate line in the Organization Table Maintenance Form.

3.   Starting at the top, assign a level (1 through 12) to each line of boxes (thereby assigning a reporting level to each organization). There is a limit of twelve levels.

4.   Use this information to enter the codes for the Reporting Organization or the Organization Request Form.

Updates   This is a user-maintained table. Agency users submit requests to the Office of Statewide Reporting and Accounting Policy (OSRAP) to add, change or delete organizations on an Organization Request Form. When OSRAP approves these actions, it then makes actual updates to the ORG2 table.

Coding Instructions

FISCAL YEAR   Required. The last two digits of the applicable fiscal year for the organization code.

AGENCY   Required. The agency code of the agency to which the organization unit is associated. It must exist in Agency (AGC2).

ORGANIZATION   Required. A four-character code that is unique within agency.

NAME   A descriptive name for this organization.

MANAGER   Optional. The name of the organization manager if desired. For informational purposes only.

FUND   The code for the fund associated with this organization and agency. The code must be valid on Fund (FUN2). If an original fund is coded on this table (in the ORIG FUND field), that fund number must be different from the fund number coded in this field (the final fund).

LEVEL IND   The number value for the level on which this organization appears on the organization tree (refer to classification hierarchy explanation). Values are:

     "1"   if the organization being defined in this line does not report up to any other organization.

     "2"   if the organization being defined in this line reports to only one organization above itself.

     "3"   if the organization being defined in this line reports to two organizations above itself.

     If the organization being defined in this line reports to more than three organizations above itself, enter the appropriate level indicator ("4" through "12").

STATUS   An indicator that tells whether the agency/organization combination is active or inactive. **"A"** = Active; **"I"** = Inactive. If an agency/organization combination is Inactive, no transactions can be posted against it. A blank status defaults to "A".

APPROVAL   If this indicator is "Y", the actual approval requirements for the organization are established in Format Definition for Documents (FDOC). The approval system applies to the ORG SECURITY CODE used on the transaction start-up screen, not to the organizations used on the AFS document lines. Option "N" is used only for warrant and budget development organizations.

REPORTING ORGANIZATIONS:

ORG 1 through	Identification of higher level organizations where this organization reports,
ORG 12	as defined by the organizational tree. For example, if this is a level "4" organization, the organization codes for levels "1", "2", and "3" will be listed in the ORG 1, ORG 2, and ORG 3 fields. The organization unit listed in the header in this example (a level "4" organization) will also be listed in the field.

APPR UNIT   Required.   The appropriation unit that will be inferred when the organization code is entered on transactions. Appropriation unit does not validate against Appropriation Inquiry (Extended) (EAP2).

RPT CATG   The reporting category that will be inferred when the organization code is entered on transactions. This inference can be overridden on transactions if another reporting category is coded.

CASH ACCT   Required.   The cash account that will be inferred by some journal vouchers, warrant voucher, cash receipt, automated disbursement, and electronic funds transfer transactions when this organization unit is coded.

ORIG FUND   The original fund (for certain revenue organizations) that will first receive revenue before it is automatically transferred to the final fund (which is identified in the FUND field on this table). The original fund number coded here cannot be the same as the final fund number.

RESP AGCY   The agency number of the agency that will receive reports for this organization. If left blank, defaults to agency number in AGENCY field.

ORGN TYPE   Required.   The number that describes the type of organization. Type relates to how the organization is used and will be one of the following four:

"1"   Revenue Organization
"2"   Expenditure Organization
"3"   Reporting Organization
"4"   Warrant Organization

Warrant voucher transactions are the only ones that can be coded to type 4 organizations.

LA ORGANIZATION   The Louisiana Organization, if any, which is linked to this organization code for reporting and inquiry purposes.

BUDGETING ORGANIZATION LEVELS:

APPR ORG LVL   The level of the appropriation organization, usually "01". (See the *ISIS/AFS User Guide, Vol. I,* for detailed explanations.)

ALLT ORG LVL	The level of the allotment organization, usually "01". (See the *ISIS/AFS User Guide, Vol. I*, for detailed explanations.)
EXPB ORG LVL	The level of the expense budget organization. If the organization type for this organization = "3", this field is usually "01". If the Organization Type for this organization = "1", "2", or "4", this field should be the same as the LEVEL IND. EXPB ORG LVL and REVB ORG LVL must be the same.
REVB ORG LVL	The level of the revenue budget organization. If the organization type for this organization = "3", this field is usually "01". If the organization type for this organization = "1", "2", or "4", this field should be the same as the LEVEL IND. REVB ORG LVL and EXPB ORG LVL must be the same.
BUYER	This field is not used by the State of Louisiana and should be blank.
INVENTORY IND	Indicates whether the organization is an inventory organization. Must be blank, "Y" or "N". If left blank, the system will default to "N".
ACTIVITY	This field is used to track certain transactions for specific purposes. Instructions for use of this field are issued by OSRAP.
JOB NO SPEND	This field is not used by the State of Louisiana.
JOB NO REVENUE	This field is not used by the State of Louisiana.
SUB ORG SPEND	This field is not used by the State of Louisiana.
SUB ORG REV	This field is not used by the State of Louisiana.
EXC BUDG PREP	This field defaults to "N."
FUNCTION	The function code for the function this organization is associated with. This field is only used by the Department of Labor at this time.

ORGN   Organization Index

```
ACTION: S SCREEN: ORGN USERID: ISO3T32          08/24/01  11:16:45 AM
                          O R G A N I Z A T I O N   I N D E X
            ORG
     FY AGCY ORG  TYP NAME                             MANAGER       ST ACTV FUNC
     == ==== ==== --- ------------------------------ ------------ -- ---- ----
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
```

Purpose   Organizations represent breakdowns of agencies into smaller units. Agencies can be divided into any number of organizations. When a department consists of several agencies, one agency can be split into multiple organizations without requiring others to do the same. Organization Index (ORGN) displays valid organization codes and assigns agency/organization relationships.

Updates   This is a system-maintained table that is populated as records are added, changed, or deleted from Organization (ORG2).

Coding Instructions

FY	Key field. The last two digits of the applicable fiscal year for the organization record.
AGCY	Key field. The agency code of the agency to which the organization unit is associated. It must exist in Agency (AGC2).
ORG	Key field. The four character organization code for the organization record.
ORG TYP	The number that describes the type of organization. Type relates to how the organization is used and will be one of the following four:

"1"   Revenue Organization
"2"   Expenditure Organization
"3"   Reporting Organization
"4"   Warrant Organization

Warrant voucher transactions are the only ones that can be coded to type 4 organizations.

NAME	The descriptive name for this organization.
MANAGER	Name of organization manager if entered when organization unit was established on ORG2. For informational purposes only.

ST | This field indicates the status of the organization. An "A" is displayed if this agency\organization combination is currently active, allowing transactions to be posted against it. An "I" is displayed if the combination is currently inactive (no transactions can be posted using it).

ACTV | The activity code related to this organization, if any. The activity code is required when dictated by state policy. (See the *ISIS/AFS User Guide, Vol. I*, for detailed explanations).

FUNC | The function code to which the organization unit is associated if such an association was made when the organization unit was established on ORG2. This field is only used by the Department of Labor at the present time.

OTYP   Object Type

```
ACTION: S SCREEN: OTYP USERID: ISO3T32          08/24/01  11:17:38 AM
                             O B J E C T   T Y P E

      FISCAL  OBJECT
      YEAR    TYPE    NAME                           SHORT NAME
      ======  ======  -----------------------------  ------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
```

Purpose   Object types group similar classes. Object Type (OTYP) defines valid object type codes. It is optional. The actual assignment of object types for objects is made when an object code is established on Object (OBJ2).

Updates   This is a user-maintained table that is updated by the Office of Statewide Reporting and Accounting Policy (OSRAP).

Coding Instructions

FISCAL YEAR   Required. The last two digits of the applicable fiscal year for the object type code.

OBJECT TYPE   Required. A unique two-character code.

NAME   A descriptive name for this object type.

SHORT NAME   A name that is listed on reports when there is not enough space for the full object type name.

PRSH Parish

```
ACTION: S SCREEN: PRSH USERID: ISO3T32          08/24/01  11:18:26 AM
                              P A R I S H
        PARISH                PARISH                PARISH
         CODE                  NAME              SHORT NAME
        ======   ------------------------------  ------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Parish (PRSH) contains a list of all of the valid parishes in the state. Parish codes are established on PRSH with a long and short name for use in Vendor reporting. Parish codes used on Vendor (VEN2) must be valid on PRSH.

Updates   This is a user-maintained table. Authorized users may add, change, or delete parish codes as necessary.

Coding Instructions

PARISH CODE   Required. A two-character parish code for which a record is defined.

PARISH NAME   Required. Name of parish for which parish code is listed.

PARISH SHORT   Required.   A name that is listed on reports and tables when there is not
NAME   enough space for the full parish name.

RCAT   Revenue Category

```
ACTION: S SCREEN: RCAT USERID: ISO3T32             08/24/01  11:19:16 AM
                          R E V E N U E   C A T E G O R Y

      FISCAL   REVENUE
      YEAR     CATEGORY  NAME                              SHORT NAME
      ======   ========  ------------------------------    ------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Revenue categories group similar revenue classes into funding sources. Revenue Category (RCAT) defines valid revenue category codes. It is optional.

Updates   This is a user-maintained table that is updated by the Office of Statewide Reporting and Accounting Policy (OSRAP).

Coding Instructions

FISCAL YEAR	Required. The last two digits of the applicable fiscal year for the revenue category code.
REVENUE CATEGORY	Required. A unique two-character code.
NAME	A descriptive name for the revenue category.
SHORT NAME	A name that is listed on reports when there is not enough space for the full revenue category name.

RCLS   Revenue Class

```
ACTION: S SCREEN: RCLS USERID: ISO3T32           08/24/01  11:21:19 AM
                         R E V E N U E   C L A S S

     FISCAL  REVENUE
     YEAR    CLASS    NAME                          SHORT NAME
     ======  =======  ----------------------------  ------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
```

Purpose   Revenue classes group similar revenue sources. Revenue Class (RCLS) defines valid revenue class codes. It is optional. The actual assignment of revenue sources into classes is made when a revenue source code is established on Revenue Source (RSR2).

Updates   This is a user-maintained table that is updated by the Office of Statewide Reporting and Accounting Policy (OSRAP).

Coding Instructions

FISCAL YEAR   Required. The last two digits of the applicable fiscal year for the revenue class code.

REVENUE CLASS   Required. A unique three-character code.

NAME   A descriptive name for this revenue class.

SHORT NAME   A name that is listed on reports when there is not enough space for the full revenue class name.

RGRP   Revenue Group

```
ACTION: S SCREEN: RGRP USERID: ISO3T32          08/24/01  11:22:10 AM
                       R E V E N U E   G R O U P

     FISCAL   REVENUE
     YEAR     GROUP    NAME                        SHORT NAME
     ======   =======  --------------------------  ------------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 14-
```

Purpose   Revenue group is used to separate revenue into classifications as reported in the state's CAFR. Revenue Group (RGRP) defines valid revenue groups. It is optional.

Updates   This is a user-maintained table that is updated by the Office of Statewide Reporting and Accounting Policy (OSRAP).

Coding Instructions

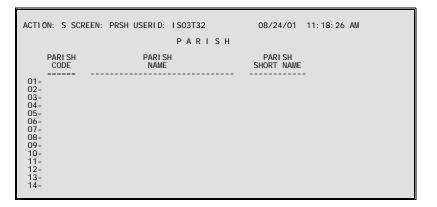|	
FISCAL YEAR	Required. The last two digits of the applicable fiscal year for the revenue group code.
REVENUE GROUP	Required. A unique two-character code.
NAME	A descriptive name for this revenue group.
SHORT NAME	A name that is listed on reports when there is not enough space for the full revenue group name.

RPTG   Reporting Category

```
ACTION: S SCREEN: RPTG USERID: ISO3T32          08/24/01  11:23:OO AM
                        REPORTING CATEGORY TABLE

    FY  AGENCY  RPTG     REPORTING CATEGORY NAME    FED %  STATE % OTHER %
    ==  ======  ====  ---------------------------- ------- ------- -------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 14-
```

Purpose   The purpose of Reporting Category (RPTG) is to define reporting categories for individual agencies. Each agency chooses whether it wants to use the codes, and if so, how it wants to use them, what type of data it wants to have summarized by reporting category reports, and what the actual codes are. Each reporting category is divided among its federal, state, and "other" funding portions by the entered percentages. The percentage fields may be left blank in which case they default to 0%. The sum of all three percentages must total either 0% or 100%.

Updates   This is a user-maintained table.

Coding Instructions

FY	Required. The last two digits of the applicable fiscal year for the agency/reporting category combination.
AGENCY	Required. An existing code from Agency (AGC2).
RPTG	Required. A four-character code that is unique within agency.
REPORTING CATEGORY NAME	A descriptive name for this reporting category.
FED%	Optional. Enter a numeric percent that will indicate the funding split for federal reimbursements. Spaces in this field default to 0.000%.
STATE%	Optional. Enter a numeric percent that will indicate the funding split for state reimbursements. Spaces in this field default to 0.000%.
OTHER%	Optional. Enter a numeric percent that will indicate the funding split for other reimbursements. Spaces in this field default to 0.000%.

RSR2 Revenue Source

```
ACTION: S SCREEN: RSR2 USERID: ISO3T32          08/24/01  11:23:48 AM
                        R E V E N U E   S O U R C E

   O1-
       FISCAL YEAR=              REVENUE SOURCE=
             NAME:                             SHORT NAME:
           CLASS:       CATEGORY:      TYPE:          GROUP:
         FHWA REVENUE CREDIT:                OPER/NON-OPER IND:
            PROJECT FUND TYPE:            OFFSET BILL RECV ACCT:
               USE TAX OPTION:            SUB-REV SOURCE OPTION:
                   FASB CLASS:
   O2-
       FISCAL YEAR=              REVENUE SOURCE=
             NAME:                             SHORT NAME:
           CLASS:       CATEGORY:      TYPE:          GROUP:
         FHWA REVENUE CREDIT:                OPER/NON-OPER IND:
            PROJECT FUND TYPE:            OFFSET BILL RECV ACCT:
               USE TAX OPTION:            SUB-REV SOURCE OPTION:
                   FASB CLASS:
```

Purpose   Revenue Source (RSR2) defines types of revenue sources that appear in the revenue budget and on revenue transactions. The table also establishes higher-level classifications of the revenue source codes.

Classification Hierarchy

The revenue source code is the starting point for a classification hierarchy that puts similar revenue sources together in progressively larger groups. The progression is as follows:

> SUB-REVENUE SOURCE
> REVENUE SOURCE
> REVENUE CLASS
> REVENUE CATEGORY
> REVENUE TYPE
> REVENUE GROUP

Revenue source is the level used in the budget. Similar revenue sources make a revenue class, and similar revenue classes make a revenue category. Sub-revenue source works in the opposite direction: one revenue source may be divided into several sub-revenue sources. The revenue source code is always required. If federal aid or grants are being used, revenue type is also required.

Updates   This is a user-maintained table that is updated by the Office of Statewide Reporting and Accounting Policy (OSRAP).

Coding Instructions

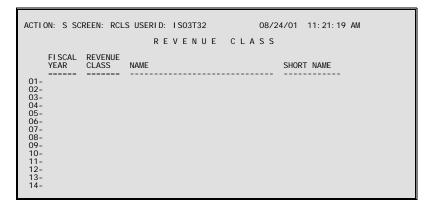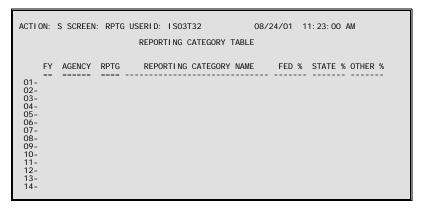|	
FISCAL YEAR	Key field. The last two digits of the applicable fiscal year for the revenue source code.
REVENUE SOURCE	Key field. A unique four character code.
NAME	A descriptive name for this revenue source.

SHORT NAME | A name that is listed on reports when there is not enough space for the full revenue source name.

CLASS | The code from Revenue Class (RCLS) that describes the revenue class to which this revenue source reports.

CATEGORY | The code from Revenue Category (RCAT) that describes the revenue category to which this revenue source reports.

TYPE | The code from Revenue Type (RTYP) that describes the revenue type to which this revenue source reports. Enter the type of funding source for use with the Federal Aid Subsystem. Valid values are:

	01	Federal
	02	Government
	03	Bond
	04	Local/Other

GROUP | The code from the Revenue Group (RGRP) table that describes the revenue group to which this revenue source reports.

FHWA REVENUE CREDIT | This field is not used by the State of Louisiana.   It should be populated with an "N".

OPER/NON OPER IND | Required. Identifies the revenue source as operating or non-operating. "O" = operating; "N" = non-operating.

PROJECT FUND TYPE | The type of funding source to be used with the Project Accounting Subsystem. Valid values are:

	01	Federal
	02	Government
	03	Bond
	04	Local/Other

OFFSET BILL RECV ACCT | This field is not used by the State of Louisiana and should be blank.

USE TAX OPTION | This field is not used by the State of Louisiana. It should be Populated with an "N".

SUB-REV SOURCE OPTION | This field is not used by the State of Louisiana.   It Should be populated with an "N."

FASB CLASS | This field is not used by the State of Louisiana and should be blank.

RSRC   Revenue Source Index

```
ACTION: S SCREEN: RSRC USERID: ISO3T32          08/24/01  11:24:57 AM
                    R E V E N U E   S O U R C E   I N D E X
                                                                    PROJ
     FY REV SRCE NAME                        CLASS CAT TYPE GROUP FASB FND TP
     == ======== ---------------------------- ----- --- ---- ----- ---- ------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
   15-
```

Purpose   Revenue Source Index (RSRC) displays types of revenue sources that appear in the revenue budget and on revenue transactions. The table also displays higher-level classifications for the revenue source codes listed.

Updates   This is a system-maintained table that is updated as records are added, changed, and deleted from Revenue Source (RSR2).

Coding Instructions

FY	Key field. The applicable fiscal year for the revenue source code.
REV SRCE	Key field. The four-digit revenue source code for the revenue source displayed from RSR2.
NAME	The descriptive name for this revenue source from RSR2.
CLASS	The revenue source class code to which the revenue source reports from RSR2.
CAT	The revenue source category code to which the revenue source reports from RSR2.
TYPE	The revenue source type code to which the revenue source reports from RSR2.
GROUP	The revenue source group code to which the revenue source reports from RSR2.
FASB	This field is not used by the State of Louisiana and will be blank.
PROJ FUND TP	The type of funding source to be used with the project accounting subsystem. Valid values are: 01 - Federal 02 - Government 03 - Bond 04 - Local/Other

RTYP   Revenue Type

```
ACTION: S SCREEN: RTYP USERID: ISO3T32              08/24/01  11:25:43 AM
                             R E V E N U E    T Y P E

       FISCAL  REVENUE
       YEAR    TYPE     NAME                            SHORT NAME
       ======  =======  ------------------------------  ------------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
```

Purpose   Revenue types are used in conjunction with the Federal Aid and Project Systems. Revenue Type (RTYP) defines valid revenue type codes. It is optional.

Updates   This is a user-maintained table that is updated by the Office of Statewide Reporting and Accounting Policy (OSRAP).

Coding Instructions

FISCAL YEAR   Required. The last two digits of the applicable fiscal year for the revenue type code.

REVENUE TYPE   Required. A unique two-character code.

NAME   A descriptive name for this revenue type.

SHORT NAME   A name that is listed on reports when there is not enough space for the full revenue type name.

Budgeting

APCT   Appropriation by Object Category

```
ACTION: S SCREEN: APCT USERID: ISO3T32          08/21/01  04:10:19 PM

   A P P R O P R I A T I O N  B Y  O B J E C T  C A T E G O R Y  I N Q U I R Y

 BUDGET FY=         FUND=        AGENCY=        ORGANIZATION=
 APPR UNIT=              OBJECT CATEGORY=


                             CURRENT AMOUNTS        BEGIN DAY AMOUNTS
                             ---------------        -----------------
   APPROV BUDGETED AMT:
 CUR MOD BUDGETED AMT:
    PRE-ENCUMBERED AMT:
        ENCUMBERED AMT:
          EXPENDED AMT:
        OBJ CAT DESCR :


                        --- AVAILABLE FUNDS ---
 UNCOMMITTED BALANCE:                  UNEXPENDED BALANCE:
   PERCENT COMMITTED:        %               PERCENT EXPENDED:        %
```

Purpose   Appropriation by Object Category Inquiry (APCT) allows users to track and control expenditures by object category within an appropriated program. The 'CAT CNTL' field on Appropriation Inquiry (Extended) (EAP2) determines whether APCT is used to control transactions (i.e., prevent accounting transactions from processing if the transaction amount exceeds the current modified budget amount or ensure that budgets have been established for the expenditure category) or merely track amounts against budget. The table tracks both Current and Begin Day amounts.

Updates   This is a system-maintained table. Lines are added to this table when an expense budget transaction is processed or when pre-encumbrance, encumbrance and expenditure accounting transactions are processed.

Budget line amounts are updated by modifications submitted on expense budget transactions, and accounting line amounts are updated by pre-encumbrance, encumbrance and expenditure accounting transactions, including warrant vouchers.

Coding Instructions

BUDGET FY	Key field. The budget fiscal year for which amounts are shown.
FUND	Key field. The fund for which amounts are shown.
AGENCY	Key field. The agency for which amounts are shown.
ORGANIZATION	This field will be blank since it's not used on this table by the State of Louisiana.
APPR UNIT	Key field. The appropriated program appropriation for which amounts are shown.
OBJECT CATEGORY	Key field. The expenditure category for which amounts are shown.

APPROV BUDGETED AMT	Original approved budget amount for the expenditure object category.
CUR MOD BUDGETED AMT	Current budget amount, as modified, for the expenditure object category.
PRE-ENCUMBERED AMT	Pre-encumbrance balance for the expenditure object category.
ENCUMBERED AMT	Current encumbrance balance for the expenditure object category.
EXPENDED AMT	Current expended balance for the expenditure object category.
OBJ CAT DESCR	Object category description from Object Category (OCAT).
BEGIN DAY AMOUNTS	Current modified budget amount, pre-encumbered amount, encumbered amount and expended amount as of the start of the processing day.
UNCOMMITTED BALANCE	Current modified budget amount less pre-encumbered, encumbered, and expended amounts.
UNEXPENDED BALANCE	Current modified budget amount less expended amount.
PERCENT COMMITTED	Computed as: (Pre-encumbered Amount + Encumbered Amount + Expended Amt) ÷ Current Modified Budget Amount.
PERCENT EXPENDED.	Computed as: Expended Amt ÷ Current Modified Budget Amount.

APOC   Appropriation by Object Inquiry

```
ACTION: S SCREEN: APOC USERID: ISO3T32          08/23/01  10:38:32 AM
               A P P R O P R I A T I O N  B Y  O B J E C T  I N Q U I R Y

BUD FY=    FUND=     AGENCY=     ORGN=      APPR UNIT=

         CURR MODIFIED                             PRE-ENCUMBERED
OBJT      BUDGET      EXPENDED AMT   ENCUMBERED AMT    AMOUNT     REMAINING AMT
====  --------------  --------------  --------------  --------------  --------------
```

Purpose   Appropriation by Object Inquiry (APOC) allows users to track appropriated program budget versus actual amounts by appropriation, and object. This table is updated nightly, so it always contains information as of the last nightly process.

Updates   This system-maintained table is updated nightly with information from the Budget and General ledgers summarized to the appropriation level.

Coding Instructions

BUD FY	Key field. The budget fiscal year for which amounts are shown.
FUND	Key field. The fund for which amounts are shown.
AGENCY	Key field. The agency for which amounts are shown.
ORGN	This field will be blank - not used by the State of Louisiana.
APPR UNIT	Key field. The appropriation unit for which amounts are shown.
OBJT	Key field. The object code for which amounts are shown.
CURR MOD BUDGET	Current budget amount, as modified, for each expenditure object.
EXPENDED AMT	Current expended amount for each expenditure object.
ENCUMBERED AMT	Current encumbered amount for each expenditure object.
PRE-ENC AMOUNT	Current pre-encumbered amount for each expenditure object.
REMAINING AMT	Computed as: Current Modified Budget Amount - (Expended Amt + Encumbered Amount + Pre-Encumbered Amount) for each expenditure object.

APRS   Appropriation by Revenue Source Inquiry

```
ACTION: S SCREEN: APRS USERID: ISO3T32            10/13/01  07: 41: 55 AM
                      A P P R O P R I A T I O N  B Y  R E V E N U E
                             S O U R C E  I N Q U I R Y

  BUD FY=     FUND=      AGENCY=      ORGN=        APPR UNIT=

             CURR MODIFIED
     RSRC       BUDGET       ACTUAL REVENUE   UNCOLLECTED AMT
     ====    --------------  --------------  ---------------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
```

Purpose   Appropriation by Revenue Source Inquiry (APRS) allows users to track means of financing appropriation budget versus actual amounts by appropriation and revenue source. This table is updated nightly, so it always contains information as of the last nightly process.

Updates   This system-maintained table is updated nightly with information from the Budget and General ledgers summarized to appropriation level.

Coding Instructions

BUD FY	Key field. The budget fiscal year for which amounts are shown.
FUND	Key field. The fund for which amounts are shown.
AGENCY	Key field. The agency for which amounts are shown.
ORGN	This field will be blank since it's not used on this table by the State of Louisiana.
APPR UNIT	Key field. The means of financing appropriation for which amounts are shown.
RSRC	Key field. The revenue source code for which amounts are shown.
CURR MODIFIED BUDGET	Current budget amount, as modified, for each revenue source code.
ACTUAL REVENUE	Actual revenue amount for each revenue source code.
UNCOLLECTED AMT	Computed as: Current Modified Budget amount - Actual Revenue amount for each revenue source code.

EAP2   Appropriation Inquiry (Extended)

```
ACTION: S SCREEN: EAP2 USERID: ISO3T32           08/23/01  10:41:13 AM
                 A P P R O P R I A T I O N   I N Q U I R Y   ( E X T E N D E D )
BUDGET FY=        FUND=      AGENCY=      ORGANIZATION=        APPR UNIT=
APPR TYPE:        MY IND:        STATUS:      APPR END DATE:          BUD AUTH OPT:
APPR NAME:                                    APPR SHORT NAME:
CAT CNTL:      GRPC:        CHECK CASH:    BOND SERIES NUMBER:
RECEIPTS: ORIG EST:                   CUR EST:                ACT:
  APPROP:      ORIG:                    CUR:             BEG DAY:

    BEGIN CASH BAL:                              REVERTED AMT:
   TRANSFER IN AMT:                           TRANSFER OUT AMT:

     BUD AUTH:              ALLOT:                 EXP BUD:

                      CURRENT AMOUNTS     BEGIN DAY AMOUNTS
 PRE-ENCUMBERED AMT:
     ENCUMBERED AMT:
       EXPENDED AMT:

 UNCOMMITTED:                 /       %   UNEXPENDED:              /       %
```

Purpose   Appropriation Inquiry (Extended) (EAP2) lists information on units of appropriation, including status, appropriation or estimated receipts budget amounts, and pre-encumbered, encumbered, and expended amounts charged to each appropriation unit.

Updates   This is a system-maintained table. Records are added to this table when new appropriation units recorded on Appropriation (AP) transactions are processed. Records are updated by modifications submitted on AP transactions, by accounting transactions and by expense budget (EB) transactions.

Coding Instructions

BUDGET FY	Key field. The budget fiscal year for which the appropriation was established.
FUND	Key field. The fund in which the appropriation was established.
AGENCY	Key field. The agency in which the appropriation was established.
ORGANIZATION	This field will be blank since it's not used on this table by the State of Louisiana.
APPR UNIT	Key field. The appropriation unit for which data is displayed.
APPR TYPE	Indicates the type of appropriation: "01" Regular "02" Continuing
MY IND	An "N" indicates that this is a single year appropriation. A "Y" indicates that this is a multi-year appropriation.
STATUS	Indicates whether this unit of appropriation is active (A) or inactive (I). Funds cannot be obligated against an inactive unit of appropriation.

APPR END DATE	The last effective date of the appropriation. Accounting transactions cannot be processed against the appropriation after the end date.
BUD AUTH OPT	The Budget Authority Option as entered on the Appropriation transaction. This option specifies how budget authority is calculated. The values are:

"N"   Uses the current appropriation amount on EAP2 in the calculation of budget authority.

"A"   Uses the sum of the ACT (actual) amount and the current appropriation amount on EAP2 in the calculation of budget authority.

"E"   Uses the sum of the current estimated receipts amount and the current appropriation amount on EAP2 in the calculation of budget authority.

"L"   Uses the lesser of the sum of the ACT (actual) amount and the current appropriation amount or the sum of the current estimated receipts amount and the current appropriation amount on EAP2 in the calculation of budget authority.

APPR NAME	The name assigned to this unit of appropriation.
APPR SHORT NAME	The short name assigned to this unit of appropriation.
CAT CNTL	Determines if, and to what extent, expenditure transactions are controlled by the category of expenditure. CAT CNTL is set to "N" for State of Louisiana. Options are Full ("C"), Presence ("P"), or None ("N").
GRPC	Represents the appropriation group code associated with this appropriation. Valid group codes are listed on Appropriation Group Code (GRPC).
CHECK CASH	Determines where cash will be checked for transactions that decrease cash. Appropriated programs should be set with "C" and Means of Financing appropriations should be set to "M". Only State Treasurer's special appropriations and selected general fund appropriations will be set to "N".

"C"   Available cash is verified against Cash Available (CASH) for the appropriation.

"M"   Available cash is verified on EAP2 (Available Cash = Actual - Expended).

"N"   Available cash is not checked for the appropriation.

BOND SERIES NUMBER	Number of bond series with which this appropriation is associated (for certain Capital Outlay appropriations only).

RECEIPTS: ORIG EST	The estimated receipts amount for this unit of appropriation when the budget was officially approved (i.e. when the Budget Approved Indicator on Fiscal Year (FSYR) was set to "Y"). This amount is kept for historical purposes only.
RECEIPTS: CUR EST	The current estimated receipts amount for this unit of appropriation. This amount includes changes made with adjusting appropriation transactions processed after the budget was officially approved.
RECEIPTS: ACT	The total of actual receipts entered during the year for this unit of appropriation.
APPROP: ORIG	The appropriated amount for this unit of appropriation when the budget was officially approved (i.e. when the Budget Approved Indicator on Fiscal Year (FSYR) was set to "Y"). This amount is kept for historical purposes only.
APPROP: CUR	The current appropriated amount for this unit of appropriation. This amount includes changes made with adjusting appropriation transactions processed after the budget was officially approved.
APPROP: BEG DAY	The appropriated amount for this unit of appropriation as of the start of the processing day.
BEGIN CASH BAL	This field is not used by the State of Louisiana.
REVERTED AMT	This field is not used by the State of Louisiana.
TRANSFER IN AMT	This field is not used by the State of Louisiana.
TRANSFER OUT AMT	This field is not used by the State of Louisiana.
BUD AUTH	The total amount that may be spent against this appropriation (if an appropriated program appropriation) or warranted or transferred out of this appropriation (if a means of financing appropriation). This amount is computed by using the budget authority option for the appropriation with current estimated receipts or actual receipts on the receipts line or current modified appropriation on the appropriation line.
ALLOT	This field is not used by the State of Louisiana.
EXP BUD	The total of all expense budgets that reference this unit of appropriation.
PRE-ENCUMBERED AMT	The total of all outstanding requisitions submitted against this unit of appropriation.
ENCUMBERED AMT	The total of all outstanding purchase orders submitted against this unit of appropriation.

EXPENDED AMT | The total amount expended against this unit of appropriation if it is an appropriated program appropriation. This is the total of payments made on payment vouchers, manual warrants and expenditure journal vouchers submitted against this unit of appropriation. If the appropriation is a Means of Financing appropriation, this amount will represent the total of warrants drawn or transfers made against the appropriation.

BEGIN DAY AMOUNTS | Pre-encumbered, encumbered, and expended amounts as of the start of the processing day.

UNCOMMITTED | The uncommitted balance for this unit of appropriation, computed as: Bud Auth - (Pre-encumbered amount + Encumbered amount + Expended amount).

UNCOMMITTED % | Computed as: Uncommitted balance ÷ Bud Auth.

UNEXPENDED | The unexpended balance for this unit of appropriation, computed as: Bud Auth – Expended Amt.

UNEXPENDED % | Computed as: Unexpended Balance ÷ Bud Auth.

EAPP   Appropriation Index (Extended)

```
ACTION: S SCREEN: EAPP USERID: ISO3T32          08/23/01  10:42:52 AM
                A P P R O P R I A T I O N   I N D E X   ( E X T E N D E D )
     BFY  FUND  AGENCY  ORGN  APPR UNIT  NAME                             STATUS
     ===  ====  ======  ====  =========  ------------------------------  ------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
```

Purpose   Appropriation Index (Extended) (EAPP) lists units of appropriation by budget fiscal year, fund and agency. Users may leaf from this table to EAP2 to obtained more detailed information on an appropriation.

Updates   This is a system-maintained table. Records are added to this table when new appropriation units are added to the system on Appropriation (AP) transactions. Records are updated by modifications submitted on AP transactions.

Coding Instructions

BFY	Key field. The budget fiscal year for which the appropriation was established.
FUND	Key field. The fund in which the appropriation was established.
AGENCY	Key field. The agency in which the appropriation was established.
ORGN	This field will be blank since it's not used on this table by the State of Louisiana.
APPR UNIT	Key field. The appropriation unit for which name and status information is displayed.
NAME	The name assigned to this unit of appropriation.
STATUS	Indicates whether this unit of appropriation is active (A) or inactive (I). Funds cannot be obligated against an inactive unit of appropriation.

ECAT   Appropriation Expenditure Category Inquiry

```
ACTION: S SCREEN: ECAT USERID: ISO3T32          08/23/01  10:44:04 AM
          A P P R O P R I A T I O N   E X P E N D I T U R E   C A T E G O R Y
                              I N Q U I R Y

  BFY=      FUND=      AGENCY=      ORGN=      APPR=          TOT IND: Y

  TOT:

  OCAT  CURRENT BUDGET    PRE-ENCUM    ENCUMBERED AMT  EXPENDED AMT    AVAILABLE
  ====  --------------   -------------  --------------  -------------  --------------
```

Purpose   Appropriation Expenditure Category Inquiry (ECAT) allows users to track and control expenditures at the object category level within an appropriated program. ECAT lists budget, pre-encumbrance, encumbrance and expenditure information for all object categories that relate to the appropriation record.

Updates   This is a system-maintained table. Lines are added to this table when an Expense Budget (EB) transaction is processed or when expenditure accounting transactions are processed.

Object category budgets are updated by modifications submitted on expense budget transactions, and accounting line amounts are updated by expenditure accounting transactions.

Coding Instructions

BFY	Key field. The budget fiscal year for which amounts are displayed.
FUND	Key field. The fund for which amounts are displayed.
AGENCY	Key field. The agency for which amounts are displayed.
ORGN	This field will be blank since it's not used on this table by the State of Louisiana.
APPR	Key field. The appropriation for which amounts are displayed.
TOT IND	This field is automatically set to "Y", so totals will always display on the table.
TOT	Due to automatic entry of a "Y" in the TOT IND field, totals for the five amounts described below are displayed on this line. Each total represents the sum of all expenditure object category line amounts displayed for the column.
OCAT	Key field. Expenditure object category.

CURRENT BUDGET	Current budget amount, as modified, for each expenditure object category.
PRE-ENCUM	Pre-encumbrance amount for each expenditure object category.
ENCUMBERED AMT	Encumbered amount for each expenditure object category.
EXPENDED AMT	Expended amount for each expenditure object category.
AVAILABLE	Available budget balance for each expenditure object category. Computed as: Current Budget - (Pre-Encum + Encumbered Amt + Expended Amt).

EESM   Expense Budget Summary Inquiry (Extended)

```
ACTION: S SCREEN: EESM USERID: ISO3T32          08/23/01  10:45:15 AM
              E X P E N S E   B U D G E T   S U M M A R Y   I N Q U I R Y
                           (E X T E N D E D)
   BFY=   FUND=    AGCY=    ORG=     APPR=         ACTV=    FUNC=
        TOTALS IND: Y
           TOTALS:
   OBJ  DESCRIPTION  CURRENT AMT    ENCUMBERED AMT EXPENDED AMT   AVAILABLE AMT
   ==== -----------  -------------- -------------- -------------- --------------
```

Purpose   Expense Budget Summary Inquiry (Extended) (EESM) provides the user with the ability to view budget and actual activity for all expenditure objects belonging to a specific budget fiscal year, fund, agency, organization and appropriation. This information is pulled directly from Expense Budget Inquiry (EEX2). The Total Indicator is always set to "Y" so that totals for each amount column will be displayed above the column header.

Updates   This system-maintained screen is updated as a result of transactions posting to Expense Budget Inquiry (EEX2) from budget and accounting transactions.

Coding Instructions

BFY	Key field. The budget fiscal year for which expenditure organization budget and actual activity is displayed.
FUND	Key field. The fund for which expenditure organization budget and actual activity is displayed.
AGCY	Key field. The agency for which expenditure organization budget and actual activity is displayed.
ORG	Key field. The expenditure organization for which budget and actual activity is displayed.
APPR	Key field. The appropriated program appropriation for which budget and actual activity is displayed.
ACTV	This field is required when an activity code is dictated by state policy. Otherwise, it will be blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
FUNC	Function code. Currently, this field is only used by the Louisiana Department of Labor.
TOTALS IND	This field will always be "Y", so totals will always display on the table.

OBJ	Key field. The object of expenditure for each expense budget line within the specified accounting distribution.
DESCRIPTION	The short description for each expenditure object.
TOTALS	Due to automatic entry of a "Y" in the TOTALS IND field, totals for the four amounts described below are displayed on this line. Each total represents the sum of all expenditure object line amounts displayed for the column.
CURRENT AMT	The current budget amount, as modified, for each expenditure object within the specified accounting distribution.
ENCUMBERED AMT	The encumbered amount for each expenditure object within the specified accounting distribution.
EXPENDED AMT	The expended amount for each expenditure object within the specified accounting distribution.
AVAILABLE AMT	The uncommitted balance for each object within the specified accounting distribution. Computed as: Current Amt (Current Modified Budget) - (Encumbered Amt + Expended Amt).

EEX2 Expense Budget Inquiry (Extended)

```
ACTION: S SCREEN: EEX2 USERID: IS03T32          08/23/01  10:46:18 AM

     E X P E N S E   B U D G E T   I N Q U I R Y   ( E X T E N D E D )

     BUDGET FY=              FUND=        AGENCY=         ORGANIZATION=
     APPR UNIT=          ACTIVITY=      FUNCTION=              OBJECT=
  BUDGETED POS:          SPENDING CONTROL IND:    REV SOURCE REF 1:
   STATUS IND:                 SUB-OBJECT OPT:    REV SOURCE REF 2:
                                                  REV SOURCE REF 3:

                         CURRENT AMOUNTS       BEGIN DAY AMOUNTS
                         --------------        ----------------
   APPROV BUDGETED AMT:
  CUR MOD BUDGETED AMT:
      PRE-ENCUMBERED AMT:
         ENCUMBERED AMT:
           EXPENDED AMT:
        LINE DESCRIPTION:

                         --- AVAILABLE FUNDS ---
    UNCOMMITTED BALANCE:               UNEXPENDED BALANCE:
     PERCENT COMMITTED:        %          PERCENT EXPENDED:        %
```

Purpose   Expense Budget Inquiry (Extended) (EEX2) lists details for an expense budget line. Each line is a different fund/agency/organization/appropriation unit/activity/object combination. Each line includes accounting distribution data, budgeted amounts, pre-encumbered, encumbered and expended amounts.

Updates   This is a system-maintained table. Lines are added to this table when new expense budget transactions are processed. Lines are also added when expenditure accounting transactions are processed for funds whose Expense Budget Control Option in Fund (FUN2) is "N" for no control. The system maintains the table as a result of accounting transactions, so that pre-encumbered, encumbered, and expended amounts are available by accounting distribution.

Coding Instructions

BUDGET FY	Key field. The budget fiscal year for the expense budget line displayed.
FUND	Key field. Fund for which expense budget line amounts are displayed.
AGENCY	Key field. Agency for which expense budget line amounts are displayed.
ORGANIZATION	Key field. Expenditure organization for which expense budget line amounts are displayed.
APPR UNIT	Key field. Appropriation for which amounts are displayed.
ACTIVITY	This field is required when an activity code is dictated by state policy. Otherwise, it will be blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation).
FUNCTION	The function code for which amounts are displayed. This field may be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC). This field is currently used only by the Louisiana Department of Labor.

OBJECT	Key field. Object of expenditure for which amounts are displayed.
BUDGETED POS	This field will be blank since it's not used on this table by the State of Louisiana.
SPENDING CONTROL IND	If this field is blank, spending against this budget line is controlled by expense budget controls on Fund (FUN2). If a "Y" appears here, spending against this object is restricted to the current modified budget amount even though the fund is not subject to spending limits. This indicator can be changed on an expense budget document.
REV SOURCE REF 1, REF2, REF3	These fields will be blank since they are not used on this table by the State of Louisiana.
STATUS IND	Indicates whether this expense budget line is active (A) or inactive (I). Funds cannot be obligated against an inactive budget line if the Expense Budget Control option on Fund (FUN2) is set to "C" (Full control) or "P" (Presence control). The status of a line can be changed on an expense budget input form.
SUB-OBJECT OPT	If this field is "Y" then a sub-object code is required on all accounting transactions against this budget line. If this field is blank, then the sub-object code is optional on accounting transactions.
CURRENT AMOUNTS, BEGIN DAY AMOUNTS	All dollar amounts are given for both the Current and Begin Day amounts. Current amounts reflect all "real time" updates performed during the day as a result of budgeting and accounting transactions. Begin Day amounts are updated each night, and reflect only activity through the last nightly process.
APPROV BUDGETED AMT	The amount budgeted for this object line when the budget was officially approved (i.e., when the Budget Approved Indicator on Fiscal Year (FSYR) was changed to "Y"). This amount is kept for historical purposes only.
CUR MOD BUDGETED AMT	The amount currently budgeted to be spent for this object. This amount includes changes made with adjustment actions on expense budget transactions since the budget was officially approved. Expense budget full control checks against this amount.
PRE-ENCUMBERED AMT	The total of all outstanding requisitions submitted against this budget line during the fiscal year.
ENCUMBERED AMT	The total of all outstanding purchase orders submitted against this budget line during this fiscal year.

EXPENDED AMT   The total amount spent against this budget line (i.e., total of all payment vouchers, payroll vouchers, manual warrants, and journal voucher expenditure transactions submitted against this budget line) for the fiscal year.

LINE
DESCRIPTION

The description of this line as entered on the expense budget transaction, or if none was entered, the object name from Object (OBJ2).

UNCOMMITTED
BALANCE

The uncommitted balance for this expense budget line, computed as: Cur Mod Budgeted Amt – (Pre-encumbered Amt + Encumbered Amt + Expended Amt).

UNEXPENDED
BALANCE

The unexpended balance for this expense budget line, computed as: Cur Mod Budgeted Amt – Expended Amt.

PERCENT
COMMITTED

Computed as: (Pre-encumbered Amt + Encumbered Amt + Expended Amt) ÷ Cur Modified Budgeted Amt.

PERCENT EXPENDED

Computed as: Expended Amt ÷ Cur Mod Budgeted Amt.

EEXD   Expense Budget Detail Inquiry (Extended)

```
ACTION: S SCREEN: EEXD USERID: ISO3T32          08/23/01  10:47:32 AM
  E X P E N S E   B U D G E T   D E T A I L   I N Q U I R Y   ( E X T E N D E D )

  BUDGET FY=              FUND=       AGENCY=         ORGANIZATION=
  APPR UNIT=          ACTIVITY=     FUNCTION=             OBJECT=

  CHOOSE ONE-  EXPENSE:    ENCBR:     PRE-ENCBR:          BUDGET:

     BEGIN DAY AMOUNT:                    SUMMARIZED ACTIVITY:
     TRANS                                                        ACCTG
     DATE     TRANSACTION ID        AMOUNT       REF TRANS ID     PRD
     ======== ===================== ------------- --------------------- -----
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
```

Purpose   Expense Budget Detail Inquiry (Extended) (EEXD) lists an expense budget line and the transactions affecting that line. Users may view expenditure, encumbrance, pre-encumbrance or budget transactions as designated. Individual or summary transactions may be viewed. If individual transactions are selected, those listed will be from the last three accounting periods to which transactions were charged. This will often be the current accounting period and the two previous accounting periods.

Updates   This is a system-maintained table that is updated nightly. Lines are added to this table when new expense budget transactions are processed. Lines are also added when expenditure, encumbrance and pre-encumbrance transactions are processed against the expense budget line. Updates are made for funds whose Expense Budget Control Option on Fund (FUN2) is set to "N" for no control.

Coding Instructions

BUDGET FY	Key field. The budget fiscal year for which expense budget line transactions are displayed.
FUND	Key field. Fund for which expense budget line transactions are displayed.
AGENCY	Key field. Agency for which expense budget line transactions are displayed.
ORGANIZATION	Key field. Expenditure organization for which expense budget line transactions are displayed.
APPR UNIT	Key field. Appropriation for which expense budget line transactions are displayed
ACTIVITY	This field is required when an activity code is dictated by state policy. Otherwise, it will be blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
FUNCTION	The function code for which expense budget line transactions are displayed. This field is currently used only by the Louisiana Department of Labor.

OBJECT	Key field. Object of expenditure for which expense budget line transactions are displayed.
CHOOSE ONE:	Users must select EXPENSE, ENCBR, PRE-ENCBR or BUDGET (one per screen view) to denote the type of expense line transactions that are desired.
EXPENSE	An "X" should be entered if the user wants to view expense transactions for this accounting distribution.
ENCBR	An "X" should be entered if the user wants to view encumbrance transactions for this accounting distribution.
PRE-ENCBR	An "X" should be entered if the user wants to view pre-encumbrance transactions for this accounting distribution.
BUDGET	An "X" should be entered if the user wants to view budget transactions for this accounting distribution.
BEGIN DAY AMOUNT	The total for all selected transactions (expenditure, encumbrance, pre-encumbrance or budget) charged to this budget line to date as updated by the last nightly cycle.
SUMMARIZED ACTIVITY	An "X" should be entered if only summarized activity is desired. When is desired. When this option is selected, transactions will be summed by closed accounting period. One line will represent total transactions for one closed accounting period.
TRANS DATE	Key field. The date of the transaction.
TRANSACTION ID	Key field. The document ID and line number for this document.
AMOUNT	The amount of the transaction.
REF TRANS ID	The referenced document ID and line number for this document.
ACCTG PRD	Accounting period to which the transaction was charged. If Summarized Activity is selected, default is inferred from Trans Date.

EEXP   Expense Budget Index (Extended)

```
ACTION: S SCREEN: EEXP USERID: ISO3T32          08/23/01  10:48:20 AM
         E X P E N S E   B U D G E T   I N D E X   ( E X T E N D E D )
                                                                        S
    BFY FUND AGY ORGN APPR UNIT ACTV FUNC OBJT DESCRIPTION              T
    === ==== === ==== ========= ==== ==== ==== ----------------------------- -
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
```

Purpose   Expense Budget Index (Extended) (EEXP) is a listing of expense budget lines by budget fiscal year, fund and agency. Each line represents a different combination of organization, appropriation, activity, function and object. Users may leaf from a line on this table to EEX2 to obtain budget and actual information about the expense budget line.

Updates   This is a system-maintained table. Lines are added to this table when modified expense budget transactions are processed. Lines are also added when expenditure accounting transactions are processed for funds whose Expense Budget Control Option in Fund (FUN2) is "N" for no control.

Coding Instructions

BFY	Key field. Budget fiscal year for the expense budget line.
FUND	Key field. Fund for the expense budget line.
AGY	Key field. Agency for the expense budget line.
ORGN	Key field. Expenditure organization for the expense budget line.
APPR UNIT	Key field. Appropriation for the expense budget line.
ACTV	Key field. This field is required when an activity code is dictated by state policy. Otherwise, it will be blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
FUNC	Key field. The function code for the expense budget line. This field is currently used only by the Louisiana Department of Labor.
OBJT	Key field. Object of expenditure for the expense budget line.
DESCRIPTION	The description of this expense budget line as entered on the expense budget transaction, or if none was entered, the object name from Object (OBJ2).

ST   Indicates whether this expense budget line is active (A) or inactive (I). Funds cannot be obligated against an inactive budget line if the Expense Budget Control option on Fund (FUN2) is set to "C" (Full control) or "P" (Presence control). The status of an expense budget line can be changed on an expense budget input form.

EORG   Organization by Object Inquiry

```
ACTION: S SCREEN: EORG USERID: ISO3T32          08/23/01  10:49:17 AM
                O R G A N I Z A T I O N  B Y  O B J E C T  I N Q U I R Y

FISC YEAR=     FUND=      AGENCY=     ORGN=      APPR=          OBJECT=
   ORGANIZATION NAME:
          OBJECT NAME:

      PRE ENCUMBERED:
         ENCUMBERED:
         YTD ACTUAL:

PERIOD     ACTUAL AMT          PERIOD     ACTUAL AMT
------    --------------       ------    --------------
  01                             08
  02                             09
  03                             10
  04                             11
  05                             12
  06                             13
  07                             14
```

Purpose   Organization by Object Inquiry (EORG) allows users to investigate actual amounts for an expenditure organization/expenditure object combination by accounting period and to view cumulative encumbrance and pre-encumbrance balances. Continuing appropriations do not appear on this table. Also, Warrant Voucher (WV) transactions recording activity for a warrant organization (type = **"4"** on ORG2) do not update this table.

Updates   This is a system-maintained table that is updated nightly. Hence, it includes information as of the last nightly process. Lines are added when expenditure transactions are coded to a unique accounting distribution which is not already on the table and when the transactions do not reference a continuing appropriation. Actual amounts are updated by expenditure accounting transactions.

Coding Instructions

FISC YEAR	Key field. Budget fiscal year for which amounts are displayed.
FUND	Key field. Fund for which amounts are displayed.
AGENCY	Key field. Agency for which amounts are displayed.
ORGN	Key field. Expenditure organization for which amounts are displayed.
APPR	Key field. Appropriation for which amounts are displayed. Activity for continuing appropriations is not available on this table.
OBJECT	Key field. Expenditure object for which amounts are displayed.
ORGANIZATION NAME	Organization name inferred from Organization (ORG2).
OBJECT NAME	Object name inferred from Object (OBJ2).
PRE ENCUMBERED	Current balance of pre-encumbrances processed against the accounting distribution in the header.

ENCUMBERED   Current balance of encumbrances processed against the accounting distribution in the header.

YTD ACTUAL   Total of actual expenditures processed against the accounting distribution in the header for all periods in the fiscal year.

PERIOD   This field displays the period (fiscal month) in which expenditures were charged. The periods are numbered based on the fiscal month.

ACTUAL AMT   Actual expenditures for the accounting period. The sum of all amounts listed will equal the YTD ACTUAL listed in the header. Amounts are updated each night from the day's General Ledger.

ORGE   Expenditure Summary Inquiry

```
ACTION: S SCREEN: ORGE USERID: ISO3T32          08/23/01  10:50:27 AM
                  E X P E N D I T U R E   S U M M A R Y   I N Q U I R Y
FISC YEAR=     FUND=      AGENCY=      ORGN=       APPR=
  ORGANIZATION NAME:

     PRE ENCUMBERED:
         ENCUMBERED:
         YTD ACTUAL:

PERIOD     ACTUAL AMT           PERIOD     ACTUAL AMT
------     --------------       ------     --------------
  01                              08
  02                              09
  03                              10
  04                              11
  05                              12
  06                              13
  07                              14
```

Purpose   Expenditure Summary Inquiry (ORGE) allows users to investigate actual amounts for an expenditure organization by accounting period and to view cumulative encumbrance and pre-encumbrance balances. Continuing appropriations do not appear on this table. Also, Warrant Voucher (WV) transactions recording activity for a warrant organization (type = "**4**" on ORG2) do not update this table. Information on ORGE is a summary of the organization/object expense lines recorded on Organization by Object Inquiry (EORG).

Updates   This is a system-maintained table that is updated nightly. Hence, it includes information as of the last nightly process. Lines are added when expenditure transactions are coded to a unique accounting distribution which is not already on the table and when the transactions do not reference a continuing appropriation. Actual amounts are updated by expenditure accounting transactions.

Coding Instructions

FISC YEAR	Key field. Budget fiscal year for which amounts are displayed.
FUND	Key field. Fund for which amounts are displayed.
AGENCY	Key field. Agency for which amounts are displayed.
ORGN	Key field. Expenditure organization for which amounts are displayed.
APPR	Key field. Appropriation for which amounts are displayed. Activity for continuing appropriations is not available on this table.
ORGANIZATION NAME	Organization name inferred from Organization (ORG2).
PRE-ENCUMBERED	Balance of pre-encumbered amounts processed against the accounting distribution in the header.
ENCUMBERED	Balance of encumbered amounts processed against the accounting distribution in the header.

YTD ACTUAL	Total of the actual expenditure amounts processed against the accounting distribution in the header for all periods in the fiscal year.
PERIOD	This field displays the period (fiscal month) for which actual amounts are displayed. The periods are numbered based on the fiscal month.
ACTUAL AMT	Actual expenditures for the accounting period. The sum of all amounts listed will equal the YTD ACTUAL listed in the header. Amounts are updated each night from the General Ledger.

ORGR   Revenue Summary Inquiry

```
ACTION: S SCREEN: ORGR USERID: ISO3T32            08/23/01  10:51:41 AM
                    R E V E N U E   S U M M A R Y   I N Q U I R Y

FISC YEAR=      FUND=       AGENCY=      ORGN=       APPR=
   ORGANIZATION NAME:

            YTD ACTUAL:

      PERIOD      ACTUAL AMT            PERIOD      ACTUAL AMT
      ------    --------------         ------    --------------
       01                               08
       02                               09
       03                               10
       04                               11
       05                               12
       06                               13
       07                               14
```

Purpose   Revenue Summary Inquiry (ORGR) allows users to investigate actual amounts for a revenue organization by accounting period. Actual revenue amounts are displayed by period and also in total. Continuing appropriations do not appear on this table. Also, Warrant Voucher (WV) transactions recording activity for a warrant organization (type = **"4"** on ORG2) do not update this table. Information on ORGR is a summary of the organization/revenue source lines recorded on Organization by Revenue Source Inquiry (RORG).

Updates   This is a system-maintained table that is updated nightly. Hence, it includes information as of the last nightly process. Lines are added when revenue transactions are coded to a unique accounting distribution which is not already on the table and when the transactions do not reference a continuing appropriation. Actual amounts are updated by revenue accounting transactions.

Coding Instructions

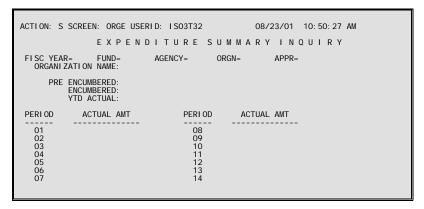|		
FISC YEAR	Key field. Budget fiscal year for which amounts are displayed.	
FUND	Key field. Fund for which amounts are displayed.	
AGENCY	Key field. Agency for which amounts are displayed.	
ORGN	Key field. Revenue organization for which amounts are displayed.	
APPR	Key field. Appropriation for which amounts are displayed. Activity for continuing appropriations is not available on this table.	
ORGANIZATION NAME	Revenue organization name inferred from Organization (ORG2).	
YTD ACTUAL	Total of the actual revenue amounts processed against the accounting distribution in the header for all periods in the fiscal year.	
PERIOD	This field displays the period (fiscal month) for which actual amounts are displayed. The periods are numbered based on the fiscal month.	
ACTUAL AMT	Actual revenues for the accounting period. The sum of all amounts listed will equal the YTD ACTUAL listed in the header.	

OROC   Organization Rollups by Object Code

```
ACTION: S SCREEN: OROC USERID: ISO3T32          08/23/01  10:52:38 AM
        O R G A N I Z A T I O N   R O L L U P S   B Y   O B J E C T   C O D E

BUDGET FY=     FUND=       AGENCY=     ORGN=

        CURR MODIFIED      EXPENDED        ENCUMBRANCE      PRE-ENCUM        REMAINING
OBJT       BUDGET           AMOUNT           AMOUNT          AMOUNT           BUDGET
====   --------------    --------------   --------------   --------------   --------------
```

Purpose   Organization Rollups by Object Code (OROC) allows users to track budget versus actual amounts by
expenditure object within organization for each organizational level. All fields are computed with
information from Expense Budget Inquiry (EEX2) tables. During the rollup process, the system reads
Organization (ORG2) for the expenditure organization code on each EEX2 record. The amounts are
then added to OROC for each low-level expenditure organization code and for all organization codes
above the low level organization as detailed on ORG2.

For example, if an expenditure organization exists as a level 3 organization that rolls up to two higher
organizations, the system adds data to three records on the OROC table when accounting transactions
are processed: one for the EEX2 record for the low level expenditure organization and one for the
EEX2 records for each of the two rollup organizations. All three records on the OROC table are
updated with the same dollar amounts (although the OROC records for the higher level organizations
would probably include amounts for other lower level organizations and would, therefore, have higher
totals).

Updates   This system-maintained table is updated nightly with information from Expense Budget Inquiry
(EEX2), so it always contains information as of the last nightly process. The remaining budget
amount is computed as the budget amount less the expenditure, encumbrance, and pre-encumbrance
totals.

Coding Instructions

BUDGET FY	Key field. The budget fiscal year for which amounts are displayed.
FUND	Key field. The fund for which amounts are displayed.
AGENCY	Key field. The agency for which amounts are displayed.
ORGN	Key field. The expenditure or reporting level organization for which amounts are displayed. OROC records are written from single EEX2 lines for all expenditure organizations from the lowest level to the highest. OROC records for each higher-level organization will list amounts summed from all its lower level organizations.
OBJT	Key field. The object code for which amounts are displayed.

CURR MODIFIED BUDGET   Current budget amounts, as modified, for the EEX2 recorded for this organization or for the EEX2 records for all organizations reporting to this organization.

EXPENDED AMOUNT   Current expended amounts for the EEX2 record for this organization or for the EEX2 records for all organizations reporting to this organization.

ENCUMBRANCE AMOUNT   Current encumbered amounts for the EEX2 record for this organization or for the EEX2 records for all organizations reporting to this organization.

PRE-ENCUM AMOUNT   Current pre-encumbered amounts for the EEX2 record for this organization or for the EEX2 records for all organizations reporting to this organization.

REMAINING BUDGET   Computed as: Curr Modified Budget amount – (Expended Amount + Encumbrance Amount + Pre-Encum Amount).

ORRS   Organization Rollups by Revenue Source Code

```
ACTION: S SCREEN: ORRS USERID: ISO3T32          08/23/01  10:54:03 AM
            O R G A N I Z A T I O N   R O L L U P S   B Y   R E V E N U E
                           S O U R C E   C O D E

  BUDGET FY=    FUND=      AGENCY=     ORGN=

             CURR MODIFIED       ACTUAL            REMAINING
    RSRC       BUDGET            REVENUE            BUDGET
    ====    --------------    --------------    --------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
```

Purpose   Organization Rollups by Revenue Source Code (ORRS) allows users to track budget versus actual
                   revenue by revenue source within organization, for each organization level. All fields are computed
                   with information from Revenue Budget (REV2) tables. During the roll up process, the system reads
                   Organization (ORG2) for the revenue organization code on each REV2 record. Revenue amounts
                   from REV2 are then added to ORRS for each low level revenue organization code and for all
                   organization codes above the low level organization as detailed on ORG2.

                   For example, if a revenue organization exists as a level 3 organization that rolls up to two higher
                   organizations, the system adds data to three records on the ORRS table when revenue transactions are
                   processed: one for the REV2 record for the low level revenue organization and one for the REV2
                   record for each of the 2 rollup organizations. All 3 records on the ORRS table are updated with the
                   same dollar amounts (although the ORRS records for the higher level organizations would probably
                   include amounts for other lower level organizations and would, therefore, have higher totals).

Updates   This system-maintained table is updated nightly with information from Revenue Budget (REV2), so it
                   always contains information as of the last nightly process. The remaining budget amount is computed
                   as the budget amount less actual revenue.

Coding Instructions

BUDGET FY	Key field. The budget fiscal year for which amounts are displayed.
FUND	Key field. The fund for which amounts are displayed.
AGENCY	Key field. The agency for which amounts are displayed.
ORGN	Key field. The revenue or reporting level organization for which amounts are displayed. ORRS records are written from single REV2 lines for all revenue organizations from the lowest level to the highest. ORRS records for each higher level organization will list amounts summed from all its lower level organizations.
RSRC	Key field. The revenue source code for which amounts are displayed.

CURR MODIFIED BUDGET
Current budget amounts, as modified, for the REV2 record for this organization or for the REV2 records for all organizations reporting to this organization.

ACTUAL REVENUE
Total actual revenue amounts for the REV2 record for this organization or for the REV2 records for all organizations reporting to this organization.

REMAINING BUDGET
Computed as: Curr Modified Budget amount - Actual Revenue amount.

REV2   Revenue Budget Inquiry

```
ACTION: S SCREEN: REV2 USERID: ISO3T32          08/23/01  10:54:52 AM
                    R E V E N U E   B U D G E T   I N Q U I R Y

        BUDGET FY=            FUND=            AGENCY=
      ORGANIZATION=         ACTIVITY=      REVENUE SOURCE=

       DESCRIPTION:

      APPROPRIATION:                STATUS:

                            CURRENT AMOUNTS      BEGIN DAY AMOUNTS
                            ---------------      -----------------
              APPROVED BUDGET:
       CURRENT MODIFIED BUDGET:
                    RECOGNIZED:
                  UNRECOGNIZED:
```

Purpose   Revenue Budget Inquiry (REV2) lists details for a revenue budget line. Each line is a different fund/agency/organization/activity/revenue source combination. Each line includes accounting distribution data, budgeted amounts, and recognized amounts.

Updates   This is a system-maintained table. Lines are added to this table when new revenue budget transactions are processed. Lines are also added when revenue accounting transactions are processed for funds whose Revenue Budget Control Option on Fund (FUN2) is "**N**" for no control. The system maintains the table as a result of revenue accounting transactions, so that recognized amounts are available by accounting distribution.

The fields on this table are updated by modifications submitted on revenue budget transactions and by revenue accounting transactions.

Coding Instructions

BUDGET FY	Key field. The budget fiscal year for the revenue budget line displayed.
FUND	Key field. Fund for which revenue budget line amounts are displayed.
AGENCY	Key field. Agency for which revenue budget line amounts are displayed.
ORGANIZATION	Key field. Revenue organization for which revenue budget line amounts are displayed.
ACTIVITY	This field is required when an activity code is dictated by state policy. Otherwise, it will be blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
REVENUE SOURCE	Key field. Revenue source for which revenue budget line amounts are displayed.
DESCRIPTION	The description of this line as entered on the revenue budget transaction, or if none was entered, the revenue source name from Revenue Source (RSR2).

APPROPRIATION   The appropriation unit associated with this revenue line. Actual receipts against the unit of appropriation are recorded on Appropriation Inquiry (Extended) (EAP2).

STATUS   Indicates whether this revenue budget line is active (A) or inactive (I). Revenue cannot be recognized against an inactive budget line when the Revenue Budget Control Option for the fund is "P" (presence). The status of a line can be changed on a revenue budget input form.

CURRENT AMOUNTS, BEGIN DAY AMOUNTS   All dollar amounts are given for both the Current and Begin Day amounts. Current amounts reflect all "real time" updates performed during the day as a result of budgeting and accounting transactions. Begin Day amounts are updated each night, and reflect only activity through the last nightly process.

APPROVED BUDGET   The amount budgeted for this revenue source line when the budget was officially approved (i.e., when the Budget Approved Indicator in Fiscal Year (FSYR) was changed to "Y"). This amount is kept for historical purposes only.

CURRENT MODIFIED BUDGET   The current amount budgeted to be received from this revenue source. This amount includes changes made with adjustment actions on revenue budget transactions since the budget was officially approved.

RECOGNIZED   The total revenue recognized against this budget line during the fiscal year.

UNRECOGNIZED   The difference between Current Modified Budget amount and Recognized amount.

REVB   Revenue Budget Index

```
ACTION: S SCREEN: REVB USERID: ISO3T32          08/23/01  10:56:12 AM
                    R E V E N U E   B U D G E T   I N D E X

    BFY FUND AGCY ORGN ACTV RSRC DESCRIPTION                  APPR UNIT STAT
    === ==== ==== ==== ==== ==== ------------------------------ --------- ----
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 14-
 15-
```

Purpose   Revenue Budget Index (REVB) is a listing of revenue budget lines by budget fiscal year, fund and agency. Each line represents a different combination of organization, appropriation, revenue source code and activity and function (if used).

Updates   This is a system-maintained table. Lines are added to this table when new revenue budget transactions are processed. Lines are also added when revenue accounting transactions are processed for funds whose Revenue Budget Control Option in Fund (FUN2) is "**N**" for no control. The system maintains the table as a result of revenue accounting transactions, so that recognized amounts are available by accounting distribution.

The fields in this table are updated by modifications submitted on revenue budget transactions and by the revenue accounting transactions.

Coding Instructions

BFY	Key field. The budget fiscal year for the revenue budget line.
FUND	Key field. Fund for the revenue budget line.
AGCY	Key field. Agency for the revenue budget line.
ORGN	Key field. Revenue organization for the revenue budget line.
ACTV	Key field. This field is required when an activity code is dictated by state policy. Otherwise, it will be blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
RSRC	Key field. Revenue source for the revenue budget line.
DESCRIPTION	The description of this line as entered on the revenue budget transaction, or if none was entered, the revenue source name from Revenue Source (RSR2).

APPR UNIT   The appropriation unit associated with this revenue line. Actual receipts
                     against the unit of appropriation are recorded in Appropriation Inquiry
                     (Extended) (EAP2).

STAT   Indicates whether this revenue budget line is active (A) or inactive (I).
                     Revenue cannot be recognized against an inactive budget line when the
                     Revenue Budget Control Option for the fund is "P" (presence). The status
                     of a revenue budget line can be changed on a revenue budget input form.

RORG   Organization by Revenue Source Inquiry

```
ACTION: S SCREEN: RORG USERID: ISO3T32          08/23/01  10:57:14 AM

    O R G A N I Z A T I O N  B Y  R E V E N U E  S O U R C E  I N Q U I R Y

FISC YEAR=      FUND=        AGENCY=      ORGN=        APPR=            RSRC=
  ORGANIZATION NAME:
   REV SOURCE NAME:

        YTD ACTUAL:

PERIOD     ACTUAL AMT          PERIOD      ACTUAL AMT
------    --------------       ------     --------------
  01                             08
  02                             09
  03                             10
  04                             11
  05                             12
  06                             13
  07                             14
```

Purpose   Organization by Revenue Source Inquiry (RORG) allows users to investigate actual amounts for a revenue organization/revenue source code combination by accounting period. Continuing appropriations are not included on this table. Also, Warrant Voucher (WV) transactions recording activity for a warrant organization (type = **"4"** on ORG2) do not update this table.

Updates   This is a system-maintained table that is updated nightly. Hence, it includes information as of the last nightly process. Lines are added when revenue transactions are coded to a unique accounting distribution which is not already on the table and when the transactions do not reference a continuing appropriation. Actual amounts are updated by revenue accounting transactions.

Coding Instructions

FISC YEAR	Key field. Budget fiscal year for which amounts are displayed.
FUND	Key field. Fund for which amounts are displayed.
AGENCY	Key field. Agency for which amounts are displayed.
ORGN	Key field. Revenue organization for which amounts are displayed.
APPR	Key field. Appropriation for which amounts are displayed. Activity for continuing appropriations is not available on this table.
RSRC	Key field. Revenue source for which amounts are displayed.
ORGANIZATION NAME	Revenue organization name inferred from Organization (ORG2).
REV SOURCE NAME	Revenue source name inferred from Revenue Source (RSR2).
YTD ACTUAL	Total of the actual revenue amounts processed against the accounting distribution in the header for all periods in the fiscal year.

PERIOD
This field displays the period (fiscal month) for which actual amounts are displayed. The periods are numbered based on the fiscal month.

ACTUAL AMT
Actual revenues for the accounting period. The sum of all amounts listed will equal the YTD ACTUAL listed in the header.

RSUM   Revenue Budget Summary Inquiry

```
ACTION: S SCREEN: RSUM USERID: ISO3T32          08/23/01  10:58:02 AM
             R E V E N U E   B U D G E T   S U M M A R Y   I N Q U I R Y

    BFY=     FUND=      AGENCY=      ORGANIZATION=      ACTIVITY=
                     TOTALS IND: Y
                     TOTALS:
     REV SRCE DESCRIPTION    CURRENT AMT    RECOGNIZED AMT  AVAILABLE AMT
     ======== ------------   --------------  --------------  --------------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
```

Purpose   Revenue Summary (RSUM) provides the user with the ability to view budget and actual activity for all
revenue sources belonging to a specific budget fiscal year, fund, agency, organization and activity (if
used) combination. The information is pulled directly from Revenue Budget Inquiry (REV2). The
Totals Indicator is always set to "**Y**", so that totals for each amount column will be displayed above the
column header.

Updates   This screen is updated as a result of transactions posting to Revenue Budget Inquiry (REV2) from
budget and accounting transactions.

Coding Instructions

BFY	Key field. The budget fiscal year for which revenue organization budget and actual activity is displayed.
FUND	Key field. Fund for which revenue organization budget and actual activity is displayed.
AGENCY	Key field. Agency for which revenue organization budget and actual activity is displayed.
ORGANIZATION	Key field. Revenue organization for which budget and actual activity is displayed.
ACTIVITY	This field is required when an activity code is dictated by state policy. Otherwise, it will be blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
TOTALS IND	This field will always be "Y", so totals will always display on the table.
REV SRCE	The revenue source for each revenue budget line within the specified accounting distribution.
DESCRIPTION	The short description for each revenue source code.

TOTALS   If a "Y" is entered in the TOTALS IND field, totals for the three amounts described below are displayed above the amounts columns. Each total represents the summation of all revenue source lines displayed in a column within the specified accounting distribution.

CURRENT AMT   The current budget amount, as modified, for each revenue source within the specified accounting distribution.

RECOGNIZED AMT   The recognized revenue amount for each revenue source within the specified accounting distribution.

AVAILABLE AMT   The unrecognized balance for each revenue source within the specified accounting distribution. Calculated as: Current Amt (Current Modified Budget) - Recognized Amount.

Expenditures/Disbursements

ABAS   ABA Number Index

```
ACTION: S SCREEN: ABAS USERID: Z107Z68          01/16/02  01:20:32 PM
                        A B A   N U M B E R   I N D E X
                 C                                        STATUS
     ABA NUM     D    INSTITUTION NAME                   ACH    AFS
     ========    =    ----------------------------       ---    ---
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 14-
 15-
```

Purpose   ABA Number Index (ABAS) is an alternate view of ABA2 and cannot be modified manually. It
consists of certain information from the Thomson Electronic Payments File. It lists every bank that is
assigned an ABA routing number. AFS selects specific information for each ABA number from that
file and updates ABA2 each month. The ABAS screen is then automatically updated with the current
ABA2 data.

Coding Instructions

ABA NUM	Key field. This field represents the eight-digit ABA number assigned to the institution through the American Bankers Association.
CD	Key field. This field represents the one-digit check digit number that is associated with an ABA number.
INSTITUTION NAME	This field displays the legal title of the financial institution.
STATUS – ACH	This field represents the ACH status of an institution. Valid values are:

"A"   Active – The ACH number is active.
"R"   Retired – The ACH number is retired.
"spaces" – no information is available.

STATUS – AFS   This field indicates whether the record was manually added, changed, or
inactivated. The values are:

"M"   Modify – This value is required if the record is being
                 added or modified.
"I"   Inactive – This value is used to manually inactivate the
                 ABA number.
"spaces"   New records read from the Thomson File will have
                 spaces in this field.

ABA2   ABA Transit Routing Number Validation Table

```
ACTION: S SCREEN: ABA2 USERID: Z107Z68          01/16/02  01:46:19 PM

                    ABA TRANSIT ROUTING NUMBER VALIDATION TABLE

  O1-
       ABA NO/CHCK DGT =            /
       INSTITUTION NAME:
       ACH STATUS:       AFS STATUS:
       ACH CONTACT PHONE:
       FEDERAL UPDATE DATE:
  O2-
       ABA NO/CHCK DGT =            /
       INSTITUTION NAME:
       ACH STATUS:      AFS STATUS:
       ACH CONTACT PHONE:
       FEDERAL UPDATE DATE:
```

Purpose   ABA Transit Routing Number Validation Table (ABA2) is created by capturing certain information from the Thomson Electronic Payments File. This file is subscribed to by the State of Louisiana and received once monthly. It lists every bank that is assigned an ABA routing number, including U.S. Based branches of foreign financial institutions. AFS selects specific information for each ABA number and updates ABA2 each month.

Updates   This table can be updated manually as needed. Alternate screens ABAS and ANAM are for view only.
Updates to ABA2 automatically update ABAS and ANAM and certain fields on EFTT, EFT2, and EFTN.

Coding Instructions

ABA NO/CHCK DGT	Key field. This field represents the nine-digit number assigned to the institution through the American Bankers Association. It consists of an eight-digit ABA number and the one-digit check digit number that is associated with that ABA number.
INSTITUTION NAME	Required when a record is manually added or changed. This field contains the legal title of the financial institution.
ACH STATUS	This field represents the ACH status of an institution. The values are:

	"0"	Customer Routing Number; belongs to FRB.
	"1"	Send items to customer routing number
	"2	Don't send items to customer routing number.

AFS STATUS	Required when a record is manually added or changed. This field will be blank when first loaded from Thomson. The values are:

	"M"	Modify - This value is required if the record is being added or modified.
	"I"	Inactive - This value is used to manually inactivate an ABA number.

"Spaces"   New records read from the Thomson File will have spaces in this field. It remains blank until the field is manually changed.

ACH CONTACT PHONE   Required when a record is manually added or changed. It may be blank when populated by Thomson. This field represents the telephone number of the ACH contact at the institution.

FEDERAL UPDATE DATE   This is a protected field. It is automatically populated when a new Thomson File is read into this table.

ADIS   Automated Disbursements Parameters

```
ACTION: S SCREEN: ADIS USERID: ISO3T32          08/24/01  01:42:25 PM
       A U T O M A T E D   D I S B U R S E M E N T S   P A R A M E T E R S

   PROCESS ID=
   --------------------- VOUCHER SELECTION CRITERIA ----------------------
         EARLIEST DATE:                          LATEST DATE:
      BANK ACCOUNT CODE:                              FUND:
   CHECK ADDRESS OPTION:

   --------------------- CHECK PRINTING INFORMATION ----------------------
   CHECK DATE:            STARTING CHECK NO:            BATCH NO:

   --------------------- REPRINT/RENUMBER INFORMATION --------------------
        CHECK NO RANGE (FROM ---> TO)   RENUMBER START NO    VOID    REPRINT
        ----------------------------   -----------------   ----   -------
   1 -              --->
   2 -              --->
   3 -              --->
   4 -              --->
   5 -              --->
```

Purpose   Automated Disbursements Parameters (ADIS) defines run parameters that are required by the automated check writing facility and the electronic funds transfer (EFT) facility. The process ID determines how the parameters will be used. ADIS specifies voucher selection criteria as well as check printing information such as the date to be printed on the checks or the transfer date. The reprint/renumber information provides the range(s) of check numbers or transfer numbers to be affected by the reprint/renumber/void processes and controls which process will be implemented. The starting check number is always set to zero, so the system determines the beginning check number from Bank Account (BANK).

Updates   Parameters are provided to operations personnel when automated disbursements are run.

Coding Instructions

PROCESS ID	Required. "CD" for automated disbursements or "EF" for electronic funds transfer.

VOUCHER SELECTION CRITERIA:

EARLIEST DATE/ LATEST DATE	Required. Use YYMMDD format. Provide the date range of vouchers to be selected for payment or for printing on the Scheduled Payment Turnaround Report. Vouchers will be selected whose scheduled payment date is within the range of dates specified here (inclusive). Vouchers are selected from Open Payment Voucher Header Inquiry (OPVH).
	To select all vouchers scheduled on or *after* a specific date, code only the earliest date, and leave the latest date blank. To select all vouchers scheduled on or before a specific date, code only the latest date and leave the earliest date blank. To select on only one day, code both dates and make them equal.
BANK ACCOUNT CODE	Required. For CD, enter the code "RJ" for checks. For EF, enter the code "FT" for the bank account for electronic funds transfers.

FUND   Required. Code either:

         ●   A valid fund code to select vouchers from a single fund.
         ●   "****" to specify all funds.

CHECK ADDRESS   If set to "Y", AFS will infer vendor name and address from Vendor
OPTION   (VEN2) (the most current address) when a check prints. Otherwise, AFS
                         infers vendor name and address at voucher entry time (from Open
                         Payment Voucher Header Inquiry).

CHECK PRINTING INFORMATION:

CHECK DATE   Required. Use YYMMDD format. Enter the check date or transfer date.
                         This parameter is used in the title of the reports. This date will be printed
                         on the checks as the check date. It will also be the transaction date on the
                         system-generated transactions.

STARTING   This number should always be set to zero.   The beginning check number
CHECK NO   will be obtained from Bank Account (BANK).

BATCH NO   May be alphanumeric. Enter the number that you want to use to identify
                         this check run.

REPRINT/RENUMBER INFORMATION:

CHECK NO RANGE   This field is used for the following purposes:

                         Voids. Enter the range of checks to be voided. Checks that are going to
                         be reprinted should also be voided if you want them to be listed in the
                         Check Register and marked void.

                         Reprints. Enter the range of checks to be reprinted.

                         Renumbers. Enter the range of checks to be renumbered.

NOTE: Code *one* of the following three fields to indicate the action to be taken on the entered check
number range.

RENUMBER   Used only for renumbering process. Code the first number to be used for
START NO   renumbering checks.

VOID   Used only for voids. Enter any character to indicate that these checks are
                         to be shown as void.

REPRINT   Used only for reprints. Enter any character to indicate that these checks
                         are to be reprinted.

ADRT   Automated Disbursement Restriction

```
ACTION: S SCREEN: ADRT USERID: ISO3T32          08/24/01  01:45:02 PM

        A U T O M A T E D   D I S B U R S E M E N T   R E S T R I C T I O N

 FY=                INCLUDE/EXCLUDE=

     AGENCY
     ======
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
```

Purpose   Automated Disbursement Restriction (ADRT) allows for the inclusion or exclusion of agencies from the Automated Disbursement process. Agencies are included/excluded by budget fiscal year. For a budget fiscal year, if the Include/Exclude indicator is set to "**I**" (Include), then <u>only</u> those agencies entered on ADRT will be included and all other agencies will be excluded from the Automated Disbursement Cycle. If the Include/Exclude indicator is set to "**E**" (Exclude), then those agencies entered on ADRT will be excluded from the Automated Disbursement Cycle.

If no entries exist on ADRT for a budget fiscal year, then all agencies are included in the Automated Disbursement cycle for that budget fiscal year.

An excluding record on this table does <u>not</u> <u>stop</u> payment vouchers from being created by the agency or the creation of manual warrants to record handwritten checks.

Updates   This is a user-maintained table. Authorized users may add, change, or delete records as necessary.

Coding Instructions

FY	Required. The fiscal year affected by the restriction. The year must be valid in Fiscal Year (FSYR).
INCLUDE/EXCLUDE	Required. Entry must be "**I**" (Include) or "**E**" (Exclude). If "**I**" is coded, then <u>only</u> the agencies coded will be included in the Automated Disbursement cycle for the specified budget fiscal year. If "**E**" is coded, then the agencies coded will be excluded from the Automated Disbursement cycle for the specified budget fiscal year.
AGENCY	Required. The agency to be included/excluded. The code must be valid on Agency (AGC2).

ADRV   Automated Disbursement Restriction by Vendor

```
ACTION: S SCREEN: ADRV USERID: ISO3T32          08/22/01  10:31:02 AM
         A U T O M A T E D   D I S B U R S E M E N T   R E S T R I C T I O N
                           B Y   V E N D O R
  BUDGET FY=          INCLUDE/EXCLUDE=

        VENDOR
       ============
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
```

Purpose   Automated Disbursement Restriction by Vendor (ADRV) allows for the inclusion or exclusion of vendors from the Automated Disbursement process. Vendors are included/excluded by budget fiscal year. For a budget fiscal year, if the Include/Exclude indicator is set to "**I**" (Include), then only those vendors entered on ADRV will be included and all other vendors will be excluded from the Automated Disbursement Cycle. If the Include/Exclude indicator is set to "**E**" (Exclude), then those vendors entered on ADRV will be excluded from the Automated Disbursement Cycle.

If no entries exist on ADRV for a budget fiscal year, then all vendors are included in the Automated Disbursement cycle for that budget fiscal year. If the HOLD indicator on Vendor (VEN2) is "**Y**", then that vendor will not be included in the Automated Disbursement cycle for any budget fiscal year.

An excluding record on this table does not stop payment vouchers from being created for the vendor or the creation of manual warrants to record handwritten checks.

Updates   This is a user-maintained table. Authorized users may add, change, or delete ADRV records as necessary.

Coding Instructions

BUDGET FY   Required. The fiscal year affected by the restriction. The year must be valid in Fiscal Year (FSYR).

INCLUDE/EXCLUDE   Required. Entry must be "**I**" (Include) or "**E**" (Exclude). If "**I**" is coded, then only the vendors coded will be included in the Automated Disbursement cycle for the specified budget fiscal year. If "**E**" is coded, then the vendors coded will be excluded from the Automated Disbursement cycle for the specified budget fiscal year.

VENDOR   Required. The vendor to be included/excluded. The code must be valid on Vendor (VEN2).

ANAM   ABA Name Index

```
ACTION: S SCREEN: ANAM USERID: ISO3T32          01/16/02  02:17:34 PM
                  A B A   N A M E   I N D E X

                                           C    STATUS
     INSTITUTION NAME                ABA NUM D   ACH   AFS
     ==============================  ======== =  ---   ---
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
  15-
```

Purpose   ABA Name Index (ANAM) is an alternate view of ABA2 and cannot be modified manually. It consists of certain information from the Thomson Electronic Payments File. It lists every bank that is assigned an ABA routing number. AFS selects specific information for each ABA number from that file and updates ABA2 each month. The ANAM screen is then automatically updated with the current ABA2 data.

Coding Instructions

INSTITUTION NAME   This field contains the legal title of the financial institution.

ABA NUM   Key field. This field represents the eight-digit ABA number assigned to the institution through the American Bankers Association.

CD   Key field. This field represents the one-digit check digit number that is associated with an ABA number.

STATUS – ACH   This field represents the ACH status of an institution. Valid values are:

"A"	Active – The ACH number is active.
"R"	Retired – The ACH number is retired.
"spaces"	no information is available.

STATUS – AFS   This field indicates whether the record was manually added, changed, or inactivated. The values are:

"M"	Modify – This value is required if the record is being added or modified.
"I"	Inactive – This value is used to manually inactivate the ABA number.
"spaces"	New records read from the Thomson File will have spaces in this field.

BS99   1099 Balance Sheet Account

```
ACTION: S SCREEN: BS99 USERID: ISO3T32          08/22/01  12:50:03 PM
                    1 0 9 9   B A L A N C E   S H E E T   A C C O U N T

        CAL
        YEAR   BS ACCT   ACCT TYPE   RETURN TYPE   INCOME TYPE
        ====   =======   ---------   -----------   -----------
     01-
     02-
     03-
     04-
     05-
     06-
     07-
     08-
     09-
     10-
     11-
     12-
     13-
     14-
```

Purpose   1099 Balance Sheet Account (BS99) identifies balance sheet accounts that are 1099 reportable, along with the associated return type and income type.

Updates   This is a user-maintained table. Authorized users may add, change, or delete records as necessary.

Coding Instructions

CAL YR | Required. The last two (2) digits of the calendar year associated the Balance Sheet account.

BS ACCT | Required. A balance sheet account that is 1099 reportable.

ACCT TYPE | Predefined account type associated with the balance sheet account, inferred from Balance Sheet Account (BAC2).

RETURN TYPE | Required. The code designating the type of 1099 form associated with this balance sheet account. Valid values are: "A" (Miscellaneous); "6" (Interest), or "G" (Governmental Payments).

INCOME TYPE | Required. The income type code designating the 1099 income type associated with this balance sheet account used to determine the particular box on the 1099 form in which these payments are reported.

Valid values are:

"1"   Rent
"2"   Royalties
"3"   Prizes, Awards, etc.
"4"   Federal Income Tax Withholding (Backup Withholding)
"5"   Fishing Boat Proceeds
"6"   Medical and Health Care Payments
"7"   Non-Employee Compensation, Crop Insurance Proceeds, or Excess Parachute Payments
"8"   Substitute Payments in Lieu of Dividends or Interest
"9"   Direct Sales "Indicator"

CASH   Cash Available

```
ACTION: S SCREEN: CASH USERID: ISO3T32          08/22/01  12:54:47 PM
                         C A S H   A V A I L A B L E

     FY    FUND    CASH ACCT    AVAILABLE CASH
     ==    ====    =========    --------------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 14-
 15-
```

Purpose   Cash Available (CASH) provides an additional level of control over the disbursement process. All transactions that affect cash (a list appears below in the *Updates* section) impact the Available Cash balance for the particular fund/cash account combination.

When the Automated Disbursement cycle processes payments for disbursement, the appropriation unit is referenced from Appropriation Inquiry (Extended) (EAP2). If the appropriation's Check Cash Indicator is "**C**", then the Available Cash balance is verified for the appropriate fund/cash account combination. If the disbursement does not have sufficient Available Cash, it will not process. If the Check Cash Indicator is "**M**" or "**N**", the CASH table is not used. (For more information on the Check Cash Indicator and its use, please consult the *ISIS/AFS User Guide*.) Manual Warrant (MW) and Interface Journal Voucher (J5) transactions are not subject to this edit, they will process without sufficient cash.

Updates   This is a system-maintained table. Records are added to the table each time a transaction affects cash in a particular fund/cash account combination. A cash account is defined as a balance sheet account for which the Cash Indicator is "**Y**" on Balance Sheet Account (BAC2).

Coding Instructions

FY	Key field. The fiscal year for which a fund/cash account which the Balance Sheet account is 1099 reportable.
FUND	Key field. The fund for which the available cash balance is displayed.
CASH ACCT	Key field. The balance sheet account for which the available cash balance is displayed. The balance sheet account used for cash must have a Cash Indicator of "**Y**" on Balance Sheet Account (BAC2).
AVAILABLE CASH	The amount of available cash in the fund/cash account combination for the specified fiscal year. This amount is updated by both transactions and batch programs.

CCAT Check Category

```
ACTION: S SCREEN: CCAT USERID: ISO3T32          08/22/01  12:59:25 PM
                          C H E C K   C A T E G O R Y

      CHECK
      CATEGORY  DESCRIPTION
      ========  -----------------------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Check Category (CCAT) defines valid check categories that are used by automated disbursements. This table is strictly informational, there is no editing performed on this table.

Coding Instructions

CHECK CATEGORY	Required. An entry is required for every valid check category. If adding a new line, enter a unique code; if changing or deleting an existing line, enter the affected code.
DESCRIPTION	Optional. Code the description of the corresponding check category code entered on each line. Up to 30 characters will be stored in the system.

CKCS   Check Cash

```
ACTION: S SCREEN: CKCS USERID: ISO3T32          08/22/01  01:02:35 PM
                           C H E C K   C A S H

                                        CASH
     FY  FUND  AGY  ORGN     APPR       ACCT   MAX AMOUNT      SUM AMOUNT
     ==  ====  ===  ====   =========    ====   -------------- --------------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 14-
```

Purpose   Check Cash (CKCS) is used during the automated disbursements process during the nightly cycle to determine if there is enough available cash for a check to be cut. All payables for a particular fund are examined to determine which individual payables can be liquidated.

Updates   This table is a system maintained table updated during the nightly automated disbursements process.

Coding Instructions

FY	Required. The fiscal year for which cash restrictions are being checked.
FUND	Required. The fund for which cash restrictions are being checked.
AGY	Required. The agency for which cash restrictions are being checked.
ORGN	Required. Leave blank.
APPR	Required. The appropriation for which cash restrictions are being checked, if the check is being cut from a means of financing appropriation.
CASH ACCT	Required. The cash account for which cash restrictions are being checked.
MAX AMOUNT	The maximum amount of cash for this fiscal year, fund, agency, appropriation, and cash account that may be disbursed in this nightly cycle.
SUM AMOUNT	The total amount of outstanding payables for this fiscal year, fund, agency, appropriation, and cash account.

DHIS   Document History Inquiry

```
ACTION: S SCREEN: DHIS USERID: ISO3T32          08/27/01  10:58:14 AM
                 D O C U M E N T   H I S T O R Y   I N Q U I R Y

DOCUMENT ID=                        SUMMARY TOTAL:
   ACCEPT   ACCT                                         OBJ/ BS   ACCT
   DATE    LINE AMOUNT              FUND AGCY ORGN ACTV FUNC REV  ACCT PERIOD
   ======== ==== ============== ==== ==== ==== ==== ==== ==== ==== ======
   BFY REF TRANS ID              DESCRIPTION              VEND\PROV    ACCT
   === ------------------ ------------------------------ ------------ ====
01-

02-

03-

04-

05-

06-
```

Purpose   Document History Inquiry (DHIS) displays the accounting distribution for the document ID entered on the header with the most current accounting events displayed first.

Updates   New document numbers are added to this table during the nightly cycle after documents are accepted by AFS.

Coding Instructions

DOCUMENT ID	The transaction code and unique number of the document.
SUMMARY TOTAL	Inferred. The total amount of the document.
ACCEPT DATE	Key field. The date that the document was accepted by AFS.
ACCT LINE	Key field. The line number assigned on the document input form. This field may be blank for documents that do not have accounting line numbers or may have a sequential number assigned by the system.
AMOUNT	The amount of this line.
FUND, AGCY, ORGN, ACTV, FUNC, OBJ/REV, BS ACCT	Key fields. The accounting distribution coded on the document line, or or the accounting distribution of the system-generated offset entry. Varies document type.
ACCT PERIOD	Key field. The accounting period to which the accounting transaction was charged.
BFY	Key field. The budget fiscal year to which the accounting transaction was charged.
REF TRANS ID	The transaction code and unique transaction number that was referenced by the transaction listed in *DOCUMENT ID*.

DESCRIPTION   The line description. Data may have been entered by the user or the system.

VEND/PROV   The applicable vendor code from the document input form, if applicable.

ACCT   Key field. The account type for this line.

DISC   Discount Type

```
ACTION: S SCREEN: DISC USERID: ISO3T32          08/22/01  01:08:23 PM
                       D I S C O U N T   T Y P E

     DISCOUNT                                NUMBER   DISCOUNT  PO DISC
     TYPE      DESCRIPTION        DISCOUNT %  OF DAYS  DAY       FLAG
     ========  ------------------- ---------- -------  --------  -------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
```

Purpose   Discount Type (DISC) defines discount type codes that can be used on payment vouchers. All discount types represent a certain percentage credited for payment within a specific number of days. The automated disbursement process uses this table to determine whether the discount can be taken and to calculate the discount amount. An alternate view of this table exists on Discount Type by Percent (DSPC), which is keyed by percent, number of days, and discount type.

This table automatically "L"eafs to DSPC.

Coding Instructions

DISCOUNT TYPE	Required. Enter any alphanumeric value.
DESCRIPTION	Enter any relative descriptive information.
DISCOUNT %	Required when adding a new line. Enter the percentage of credit to be received when the number of days the condition is met. The cash disbursement process calculates the credit based on the voucher line amount. Use two decimal places. For example, 5% would be entered as 0500 or 05.00.
NUMBER OF DAYS	Required when adding a new line. Enter the maximum number of days that can elapse between the voucher date and check date and still have the discount apply.
DISCOUNT DAY	This field is not used by the State of Louisiana.
PO DISC FLAG	This field is not used by the State of Louisiana.

DSPC   Discount Type by Percent

```
ACTION: S SCREEN: DSPC USERID: ISO3T32          08/22/01  01:14:12 PM
                  D I S C O U N T   T Y P E   B Y   P E R C E N T

                                  DISCOUNT
        %      NUM DAYS  DISC TYP   DAY          DESCRIPTION
     =======  ========  ========  --------  --------------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
```

Purpose   Discount Type by Percent (DSPC) is an alternate view of Discount Type (DISC). Each record entered on DISC automatically updates DSPC, where it displayed in percent, number of days, and discount type order. DSPC is system-updated; any changes required must be entered on DISC

Coding Instructions

%	Key field. The percentage of credit to be received when the number of days the condition is met. The cash disbursement process will calculate the credit based on the voucher line amount. This field displays with two decimal places. For example, 5% would appear as 0500 or 05.00.
NUM DAYS	Key field. The maximum number of days that can elapse between the voucher date and check date and still have the discount apply.
DISC TYP	Key field. The discount type code assigned on DISC.
DISCOUNT DAY	This field is not used by the State of Louisiana.
DESCRIPTION	Any descriptive information relative to this discount type that was entered on DISC.

DXRF   Document Cross Reference Inquiry

```
ACTION: S SCREEN: DXRF_USERID: ISO3T32          08/27/01  11:30:11 AM
            D O C U M E N T   C R O S S   R E F E R E N C E   I N Q U I R Y

DOCUMENT ID=                       SUMMARY TOTAL:

     REFERENCE        ACCEPT                      CLOSED   REFERENCE
     DOCUMENT ID      DATE      ACT AMOUNT        DATE     DOC AMOUNT
     ================ ======== === -------------- -------- --------------
                                                          VENDOR/PROV
                                                          -----------
01-

02-

03-

04-

05-

06-
```

Purpose   Document Cross-Reference Inquiry (DXRF) provides information about all transactions associated with the transaction entered on the header line. For each of the related documents, the transaction code and acceptance date are shown along with the vendor code, if applicable and the closed date, if applicable. Information on this table is updated during the nightly cycle process.

Coding Instructions

DOCUMENT ID	Key field. The transaction code and unique number of this document.
SUMMARY TOTAL	Usually, the total amount of the document. For some documents, summary total is zero.
REFERENCE DOCUMENT ID	Key field. Lists the previous and subsequent documents associated with the transaction in the Document ID field.
ACCEPT DATE	Key field. The date the document was accepted by AFS.
ACT	Key field. "E" for an original entry, "M" for a modification to an existing document, or "X" for a cancelled document. Actions for some documents will be blank.
AMOUNT	The portion of the transaction in the Document ID field charged against the document in the Reference Document ID field on the same line.
CLOSED DATE	The date the referenced document was closed.
REFERENCE DOC AMOUNT	The amount of the transaction in the Reference Document ID field actually closed by the transaction in the Document ID field referenced document; or zeros.
VENDOR/PROV	The code for the applicable vendor as defined in Vendor (VEN2).

EFTN   EFT ABA Number Index

```
ACTION: S SCREEN: EFTN USERID: ISO3T32          08/28/01  09:44:03 AM
                    E F T   A B A   N U M B E R   I N D E X
  01-
     ABA NO/CHCK DGT=            /         VENDOR=             STAT:    EFT:
     BANK:                                 NAME:
  02-
     ABA NO/CHCK DGT=            /         VENDOR=             STAT:    EFT:
     BANK:                                 NAME:
  03-
     ABA NO/CHCK DGT=            /         VENDOR=             STAT:    EFT:
     BANK:                                 NAME:
  04-
     ABA NO/CHCK DGT=            /         VENDOR=             STAT:    EFT:
     BANK:                                 NAME:
  05-
     ABA NO/CHCK DGT=            /         VENDOR=             STAT:    EFT:
     BANK:                                 NAME:
  06-
     ABA NO/CHCK DGT=            /         VENDOR=             STAT:    EFT:
     BANK:                                 NAME:
```

Purpose   EFT ABA Number Index (EFTN) is an alternate view of Electronic Funds Transfer (EFTT). It includes all vendors that will be paid through the EFT process. The table is sorted by ABA/Check Digit number then by vendor number.

Updates   These tables are user-maintained. This table automatically "L"eafs to EFTT.

Coding Instructions

ABA/CHCK DGT	Key field. The nine-digit number assigned to the institution through the American Bankers Association. It consists of an eight-digit ABA number and the one-digit check digit number that is associated with that ABA number.
VENDOR	Key field. The vendor code of the master vendor associated with this FEIN/SSAN. The first nine digits are the vendor number and the last two digits represent the alternate address indicator.
STAT	The vendor's electronic funds transfer status. Valid values are: "N" Not eligible for EFT "A" Active "H" Hold "P" Prenote processing Begun.
EFT	The EFT only indicator; denotes whether the payment must be made through an EFT transaction or whether it can be processed during the automated disbursement process if necessary. Valid values are: "Y" Yes, this vendor can only be paid through an EFT transaction. "N" No, this vendor does not have to be paid through an EFT transaction.
BANK	The legal title of the financial institution.
NAME	The vendor's name as it appears on the vendor's bank account.

EFTT   Electronic Funds Transfer (1 of 2)

```
ACTION: S SCREEN: EFTT USERID: ISO3T32           08/22/01  01:18:18 PM
        E L E C T R O N I C   F U N D S   T R A N S F E R   ( 1   O F   2 )

     VENDOR=                        NAME:

  ABA NO/CHCK DIGIT:           /
   BANK ACCT NUMBER:
    BANK ACCT DESCR:
               NAME:
            ADDRESS:
                  :
                  :
               CITY:                    STATE:    ZIP:

  CHECKING/SAVINGS IND:                PRENOTE BATCH NUMBER:
               STATUS:                   LAST STATUS CHANGE:
          EFT ONLY IND:
         INTERFACE TYPE:
```

Purpose   Electronic Funds Transfer (EFTT) and (EFT2) track vendors eligible for electronic funds transfer (EFT). EFTT holds the information required to make an electronic funds transfer, and EFT2 is used to change the status of vendors.

Updates   These tables are user-maintained. Records may be added, changed or deleted from EFTT by authorized users. Changes to a record's status are performed on EFT2.

This table automatically "L"eafs to EFT2.

Coding Instructions

VENDOR	Key field. The vendor code of the master vendor associated with this FEIN/SSAN. The first nine digits are the vendor number and the last two digits are the alternate address indicator.
NAME	Required. The vendor name as it appears on the vendor's bank account.
ABA NO/CHECK DIGIT	The ABA routing number and check digit is a calculated digit using a formula specified by the ACH.
BANK ACCT NUMBER	The vendor's bank account number found on the lower portion of the vendor's check following the ABA number.
BANK ACCT DESCR	This field is a description of the bank account for this EFT transaction.
NAME/ADDRESS	The name and address of the vendor's bank. This information includes the city, state, and zip code where the bank is located.
CHECKING/ SAVINGS IND	This field indicates whether the vendor's account is a checking account or savings account. Valid codes are: "C" for checking account and "S" for savings account.
PRENOTE BATCH NUMBER	This field is not used. The field will display zeros or spaces.

STATUS   The vendor's electronic funds transfer status. Valid entries include:

                                N - Not eligible for EFT

                                A - Active

                                H - Hold

                                P - Prenote Processing Begun

                                See the *ISIS/AFS User Guide* for a detailed explanation of status codes.

LAST STATUS   The last date the vendor's status was changed.
CHANGE

EFT ONLY IND   Indicates whether the payment must be made through an EFT transaction
                                or whether it can be processed during the automated disbursements
                                process if necessary. Valid values are "Y" (Yes, this vendor is EFT only)
                                or "N" (No, this vendor can be paid through automated disbursements if
                                necessary).

INTERFACE TYPE   This field controls the type of transfer that is created by the Automated
                                Clearing House (ACH). Valid values are:

                                "F" - Federal CCD+

                                "V" - Vendor CTX Format

EFT2 Electronic Funds Transfer (2 of 2)

```
ACTION: S SCREEN: EFT2 USERID: ISO3T32          08/22/01  02:09:55 PM
        E L E C T R O N I C   F U N D S   T R A N S F E R   ( 2   O F   2 )

  01-
      VENDOR=                      NAME:
      STATUS:          LAST STATUS CHANGE:
  02-
      VENDOR=                      NAME:
      STATUS:          LAST STATUS CHANGE:
  03-
      VENDOR=                      NAME:
      STATUS:          LAST STATUS CHANGE:
  04-
      VENDOR=                      NAME:
      STATUS:          LAST STATUS CHANGE:
  05-
      VENDOR=                      NAME:
      STATUS:          LAST STATUS CHANGE:
```

Purpose   Electronic Funds Transfer (EFTT) and (EFT2) track vendors eligible for electronic funds transfer (EFT). EFTT holds the information required to make an electronic funds transfer, and EFT2 is used to change the status of vendors.

Updates   These tables are user-maintained. Records may be added, changed or deleted from EFTT by authorized users. Changes to a record's status are performed on EFT2.

This table automatically "L"eafs to EFTT.

Coding Instructions

VENDOR	Key field. The vendor code of the master vendor associated with this FEIN/SSAN. The first nine digits are the vendor number and the last two digits are the alternate address indicator.
NAME	Required. The vendor name as it appears on the vendor's bank account.
STATUS	The vendor's electronic funds transfer status. Valid entries include:

       N - Not eligible for EFT

       A – Active

       H – Hold

       P - Prenote Processing Begun

       See the *ISIS/AFS User Guide* for a detailed explanation of status codes.

LAST STATUS CHANGE	The last date the vendor's status was changed.

EFTA   EFT Type

```
ACTION: S SCREEN: EFTA USERID: ISO3T32          08/22/01  02:45:26 PM
                              E F T   T Y P E

      EFT TYPE  DESCRIPTION
      ========  --------------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
   15-
```

Purpose   EFT Type (EFTA) maintains all valid application types for use with electronic funds transfer transactions.

Updates   This is a user-maintained table. Authorized users may add, change, or delete records from this table.

Coding Instructions

EFT TYPE   Key field.   Enter the two-character code representing the intended application of funds transferred. Valid codes include: "99" for a combined EFT transaction and "AA" for a single EFT transaction.

DESCRIPTION   The description of the application type.

MVEN   Master Vendor

```
ACTION: S SCREEN: MVEN USERID: ISO3T32          08/22/01  02:47:23 PM
                         M A S T E R   V E N D O R

      FEIN/SSAN   VENDOR  CODE          VENDOR NAME
      =========   ------------   ------------------------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
   15-
```

Purpose   Master Vendor (MVEN) displays a single vendor code and vendor name associated with each Master
                 Taxpayer Identification Number (FEIN/SSAN) identified.

                 The vendor identified on this table is considered to be the "master vendor" and is listed as "payee" on
                 all 1099 filings for that FEIN/SSAN. All payments made to entities with the same FEIN/SSAN are
                 summed together and are grouped under the single master vendor on the 1099 tape and forms.

Updates   This table is system-maintained. Records are added to MVEN whenever a vendor is added to Vendor
                 (VEN2) with a Master Vendor Indicator = "**Y**" and a FEIN/SSAN that does not already exist on
                 MVEN.

Coding Instructions

FEIN/SSAN	Key field. Taxpayer Identification Number (FEIN/ SSAN) of the taxpayer or taxable entity receiving reportable payments.
VENDOR CODE	The vendor code of the master vendor associated with this FEIN/SSAN. First nine digits are the vendor number and the last two digits are the alternate address indicator.
VENDOR NAME	The name of the vendor is inferred from Vendor (VEN2).

OBSO   Object/Sub Object Inquiry

```
ACTION: S SCREEN: OBSO USERID: ISO3T32          08/22/01  02:55:25 PM
                  O B J E C T / S U B  O B J E C T  I N Q U I R Y

    BFY=    FUND=      AGENCY=
    ACCT PRD=        OBJ=      SUB OBJ=
           MM YY
    TOTALS:

    REPT
    CAT    ORGN      PRE ENCUMB AMT   ENCUMBERED AMT   EXPENDED AMT
    ====   ====      --------------   --------------   --------------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
```

Purpose   Object/Sub-Object Inquiry (OBSO) provides an agency view of pre-encumbrance (requisitions), encumbrance (purchase orders), and expenditure activity (by budget fiscal year, fund, agency, and accounting period) for an object/sub-object combination. These totals are further broken down by reporting category and organization.

Updates   This is a system-maintained table. Amounts on the table are updated nightly by a batch process. A purge process will be run to clear all entries on the table for a specific budget fiscal year. The purge schedule will be determined by OSRAP.

Coding Instructions

BFY	Key field. The budget fiscal year associated with the record.
FUND	Key field. The fund associated with the record.
AGENCY	Key field. The agency associated with record.
ACCT PRD	Key field. The accounting period associated with the record.
OBJ	Key field. The object code associated with the record.
SUB OBJ	Key field. The sub-object associated with the record.
REPT CAT	Key field. The reporting category associated with the record.
ORGN	Key field. The organization associated with the record.
TOTALS	Pre-encumbrance, encumbrance, and expended amount totals that summarize all lines of the table record.
PRE ENCUMB AMT	The total amount pre-encumbered on Requisition documents for these key fields.

ENCUMBERED AMT   The total amount encumbered on Purchase Order documents for these key fields.

EXPENDED AMT   The total amount expended on Payment Voucher documents for these key fields.

OPCH   Open Check Header Inquiry

```
ACTION: S SCREEN: OPCH USERID: ISO3T32          08/22/01  02:55:58 PM
                      O P E N   C H E C K   H E A D E R   I N Q U I R Y

   BANK ACCOUNT CODE=                    CHECK ID=

      CHECK AMOUNT:                        DATE:
   BACKUP WITHHOLDING:                   CANCELED:      CLOSED DATE:

            VENDOR:                         NAME:
           ADDRESS:
                 :
              CITY:                        STATE:               ZIP:




```

Purpose   Open Check Header Inquiry (OPCH) maintains information on all checks, including the cancel status, closed date, vendor data, and backup withholding information. Records from this table are used primarily for tracking backup withholding amounts, and specifically for creating the 3G00 report (Report of Backup Withholding), which provides withholding amounts due to the IRS.

This table is organized by bank account code and check ID, so that all checks for a particular bank account may be accessed sequentially from the table.

Updates   Records are created for each check processed by the Post Offline Ledger Records (ADPR) program. Fields on the tables are updated by both the cancellation of a check and the processing of the 3G00 report. Records are deleted from these tables by the Open Check Table Purge (CKPG) program if the Closed Date is in the range specified.

This table automatically "L"eafs to OPCL.

Coding Instructions

BANK ACCOUNT CODE	Key field. The bank account code where the check amount is drawn.
CHECK ID	Key field. The check transaction code and number assigned during the automated disbursements cycle.
CHECK AMOUNT	The amount of the check.
DATE	The date the check was written.
BACKUP WITHHOLDING	The amount of the check that was subject to backup withholding, and was withheld from payment to the vendor.
CANCELED	Canceled check indicator. A "Y" indicates that the check has been cancelled with a CX document.

CLOSED DATE   The date the withheld amount was paid to the IRS. This date is updated when the 3G00 report is run. If the check was cancelled, this is the date of the cancellation.

VENDOR   The code for the vendor receiving payment.

NAME, ADDRESS,   The name and address of the vendor receiving payment, as recorded on
CITY, STATE, ZIP   Vendor (VEN2).

OPCL   Open Check Line Inquiry

```
ACTION: S SCREEN: OPCL USERID: ISO3T32          08/22/01  03:02:35 PM
                    O P E N   C H E C K   L I N E   I N Q U I R Y
   01-
      BANK ACCT CODE=                         CHECK ID=                    /
      VENDOR INVOICE=             REF TRANS/TRANS LINE=                     /
               FUND:                            AGENCY:
      CHECK LINE AMT:             BACKUP WITHHOLDING:
   02-
      BANK ACCT CODE=                         CHECK ID=                    /
      VENDOR INVOICE=             REF TRANS/TRANS LINE=                     /
               FUND:                            AGENCY:
      CHECK LINE AMT:             BACKUP WITHHOLDING:
   03-
      BANK ACCT CODE=                         CHECK ID=                    /
      VENDOR INVOICE=             REF TRANS/TRANS LINE=                     /
               FUND:                            AGENCY:
      CHECK LINE AMT:             BACKUP WITHHOLDING:
```

Purpose   Open Check Line Inquiry (OPCL) maintains information on all checks, including check and backup withholding amounts. Information from this table is used primarily for tracking backup withholding amounts, particularly for creating the 3G00 report (Report of Backup Withholding), which provides withholding amounts due to the IRS. This table is organized by bank account code, check ID, vendor invoice, and reference transaction, so that all checks for a particular bank account may be accessed sequentially from the table.

Updates   Records are created for each check processed by the Post Offline Ledger Records (ADPR) program. Fields on the tables are updated by both the cancellation of a check and the processing of the 3G00 report. Records are deleted from these tables by the Open Check Table Purge (CKPG) program if the Closed Date, on the associated OPCH record, is in the range specified.

Coding Instructions

BANK ACCT CODE	Key field. The bank account code where the check amount is drawn.
CHECK ID	Key field. The check transaction code and number assigned during the automated disbursements cycle.
VENDOR INVOICE	Key field. The vendor invoice referenced by the disbursement.
REF TRANS/ TRANS LINE	Key field. The transaction and transaction line number referenced by the disbursement.
FUND	The fund associated with the check.
AGENCY	The agency associated with the check.
CHECK LINE AMT	The amount of the check.
BACKUP WITHHOLDING	The amount of the check that was withheld from payment to the vendor due to backup withholding.

OPVD Open PV by Document Number Inquiry

```
ACTION: S SCREEN: OPVD USERID: ISO3T32          08/22/01  03:08:42 PM
          O P E N   P V   B Y   D O C U M E N T   N U M B E R   I N Q U I R Y

       VOUCHER NUMBER   VENDOR
       ==============   ============
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
    15-
```

Purpose   Open PV by Document Number Inquiry (OPVD) contains key only information from Open Payment Voucher Header Inquiry (OPVH), sorted by voucher number then vendor. OPVD acts as a starting point if only the voucher number is known, but not the vendor code. The user can scan this table for the PV agency and number, and then "L"eaf to OPVH where detail data can be seen.

Updates   Records are added to/deleted from this table whenever the corresponding record is added to/deleted from OPVH.

Coding Instructions

VOUCHER NUMBER   Key field. The voucher agency and number assigned to the Payment Voucher (PV).

VENDOR   Key field. The vendor code from the PV.

OPVH   Open Payment Voucher Header Inquiry

```
ACTION: S SCREEN: OPVH USERID: ISO3T32          08/22/01  03:11:55 PM
          O P E N   P A Y M E N T   V O U C H E R   H E A D E R   I N Q U I R Y
          VENDOR=                          VOUCHER NUMBER=
           NAME:
        ADDRESS:
                :
           CITY:                   STATE:       ZIP:

    VOUCHER DATE:          VOUCHER TYPE:           EFT IND/TYPE:   /
 SCHED PYMT DATE:             BUDGET FY:           HOLD PYMT IND:
 OFFSET LIAB ACCT:                                  FREIGHT IND:
   CHECK CATEGORY:                              SINGLE CHECK IND:

   VOUCHER AMOUNT:                       TOTAL QUANTITY:
  DISCOUNT AMOUNT:                       FREIGHT AMOUNT:
  WITHHELD AMOUNT:                             TAX CODE:
    CLOSED AMOUNT:                       USE TAX AMOUNT:
 OUTSTANDING AMOUNT:                        CLOSED DATE:
      AGPS CREATED:                          LIEN/LEVY:
 ACTUAL DELIVERY DATE:                   REMIT TO VENDOR:
                                         REMIT TO AMOUNT:
                                        REMIT TO VOUCHER:
```

Purpose   Open Payment Voucher Header Inquiry (OPVH) contains summary information about all outstanding and some recently closed payment voucher documents. Most of the information comes from the header part of the payment voucher form. In addition, the total amount closed and the total outstanding amount are displayed.

The table is organized by vendor code. Thus, all payment vouchers for a particular vendor can be accessed sequentially from the table.

Updates   Lines are added to this table when new payment voucher documents are accepted by AFS, and lines are changed when modifications are accepted on these documents. The closed amount and other fields are updated when cash disbursements or manual warrants are processed against the PV. Lines are "closed" in the table when all lines belonging to the payment voucher are closed on Open PV Line Inquiry (OPVL). Lines are deleted from the table according to a schedule determined by OSRAP.

Coding Instructions

VENDOR	Key field. The vendor code from the Payment Voucher (PV) document.
VOUCHER NUMBER	Key field. The voucher agency and transaction number.
NAME, ADDRESS CITY/STATE/ZIP	The vendor name and address inferred from Vendor (VEN2).
VOUCHER DATE	The transaction date from the PV.
VOUCHER TYPE	The voucher type entered on the PV. Defaults to "1". Types "2" and "3" are reserved for intra-governmental transactions and are not recorded in this table.
EFT IND/TYPE	Indicates whether the payment voucher will be paid by electronic funds transfer (EFT). Valid values are: "Y" (Yes), or "N" or blank (No). The EFT indicator for this voucher can be changed on Payment Voucher Scheduling (SCH2).

The application type will be "99" or "AA." If "99," the eft payment will be combined with other payments to the same vendor with the same scheduled payment date. If "AA," the eft payment for the voucher will be a single payment. Type cannot be changed on SCH2.

SCHED PYMT DATE   Initially, this date is the date from the PV document. It may be changed by authorized users through Payment Voucher Scheduling (SCHD) or a PV modification. The date on the PV document is determined as follows:

1.   If a scheduled payment date was coded on the PV input form, that date is used.

2.   If the date is not entered, the system computes the date from the system payment lag in System Control Options (SOPT). In Louisiana the system payment lag is set to 30 days.

BUDGET FY   The budget fiscal year associated with the PV.

HOLD PYMT IND   Indicates whether the voucher will be selected for payment through the cash disbursement process. Valid values are: Blank or "H". "H" means that this voucher will not be selected, regardless of its scheduled payment date. Vouchers are placed on hold and taken off of hold on SCHD.

OFFSET LIAB ACCT   The liability balance sheet account used on the offsetting entry for this PV. This is the account coded on the PV or, if that was blank, the system-wide vouchers payable account in System Special Accounts (SPEC).

FREIGHT IND   This field is not used by the State of Louisiana.

CHECK CATEGORY   The check category ("99" or "AA") associated with this voucher. If "99," this voucher will be summed with all vouchers within this category for the same vendor and same scheduled payment date. It cannot be changed on SCHD. If "AA," this voucher will be paid with a single check.

SINGLE CHECK IND   If set to "Y", a single check will be written for this voucher. It can be changed on SCHD.

VOUCHER AMOUNT   The total amount of this payment voucher document. It reflects all adjustments made to the original amount.

TOTAL QUANTITY   This field is not used by the State of Louisiana.

DISCOUNT AMOUNT   The total discount amount for this voucher as calculated by the automated disbursement process.

FREIGHT AMOUNT   This field is not used by the State of Louisiana.

WITHHELD AMOUNT   The total dollar amount withheld from this payment voucher for backup withholding.

TAX CODE	This field is not used by the State of Louisiana.
CLOSED AMOUNT	The total amount paid so far on this payment voucher document (i.e., the total of all PV Line closed amounts for this PV from OPVL).
USE TAX AMOUNT	This field is not used by the State of Louisiana.
OUTSTANDING AMOUNT	The amount of the PV that has not been cleared by cash disbursements or manual warrant (MW) documents. This is the voucher amount minus the closed amount.
CLOSED DATE	Date the closed amount equaled the voucher amount.
AGPS CREATED	This field identifies the system that generated the payment voucher. If the field is blank the payment voucher was generated in AFS. If the field is equal to "K", the payment voucher originated in the Contract Financial Management System (CFMS). If the field is equal to "P", the payment voucher originated in the Advanced Governmental Purchasing System (AGPS).
LIEN/LEVY	This field is set to "L" if a lien/levy holder should be paid a portion of the voucher.
ACTUAL DELIVERY DATE	The date the goods or services were received.
REMIT TO VENDOR	Vendor number of the lien holder to whom lien or levy payments were made if a lien/levy was applied.
REMIT TO AMOUNT	The total dollar amount paid to the lien holder if a lien/levy was applied. Computed as: the sum of the Lien/Levy amounts from all lines on the Payment Voucher.
REMIT TO VOUCHER	The transaction number of the Payment Voucher created for the lien holder if a lien/levy was applied.

OPVL   Open PV Line Inquiry

```
ACTION: S SCREEN: OPVL USERID: ISO3T32          08/22/01  03:18:36 PM
                 O P E N   P V   L I N E   I N Q U I R Y
        VENDOR=                  VOUCHER NO=
VENDOR INVOICE=                    LINE NO=
   DESCRIPTION:

     FUND:        AGENCY:        ORG/SUB-ORG:         APPR UNIT:
  ACTIVITY:       FUNCTION:      OBJ/SUB-OBJ:          REV SRC:
   SUB-REV:     BS ACCOUNT:     REPT-CATEGORY:          JOB NO:
   PROJECT:                   FED AID NUMBER:
                                                FREIGHT AMOUNT:
         QUANTITY:                         VOUCHER LINE AMOUNT:
    DISCOUNT TYPE:                             DISCOUNT AMOUNT:
                                          WITHHELD LINE AMOUNT:
                                              LIEN/LEVY AMOUNT:
                                              DISBURSED AMOUNT:
                                                CLOSED AMOUNT:
    LAST CHECK/MW NO:             DATE:        NO OF CHECKS WRITTEN:
  REFERENCE TRANS ID:             LINE:   COMM LINE:    DATE:
    REFERENCE VI ID:                      COMM LINE:    DATE:
```

Purpose   Open PV Line Inquiry (OPVL) contains detail information about all outstanding and some recently closed payment voucher lines. Most of the information comes from the line level of the Payment Voucher (PV). In addition, the closed amount and disbursed amount are included for each line.

This table is organized by vendor code, so that all PVs for a particular vendor can be accessed sequentially from the table.

Updates   Lines are added to this table when new payment voucher lines are accepted by AFS, and lines are updated when modifications are accepted on PV lines. Several fields are updated when manual warrants are accepted against them, or they are updated by the cash disbursement process. A line is "closed" when the total of all referencing manual warrants and all cash disbursements equals the voucher line amount. When the purge process deletes a line on Open Payment Voucher Header Inquiry (OPVH), it also deletes all corresponding detail lines from this table.

Coding Instructions

VENDOR	Key field. The vendor code from the PV.
VOUCHER NO	Key field. The voucher agency and transaction number from the PV.
VENDOR INVOICE	Key field. The vendor's invoice number from the PV.
LINE NO	Key field. The line number from the PV.
DESCRIPTION	The line description from the PV.
FUND, AGENCY, ORG/SUB-ORG, APPR UNIT, ACTIVITY, FUNCTION, OBJ/SUB-OBJ, REV SRC, SUB-REV, BS ACCOUNT, REPT-CATEGORY, JOB NO, PROJECT	The accounting distribution from the PV.

FED AID NUMBER	The assigned Federal Aid Identifier number if the Federal Aid Subsystem is being used.
FREIGHT AMOUNT	This option is not used by the State of Louisiana.
QUANTITY	This option is not used by the State of Louisiana.
VOUCHER LINE AMOUNT	The payment voucher line amount; it reflects all adjustment actions made on the original amount.
DISCOUNT TYPE	The discount type code entered on the input form. Discount type codes are defined on Discount Type (DISC).
DISCOUNT AMOUNT	The total discount amount for this payment voucher line as calculated by the automated disbursement process.
WITHHELD LINE AMOUNT	The portion of the disbursement that was deducted for backup withholding.
LIEN/LEVY AMOUNT	The total dollar amount paid to the lien holder (if a Lien or levy applied to the PV line).
DISBURSED AMOUNT	The amount paid on this payment voucher line.
CLOSED AMOUNT	The total amount closed on this payment voucher line.
LAST CHECK/MW NO	The transaction number of the last automated check or eft payment that paid for this line or the last manual warrant that referenced this line.
DATE	The check date of the disbursement or the transaction date of the manual warrant referenced in the LAST CHECK/MW NO field.
NO OF CHECKS WRITTEN	This is the total number of all manual warrant and cash disbursement transactions against this line.
REFERENCE DOCUMENT	(Note: The following fields are updated when a purchase order is referenced on a payment voucher document.)
TRANS ID	The ID of the referenced transaction.
LINE	The accounting line of the referenced document.
COMM LINE	This field is not used by the State of Louisiana.
DATE	The entry date of the referenced document.
VI ID	The vendor invoice number entered on this PV line.
COMM LINE	This field is not used by the State of Louisiana.
DATE	The entry date of the referenced vendor invoice.

OPVV   Open PV By Vendor Name Inquiry

```
ACTION: S SCREEN: OPVV USERID: ISO3T32          08/22/01   03:27:29 PM
               O P E N   P V   B Y   V E N D O R   N A M E   I N Q U I R Y

     VENDOR NAME                        VENDOR       VOUCHER NUMBER
     ==============================     ============  ================
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
  15-
```

Purpose   Open PV by Vendor Name Inquiry (OPVV) is an alternate view of Open Payment Voucher Header Inquiry (OPVH). It allows the user to look up a record by Vendor Name, and then leaf to Open Payment Voucher Header Inquiry for more information on this payment voucher.

Updates   Records are added to/deleted from this table whenever the corresponding record is added to/deleted from OPVH.

Coding Instructions

VENDOR NAME	Key field. The vendor name inferred from Vendor (VEN2).
VENDOR	Key field. The vendor code used on the payment voucher.
VOUCHER NUMBER	Key field. The voucher transaction number.

ORSO   Organization/Sub Object Inquiry

```
ACTION: S SCREEN: ORSO USERID: ISO3T32          08/22/01  03:37:20 PM
              O R G A N I Z A T I O N / S U B  O B J E C T  I N Q U I R Y

    BFY=     FUND=     AGENCY=     ORGN=       SUB OBJ=

    TOTALS:

    OBJT     PRE ENCUMB AMT   ENCUMBERED AMT   EXPENDED AMT
    ====     --------------   --------------   --------------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
```

Purpose   Organization/Sub Object Inquiry (ORSO) provides an agency view of pre-encumbrance (requisitions),
                   encumbrance (purchase orders), and expenditure activity (by budget fiscal year, fund, and agency) for
                   an organization/sub object combination. These totals are further broken down by object, providing a
                   list of all objects associated with the sub object.

Updates   This is a system-maintained table. Amounts on the table are updated nightly by a batch process.

Coding Instructions

BFY	Key field. The associated budget fiscal year for the table information.
FUND	Key field. The associated fund for the table information.
AGENCY	Key field. The associated agency for the table information.
ORGN	Key field. The associated organization for the table information.
SUB OBJ	Key field. The associated sub object for the table information.
OBJT	Key field. The associated object code for the table information.
TOTALS:	Pre-encumbrance, encumbrance, and expended amount totals that summarize all lines of the table record.
PRE ENCUMB AMT	The total amount pre-encumbered on Requisition documents for these key fields.
ENCUMBERED AMT	The total amount encumbered on Purchase Order documents for these key fields.
EXPENDED AMT	The total amount expended on Payment Voucher documents for these key fields.

OVIH   Open Vendor Invoice Header Inquiry

```
ACTION: S SCREEN: OVIH USERID: ISO3T32          08/22/01  03:46:35 PM
      O P E N   V E N D O R   I N V O I C E   H E A D E R   I N Q U I R Y

              VENDOR=                 TRANSACTION ID=
                NAME:

           INVOICE DATE:                      FIXED ASSETS IND:
                  TYPE:                      LAST REFERENCE NO:
      CHECK DESCRIPTION:
          DISCOUNT TYPE:
       AGPS CREATED FLAG:

                                      ------------------ EPS ----------------
          TOTAL LINE AMT:             DISC CODE:    DISC AMT:
                                     FREIGHT IND:   TOTAL QTY:
             FREIGHT AMT:                          FREIGHT AMT:
                 TAX AMT:                            TAX CODE:
       TOTAL INVOICE AMT:                         USE TAX AMT:
      PAYMENT VOUCHER AMT:                        CLOSED DATE:
```

Purpose   Open Vendor Invoice Header Inquiry (OVIH) includes information from the line of Open PV Line Inquiry (OPVL).

Updates   Entries are added to this table when payment transactions are accepted by AFS with a reference vendor invoice number coded on the line and are changed when modifications are submitted on these transactions. Lines are deleted from the table according to a schedule determined by OSRAP. These deletions are done by the table purge process.

Coding Instructions

VENDOR — Key field. The vendor code from OPVL.

TRANSACTION ID — Key field. "VI" and the vendor invoice number. "VI" is the code that identifies the transaction as a vendor invoice.

NAME — The vendor's name from the input transaction.

INVOICE DATE — The date the vendor invoice was entered.

FIXED ASSETS IND — This field is not used by the State of Louisiana.

TYPE — Type "3" indicates the record came from a PV transaction with no prior Vendor Invoice transaction.

LAST REFERENCE NO — The number of the most recent payment voucher or manual warrant to reference this vendor invoice.

CHECK DESCRIPTION — The description of the check.

DISCOUNT TYPE — The type code of any discount associated with this vendor invoice.

AGPS CREATED FLAG	This field determines which system generated the vendor invoice. If the field is blank, the vendor invoice was generated in AFS. If the field is equal to "K," the vendor invoice originated in the Contract Financial Management System (CFMS). If the field is equal to "P," the vendor invoice originated in the Advanced Governmental Purchasing System (AGPS).
TOTAL LINE AMT	The total amount of all vendor invoice lines.
FREIGHT AMT	This field is not used by the State of Louisiana.
TAX AMT	This field is not used by the State of Louisiana.
TOTAL INVOICE AMT	The total amount of all vendor invoice lines and special charges.
PAYMENT VOUCHER AMT	The amount vouchered against this invoice.
EPS: DISC CODE	This field is not used by the State of Louisiana.
DISC AMT	This field is not used by the State of Louisiana.
FREIGHT IND	This field is not used by the State of Louisiana.
TOTAL QTY	This field is not used by the State of Louisiana.
FREIGHT AMT	This field is not used by the State of Louisiana.
TAX CODE	This field is not used by the State of Louisiana.
USE TAX AMT	This field is not used by the State of Louisiana.
CLOSED DATE	The date when the invoice was fully paid or vouchered.

PCRD   Purchase Card Default Table

```
ACTION: S SCREEN: PCRD USERID: ISO3T32          08/28/01  10:56:17 AM
              P U R C H A S E   C A R D   D E F A U L T   T A B L E


     CORPORATE ACCT   FUND AGCY ORGN OBJT AGTP AGENCY NAME
     ================ ---- ---- ---- ---- ---- ------------------------------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 14-
```

Purpose   Purchase Card Default Table (PCRD) is used to provide coding to the P-Card Vendor Payment Voucher (P3) when incorrect coding is found on the Purchasing Card Statement Billing File, cardholder account, or if there are any charges/credits at the corporate account level. All fields on this table must be populated and all codes must be valid in AFS. PCRD is a user-maintained table and will be populated by OSRAP.

Coding Instructions

CORPORATE ACCT	Key field. The 16-digit corporate account number assigned by the bank.
FUND	The fund associated with the corporate account.
AGCY	The agency associated with the corporate account.
ORGN	The organization associated with the corporate account. The first digit must be "P" and organization type must be "2" (expenditure).
OBJT	The object associated with the corporate account. This object must be "3185".
AGTP	Inferred. The agency type for the agency associated with the corporate account. Must be valid on Agency Type (AGTP).
AGENCY NAME	The name of the agency holding this account.

PVIX   Vendor Payment Cross Reference Inquiry

```
ACTION: S SCREEN: PVIX USERID: ISO3T32         08/27/01  11:33:59 AM
   V E N D O R   P A Y M E N T   C R O S S   R E F E R E N C E   I N Q U I R Y

   VENDOR=                      NAME:

   VENDOR            VOUCHER          LINE            CHECK
   INVOICE           NUMBER           NO   CHECK NUMBER  DATE     TOTAL PAID
   ============      ===============  ==== ------------- -------- --------------
 01-
   VENDOR NAME:
 02-
   VENDOR NAME:
 03-
   VENDOR NAME:
 04-
   VENDOR NAME:
 05-
   VENDOR NAME:
 06-
   VENDOR NAME:
```

Purpose   Vendor Payment Cross-Reference Inquiry (PVIX) is an alternate view of Open PV Line Inquiry (OPVL). If a payment voucher has one check written against all of its lines, it is summarized on this inquiry screen. This inquiry is organized by vendor code and displays all payment voucher lines sequentially.

Updates   Lines are added to this table when transactions that are accepted by AFS update Open PV Line Inquiry (OPVL).

Coding Instructions

VENDOR	Key field. Vendor code from the input transaction.
NAME	The vendor name inferred from Vendor (VEN2).
VENDOR INVOICE	Key field. The vendor's invoice number from the input form.
VOUCHER NUMBER	Key field. The voucher transaction number from the input form.
LINE NO	Key field. The line number from the payment voucher document.
CHECK NUMBER	Check, manual warrant or electronic funds transfer number for payment made against this payment voucher line.
CHECK DATE	The date of the check or electronic funds transfer, or the transaction date of the manual warrant used for payment of this payment voucher line.
TOTAL PAID	The payment amount (from check, manual warrant or electronic funds transfer) made against this payment voucher line.
VENDOR NAME	The vendor name for this payment voucher line. This is displayed for miscellaneous vendors only.

RCOB   Reporting Category/Object Inquiry

```
ACTION: S SCREEN: RCOB USERID: ISO3T32          08/23/01  08:52:15 AM

          R E P O R T I N G   C A T E G O R Y / O B J E C T   I N Q U I R Y

     BFY=     FUND=      AGY=      RPTG CAT=

     TOTALS:

     OBJT    OPEN PRD EXPND   YTD EXPENDTURE   YTD ENCUMB BAL
     ====    --------------   --------------   --------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
```

Purpose   Reporting Category/ Object Inquiry (RCOB) provides an agency view by reporting category of expenditures for open periods, year-to-date expenditures, and year-to-date encumbrances balances, by object.

Transactions without reporting categories coded are displayed on this table with spaces as the value in the reporting category key field. All accounting transactions update this table.

Updates   This is a system-maintained table. Amounts on the table are updated nightly by a batch process.

Coding Instructions

BFY	Key field. The budget fiscal year for which table information is shown.
FUND	Key field. The fund for which information is shown.
AGY	Key field. The agency for which information is shown.
RPTG CAT	Key field. The reporting category for which table information is shown. If a reporting category was not coded or inferred on the document, this field will be spaces.
OBJT	Key field. The object code for which table information is shown.
TOTALS:	Open period expenditure, year-to-date expenditure, and year-to-date encumbrance balance totals that summarize all lines of the table record.
OPEN PRD EXPND	The total amount of expenditures for all open periods for these key fields; i.e., if this is displayed during the period that more than one accounting period is open, all expenditures for both open periods will be displayed. After an accounting period has been closed, the expenditures for that accounting period are reduced from this column.
YTD EXPENDTURE	The total amount of expenditures for the budget fiscal year for these key fields.
YTD ENCUMB BAL	The total encumbrance balance for the budget fiscal year for these key fields.

RCSO   Reporting Category/Sub Object Inquiry

```
ACTION: S SCREEN: RCSO USERID: ISO3T32          08/23/01  O9: 43: 40 AM
        R E P O R T I N G   C A T E G O R Y / S U B   O B J E C T   I N Q U I R Y

    BFY=     FUND=      AGY=      RPTG CAT=      SUB OBJ=

    TOTALS:

    OBJT     PRE ENCUMB AMT  ENCUMBERED AMT  EXPENDED AMT
    ====     --------------  --------------  --------------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
```

Purpose   Reporting Category/Sub Object Inquiry (RCSO) provides an agency view of pre-encumbrance (requisitions), encumbrance (purchase orders), and expenditure activity (by budget fiscal year, fund, and agency) for a reporting category/ sub-object combination. These totals are further broken down by object, providing a list of all objects that use the sub-object.

Updates   This is a system-maintained table. Amounts on the table are updated nightly by a batch process.

Coding Instructions

BFY	Key field. The budget fiscal year for which table information is shown.
FUND	Key field. The fund for which table information is shown.
AGY	Key field. The agency for which table information is shown.
RPTG CAT	Key field. The reporting category code for which table information is shown.
SUB OBJ	Key field. The sub-object for which table information is shown.
OBJT	Key field. The object code for which table information is shown.
TOTALS:	Pre-encumbrance, encumbrance, and expended amount totals that summarize all lines of the table record.
PRE ENCUMB AMT	The total amount pre-encumbered on RQ documents for these key fields.
ENCUMBERED AMT	The total amount encumbered on PO documents for these key fields.
EXPENDED AMT	The total amount expended on PV documents for these key fields.

REPV   Recurring Payment Voucher

```
ACTION: S SCREEN: REPV USERID: ISO3T32          08/23/01  O9: 48: 36 AM
                 R E C U R R I N G   P A Y M E N T   V O U C H E R
VOUCHER NUMBER=            VENDOR:              TYPE:    SUBMITTING AGCY:
   START DATE:             EXPR DATE:          LAST DATE:     FREQUENCY:

SCHED PYMT DATE:                      SINGLE CHECK FLAG:     HEADER TAX CD:
FIXED ASSET IND:    OFFST LIAB ACCT:         EFT IND/TYPE:       CHECK CAT:

LN # REF TRANS ID       LN # COMM VEND INVOICE COMM FUND AGCY ORG/SUB APPR UNIT
==== ----------------- ---- ---- ------------ ---- ---- ---- ------- ---------
ACTV FUNC OBJ/SUB REV/SUB BS ACCT REPT JOB/PROJ QUANTITY    DISC TYPE
---- ---- ------- ------- ------- ---- -------- ------------ ---------
TAX CODE LINE AMOUNT   I/D P/F DESCRIPTION
-------- -------------- --- --- ----------------
```

Purpose   Recurring Payment Voucher (REPV) provides information that the system uses to automatically create PV transactions on a regular basis. For example, data can be entered in this table representing rent payments (with a monthly frequency specified) so the system will create PV transactions using this data every month.

Updates   The screen is set up to look like a PV document, with "header" and "line" information. (Physically, each "line" exists in the table as a separate entry and the "header information" is repeated on each line.) The "header" information cannot be changed after it has been added to the table. The system generates PV documents that correspond to this header/line format. Header information can be changed in Document Suspense (SUSF) before the document is accepted.

Coding Instructions

VOUCHER NUMBER	Required. An alphanumeric identifier for this PV document. This is a key to REPV and must, therefore, be unique. It will become the first 9 digits of the document number on the generated documents. The last two digits will be added when the PV is generated. They will be the month from the "to-date" parameter used to create the PVs.
VENDOR	Required. A valid vendor code for the payment voucher.
TYPE	Inferred. This will default to voucher type "1" for vendor payment voucher.
SUBMITTING AGCY	Required. The agency code the user wants to appear in the document ID of the generated PV document. This agency must be valid for the year of the entry start date.
START DATE	Required. In MMDDYY format the calendar date on which documents should start being generated.
EXPR DATE	Required when frequency type is M, B, E or Q. Must be blank when frequency type is F. Enter, in MMDDYY format, the calendar date on which documents should cease being generated.

LAST DATE   Must be blank. The system will update this field with the last date on which a document was generated. When changing a record (ACTION = "C"), you must space out the entry in this field.

FREQUENCY   Required.   This field describes how often the document should be generated and added to Document Suspense (SUSF). Valid codes are:

          "F"   One-time future document. The document will be generated once, on or after the entry start date.

          "M"   Monthly. The document will be generated once a month, starting on or after the entry start date, and ending on the entry end date.

          "B"   Bimonthly. The document will be generated once every two months, between the starting and ending dates.

          "Q"   Quarterly. The document will be generated once a quarter, between the starting and ending dates.

          "E"   End of Quarter. The document is generated in the third month of the quarter only, between starting and ending dates.

SCHED PYMT DATE   This will become the scheduled payment date on the header of the generated document. If entered, it must be valid in Calendar Date (CLDT) and it must be equal to or later than the entry start date.

SINGLE CHECK FLAG   A "Y" here will result in a single check being printed for this voucher by the check writing program.   Otherwise, the voucher amount is summed together with other vouchers for the same vendor (by Check Category) to get the check amount.

HEADER TAX CD   Leave blank. This field is not used by the State of Louisiana.

FIXED ASSET IND   Leave blank. This field is not used by the State of Louisiana.

OFFST LIAB ACCT   If entered; it must be a valid liability account in Balance Sheet Account (BAC2) for the entry start year.

EFT IND/TYPE   Inferred. This field indicates whether the payment voucher will be paid by electronic funds transfer (EFT). Valid values for EFT IND are: "Y" (Yes), or "N" or blank (No). If EFT IND = "Y," then Type (application type) specifies how electronic funds transfer will be made. Type will be "AA" if eft payment is to be made as a single payment or "99" if eft payment will be summed with other payment vouchers from other agencies for the same vendor.

CHECK CAT   This field specifies the check category ("99" or "AA") that tells how the check for this payment voucher will be printed. If "AA," a single check will be produced for this payment. If "99," this payment will be combined with other vouchers to the same vendor with the same scheduled payment date.

LN#   Key field. A unique number to identify each line in the document. Two digits must be entered, (i.e., enter "01," not "1").

REF TRANS ID   The document number (including transaction code and agency code), line
LN #, COMM   number and commodity code of the document this payment references, if any. An incomplete reference (without line code or commodity code) may be entered at set up, but it must be completed later either on this table or on Document Suspense (SUSF).

VEND INVOICE   A valid vendor invoice number. Vendor invoice numbers must be unique. Therefore, every time this document is generated the number must be entered or made unique on Document Suspense (SUSF) before processing.

COMM   Leave blank. This field is not used by the State of Louisiana.

ACCOUNTING DISTRIBUTION:

All accounting distribution codes must be valid in the corresponding master tables for the entry start year. No budget checks are made, and no coding options are checked at this time.

FUND   Required for payment voucher lines without a revenue or expenditure organization. Enter the applicable Fund code for the vendor payment voucher line. The code used must be valid on Fund (FUN2). Leave blank for payment voucher lines with a revenue or expenditure organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a purchase order (PO) is referenced in the payment voucher field for REF TRANS ID. This field will be inferred from the referenced PO.

AGCY   Required for payment voucher lines that do not reference a purchase order (PO) in the field for REF TRANS ID. Enter the applicable agency code for this payment voucher line. The code used must be valid on Agency (AGC2). Leave blank when a purchase order (PO) is referenced in the field for REF TRANS ID. This field will be inferred from the referenced PO.

                     All agencies coded on all lines must have the same Agency Type.

ORG   Required for payment voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this payment voucher line. The code must be valid on Organization (ORG2). Leave blank for payment voucher lines associated with all capital outlay appropriations and balance sheet accounts. Additionally, leave blank when a purchase order (PO) is referenced in the field for REF TRANS ID. This field will be inferred from the referenced PO.

SUB   Leave blank. This field is not used by the State of Louisiana.

APPR UNIT

Required for payment voucher lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for the payment voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).

Leave blank for payment voucher lines with a revenue or expenditure organization and balance sheet accounts. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a purchase order (PO) is referenced in the field for REF TRANS ID. This field will be inferred from the referenced PO.

ACTV

This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for detailed explanation).

FUNC

Optional. This field is currently used by the Louisiana Department of Labor only.

OBJ

Required for expense/expenditure transactions. The code used must be valid on Object (OBJ2). Leave blank for revenue or balance sheet transactions. Additionally, leave blank when a purchase order (PO) is referenced in the field for REF TRANS ID. This field will be inferred from the referenced PO.

SUB

Required on expense/expenditure transactions if the sub object option on Expense Budget Inquiry (EEX2) is "Y". Otherwise, optional on expense/ expenditure transactions. Leave blank when a purchase order (PO) is referenced in the vendor field for REF TRANS ID. This field will be inferred from the referenced PO.

REV

Required for revenue transactions. The code used must be valid on Revenue Source (RSR2). Leave blank for expense/expenditure or balance sheet transactions.

SUB

Optional on revenue transactions. Leave blank when Revenue Source is not coded.

BS ACCT

Required for balance sheet account transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for expense/ expenditure or revenue transactions.

REPT

Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line. Leave blank when a purchase order (PO) is referenced in the field for REF TRANS ID. This field will be inferred when applicable from the referenced PO.

JOB/PROJ   Leave blank for payment voucher lines associated with regular appropriations and non-capital outlay permanent appropriations. Enter the applicable project number for this payment voucher line. The code must be valid on Agency Project Inquiry (AGPR). Leave blank when a purchase order (PO) is referenced in the field for REF TRANS ID. This field will be inferred when applicable from the referenced PO.

QUANTITY   Leave blank. This field is not used by the State of Louisiana.

DISC TYPE   If a vendor discount policy applies to this voucher line, enter the appropriate discount type from Discount Type (DISC). The cash disbursement process will determine whether the discount can actually be taken.

TAX CODE   Leave blank. This field is not used by the State of Louisiana.

LINE AMOUNT   If coded, must be numeric, with an optional decimal point. Two digits must be coded for cents. For example, $25.00 may be coded "25.00" or "2500".

                                     If left blank, the system will supply the words "FILL-IN".

I/D   Valid values are "I" (Increase) or "D"(Decrease).

P/F   Must be blank if all three reference transaction fields are blank. Otherwise, it is optional. Enter "P" or "F", for partial or final clearing against the referenced transaction.

DESCRIPTION   Optional, for reporting purposes only. Enter notes about this line. The description will be displayed on the check stub.

RPV2   Internal Recurring Payment Voucher

```
ACTION: S SCREEN: RPV2 USERID: ISO3T32          08/23/01  O9: 49: 32 AM

        I N T E R N A L    R E C U R R I N G    P A Y M E N T    V O U C H E R

VOUCHER NUMBER=                                SUBMITTING AGENCY:
    START DATE:                     EXPR DATE:                LAST DATE:
     FREQUENCY:            TYPE:    FA IND:         OFFSET LIAB ACCT:
SELLER  FUND:      AGCY:         ORG/SUB-ORG:            APPR:            ACTV:
 FUNC:       OBJ/SUB-OBJ:           REV SRCE:       SUB-REV:     BS ACCOUNT:
          REPT CAT:             JOB/PROJ:                OFFSET RECV ACCT:
LN # REF TRANS ID        LN # COMM VEND INVOICE FUND AGCY ORG/SUB APPR UNIT ACTV
==== -----------------  ---- ---- ----------- ---- ---- ------- -------- ----
FUNC OBJ/SUB REV/SUB BS ACCT REPT JOB/PROJ LINE AMOUNT     D/T I/D P/F
---- ------- ------- ---- -------- -------------- --- --- ---
 DESCRIPTION
 ----------------
```

Purpose   Internal Recurring Payment Voucher (RPV2) provides information that the system uses to
                     automatically create PV transactions on a regular basis for intragovernmental payments.

Updates   The screen is set up to look like a PV document, with "header" and "line" information. (Physically,
                     each "line" exists in the table as a separate entry and the "header" information is repeated on each
                     line.) The "header" information cannot be changed after it has been added to the table. The system
                     generates PV documents that correspond to this header/line format. Header information can be
                     changed in Document Suspense (SUSF) before the document is accepted.

Coding Instructions

VOUCHER NUMBER	Required. An alphanumeric identifier for this PV document. This is a key to REPV and must, be unique. It will become the first 9 digits of the document number on the generated documents. The last two digits will be added when the PV is generated. They will be the month from the "to-date" parameter used to create the PVs.
SUBMITTING AGENCY	Required. The agency code the user wants to appear in the document ID of the generated PV document. This agency must be valid for the year of the entry start date.
START DATE	Required. In MMDDYY format, the calendar date on which documents should start being generated.
EXPR DATE	Required when frequency type is M, B, E, or Q. Must be blank when frequency type is F. Enter, in MMDDYY format, the calendar date on which documents should cease being generated.
LAST DATE	Must be blank. The system will update this field with the last date on which a document was generated. When changing a record (ACTION = "C"), you must space out the entry (with the space bar) in this field.

FREQUENCY	Required. This field describes how often the document should be generated and added to the Document Suspense File. Valid codes are:

"F" One-time future document. The document will be generated once, on or after the entry start date.

"M" Monthly. The document will be generated once a month, starting on or after the entry start date, and ending on the entry end date.

"B" Bimonthly. The document will be generated once every two months, between the starting and ending dates.

"Q" Quarterly. The document will be generated once a quarter, between the starting and ending dates.

"E" End of Quarter. The document will be generated in the third month of the quarter only between starting and ending dates.

TYPE	Required. Voucher type is 2 or 3.
FA IND	Leave blank. This field is not used by the State of Louisiana.
OFFSET LIAB ACCT	If entered; it must be a valid liability account in Balance Sheet Account (BAC2) for the entry start year.
SELLER FUND	The fund number for the seller agency. This number is inferred from Organization (ORG2) using the coded agency and organization. The code used must be valid in Fund (FUN2).
SELLER AGCY	Required. The agency number for the seller agency. The code used must be valid on Agency (AGC2).
SELLER ORG	Required. The revenue organization for the seller agency. The code must be valid on Organization (ORG2).
SELLER SUB-ORG	Leave blank. This field is not used by the State of Louisiana.
SELLER APPR	Required for PV Types 2 and 3 documents that do not have a revenue organization. Enter the applicable appropriation unit code for this document. The code used must be valid on Appropriation Inquiry (Extended) (EAP2). Leave blank for documents with a revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Leave blank for balance sheet account transactions.
SELLER ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for detailed explanation.)

SELLER FUNC | Optional. This field is currently used by the Louisiana Department of Labor only.

SELLER OBJ | Leave blank. This field is not used in the seller section of this document by the State of Louisiana.

SELLER SUB-OBJ | Leave blank. This field is not used in the seller section of this document by the State of Louisiana.

SELLER REV SRCE | Required. The revenue source code for the seller agency. The code used must be valid on Revenue Source (RSR2).

SELLER SUB-REV | Optional for revenue transactions.

SELLER BS ACCOUNT | Leave blank. This field is not used in the seller section of this document by the State of Louisiana.

SELLER REPT CAT | Optional. Reporting category for seller agency. This code will be inferred from Organization (ORG2) where applicable.

SELLER JOB/PROJ | Required for all capital outlay appropriations. The project number for the seller agency. The code must be valid on Agency Project Inquiry (AGPR). Leave blank for documents associated with regular appropriations and non-capital outlay permanent appropriations.

SELLER OFFSET RECV | Leave blank. This field is not used by the State of Louisiana.

LN# | Required. A unique number to identify each line in the document. Two digits must be entered, (i.e., enter "01", not "1").

REF TRANS ID LN #, COMM | The document number (including transaction code and agency code), line number and commodity code of the document this payment references, if any. An incomplete reference (without line code or commodity code) may be entered at set up, but it must be completed later either on this table or on Document Suspense (SUSF).

VEND INVOICE | Vendor Invoice numbers must be unique. Therefore every time this document is generated the number must be entered or made unique on Document Suspense (SUSF) before processing.

ACCOUNTING DISTRIBUTION (FOR BUYER AGENCY):

All accounting distribution codes must be valid in the corresponding master tables for the entry start year. No budget checks are made, and no coding options are checked at this time.

FUND   Required for payment voucher lines without an expenditure organization. Enter the applicable Fund code for the fund to which payment will be charged. The code used must be valid on Fund (FUN2). Leave blank for payment voucher lines with an expenditure organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a purchase order (PO) is referenced in the field for REF TRANS ID. This field will be inferred from the referenced PO.

AGCY   Required for payment voucher lines that do not reference a purchase order (PO) in the field for REF TRANS ID. Enter the applicable agency code for the agency to which payment will be charged. The code used must be valid on Agency (AGC2). Leave blank when a purchase order (PO) is referenced in the field for REF TRANS ID. This field will be inferred from the referenced PO.

ORG   Required for payment voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for the organization to which payment will be charged. This code must be valid on Organization (ORG2). Leave blank for payment voucher lines associated with all capital outlay appropriations. Additionally, leave blank when a purchase order (PO) is referenced in the field for REF TRANS ID. This field will be inferred from the referenced PO.

SUB   Leave blank. This field is not used by the State of Louisiana.

APPR UNIT   Required for payment voucher lines without an expenditure organization. Enter the applicable appropriation unit code for the payment voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).

                       Leave blank for payment voucher lines with expenditure organizations and balance sheet accounts. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a purchase order (PO) is referenced in the field for REF TRANS ID. This field will be inferred from the referenced PO.

ACTV   This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for detailed explanation.)

FUNC   Optional. This field is currently used by the Louisiana Department of Labor only.

OBJ	Required for expense/expenditure transactions. The code used must be valid on Object (OBJ2). Additionally, leave blank when a purchase order (PO) is referenced in the field for REF TRANS ID. This field will be inferred when applicable from the referenced PO.
SUB	Required on expense/expenditure transactions if the sub object option on Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on expense/expenditure transactions. Leave blank when object is not coded. Additionally, leave blank when a purchase order (PO) is referenced in the field for REF TRANS ID. This field will be inferred when applicable from the referenced PO.
REV	Leave blank for expense/expenditure or balance sheet transactions.
SUB	Leave blank for expense/expenditure or balance sheet transactions.
BS ACCT	Required for balance sheet account transactions. The code must be valid on Balance Sheet Account (BAC2).
REPT	Optional. Reporting category to which payment will be charged. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line. This code will be inferred from Organization (ORG2) where applicable. Leave blank when a purchase order (PO) is referenced in the field for REF TRANS ID. This field will be inferred when applicable for the referenced PO.
JOB/PROJ	Project to which payment will be charged. Required for all payment lines associated with capital outlay appropriations. Leave blank for payment lines associated with regular appropriations and non capital outlay permanent appropriations. The code must be valid on Agency Project Inquiry (AGPR). Leave blank when a purchase order (PO) is referenced in the field for REF TRANS ID. This field will be inferred when applicable for the referenced PO.
LINE AMOUNT	If coded, must be numeric, with an optional decimal point. Two digits must be coded for cents. For example, $25.00 may be coded "25.00" or "2500".
	If left blank, the system will supply the words "FILL-IN".
D/T	Leave blank on governmental refunds and Intragovernmental Payment Vouchers.
I/D	Valid values are "I" (Increase) or "D" (Decrease).
P/F	Must be blank if all three reference transaction fields are blank. Otherwise, it is optional. Enter "P" or "F", for partial or final clearing against the referenced transaction.
DESCRIPTION	Optional, for reporting purposes only. Enter notes about this line.

SCHD   Payment Voucher Scheduling

```
ACTION: S SCREEN: SCHD USERID: ISO3T32          08/23/01  09: 52: 11 AM
               P A Y M E N T   V O U C H E R   S C H E D U L I N G
                    VOUCHER          SCHEDULED     HOLD  EFT  CHK  APL  SINGLE
        VENDOR      NUMBER           PAYMENT DATE  IND   IND  CAT  TYP  CHECK FLAG
      ============ ================  ------------  ----  ---  ---  ---  ----------
   01-
   02-
   03-
   04-
```

Purpose   Payment Voucher Scheduling (SCHD) is used in the automated check writing process. This table
                   displays a number of information items about a payment voucher including scheduled payment date,
                   HOLD status and single check status. Authorized users may use this table to change the scheduled
                   payment date of vouchers on Open Payment Voucher Header Inquiry (OPVH). The table may also be
                   used to put vouchers on hold (or take them off hold) to prevent them from being paid regardless of
                   their scheduled payment date and to change the single check flag from or to single check status. EFT
                   payment status may be viewed on this table, but can only be changed on SCH2.

Updates   When this table is accessed, a portion of the Open Payment Voucher Header Inquiry is actually being
                   accessed. All maintenance actions using this screen will be *CHANGES* (ACTION = "C"). Changes
                   made on this screen directly update the Open Payment Voucher Header Inquiry. Use a GET
                   (ACTION = "G") action to access the correct voucher, and then use a CHANGE action to make
                   changes.

Coding Instructions

VENDOR   Key field. The vendor number for the vendor whose payment voucher
                       information (scheduled payment date, hold indicator, etc.) is to be viewed
                       or changed (any of the fields except EFT indicator, check category and
                       application type).

VOUCHER NUMBER   Key field. The payment voucher number for which payment details
                       (scheduled payment date, hold indicator, etc.) are to be viewed or changed
                       (any of the fields except EFT indicator, check category and application
                       type).

SCHEDULED   Required if a change is being made to the scheduled payment date for the
PAYMENT DATE   payment voucher. Otherwise, the current scheduled payment date from
                       the Open Payment Voucher Header record for the payment voucher. If a
                       date change is being made, a "C" must also be entered in the ACTION
                       field.

HOLD IND

Required if a change is being made to the HOLD status of the payment voucher. Valid values are "H" (Hold payment) and "N" or blank (payment not on hold). If a change is not being made, this field indicates the HOLD status from the Open Payment Voucher Header record for the payment voucher. If a change is being made to HOLD status, a "C" (Change) must also be entered in the ACTION field.

If a payment that was previously placed on HOLD now needs to be scheduled for payment, scan for the payment voucher and delete the "H" in the HOLD indicator field. A "C" should be entered in the ACTION field and the scheduled payment date should be checked when such action is taken.

EFT IND

Protected. The current EFT status for the vendor number/payment voucher number combination listed. This field can only be changed on SCH2.

CHECK CATEGORY

Protected. This field identifies the check category (consolidated [99] or single [AA]) that relates to the payment voucher if the payment is made by check. This field automatically changes if the Single Check Flag is changed on SCHD.

APL TYP

Protected. This field automatically changes if the Single Check Flag is changed on SCHD.

SINGLE CHECK FLAG

Required if a change is being made to the single check status of the payment voucher. Otherwise, this field indicates the single check status ("Y" = single check or "N" = no single check) from the Open Payment Voucher Header record for the payment voucher. If a change is being made, enter either "Y" or "N" as needed and enter a "C" in the ACTION field.

SCH2   Payment Voucher Scheduling

```
ACTION: S SCREEN: SCH2 USERID: ISO3T32          08/23/01  09:52:56 AM
              P A Y M E N T   V O U C H E R   S C H E D U L I N G

                VOUCHER             SCHEDULED     HOLD  EFT  CHK  APL  SINGLE
    VENDOR      NUMBER              PAYMENT DATE   IND   IND  CAT  TYP  CHECK FLAG
    ============ ================   ------------  ----  ---  ---  ---  ----------
01-
02-
03-
04-
```

Purpose   Payment Voucher Scheduling (SCH2) is used in the automated check writing process. It lists scheduled payment date and other information about processed payment vouchers. Only one of the information items listed – EFT Indicator – may actually be changed on the table. The other items may be viewed.

Updates   When this table is accessed, a portion of the Open Payment Voucher Header Inquiry is actually being accessed. All maintenance actions using this screen will be CHANGES (ACTION = "C"). Changes made on this screen directly update the Open Payment Voucher Header Inquiry. Use a GET (ACTION = "G") action to access the correct voucher, and then use a CHANGE action to make changes.

Coding Instructions

VENDOR   Key field. The vendor number for the vendor whose payment voucher information (scheduled payment date, hold indicator, EFT indicator, check category and single check flag) is to be viewed or changed (EFT indicator only).

VOUCHER NUMBER   Key field. The payment voucher number for which payment details (scheduled payment date, hold indicator, etc.) are to be viewed or changed (EFT indicator only).

SCHEDULED   Protected. The current scheduled payment date for the vendor number/
PAYMENT DATE   payment voucher number combination listed. If the original scheduled payment date was changed on SCHD, this will be the revised date. This date can only be changed on SCHD.

HOLD IND   Protected. Indicates HOLD status of payment `
voucher. If a payment voucher is placed on HOLD on SCHD, an "H" will be listed. If payment voucher is not on HOLD, this field will be "N" or blank. This indicator can only be changed on SCHD.

EFT IND   Indicates whether the payment voucher will be paid by electronic funds transfer (EFT). Valid values are: "Y" (Yes), "N" or blank (No). Changes to this indicator can only be made on this table.

CHECK CAT   Protected. This field identifies the check category (consolidated [99] or single [AA]) that relates to the payment voucher if payment is made by check. This field changes automatically if the Single Check Flag is changed on SCHD.

APL TYP   Protected. This field changes automatically if the Single Check Flag is changed on SCHD.

SINGLE CHECK FLAG   Protected. This field identifies single check status for the payment voucher. ("Y" = Yes – a single check is to be produced for the payment; "N" = No – the payment will be made as a consolidated payment if other payment vouchers to this vendor have been processed with the same scheduled payment date). This field can only be changed on SCHD.

STUB   Checkstub

```
ACTION: S SCREEN: STUB USERID: ISO3T32          08/23/01  O9:54:14 AM
                          C H E C K S T U B

 TRANS CODE=     CHECK #=           BANK ACCT CODE=
 CHECK DATE:                  TOTAL CHECK AMOUNT:
  CHECK CAT:                     APPLICATION TYPE:
   VENDOR:                   NAME:
   ADDRESS:
        :
     CITY:                   STATE:    ZIP:

   DOCUMENT ID   REF DOCUMENT ID  INVOICE #     COMMENTS      LINE AMOUNT
  =============== =============== =========== ================ ---------------
```

Purpose   Checkstub (STUB) displays all information from the check stub or eft payment that was provided to the payee vendor. This table is for inquiry purposes only. Manual warrant transactions do not update this table. Lien/Levy deductions, Backup Withholding deductions, credit memos, and discounts that appear on the check stub also appear on this table.

Updates   This table is system-maintained. Updates are made nightly, after the automated disbursement process is completed. Records are purged from this table by the Check Table Purge Program (CHKP), which deletes all records to the specified parameter date. The purge schedule will be determined by OSRAP.

Coding Instructions

TRANS CODE | Key field. The transaction code of the disbursement document. This will be AD for an automated disbursements check or EF for an electronic funds transfer.

CHECK # | Key field. The check number (AD) or eft payment number (EF) for which information is displayed.

BANK ACCT CODE | Key field. The code for the bank account against which the payment was issued.

CHECK DATE | The date of the check or eft payment.

TOTAL CHECK AMOUNT | The total amount of the check or eft payment. This is the sum of the LINE AMOUNT for all check or eft lines.

CHECK CAT | The check category of the disbursed voucher(s) if payment was made by an automated disbursements check. Check category will be "AA" if a single check was issued or "99" if a consolidated check was issued.

APPLICATION TYPE | The application type of the disbursed voucher(s) if payment was made by an electronic funds transfer. Application type will be "AA" if a single eft was issued or "99" if a consolidated eft was issued.

VENDOR	The vendor code of the vendor who was paid by the check or eft payment detailed on this record.
NAME	The name of the vendor who received the check or eft payment.
ADDRESS (CITY, STATE, ZIP)	The mailing address of the vendor who received payment.
DOCUMENT ID	Key field. The agency and document number of the payment voucher(s) disbursed on this check or eft payment. The transaction code is not displayed; it is always "PV".
REF DOCUMENT ID	Key field. The referenced document(s) liquidated by the payment voucher(s) being disbursed, if applicable.
INVOICE #	Key field. The vendor invoice number(s) coded on the payment voucher(s) being disbursed.
COMMENTS	Key field. The line description entered on the payment voucher line(s). This field also indicates if the line was a discount, lien/levy reduction, or backup withholding.
LINE AMOUNT	The dollar amount of the payment voucher(s) disbursed.

VEN2   Vendor

```
ACTION: S SCREEN: VEN2 USERID: ISO3T32          08/23/01  09:55:11 AM
                             V E N D O R

     VENDOR=
                    MISC VENDOR IND:            LAST ACTION DATE:

              ------- VENDOR ADDRESS -------
        NAME:                              MASTER VENDOR IND:
       NAME2:                              PRIMARY VENDOR IND:
     ADDRESS:                                        1099 IND:
          :                                 BACKUP WITHHOLDING:
        CITY:                 STATE:              FEDERAL ID#:
         ZIP:                 PARISH:
     CONTACT:
       PHONE:

  PREVENT DELETION:         SINGLE CHECK:
     PYMT HOLD IND:           EFT STATUS:
       STATUS CODE:    /
  CALENDAR YTD AMT:               PRIOR CALENDAR YEAR AMT:
   FISCAL YTD AMT:                 PRIOR FISCAL YEAR AMT:
```

Purpose   Vendor (VEN2) table stores codes for vendors, organizations and persons to which payments are made. The table includes vendor names, vendor addresses and special indicators as well as amounts disbursed to a particular vendor code. This table automatically "L"eafs to VNAM.

Updates   This table is system-maintained. Information on this table is drawn from Common Vendor (VENC), which is updated and maintained through AGPS.

Coding Instructions

VENDOR	Key field. The first nine characters are the unique code assigned to the vendor (usually the vendor's Federal Employee Identification Number [FEIN] or Social Security Administration Number [SSAN]). The 10th and 11th characters are used to distinguish alternate addresses for the vendor.
MISC VENDOR IND	Defaults to "N." This field is not used by the State of Louisiana.
LAST ACTION DATE	This is a system-maintained field. It indicates the last time a payment was made to this vendor through an AFS manual warrant (MW) document or the automated check writing facility.
NAME	The vendor's name exactly as it will appear on each check.
MASTER VENDOR IND	The master vendor will receive the combined 1099 data for all vendors sharing an FEIN/SSAN. Shows "Y" if this vendor will be the master vendor. "N" indicates that this vendor is not the Master Vendor.
NAME2	A continuing field to further define the vendor's name.
PRIMARY VENDOR IND	For non-1099 reportable vendors with more than one location code. Enter "Y" for the vendor that should be contacted as "owning" the other location codes.

ADDRESS (CITY, STATE, ZIP)	A complete address is required, but all three lines do not have to be used. The address used will appear on checks. Address lines appear on the checks exactly the way they appear on these three lines.
1099 IND	A "Y" indicates that a 1099 form must be produced for this vendor. An "N" indicates that the form will not be produced.
BACKUP WITHHOLDING	When this option is "Y", the vendor is subject to Backup Withholding.
FEDERAL ID#	The Federal Employee Identification Number (FEIN) or Social Security Administration Number (SSAN) for the vendor.
PARISH	The code for the parish associated with the address of the vendor. Must be valid on Parish (PRSH).
CONTACT	The name of the vendor's representative to be contacted, if necessary.
PHONE	The vendor phone number for the vendor contact in the format 999-999-9999.
PREVENT DELETION	If the vendor is not to be deleted online, a "Y" is listed. If this is the case, the vendor is not deleted even when the offline vendor purge program runs.
SINGLE CHECK	If a "Y" appears in this field, a single check will always be printed for this vendor by the check writing program. Otherwise, an "N" will appear in this field and voucher amounts are summed together for the same vendor (by check category).
PYMT HOLD IND	Payments to this vendor will not be made if the payment hold indicator is set to "Y." An "N" indicates that the vendor is not on hold.
EFT STATUS	This field will display an "A" if the vendor is eligible for electronic funds transfer payments. If not, it will be blank.
STATUS CODE	Vendor status:

"1"	Active
"2"	Inactive
"3"	Suspended (Purchasing)
"4"	Debarred (Purchasing)
"5"	Casual Vendor
"6"	Pending Inactive
"7"	CFMS Pending Inactive

CALENDAR YTD AMT	This is a system-maintained field that keeps track of how much has been paid to this vendor during the current calendar year.

PRIOR CALENDAR YEAR AMT   This is a system-maintained field which lists the previous calendar year's expense amount for the vendor. This field is updated at fiscal year end.

FISCAL YTD AMT   This is a system-maintained field that keeps track of how much has been paid to this vendor during the current fiscal year.

PRIOR FISCAL YEAR AMT   This is a system-maintained field which lists the previous fiscal year's expense amount for the vendor. This field is updated at fiscal year end.

VEND   Vendor Index

```
ACTION: S SCREEN: VEND USERID: ISO3T32              08/23/01  09:56:16 AM
                          V E N D O R   I N D E X

          VENDOR          NAME                              MISC
                                                            IND
          ============    ------------------------------    ----
     01-
     02-
     03-
     04-
     05-
     06-
     07-
     08-
     09-
     10-
     11-
     12-
```

Purpose   Vendor Index (VEND) displays codes for vendors, organizations, and persons to which payments are
                 made. This table automatically "L"eafs to VEN2.

Updates   This table is system-maintained. Information on this table is drawn from Common Vendor (VENC),
                 which is updated and maintained through AGPS.

Coding Instructions

VENDOR	Key field. The first nine characters are the unique code assigned to the vendor (usually the vendor's Federal Employee Identification Number [FEIN] or Social Security Administration Number [SSAN]). The 10th and 11th characters are used to distinguish alternate addresses for the vendor.
NAME	The vendor's name exactly as it will appear on each check.
MISC IND	Defaults to "N." This field is not used by the State of Louisiana.

VFED   Vendor By Federal ID Inquiry

```
ACTION: S SCREEN: VFED USERID: ISO3T32          08/23/01  09:57:22 AM
              V E N D O R   B Y   F E D E R A L   I D   I N Q U I R Y
       FEDERAL ID NUMBER  VENDOR       NAME
       =================  ============ ------------------------------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
    15-
```

Purpose   Vendor by Federal ID Inquiry (VFED) is an alternate view of Vendor (VEN2), keyed by Federal ID Number (FEIN/SSAN) and vendor code. This table automatically "L"eafs to VEN2.

Updates   This table is system-maintained.

Coding Instructions

FEDERAL ID NUMBER	Key field. Designates the Federal Identification Number (FEIN/SSAN) of the vendor.
VENDOR	Key field. The 10th and 11th characters may be used for an alternate address indicator.
NAME	Inferred. The vendor name is inferred from Vendor (VEN2).

VINC   Vendor Income

```
ACTION: S SCREEN: VINC USERID: ISO3T32          09/07/01  07:29:28 AM
                            V E N D O R   I N C O M E

       CALENDAR  TYPE OF           TYPE OF  CALENDAR YEAR    REPORT
       YEAR      RETURN   VENDOR    INCOME   REPORT AMOUNT   INDICATOR
       ========  =======  =========  =======  --------------  ---------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Vendor Income (VINC) shows amounts that must be reported under IRS 1099 guidelines. The amounts are broken down by calendar year, return type, vendor and income type. Lines are updated or new lines are added when reportable expenditures are entered into the system on a Manual Warrant (MW) or automated disbursements is run. An expense is considered reportable if the 1099 indicator is "Y" on Vendor (VEN2) for this vendor and it is associated with an object that has a 1099 type on Object (OBJ2). In addition, if a vendor refund is entered on a Cash Receipt (CR) document and the expense was reportable, the expended amount on this window is decreased by the amount of the refund. Journal vouchers do not update the information in this window. If a reportable expense is entered on a journal voucher, this screen must be updated manually.

Coding Instructions

CALENDAR YEAR   Key field. The calendar year associated with the record.

TYPE OF RETURN   Key field. "A" (Miscellaneous), "6" (Interest), or "G" (Governmental Payments) (inferred).

VENDOR   Key field. A valid vendor code from Vendor (VEN2).

TYPE OF INCOME   Key field. The value for the type of income being reported (inferred from the 1099 type of the object pf expense). Valid values are:

"1"   Rents
"2"   Royalties
"3"   Prizes and Awards
"4"   Federal Income Tax Withheld
"5"   Fishing Boat proceeds
"6"   Medical and Health Care Payments
"7"   Non-employee Compensation
"8"   Substitute Payments in lieu of Dividends and Interest
"9"   Direct Sales of Consumer Products for Resale

CALENDAR YEAR   Default is 0.00. The year-to-date amount to be reported. This amount
REPORT AMOUNT   should not be changed except in special cases.

REPORT INDICATOR   Default is N. "Y" indicates that this income has been reported to the IRS.

VLLT   Vendor Lien/Levy

```
ACTION: S SCREEN: VLLT USERID: ISO3T32          08/23/01  09:58:21 AM
                        V E N D O R   L I E N / L E V Y

AGENCY TYPE=      VENDOR=            LIEN/LEVY=   DATE RECEIVED=
              STATUS IND:                         DATE RECORDED:

   REMIT TO VENDOR:                VENDOR NAME:
                                    AGENT NAME:
              LIEN/LEVY REFERENCE NUMBER:

             START DATE:          END DATE:

       TOTAL LIEN AMOUNT:                  ITD AMT PAID:
             DIFFERENCE:                     MTD AMOUNT:

      MONTHLY PAYMENT AMT:              MAX AMT/PAYMENT:
     %MONTHLY PAYMENT AMT:
```

Purpose   Vendor Lien/Levy (VLLT) records liens or levies against a vendor, initiating Lien/Levy processing for that vendor until the entire amount of the lien is remitted to the lien holder or the levy is processed against a payment. Fields on this table also display the current status of the lien/levy for inquiry purposes. This table automatically "L"eafs to OPVH.

Updates   This is a user-maintained table. Most fields are completed when a new lien/levy is recorded. The inception-to-date (ITD) amount paid, month-to-date (MTD) amount, and the difference fields are updated whenever a deduction is applied to a payment by the Lien/Levy Auto Disbursement Post Processor (ADLL). On a monthly basis, the AFSMCVL job (Monthly Clearing for the VLLT) resets the MTD amounts to zero for all records on the table.

Coding Instructions

AGENCY TYPE	Key field. The code of the Agency type from which the lien/levy should be deducted. Only payments from this agency type will be reduced for lien/levy processing.
VENDOR	Key field. The code of the vendor against whom the lien/levy is recorded.
LIEN/LEVY	Key field. The lien/levy indicator. Valid values are "0" (levy) or "1" (lien).
DATE RECEIVED	Key field. The date the lien/levy was received. (Displayed in YYMMDD format)
STATUS IND	Tells whether the lien/levy is active or inactive. Valid values are "A" (Active) or "I" (Inactive). Defaults to "A".
DATE RECORDED	Protected. The date of entry for the VLLT record. Inferred from current date on Calendar Date (CLDT).
REMIT TO VENDOR	Required. The lien holder to whom all withheld lien/levy amounts will be paid.

VENDOR NAME	Inferred. The name of the vendor for whom the lien/levy is being applied.
AGENT NAME	The name of the agent responsible for the lien/levy.
LIEN/LEVY REFERENCE NUMBER	Required. The reference number for the lien/levy assigned by the responsible agency.
START DATE	The beginning date the lien/levy processing will take effect.
END DATE	The ending date until which the lien/levy processing is in effect.
TOTAL LIEN AMOUNT	Required. The total dollar amount of the lien/levy. Must be equal to the MONTHLY PAYMENT AMT if the LIEN/LEVY indicator = "0" (levy).
ITD AMT PAID	Protected. The total amount paid against this lien/levy to date.
DIFFERENCE	Calculated. The difference between the total lien/levy amount and the inception-to-date (ITD) amount paid.
MTD AMOUNT	Protected. The total amount paid against this lien/levy this month.
MONTHLY PAYMENT AMT	The maximum payment that may be made against this lien/levy in any given month. For levies (LIEN/LEVY Indicator = "0") this field must equal the TOTAL LIEN AMOUNT. For liens (LIEN/LEVY indicator = "**1**"), this field is required if % MONTHLY PAYMENT AMT is left blank.
MAX AMT/PAYMENT	The maximum lien holder payment that can be generated from one transaction. Must be zero if LIEN/LEVY indicator = "0" (levy).
% MONTHLY PAYMENT AMT	Required if MONTHLY PAYMENT AMT is left blank. The percentage amount that should be deducted from each eligible voucher for the lien. Valid entries are whole numbers between 1 and 100. Must be zero if LIEN/LEVY indicator = "**0**" (levy).

VNAM Vendor Name Inquiry

```
ACTION: S SCREEN: VNAM USERID: ISO3T32          08/23/01  09: 59: 26 AM
                    V E N D O R   N A M E   I N Q U I R Y


              VENDOR NAME                VENDOR NAME2        VENDOR CODE   STA
            ============================ ========================= ============ ---
        01-
        02-
        03-
        04-
        05-
        06-
        07-
        08-
        09-
        10-
        11-
        12-
        13-
        14-
```

Purpose   Vendor Name Inquiry (VNAM) shows the vendor's name, number, and status in alphabetical order. It is an alternate view of Vendor (VEN2). This table automatically "L"eafs to VEN2.

Updates   This is a system-maintained table. This table is for inquiry purposes only.

Coding Instructions

VENDOR NAME	Key field. The name as it appears for this vendor. As little or as much of the vendor name as is desired can be entered when the screen is accessed.
VENDOR NAME2	Key field. The name2 field as it appears for this vendor.
VENDOR CODE	Key field. The vendor code associated with the specified vendor name.
STA	The status of the vendor from Vendor (VEN2).

VNA1   Alternate Vendor Name

```
ACTION: S SCREEN: VNA1 USERID: ISO3T32          08/23/01  10:00:19 AM
                    A L T E R N A T E   V E N D O R   N A M E

         VENDOR NAME2                   VENDOR NAME              VENDOR CODE  STA
        ============================  ==============================  ============  ---
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
```

Purpose   Alternate Vendor Name (VNA1) is an alternate view of Vendor Name Inquiry (VNAM) shows the
                 vendor's name, number, and status in alphabetical order. It is another view of Vendor (VEN2). This
                 table is for inquiry purposes only.

Updates   This is a system-maintained table.

Coding Instructions

VENDOR NAME2	Key field. The name2 field as it appears for this vendor.
VENDOR NAME	Key field. The name as it appears for this vendor. As little or as much of the vendor name as is desired can be entered when the screen is accessed.
VENDOR CODE	Key field. The vendor code associated with the specified vendor name.
STA	The status of the vendor from Vendor (VEN2).

VPAR   Vendors by Parish

```
ACTION: S SCREEN: VPAR USERID: ISO3T32              08/23/01  10: 01: 06 AM
                          V E N D O R S   B Y   P A R I S H

         PARISH
          CODE      PARISH            VENDOR NAME            VENDOR CODE
         ======  ------------  ------------------------------  ============
      01-
      02-
      03-
      04-
      05-
      06-
      07-
      08-
      09-
      10-
      11-
      12-
      13-
      14-
```

Purpose   This is an alternate view of Vendor (VEN2) by parish and vendor. Parish names are inferred from Parish (PRSH) and vendor names are inferred from Vendor (VEN2). Vendors with alternate addresses will appear multiple times on this table, once for each alternate address. This table automatically "L"eafs to VEN2.

Updates   This is a system-maintained table. Records are added to/deleted from this table when records are added, changed, or deleted on Vendor (VEN2). Each new vendor added to VEN2 also creates a record on VPAR. Similarly, deleting a vendor from VEN2 will remove the VPAR record. If the parish code on a vendor record is changed on VEN2, then the VPAR record will change also.

Coding Instructions

PARISH CODE	Key field. The parish code for this vendor record.
PARISH	Inferred. The short name for the parish that is recorded on Parish (PRSH).
VENDOR NAME	Inferred. The full name of the vendor that is recorded on Vendor (VEN2).
VENDOR CODE	Key field. The unique vendor code for this vendor, including the address indicator.

VXRF   Vendor Document Cross Reference Inquiry

```
ACTION: S SCREEN: VXRF USERID: Z107Z68          01/15/02  10:49:04 AM
  V E N D O R   D O C U M E N T   C R O S S   R E F E R E N C E   I N Q U I R Y

    VENDOR/PROVIDER=

                      REFERENCE        ACCEPT
    DOCUMENT ID       DOCUMENT ID      DATE     A AA AMOUNT
    ================== ================== ======== = -- --------------
       REF DOC AMOUNT      CLOSED DATE
       ------------------- -----------
01-
02-
03-
04-
05-
06-
```

Purpose   Vendor Document Cross Reference Inquiry (VXRF) presents information on all transactions that refer to a given vendor. For each transaction, the vendor, document number, referencing document, and acceptance dates are shown.

Updates   This is a system-maintained table. Lines are added to this table when transactions that include a vendor code are accepted by AFS.

Coding Instructions

VENDOR/PROVIDER	Key field. Vendor code for which transactions are listed.
DOCUMENT ID	Key field. The transaction code and unique number that identifies the document processed using the particular vendor code.
REFERENCE DOCUMENT ID	Key field. Lists the previous and subsequent documents associated with the transaction in the Document ID field.
ACCEPT DATE	Key field. The date the transaction was accepted by AFS.
A	Key field. The document action – "E" for original entry, "M" for a modification to an existing document, or "X" for a cancelled document. Actions for some documents will be blank.
AA	The alternate address code for the vendor, or spaces for some document types.
AMOUNT	The amount of the transaction in the Document ID field.
REF DOC AMT	The amount of the document actually closed by the referenced document, or zeros.
CLOSED DATE	If applicable, the date the referenced document was closed, or spaces.

VZIP   Vendor Zip Code Inquiry

```
ACTION: S SCREEN: VZIP USERID: ISO3T32          08/23/01  10:02:10 AM
                    V E N D O R   Z I P   C O D E   I N Q U I R Y

     VENDOR NAME                       ZIP CODE    VENDOR
     ==============================    ==========  ===========
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
  15-
```

Purpose   Vendor Zip Code Inquiry (VZIP) provides a list of vendor zip codes. This table automatically "L"eafs to VEN2.

Updates   This is a system-maintained table. VZIP is an alternate view of Vendor (VEN2) and is for inquiry purposes only.

Coding Instructions

VENDOR NAME	Key field. The name of the vendor associated with the zip code. The vendor code and zip code will be displayed.
ZIP CODE	Key field. The zip code of the vendor name entered in the first field. This code can be five or nine digits.
VENDOR	Key field. The code of the vendor associated with the vendor name entered.

WREC   Warrant Reconciliation (1 of 2)

```
ACTION: S SCREEN: WREC USERID: ISO3T32          08/23/01  10:02:58 AM
            W A R R A N T   R E C O N C I L I A T I O N   ( 1   O F   2 )

BANK ACCOUNT CODE=
                                      WARRANT                     LAST ACT
WARRANT NO    FUND VENDOR NAME        DATE     AMOUNT        STAT DATE
============= ==== ---------------------- -------- -------------- ---- --------
```

Purpose   Warrant Reconciliation (1 of 2) (WREC) provides a list of Checks (ADs), Electronic Funds Transfers (EFs), and Manual Warrants (MWs), with their associated status. ADs and MWs are loaded to WREC with a status of "O" (open). EFs are loaded to WREC with a status of "C" (closed).

When ADs clear the bank, their status on WREC is changed to "C" (determined through files received from the bank). During the nightly cycle, the status for MWs is changed to "C". If a Check Cancellation (CX) is processed against an AD or MW, their status is changed to "V" (void). The State Treasurer's Office (STO) can manually change a record's status to "X" (returned to Department of Revenue as unclaimed property) or "R" (reclaimed from Department of Revenue).

Updates   Records are created on WREC through automated disbursements, electronic funds transfers or the processing of Manual Warrants. Records can be changed through automated purposes or by users from the State Treasurer's Office.

Coding Instructions

BANK ACCOUNT CODE	Key field. The bank account code for the transaction. The main bank account for ADs or MWs is "RJ"; the main bank account for EFs is "FT."
WARRANT NO	Key field. The automated disbursements number, electronic funds transfer number or manual warrant number prefixed by "AD," "EF," or "MW."
FUND	Key field. The fund against which the AD, EF or MW was charged.
VENDOR NAME	The name of the vendor who received payment from the AD, EF or MW. Only the first 22 characters are displayed on the screen, although all 30 are carried in the table.
WARRANT DATE	The date from automated disbursements for ADs or EFs, or the transaction date for MWs.
AMOUNT	The amount of the check, electronic funds transfer or manual warrant.

STAT   The status of the record. Valid values are:

                                    "O"   Open

"O"	Open
"C"	Cleared
"V"	Void
"X"	Returned to Department of Revenue as unclaimed property.
"R"	Reclaimed from Department of Revenue.

LAST ACT DATE   The date the AD cleared the bank, the date the MW ran through the nightly cycle, the date the electronic funds transfer was made or the date that an AD was voided.

WRE2 Warrant Reconciliation (2 of 2)

```
ACTION: S SCREEN: WRE2 USERID: ISO3T32          08/23/01  10:04:17 AM
            W A R R A N T   R E C O N C I L I A T I O N   ( 2   O F   2 )

BANK ACCOUNT CODE=
                    ------ INTEREST ------
WARRANT NO     FUND  RATE    AMOUNT
=============  ====  ------  --------------
```

Purpose   Warrant Reconciliation (2 of 2) (WRE2) provides a list of Checks (ADs), Electronic Funds Transfers (EFs), and Manual Warrants (MWs), with the funds from which the payments were made.

Updates   Records are created on WRE2 through automated disbursements, electronic funds transfers or the processing of Manual Warrants. Records can be changed through automated purposes or by users from the State Treasurer's Office.

Coding Instructions

BANK ACCOUNT CODE	Key field. The bank account code for the transaction. The main bank account for ADs or MWs is "RJ," and the main bank account for EFs is "FT."
WARRANT NO	Key field. The automated disbursements number, electronic funds transfer number, or manual warrant number prefixed by "AD," "EF" or "MW.".
FUND	Key field. The fund associated with the AD, EF or MW.
INTEREST RATE	Defaults to 0.00; not used in the State of Louisiana.
INTEREST AMOUNT	Defaults to 0.00; not used in the State of Louisiana.

1099 **Vendor 1099**

```
ACTION: S SCREEN: 1099 USERID: ISO3T32          08/23/01  10:05:12 AM
                        V E N D O R   1 0 9 9

   CAL YR=    RET TYPE=   AGCY TYPE=     FEIN/SSAN=

  VENDOR NAME:

    INCOME    VENDOR INCOME                              REPORT
     TYPE        AMOUNT      MISAPPLIED AMT  OUTSIDE PAYMENT  IND
    ======  ----------------  --------------  ---------------  ------
                      1099 AMT REVISED    ADJUSTED 1099
                      ----------------  --------------
```

Purpose   Vendor 1099 (1099) records the types and amount of reportable payments made to each Taxpayer Identification Number (FEIN/SSAN). Records are sorted by calendar year, return type, and agency type. Within each FEIN/SSAN, separate vendors that share the FEIN/SSAN have their own 1099 record.

Updates   Initially, the table is populated by a batch process that collects information from the general ledgers. Manual adjustments may be entered for the Misapplied Amount and Outside Payment fields. If manual adjustments are performed, an entry must exist (with the same key fields) on 1099 Text (99TX) to record notes about the correction.

This table automatically "L"eafs to 99TX.

Coding Instructions

CAL YR	Key field. The last two (2) digits of the calendar year that the payments were made. Must be valid in Fiscal Year (FSYR).
RET TYPE	Key field. A designation for the type of 1099 form where the payments should be reported. Valid values are: "A" (Miscellaneous), "6" (Interest), or "G" (Governmental Payments).
AGCY TYPE	Key field. An identifier that allows for the combining of individual agencies' 1099 data into user designated groups of agencies. Must be valid on Agency Type (AGTP).
FEIN/SSAN	Key field. The Taxpayer Identification Number (FEIN/SSAN) of the vendor who received these payments.
VENDOR NAME	Inferred from the Vendor record. The name of the master vendor for the FEIN/SSAN.
INCOME TYPE	Key field. The income type code designating the 1099 income type applicable to these payments. Used to determine the particular box on the 1099 form in which these payments are reported.

Valid values are:

"1"   Rent
"2"   Royalties
"3"   Prizes, Awards, etc.
"4"   Federal Income Tax Withholding (Backup Withholding)
"5"   Fishing Boat Proceeds
"6"   Medical and Health Care Payments
"7"   Non-Employee Compensation, Crop Insurance Proceeds, or Excess Parachute Payments
"8"   Substitute Payments in Lieu of Dividends or Interest
"9"   Direct Sales "Indicator"
"C"   Contract Attorney – Gross Fees

VENDOR INCOME AMOUNT The amount of reportable payments computed through the Reportable Payments Selection Program (LD99).

MISAPPLIED AMT The total amount of manual adjustments to the Vendor Income Amount that is attributable to ISIS transactions.

OUTSIDE PAYMENT The total amount of manual adjustments to the Vendor Income Amount which are attributable to non-ISIS financial systems.

REPORT IND The indicator identifying if a 1099 filing has been produced for this record.

1099 AMT REVISED The total of revisions to the original Vendor Income Amount.

ADJUSTED 1099 The sum of the Vendor Income Amount, Misapplied Amount and Outside Payment fields.

99TX   1099 Text

```
ACTION: S SCREEN: 99TX USERID: ISO3T32          08/23/01  10:10:09 AM
                               1 0 9 9   T E X T

   YR=    RETURN TYPE=    AGCY TYPE=     FEIN/SSAN=

 INCOME TYPE=     VENDOR NAME:
                  TEXT                                              LINE
 --------------------------------------------------------------------- ====
```

Purpose   1099 Text (99TX) is associated with Vendor 1099 (1099) and is used to enter explanations of all manual adjustments to the Vendor's 1099. Each manual adjustment to Vendor 1099 (1099) must have an entry on 99TX with the same key fields.

Updates   This table is user-maintained. This table automatically "L"eafs to 1099.

Coding Instructions

YR   Key field. The last two (2) digits of the calendar year that the manual adjustment applies. Must be valid on Fiscal Year (FSYR).

RETURN TYPE   Key field. A designation for the type of 1099 form on which the payments should be reported. Valid values are: Enter "A" (Miscellaneous), "6" (Interest), or "G" (Governmental Payments).

AGCY TYPE   Key field. An identifier that allows for the combining of individual agencies 1099 data into user designated groups of agencies. Must be valid on Agency Type (AGTP).

FEIN/SSAN   Key field. The Taxpayer Identification Number (FEIN/SSAN) of the vendor who received these payments. Must be valid on Master Vendor (MVEN).

INCOME TYPE   Key field. The income type code designating the 1099 income type applicable to these payments. Used to determine the particular box on the 1099 form in which these payments are reported.

                    Valid values are:

                    "1"   Rent
                    "2"   Royalties
                    "3"   Prizes, Awards, etc.
                    "4"   Federal Income Tax Withholding (Backup Withholding)
                    "5"   Fishing Boat Proceeds

"6"	Medical and Health Care Payments
"7"	Non-Employee Compensation, Crop Insurance Proceeds, or Excess Parachute Payments
"8"	Substitute Payments in Lieu of Dividends or Interest
"9"	Direct Sales "Indicator"
"C"	Contract Attorney – Gross Fees

VENDOR NAME   The name of the master vendor for the FEIN/SSAN.

TEXT   An explanation of the manual adjustment.

LINE   Required. The line number applicable to the text. If left blank, line numbers are automatically assigned.

Purchasing

OPOD   Open PO By Document Number Inquiry

```
ACTION: S SCREEN: OPOD USERID: ISO3T32          08/23/01  11:09:55 AM

      O P E N   P O   B Y   D O C U M E N T   N U M B E R   I N Q U I R Y

      PO NUMBER        VENDOR
      ===============  =========
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
  15-
```

Purpose   Open PO by Document Number Inquiry (OPOD) contains only the key fields from Open Purchase Order Header Inquiry (OPOH), sorted by PO agency, PO number, then vendor code. OPOD acts a starting point if only the purchase order agency and number is known, but not the vendor code. The user can scan this table for the PO agency and PO number, and then "L"eaf to OPOH where detail data can be seen.

Updates   This is a read-only table. Records are added to/deleted from this table whenever the corresponding record is added to/deleted from Open Purchase Order Header Inquiry.

Coding Instructions

PO NUMBER	Key field. The PO number assigned to this purchase order on the purchase order input form.
VENDOR	Key field. The vendor code used on the purchase order document.

OPOH   Open Purchase Order Header Inquiry

```
ACTION: S SCREEN: OPOH USERID: ISO3T32          08/23/01   11: 12: 14 AM
        O P E N   P U R C H A S E   O R D E R   H E A D E R   I N Q U I R Y
            VENDOR=                      PO NUMBER=
              NAME:
                                         ALT ADDR:
          COMMENTS:                      BUDGET FY:
  OFFSET RESERVE ACCT:                       TYPE:

            PO DATE:                     PO AMOUNT:
        CLOSED DATE:                 CLOSED AMOUNT:
        AGPS CREATED:           OUTSTANDING AMOUNT:
```

Purpose   Open Purchase Order Header Inquiry (OPOH) contains summary information about all outstanding, and some recently closed, purchase order documents. Most of the information comes from the header part of the purchase order input form. In addition, the total amount closed and the total outstanding amounts are included.

The table is organized by vendor codes. Thus, all purchase orders for a particular vendor can be accessed sequentially from the table.

Updates   This is a read-only table. Lines are added to this table when new purchase order documents are accepted by AFS, and lines are changed when modifications are accepted on these documents. The closed amount and other fields are updated when payment vouchers, or manual warrants are accepted against the PO. Lines are "closed" in the table when all lines belonging to the purchase order are closed on Open Purchase Order Line Inquiry (OPOL). Lines are deleted from the table according to a schedule determined by OSRAP. These deletions are done by the table purge process. Records are deleted from this table on a different basis for CFMS purchase orders than for AFS and AGPS purchase orders.

Coding Instructions

VENDOR	Key field. The vendor code used on the Purchase Order (PO) document.
PO NUMBER	Key field. The PO number assigned to this purchase order.
NAME	The vendor name, as inferred from Vendor (VEN2) if a vendor number was used on the PO transaction.
ALT ADR	Alternate address code for the vendor.
COMMENTS	The comments given on the purchase order input form. Only 12 characters can be stored in this field.
BUDGET FY	The associated budget fiscal year for this document.
OFFSET RESERVE	The code for the balance sheet account used for reserve for encumbrances.

ACCT	The same code is used for all POs, and is inferred from System Special Accounts (SPEC).
TYPE	The type of order from the purchase order input form.
PO DATE	The PO date given on the purchase order input form.
PO AMOUNT	The total amount of this purchase order document. It reflects all adjustment actions made on the original amount.
CLOSED DATE	The date on which the PO closed amount equaled the PO amount, or the date the PO was forced closed with a "F" (final) indicator.
CLOSED AMOUNT	The total amount cleared so far on this purchase order document (i.e., the total of all PO Line Closed Amounts from OPOL).
AGPS CREATED	The field determines which system generated the purchase order. If the field is blank, the purchase order was generated in AFS. If the field is equal to "K", the purchase order originated in the Contract Financial Management System (CFMS). If the field is equal to "P", the purchase order originated in the Advanced Governmental Purchasing System (AGPS).
OUTSTANDING AMOUNT	The amount of the PO that has not been closed by payment voucher (PV) or manual warrant (MW) transactions. This is the "PO Amount" minus the "Closed Amount".

OPOL   Open Purchase Order Line Inquiry

```
ACTION: S SCREEN: OPOL USERID: ISO3T32          08/23/01  12:22:59 PM
            O P E N   P U R C H A S E   O R D E R   L I N E   I N Q U I R Y

        VENDOR=                  PO NUMBER=                    LINE NO=

            FUND:              AGENCY:              ORG/SUB-ORG:
      APPR UNIT:            ACTIVITY:                  FUNCTION:
     OBJ/SUB-OBJ:           REPT CAT:               JOB NUMBER:
        PROJECT:

        LINE AMT:                    INTERNAL REF FUND/AGCY:       /
      CLOSED AMT:                        LAST REF TRANS NO:
    EXPENDED AMT:                      LAST REF TRANS DATE:
 OUTSTANDING AMT:                                 TEXT IND:

     DESCRIPTION:
```

Purpose   Open Purchase Order Line Inquiry (OPOL) contains details about all outstanding and some recently closed purchase order lines. Most of the information comes from the line level of the purchase order (PO) input form. In addition, the amount closed and the amount remaining outstanding are included for each line.

Vendor number organizes this table, so that all POs for a particular vendor can be accessed sequentially from the table.

Updates   This is a read-only table. Lines are added to this table when new purchase order lines are accepted by AFS, and lines in the table are changed when modifications are accepted on purchase order lines. Several fields are updated when payment vouchers or manual warrants that reference the PO line are accepted. Lines are "closed" when the total of all referencing payment vouchers and manual warrants equals the PO line amount, or when the PO line is forced closed on a payment voucher or manual warrant. When the purge process deletes a line on Open Purchase Order Header Inquiry (OPOH), it also deletes all corresponding detail lines from this table.

Coding Instructions

VENDOR	Key field. The vendor number used on the purchase order document. If vendor number was blank, the value "NONE" was assigned by the document processor.
PO NUMBER	Key field. The unique PO number assigned to this purchase order document on the purchase order input form.
LINE NO	Key field. The purchase order line number assigned on the purchase order (PO) input form.
FUND, AGENCY, ORG/SUB-ORG, APPR UNIT, ACTIVITY, FUNCTION, OBJ/SUB-OBJ, REPT CAT, JOB NUMBER, PROJECT	The accounting distribution coded on the purchase order line.

LINE AMT	The amount of this purchase order line; it reflects all adjustment actions made on the original amount.
INTERNAL REF FUND/AGCY	The reference (seller) fund and agency if this is an intra-governmental purchase order. The fields are blank, otherwise.
CLOSED AMT	The total amount closed so far on this purchase order line. This is the amount from referencing payment voucher (PV) and manual warrant (MW) documents. When closed with a final payment, this figure is set equal to the PO line amount, even if the actual payment amount was more or less than the PO line amount.
LAST REF TRANS NO	The transaction number of the last transaction that referenced this PO line. This field is maintained by the payment voucher and manual warrant document processor.
EXPENDED AMT	The total amount paid so far on this purchase order line (i.e., the total of all payment vouchers and manual warrants referencing this purchase order line).
LAST REF TRANS DATE	The transaction date associated with the Last Reference Transaction Number. This field is maintained by the payment voucher and manual warrant document processor.
OUTSTANDING AMT	The amount of this line that has not been cleared by PVs or MWs. Calculated as: LINE AMT - CLOSED AMT.
TEXT IND	This field is not used by the State of Louisiana.
DESCRIPTION	The line description from the PO input form.

OPRL   Open Requisition Line

```
ACTION: S SCREEN: OPRL USERID: ISO3T32         08/23/01  12:27:09 PM
                        O P E N   R E Q U I S I T I O N   L I N E

        REQ AGCY=        REQ NO=
  O1-
      LN NO=
        BFY:      FUND:       AGCY:        ORGN:        APPR:
        ACTV:     FUNC:       RPTG:        OBJT:        SOBJT:       RQ TYPE:
              RSV ACCT:              SELL FUND:              SELL AGCY:
              BS ACCT:               COMMENT:
            RQ AMOUNT:                     CLOSED AMOUNT:
         OBLIG AMOUNT:                OUTSTANDING AMOUNT:
  O2-
      LN NO=
        BFY:      FUND:       AGCY:        ORGN:        APPR:
        ACTV:     FUNC:       RPTG:        OBJT:        SOBJT:       RQ TYPE:
              RSV ACCT:              SELL FUND:              SELL AGCY:
              BS ACCT:               COMMENT:
            RQ AMOUNT:                     CLOSED AMOUNT:
         OBLIG AMOUNT:                OUTSTANDING AMOUNT:
```

Purpose   Open Requisition Line (OPRL) contains all outstanding and recently closed purchase requisition documents. All line information, and some header information, recorded on the Requisition (RQ) document appears on the table.

Updates   This is a read-only table. Lines are added to this table when new requisition transactions entered in AGPS are accepted by AFS, and lines are changed when modification transactions are submitted. Several fields are updated when purchase orders that reference the RQ line are accepted. Lines are "closed" when the total of all referencing purchase orders equals the RQ line amount, or when the line, or any other line on the RQ document, is forced closed on a purchase. When the purge process deletes a closed line on Open Requisition Inquiry (OPRQ), it also deletes all corresponding detail lines from this table.

Coding Instructions

REQ AGCY	Key field. The submitting agency from the RQ document ID.
REQ NO	Key field. The requisition number assigned to this requisition.
LN NO	Key field. The line number from the RQ.
BFY, FUND, AGCY, ORGN, APPR, ACTV, FUNC, RPTG, OBJT, SOBJT	The accounting distribution given on the requisition input form.
RQ TYPE	The type of requisition from the RQ; "1" means outside vendor and "2" means an intra-governmental transaction.
RSV ACCT	Offset reserve account: the code for the balance sheet account used for reserves for pre-encumbrances. This is a system-wide code, inferred from System Special Accounts (SPEC).
SELL FUND	The seller's fund code given on the requisition input form. This field is blank if this is not an intra-governmental requisition.

SELL AGCY
The seller's agency code given on the requisition input form. This field is blank if this is not an intra-governmental requisition.

BS ACCT
Required for balance sheet account transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for expense/expenditure transactions.

COMMENT
Any comments entered on the RQ.

RQ AMOUNT
The current amount of this requisition; it reflects all adjustment actions made on the original amount.

CLOSED AMOUNT
The amount of this requisition line that has been closed.

OBLIG AMOUNT
The amount of this requisition line that has been obligated on purchase order documents referencing this line.

OUTSTANDING AMOUNT
The amount of the original requisition line that remains open. Calculated as: RQ AMOUNT - CLOSED AMOUNT.

OPRQ   Open Requisition Inquiry

```
ACTION: S SCREEN: OPRQ USERID: ISO3T32          08/23/01  12: 30: 39 PM
                 O P E N   R E Q U I S I T I O N   I N Q U I R Y


     RQ NUMBER=

      RQ DATE:                    TOTAL RQ AMOUNT:
    CLOSED DATE:                      CLOSED AMOUNT:
   AGPS CREATED:        TOTAL OUTSTANDING AMOUNT:
```

Purpose   Open Requisition Inquiry (OPRQ) contains all outstanding and recently closed purchase requisition documents. All information appearing on this table was recorded in the header of the Requisition (RQ) document.

Updates   This is a read-only table. Lines are added to this table when new requisition transactions entered in AGPS are accepted by AFS, and lines are changed when modification transactions are submitted.

Coding Instructions

RQ NUMBER	Key field. The number assigned to this RQ.
RQ DATE	The date given on the RQ.
TOTAL RQ AMOUNT	The current amount of this requisition; it reflects all adjustment actions made on the original amount.
CLOSED DATE	Date the requisition was fully closed.
CLOSED AMOUNT	The total amount of this requisition that has been closed.
AGPS CREATED	The field determines which system generated the requisition. If the field is equal to "K", the requisition originated in the Contract Financial Management System (CFMS). If the field is equal to "P", the requisition originated in the Advanced Governmental Purchasing System (AGPS).
TOTAL OUTSTANDING AMOUNT	The amount of the original requisition that remains open. Calculated as: TOTAL RQ AMOUNT - CLOSED AMOUNT.

POAC   PO by Account Distribution Inquiry

```
ACTION: S SCREEN: POAC USERID: ISO3T32          08/23/01  12: 33: 42 PM
     P O   B Y   A C C O U N T   D I S T R I B U T I O N   I N Q U I R Y

      FUND=                   AGENCY=              ORG/SUB-ORG=
   APPR UNIT=               ACTIVITY=                FUNCTION=
   OBJ/SUB-OBJ=            JOB NUMBER=               REPT CAT=
     PROJECT=

                             LI  LINE            CLOSED           EXPENDED
   VENDOR     TRANSACTION ID  NE  AMOUNT          AMOUNT           AMOUNT
   =========  ================= == -------------- -------------- --------------




```

Purpose   PO by Account Distribution Inquiry (POAC) is an alternate view of Open Purchase Order Header Inquiry (OPOH) and Open Purchase Order Line Inquiry (OPOL), sorted by accounting distribution.

Updates   This is a read-only table. Records are added to/deleted from this table whenever the corresponding record is added to/deleted from Open Purchase Order Header Inquiry (OPOH).

Coding Instructions

FUND, AGCY, ORG/ SUB-ORG, APPR, ACT, FUNC, OBJ/SUB, JOB NUM, RPTG, PROJECT	Key fields. The accounting distribution from the purchase order line.
VENDOR	Key field. The vendor code used on the purchase order document.
TRANSACTION ID	Key field. The unique number assigned to this purchase order document on the purchase order input form.
LINE	The purchase order line number, from the purchase order input form.
LINE AMOUNT	The amount of this purchase order line; the amount reflects all adjustments made to the original amount.
CLOSED AMOUNT	The total amount closed so far on this purchase order line. This is the amount from the referencing payment voucher (PV) and manual warrant (MW) documents. When closed with a final payment, this figure is set equal to the PO line amount, even if the actual payment amount was more or less than the PO line amount.
EXPENDED AMOUNT	The total amount paid so far on this purchase order line (i.e., the total of all payment vouchers and manual warrants referencing this purchase order line).

Revenues

OBSR   Revenue Source/Sub Revenue Source Inquiry

```
ACTION: S SCREEN: OBSR USERID: ISO3T32          08/23/01  12:55:50 PM

  R E V E N U E   S O U R C E / S U B   R E V E N U E   S O U R C E   I N Q U I R Y

    BFY=      FUND=     AGY=      ACCT PRD=
    RSRC=       SUB REV=                    MM YY

    TOTAL:

    REPT
    CAT   ORGN     REVENUE AMOUNT
    ====  ====     --------------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
```

Purpose   This table provides an agency view of revenue activity (by budget fiscal year, fund, agency, and accounting period) for a revenue source/sub-revenue source combination. These totals are further broken down by reporting category and organization.

Updates   This is a system-maintained table. Amounts on the table are updated nightly by a batch process.

Coding Instructions

BFY	Key field. The budget fiscal year for the table record.
FUND	Key field. The fund for the table record.
AGY	Key field. The agency for the table record.
ACCT PRD	Key field. The accounting period (month, year) for the table record.
RSRC	Key field. The revenue source code for the table record.
SUB REV	Key field. The sub-revenue source for the table record.
TOTAL	Revenue amount total that summarizes all lines of the table record.
REPT CAT	Key field. The reporting category for the table record.
ORGN	Key field. The organization for the table record.
REVENUE AMOUNT	The total amount classified as revenue for these key fields.

ODAI   Open Deposits By Agency

```
ACTION: S SCREEN: ODAI USERID: ISO3T32          08/23/01  01:03:02 PM
                   O P E N  D E P O S I T S  B Y  A G E N C Y

DEP F DEPOSIT V BK DEPOSIT   NUM
AGY F NUMBER  F CD  DATE    ITEMS DEPOSITED AMT  CLASSIFIED AMT REMAINING AMT
=== = ======= - -- ------- ----- -------------- -------------- --------------
                   LAST ACT POSTING       DS
                     DATE    DATE   DOCUMENT NUMBER  BFY
                   -------- ------- ---------------  ---
```

Purpose   Open Deposits by Agency (ODAI) is an alternate view of Open Deposit Items (ODIT), which stores deposits that are not completely classified, and some recent fully classified deposits. These records appear on ODAI, sorted by the agency making the deposit.

Updates   This is a system-maintained table. Table records are created when a Deposit Suspense (DS) transaction is accepted, and are updated by Cash Receipt (CR) and modifying Deposit Suspense (DS) documents.

This table automatically "L"eafs to ODCI.

Coding Instructions

DEP AGY	Key field. The three-character code of the agency that made the deposit.
FF (FEDERAL) DRAW DOWN INDICATOR	Key field. The federal draw down indicator entered on the DS document.
DEPOSIT NUMBER	Key field. The six-character deposit ticket number pre-printed on ISIS form DT; used to deposit monies in the bank.
VF (VERIFICATION) INDICATOR	Verify Indicator from ODIT. "Y" indicates that the deposit may be classified.
BK CD (BANK CODE)	Bank account number entered on the DS document. Two-character code that represents the bank and bank account where monies were deposited.
DEPOSIT DATE	Date of deposit from the DS document.
NUM ITEMS	Number of items from the DS document.
DEPOSITED AMT	Amount deposited from the DS document.
CLASSIFIED AMT	Total amount of Cash Receipt (CR) documents processed against the deposit.

REMAINING AMT   Equals the DEPOSITED AMOUNT - CLASSIFIED AMOUNT. The amount of the deposit available for classification.

LAST ACT DATE   The latest date that activity took place against a deposit.

POSTING DATE   The date the deposit was processed in AFS and the General Ledger and financial tables were updated.

DS DOCUMENT   The document ID of the DS document where the deposit was entered.
NUMBER   There may be multiple deposits on ODAI with the same document number.

BFY   The budget fiscal year from the header of the DS document.

ODCI   Open Deposits By Date Inquiry

```
ACTION: S SCREEN: ODCI USERID: ISO3T32           08/23/01  01:03:36 PM

               O P E N   D E P O S I T S   B Y   D A T E   I N Q U I R Y

DEPOSIT F  DEPOSIT    V BK  NUM
 DATE   F AGY NUMBER F CD ITEMS DEPOSITED AMT  CLASSIFIED AMT REMAINING AMT
======= = ========== - -- ----- -------------- -------------- --------------
```

Purpose   Open Deposits by Date Inquiry (ODCI) is an alternate view of Open Deposit Items (ODIT), which stores deposits that are not completely classified and some deposits that were recently completely classified. These records appear on the ODCI table sorted by the deposit date.

Updates   This is a system-maintained table. Table records are created when a Deposit Suspense (DS) transaction is accepted and are updated by Cash Receipt (CR) and modifying Deposit Suspense (DS) documents.

This table automatically "L"eafs to ODIT.

Coding Instructions

DEPOSIT DATE	Key field. Date of deposit from the Deposit Suspense (DS) document.
FF (FEDERAL) DRAW DOWN INDICATOR	Key field. The federal draw down indicator entered on the DS document.
DEPOSIT AGY	Key field. The three-character code of the agency that made the deposit.
DEPOSIT NUMBER	Key field. The six-character deposit ticket number pre-printed on ISIS form DT; used to deposit monies in the bank.
VF (VERIFICATION) INDICATOR	Verify Indicator from ODIT. "Y" indicates that the deposit may be classified.
BK CD (BANK CODE)	Bank account number entered on the DS document. Two character code that represents the bank and bank account where monies were deposited.
NUM ITEMS	Number of items from the DS document.
DEPOSITED AMT	Amount deposited from the DS document.
CLASSIFIED AMT	Total dollar amount of Cash Receipt (CR) documents processed against the deposit.
REMAINING AMT	Equals the DEPOSITED AMOUNT - CLASSIFIED AMOUNT. The amount of the deposit available for classification.

ODIT Open Deposit Items

```
ACTION: S SCREEN: ODIT USERID: ISO3T32           08/23/01  01:07:57 PM
                           O P E N   D E P O S I T   I T E M S

  DEPOSIT  V BK F  DEPOSIT  NUM
AGY NUMBER F CD F   DATE    ITEMS DEPOSITED AMT  CLASSIFIED AMT REMAINING AMT
========== - -- - -------- ----- -------------- -------------- --------------
                    LAST ACT POSTING       DS
                      DATE     DATE   DOCUMENT NUMBER  BFY
                    -------- ------- --------------- ---
```

Purpose   Open Deposit Items (ODIT) stores all Deposit Suspense (DS) records that are not completely classified and some recently fully classified deposits. These records are created by new Deposit Suspense (DS) documents. The "Verification Flag" indicator (VF) is set to "Y" when the DS document is approved and processed. After the deposit is recorded, Cash Receipts (CR) documents are processed to classify the money. When these cash receipts process, the document amount adjusts the classified amount and also computes a new remaining amount. Alternate views of this table are available on ODAI and ODCI - by agency and deposit date, respectively.

Updates   This is a system-maintained table. Table records are created when a Deposit Suspense (DS) transaction is accepted and are updated by Cash Receipt (CR) and modifying Deposit Suspense (DS) documents.

This table automatically "L"eafs to ODAI.

Coding Instructions

DEPOSIT AGY	Key field. The three-character code of the agency that made the deposit.
DEPOSIT NUMBER	Key field. The six-character deposit ticket number pre-printed on ISIS form DT; used to deposit monies in the bank.
VF (VERIFICATION) INDICATOR	The indicator is set to "**Y**" (Yes) when the deposit is accepted and processed.
BK CD (BANK CODE)	Bank account number entered on the DS document. Two character code that represents the bank and bank account that monies were deposited.
FF (FEDERAL) DRAW DOWN INDICATOR	The federal draw down indicator from the DS document.
DEPOSIT DATE	Date of deposit from the DS document.
NUM ITEMS	Number of items from the DS document.

DEPOSITED AMT   Amount deposited from the DS document.

CLASSIFIED AMT   Total amount of Cash Receipt (CR) documents processed against the deposit.

REMAINING AMT   Equals the DEPOSITED AMOUNT - CLASSIFIED AMOUNT. The amount of the deposit available for classification.

LAST ACT DATE   The latest date that activity took place against this deposit.

POSTING DATE   The date the deposit was processed in AFS and the General Ledger and financial tables were updated.

DS DOCUMENT   The document ID of the DS document where the deposit was entered.
NUMBER   There may be multiple deposits with the same document number.

BFY   The budget fiscal year from the header of the DS document.

ORSR   Organization/Sub Revenue Source

```
ACTION: S SCREEN: ORSR USERID: ISO3T32          08/23/01  01:11:27 PM
              O R G A N I Z A T I O N / S U B   R E V E N U E   S O U R C E
     BFY=     FUND=      AGY=     ORGN=      SUB REV=
     TOTAL:
     RSRC     REVENUE AMOUNT
     ====     --------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
```

Purpose   Organization/Sub Revenue Source (ORSR) provides an agency view of revenue activity (by budget fiscal year, fund, and agency) for an organization/sub-revenue source combination. These totals are further broken down by revenue source, providing a list of all revenue sources that use the sub-revenue source.

Updates   This is a system-maintained table. Amounts on the table are updated nightly by a batch process.

Coding Instructions

BFY	Key field. The budget fiscal year associated with the table information.
FUND	Key field. The fund associated with the table information.
AGY	Key field. The agency associated with the table information.
ORGN	Key field. The organization code associated with the table information.
SUB REV	Key field. The sub-revenue source associated with the table information.
TOTAL	Revenue amount total that summarizes all lines of the table record.
RSRC	Key field. The revenue source associated with the table information.
REVENUE AMOUNT	The total amount classified as revenue for these key fields.

RCRS   Reporting Category/Revenue Source Inquiry

```
ACTION: S SCREEN: RCRS USERID: ISO3T32          08/23/01  01:19:21 PM

 R E P O R T I N G   C A T E G O R Y / R E V E N U E   S O U R C E   I N Q U I R Y

    BFY=     FUND=      AGY=      RPTG CAT=

    TOTALS:

    REV SRC     OPEN PRD REV     YTD REVENUE
    =======    --------------   --------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
```

Purpose   Reporting Category/Revenue Source Inquiry (RCRS) provides an agency view by reporting category of revenues for open periods and year-to-date revenues by revenue source. Transactions without reporting categories coded are displayed on this table with spaces as the value in the reporting category key field. Therefore, all revenue accounting transactions update this table.

Updates   This is a system-maintained table. Amounts on the table are updated nightly by a batch process.

Coding Instructions

BFY	Key field. The budget fiscal year for the table record.
FUND	Key field. The fund for the table record.
AGY	Key field. The agency for the table record.
RPTG CAT	Key field. The reporting category code for the table record. If a reporting category was not coded or inferred on the document, this field will be spaces.
REV SRC	Key field. The revenue source for the table record.
OPEN PRD REV	The total amount of revenues for all open periods for these key fields; i.e., if this is displayed during the period that more than one accounting period is open, all revenues for both open periods will be displayed. After an accounting period has been closed, the revenues for that accounting period are removed from this column.
YTD REVENUE	The total amount of revenues for the budget fiscal year for these key fields.
TOTALS:	Open period revenue and year-to-date revenue totals that summarize all lines of the table record.

RCSR Reporting Category/Sub Revenue Source Inquiry

```
ACTION: S SCREEN: RCSR USERID: ISO3T32          08/23/01  01:24:31 PM
                 R E P O R T I N G   C A T E G O R Y / S U B   R E V E N U E
                          S O U R C E   I N Q U I R Y
     BFY=     FUND=      AGY=      RPTG CAT=      SUB REV=

     TOTAL:

     RSRC      REVENUE AMOUNT
     ====      -------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
```

Purpose   Reporting Category/Sub Revenue Source Inquiry (RCSR) provides an agency view of revenue activity
(by budget fiscal year, fund, and agency) for a reporting category/sub-revenue source combination.
These totals are further broken down by revenue source, providing a list of all revenue sources that use
the sub-revenue source.

Updates   This is a system-maintained table. Amounts on the table are updated nightly by a batch process.

Coding Instructions

BFY	Key field. The budget fiscal year for the table record.
FUND	Key field. The fund for the table record.
AGY	Key field. The agency for the table record.
RPTG CAT	Key field. The reporting category for the table record.
SUB REV	Key field. The sub-revenue source for the table record.
TOTAL	Revenue amount totals that summarizes all lines of the table record.
RSRC	Key field. The revenue source for the table record.
REVENUE AMOUNT	The total amount classified as revenue for these key fields.

General Accounting

AFTB   Trial Balance by Administrative Fund

```
ACTION: S SCREEN: AFTB USERID: ISO3T32          08/23/01  01:36:46 PM

     T R I A L   B A L A N C E   B Y   A D M I N I S T R A T I V E   F U N D

ADMINISTRATIVE FUND =
                                       CURR YEAR TOTAL PREV YEAR TOTAL

     ACCT #      ACCOUNT DESCRIPTION     CURR YR AMOUNT  PREV YR AMOUNT
     ======  -----------------------------  --------------  --------------
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
```

Purpose   Administrative Funds do not exist as fund codes in AFS; they are defined on Administrative Fund (ADMF). An administrative fund is the aggregation of all activity in agency MOF appropriations of the specified groupings (i.e., all agency self-generated appropriations are aggregated to report the self-generated administrative fund). Administrative funds are tracked to allow control agencies access to daily trial balances. AFS provides this access on Trial Balance by Administrative Fund (AFTB). This is an inquiry only table.

AFTB displays balances for all account numbers within each administrative fund. The table is keyed by administrative fund code, while detail lines show the accounts and their current and prior year balances. Descriptions of the account numbers are also provided.

Updates   AFTB is updated by three different batch processes. A nightly update summarizes all applicable budgeting and accounting events from the previous day. On June 30, the end of each fiscal year, the current year amounts for each entry on the AFTB are rolled over to the prior year amount column. Finally, when the prior fiscal year is closed, the current year amounts are updated with the closed year balances.

Coding Instructions

ADMINISTRATIVE FUND	Key field. The fund for which an administrative trial balance is displayed.
CURR YEAR TOTAL	The total of all accounts in the current year column.
PREV YEAR TOTAL	The total of all accounts in the previous year column.
ACCT #	Key field. Account code assigned. Transactions are summarized by account within the following groups: asset, liability, fund balance, expenditure control, revenue control, transfers and budgets.
ACCOUNT DESCRIPTION	Description for the account number.

CURR YR AMOUNT   Current year dollar amount, cumulative for the year.

PREV YEAR   Prior year dollar amount, only used during 13th and 14th period. Reset to
AMOUNT   zero during the annual close process.

BBAB   BS Account Bal By BS Account Inquiry

```
ACTION: S SCREEN: BBAB USERID: ISO3T32          08/23/01  01:44:24 PM
      B S   A C C O U N T   B A L   B Y   B S   A C C O U N T   I N Q U I R Y

     BS ACCOUNT FUND    BALANCE     BEGIN DAY BAL  ACCT NAME    AT
     ========== ==== -------------- -------------- ------------ --
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
  15-
```

Purpose   This table is an alternate view of Balance Sheet Account Balance (BBAL). It lists balance sheet account balances by balance sheet account and fund.

Updates   This table can be updated by any AFS accounting transaction. An update occurs only when the transaction contains a fund for which a "Y" is recorded in BS Account Balance Option in Fund (FUN2).

Coding Instructions

BS ACCOUNT	Key field. All balance sheet accounts processed for this fund are listed.
FUND	Key field. The fund code associated with the balance sheet account.
BALANCE	The balance in this account for this fund.
BEGIN DAY BAL	The balance in this account for this fund at the end of the previous processing day. The field is updated by the nightly cycle.
ACCT NAME	The short name of the balance sheet account as it was entered on Balance Sheet Account (BAC2).
AT	The type of balance sheet account, (i.e., 01-Asset, 02-Liability, 03-Fund Balance), as it was entered on Balance Sheet Account (BAC2).

BBAL   Balance Sheet Account Balance

```
ACTION: S SCREEN: BBAL USERID: ISO3T32          08/23/01  01:48:35 PM

          B A L A N C E   S H E E T   A C C O U N T   B A L A N C E

        BS                      BS ACCOUNT       BEGIN DAY       ACCOUNT  EXCEPT
   FUND ACCOUNT  SHORT NAME     BALANCE          BALANCE         TYPE     IND
   ==== =======  ------------   --------------   --------------  -------  ------
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

Purpose   Balance Sheet Account Balance (BBAL) contains balance sheet account balances for individual funds. Only those funds for which the Account Balance Table Option is chosen on Fund (FUN2) are listed. The table is organized by fund.

Updates   This table can be updated by any AFS accounting transaction. An update occurs only when the transaction contains a fund for which a "Y" is recorded in the BS Account Balance Option in Fund (FUN2).

Coding Instructions

FUND	Key field. The fund code associated with the balance sheet account.
BS ACCOUNT	Key field. All balance sheet accounts processed for this fund are listed.
SHORT NAME	The short name of the balance sheet account as it was entered on Balance Sheet Account (BAC2).
BS ACCOUNT BALANCE	The balance in this account for this fund.
BEGIN DAY BALANCE	The balance in this account for this fund at the end of the previous processing day. The field is updated by the nightly cycle.
ACCOUNT TYPE	The type of balance sheet account, (i.e., 01-Asset, 02-Liability, 03-Fund Balance), as it was entered on Balance Sheet Account (BAC2).
EXCEPT IND	A flag to indicate that an abnormal balance is stored for the record (fund and balance sheet account) defined on this line. An asterisk (*) in this field indicates that the account balance is of the opposite sign that this account would normally have. For instance, if cash account 6000 is negative, an * should appear on that line because asset accounts normally have a positive balance.

CFND   Louisiana Cash Account Fund

```
ACTION: S SCREEN: CFND USERID: ISO3T32          08/23/01  01:51:43 PM

                   L O U I S I A N A   C A S H   A C C O U N T   F U N D

             BS
        FY   ACCT   FUND
        ==   ====   ----
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Louisiana Cash Account Fund (CFND) is a cross-reference table associating a balance sheet cash account with a fund. This is needed for the administrative/real fund processing and reporting that is required by the control agencies. For reporting purposes, when an organization is coded on a ledger record, the cash account from Organization (ORG2) is also coded, and that cash account is used for a lookup on Balance Sheet Account (BAC2) to determine if the ledger record should be reported as an administrative fund. If there is no administrative fund on BAC2, then a lookup is performed to CFND to see if the cash account is associated with a fund. If a match is found on CFND, the ledger record is reported in that fund. If there is no match on CFND, the ledger record is reported in the fund on the ledger.

Updates   This is a user maintained table.

Coding Instructions

FY	Key field. The fiscal year associated with this fund.
BS ACCT	Key field. The cash balance sheet account that is to be associated with a fund for reporting purposes.
FUND	The associated fund for reporting purposes.

MBAL   Minimum/Maximum BS Account Bal

```
ACTION: S SCREEN: MBAL USERID: Z107Z48              02/11/03  02: 20: 42 PM

              M I N I M U M / M A X I M U M  B S  A C C O U N T  B A L

                                 *** DESIGNATED BALANCE   ***
      FUND BS ACCOUNT  BBAL BALANCE  ** MINIMUM       MAXIMUM  **
      ==== ==========  -------------- --------------  --------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
```

Purpose   Minimum/Maximum BS Account Balance (MBAL) maintains current balance sheet account balances (from BBAL) and tracks them against established minimum and maximum levels. The exception indicator field on the far right shows an asterisk (**) if the current account balance falls below the minimum level or rises above the maximum level. Only those fund/account combinations for which MBAL records are created will be listed. The table is organized by fund and balance sheet account.

Updates   Fund/account combinations must be entered on the table by the user. The minimum and maximum balances are also entered. BBAL Balance is a system-maintained field that infers the current balance for the fund/account on BBAL. The exception flags are also system-maintained, and are triggered whenever the BBAL balance falls below the minimum level or rises above the maximum level.

Coding Instructions

FUND	Key field. The fund code. Must be valid in Fund (FUN2).
BS ACCOUNT	Key field. The balance sheet accounts in this fund for which minimum and maximum balances will be tracked. Must be valid on Balance Sheet Account (BAC2), and the fund/balance sheet account combination must be valid on Balance Sheet Account Balance (BBAL).
BBAL BALANCE	The balance in this account for this fund/account. This amount is inferred from Balance Sheet Account Balance (BBAL).
DESIGNATED BALANCE MINIMUM	The established minimum balance for the fund/account. If the BBAL balance drops below this level, it triggers an exception flag to appear. Defaults to zero.
DESIGNATED BALANCE MAXIMUM	The established maximum balance for the fund/account. If the BBAL balance rises above this level, it triggers an exception flag to appear. Defaults to zero.

OLGL   Online General Ledger Inquiry (1 of 2)

```
ACTION: S SCREEN: OLGL USERID: ISO3T32           08/23/01  02:15:33 PM

  O N L I N E   G E N E R A L   L E D G E R   I N Q U I R Y   ( 1   O F   2 )

      FY=        FUND=       AGENCY=     ORG=       ACTV=
      FUNC=      OBJ/REV=    BS ACCT=    AT=        SUB-ORG=
       SUB-OBJ/SUB-REV=         JOB NUMBER=                   REPT CAT=
   ------------------------------------------------------------------------
      TRANS DATE FM TRANSACTION ID       VENDOR      NAME    DESCR/VI
      ========== == ================== ------------ -------- ------------
                                                             AMOUNT
                                                             --------------
  01-

  02-

  03-

  04-

  05-
```

Purpose   Online General Ledger Inquiry (1 of 2) (OLGL) displays General Ledger entries online. This is a system-maintained table.

Updates   The table is updated each night with the day's general ledger transactions.

This table automatically "L"eafs to OLG2.

Coding Instructions

FY   Key field. The last two digits of the accounting fiscal year for this ledger record.

FUND   Key field. The fund for this ledger record.

AGENCY   Key field. The agency, if applicable, for this ledger record.

ORG   Key field. The organization, if applicable, for this ledger record. An organization would not be coded with a balance sheet account.

ACTV   This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.).

FUNC   Optional. May be used to further classify expenditures or revenue beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC). This field is currently being used by the Louisiana Department of Labor only.

OBJ/REV   Key field. The object or revenue source, if applicable, for this ledger record. This field would only be coded if account types 21, 22, 23, 24, or 31 were entered.

BS ACCT   Key field. The balance sheet account, if applicable, for this ledger record. For example, this field would only be coded if account types 01, 02, or 03 are entered.

AT	Key field. The account type for this ledger record.
SUB-ORG	This field is not used by the State of Louisiana.
SUB OBJ/ SUB-REV	Key field. The sub-object or sub-revenue source, if applicable, for this ledger record.
JOB NUMBER	Key field. The capital outlay project number, if applicable, for this ledger record.
REPT CAT	Key field. The reporting category, if applicable, for this ledger record.
TRANS DATE	Key field. Populated from the date of record field on the ledger.
FM	Key field. The fiscal month for the ledger record.
TRANSACTION ID	Key field. The document ID of the ledger record.
VENDOR	The vendor code if entered on the ledger record.
NAME	The first eight characters of the vendor name, if entered on the ledger record.
DESCR/VI	Document description for the ledger record or, where appropriate, the vendor invoice.
AMOUNT	The dollar amount of the transaction.

OLG2   Online General Ledger Inquiry (2 of 2)

```
ACTION: S SCREEN: OLG2 USERID: ISO3T32         08/23/01  02:15:58 PM
    O N L I N E   G E N E R A L   L E D G E R   I N Q U I R Y   ( 2   O F   2 )

        FY=           FUND=         AGCY=         ORG=        SUB-ORG=
        ACTV=         FUNC=         OBJ/REV=                  SOBJ/SREV=
        BACC=     JOB NUMBER=       RPTG=         AT=
    -----------------------------------------------------------------------
        TRANS                      REFERENCE        INTRNL  BA LINE
        DATE    FM TRANSACTION ID  TRANSACTION ID    REF    NK DESCRIPTION
        ======= == ============== ================ ======= == ============
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
```

Purpose   Online General Ledger Inquiry (2 of 2) (OLG2) displays General Ledger entries online. This is a system-maintained table.

Updates   The table is updated each night with the day's general ledger transactions.

This table automatically "L"eafs to OLGL.

Coding Instructions

FY	Key field. The accounting fiscal for this ledger record.
FUND	Key field. The fund for this ledger record.
AGCY	Key field. The agency, if applicable, for this ledger record.
ORG	Key field. The organization, if applicable, for this ledger record. An organization would not be coded with a balance sheet account.
SUB-ORG	This field is not used by the State of Louisiana.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
FUNC	Optional. May be used to further classify expenditures or revenue beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC). This field is currently being used by the Louisiana Department of Labor only.
OBJ/REV	Key field. The object or revenue source, if applicable, for this ledger record. For example, this field would only be coded if account types 22, 23, 24, or 31 are entered.
SOBJ/SREV	Key field. The sub-object or sub-revenue source, if applicable, for this ledger record.

BACC	Key field. The balance sheet account, if applicable, for this ledger record. This field would only be coded if account types 01, 02, or 03 are entered.
JOB NUMBER	Key field. The capital outlay project number, if applicable, for this ledger record.
RPTG	Key field. The reporting category, if applicable, for this ledger record.
AT	Key field. The account type of this ledger record.
TRANS DATE	Key field. Populated from the date of record field on the ledger.
FM	Key field. The fiscal month for the ledger record.
TRANSACTION ID	The document ID of the ledger record.
REFERENCE TRANSACTION ID	Referenced transaction code and document ID, if coded on the ledger record.
INTRNL REF	Referenced intra-governmental fund and agency, if appropriate.
BANK	Bank account code, where appropriate.
LINE DESCRIPTION	Line description field for the ledger record.

OLTB   Trial Balance by Fund

```
ACTION: S SCREEN: OLTB USERID: ISO3T32          08/23/01  02:25:31 PM
                    T R I A L   B A L A N C E   B Y   F U N D

     FUND=
                                        CURR YEAR TOTAL  PREV YEAR TOTAL

     ACCT #      ACCOUNT DESCRIPTION    CURR YR AMOUNT   PREV YR AMOUNT
     ======  ----------------------------  ---------------  ---------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
```

Purpose   Trial Balance by Fund (OLTB) allows users to view the current trial balance for each fund on-line. This is an inquiry only table. OLTB displays balances for account numbers within each fund. The table is keyed by fund code, while detail lines show the accounts and their current and prior year balances. Descriptions of the account numbers are also provided.

Updates   OLTB is updated by three different batch processes. A nightly update summarizes all applicable budgeting and accounting events from the previous day. On June 30, the end of each fiscal year, the current year amounts for each entry on OLTB are rolled over to the prior year amount column. Finally, when the prior fiscal year is closed, the current year amounts are updated with the closed year balances.

Coding Instructions

FUND	Key field. The fund for which a trial balance is displayed.
ACCT #	Key field. Account code assigned. Transactions are summarized by account within the following groups: asset, liability, fund balance, pre-encumbrance, encumbrance, expenditure control, revenue control, expenses, transfers, and budget.
ACCOUNT DESCRIPTION	Description for the account.
CURR YEAR TOTAL	The total of all accounts in the current year column.
PREV YEAR TOTAL	The total of all accounts in the previous year column.
CURR YR AMOUNT	Current year amount, cumulative amount for the year.
PREV YR AMOUNT	Prior year amount, only used during 13th and 14th period. Reset to zero during the annual close processing.

REJV   Recurring Journal Voucher

```
ACTION: S SCREEN: REJV USERID: ISO3T32          08/23/01  02:28:45 PM
                    R E C U R R I N G   J O U R N A L   V O U C H E R

 JV NUMBER=               SUBMITTING AGCY:             FREQUENCY:
 START DATE:                     EXPR DATE:            LAST DATE:

 LI AC                                      OBJ/REV BS   REPT JOB/
 NE TP FUND AGCY ORG/SUB APPR UNIT ACTV FUNC SUB-O/R ACCT CAT  PROJECT
 == -- ---- ---- ------- --------- ---- ---- ------- ---- ---- --------
                 INT REF       BANK  VENDOR/
 DEBIT AMOUNT    FUND/AGENCY   ACCT  PROVIDER      NAME/IND
 --------------  -----------   ----  -----------   --------------------
    CREDIT AMOUNT   DESCRIPTION
    -------------   --------------------------
```

Purpose   Recurring Journal Voucher (REJV) provides information that the system uses to automatically create JV transactions on a regular basis. For example, you may enter data in this table representing a particular month-end adjustment and the system will create JV transactions using this data every accounting period.

Updates   The screen is set up to look like a JV document, with "header" and "line" information. (Actually, each "line" exists in the table as a separate entry, and the "header information" is repeated on each line.) The "header" information cannot be changed after it has been added to the table. The system generates JV documents that correspond to this header/line format. Header information can be changed in the Document Suspense File before the document is accepted.

Coding Instructions

JV NUMBER	Key Field. Enter an alphanumeric identifier for this JV document. This is a key to the Recurring JV Table and must, therefore, be unique. It will become the first 9 digits of the document number on the generated documents. The last two digits will be added when the JV is generated. They will be the month from the "To-date" parameter.
SUBMITTING AGCY	Required. Enter the code that you want to have as the agency in the document ID of the generated document. This agency must be valid on Agency (AGC2) for the entry start date's year.
FREQUENCY	Required. This field describes how often the document should be generated and added to Document Suspense (SUSF). Valid codes are:

F –   One-time future document. The document will be generated once, on or after the entry start date.

M –   Monthly. The document will be generated once a month, starting on or after the entry start date, and ending on the entry end date.

B –   Bimonthly. The document will be generated once every two months, between the start and end dates.

Q –   Quarterly. The document will be generated once a quarter, between the starting and ending dates.

START DATE   Required. Enter, in MMDDYY format, the calendar date that documents should start being generated.

EXPR DATE   Required when frequency type is M, B, or Q. Must be blank when frequency type is F. Enter, in MMDDYY format, the calendar date that documents should cease being generated.

LAST DATE   Must be blank. The system will update this field with the last date that a document was generated. When changing a record (ACTION = "C"), you must space out the entry (with the space bar) in this field.

LINE   Key Field. Enter a unique number to identify each line in the document. Two digits must be entered, (i.e., enter "01", not "1").

AC TP   Required. Enter the applicable account type for this line. The code used must be valid on Account Type (ACCT). Valid entries are:

01	Assets
02	Liabilities
03	Fund Balance
11	Assets Offset to Expenses
21	Encumbrances
22	Expenditures/Expenses
23	Expenditures
24	Expenses
31	Revenue

ACCOUNTING DISTRIBUTION   All accounting distribution codes must be valid in the corresponding master tables for the entry start year. No budget checks are made, and no coding options are checked at this time.

FUND   Required for lines without an expenditure or revenue organization. Enter the applicable Fund code for this line. The code used must be valid on Fund (FUN2). Leave blank for lines with an expenditure or revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.

     If a revenue organization is coded and it has an original fund, enter the original fund entries as required (i.e., the Journal Voucher that is produced from this entry on REJV will <u>not</u> create the entries between the original fund and the final fund.

AGCY   Enter the AGENCY code for this line. The code used must be valid on Agency (AGC2).

ORG   Required for account types 22, 23, 24, or 31 for lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this line. This code must be valid on Organization (ORG2).

     Leave blank for lines associated with all capital outlay appropriations.

SUB	This field is not used by the State of Louisiana.
APPR UNIT	Required for account types 22, 23, 24, or 31 for lines associated with all capital outlay appropriations. Leave blank for lines associated with balance sheet accounts or regular appropriations that require organizations. Enter the applicable appropriation unit for this line. This code must be valid on Appropriation Inquiry (Extended) (EAP2).
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
FUNC	This field is required by certain agencies. If applicable, enter a valid function from Function (FUNC).
OBJ/REV	A valid object code is required if account type is 22, 23, or 24. A valid revenue source code is required if account type is 31. Otherwise, leave blank.
SUB- O/R	The sub-object or sub-revenue source, if applicable, to which this ledger record applies.
BS ACCT	A valid balance sheet account is required if the account type is 01, 02, or 03.
REPT CAT	Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid on Reporting Category Table (RPTG) for the agency coded on the line.
JOB/PROJECT	Leave blank for Journal Voucher lines associated with regular appropriations and non capital outlay permanent appropriations. Must be entered for journal voucher lines associated with all capital outlay appropriations. Enter the applicable project/subproject/phase for this journal voucher line. The code must be valid on Project Budget Line Inquiry (PRBL).
DEBIT AMOUNT	Required. Enter the exact dollar amount for this Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A DEBIT AMOUNT is an increase to the following account types:

        Assets (Account Type 01)
        Expenditures/Expenses (Account Type 22)
        Expenditures (Account Type 23)
        Expenses (Account Type 24)

A DEBIT AMOUNT is a decrease to the following account types:

        Liabilities (Account Type 02)
        Fund Balance (Account Type 03)
        Revenue (Account Type 31)

Each Journal Voucher line can only have a DEBIT AMOUNT or CREDIT AMOUNT.

If both the DEBIT AMOUNT and CREDIT AMOUNT fields are left blank, the system will supply the words "FILL-IN" in both fields.

INT REF FUND/
AGENCY

If either intragovernmental (I/G) fund or reference agency is coded, both must be coded. The codes must be a valid fund/agency combination.

BANK ACCT

Enter the applicable bank code as required. Bank account codes can only be entered on lines with a balance sheet account that is designated as cash. The code used must be valid on Bank Account (BANK).

VENDOR/PROVIDER

If coded, vendor code must be valid on Vendor (VEN2).

NAME/IND

Vendor name is inferred from the vendor code on VEN2. IND must be coded if a vendor code is used in the next field. A valid value is "V" for vendor.

CREDIT AMOUNT

Required. Enter the exact dollar amount for this Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A CREDIT AMOUNT is an increase to the following account types:

    Liabilities (Account Type 02)
    Fund Balance (Account Type 03)
    Revenue (Account Type 31)

A CREDIT AMOUNT is a decrease to the following account types:

    Assets (Account Type 01)
    Expenditures/Expenses (Account Type 22)
    Expenditures (Account Type 23)
    Expenses (Account Type 24)

Each Journal Voucher line can only have a CREDIT AMOUNT or a DEBIT AMOUNT.

If both the DEBIT AMOUNT and CREDIT AMOUNT fields are left blank, the system will supply the words "FILL-IN" in both fields.

DESCRIPTION

For reporting purposes only.

REJ6   Recurring Agency Journal Voucher

```
ACTION: S SCREEN: REJ6 USERID: ISO3T32          01/16/02  02:26:38 PM

      R E C U R R I N G   A G E N C Y   J O U R N A L   V O U C H E R

  J6 NUMBER=              SUBMITTING AGCY:           FREQUENCY:
 START DATE:                    EXPR DATE:           LAST DATE:

 LI AC                                        OBJ/REV REPT JOB/
 NE TP FUND AGCY ORG/SUB APPR UNIT ACTV FUNC SUB-O/R CAT  PROJECT
 == -- ---- ---- ------- --------- ---- ---- ------- ---- --------
                           VENDOR/PROVIDER
 DEBIT AMOUNT   CODE         NAME
 --------------  ----------------------------------
     CREDIT AMOUNT   DESCRIPTION
     -------------  ----------------------------
```

Purpose   Recurring Agency Journal Voucher (REJ6) provides information that the system uses to automatically create J6 transactions on a regular basis. For example, you may enter data in this table that represents repetitive expenditure adjustments. AFS will automatically create J6 transactions using this data on the frequency established on the table.

Updates   The screen is set up to look like a J6 transaction with "header" and "line" information. (Physically, each "line" exists in the table as a separate entry and the "header information" is repeated on each line.) The "header" information cannot be changed after it has been added to the table. The system generates J6 documents that correspond to this header/line format. Header and line information can be changed in Document Suspense (SUSF) before the document is accepted. The job that creates J6 journal vouchers is run on the last day of every month so that, if applicable, a new J6 journal voucher is on SUSF on the first working day of each month. The field definitions for this table are as follows:

Coding Instructions

J6 NUMBER   Required. Enter an alphanumeric identifier for this J6 document. This is a key to REJ6 and must, therefore, be unique. It will become the first 9 digits of the document number on the generated documents. The last two digits will be added when the J6 is generated. They will be the calendar month in which the J6 document is created. If you do not enter a full 9 digits in this field, the system will generate zeros for all spaces.

SUBMITTING AGCY   Required. Enter the code that you want to have as the agency in the document ID of the generated document. This agency must be valid for the entry start date year.

FREQUENCY   Required. This field describes how often the J6 document should be generated and added to Document Suspense (SUSF). Valid codes are:

                       "F"   One-time future document. The J6 journal voucher will be generated once, on or after the entry start date. Once the table entry is used to create a J6, the REJ6 table entry is deleted.

                       "M"   Monthly. The document will be generated once a month, starting on or after the entry start date, and ending on the entry end date.

"B"   Bimonthly. The document will be generated once every two months, between the starting and ending dates. AFS will create a J6 on SUSF based on the start date of the REJ6. A new J6 will then be created every other month until the end date is reached.

"Q"   Quarterly. The document will be generated once a quarter, between the starting and ending dates. AFS will create a J6 on SUSF in the first month of each calendar quarter, beginning on or after the start date and ending on the end date.

"E"   End of Quarter. The document is generated in the third month of each calendar quarter only, between starting and ending dates.

START DATE   Required. Enter in MMDDYY format the calendar date documents should start being generated.

EXPR DATE   Required when frequency type is M, B, E, or Q. Must be blank when frequency type is F. Enter, in MMDDYY format, the calendar date documents should cease being generated.

LAST DATE   This is a protected field that the system will update with the last date a document was generated.

LINE   Required. This is a key field for this table. Enter a unique number to identify each line in the document. Two digits must be entered, (i.e., enter "01," not "1").

AC TP   Required. Enter the applicable account type for this Agency Journal Voucher line. Valid entries are "22" for Expenditures/Expenses and "31" for Revenue.

FUND   Leave blank for Agency Journal Voucher lines with an expenditure or revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.

AGCY   Required. Enter the applicable agency code for this Agency Journal Voucher line. The code used must be valid on Agency (AGC2).

ORG   Required. Enter the applicable organization code for this Agency Journal Voucher line. This code must be valid on Organization (ORG2).

SUB ORG   Leave blank. This field is not used by the State of Louisiana.

APPR UNIT   Optional. Leave blank for Agency Journal Voucher lines with a revenue or expenditure organization. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization.

ACTV   Optional. This field is required when coding expenditure lines used to recognize or reduce Information Technology costs. Otherwise, leave blank.

FUNC

Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category, or grant levels. If used, the code must be valid on Function (FUNC). It should be used by those agencies that are adjusting amounts previously recognized or that should have been recognized using this data element.

OBJ REV

Required. Enter the applicable expenditure object account code or revenue source account code for this line. Object account codes must be valid on Object (OBJ2). Revenue Source account codes must be valid on Revenue Source (RSR2).

Agency Journal Voucher lines cannot change amounts associated with transfer revenue source or expenditure object account codes (group = "TR") on Revenue Source (RSR2) and on Object (OBJ2).

SUB O/R

Optional. May be used to further identify revenues and expenditures.

REPT CATG

Optional and inferred from Organization (ORG2) using the organization code if coding a regular appropriation. Otherwise enter the applicable reporting category code as required. The code displayed must be valid on Reporting Category Table (RPTG) for the agency coded on the line.

JOB/PROJECT

Optional. Leave blank for Agency Journal Voucher lines associated with regular appropriations and non-capital outlay permanent appropriations. For agency journal voucher lines associated with all capital outlay appropriations, enter the applicable project number for this agency journal voucher line.

DEBIT AMOUNT

Required on a least one line on REJ6. Enter the exact dollar amount for this Agency Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A debit amount is an increase to an Expenditure/Expense (Account Type 22) and a decrease to a Revenue (Account Type 31). Each J6 line can only have a debit or a credit amount.

CODE

Optional. Enter the code of "V" for Vendor and the eleven-character vendor code as required. The vendor code used must be valid on Vendor (VEN2). Vendor Codes are generally entered on expenditure/expense lines when correcting 1099 reportable payments.

VENDOR/PROVIDER NAME

Inferred. The name of the vendor associated with the vendor code is inferred from VEN2.

CREDIT AMOUNT

Required on at least one line on REJ6. Enter the exact dollar amount for this Agency Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A credit amount is an increase to a Revenue (Account Type 31) and a decrease to an Expenditure/Expense (Account Type 22). Each Agency Journal Voucher line can only have a debit or a credit amount.

DESCRIPTION

Optional, for reporting purposes only. Enter notes about this line.

Federal Aid

AGFA   Agency Federal Aid Inquiry (1 of 2)

```
ACTION: S SCREEN: AGFA USERID: ISO3T32          08/23/01  02: 50: 40 PM
      A G E N C Y   F E D E R A L   A I D   I N Q U I R Y   ( 1   O F   2 )
            AGENCY=            FEDERAL AID NUMBER=
  FEDERAL AID TITLE:
        AWARD DATE:                      STATUS:

        REVENUE SOURCE  PERCENT  ESTIMATED       ACCRUED       COLLECTED
                        -------  --------------  --------------  --------------
        FEDERAL FUNDS:
     GOVERNMENT FUNDS:
          BOND FUNDS:
     LOCAL/OTHER FUNDS:
                                 --------------  --------------  --------------
            TOTALS:

     ENCUMBERED AMOUNT:                      AVAILABLE AMOUNT:
       EXPENDED AMOUNT:                       FED AID CHARGES:
       EXPENSED AMOUNT:
```

Purpose   Agency Federal Aid Inquiry (1 of 2) (AGFA) records financial and descriptive information about grants. The table is organized by Agency and Federal Aid Number. Because of the large amount of information, two screens are available for viewing the data. The first screen contains revenue and spending data; the second screen details descriptive and positional data for the grant.

Updates   This table is system-maintained. Lines are added to this table through the Federal Aid Master (FM) or Federal Aid Master Alternative (FM2) documents.

This table automatically "L"eafs to AGF2.

Coding Instructions

AGENCY	Key field. The agency responsible for the grant.
FEDERAL AID NUMBER	Key field. A number assigned by the agency that uniquely identifies the grant.
FEDERAL AID TITLE	Title of the grant.
AWARD DATE	Date the grant was awarded.
STATUS	The code from Federal Aid Status (FAST) assigned on the FM document.
REVENUE SOURCE PERCENT: FEDERAL FUNDS, GOVERNMENT FUNDS, BOND FUNDS, LOCAL/ OTHER FUNDS	The percentage breakdown of the total amount of the four types of revenue funding the grant in the Estimated column.

REVENUE SOURCE EST: FEDERAL FUNDS, GOVERNMENT FUNDS, BOND FUNDS, LOCAL/ OTHER FUNDS	The estimated revenue source amounts classified by one or more of the four types of revenue funding the grant.
REVENUE SOURCE ACCRUED: FEDERAL FUNDS, GOVERNMENT FUNDS, BOND FUNDS, LOCAL/ OTHER FUNDS	The accrued revenue source amounts classified by one or more of the four types of revenue funding the grant.
REVENUE SOURCE COLL: FED FUNDS, GOVERNMENT FUNDS, BOND FUNDS, LOCAL/ OTHER FUNDS	The revenue collected for this grant classified by one or more of the possible revenue types funding the grant.
TOTALS	The total percent and estimated, accrued, and collected revenue amounts.
ENCUMBERED AMOUNT	The amount of money encumbered against this grant, (i.e., all outstanding purchase orders).
AVAILABLE AMOUNT	The remaining unobligated balance of this grant.
EXPENDED AMOUNT	The amount of expenditures to this grant, (i.e., all payment vouchers or expenditure journal vouchers recorded against this grant).
FED AID CHARGES	All charges recorded to this grant on the Federal Aid charges transaction (FX), (dollars which were expended elsewhere but should be shown in connection with the grant).
EXPENSED AMOUNT	The total amount of all expenses charged to this grant, (for example, issued from inventory).

AGF2 Agency Federal Aid Inquiry (2 of 2)

```
ACTION: S SCREEN: AGF2 USERID: ISO3T32          08/23/01  02:51:34 PM

    A G E N C Y   F E D E R A L   A I D   I N Q U I R Y   ( 2   O F   2 )

        AGENCY=        FEDERAL AID NUMBER=              ORGANIZATION:
FED AGENCY CODE:           FED AGENCY NAME:
 FEDERAL CAT NO:                                    FED AID START DATE:
FEDERAL APPR NO:                                   FEDERAL AID END DATE:
  FEDERAL ID NO:                                      LAST ACTION DATE:
COMMON ACCTG NO:                    FEDERAL FISCAL YEAR START PERIOD:

  LETTER OF CREDIT NO:              GOV'T WIDE FEDERAL AID NO:
  LETTER OF CREDIT AMT:               MAJOR FEDERAL AID NO:
  DISALLOWANCE AMOUNT:                      CMIA INDICATOR:
  CMIA FUNDING METHOD:                 CMIA REVENUE SOURCE:
  CMIA DRAWNDOWN GROUP:                CMIA PROV/CUST CODE:
   CMIA BILLING CODE:

FTE POSITIONS - FED:        GOV'T:        BOND:        LOCAL:
CONTACT PERSON:                                  PHONE:
 DESCRIPTION 1:
 DESCRIPTION 2:
```

Purpose   Agency Federal Aid Inquiry (AGFA and AGF2) record financial and descriptive information about grants. The table is organized by Agency and Federal Aid Number. Because of the large amount of information, two screens are available for viewing the data. The first screen contains revenue and spending data; the second screen details descriptive and positional data for the grant.

Updates   This table is system-maintained. Lines are added to this table through the Federal Aid Master (FM) or Federal Aid Master Alternative (FM2) documents.

This table automatically "L"eafs to FBLT.

Coding Instructions

AGENCY	Key field. The agency responsible for the grant.
FEDERAL AID NUMBER	Key field. The number assigned by the agency that uniquely identifies the grant.
ORGANIZATION	The organization responsible for managing the grant.
FED AGENCY CODE	The federal agency code of the federal grantor. Must be valid on Federal Agency (FEAG).
FED AGENCY NAME	The name of the federal grantor.
FEDERAL CAT NO	The Federal Catalog Number:

          A.   The first two characters identify the federal agency.

          B.   The last four characters identify the number assigned for this grant to a program by the Federal Office of Management and Budget, as listed in the Catalog of Federal Domestic Assistance (CFDA).

FED AID START DATE The beginning date of the grant.

FEDERAL APPR NO	The federal code connecting the grant to a federal appropriation.
FEDERAL AID END DATE	The ending date of the grant.
FEDERAL ID NO	Federal Identification Number identifying the grant.
LAST ACTION DATE	The date on which Agency Federal Aid (AGFA) was last updated.
COMMON ACCTG NO	The common accounting number identifying the grant.
FEDERAL FISCAL YEAR START PERIOD	The month that represents the quarter in which the grant begins.
LETTER OF CREDIT NO	The identifying code of a letter of credit connected to the grant.
GOV'T WIDE FEDERAL AID NO	The identifying number that connects a group of agency grants to an umbrella grant, i.e., a block grant.
LETTER OF CREDIT AMT	The dollar amount of the letter of credit.
MAJOR FEDERAL AID NO	An identifying number which notes a relationship between this grant and another grant(s).
DISALLOWANCE AMOUNT	Any expenditures previously recorded against the grant which have been disallowed by the grantor.
CMIA INDICATOR	Defaults to "N" as it is not used by the State of Louisiana.
CMIA FUNDING METHOD	This field is not used by the State of Louisiana.
CMIA REVENUE SOURCE	This field is not used by the State of Louisiana.
CMIA DRAWDOWN GROUP	This field is not used by the State of Louisiana.
CMIA PROV/CUST CODE	This field is not used by the State of Louisiana.
CMIA BILLING CODE	This field is not used by the State of Louisiana.
FTE POSITIONS: FED, GOVT, BOND, LOCAL	The number of positions funded by this grant classified by one or more of the four types of revenue funding the grant, including positions funded in agencies other than the agency responsible for the grant.
CONTACT PERSON	The contact person concerning the grant.

PHONE   The phone number of the contact person.

DESCRIPTION 1,   A description of the grant.
DESCRIPTION 2

CHRG   Charge Class

```
ACTION: S SCREEN: CHRG USERID: ISO3T32            08/23/01  03:02:35 PM
                           C H A R G E   C L A S S

       FISCAL  CHARGE                            STANDARD  ACCT  REV SOURCE/
       YEAR    CLASS   NAME                      RATE      TYPE  SUB-REV
       ======  ======  ------------------------- --------  ----  -----------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
```

Purpose   Charge Class (CHRG) is used to establish different classes of goods and services and assign each a standard cost or rate per unit. It is keyed by fiscal year and charge class code.

Updates   This is a user-maintained table. Authorized users may add, change, or delete records as necessary.

Coding Instructions

FISCAL YEAR	Required. The last two digits of applicable fiscal year.
CHARGE CLASS	Required. A unique code identifying the class of good or service
NAME	A descriptive name for this charge class.
STANDARD RATE	Required. The cost per unit (dollars and cents). Defaults to 0.0000. The rate will be multiplied by the number of units coded on a Federal Aid Charge transaction (FX) to compute the full cost to be charged to the grant.
ACCT TYPE	Not used in the Federal Aid system.
REV SOURCE/ SUB-REV	Not used in the Federal Aid system.

FAIT   Federal Aid Inference

```
ACTION: S SCREEN: FAIT USERID: ISO3T32              08/23/01  03:07:22 PM

                    F E D E R A L   A I D   I N F E R E N C E

                                              OBJ/
            EXP/                              REV   REPT                   CMIA
         FY REV FUND AGCY ORGN APPR UNIT ACTV FUNC CLASS CATG FED AID NUMBER EXP
         == === ==== ==== ==== ========= ==== ==== ===== ==== -------------- ----
      01-
      02-
      03-
      04-
      05-
      06-
      07-
      08-
      09-
      10-
      11-
      12-
      13-
```

Purpose   Federal Aid Inference (FAIT) is used to establish the different accounting distributions that will be used to access the Federal Aid System. It is keyed by the full accounting distribution prefixed by the Expense/Revenue indicator. The Expense/Revenue indicator identifies whether the FAIT entry is to be used by expense or revenue documents. Only accounting documents coded with a reporting category will be referenced against FAIT.

Updates   This is a user-maintained table. Authorized users may add, change, or delete records as necessary.

Coding Instructions

FY	Required. The last two digits of the budget fiscal year.
EXP/REV	Required. Either an "E" for expense documents or an "R" for revenue documents.
FUND	Required. The fund code that will be used on transactions with this specific reporting category.
AGCY	Required. A valid agency that will be used on transactions with this specific reporting category.
ORGN	Required. The level one organization that the expenditure or revenue organizations used on transactions roll to for this specific reporting category.
APPR UNIT	Required. The appropriation unit that is valid with the organization. If the level one organization is a program, enter the appropriation unit that corresponds to the level one organization.
ACTV	Always "N". The State of Louisiana has set this option to "N" on FGY2.
FUNC	Always "N". The State of Louisiana has set this option to "N" on FGY2.
OBJ/REV CLASS	Always "N". The State of Louisiana has set this option to "N" on FGY2.

REPT CATG   Required. The reporting category associated with the federal aid number.

FED AID NUMBER   Required. The federal aid number to be inferred from the reporting category.

CMIA EXP   Defaults to spaces as it is not used by the State of Louisiana.

FAST   Fed Aid Status

```
ACTION: S SCREEN: FAST USERID: ISO3T32          08/23/01  03:13:35 PM
                       F E D   A I D   S T A T U S

        STATUS CODE   STATUS DESCRIPTION          SHORT NAME
        ===========   ------------------------    ------------
     01-
     02-
     03-
     04-
     05-
     06-
     07-
     08-
     09-
     10-
     11-
     12-
     13-
     14-
```

Purpose   Fed Aid Status (FAST) lists each Federal Aid Status Code, along with the status description and status short name. This table contains predefined valid codes ('O' open or 'C' closed) that are used to indicate the status of grants. The user can define various optional status codes prior to creation of the Federal Aid Master (FM) document. When establishing a new grant, a valid status code must be coded on the FM document lines (it is optional for the header screen). These status codes are used in determining whether revenues and expenditures charged to a grant will be accepted by AFS.

Updates   This is a user-maintained table. Authorized users may add, change, or delete records as necessary.

Coding Instructions

STATUS CODE	Required. The one or two-character status indicator code.
STATUS DESCRIPTION	The descriptive name for this status code.
SHORT NAME	The name that will be listed on reports when there is not enough space for the full name.

FBLT   Federal Aid Budget Line Inquiry

```
ACTION: S SCREEN: FBLT USERID: ISO3T32          08/23/01  03:14:06 PM
            F E D E R A L   A I D   B U D G E T   L I N E   I N Q U I R Y

            AGENCY=                    FEDERAL AID NUMBER=
                                       REPORTING CATEGORY=

        RECOVERY RATE:                  AVAILABLE FUNDS EDIT:
          DESCRIPTION:                              STATUS:

     ORIG BUDGETED AMT:                    CURR BUDGETED AMT:
        ENCUMBERED AMT:                         EXPENDED AMT:
          EXPENSED AMT:                   FED AID CHARGES AMT:

              FEDERAL %:
           GOVERNMENT %:
                 BOND %:
                OTHER %:
```

Purpose   Federal Aid Budget Line Inquiry (FBLT) provides the means to plan and control grant spending according to a user defined classification. The table is organized by agency, Federal Aid Number, and reporting category.

Accounting transactions look to this table to determine if the budget line is open, and, if the available funds edit is "Y", they look to see if there are enough funds to cover the transaction.

Updates   This table is system-maintained. Entries are created when a new Federal Aid Master (FM) transaction is accepted. Lines are updated by modifying FM transactions and expenditure accounting transactions.

Coding Instructions

AGENCY	Key field. The agency managing the grant.
FEDERAL AID NUMBER	Key field. The assigned Federal Aid Identifier for the grant.
REPORTING CATEGORY	Key field. The reporting category code, identifying a certain portion of the grant.
RECOVERY RATE	The percent at which indirect costs are recovered.
AVAILABLE FUNDS EDIT	A value of "Y" (Yes) indicates available funds should be calculated and edited prior to allowing a transaction to accept. A value of "N" (No) indicates available funds will not be checked on transactions.
DESCRIPTION	The description of this reporting category line.
STATUS	Indicates the status of the grant. Valid values are: "O" -Open or "C" -Closed.
ORIG BUDGETED AMT	The original budget amount for the reporting category.

CURR BUDGETED
AMT

The current total reporting category budget amount including changes made by adjustment actions on the Federal Aid Master (FM) transaction.

ENCUMBERED AMT

The total of all outstanding encumbrances (purchase orders) submitted against this reporting category.

EXPENDED AMT

The total amount spent against this reporting category - i.e., all payment vouchers and expenditure journal vouchers.

EXPENSED AMT

The total amount of all expenses charged to this reporting category - for example, issued from inventory.

FED AID CHARGES
AMT

The total of all charges recorded against this reporting category on the Federal Aid Charge (FX) transaction that were expensed elsewhere.

FEDERAL %

Percentage of the grant funded from federal sources. Inferred from Agency Federal Aid (AGFA).

GOVERNMENT %

Percentage of the grant funded from state sources. Inferred from Agency Federal Aid (AGFA).

BOND %

Percentage of the grant funded from bond sources. Inferred from Agency Federal Aid (AGFA).

OTHER %

Percentage of the grant funded from other sources. Inferred from Agency Federal Aid (AGFA).

FEAG Federal Agency

```
ACTION: S SCREEN: FEAG USERID: ISO3T32              08/23/01  03:17:36 PM
                         F E D E R A L   A G E N C Y


         FEDERAL
         AGENCY CODE   FEDERAL AGENCY NAME           SHORT NAME
         ===========   -----------------------------  ------------
      01-
      02-
      03-
      04-
      05-
      06-
      07-
      08-
      09-
      10-
      11-
      12-
      13-
```

Purpose   Federal Agency (FEAG) lists each grantor from whom the government receives grant funds, along
                  with its two-digit federal agency code. The federal agency code is used for convenience in referencing
                  the grantor.

Updates   This is a user-maintained table. Authorized users may add, change, or delete records as necessary.

Coding Instructions

FEDERAL AGENCY   Required. The federally assigned code for this agency.
CODE

FEDERAL AGENCY   The descriptive name for the Federal Agency Code.
NAME

SHORT NAME   The name that will be listed on reports when there is not enough space for
                        the full name.

FFFY   Federal Aid Fiscal Year Inquiry

```
ACTION: S SCREEN: FFFY USERID: ISO3T32          08/25/01  08: 25: 06 AM
        F E D E R A L   A I D   F I S C A L   Y E A R   I N Q U I R Y
FED FISC YEAR=      AGENCY=     FED AID NUMBER=              REPT CATG=
FISCAL YEAR BUDGET AMT:                   FEDERAL FISC YEAR START MONTH:
                QUARTER 1        QUARTER 2        QUARTER 3        QUARTER 4
                --------------   --------------   --------------   --------------
   ENCUMBERED:
     EXPENDED:
     EXPENSED:
      CHARGES:

   TOTALS --- ENCUMBERED:                        CHARGES:
               EXPENDED:
               EXPENSED:
```

Purpose   Federal Aid Fiscal Year Inquiry (FFFY) provides summaries of grant data by grant fiscal year and quarter. This is in contrast to the other grant tables that maintain lifetime data. This table contains only accounting actuals.

Updates   This table is system-maintained. It is created and modified by Federal Aid Master (FM) documents and updated by normal expense transaction processing.

Coding Instructions

FED FISC YEAR	Key field. The fiscal year when the accounting transaction was posted.
AGENCY	Key field. The agency responsible for the grant.
FED AID NUMBER	Key field. The Federal Aid Identifier for the grant.
REPT CATG	Key field. The reporting category code, identifying the portion of the grant accounted for on this line.
FISCAL YEAR BUDGET AMT	The budget amount for this year's portion of the grant.
FEDERAL FISC YEAR START MONTH	The month that represents the start of the quarter in which the grant starts.
ENCUMBERED, QUARTER 1-4	Quarterly total of all outstanding encumbrances (purchase orders) submitted against the reporting category.
EXPENDED, QUARTER 1-4	Quarterly total of all expenditures against the reporting category.
EXPENSED, QUARTER 1-4	Quarterly total of all expenses charged against the reporting category.

CHARGES, QUARTER 1-4	Quarterly total of all FX charges processed against the reporting category.
TOTALS --	The corresponding totals for the year to date.
ENCUMBERED	The year to date balance of all outstanding encumbrances (purchase orders) submitted against the reporting category.
CHARGES	The total amount of all Federal Aid (FX) charges recorded on charge transactions against the reporting category for this year to date.
EXPENDED	The total amount spent against the reporting category for this year to date - i.e. all payment vouchers, and expenditure journal vouchers.
EXPENSED	The total amounts of all expenses charged against the reporting category for the year to date - i.e. issued from inventory.

GVFA   Government-Wide Federal Aid Inquiry

```
ACTION: S SCREEN: GVFA USERID: ISO3T32          08/25/01  08:29:45 AM

      G O V E R N M E N T - W I D E   F E D E R A L   A I D   I N Q U I R Y

GOVERN-WIDE FED AID NUMBER=              TITLE:
DESCRIPTION 1:
DESCRIPTION 2:
  REVENUE SOURCE        EST REV AMT        ACCRUED AMT        COLLECTED AMT
                      --------------     --------------     --------------
        FEDERAL FUNDS:
     GOVERNMENT FUNDS:
          BOND FUNDS:
    LOCAL/OTHER FUNDS:
                      --------------     --------------     --------------
            TOTALS:

  FTE POSITIONS                          ENCUMBERED AMOUNT:
      FEDERAL POSITIONS:                   EXPENDED AMOUNT:
   GOVERNMENT POSITIONS:                   EXPENSED AMOUNT:
         BOND POSITIONS:                   FED AID CHARGES:
   LOCAL/OTHER POSITIONS:                  AVAILABLE AMOUNT:
                                         DISALLOWANCE AMOUNT:
```

Purpose   Government-Wide Federal Aid (GVFA) provides a vehicle for accumulating several pieces of a grant, the pieces of which may be administered by more than one agency within a department. It can also serve as a federal aid summary when a grant has been broken out by sub-grant. The table is organized by government-wide Federal Aid Number.

Updates   This table is system-maintained. Lines are added to this table whenever a Federal Aid Master (FM) transaction identifies a grant as belonging to a particular government-wide grant. Lines are modified by the FM transaction and by expenditure and revenue accounting transactions.

Coding Instructions

GOVERN-WIDE FED AID NUMBER	Key field. The identifying number that connects a group of subgrants (agency grants) together.
TITLE	Title of the grant.
DESCRIPTION 1 DESCRIPTION 2	Description of the government-wide grant.
EST REV AMT: FEDERAL FUNDS, GOVERNMENT FUNDS, BOND FUNDS, LOCAL/ OTHER FUNDS	Estimated revenue resulting from one or more of the four possible types of revenue connected to the grant.
ACCRUED AMT: FEDERAL FUNDS, GOVERNMENT FUNDS, BOND FUNDS, LOCAL/ OTHER FUNDS	The accrued revenue amount classified by one or more of the four types of revenue funding the grant.

COLLECTED AMT: FEDERAL FUNDS, GOVERNMENT FUNDS, BOND FUNDS, LOCAL/ OTHER FUNDS	The revenue collected for this grant classified by one or more of the possible revenue types.
TOTALS	The sum of all revenue estimated, accrued, and collected.
FTE POSITIONS: FEDERAL POSITIONS, GOVERNMENT POSITIONS, BOND POSITIONS, LOCAL/ OTHER POSITIONS	The number of positions funded by this grant classified by one or more of the four types of revenue funding the grant.
ENCUMBERED AMOUNT	The amount of money encumbered against this grant (i.e. all outstanding purchase orders).
EXPENDED AMOUNT	The amount of money spent against this grant (i.e., all payment vouchers, and expenditure journal vouchers recorded against this grant).
EXPENSED AMOUNT	The total amount of all expenses charged to this grant, (for example, issued from inventory).
FED AID CHARGES	All charges recorded against this grant - dollars which were expended elsewhere but should be shown in connection with the grant.
AVAILABLE AMOUNT	The remaining unobligated balance of this grant.
DISALLOWANCE AMOUNT	Any expenditures previously recorded against the grant that have been disallowed by the grantor.

Projects

AGPB   Agency Project Revenue Budget Inquiry

```
ACTION: S SCREEN: AGPB USERID: Z107Z68          09/06/01  03:56:06 PM

   A G E N C Y   P R O J E C T   R E V E N U E   B U D G E T   I N Q U I R Y

    AGENCY=                 PROJECT=                  FUND TYPE=
                         DESCRIPTION:

              TOTALS:
        REVENUE SOURCE  BUDGET AMOUNT   ACCRUED REV AMT  COLLECTED REV AMT
        ==============  --------------  ---------------  -----------------
  01-
        DESCRIPTION:
  02-
        DESCRIPTION:
  03-
        DESCRIPTION:
  04-
        DESCRIPTION:
  05-
        DESCRIPTION:
  06-
        DESCRIPTION:
```

Purpose   Agency/Project Revenue Budget Inquiry (AGPB) displays project revenue by funding source. All fields are system-maintained. As revenue (through cash receipts, payment vouchers, or journal vouchers) is accrued and collected, the accrued revenue and collected revenue amounts are updated based on the funding source (Bond, Federal, Entity, or other) associated with the revenue source entered on the documents. If the agency, project, funding source and revenue source combination from the revenue transaction is not found on this table, an entry is added with a budget amount equal to zero.

Coding Instructions

AGENCY   Key field. Enter the agency responsible for the project or sub-project.

PROJECT   Key field. Enter the project code used to identify the project.

FUND TYPE   Key field. Enter one of the following funding sources:

"01"   Bond funds
"02"   Federal funds
"03"   Entity funds
"04"   Other funds

DESCRIPTION   The description of the project is displayed.

TOTALS   The total amount for each category (Budget, Accrued Rev, and Collected Rev).

REVENUE SOURCE   The revenue source associated with the project budget line is displayed.

BUDGET AMOUNT   The amount budgeted for the agency, project, funding type, and revenue source is displayed.

ACCRUED REV AMT The amount accrued for the agency, project, funding type and revenue source is displayed.

COLLECTED REV AMT The amount collected for the agency, project, fund type, and revenue source is displayed.

DESCRIPTION The description of the revenue source may be displayed.

AGPR   Agency Project Inquiry

```
ACTION: S SCREEN: AGPR USERID: ISO3T32              08/25/01  08: 40: 49 AM
                    A G E N C Y   P R O J E C T   I N Q U I R Y

          AGENCY=                  PROJECT=

     PROJECT MANAGER:                    PROJECT YEAR START PERIOD:
             STATUS:          START DATE:               END DATE:
        DESCRIPTION:                           REV BUDGET IND:
 FHWA PROJECT NUMBER:                       FED ROUTE / SECTION:
 ENTITY-WIDE PROJECT:          FEDERAL APPR:      LAST ACTION DATE:

       BOND FUNDS AMT:                    ENCUMBERED AMT:
    FEDERAL FUNDS AMT:                      EXPENDED AMT:
     ENTITY FUNDS AMT:                      EXPENSED AMT:
      OTHER FUNDS AMT:                    PROJECT CHARGES:
  TOTAL AGREEMENT AMT:                AVAIL AGREEMENT AMT:
                                      ACCRUED REVENUE AMT:
                                    COLLECTED REVENUE AMT:

 FED %:           BOND %:            ENTITY %:              OTHER %:
```

Purpose
Agency Project Inquiry (AGPR) displays financial and descriptive information about projects. The table is organized by agency and project numbers. Agency Project Inquiry (AGPR) contains information required specifically by AFS.

Updates
This is a system-maintained table. Lines are added to this table when a new project is accepted by AFS via the Project Master transaction (PJ). Lines are modified by submitting a PJ transaction and by expenditure and revenue accounting transactions charged to the project.

Coding Instructions

AGENCY	Key field. The agency responsible for the project or subproject.
PROJECT	Key field. Unique code identifying the project.
PROJECT MANAGER	The person managing the project.
PROJECT YEAR START PERIOD	The calendar month in which the state fiscal year associated with this project starts. Project years will be "**07**" (from PJ document).
STATUS	A one letter code indicating the status of the project. These codes are defined by the user and maintained on Project Status Code (PRST).
START DATE	The beginning date of the project. Since projects will usually coincide with state fiscal years, this field will normally appear as "07 01 XX" (from PJ document).
END DATE	The estimated ending date of the project from the PJ document.
DESCRIPTION	Description of the project from PJ document.
REV BUDGET IND	"N" is default. Revenue budgets are not used with capital outlay projects by the State of Louisiana.

FHWA PROJ NUM   This field is not used by the State of Louisiana.

FED RTE/SECTION   This field is not used by the State of Louisiana.

ENTITY-WIDE   The identifying number that connects a group of agency projects to an
PROJECT   umbrella project.

FEDERAL APPR   This field is not used by the State of Louisiana.

LAST ACTION DATE   The date on which Agency Project (AGPR) was last updated.

BOND FUNDS AMT/   Estimated revenue resulting from one or more of the four possible types of
FED FUNDS AMT/   revenue connected to the project.
ENT FUNDS AMT/
OTHER FUNDS AMT

TOT AGREEMENT   Estimated revenue for the project from all funding sources.
AMT

ENCUMBERED AMT   The amount of money encumbered against this project, (i.e., all
                       outstanding purchase orders).

EXPENDED AMT   The amount of money spent against this project, (i.e., all payment
                       vouchers and expenditure journal vouchers recorded against this project).

EXPENSED AMT   The total amount of all items expensed against this project. An inventory
                       item acquired, but not yet used would not be reflected in this field.
                       However, all non-inventory purchases that are expended and expensed at
                       the same moment in time are recorded in this field.

PROJECT CHARGES   The total amount of charges recorded against this project on Project
                       Charge (PX) documents.

AVAIL   Remaining portion of the Total Agreement Amount. Calculated as the
AGREEMENT AMT   Total Agreement Amount less the sum of the Encumbered Amount,
                       Expended Amount, and Project Charges Amount.

ACCRUED REVENUE   The sum of all accrued revenue for the project.
AMT

COLL REV AMT   The sum of earned and collected revenue for the project.

FED %   These fields establish the source of funding percentages as specified by
                       the
BOND %   user on the Project Master (PJ) document.
ENTITY%
OTHER %

AGP2   Agency Project Description

```
ACTION: S SCREEN: AGP2 USERID: ISO3T32          08/25/01  08:42:03 AM
                 A G E N C Y  P R O J E C T  D E S C R I P T I O N
 AGENCY=     PROJECT=        REQUESTING AGENCY:     LEGISLATIVE ACT:
 DESC:



 ACT YR:      SCH. NO:        PREDOMINANT: PARISH      SEN DIST     LEG DIST
       1                2              PRIORITY AMOUNTS
                                              3              4            5
              NO PRIORITY AMOUNT:

 COMMENT
```

Purpose   Agency Project Description (AGP2) table records additional descriptive information about projects not captured on the PJ document. When a PJ document is processed to establish a project, records are created on Agency Project Inquiry (AGPR) and Agency Project Description (AGP2). AGPR stores all data entered on the PJ document, while the AGP2 record will be initialized with the key (agency, project) but with all descriptive fields empty. The user will then call up the AGP2 record that was created and complete those descriptive fields that are needed. All fields on this screen, except Requesting Agency, are optional. This table has as its key the agency and project number.

Updates   AGP2 is a hybrid table. Records are created when the PJ transaction is processed, but all information is user-maintained afterwards.

Coding Instructions

AGENCY	Key field. The agency responsible for the project or subproject. This field is system-populated from the PJ transaction.
PROJECT	Key field. Unique code identifying the project. This field is system-populated from the PJ transaction.
REQUESTING AGENCY	Required. The agency that requested the project.
LEGISLATIVE ACT	The number of the Capital Outlay Appropriation Act that authorized the project.
DESC	A free-form description field in which any other project information may be recorded.
ACT YR	The year the Capital Outlay Appropriation Act project was initially approved.
SCH. NO	The capital outlay schedule number associated with the project. This number is assigned in part by the Office of Planning and Budget and in part by the administering agency. For reporting purposes only.

PREDOMINANT:

PARISH	Parish that will predominantly benefit from the project.
SEN DIST	The Senatorial District that will predominantly benefit from the project.
LEG DIST	The Legislative District that will predominantly benefit from the project.
PRIORITY AMOUNTS	Amount specified in the Capital Outlay (1-5) Appropriation Act for each bond priority level (1-5).
NO PRIORITY AMOUNT	The amount approved that will be spent on the project from surplus funds from prior bond issues.
COMMENT	A free-form comments field in which other project information may be recorded.

APRP   Appropriation By Project

```
ACTION: S SCREEN: APRP USERID: ISO3T32          08/25/01  08:42:52 AM

                    A P P R O P R I A T I O N  B Y  P R O J E C T

      AGENCY    APPR     PROJECT BFY FUND ORGN PRIORITY ACT YEAR LEGIS ACT
      ======  =========  ======= === ==== ==== -------- -------- ---------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
   15-
```

Purpose   Appropriation by Project (APRP) is used for inquiries on valid coding combinations for project accounting transactions. This table is an alternate view of Project by Appropriation (PAPR). Transactions (except the DS, WV, and NP) that do not have a combination appearing on this table will reject when they are processed.

Updates   This is a system-maintained table. Whenever an addition, deletion, or change is entered on PAPR, Appropriation by Project (APRP) is automatically updated by the system.

Coding Instructions

AGENCY	Key field. The agency associated with the appropriation unit and project listed in the APPR and PROJECT fields.
APPR	Key field. The appropriation associated with agency and project numbers.
PROJECT	Key field. Unique code identifying the project associated with the agency and appropriation unit listed.
BFY	Key field. Budget fiscal year of the Means of Financing appropriation associated with the project.
FUND	Key field. Capital Outlay fund used by the project.
ORGN	This field is not used by the State of Louisiana.
PRIORITY	The priority specified in the Capital Outlay Act for bonds associated with the project, if any.
ACT YEAR	The year the Legislative Act associated with the project was enacted.
LEGIS ACT	The number of the Legislative Act associated with the project.

ENPR   Entity-Wide Project

```
ACTION: S SCREEN: ENPR USERID: ISO3T32          08/25/01  08:44:38 AM
                    E N T I T Y – W I D E   P R O J E C T

        ENTITY-WIDE PROJECT NUMBER=
                    DESCRIPTION:

  ORIGINAL BUDGET AMT:
   CURRENT BUDGET AMT:                            ENCUMBERED AMT:
                                                    EXPENDED AMT:
          BOND FUNDS AMT:                           EXPENSED AMT:
       FEDERAL FUNDS AMT:                         PROJECT CHARGES:
        ENTITY FUNDS AMT:
         OTHER FUNDS AMT:                       ACCRUED REVENUE AMT:
                                              COLLECTED REVENUE AMT:
```

Purpose   Entity-Wide Project (ENPR) consolidates estimated revenues and financial activity for all projects that are tied to the same entity-wide ("umbrella") project. The table is organized by entity-wide project number.

Updates   This is a system-maintained table. Lines are added to this table whenever a Project Master (PJ) transaction identifies a project as belonging to a particular entity-wide project. Lines are modified by the Project Master (PJ) transaction and by expenditure accounting transactions charged to projects associated with entity-wide projects.

Coding Instructions

ENTITY-WIDE PROJECT NUMBER	Key field. The identifying number that connects a group of projects (agency projects) together.
DESCRIPTION	Description of the entity-wide project. This will be the same as the description for the first project set up on a Project Master (PJ) transaction that also enters this entity-wide project number.
ORIGINAL BUDGET AMT	The total of all original project budget amounts (excluding all modifications made on PJ transactions) for all projects that report to the entity-wide project.
CURRENT BUDGET AMT	The total of all current project budget amounts (including all modifications made on PJ transactions) for all projects that report to the entity-wide project.
ENCUMBERED AMT	The total amount of all encumbrances (i.e. all outstanding purchase orders) charged to all projects that report to the entity-wide project.
EXPENDED AMT	The total amount of all expenditures (i.e. all payment vouchers and expenditure journal vouchers) charged to all projects that report to the entity-wide project.

BOND FUNDS AMT/ FEDERAL FUNDS AMT/ ENTITY FUNDS AMT/OTHER FUNDS AMT	Estimated revenue resulting from one or more of the four possible types of revenue connected to the project.
EXPENSED AMT	The total of all expenses (including inventory issues) charged to all projects that report to the entity-wide project. This amount will differ from the EXPENDED AMT only if the distinction is made between the expenditure for an item and when the charge is reclassified as an expense.
PROJECT CHARGES	The total of all project charges made (on PX documents) to all projects that report to the entity-wide project.
ACCRUED REVENUE AMT	Will normally be "0.00" unless a journal voucher (JV) has been processed affecting revenues with the JV cash indicator set to "N".
COLLECTED REVENUE AMT	Total revenues collected by all projects that report to the entity-wide project.

NPPF   Non-Payable Project Funding

```
ACTION: S SCREEN: NPPF USERID: ISO3T32          08/25/01  08:45:34 AM
                N O N - P A Y A B L E  P R O J E C T   F U N D I N G
  BUDGET-FY=     AGENCY=      PROJECT=

  LN                                          ORIG/REV     ORIG/REV          GROUP REF
  NO TYPE ORIG/REV FUNDING DESCRIPTION          DATE        AMOUNT     I/D  CODE  LN#
  == ==== ---------------------------------- -------- -------------- --- ---- ----
          ACT NUMB COMMENTS
          -------- -------------------------------------------------------------
```

Purpose   Non-Payable Project Funding (NPPF) tracks funding information for Non-Payable projects. "Non-Payable" projects are projects for which payments are approved and tracked by Facility Planning and Control, but not paid by that office. Non-Payable projects must have a status code of "**N**" on Agency Project Table (AGPR). NPPF stores information for the tracking and reporting of Non-Payable project funding. This table is for reference purposes only; no documents or tables reference its data.

Updates   This is a user-maintained table. Users with appropriate authority may add, change, or delete information as necessary.

Coding Instructions

BUDGET FY	Required. The budget fiscal year for which the Non-Payable project was authorized. Must be valid on Fiscal Year (FSYR).
AGENCY	Required. The agency that established the Non-Payable project. Must be valid on Agency (AGC2).
PROJECT	Required. The Non-Payable project number for which funding information is recorded. The agency/project combination must be valid on Agency Project (AGPR) and have a status of "**N**" (Non-Payable).
LN NO	Required. A sequential number that identifies each original or revised funding entry for the same Non-Payable project.
TYPE	Required. Indicates if the entry is for original or revised funding for the Non-Payable project. Valid entries are "**O**" (Original) or "**R**" (Revised). There cannot be a type "**R**" entry for a project unless there is already a type "**O**" entry for the budget fiscal year/agency/project number combination.
ORIG/REV FUNDING DESCRIPTION	Required. For type "**O**", enter description of original funding; for type "**R**", enter description of revised funding.

ORIG/REV DATE	Required. If the TYPE is "**O**", this represents the original date of funding. If the TYPE is "**R**", this represents the date the funding was revised.
ORIG/REV AMOUNT	Required. If the TYPE is "**O**", this represents the original amount of funding. If the TYPE is "**R**", this represents the revised funding amount.
I/D	When funding type is "O," this field defaults to "I" if left blank. Otherwise, required when funding type is "R." In this case, code "D" for decrease or "I" for increase as appropriate.
GROUP CODE	Non-Payable projects do not use an AFS appropriation. However, a group code may be entered to indicate the type of funding. If entered, the code will be used by some reports to print the funding source name. Must be valid on Appropriation Group Code (GRPC).
REF LN#	If type is "R", indicates line of original entry that is being revised.
ACT NUMB	This field may be used to record the Legislative Act number of the Capital Outlay Act that funded the Non-Payable project, if any.
COMMENTS	A free-form field for the recording of comments.

NPPI   Non-Payable Project Invoice

```
ACTION: S SCREEN: NPPI USERID: ISO3T32          08/25/01  08:46:43 AM

                 N O N - P A Y A B L E   P R O J E C T   I N V O I C E

 AGENCY=       PROJECT=

 01-
     INV NO=                    SUB-PROJ=     PHASE=     SUB-OB:     AMT:
     FPC NO:                            VENDOR NAME:
       BFY:        INV DATE:             REC FPC:           REC FISC:
     AGPS CREATED:      PO/RQ NUMBER                    FORWARD DATE:
     COMMENTS:

 02-
     INV NO=                    SUB-PROJ=     PHASE=     SUB-OB:     AMT:
     FPC NO:                            VENDOR NAME:
       BFY:        INV DATE:             REC FPC:           REC FISC:
     AGPS CREATED:      PO/RQ NUMBER                    FORWARD DATE:
     COMMENTS:
```

Purpose   Non-Payable Project Invoice (NPPI) displays current Non-Payable project invoices as entered on the NP (Non-Payable Project Invoice) transaction. "Non-Payable" projects are projects for which payments are approved and tracked by Facility Planning and Control, but not paid by that office. Non-Payable projects must have a status code of "**N**" on Agency Project Inquiry (AGPR). NPPI stores invoice information from the NP document for review and reporting.

Updates   This is a system-maintained table. New records are added to the table when new NP transactions are accepted for a project. Information on the table is changed by modifying NP documents. Records will be purged from NPPI by the Project Purge program. If a Non-Payable project meets the purge criteria, then all NP invoice records stored on NPPI will be deleted when the project is purged. (For more information on the Project Purge program, please see the *ISIS/AFS Operations Guide*).

Coding Instructions

AGENCY   Key field. The agency for which the project was created and for which invoice(s) have been processed.

PROJECT   Key field. The Non-Payable project number for which NP invoice(s) were recorded.

INV NO   Key field. The invoice number coded on the NP (Non-Payable Invoice Input Form) document. This is not the document number.

SUB-PROJ   Key field. The 2-character subproject number for which the NP invoice was recorded.

PHASE   Key field. The 1-character phase for which the NP invoice was recorded.

SUB-OB   Sub-object code that best describes item named on this line.

AMT   The total dollar amount entered on the NP invoice.

FPC NO   17 character (maximum) schedule number assigned by Facility Planning and Control to further identify a project.

VENDOR NAME   The name of the vendor who submitted the NP invoice.

BFY   The budget fiscal year against which the invoice was recorded.

INV DATE   The date on which the NP invoice was created.

REC FPC   The date the NP invoice was received by the Office of Facility Planning and Control.

REC FISC   The date the NP invoice was received by Facility Planning and Control's fiscal office.

AGPS CREATED   If invoice was paid through CFMS, field will display a "K"; otherwise, it will be blank.

PO/RQ NUMBER   The Purchase Order or Requisition document number referenced by the NP invoice, if any.

FORWARD DATE   The date the NP invoice was forwarded to the appropriate office for payment.

COMMENTS   Any comments recorded on the NP invoice document.

PAPR   Project By Appropriation

```
ACTION: S SCREEN: PAPR USERID: ISO3T32          08/25/01  08:47:33 AM
                    P R O J E C T  B Y  A P P R O P R I A T I O N

    AGENCY PROJECT   APPR    BFY FUND ORGN PRIORITY ACT YEAR LEGIS ACT
    ====== ======= ========= === ==== ==== -------- -------- ---------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 14-
 15-
```

Purpose   Project by Appropriation (PAPR) is used to establish the valid project/appropriation combinations for project accounting transactions. After a project is established in the project accounting system, the user will enter all valid combinations on this table. Transactions (except the DS, WV, and NP) that do not have a combination appearing on this table will reject when they are processed.

Updates   This is a user-maintained table. An alternate view of this table is provided on Appropriation by Project (APRP). Whenever an addition, deletion, or change is entered on Project by Appropriation, APRP is automatically updated by the system.

Coding Instructions

AGENCY	Required. The agency associated with the project and appropriation unit entered in the PROJECT and APPR fields.
PROJECT	Required. Unique code identifying the project associated with the agency and appropriation entered.
APPR	Required. The appropriation associated with agency and project numbers.
BFY	Required. Budget fiscal year associated with the project.
FUND	Required. Capital Outlay fund used by the project.
ORGN	This field is not used by the State of Louisiana.
PRIORITY	The priority specified in the Capital Outlay Act for bonds associated with the project, if any.
ACT YEAR	The year the Legislative Act associated with the project was enacted.
LEGIS ACT	The number of the Legislative Act associated with the project.

PFYT   Project Fiscal Year Inquiry

```
ACTION: S SCREEN: PFYT USERID: ISO3T32          08/25/01  08: 48: 28 AM
                  P R O J E C T   F I S C A L   Y E A R   I N Q U I R Y
   01-
              FISCAL YEAR=                                AGENCY=
         PROJECT/SUB-PROJECT=                              PHASE=

                   PERIOD:
            BUDGET AMOUNT:
         ENCUMBERED AMOUNT:                     EXPENDED AMOUNT:
           EXPENSED AMOUNT:                     PROJECT CHARGES:
   02-
              FISCAL YEAR=                                AGENCY=
         PROJECT/SUB-PROJECT=                              PHASE=

                   PERIOD:
            BUDGET AMOUNT:
         ENCUMBERED AMOUNT:                     EXPENDED AMOUNT:
           EXPENSED AMOUNT:                     PROJECT CHARGES:
```

Purpose   Project Fiscal Year Inquiry (PFYT) provides a summary of budget, encumbrances, expenditures, and project charges by the state fiscal year for each sub-project/phase of a project. This is in contrast to the other project tables that maintain lifetime data. This table contains only accounting actuals. It is organized by fiscal year, agency, project, sub-project and phase.

Updates   This is a system-maintained table. Table records are created by the Project Master (PJ) transaction, and are updated by normal encumbrance and expenditure transaction processing against projects.

Coding Instructions

FISCAL YEAR	Key field. The fiscal year for which state project/subproject/phase data is summarized. Financial activity listed was processed during accounting periods within the fiscal year.
AGENCY	Key field. The agency responsible for the project.
PROJECT/ SUB-PROJECT	Key field. The assigned project number for the project and the code identifying the portion of the project accounted for on this line.
PHASE	Key field. The code further segregating the project accounted for on this line.
PERIOD	The calendar month in which the state fiscal year begins. This field will be "**07**".
BUDGET AMOUNT	The total of all budget transactions processed for the project in this state fiscal year.
ENCUMBERED AMOUNT	The balance of all outstanding purchase orders submitted against the project/subproject/phase for this state fiscal year.
EXPENDED AMOUNT	The total amount spent against the project/subproject/phase for this state fiscal year (i.e., all payment vouchers and expenditure journal vouchers).

EXPENSED AMOUNT   The total amount of all expenses charged against the project/subproject/ phase for this state fiscal year, (including inventory issues). This amount will differ from the YTD EXPENDED AMT only if a distinction is made between the expenditure for an item and when the charge is reclassified as an expense.

PROJECT CHARGES   Amounts charged to this project/subproject/phase on Project Charge (PX) transactions for this state fiscal year.

PRBL   Project Budget Line Inquiry (1 of 2)

```
ACTION: S SCREEN: PRBL USERID: ISO3T32         08/25/01  08:49:21 AM
       P R O J E C T   B U D G E T   L I N E   I N Q U I R Y   ( 1   O F   2 )

     AGENCY=           PROJECT/SUB-PROJ=                  PHASE=

      STATUS:        AUTHORIZATION DATE:           AGREEMENT DATE:

  DESCRIPTION:                                        JOB NUMBER:

  PARTICIPATING/NON PARTICIPATING:     FUNDS EDIT:     CE PHASE %:

    ORIGINAL BUDGET AMT:
     CURRENT BUDGET AMT:                          BILLED AMT:
       ENCUMBERED AMT:                         COLLECTED AMT:
         EXPENDED AMT:
         EXPENSED AMT:                    EARNED/UNBILLED AMT:
      PROJECT CHARGES:                        REVENUE CREDITS:
   AVAILABLE BUDGET AMT:                          LOCAL MATCH:
```

Purpose   Project Budget Line Inquiry (1 of 2) (PRBL) presents inception-to-date data for a project, sub-project, and phase. It provides the means to plan and control spending by budget line (sub-project/phase combination). The table is organized by agency, project, subproject, and phase.

Updates   This is a system-maintained table. Table records are created by the Project Master (PJ) transaction. Lines are updated on this table whenever a project transaction is accepted by AFS. The table is also updated by AFS general accounting transactions coded with valid project codes and by Project Charge (PX) transactions. Additional information on a project budget line can be found on PRB2.

Coding Instructions

AGENCY	Key field. The agency managing the project.
PROJECT/SUB-PROJ	Key field. The assigned project number for the project and the code identifying a certain portion of the project.
PHASE	Key field. A unique code used to further segregate the project.
STATUS	Indicates status of sub-project/phase. Valid values are "O" open or "C" closed.
AUTHORIZATION DATE	The date on which spending is or was authorized to begin on this sub-project/phase of the project.
AGREEMENT DATE	Defaults to the start date of the project since this field is not used by the State of Louisiana at this time.
DESCRIPTION	The description of the sub-project as entered on the PJ document.
JOB NUMBER	Blank field. This field is not used by the State of Louisiana at this time.
PARTICIPATING/ NON-PARTICIPATING	Defaults to 'N' since this field is not used by the State of Louisiana at this time.

FUNDS EDIT	If "Y", this indicates available funds should be calculated and edited prior to spending. If "N", the available funds edit is performed, but only warning messages are issued if expenditures exceed available budget.
CE PHASE %	Defaults to 0.00 since this field is not used by the State of Louisiana at this time.
ORIGINAL BUDGET AMT	The original budget amount for the project budget line.
CURRENT BUDGET AMT	The current total budget amount for the project budget line, including any modifications made on the Project Master (PJ) document.
BILLED AMT	Defaults to 0.00 since this field is not used by the State of Louisiana at this time.
ENCUMBERED AMT	The total of all outstanding encumbrances (purchase orders) submitted against this project budget line.
COLLECTED AMT	Revenues recorded as collected by the project budget line.
EXPENDED AMT	The total amount spent against this project budget line (i.e., all payment vouchers and expenditure journal vouchers).
EXPENSED AMT	The total amount of all expenses charged to this project budget line (including inventory issues). This amount will differ from the EXPENDED AMT only if a distinction is made between the expenditure for an item and reclassification of the charge as an expense.
EARNED/ UNBILLED AMT	This field defaults to 0.00 since it is not used by the State of Louisiana.
PROJECT CHARGES	Amounts charged to this project budget line on Project Charge (PX) transactions.
REVENUE CREDITS	This field defaults to 0.00 since it is not used by the State of Louisiana.
AVAILABLE BUDGET AMT	The unobligated portion of the budget for the project budget line.
LOCAL MATCH	This field defaults to 0.00 since it is not used by the State of Louisiana.

PRB2 Project Budget Line Inquiry (2 of 2)

```
ACTION: S SCREEN: PRB2 USERID: ISO3T32          09/06/01  04:41:17 PM
     P R O J E C T   B U D G E T   L I N E   I N Q U I R Y   ( 2  O F  2 )

        AGENCY=           PROJECT/SUB-PROJ=                PHASE=
  AUTHORIZATION DATE:         AGREEMENT DATE:
       DESCRIPTION:                             JOB NUMBER:
  CURRENT BUDGET AMT:
  AVAILABLE BUDGET AMT:             PARTICIPATING/NON PARTICIPATING:

                    FEDERAL        STATE         BOND          OTHER
                  -------------- -------------- -------------- --------------
  EXPENDED SHARES
  EXPENDED AMOUNT
  PROJECT CHARGES

  BILLED REVENUE
  COLLECT REVENUE
  REVENUE CREDITS
```

Purpose   Project Budget Line Inquiry (2 of 2) (PRB2) displays details on revenue collections received by a project/sub-project/phase combination. The detailed amounts listed on this table must sum to revenue amounts listed on PRBL. The table is organized by agency and project/sub-project/phase numbers.

This is a system-maintained table. Lines are added to this table when revenue accounting transactions are charged to the project.

Coding Instructions

AGENCY	Key field. The agency for which detailed project revenue information is listed.
PROJECT/SUB-PROJ	Key field. Unique codes that identify the project/sub-project combination for which detailed project revenue information is listed.
PHASE	Key field. Unique code for the project/sub-project/phase for which detailed project revenue information is listed.
AUTHORIZATION DATE	The date on which spending may begin on this project/sub-project/phase combination.
AGREEMENT DATE	The date on which billing for reimbursement of participating costs may begin.
DESCRIPTION	A description of this project/sub-project/phase.
JOB NUMBER	This field is not used by the State of Louisiana.
CURRENT BUDGET AMT	The total amount budgeted for this project/sub-project/phase combination is displayed.
AVAILABLE BUDGET AMT	The unobligated portion of the project budget is displayed.

PARTICIPATING/ NON PARTICIPATING   Identifies whether project/sub-project/phase is eligible to participate in an expenditure reimbursement process. Valid values are: "Y" for participate; "N" for non-participating. System defaults to blank.

EXPENDED SHARES   Blank field. This field is not used by the State of Louisiana at this time.

EXPENDED AMOUNT   Blank field. This field is not used by the State of Louisiana at this time.

PROJECT CHARGES   Blank field. This field is not used by the State of Louisiana at this time.

BILLED REVENUE   Blank field. This field is not used by the State of Louisiana at this time.

COLLECT REVENUE   Revenue recorded as collected by the project/sub-project/phase through cash receipt transactions. Separate amounts are listed for Federal, State, Bond and Other.

REVENUE CREDITS   Blank field. This field is not used by the State of Louisiana at this time.

PRPH   Project Phase

```
ACTION: S SCREEN: PRPH USERID: ISO3T32          08/25/01  08:50:14 AM
                       P R O J E C T   P H A S E

                                                 CONSTRUCTION
        PHASE  DESCRIPTION                SHORT DESCR  INDICATOR
        =====  --------------------------  ------------  ------------
     01-
     02-
     03-
     04-
     05-
     06-
     07-
     08-
     09-
     10-
     11-
     12-
     13-
     14-
```

Purpose   Project Phase (PRPH) lists valid codes established to define the various phases of a project or subproject. Since this table is user-maintained, the meaning associated with each phase code will be defined based on the individual needs of a user. The phases are defined system-wide. This means that, in the interest of standardization, each department establishing a project must choose its phase codes from the standard codes on this table. Since the project phase code is restricted to one alphanumeric character, there are a limited number of unique codes available. Therefore, defining a set of codes relevant to all possible projects for all departments must be a well-planned and coordinated effort.

Updates   This is a user-maintained table. Only those users with appropriate authority may add, change, or delete phase codes on this table.

Coding Instructions

PHASE	Required. A single character that specifies a project phase.
DESCRIPTION	A description of the phase.
SHORT DESCR	A short description of the phase.
CONSTRUCTION INDICATOR	An identifier that tells whether the phase is a construction phase. "Y"= yes (this is a construction phase); "N" = no (this is not a construction phase).

PRST Project Status Code

```
ACTION: S SCREEN: PRST USERID: ISO3T32          08/25/01  08:51:10 AM
                   P R O J E C T   S T A T U S   C O D E
       STATUS CODE  DESCRIPTION                    SHORT DESCR
       ===========  ------------------------------ ------------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
    15-
```

Purpose   Project Status Code (PRST) lists user-defined codes to be used for inquiries and reports. These codes are used primarily to indicate the current status of a project (e.g. open, pending final close out, closed), but may be used for other purposes also.

Updates   This is a user-maintained table. Only those users with appropriate authority may add, change, or delete status codes on this table.

Coding Instructions

STATUS CODE	Required. A single character code that identifies project status.
DESCRIPTION	A description for the status code defined on this line.
SHORT DESCR	A short description of the status code.

SPNT   Sub Project Name

```
ACTION: S SCREEN: SPNT USERID: ISO3T32           08/25/01  08:51:55 AM
                      S U B   P R O J E C T   N A M E

 AGENCY=              PROJECT=

     SUB PROJ           SUB PROJECT NAME
     =========        ------------------------------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
```

Purpose   Sub Project Name (SPNT) is used to establish codes and code names for sub-projects. These codes and code names are used for descriptions on reports.

Updates   This is a user-maintained table. Users with appropriate authority may add, change, or delete sub-project codes and code names as necessary.

Coding Instructions

AGENCY   Required. The agency code to which the project/sub- project is related. This code must be valid on Agency (AGC2).

PROJECT   Required. The project number for which sub-project codes and names are defined. The agency/project combination must be valid on Agency Project (AGPR).

SUB PROJ   Required. The two character sub-project code for which a name is defined. No validation occurs on this field.

SUB PROJECT   Required. The name of the sub-project (up to thirty characters in length).
NAME   This name will appear on applicable reports.

Cost Allocation

ALLC   Allocation Group Control Reference

```
ACTION: S SCREEN: ALLC USERID: ISO3T32          08/28/01  03:05:28 PM

        A L L O C A T I O N   G R O U P   C O N T R O L   R E F E R E N C E

  O1-
    GROUP NUMBER=
     DESCRIPTION:
        GENERATE OFFSET IND:                         GENERATE JV IND:
        ALLOCATION TYPE IND:                         ALLOCATION CYCLE:

        ---------------------- DATA INTEGRITY INDICATORS ----------------------
      FUND:        AGENCY:      ORG:       SUB-ORG:     ACTV:        FUNC:
    OBJ/REV:    SUB-OBJ/REV:    JOB:      REPT CAT:    PROJ:     APPR UNIT:
  O2-
    GROUP NUMBER=
     DESCRIPTION:
        GENERATE OFFSET IND:                         GENERATE JV IND:
        ALLOCATION TYPE IND:                         ALLOCATION CYCLE:

        ---------------------- DATA INTEGRITY INDICATORS ----------------------
      FUND:        AGENCY:      ORG:       SUB-ORG:     ACTV:        FUNC:
    OBJ/REV:    SUB-OBJ/REV:    JOB:      REPT CAT:    PROJ:     APPR UNIT:
```

Purpose   Allocation Group Control Reference (ALLC) is the first screen that is set up when defining an allocation structure. Every group to be included in the allocation must exist on this screen before any other records are added. This screen determines which records from the Cost Allocation General Ledger (CAGL) will be included in the allocation process, and the frequency with which the allocation will be performed.

Coding Instructions

GROUP NUMBER	Required. A unique group number for the allocation.
DESCRIPTION	A description for the allocation group. This field is informational only.
GENERATE OFFSET IND	Defaults to "N". The State of Louisiana does not use offset options in cost allocation.
GENERATE JV IND	Defaults to "N". The State of Louisiana does not create journal vouchers cost allocation.
ALLOCATION TYPE IND	Required. This field defines which account types are used when selecting general ledger records for the allocation process. This indicator must be consistent with the entry(s) on Cost Allocation Account Type (CAAT).
ALLOCATION CYCLE	Set to "P" for periodic. Cost Allocation in the State of Louisiana is run by accounting period.
DATA INTEGRITY INDICATORS	For each accounting distribution element, the indicator specifies whether the element used in the pool/base table expansion is determined by the pool record "P", or by the base record "B".

FUND, AGENCY,   Set to "P".
ORG, SUB-ORG,
ACTV, FUNC, OBJ/
REV, SUB-OBJ/
REV, JOB, PROJ,
APPR UNIT

REPT CAT   Set to "B". The charges recorded against the reporting categories are the costs available for allocation, and the reporting categories are the base and pools in the cost allocation structure.

CAAT   Cost Allocation Account Type

```
ACTION: S SCREEN: CAAT USERID: Z107Z68          08/28/01  03:56:04 PM
              C O S T   A L L O C A T I O N   A C C O U N T   T Y P E

      ACCOUNT TYPE  SHORT NAME    ALLOCATION TYPE
      ============  -----------   ---------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
  15-
```

Purpose   Cost Allocation Account Type (CAAT) defines which of the account codes listed on Account Type
(ACCT) are used in the cost allocation process. The appropriate general ledger records are then
selected during the Cost Allocation General Ledger Build (CAGL) and Pool/Base Table Expansion
(CAEX) processes.

Coding Instructions

ACCOUNT TYPE	Required. A valid account type form Account Type (ACCT).
SHORT NAME	Display only. The description of the account type from Account Type (ACCT).
ALLOCATION TYPE	An account allocation type to indicate that this account type is used by the cost allocation programs. When the allocation type parameter from Allocation Group Control Reference (ALLC) is referenced by the cost allocation offline programs, it is matched to CAAT to determine which account types are used in the allocation process.

CADO   Cost Allocation Distribution Options

```
ACTION: S SCREEN: CADO USERID: Z107Z68          08/28/01  03:58:19 PM
     C O S T   A L L O C A T I O N   D I S T R I B U T I O N   O P T I O N S
  O1-
     GROUP NUMBER=                              STEP NUMBER=

     DESCRIPTION:

     -------------------------------- OPTIONS --------------------------------
       FUND:         AGENCY:      ORG:      SUB-ORG:     ACTV:        FUNC:
     OBJ/REV:     SUB-OBJ/REV:    JOB:      REPT CAT:    PROJ:     APPR UNIT:
  O2-
     GROUP NUMBER=                              STEP NUMBER=

     DESCRIPTION:

     -------------------------------- OPTIONS --------------------------------
       FUND:         AGENCY:      ORG:      SUB-ORG:     ACTV:        FUNC:
     OBJ/REV:     SUB-OBJ/REV:    JOB:      REPT CAT:    PROJ:     APPR UNIT:
```

Purpose   Cost Allocation Distribution Options (CADO) is used to define the accounting distribution data integrity options for each group/step. This screen is an alternate view of Allocations Totals Inquiry (TOTL). The first time a Pool/Base Definition Reference (PBDF) record is entered with a unique group/step combination, a new record is added to TOTL/CADO. The Data Integrity Options on the new record are set to the values already entered on Allocation Group Control Reference (ALLC) for the group. These defaulted settings for the group/step may then be changed on CADO.

Coding Instructions

GROUP NUMBER   Required. The group number for the desired allocation.

STEP NUMBER   Required. The step number in the allocation sequence.

DESCRIPTION   A description for the allocation group/step. This field is informational only.

OPTIONS   The options on this screen for a particular group/step override the options set for the group on Allocation Group Control Reference (ALLC). For each accounting distribution element, the indicator specifies whether the element used in the pool/base table expansion is determined by the pool record "P" or by the base record "B".

FUND, AGENCY,   Set to "P".
ORG, SUB-ORG,
ACTV, FUNC, OBJ/
REV, SUB-OBJ/
REV, JOB, PROJ,
APPR UNIT

REPT CAT   Set to "B". The charges recorded against the reporting categories are the costs available for allocation, and the reporting categories are the base and pools in the cost allocation structure.

CAFA   Cost Allocation Federal Aid Charges

```
ACTION: S SCREEN: CAFA USERID: ISO3T32          08/29/01  08:30:42 AM

        C O S T   A L L O C A T I O N   F E D E R A L   A I D   C H A R G E S

                                                 COST ALLOCATION GENERATED
     FY FUND AGCY RPTG ORGN   APPR    GRANT NUMBER  FX DOC NUMBER    DATE
     == ==== ==== ==== ---- --------- ------------ --------------- --------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
```

Purpose   Cost Allocation Federal Charges (CAFA) is used to link the final base reporting category to the grant and fiscal year. When Federal Aid Charge (FX) transactions are created in the allocation process, the FX document number and date are posted to CAFA.

Coding Instructions

FY	Required. The budget fiscal year for the reporting category.
FUND	Required. The fund associated with the reporting category. Must be valid on Fund (FUN2).
AGCY	Required. The agency associated with the reporting category. Must be valid on Agency (AGC2).
RPTG	Required. A reporting category that is used as final base for this fiscal year/fund/agency; must be valid on Reporting Category Table (RPTG).
ORGN	Required. The appropriated program organization for the agency; must be valid on Organization (ORG2).
APPR	Required. The appropriation unit that corresponds to the appropriated program organization for this agency.
GRANT NUMBER	Protected. The FED-AID-NUMBER inferred from the reporting category on Federal Aid Inference (FAIT). This is the grant where the charges from the FX will hit. When a change is made to a FAIT table entry, the change may be applied to CAFA by "G"etting the record, entering a "C" in the ACTION field, and pressing enter.

COST ALLOCATION GENERATED FIELDS:

FX DOCUMENT NUMBER	Protected. The document number of the FX that was created by the allocation process for this charge. This field consists of the 3-byte document agency number and the 11-byte document number.
DATE	Protected. The transaction date of the FX that was created by the allocation process for this charge.

CAGL   Cost Allocation General Ledger Inquiry

```
ACTION: S SCREEN: CAGL USERID: ISO3T32          08/29/01  08:52:16 AM
    C O S T   A L L O C A T I O N   G E N E R A L   L E D G E R   I N Q U I R Y

 O1-
       FUND=            AGCY=         ORG/SUB-ORG=           ACTV=
       FUNC=       OBJ/SUB-OBJ=       REV/SUB-REV=          JOB NO=
    REPT CAT=        PROJECT=          APPR UNIT=         ACCT TYPE=

     CURR PERIOD AMT:                CURR PERIOD REMAINING AMT:
        QUARTER AMT:                    QUARTER REMAINING AMT:
            YTD AMT:                        YTD REMAINING AMT:
 O2-
       FUND=            AGCY=         ORG/SUB-ORG=           ACTV=
       FUNC=       OBJ/SUB-OBJ=       REV/SUB-REV=          JOB NO=
    REPT CAT=        PROJECT=          APPR UNIT=         ACCT TYPE=

     CURR PERIOD AMT:                CURR PERIOD REMAINING AMT:
        QUARTER AMT:                    QUARTER REMAINING AMT:
            YTD AMT:                        YTD REMAINING AMT:
```

Purpose   Cost Allocation General Ledger Inquiry (CAGL) displays all of the possible accounting distribution combinations from the monthly Closed General Ledger. CAGL is updated in the Pool/Base Table Expansion (CAEX), based on the record definition on the Pool/Base Definition Reference (PBDF/PBDA). At the end of the allocation process, this table contains data for all cost allocation agencies, including records that did and did not participate in the allocation.

Coding Instructions

ACCOUNTING DISTRIBUTION:

FUND, AGCY, ORG/ SUB-ORG, ACTV, FUNC, OBJ/SUB-OBJ, REV/SUB-REV, JOB NO, RPTG, PROJ, APPR UNIT, ACCT TYPE	Key fields. The accounting distribution values that were extracted from the Monthly Closed General Ledger for the cost allocation agencies during execution of the Pool/Base Table Expansion (CAEX) program.

AMOUNT FIELDS:

CURR PERIOD AMT	The total dollar amount recorded in the General Ledger for this accounting distribution in the allocation period.
CURR PERIOD REMAINING AMT	The total current period dollar amount for this accounting distribution remaining after the allocation process. If this accounting distribution did not participate in the allocation process, this amount will equal to Current Period Amount. If this accounting distribution did participate in the allocation process, and if the allocation was successful, this amount will be 0.00.
QTR AMT, QTR REM AMT, YTD AMT, YTD REMAINING AMT	Quarterly and Annual Allocation are not available for the State of Louisiana.

CAPS   Cost Allocation Pool Sequence Inquiry

```
ACTION: S SCREEN: CAPS USERID: ISO3T32          08/29/01  08:59:03 AM

    C O S T   A L L O C A T I O N   P O O L   S E Q U E N C E   I N Q U I R Y

 01-
    GROUP NUMBER=          STEP NUMBER=          SEQUENCE NUMBER=
    TOTAL POOL AMOUNT:                           REMAINING AMOUNT:
              BASE %:                            POOL % OF TOTAL:
 02-
    GROUP NUMBER=          STEP NUMBER=          SEQUENCE NUMBER=
    TOTAL POOL AMOUNT:                           REMAINING AMOUNT:
              BASE %:                            POOL % OF TOTAL:
 03-
    GROUP NUMBER=          STEP NUMBER=          SEQUENCE NUMBER=
    TOTAL POOL AMOUNT:                           REMAINING AMOUNT:
              BASE %:                            POOL % OF TOTAL:
 04-
    GROUP NUMBER=          STEP NUMBER=          SEQUENCE NUMBER=
    TOTAL POOL AMOUNT:                           REMAINING AMOUNT:
              BASE %:                            POOL % OF TOTAL:
```

Purpose   Cost Allocation Pool Sequence Inquiry (CAPS) is a system-maintained table used during the Pool/Base Table Expansion (CAEX) to store information while updating Pool Accumulation Inquiry (PACC). This screen displays intermediate accumulations and allocations created in the allocation process, CAPS contains data for whichever was the last agency allocated.

Coding Instructions

GROUP NUMBER	Key field. The number assigned to this group.
STEP NUMBER	Key field. The number assigned to a step within this group.
SEQUENCE NUMBER	Key field. For fixed percentages or statistical base records, enter the number of the pool record from where the base record was expanded.
TOTAL POOL AMOUNT	The total dollar amount accumulated for this particular group, step and sequence number is displayed.
REMAINING AMOUNT	The total dollar amount remaining for this particular group, step and sequence number after the allocation process is displayed.
BASE %	The total base percentage accumulated for this group, step and sequence number is displayed.
POOL % OF TOTAL	The total pool percentage accumulated for this group, step and sequence number is displayed.

OBRV   Object / Revenue Class Inquiry

```
ACTION: S SCREEN: OBRV USERID: ISO3T32          08/29/01  09:01:21 AM

              O B J E C T  /  R E V E N U E   C L A S S   I N Q U I R Y

     OBJ/REV IND  OBJ/REV CLASS  OBJ/REV CODE
     ===========  =============  ============
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
  15-
```

Purpose   Object/Revenue Class Inquiry (OBRV) lists the detail object and revenue sources used to expand pool and base records, grouped by the object or revenue class. This table is rebuilt once a month when the statistics are reset, at which time any changes to Object (OBJ2) or Revenue Source (RSR2) are applied to OBRV.

Coding Instructions

OBJ/REV IND	Key field. "O" if the following fields describe an object, "R" if the following fields describe a revenue source.
OBJ/REV CLASS	Key field. The object or revenue source class (depending on the Object/Revenue Indicator).
OBJ/REV CODE	Key field. The object or revenue source (depending on the Object/ Revenue Indicator).

PACC   Pool Accumulation Inquiry

```
ACTION: S SCREEN: PACC USERID: ISO3T32          08/29/01  09:32:35 AM
                    P O O L   A C C U M U L A T I O N   I N Q U I R Y

        GROUP NUMBER=            STEP NUMBER=            POOL/BASE IND=
               FUND=                 AGENCY=                ORG/SUB-ORG=
           ACTIVITY=               FUNCTION=                OBJ/REV IND=
       OBJ/REV CODE=            SUB-OBJ/REV=                 JOB NUMBER=
           REPT CAT=                PROJECT=                  APPR UNIT=
       ACCOUNT TYPE=        POOL SEQ NUMBER=

     FORWARD REF STEP:        REF STEP NUMBER:        REF POOL SEQ NUMBER:
    ----------------------------- OFFSET CODES -----------------------------
               FUND:                 AGENCY:                ORG/SUB-ORG:
           ACTIVITY:               FUNCTION:                OBJ/REV IND:
       OBJ/REV CODE:            SUB-OBJ/REV:                 JOB NUMBER:
           REPT CAT:                PROJECT:                  APPR UNIT:
         ACTIVE IND:                 OPTION:

    ALLOCATED AMOUNT:                       %:
  ACCUMULATED AMOUNT:
```

Purpose   Pool Accumulation Inquiry (PACC) displays information on pool and base records used to compute the desired allocations. This table is updated at the end of the cost allocation process and displays the results of the allocation for all agencies. The values for Fund, Agency, Organization, Activity, Object/Revenue Code, Sub-Object/Revenue, Reporting Category, Appropriation Unit, and Account Type are extracted from the general ledger records that participated in the allocation.

Coding Instructions

GROUP NUMBER   Key field. The group number for the desired allocation.

STEP NUMBER   Key field. The step number in the allocation sequence.

POOL/BASE IND   Key field. "P" for pools; "B" for bases.

FUND   Key field. The fund for the pool or base record.

AGENCY   Key field. The agency for the pool or base record.

ORG/SUB-ORG   Key field. The organization/sub-organization for the pool or base record.

ACTIVITY   Key field. The activity for the pool or base record.

FUNCTION   Key field. The function for the pool or base record.

OBJ/REV IND   Key field. Will always be "O".

OBJ/REV CODE   Key field. The object for the pool or base record.

SUB-OBJ/REV   Key field. The sub-object for the pool or base record.

JOB NUMBER   This field is not used by the State of Louisiana.

REPT CAT   Key field. The reporting category for the pool or base record.

PROJECT   This field is not used by the State of Louisiana.

APPR UNIT   Key field. The appropriation unit for the pool or base record.

ACCOUNT TYPE   Key field. The account type for the pool or base record.

POOL SEQ NUMBER   Key field. The sequence number of the pool record from which the base record was expanded.

FORWARD REF STEP   The step where this base record allocated its accumulated amount.

REF STEP NUMBER   For pool records, the pool sequence number of the base record used in a forward-reference is displayed.

REF POOL SEQ NUMBER   For pool records, the step number of the base record that was used in a forward-reference is displayed.

OFFSET CODES:

FUND, AGENCY, ORG/SUB-ORG, ACTIVITY, FUNCTION, OBJ/REV IND, OBJ/REV CODE, SUB-OBJ/REV, JOB NUMBER, REPT CAT, PROJECT, APPR UNIT   The only offset code used in cost allocation in the State of Louisiana is OBJ/REV IND. This field is required.   An "O" should be entered to indicate that an object was used to define the base record.

ADDITIONAL INFORMATION

ACTIVE IND   If "Y", the pool/base records was used in the allocation process.

OPTION   Defaults to "N".

ALLOCATED AMOUNT   The dollar amount of the allocation is displayed. This is updated for base records after the allocation process is complete.

PERCENT   The percent from Pool/Base Definition Reference (PBDF) for this record, or the recalculated percent from building or updating Pool Accumulation Inquiry (PACC) is displayed.

ACCUMULATED AMOUNT   The dollar amount extracted from Cost Allocation General Ledger (CAGL) is displayed.

PBDA   Pool / Base Definition Reference

```
ACTION: S SCREEN: PBDA USERID: ISO3T32          08/29/01  09:37:36 AM

           P O O L  /  B A S E   D E F I N I T I O N   R E F E R E N C E

      GROUP NUMBER=            STEP NUMBER=
                         ACCUMULATOR DISTRIBUTION  BASE DISTRIBUTION  OFFSET OPTIONS
                         =======================  -----------------  --------------
               FUND:
             AGENCY:
         ORG/SUB-ORG:
            ACTIVITY:
            FUNCTION:
   OBJ/REV IND-CLASS: IND=    CLS=            IND:    CLS:       IND:
        OBJ/REV CODE:
         SUB-OBJ/REV:
          JOB NUMBER:
  REPORTING CATEGORY:
             PROJECT:
   APPROPRIATION UNIT:
       OFFSET OPTION:     BASE TYPE:     S/P RESET IND:      FORWARD REF STEP:
          STAT UNITS:                    POOL/BASE IND:   INCLUDE/EXCLUDE IND:
```

Purpose   Pool/Base Definition Reference (PBDA) is used to define base records with a base type of "A" (Actual) or "1" through "9" (internal statistics). When a base record is added to PBDA, the system automatically adds it to PBDF as well.

Coding Instructions

GROUP NUMBER   Required. The unique group number for the allocation.

STEP NUMBER   Required. The unique step number in the allocation sequence.

ACCUMULATOR DISTRIBUTION

The fields in this section of the table represent the accounting distribution used on the Cost Allocation General Ledger Inquiry (CAGL). An asterisk (*) will be entered for a wild card entry or spaces to default.

FUND   Required. The fund that is used in accumulating or distributing costs.

AGENCY   Required. The agency that is used in accumulating or distributing costs.

ORG/SUB-ORG   The organization/sub-organization that is used in accumulating or distributing costs.

ACTIVITY   The activity that is used in accumulating or distributing costs.

FUNCTION   This field is not used by the State of Louisiana. At present, this field is only used by the Louisiana Department of Labor.

OBJ/REV IND   "O" to indicate that an object is used to define the base record.

OBJ/REV CLASS   "N" to indicate that the State of Louisiana does not use object/revenue classes in the allocation process.

OBJ/REV CODE   The object that is used in accumulating or distributing costs.

SUB-OBJ/REV   The sub-object or sub-revenue source that is used in accumulating or distributing costs.

JOB NUMBER   This field is not used by the State of Louisiana.

REPORTING   Required. The reporting category that is a base in this step/group.
CATEGORY

PROJECT   This field is not used by the State of Louisiana.

APPROPRIATION   The appropriation unit that is used in accumulating or distributing costs.
UNIT

BASE DISTRIBUTION:

The fields in this section of the table are used in distributing costs. An asterisk (*) will be entered for a wild card entry or spaces to default.

FUND   Required. The fund that is used in accumulating or distributing costs.

AGENCY   Required. The agency that is used in accumulating or distributing costs.

ORG/SUB-ORG   The organization/sub-organization that is used in accumulating or distributing costs.

ACTIVITY   The activity that is used in accumulating or distributing costs.

FUNCTION   This field is not used by the State of Louisiana.   At present, this field is only used by the Louisiana Department of Labor.

OBJ/REV IND   "O" to indicate that an object is used to define the base record.

OBJ/REV CLASS   "N" to indicate that the State of Louisiana does not use object/revenue classes in the allocation process.

OBJ/REV CODE   The object that is used in accumulating or distributing costs.

SUB-OBJ/REV   The sub-object or sub-revenue source that is used in accumulating or distributing costs.

JOB NUMBER   This field is not used by the State of Louisiana.

REPORTING   Required. The reporting category that is a base in this step/group.
CATEGORY

PROJECT   This field is not used by the State of Louisiana.

APPROPRIATION   The appropriation unit that is used in accumulating or distributing costs.
UNIT

OFFSET OPTIONS:

FUND, AGENCY, ORG/SUB-ORG, ACTIVITY, FUNCTION, OBJ/REV IND, OBJ/REV CLASS, OBJ/REV CODE, SUB-OBJ/REV, JOB NUMBER, REPTORTING CATEGORY, PROJECT, APPROPRIATION UNIT	These offset codes are not being utilized in cost allocation in the State of Louisiana. However, OBJ/REV IND will be set to "O" to indicate that an object is used to define the base record.

ADDITIONAL INFORMATION

OFFSET OPTION	Default is "N". The State of Louisiana does not use offset options in cost allocation.
BASE TYPE	Default is blank. "A" for Actual Method base records, "1" through "9" for Internal Statistics base records; determines the computation used when calculating the allocated amount. Fixed percentage "P" and Statistical "S" base types are not allowed here; define these bases on PBDF.
S/P RESET IND	Required. "Y" if you want the system to automatically reset the statistics or percentages to zeroes each month; otherwise, "N".
FORWARD REF STEP	If coded, must be a subsequent step in the same group - the step where the base record will allocate its accumulated amount.
STATISTICAL UNITS	The total amount from records on Cost Allocation General Ledger Inquiry (CAGL) that match the accounting distribution entered in the Accumulator Distribution fields. This amount determines the base record's percentage in the group/step and is calculated by the Variable Percentage Table Program during the allocation process.
POOL/BASE IND	Always "B" as only base records are defined on PBDA.
INCLUDE/ EXCLUDE IND	Always "I" as the base records defined on PBDA are always included in the allocation process.

PBDF   Pool / Base Definition Reference

```
ACTION: S SCREEN: PBDF USERID: ISO3T32          08/29/01  09:49:07 AM
              P O O L  /  B A S E   D E F I N I T I O N   R E F E R E N C E
     GROUP NUMBER=              STEP NUMBER=
             FUND=                  AGENCY=                    ORG/SUB-ORG=
         ACTIVITY=                FUNCTION=                    OBJ/REV IND=
 OBJ/REV CLASS IND=            OBJ/REV CODE=                    SUB-OBJ/REV=
       JOB NUMBER=                REPT CAT=                        PROJECT=
         APPR UNIT=

       POOL/BASE IND:                          INCLUSIVE/EXCLUSIVE IND:
    FORWARD REF STEP:                                         BASE TYPE:
                  %:                                       OFFSET OPTION:
    STATISTICAL UNITS:                                       S/P RESET IND:
    ---------------------------- OFFSET OPTIONS ----------------------------
             FUND:                   AGENCY:                    ORG/SUB-ORG:
         ACTIVITY:                 FUNCTION:                    OBJ/REV IND:
     OBJ/REV CODE:              SUB-OBJ/REV:                    JOB NUMBER:
         REPT CAT:                  PROJECT:                      APPR UNIT:
```

Purpose   Pool/Base Definition Reference (PBDF) contains all of the pool and base records used in the allocation process. Each record defines a particular group/step combination, the accounting distribution for the record, an indicator that identifies the record as either a pool or a base, and other information required for the allocation process to function properly.

All pool records for a group and step must be entered before entering base records. The last base record in each step should be defined as F999, which is used to accumulate the results of rounding during the allocation process.

Allocation Totals Inquiry (TOTL) is automatically updated by the system as groups/steps are entered and updated on PBDF.

PBDF is also used to define all pool records and base records with a base type of "P" (Fixed percentage) or "S" Statistical. Base records with a base type of "A" (Actual) or "1" through "9" (Internal statistics) must be defined on PBDA. When a base record is added to PBDA, the system automatically adds it to PBDF as well.

Coding Instructions

GROUP NUMBER	Required. A unique group number for the allocation.
STEP NUMBER	Required. The step number in the allocation sequence.
FUND	Required. The fund that is used in accumulating or distributing costs.
AGENCY	Required. The agency that is used in accumulating or distributing costs.
ORG/SUB-ORG	The organization/sub-organization that is used in accumulating or distributing costs.
ACTIVITY	The activity that is used in accumulating or distributing costs.
FUNCTION	At present, this field is only used by the Louisiana Department of Labor.

OBJ/REV IND	"O" to indicate that an object is used to define the base record.
OBJ/REV CLASS IND	"N" to indicate that the State of Louisiana does not use object/revenue classes in the allocation process.
OBJ/REV CODE	The object that is used in accumulating or distributing costs.
SUB-OBJ/REV	The sub-object or sub-revenue source that is used in accumulating or distributing costs.
JOB NUMBER	This field is not used by the State of Louisiana.
REPT CAT	Required. The reporting category that is a base in this step/group.
PROJECT	This field is not used by the State of Louisiana.
APPR UNIT	The appropriation unit that is used in accumulating or distributing costs.
POOL/BASE IND	"P" for pools or "B" for bases.
INCLUSIVE/ EXCLUSIVE IND	Required. Default is "I" (include). Enter "E" to exclude costs from being allocated to/from this record.
FORWARD REF STEP	If coded, must be a subsequent step in the same group- the step where the base record will allocate its accumulated amount.
BASE TYPE	Required for base records, not valid for pool records. This field determines the computation used when calculating the allocated amount. Valid types are "P" (Fixed percentage) and "S" (Statistical). Actual Method (base type "A") or Internal Statistics (base types "1" through "9") are not allowed on PBDF; they must be defined on PBDA.
%	Required for Fixed percentage base records, optional for pool records; leave blank for statistical base records and records to be excluded from the allocation. Up to 3 places before the decimal, 6 places after the decimal (nnn.nnnnnn) are allowed. For base records, enter the percent of the accumulated cost from the pool records to be extracted from Pool Accumulation Inquiry (PACC). For pool records, enter the percent of the total cost from Cost Allocation General Ledger (CAGL) to be extracted to Pool Accumulation Inquiry (PACC). Pool records default to 100%.
OFFSET OPTION	Default is "N" as the State of Louisiana does not use offset options in cost allocation.
STATISTICAL UNITS	Required for statistical base records, leave blank for pool records and fixed percentage base records. Up to 12 places before the decimal, 6 places after the decimal (nnnnnnnnnnnn.nnnnnn) are allowed. This is the unit of measure amount that determines the base record's percentage in the group/step. Updates to this field are added to the Total Statistical Units field on Allocation Totals Inquiry (TOTL) for this group and step.

S/P RESET IND   Required. "Y" allows the system to automatically reset the statistics or percentages to zeroes each month. Otherwise, "N".

OFFSET OPTIONS

FUND, AGENCY,
ORG/SUB-ORG,
ACTIVITY,
FUNCTION, OBJ/REV
IND, OBJ/REV CODE,
SUB-OBJ/REV, JOB
NUMBER, REPT CAT,
PROJECT, APPR UNIT

The only offset code used in cost allocation in the State of Louisiana is OBJ/REV IND. This field is required. An "O" should be entered to indicate that an object was used to define the base record.

PBFR Pool / Base Forward Ref Step Inquiry

```
ACTION: S SCREEN: PBFR USERID: ISO3T32          08/29/01  09: 51: 43 AM
      P O O L  /  B A S E   F O R W A R D   R E F   S T E P   I N Q U I R Y
  O1-
      GROUP NUMBER=            STEP NUMBER=          REF STEP NUMBER=
      POOL/BASE IND=       POOL SEQ NUMBER=            ACCOUNT TYPE=
          USED IND:

              FUND=               AGENCY=             ORG/SUB-ORG=
          ACTIVITY=             FUNCTION=            OBJ/REV IND=
       OBJ/REV CODE=          SUB-OBJ/REV=             JOB NUMBER=
          REPT CAT=              PROJECT=               APPR UNIT=
```

Purpose   Pool/Base Forward Ref Step Inquiry (PBFR) is a temporary table that is used in the allocation process for internal processing only when forward-referencing is used. Data is added to and deleted from this table by the Pool/Base Table Expansion (CAEX) program. This table stores information about the sequence and number of times a particular accounting distribution is used within a group and step, which is used when writing to Pool Accumulation Inquiry (PACC). If the allocation process completes successfully, there will be no records on this table.

Coding Instructions

GROUP NUMBER   Required. A unique group number for the allocation.

STEP NUMBER   Required. The step number in the allocation process.

REF STEP NUMBER   The step number that is used when calculating the allocated amount for this pool/base record.

POOL/BASE IND   "P" for pools and "B" for bases.

POOL SEQ NUMBER   The sequence number of the pool record where the base record was expanded.

ACCOUNT TYPE   The account type for the pool or base record that was extracted from the general ledger.

USED IND   "Y" if the pool/base record was used in the allocation process.

ACCOUNTING DISTRIBUTION

FUND, AGENCY, ORG/SUB-ORG, ACTIVITY, FUNCTION, OBJ/REV IND, OBJ/REV CODE, SUB-OBJ/REV, JOB NUMBER, REPT CAT, PROJECT, APPR UNIT

These are the accounting distribution values that were extracted from Cost Allocation General Ledger (CAGL) during the Pool/Base Table Expansion (CAEX) program.

TOTL Allocation Totals Inquiry

```
ACTION: S SCREEN: TOTL USERID: IS03T32          08/29/01  10: 03: 25 AM
                  A L L O C A T I O N   T O T A L S   I N Q U I R Y
   01-
         GROUP NUMBER=                               STEP NUMBER=

               BASE TYPE:                            BASE TOTAL:
         TOTAL STAT UNITS:                           POOL TOTAL:
              DESCRIPTION:                              % TOTAL:
   02-
         GROUP NUMBER=                               STEP NUMBER=

               BASE TYPE:                            BASE TOTAL:
         TOTAL STAT UNITS:                           POOL TOTAL:
              DESCRIPTION:                              % TOTAL:
   03-
         GROUP NUMBER=                               STEP NUMBER=

               BASE TYPE:                            BASE TOTAL:
         TOTAL STAT UNITS:                           POOL TOTAL:
              DESCRIPTION:                              % TOTAL:
```

Purpose   Allocation Totals Inquiry (TOTL) controls the type of base records in a group/step, stores the total statistics and percentages used in the allocation computations for a group/step, and participates in the allocation process. When a new Pool/Base Definition Reference (PBDF) record is entered with a unique group/step combination, the system automatically creates a new record on Allocation Totals Inquiry (TOTL). As records are added/changed/deleted on PBDF/PBDA, the total stat units and % total fields on TOTL are updated.

At the beginning of the allocation process, the total stat units and % total fields on TOTL are recalculated from the PBDF/PBDA table entries and corrected if necessary. During the allocation process, the pool and base total fields on TOTL are increased and decreased as amounts are accumulated and allocated on Pool Accumulation Inquiry (PACC).

Coding Instructions

GROUP NUMBER	Required. A unique group number for the allocation.
STEP NUMBER	Required. The step number in the allocation process.
BASE TYPE	The type of base records processed in this group/step. This field is set by the first Pool/Base Definition Reference (PBDF/PBDA) record in this group/step. Once the base type has been set for a group/step, it cannot be changed. The base type determines the computation used when calculating the allocated amount. Valid types are "P" (Fixed percentage) or "S" (Statistical) - established on PBDF; or "A" (Actual) or "1" through "9" - established on PBDA.
BASE TOTAL	The sum of the accumulated amounts for all base records for a group/step. At the end of the allocation process, this amount should be 0.00.
TOTAL STAT UNITS	The sum of statistical units from all PBDF/PBDA statistical base records (base type not = "P") for this group/step. Updates to this field are made whenever the Statistical Units field on PBDF/PBDA is updated. Total Stat Units are used in the computation that determines the base record's percentage in the group/step.

POOL TOTAL   The sum of the accumulated amounts for all pool records in this group/step. At the end of the allocation process, this amount should be 0.00.

DESCRIPTION   The description of the allocation group/step. This field is informational only.

% TOTAL   The sum of percentages from all PBDF/PBDA base records for this group/step. Updates to this field are made whenever the Percentage field on PBDF is updated. % Total is used in the computation that determines the base record's percentage in the group/step.

System Control Tables For Users

ADNT   Automatic Document Numbering

```
ACTION: S SCREEN: ADNT USERID: ISO3T32          12/10/01  03:01:53 PM

              A U T O M A T I C   D O C U M E N T   N U M B E R I N G

                          DOCUMENT     LAST
                          NUMBER     DOCUMENT      DATE LAST     TIME LAST    LOG
            DOCUMENT  SEC1  PREFIX   NUMBER USED  NUMBER USED  NUMBER USED   FLAG
             TYPE     CODE
            ========  ====  ========== ------------ -----------  -----------  ----
       01-
       02-
       03-
       04-
       05-
       06-
       07-
       08-
       09-
       10-
       11-
       12-
       13-
```

Purpose   Automatic Document Numbering (ADNT) allows the user to have documents automatically numbered.

Coding Instructions

DOCUMENT TYPE	Required. The two- or three-character transaction code being defined.
SEC1 CODE	Required. The three-character agency code for the agency responsible for the document to be numbered.
DOCUMENT NUMBER PREFIX	Required. The transaction code plus the pre-defined prefix for this transaction type and agency. The prefix should be kept to a minimum so that the remaining portion of the document number can be numeric and the system can access the largest possible set of unique document numbers.
LAST DOCUMENT NUMBER USED	The last number used by this document type for this agency. This field is automatically updated each time this table is used.
DATE LAST NUMBER USED	The last date that the transaction type for this agency was assigned. The date is displayed in MMDDYY format.
TIME LAST NUMBER USED	The last time that the transaction type for this agency was assigned. The time is displayed in HHMMSS format.
LOG FLAG	Indicator that tells if document number logging is enabled. Defaults to N. Valid values are:

        Y   KFTP logs the assignment of the document number to the Automatic Document Numbering Log

        N   The document number assignment is not logged

EMEX   Error Message Explanation

```
ACTION: S SCREEN: EMEX USERID: ISO3T32            08/25/01  12:19:06 PM
                  E R R O R   M E S S A G E   E X P L A N A T I O N
 ERROR CODE=                      ERROR MESSAGE:
```

Purpose   Error Message Explanation (EMEX) contains all system software and application-related error codes.

This table automatically "L"eafs to ETAB.

Coding Instructions

ERROR CODE   The error code you are interested in.

ERROR MESSAGE   The exact message that will be displayed at the bottom of the screen when you make an error on either a table or a document.

(TEXT)   Explains the error message further.

ETAB   Error Message

```
ACTION: S SCREEN: ETAB USERID: ISO3T32          08/25/01  12:22:00 PM
                           E R R O R   M E S S A G E

     ERROR
     CODE    SEVERITY  OVERRIDE  PROGRAM   ERROR MESSAGE
     =====   --------  --------  --------  ------------------------------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
```

Purpose   Error Message (ETAB) contains all system software and application-related error codes.

This table automatically "L"eafs to EMEX.

Coding Instructions

ERROR CODE	The valid error code.
SEVERITY	A numerical value representing the severity of the error. Valid values are:

	{0}	No error
	{1}	Warning Only
	{2}	Not used
	{3}	Document rejected (DTPs)
	{3}	Line entry rejected (GTPs)
	{4}	Batch rejected
	{5}	Fatal Error

OVERRIDE	The override level needed to override this error.
PROGRAM	This field displays the name of the program using this error code. If multiple programs use this error code, {MULTI} will appear.
ERROR MESSAGE	This field displays the text of the error message associated with this error code.

GMSS   General Messages

```
ACTION: S SCREEN: GMSS USERID: ISO3T32          08/25/01  12:51:56 PM
                    A D V A N T A G E   F I N A N C I A L
                         R E L E A S E   2 . 0

                         GENERAL MESSAGES
                       (ACTION = B TO RETURN)
    DATE:    /    /                                      SCREEN NO:
    _____
```

Purpose   General Messages (GMSS) contains messages directed to all users of the system. Messages are entered for a particular date and screen number. This table is user maintained.

Coding Instructions

DATE	The date the message was entered into the system.
SCREEN NO	An identifier to designate the number of screens of messages available to the users.
(TEXT)	The message information.

HELP   Help

```
ACTION: S SCREEN: HELP USERID: ISO3T32          08/25/01  12:52:35 PM


                                   HELP
  CATEGORY:             TOPIC:
```

Purpose   Help (HELP) contains category and topic structures that serve as a tutorial facility for AFS. Consult the *ISIS/AFS Online Features Guide*, Chapter 3 for a discussion of the AFS Help facility.

SPEC   System Special Accounts

```
ACTION: S SCREEN: SPEC USERID: ISO3T32          08/25/01  09: 15: 22 AM
                    S Y S T E M   S P E C I A L   A C C O U N T S

FISCAL YEAR=
-------------------- PAYABLE AND DISBURSEMENT ACCOUNTS --------------------
  VCHRS PAYABLE:      CANCEL VCHRS PAY:      WITHHOLDING:       A/P:
WARR CLEAR FUND:       WARR PAYABLE:       USE TAX ACCR:     LIEN PAY:
------------------------ MISCELLANEOUS ACCOUNTS --------------------------
RESVD PRE-ENCUM:     RESVD ENCUM:      RESV ENCUM PYRL:      FUND BAL:
  AGENCY DUE TO:     DUE TO FUND:       DUE FROM FUND:       RET EARN:
  WARRANTS DRAWN:       WARRANTS REC'D:           AUTO TRANS. OUT:
  DEP CASH ACCT:     DEPOSIT SUSPENSE FUND:        DEPOSIT SUSP. ACCT:
                                                 LINE OF CREDIT RSRC:
------------------------ ACCOUNTS RECEIVABLE ACCOUNTS --------------------
 FINANCE DELINQ:        TYPE:     FIXED RATE:        BILLED RECV:
       USE TAX:        TYPE:     FIXED RATE:              BASIS:
------------------------       OTHER ACCOUNTS   --------------------------
  UNRESTRICTED:     TEMP RESTRICTED:              PERM RESTRICTED:
   DEPR EXPENSE:         GFAGA FUND:        CASH SWEEP POOL FUND:
  CONTRIB TO FA:     GN/LS ACCT/OBJ:      /     RESV MEMO PRE ENCUM:
    SALE FA RSRC:                               RESV MEMO ENCUM:
```

Purpose   System Special Accounts (SPEC) defines default accounts and some special-purpose accounts for the entire governmental financial system. The accounts coded in this table affect how AFS records transactions in its ledgers.

Updates   This table should not be changed in the middle of a fiscal year. OSRAP will make the decision prior to each fiscal year as to how the options on SPEC will be set up.

Coding Instructions

FISCAL YEAR	This field identifies the state fiscal year for which data is entered.

PAYABLE AND DISBURSEMENT ACCOUNTS:

VCHRS PAYABLE	This field identifies the default balance sheet account offset (i.e., the system generated offsetting entry), for vouchers payable transactions.
CANCEL VCHRS PAY	This balance sheet account is the vouchers payable account which will be reversed on a Check Cancellation (CX) Type 3.
WITHHOLDIN	The restricted liability account for recording backup withholding.
A/P	This liability account is used to record encumbrance adjustments to the general ledger for purposes of monthly closing. After monthly closing is performed, the adjustment is reversed.
WARR CLEAR FUND	N/A
WARR PAYABLE	If warrants are used instead of checks, this balance sheet account is a record of all monies owed through warrants that have been issued but have not yet been paid.
USE TAX ACCR	The default billing unit account in which the results of the use tax calculation will be posted for recurring invoices.

LIEN PAY This liability account is reserved for vendor lien/levy processing, where the account is used in the creation of payment lines to the lien-holder.

MISCELLANEOUS ACCOUNTS:

RESVD PRE-ENCUM All requisition transactions are posted to this account. This account does not close to fund balance at year-end.

RESVD ENCUM All purchase order transactions have an offset entry posted to this account.

RESV ENCUM PYRL This fund balance account can be coded on journal vouchers to make budget reservations of future payroll accounts.

FUND BAL The generated offsetting entries for budget transactions are posted to this account. At year end (when the annual close is performed), all revenue, expense, and encumbrance entries are closed to this account.

AGENCY DUE TO During the annual close process, funds with a fund type equal to agency funds will close to this liability account rather than regular fund balance.

DUE TO FUND Inter-fund payment vouchers are posted against this account when the IG Cash Voucher Option is "N". This account may be overridden on the payment voucher form.

DUE FROM FUND Inter-fund payment vouchers are posted against this account when the IG Cash Voucher Option is "N". This account may be overidden on the payment voucher form.

RET EARN During the annual close process, funds with a fund type equal to internal service or enterprise will close to this liability account rather than regular fund balance.

WARRANTS DRAWN The restricted object of expenditure for recording warrants drawn.

WARRANTS REC'D The restricted revenue source for recording warrants received.

AUTO TRANS. OUT The restricted object of expenditure for the automatic transfer from an original fund to a final fund.

DEP CASH ACCT This account maintains deposited cash.

DEPOSIT SUSPENSE FUND The restricted fund which may be used only for deposit suspense activity (by the State Treasurer's Office).

DEPOSIT SUSP. ACCT This account maintains the contra account for cash that is in suspense.

LINE OF CREDIT RSRC The restricted revenue source for recording lines of credit.

ACCOUNTS
RECEIVABLE
ACCOUNTS

Accounts used with the optional AFS Accounts Receivable subsystem.

OTHER ACCOUNTS

Accounts used with the optional AFS Fixed Asset Management subsystem and Investment Management subsystem.

STAB   Security

```
ACTION: S SCREEN: STAB USERID: ISO3T32          08/25/01  01:08:08 PM
                                 S E C U R I T Y
              USER ID=            SEC1 CODE:        SEC2 CODE:
               NAME:                                    TITLE:
                          1     2    3    4    5    6    7    8    9
        SECURITY GROUP:
           SCAN ACTION:
       APPROVAL ACTION:
         ENTER ACTION:
       CORRECT ACTION:
        DELETE ACTION:
      SCHEDULE ACTION:
     EDIT ONLY ACTION:
          HOLD ACTION:
         QUEUE ACTION:
           RUN ACTION:
    FORWHOM TEST TYPE:
      WHERE TEST TYPE:
           WHERE CODE:
             OVERRIDE:
            APPROVALS:
```

Purpose   Security (STAB) contains all valid user IDs; the agency and organization to which the user ID belongs; a security profile that specifies what transactions and functions the user is authorized to perform, and for whom the user may accomplish these functions. Security is always checked before any system software processing can be accomplished.

This table automatically "L"eafs to UTAB.

Coding Instructions

USER ID	There are two alternatives when locating records on STAB: either the user's id (USERID), or the name of the profile being defined (PROFILE).
SEC1 CODE	For a USERID record, it is the Level 1 Security Group; correlates to the user's agency code. For a PROFILE record, the SEC1 code will be "999" so that all agencies may use this profile.
SEC2 CODE	For a USERID record, this is the Level 2 Security Group; correlates to the user's organization codes. For a PROFILE record, the SEC2 code will be blank.
NAME	For a USERID record, this is the user's first name and last name. For a PROFILE record, this is the title of the profile.
TITLE	For a USERID record, this is the title or position of the user. For a PROFILE record this is an additional title for the profile.
SECURITY GROUP	For a USERID record, this entry will be "*USE", and the profile that the system will use will read down the first column. For a PROFILE record, these fields will define the security groups that belong to the profile. Up to 9 groups are allowed per profile.

SCAN ACTION   Provides authority to review documents or table entries in the system without modification. Valid values are:

{Y}   Reviewing documents without modification is allowed.

{N}   Reviewing documents without modification is not allowed.

APPROVAL ACTION   Provides authority to approve documents within the security group, according to the approvals field. Valid values are:

{Y}   Indicates that the user can apply or remove approvals on any documents.

{N}   Indicates that the user cannot apply or remove approvals on documents.

{R}   Indicates that the user who entered the batch or document cannot apply or remove approvals to that batch or document.

ENTER ACTION   Provides authority to enter new documents or table records.

{Y}   Entering documents or table records is allowed.

{N}   Entering documents or table records is not allowed.

CORRECT ACTION   Provides authority to modify existing documents or table records.

{Y}   Modifying existing documents or table records is allowed.

{N}   Modifying existing documents or table records is not allowed.

DELETE ACTION   Provides authority to delete documents (that have not been accepted) or table records.

{Y}   Deleting documents (that have not been accepted) or table records is allowed.

{N}   Deleting documents (that have not been accepted) or table records is not allowed.

SCHEDULE ACTION   Provides authority to request overnight processing for a batch or document.

{Y}   Requesting overnight processing is allowed.

{N}   Requesting overnight processing is not allowed.

EDIT ONLY ACTION   Provides authority to request online editing of a transaction without file update.

{Y}   Requesting online editing is allowed.

{N}   Requesting online editing is not allowed.

HOLD ACTION

Provides authority to hold a batch or document until explicitly scheduled.

{Y}   Holding a batch or document is allowed.

{N}   Holding a batch or document is not allowed.

QUEUE ACTION

Provides authority to edit and update in background processing mode (i.e., additional work can be performed while the transaction is being processed).

{Y}   Background processing is allowed.

{N}   Background processing is not allowed.

RUN ACTION

Provides authority to perform immediate (foreground) edit and update processing, locking out any additional functions until processing is complete.

{Y}   Foreground processing is allowed.

{N}   Foreground processing is not allowed.

FORWHOM TEST TYPE

A single-character indicator defining which security areas the user can work in or which data the user is allowed to access. Valid values are:

"0"   Authorized for all security areas; no WHOM table entries required.

"1"   Authorized for own Level 1 (agency) Security; no WHOM table entries required.

"2"   Authorized for own Level 1 (agency) /Level 2 (organization) Security areas; no WHOM table entries required.

"3"   There must be a valid WHOM table entry for the security group, with the associated Submitting Level 1 (agency) and the Affected Level 1 (agency) codes.

"4"   There must be a valid WHOM table entry for the security group, with the associated Submitting Level 1 (agency) codes as well as the Affected Level 1 (agency) and Level 2 (organization) codes.

"5"   There must be a valid WHOM table entry for the security group, with the associated Submitting Level 1 (agency) and Level 2 (organization) codes as well as the Affected Level 1 (agency) codes.

"6"   There must be a valid WHOM table entry for the security group, with the associated Submitting Level 1 (agency) and Level 2 (organization) codes as well as the Affected Level 1 (agency) and Level 2 (organization) codes.

"7"   There must be a valid WHOM table entry for the actual userid and the Affected Level 1 (agency) codes. This option is associated with interface security.

	"8" There must be a valid WHOM table entry for the actual userid and the Affected Level 1 (agency) and Level 2 (organization) codes. This option is associated with interface security.

WHERE TEST TYPE
: A single-character indicator defining the terminals authorized for use by this userid. Valid values are:

"0"   This userid can perform authorized actions from any terminal.

"1"   This userid can perform authorized actions with the appropriate Where Code, which is embedded in the logical terminal ID.

"2"   Security must check the Where table to se if this user is authorized to use this terminal.

WHERE CODE
: A one- to four-character code that specifies the authorized terminal locations for this userid.

OVERRIDE
: Specifies the degree of authority this userid has to override system errors. All errors in the Error table have specific override levels. If the value of the override indicator exceeds or equals to override level associated with the error, the error may be overridden.

APPROVALS
: Specifies the authority of the userid to approve documents. There are five levels of approval, and a user may have a "Y" in any of those levels. If the user has a "Y" in both the third and fourth level, and the user applies approvals, the system will automatically apply both levels of approval. Also, if a user has second and fourth level approvals, and the user applies an "unapproved" command, the system will unapproved both the second and fourth levels, even if the user did not apply the second level.

SUSF   Document Suspense

```
ACTION: S  SCREEN: SUSF USERID: ISO3T32        08/25/01  03:15:52 PM
 FUNCTION:                ORG:

                    D O C U M E N T   S U S P E N S E

 S      BATCH               DOCUMENT                                PROCESS
 E  --------------- ---------------------                   LAST    LAST   DATE
 L  TYPE AGCY NUMBER TYPE AGCY   NUMBER    STAT  APPRV  DATE   USER  (YYMMDD)
 -  ---- ---- ------ ---- ---- ----------- ----- ----- ------ -------- --------
```

Purpose   Document Suspense (SUSF) is not a control table, but is a repository for input transactions that is used when you process documents.

This table automatically "L"eafs to SUS2.

Coding Instructions

FUNCTION   The FUNCTION field is used to enter commands beginning data entry, correction, or processing of batches and documents, or modifying the status of batches and documents. Valid functions are:

NEW	Create a new document.
COPY	Copy a previously created document.
HOLD	Place a document on hold.
DELETE	Delete a document.
UNDELETE	Undelete a previously deleted document.
RU N	Run a previously approved document.
VIEW	View a document without making changes.

ORG   Not used in Louisiana.

SEL   When you enter a function command, specify the batch(es) or document(s) to be selected by typing an "x" in the corresponding Selection field(s).

BATCH TYPE   The Batch Type identifies the document transaction type of the batch.

BATCH AGCY   The Batch Agency is used in security validations and corresponds to an entry on Agency (AGC2).

BATCH NUMBER   The Batch Number uniquely identifies the batch.

DOCUMENT TYPE   The Document Type identifies the transaction type of the document.

DOCUMENT AGCY   The Document Agency is used in security validations and corresponds to an entry on Agency (AGC2).

DOCUMENT NUMBER   The Document Number uniquely identifies the document. If you are using automatic document numbering, type the document type followed by a # in this field. Otherwise, you must supply this number.

[SELECTION LINE]   The selection line (the first row) is reserved for user input and is always left blank by the system.

STAT   The status of the batch or document is displayed in the status field. You can enter a specific status in the selection line to limit the display to batches and documents with a specific status. For example, you can specify a status of ACCPT in the selection line (with all other data entry fields being left blank), and the system will display only batches and documents that have a status of ACCPT.

APPRV   Indicator that tells which levels of approval have been applied to the batch or document. The indicators are: 0 - approval not required; A - approval is required, but has not been applied; Y - approval is required and has been applied.

LAST DATE   The last update date is displayed for each transaction listed on the screen.

LAST USER   The user ID of the last user to update that batch or document is displayed in this field.

PROCESS DATE   The process date is used to establish the future processing date of a batch or document by the nightly cycle process (NCP). Updates to this field are only valid when a CHANGE command is entered.

SUS2   Document Suspense (Part 2)

```
ACTION: S  SCREEN: SUS2 USERID: ISO3T32          08/25/01  03:21:16 PM
 FUNCTION:              ORG:

            D O C U M E N T   S U S P E N S E   ( P A R T   2 )

S        BATCH               DOCUMENT
E ---------------  ----------------------            ENTRY    LAST
L  TYPE AGCY NUMBER  TYPE AGCY    NUMBER   STATUS APPRV  DATE   TERMINAL
-  ---- ---- ------  ---- ---- ------------ ------ ----- ------ --------
```

Purpose   Document Suspense (Part 2) (SUS2) is not a control table, but is a repository for input transactions that is used when you process documents.

This table automatically "L"eafs to SUSF.

Coding Instructions

FUNCTION   The FUNCTION field is used to enter commands beginning data entry, correction, or processing of batches and documents, or modifying the status of batches and documents. Valid functions are:

NEW	Create a new document.
COPY	Copy a previously created document.
HOLD	Place a document on hold.
DELETE	Delete a document.
UNDELETE	Undelete a previously deleted document.
RU N	Run a previously approved document.
VIEW	View a document without making changes.

ORG   Not used in Louisiana.

SEL   When you enter a function command, specify the batch(es) or document(s) to be selected by typing an "x" in the corresponding Selection field(s).

BATCH TYPE   The Batch Type identifies the document transaction type of the batch.

BATCH AGCY   The Batch Agency is used in security validations and corresponds to an entry on Agency (AGC2).

BATCH NUMBER   The Batch Number uniquely identifies the batch.

DOCUMENT TYPE   The Document Type identifies the transaction type of the document.

DOCUMENT AGCY   The Document Agency is used in security validations and corresponds to an entry on Agency (AGC2).

DOCUMENT NUMBER   The Document Number uniquely identifies the document. If you are using automatic document numbering, type the document type followed by a # in this field. Otherwise, you must supply this number.

[SELECTION LINE]   The selection line (the first row) is reserved for user input and is always left blank by the system.

STATUS   The status of the batch or document is displayed in the status field.

APPRV   The approval flags are displayed for each transaction listed on the screen.

ENTRY DATE   The original entry date is displayed for each transaction listed on the screen.

LAST TERMINAL   The last update terminal is displayed for each transaction listed on the screen.

WHOM   For Whom

```
ACTION: S SCREEN: WHOM USERID: ISO3T32          08/26/01  12:13:44 PM

                            F O R   W H O M

          TYPE=          SECURITY GROUP=
   SUBMITTING SEC1=      SUBMITTING SEC2=

      AFFECTED    AFFECTED
       SEC1        SEC2
      ========  ==========
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
```

Purpose   For any application document or query, For Whom (WHOM) is used to define specific agencies and organizations that a specific user or organizational unit is authorized to affect. For example, this table can be used to permit a user from one agency (e.g., central purchasing) to enter purchase orders for another agency while limiting this ability for a third agency.

Coding Instructions

TYPE   Key field. Defines the Whom Type being used. Valid values are:

U   Indicates that the record is based on a specific userid. That is, the control permits or limits the ability of a userid to affect another Level 1 (agency) and Level 2 (organization) security area. Type "U" is associated with the For Whom types of 7 and 8 on Security (STAB).

E   Indicates that the record is for a particular security group. Type "E" is associated with the For Whom types of 3 through 6 on Security (STAB).

SECURITY GROUP   Key field. Determines the specific set of transactions this entry applies to. This entry matches the security groups from Security (STAB).

SUBMITTING SEC1   Key field. If the For Whom type on STAB is 3 through 6, the system finds the Submitting Level 1 (agency) record on WHOM to determine which Level 1 (agency) and Level 2 (organization) can be affected.

If the For Whom type on STAB is 7 or 8, this field will list the first four characters of the userid on STAB.

SUBMITTING SEC2   Key field. If the For Whom type on STAB is 3 through 6, the system finds the Submitting Level 2 (organization) record on WHOM to determine which Level 1 (agency) and Level 2 (organization) can be affected.

If the For Whom type on STAB is 7 or 8, this field will list the last three or four characters of the userid on STAB.

AFFECTED SEC1   Key field. The affected Level 1 (agency) Security code is recorded in this field. The system first looks up the Level 1 (agency) and Level 2 (organization) Security codes, then finds all of the affected Level 1 (agency) Security codes to determine if the action is allowable.

AFFECTED SEC2   Key field. The affected Level 2 (organization) Security code is recorded in this field. The system first looks up the Level 1 (agency) and Level 2 (organization) Security codes, then finds all of the affected Level 2 (organization) Security codes to determine if the action is allowable.

Archive Tables

DHIX   Document History Archive

```
ACTION: S SCREEN: DHIX USERID: ISO3T32          01/15/02  O9:33:18 AM
                   D O C U M E N T   H I S T O R Y   A R C H I V E

DOCUMENT ID=                         SUMMARY TOTAL:
  ACCEPT   ACCT                                        OBJ/ BS   ACCT
  DATE     LINE AMOUNT           FUND AGCY ORGN ACTV FUNC REV  ACCT PERIOD
  ======== ==== -------------- ==== ==== ==== ==== ==== ==== ==== ======
  BFY REF TRANS ID              DESCRIPTION            VEND\PROV    ACCT
  === ----------------- ----------------------------- ------------ ====
01-

02-

03-

04-

05-

06-
```

Purpose   Document History Archive (DHIX) displays the accounting distribution for the archived document ID entered on the header.

Update   Document numbers are added to this archive table once a year after the budget fiscal year annual close process.

Coding Instructions

DOCUMENT ID	Key field. The transaction code and unique number of the archived document.
SUMMARY TOTAL	Usually, the total amount of the document. For some documents, summary total is zero.
ACCEPT DATE	Key field. The date the archived document was accepted by AFS.
ACCT LINE	Key field. The line number assigned on the document input form. This field may be blank for documents that do not have accounting line numbers or it may have a sequential number assigned by the system.
AMOUNT	The amount of this line.
FUND, AGCY, ORGN, ACTV, FUNC, OBJ/ REV, BS ACCT	Key fields. The accounting distribution coded on the document line, or the accounting distribution of the system-generated offset entry. Varies document type.
ACCT PERIOD	Key field. The accounting period to which the accounting transaction was charged.
BFY	Key field. The budget fiscal year to which the document was charged.

REF TRANS ID   The transaction code and unique transaction number referenced by the transaction listed in DOCUMENT ID.

DESCRIPTION   The line description. Data may have been entered by the user or the system.

VEND/PROV   The applicable vendor code from the document input form, if applicable.

ACCT   Key field. The account type for this line.

DISX   Discount Archive

```
ACTION: S SCREEN: DISX USERID: Z107Z68          01/15/02  10:13:51 AM
                           D I S C O U N T   A R C H I V E

      FISCAL  DISCOUNT                      % OF    NUMBER   DISC  PO DISC
      YEAR    TYPE     DESCRIPTION          DISCNT  OF DAYS  DAY   FLAG
      ------  -------- -------------------- ------  -------  ----  -------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Discount Archive (DISX) lists discount type codes which were available for use when archived payment vouchers were initially processed. The discount types are listed by fiscal year. Each discount type represents a certain percentage credited for payment within a specific number of days.

Update   When payments are initially processed, the automated disbursement process uses information on Discount Type (DISC), where applicable, to determine if the discount can be taken and to calculate the amount.

Coding Instructions

FISCAL YEAR   The accounting fiscal year associated with the discount type.

DISCOUNT TYPE   A one character code assigned to the discount type.

DESCRIPTION   A description of the discount type that may include the relative terms.

% OF DISCNT   The percentage of credit to be received when the number of days condition is met. The cash disbursement process calculates the credit based on the voucher line amount. Two decimal places are used.

NUMBER OF DAYS   The maximum number of days that can elapse between the voucher date and check date and still have the discount apply.

DISC DAY   This field is not used by the State of Louisiana.

PO DISC FLAG   This field is not used by the State of Louisiana.

DXRX   Document Cross Reference Archive

```
ACTION: S SCREEN: DXRX USERID: Z1O7Z68        O1/15/O2  1O:3O:O5 AM
          D O C U M E N T   C R O S S   R E F E R E N C E   A R C H I V E

DOCUMENT ID=                  SUMMARY TOTAL:

      REFERENCE           ACCEPT                       CLOSED   REFERENCE
      DOCUMENT ID         DATE      ACT AMOUNT         DATE     DOC AMOUNT
      ================== ======== === -------------- -------- --------------
                                                              VENDOR/PROV
                                                              ------------
  O1-

  O2-

  O3-

  O4-

  O5-

  O6-
```

Purpose   Document Cross Reference Archive (DXRX) provides information about all transactions associated with the archived transaction entered on the header line. Each related document listed includes transaction code and unique number of document, acceptance date, amount and vendor code, if applicable.

Update   Information on this table is updated once a year after the budget fiscal year annual close process.

Coding Instructions

DOCUMENT ID	Key field. The transaction code and unique number of the archived document for which related transactions are listed.
SUMMARY TOTAL	Usually, the total amount of the document. For some documents, summary total is zero.
REFERENCE DOCUMENT ID	Key field. Lists the previous and subsequent documents associated with the transaction in the Document ID field.
ACCEPT DATE	Key field. The date the referenced archive document was accepted by AFS.
ACT	Key field. The document action – "E" for original entry, "M" for modification to an existing document or "X" for a cancelled document. Action for some documents will be blank.
AMOUNT	The portion of the transaction in the Document ID field charged against the document in the Reference Document ID field on the same line.
CLOSED DATE	The date the referenced document was closed.

REFERENCE DOC   The amount of the transaction in the Reference Document ID field actually
AMOUNT   closed by the transaction in the Document ID field or zeroes.

VENDOR/PROV   The vendor code for the document as defined on Vendor (VEN2).

OLGX   Online General Ledger Archive (1 of 2)

```
ACTION: S SCREEN: OLGX USERID: Z107Z68           01/15/02  10:31:09 AM

   O N L I N E   G E N E R A L   L E D G E R   A R C H I V E   ( 1   O F   2 )

      FY=          FUND=       AGENCY=     ORG=       ACTV=
    FUNC=        OBJ/REV=     BS ACCT=     AT=     SUB-ORG=
      SUB-OBJ/SUB-REV=            JOB NUMBER=                   REPT CAT=
  ----------------------------------------------------------------------
   TRANS DATE FM TRANSACTION ID      VENDOR      NAME    DESCR/VI
   ========== == ==================  ----------- -------- ------------
                                                          AMOUNT
                                                          --------------
 01-
 02-
 03-
 04-
 05-
```

Purpose   Online General Ledger Archive (OLGX & OLGY) displays General Ledger entries online for archived transactions.

Coding Instructions

FY	Key field. The last two digits of the accounting fiscal year to which the archived ledger record applies.
FUND	Key field. The fund to which the archived ledger record applies.
AGENCY	Key field. The agency, if applicable, to which the archived ledger record applies.
RG	Key field. The organization, if applicable, to which the archived ledger record applies. An organization should not be coded with a balance sheet account.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
FUNC	Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC). This code is currently used by the Department of Labor only.
OBJ/REV	Key field. The object or revenue source, if applicable, to which the archived ledger record applies. This field is only coded if account types 22, 23, 24, or 31 are entered.
BS ACCT	Key field. The balance sheet account, if applicable, to which the archived ledger record applies. This field is only coded if account types 01, 02 or 03 are entered.

AT	Key Field. The account type of the archived ledger record.
SUB-ORG	Leave blank. This field is not used by the State of Louisiana.
SUB-OBJ/SUB-REV	Key field. The sub-object or sub-revenue source, if applicable, to which the archived ledger record applies.
JOB NUMBER	Key field. The capital outlay project number, if applicable, to which the archived ledger record applies.
REPT CAT	Key field. The reporting category, if applicable, to which the archived ledger record applies.
TRANS DATE	Key field. Populated from the date of record field on the ledger.
FM	Key field. The fiscal month to which the archived ledger record was charged.
TRANSACTION ID	Key field. The document ID of the archived ledger record.
VENDOR	The vendor code (if entered) on the archived ledger record.
NAME	The first eight characters of the vendor name (if vendor code was entered) on the archived ledger record.
DESCR/VI	Document description for the archived ledger record, or, where appropriate, the vendor invoice number.
AMOUNT	The dollar amount of the archived ledger record.

OLGY   Online General Ledger Archive (2 of 2)

```
ACTION: S SCREEN: OLGY USERID: Z107Z68        01/15/02  10:32:26 AM

  O N L I N E   G E N E R A L   L E D G E R   A R C H I V E   ( 2   O F   2 )

      FY=          FUND=          AGCY=          ORG=         SUB-ORG=
      ACTV=        FUNC=          OBJ/REV=       ORG=         SOBJ/SREV=
      BACC=     JOB NUMBER=       RPTG=          AT=
    ----------------------------------------------------------------------
      TRANS                       REFERENCE      INTRNL  BA LINE
      DATE    FM TRANSACTION ID   TRANSACTION ID  REF    NK DESCRIPTION
      ======== == ================ ================ ======= == =============
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
```

Purpose   Online General Ledger Archive (OLGX & OLGY) displays General Ledger entries online for archived transactions. OLGY is a continuation of information that begins on OLGX. It includes reference transaction information (if references apply) and bank account information. This table may be accessed by using the leaf action on OLGX.

Coding Instructions

FY	Key field. The last two digits of the accounting fiscal year to which the archived ledger record applies.
FUND	Key field. The fund to which the archived ledger record applies.
AGCY	Key field. The agency, if applicable, to which the archived ledger record applies.
ORG	Key field. The organization, if applicable, to which the archived ledger record applies. An organization should not be coded with a balance sheet account.
SUB-ORG	Leave blank. This field is not used by the State of Louisiana.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
FUNC	Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC). This field is currently used by the Department of Labor only.
OBJ/REV	Key field. The object or revenue source, if applicable, to which the archived ledger record applies. This field is only coded if account types 22, 23, 24, or 31 are entered.

SOBJ/SREV   Key field. The sub-object or sub-revenue source, if applicable, to which the archived ledger record applies.

BACC   Key field. The balance sheet account, if applicable, to which the archived ledger record applies. This field is only coded if account types 01, 02, or 03 are entered.

JOB NUMBER   Key field. The capital outlay project number, if applicable, to which the archived ledger record applies.

RPTG   Key field. The reporting category, if applicable, to which the archived ledger record applies.

AT   Key field. The account type of the archived ledger record.

TRANS DATE   Key field. Populated from date of record field on ledger.

FM   Key field. The fiscal month to which the archived ledger record was charged.

TRANSACTION ID   The document ID of the archived ledger record.

REFERENCE   Transaction code and document id of document that references archived
TRANSACTION ID   ledger record in TRANSACTION ID field (if any).

INTRNL REF   Referenced intra-governmental fund and agency, if appropriate.

BANK   The Bank Account code for the archived ledger record, where appropriate.

LINE DESCRIPTION   Line description field for the archived ledger record.

OPVX   Open Payment Voucher Archive Inquiry

```
ACTION: S SCREEN: OPVX USERID: ISO3T32          01/16/02  04:16:56 PM
          O P E N   P A Y M E N T   V O U C H E R   A R C H I V E I N Q U I R Y
          VENDOR=                              VOUCHER NUMBER=
        FISC YEAR=
            NAME:
         ADDRESS:
                :
             CITY:                   STATE:        ZIP:

     VOUCHER DATE:          VOUCHER TYPE:              EFT IND/TYPE:     /
  SCHED PYMT DATE:            BUDGET FY:              HOLD PYMT IND:
  OFFSET LIAB ACCT:                                     FREIGHT IND:
   CHECK CATEGORY:                                 SINGLE CHECK IND:

    VOUCHER AMOUNT:                          TOTAL QUANTITY:
   DISCOUNT AMOUNT:                          FREIGHT AMOUNT:
   WITHHELD AMOUNT:                                TAX CODE:
     CLOSED AMOUNT:                          USE TAX AMOUNT:
 OUTSTANDING AMOUNT:                            CLOSED DATE:
       AGPS CREATED:                             LIEN/LEVY:
 ACTUAL DELIVERY DATE:                      REMIT TO VENDOR:
                                            REMIT TO AMOUNT:
                                           REMIT TO VOUCHER:
```

Purpose   Open Payment Voucher Archive Inquiry (OPVX) includes summary information about all closed
payment vouchers that have been archived. Most of the information comes from the header section of
the archived payment voucher document. In addition, the total closed amount and the total
outstanding amount are displayed.

The table is organized by vendor code. Thus, all archived payment vouchers for a particular vendor
can be accessed sequentially from the table.

Coding Instructions

VENDOR	Key field. The vendor code used on the archived payment voucher document.
VOUCHER NUMBE	Key field. The archived voucher agency and transaction number.
FISC YEAR	The budget fiscal year associated with the archived payment voucher.
NAME, ADDRESS, CITY/STATE/ZIP	The vendor name and address inferred from Vendor (VEN2).
VOUCHER DATE	The transaction date of the archived payment voucher.
VOUCHER TYPE	The voucher type as entered on the archived payment voucher transaction. This is a user-defined field, with values defined at each installation. Type 1 is used for payments to outside vendors. Types "2" and "3" are reserved for intragovernmental transactions and are not recorded on this table.
EFT IND/TYPE	EFT indicator tells whether the archived payment voucher was paid by electronic funds transfer (EFT). Valid values are "Y" (Yes) or "N" or blank (No). If payment was made by eft, an application type of "AA" will be listed for a single eft payment or "99" for a consolidated eft payment.

SCHED PYMT DATE   The scheduled payment date for the archived payment voucher. This is the date entered on the payment document by the user or the system assigned date in those instances where the user did not enter a scheduled payment date.

BUDGET FY   The budget fiscal year for the archived document. This is the year in which the document amount was obligated.

HOLD PYMT IND   This field will be blank for archived payment voucher documents. It is used when payment documents are placed on hold during the current fiscal year.

OFFSET LIAB ACCT   The liability balance sheet account used on the offsetting entry for the archived payment voucher document. This is the account coded on the PV or, if that was blank, the system-wide vouchers payable account in System Special Accounts (SPEC).

FREIGHT IND   This field will be blank since it is not used by the State of Louisiana.

CHECK CATEGORY   The check category associated with the archived payment voucher if payment was made by check. This will be "AA" for single checks or "99" for consolidated checks.

SINGLE CHECK IND   If a "Y" appears in this field, a single check was created for the archived payment voucher.

VOUCHER AMOUNT   The total amount of the archived payment voucher document. It reflects all adjustments made to the original amount.

TOTAL QUANTITY   This field will be filled with zeroes since it is not used by the State of Louisiana.

DISCOUNT AMOUNT   The total discount amount for the archived payment voucher as a calculated by the automated disbursement process.

FREIGHT AMOUNT   This field will be filled with zeroes since it is not used by the State of Louisiana.

WITHHELD AMOUNT   The total dollar amount withheld from the archived payment voucher for backup withholding.

TAX CODE   This field will be blank since it is not used by the State of Louisiana.

CLOSED AMOUNT   The total amount paid on the archived payment voucher (i.e., the total of all PV line closed amounts for the PV from Open PV Line Archive (OPVY).

USE TAX AMOUNT   This field will be filled with zeroes since it is not used by the State of Louisiana.

OUTSTANDING   This amount should be zero for archived payment vouchers.   This is the

AMOUNT	voucher amount minus the closed amount.
CLOSED DATE	The date on which the closed amount equaled the archived voucher amount.
AGPS CREATED	This field identifies the system in which the archived payment voucher was generated. If the field is blank, the archived payment voucher was generated in AFS. If the field is equal to "K", the archived payment voucher originated in the Contract Financial Management System (CFMS). If the field is equal to "P", the archived payment voucher originated in the Advanced Governmental Purchasing System (AGPS).
LIEN/LEVY	This field is set to "L" if a lien/levy holder was paid a portion of the voucher.
ACTUAL DELIVERY DATE	The date on which the goods or services paid for on the archived payment voucher were received.
REMIT TO VENDOR	Vendor number of the lien holder to whom lien or levy payments were made if a lien/levy was applied.
REMIT TO AMOUNT	The total dollar amount paid to the lien holder if a lien/levy was applied. Computed as: the sum of the Lien/Levy amounts from all lines on the archived payment voucher.
REMIT TO VOUCHER	The transaction number of the archived payment voucher created for the lien holder if a lien/levy was applied.

OPVY   Open PV Line Archive

```
ACTION: S SCREEN: OPVY USERID: Z107Z68          01/15/02  10: 33: 40 AM

                    O P E N   P V   L I N E   A R C H I V E

          VENDOR=              VOUCHER NO=              FISC YEAR=
  VENDOR INVOICE=                LINE NO=
     DESCRIPTION:

        FUND:         AGENCY:        ORG/SUB-ORG:          APPR UNIT:
    ACTIVITY:       FUNCTION:         OBJ/SUB-OBJ:          REV SRC:
     SUB-REV:     BS ACCOUNT:       REPT-CATEGORY:          JOB NO:
     PROJECT:                     FED AID NUMBER:
                                                      FREIGHT AMOUNT:
          QUANTITY:                        VOUCHER LINE AMOUNT:
     DISCOUNT TYPE:                             DISCOUNT AMOUNT:
                                          WITHHELD LINE AMOUNT:
                                              LIEN/LEVY AMOUNT:
                                              DISBURSED AMOUNT:
                                                CLOSED AMOUNT:
     LAST CHECK/MW NO:              DATE:        NO OF CHECKS WRITTEN:
    REFERENCE TRANS ID:             LINE:   COMM LINE:    DATE:
       REFERENCE VI ID:                     COMM LINE:    DATE:
```

Purpose   Open PV Line Archive (OPVY) includes detail information about all payment voucher lines that have been archived. Most of the information comes from the line level of the archived payment voucher input form. In addition, the closed and disbursed amounts are listed for each line. This table is organized by vendor code, so that all archived PVs for a particular vendor can be accessed sequentially from the table.

Coding Instructions

VENDOR	Key field. The vendor code from the archived payment voucher.
VOUCHER NO	Key field. The voucher agency and transaction number from the archived input form.
FISC YEAR	The budget fiscal year associated with the archived payment voucher.
VENDOR INVOICE	Key field. The vendor's invoice number from the archived input form.
LINE NO	Key field. The line number from the AFS archived payment voucher document.
DESCRIPTION	The line description from the archived payment voucher input form.
FUND, AGENCY, ORG/ SUB-ORG, APPR UNIT, ACTIVITY, FUNCTION, OBJ/SUB-OBJ, REV SRC, SUB-REV, BS ACCOUNT, REPT CATEGORY, JOB NO, PROJECT	The accounting distribution from the archived payment voucher input form.
FED AID NUMBER	The Federal Aid Identifier number the transaction was charged to if the Federal Aid Subsystem is being used.

FREIGHT AMOUNT — This option is not used by the State of Louisiana.

QUANTITY — This option is not used by the State of Louisiana.

VOUCHER LINE AMOUNT — The archived payment voucher line amount; it reflects all adjustments actions made on the original amount.

DISCOUNT TYPE — The discount type code entered on the archived input form. Discount type codes are defined on Discount Type (DISC).

DISCOUNT AMOUNT — The total discount amount for the archived payment voucher line as calculated by the automated disbursement process.

WITHHELD LINE AMOUNT — The portion of the disbursement that was deducted for backup withholding.

LIEN/LEVY AMOUNT — The total dollar amount paid to the lien holder (if a Lien or Levy applied to the PV line).

DISBURSED AMOUNT — The amount paid on the archived payment voucher line.

CLOSED AMOUNT — The total amount closed on the archived payment voucher line.

LAST CHECK/ MW NO — The transaction number of the last automated check or the last eft payment that paid for this line or the last manual warrant that referenced this line.

DATE — The check or eft date of the disbursement or the transaction date of the manual warrant referenced in the LAST CHECK/MW NO field.

NO OF CHECKS WRITTEN — This is the total number of all manual warrant, check and eft disbursement transactions against this line.

REFERENCE TRANS ID — The ID of the referenced transaction (PO), if a PO was referenced on the payment voucher.

LINE — The accounting line of the referenced document, if reference was made.

COMM LINE — Blank. This field is not used by the State of Louisiana.

DATE — The entry date of the referenced PO document, if reference was made.

REFERENCE VI ID — The vendor invoice number entered on the archived PV line.

COMM LINE — Blank. This field is not used by the State of Louisiana.

DATE — The entry date of the referenced vendor invoice.

STUX   Checkstub Archive

```
ACTION: S SCREEN: STUX USERID: Z107Z68          01/15/02  10: 34: 35 AM
                     C H E C K S T U B   A R C H I V E

TRANS CODE=        CHECK #=              BANK ACCT CODE=
CHECK DATE:                          TOTAL CHECK AMOUNT:
 CHECK CAT:                            APPLICATION TYPE:
   VENDOR:                     NAME:
  ADDRESS:
        :
     CITY:                      STATE:      ZIP:

   DOCUMENT ID   REF DOCUMENT ID  INVOICE #      COMMENTS       LINE AMOUNT
  =============== ================ ============ ================ ---------------
```

Purpose   Checkstub Archive (STUX) displays check stub information as it was provided to payee vendors for archived check stubs. Archived check stubs are those that relate to checks or efts issued in all prior fiscal years. Current fiscal year check stub information is available on CHECKSTUB (STUB). STUX is for inquiry purposes only. Manual warrant transactions do not update this table. Lien/Levy deductions, backup withholding deductions, credit memos and discounts that appear on the check stub will appear on this table.

Coding Instructions

TRANS CODE	Key field. The transaction code of the disbursement document. This will be AD for an automated disbursements check or EF for an electronic funds transfer payment.
CHECK #	Key field. The check number (AD) or eft payment number (EF) for which information is displayed.
BANK ACCT CODE	Key field. The code for the bank account against which the payment was issued.
CHECK DATE	The date of the check or eft payment.
TOTAL CHECK AMOUNT	The total amount of the check or eft payment. This is the sum of the LINE AMOUNT for all check or eft lines.
CHECK CAT	The check category of the disbursed voucher(s)if payment was made by an automated disbursements check. Check category will be "AA" if a single check was issued or "99" if a consolidated check was issued.
APPLICATION TYPE	The application type of the disbursed voucher(s) if an eft payment was made. Application type will be "AA" if a single eft payment was made or "99" if a consolidated eft payment was made.
VENDOR	The vendor code of the vendor who was paid by the check or eft payment detailed on this record.

NAME | The name of the vendor who received the check or eft payment.

ADDRESS | The mailing address of the vendor who received payment.

DOCUMENT ID | Key field. The agency and document number of the payment voucher(s) disbursed on this check or eft payment. The transaction code is not displayed; it is always "PV".

REF DOCUMENT ID | Key field. The referenced document(s) liquidated by the payment voucher(s) disbursed, if applicable.

INVOICE # | Key field. The vendor invoice number(s) coded on the payment voucher(s) disbursed.

COMMENTS | Key field. The line description entered on the payment voucher line(s). Information in this field may indicate if the line was a discount, line/levy reduction, or backup withholding.

LINE AMOUNT | The dollar amount of the payment voucher(s) for which disbursement was made.

VXRX Vendor Document Cross Reference Archive

```
ACTION: S SCREEN: VXRX USERID: Z107Z68          01/15/02  10:36:49 AM
  V E N D O R   D O C U M E N T   C R O S S   R E F E R E N C E   A R C H I V E

      VENDOR/PROVIDER=

                          REFERENCE           ACCEPT
      DOCUMENT ID         DOCUMENT ID         DATE      A AA AMOUNT
      ================== ================== ======== = -- --------------
        REF DOC AMOUNT        CLOSED DATE
        ------------------  -----------
  01-

  02-

  03-

  04-

  05-

  06-
```

Purpose   Vendor Document Cross Reference Archive (VXRX) presents information on archived transactions for a given vendor. Each archived transaction listed includes document number, reference document (if applicable), acceptance date and amount.

Update   Lines are added to this table when transactions are archived. The archive process runs once a year after the budget fiscal year annual close.

Coding Instructions

VENDOR/ PROVIDER	Key field. Vendor code for which archived transactions are listed.
DOCUMENT ID	Key field. The transaction code and unique number that identifies the archived document processed using the particular vendor code.
REFERENCE DOCUMENT ID	Key field. Lists the previous and subsequent documents associated with the transaction in the Document ID field.
ACCEPT DATE	Key field. The date the archived transaction was accepted by AFS.
A	Key field. The document action - "E" for an original entry, "M" for a modification to an existing document, or "X" for a cancelled document. Action for some documents will be blank.
AA	The alternate address code for the vendor, or spaces for some document types.
AMOUNT	The amount of the transaction in the Document ID field.
REF DOC AMOUNT	The amount of the document actually closed by the referenced document or zeroes.
CLOSED DATE	The date the archived document was closed.

WREX   Warrant Reconciliation Archive (1 of 2)

```
ACTION: S SCREEN: WREX USERID: Z107Z68           01/15/02  10: 38: 49 AM

 W A R R A N T   R E C O N C I L I A T I O N   A R C H I V E  ( 1   OF   2 )

BANK ACCOUNT CODE=
                                   WARRANT                          LAST ACT
WARRANT NO    FUND VENDOR NAME     DATE      AMOUNT          STAT DATE
============= ==== ---------------------- -------- -------------- ---- --------
```

Purpose   Warrant Reconciliation Archive (WREX and WREY) provides a list of checks (ADs), electronic fund transfers (EFs) and manual warrants (MWs) that have been archived. WREX includes warrant date, amount and status information for each line entry. Archived ADs, EFs and MWs are those that were processed in prior fiscal years. Current fiscal year information for ADs, EFs and MWs is available on Warrant Reconciliation (WREC).

Update   This table is populated using an archive process from the WREC table.

Although ADs, EFs and MWs listed on this table have statuses of "C" (Closed), "V" (Void) or "R"(Reissued from the Dept. of Revenue Unclaimed Property Unit).

Coding Instructions

BANK ACCOUNT CODE	Key Field. The account code for the bank account against which the AD's, EF's or MWs listed were processed. The main bank account codes for ADs and MWs are "RJ" and "04". The main bank account code for EFs is "FT".
WARRANT NO	Key field. The automated disbursements number (AD), electronic funds transfer number (EF), or manual warrant number (MW) of the archived warrant.
FUND	Key Field. The fund against which the archived AD, EF or MW was charged.
VENDOR NAME	The name of the vendor who received payment on the archived AD, EF or MW. All 30 characters are carried in the table, but only the first 22 are displayed.
WARRANT DATE	The date from automated disbursements for archived ADs or EFs, or the transaction date for archived MWs.
AMOUNT	The amount of the check, electronic funds transfer or manual warrant.

STAT   The status of the record. Valid values are:

"C" – Closed

"V" – Void

"X" – Returned to Department of Revenue as unclaimed property.

"R" – Reclaimed from Department of Revenue.

LAST ACT DATE   Date of last action for the AD, EF or MW. This is the date the AD cleared the bank, was voided, or was reclaimed from the Dept. of Revenue as unclaimed property; the date the MW ran through the nightly cycle; or the date the EF was processed.

WREY   Warrant Reconciliation Archive (2 of 2)

```
ACTION: S SCREEN: WREY USERID: Z107Z68          01/15/02  10:39:56 AM

 W A R R A N T   R E C O N C I L I A T I O N   A R C H I V E ( 2   O F   2 )

BANK ACCOUNT CODE=
                   ------ INTEREST ------
WARRANT NO   FUND  RATE    AMOUNT
============ ====  ------  -------------
```

Purpose   Warrant Reconciliation Archive (WREX and WREY) provides a list of checks (ADs), electronic fund transfers (EFs) and manual warrants (MWs) that have been archived. Archived ADs, EFs and MWs are those that were processed in prior fiscal years.

Update   This table is populated using an archive process from the WREX table.

Coding Instructions

BANK ACCOUNT CODE	Key Field. The account code for the bank account against which the AD's, EF's or MWs listed were processed. The main bank account codes for ADs and MWs are "RJ" and "04". The main bank account code for EFs is "FT".
WARRANT NO	Key field. The automated disbursements number (AD), electronic funds transfer number (EF), or manual warrant number (MW) of the archived warrant.
FUND	Key Field. The fund against which the archived AD, EF or MW was charged.
INTEREST RATE	Defaults to 0.00; not used in the State of Louisiana.
INTEREST AMOUNT	Defaults to 0.00; not used in the State of Louisiana.

System Control Tables for Control Agencies

ADEF   Application Access Definition

```
ACTION: S SCREEN: ADEF USERID: ISO3T32          08/25/01  09:54:38 AM

           A P P L I C A T I O N   A C C E S S   D E F I N I T I O N

                                        NUMBER OF      NUMBER OF
           APPLICATION    TABLE        MEMORY RESIDENT  TEMPORARY
           ACCESS ID      NUMBER    RESIDENCY  CHARACTERS   RECORDS
           ===========    ======    ---------  ---------------  ---------
      01-
      02-
      03-
      04-
      05-
      06-
      07-
      08-
      09-
      10-
      11-
      12-
      13-
```

Purpose   Application Access Definition (ADEF) identifies the Application Access IDs valid for the system software at this installation. It also specifies whether each table for each Access ID will be on disk, memory-resident, or transient. There are three types of records on ADEF: Header records (defines the amount of storage needed for memory-resident tables); Table records (defines the access definition for each table); or Trailer records (defines additional amount of storage needed for transient tables). The field descriptions on this table are different depending on which type of record you are looking at.

Coding Instructions

HEADER RECORDS:

APPLICATION ACCESS ID	Identifies a set of tables that require special handling by the system. There must be one set of records for each Application Access ID. In online environments, the Application Access ID is assumed to be equal to the Application ID defined in the APPLXREF copy member. In offline environments, the Application Access ID is obtained from the BEGIN control card.
TABLE NUMBER	Always set to 0000 for the header record.
RESIDENCY	Determines if storage is obtained above or below the 16Mbyte line in an XA environment. This field is populated by the BGNDAY utility. Valid values are: {Y} Storage is acquired above the 16Mbyte line. {N} Storage is not acquired above the 16Mbyte line.
NUMBER OF MEMORY RESIDENT CHARACTERS	Indicates the amount of storage required to load all memory-resident tables. This field is populated by the BGNDAY utility. (Specified in bytes in a non-XA environment; in Kbytes in an XA environment).

NUMBER OF TEMP RECORDS	Reserved for future use.

TABLE RECORDS:

APPL ACCESS ID	The Application Access ID.
TABLE NUMBER	The table number that corresponds to the Application Access ID. Valid values are 0001 through 9998.
RESIDENCY	Indicates the residency of a table. Valid values are:

{I}   Table is memory-resident.
{D}   Table is disk resident.
{T}   Table is memory-resident and temporary for online and offline use.
{B}   Table is memory-resident and temporary for offline use.
{O}   Table is memory-resident and temporary for online use.

NUMBER OF MEMORY RESIDENT CHARACTERS	Indicates the amount of storage required to load all memory-resident tables. This field is populated by the BGNDAY utility. (Specified in bytes in a non-XA environment; in Kbytes in an XA environment).
NUMBER OF TEMPORARY RECORDS	Used only for a transient table. ACC-TEMP-NUMERIC and ACC-TEMP-TEMP-NUMREC-EXPONENT are used to determine the number of records (REC) allocated for the transient table. The following formula is used to calculate the number of records:

REC = [ACC-TEMP-NUMREC]*

(10**[ACC-TEMP-NUMREC-EXPONENT])

If the ACC-TEMP-OVERFLOW-FLAG is set to 'O' (letter O), overflow to a table on disk is allowed when the pre-allocated area is full. If set to any other value, no overflow is allowed.

TRAILER RECORDS:

APPL ACCESS ID	The Application Access ID.
TABLE NUMBER	Set to 9999.
RESIDENCY	Reserved for future use.
NUM OF MEMORY RESIDENT CHARS	Amount of storage needed for online transient tables.
NUMBER OF TEMP RECORDS	Amount of storage needed for offline transient tables.

ALOG   Approval Log

```
ACTION: S SCREEN: ALOG USERID: ISO3T32          08/25/01  10:11:55 AM
                            A P P R O V A L   L O G

 O1-
      BATCH ID    =                    DOCUMENT ID    =
      RUN DATE    =    /    /          RUN TIME       =     :    :
      USER ID     =                    SYSTEM USER ID :
      LTERM       =                    LAST USERID    :
      BEFORE APRV :                    USERS APPROVALS:
      AFTER APRV  :                    PROCESSING DATE:     /    /
 O2-
      BATCH ID    =                    DOCUMENT ID    =
      RUN DATE    =    /    /          RUN TIME       =     :    :
      USER ID     =                    SYSTEM USER ID :
      LTERM       =                    LAST USERID    :
      BEFORE APRV :                    USERS APPROVALS:
      AFTER APRV  :                    PROCESSING DATE:     /    /
```

Purpose   Approval Log (ALOG) maintains a record for each approval action performed on a document. By viewing records on this table, a user may view the complete approval history for a document, including entries for documents that have been unapproved. With each approval or unapproval action, the following information is recorded: batch and document ID, current user's ID and their approval authority (from STAB), last user's ID, before and after approval levels, terminal used, and the date and time of the approval action.

Updates   This table is system-updated as new approval actions are performed on documents.

Coding Instructions

BATCH ID   The batch identification number of the document whose approvals have been modified.

DOCUMENT ID   The identification number of the document whose approvals have been modified.

RUN DATE   The system date when the approvals where modified.

RUN TIME   The system time of day when the approvals where modified.

USER ID   The user identification number of the person making the change to approvals.

SYSTEM USER ID   The user id of the person to last affect the approval process, whether it was to approve the document or unapproved the document.

LTERM   The logical terminal identification number that is the system's id for the terminal being used.

LAST USERID   The user id of the person entering the document into the system.

BEFORE APRV   The approval characters as they appeared before the action associated with this record.

USERS APPROVALS The approval authority of the user performing the approvals action.

AFTER APRV The approval characters as they appeared after the action associated with this record.

PROCESSING DATE The processing date obtained from the entry for this document type on Date (DATE).

AMSS   Agency Messages

```
ACTION: S SCREEN: AMSS USERID: ISO3T32          08/25/01  10:28:56 AM
                     A D V A N T A G E   F I N A N C I A L
                       R E L E A S E   2 . 0

                          AGENCY MESSAGES
                       (ACTION = B TO RETURN)
    DATE:   /   /          AGENCY:                SCREEN NO:
    _____
```

Purpose   Agency Messages (AMSS) may be used to send messages from one person within an agency to all others within the same agency. Messages are entered for the particular agency, with a date and screen number. This table is user maintained.

Coding Instructions

DATE	The date the message was entered into the system.
AGENCY	The agency number of the persons to whom the message is directed.
SCREEN NO	An identifier to designate the number of screens of messages available to the users.
(TEXT)	The message information.

APRV   Approval

```
ACTION: S SCREEN: APRV USERID: ISO3T32          08/25/01  10:31:13 AM
                              A P P R O V A L

    TRAN
    CODE SEC1    SEC2    MAXDOLLARS/CODES MAXDOLLARS/CODES MAXDOLLARS/CODES
    ==== ==== ========== ---------------- ---------------- ----------------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
```

Purpose   Approval (APRV) indicates what approvals are necessary for a particular document when the document approvals field on Format Definition for Documents (FDOC) is set to "TABLE". The required approvals are based upon the following: who is submitting the document, how the SEC1 and SEC2 security codes are set, and the type of document.

Coding Instructions

TRAN CODE	Key field. The transaction code of the document requiring approvals.
SEC1	Key field. The first level security code that the user belongs to; correlates to the user's agency number.
SEC2	Key field. The second level security code that the user belongs to; correlates to the user's organization numbers. Approvals are not required at this level in the State of Louisiana.
MAXIMUM DOLLAR AMOUNT	The maximum dollar amount allowed. At least one amount is required. Each amount field must increase numerically from left to right, and specify progressively higher approval limits for the document. The last field must contain the maximum possible amount that this batch or document type could be worth.
APPROVAL CODES	The approval codes required for the transactions for each of the amounts specified in the associated maximum dollar amount columns.

ASGR   Louisiana Access Security Groups

```
ACTION: S SCREEN: ASGR USERID: ISO3T32          08/26/01  01:47:39 PM
              L O U I S I A N A   A C C E S S   S E C U R I T Y   G R O U P S

        SECURITY      SECURITY
         GROUP       LEVEL TYPE
        ========     ----------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
```

Purpose   Louisiana Access Security Groups (ASGR) is used to build For Whom (WHOM). It lists every security group that Louisiana uses, along with its Security Level Type. The Security Level Type lets the IS03ASGR job know how to build records on WHOM. There are three levels: 0, 1, and 2.

Level 0	No record is built on WHOM.
Level 1	Records are built with Affected SEC1 (Agency) only.
Level 2	Records are built with both Affected SEC1 (Agency) and Affected SEC2 (Organization).

Coding Instructions

SECURITY GROUP	The security group being defined.
SECURITY LEVEL TYPE	Determines how records will be built on For Whom (WHOM). Valid values are:

"0"   No record is built on WHOM.

"1"   Records are built with Affected SEC1 (Agency) only.

"2"   Records are built with both Affected SEC1 (Agency) and Affected SEC2 (Organization).

BDAY   Begin Day

```
ACTION: S SCREEN: BDAY USERID: ISO3T32          08/25/01  11: 29: 41 AM
                             B E G I N   D A Y

   APPLICATION ID=

           APRV:         DATE:        ETAB:        FORT:        NCRT:
           OCRT:         SEC1:        SEC2:        STAB:        SUSF:
           WHER:         WHOM:        XCOM:

   MAX LOGON TIME:          TIMEOUT LIMIT:

  OFFL CHKPT MINS:        OFFL SYNCPT RECS:        OFFL SYNCPT MINS:

     LTERM SECBGN:          LTERM SECLEN:
        SEC1 SIZE:             SEC2 SIZE:       SECURITY YEAR FLAG:

  DISPLAY TRAN ID:            LINE UPDATE:     HIGH PERFORMANCE FLAG:
```

Purpose   Begin Day (BDAY) contains control information, indicating the locations of various tables, control fields, and other default information.

Coding Instructions

APPLICATION ID	The Application ID. It must be the same as the Application ID in the APPLXREF copy member.
APRV, DATE, ETAB, FORT, NCRT, OCRT, SEC1, SEC2, STAB, SUSF, WHER, WHOM, XCOM	Table numbers of the associated tables.
MAXIMUM LOGON TIME	Maximum logon time. Valid value is all zeroes; indicates no maximum. The default is 10,000 minutes.
TIMEOUT LIMIT	Number of minutes until a timeout after ENTER is pressed. Valid value is all zeroes; indicates no maximum. The default is 10,000 minutes.
OFFL CHKPT MINS	The number of minutes between OS checkpoints.
OFFL SYNCPT RECS	The number of updated records allowed between sync points (used to generate the end of transaction in the database).
OFFL SYNCPT MINS	The number of minutes allowed between sync points when using the interval syncing option.
LTERM SECBGN	When WHERE TYPE = 1 on Security (STAB), this value is the beginning position of the WHERE CODE, which is embedded in the LOGICAL TERMINAL field of Where (WHER). Valid values are 0 through 8.
	{8} MTI does not check that a GET action was performed before an update is performed.

	{0} If the WHERE TYPE is not 1.
LTERM SECLEN	When WHERE TYPE = 1 on Security (STAB), this value is the length of the WHERE CODE, which is embedded in the Logical Terminal field of Where (WHER). Valid values are 0 through 8.

If the Where Type is not 1, this value should be zero.

SEC1 SIZE	The size of the Level 1 Security field.
SEC2 SIZE	The size of the Level 2 Security field.
SECURITY YEAR FLAG	Indicates whether the Level 1 and Level 2 Security tables are keyed by the current year or by blanks. Selected {Y} indicates the year is part of the key. Cleared {N} indicates keyed by blanks.
DISPLAY TRAN ID	In MTI. Selected {*} indicates the TP transaction code is to be displayed in the User ID field. Cleared {F} indicates that no User ID is to be displayed.
LINE UPDATE	Selected {C} indicates that the option of updating changed lines is enabled (not restricted to use during High Performance Processing). Cleared [blank] indicates that the option of updating changed lines is disabled.
HIGH PERFORMANCE FLAG	For MTI, indicates High Performance Screen processing Option is being used. Selected {H} indicates use of High Performance Processing; Cleared {N} indicates High Performance Processing is not being used.

DATE   Date

```
ACTION: S SCREEN: DATE USERID: ISO3T32          08/25/01  12:14:40 PM
                                D A T E

                        CURRENT                APPLICATION SPECIFIC
            --------------------------------------   --------------------
   DATES    DATE     MONTH    YEAR        FISCAL     DATE
   KEY     CCYYMMDD  NAME     NAME  PERIOD YEAR NAME  CCYYMMDD PERIOD YEAR
   =====   --------  -------- ----  ------ ---- ----  -------- ------ ----
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
```

Purpose   Date (DATE) defines date parameters needed for transaction processing. This is a user-maintained table but is normally updated running the AFSBGND job with the appropriate date.

Coding Instructions

DATES KEY	Key field. The Transaction Code (Document Type) being defined.
CURRENT DATE	The current date is CCYYMMDD format.
CURRENT MONTH NAME	The literal representation of the current month.
CURRENT YEAR NAME	The current year in CCYY format.
CURRENT PERIOD	The current processing period.
CURRENT FISCAL YEAR	The annual accounting cycle (i.e., year) to be used to enter data and produce reports.
CURRENT FISCAL YEAR NAME	The literal representation of the current processing year. This is usually the same as Current Fiscal Year.
APPLICATION SPECIFIC DATE	A date in CCYYMMDD format that can be used for application-specific purposes.
APPLICATION SPECIFIC PERIOD	The processing period that can be used for application-specific purposes.
APPLICATION SPECIFIC YEAR	The processing year, in CCYY format, that can be used for application-specific purposes.

DCTL   Document Control Inquiry

```
ACTION: S SCREEN: DCTL USERID: ISO3T32          08/25/01  08:57:45 AM
                  D O C U M E N T   C O N T R O L   I N Q U I R Y

      ACCOUNTING
      PERIOD     TRANSACTION ID     DATE OF RECORD
      ==========  ==================  --------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Document Control Inquiry (DCTL) contains one entry for each cash receipt, manual warrant, and journal voucher document accepted by the system in the current accounting period. The purpose of the table is to keep track of the document numbers used during an accounting period and to prevent the use of duplicate numbers within an accounting period.

Updates   This table is system maintained. Lines are added to this table whenever an original entry cash receipt, manual warrant, or journal voucher is accepted. The clearing function, performed with monthly closing, deletes all lines associated with the accounting period being closed.

Coding Instructions

ACCOUNTING PERIOD	Key field. The accounting period to which this document belongs in YYQMM format.
TRANSACTION ID	Key field. Either CR for cash receipt, JV for journal voucher or MW for manual warrant, the submitting agency from the transaction document ID, and the document number from the input form.
DATE OF RECORD	The transaction date from the input form.

DRVR   Driver Control

```
ACTION:   SCREEN: DRVR USERID: Z107Z48            02/13/03  03:22:31 PM

                        D R I V E R   C O N T R O L

   TABLE  -- JOURNAL --  DR/CR  --- AMOUNT --  ACCEPTANCE
   NO     NAME   LENGTH  OFFSET OFFSET LENGTH  DATE OFFSET  COMMENTS
   =====  ------ ------  ------ ------ ------  -----------  ----------------
```

Purpose   Driver Control (DRVR) provides reference information for the Driver Program. Driver Control (DRVR) handles requests for addition, deletion and statistics keeping for each ledger in the system.

Updates   Consult the System Control Tables Manual for more detailed information concerning this table.

Coding Instructions

TABLE NO	Table number entry must be numeric.
JOURNAL NAME	The six-character name of a ledger; for example, GENLED, BSELED.
JOURNAL LENGTH	The JOURNAL LENGTH (ledger length) must be numeric. If nothing is entered, it defaults to zero.
DR/CR OFFSET	The DR/CR OFFSET is the location in the logical record layout of the field that is to be interpreted as the Debit/Credit flag for statistics. This field must be a whole number. If nothing is entered, it defaults to zero.
AMOUNT OFFSET	The AMOUNT OFFSET is the location in the logical record layout of the amount field that statistics use on reports. This field must be a whole number. If nothing is entered, it defaults to zero.
AMOUNT LENGTH	The AMOUNT LENGTH indicates the layout of the amount field defined in the logical record layout for statistics. Valid entries are:

8   PIC S9 (14) COMP-3
14   PIC S9 (14)

If nothing is entered, it defaults to zero.

ACCEPTANCE   The ACCEPTANCE DATE OFFSET is the location in the logical record
DATE OFFSET   layout of the acceptance date field that statistics use on reports. Must be a
                    numeric whole number. Date format in the ledger is assumed to be
                    YYMMDD. If nothing is entered, it defaults to zero.

COMMENTS   Include up to twenty characters of descriptive information. Has no effect
                    on processing.

ESOP   EPS System Control Options (1 of 2)

```
ACTION: S SCREEN: ESOP USERID: ISO3T32          09/06/01  05:17:57 PM

        E P S   S Y S T E M   C O N T R O L   O P T I O N S   ( 1   O F   2 )

   FISCAL YEAR=

            CHANGE ORDER TRACKING:              STRUCTURED COMMODITY CODE:
         INVENTORY REPLENISHMENT:                     REQUISITION FREEZE:
               EPPV REQUIREMENTS:                       RECEIVER ACCRUAL:
             RECALC TAX FROM DISC:        MANUFACTURER NAME/PART NUMBER:
              PV UPDATE INVENTORY:

          BID 'NO RESPONSE' TRACKING:              BID 'NO RESPONSE' LIMIT:
                        TAX CODE:                         EMERGENCY BUYER:
           ORDER TOLERANCE AMOUNT:              ORDER TOLERANCE PERCENT:
           FREIGHT COMMODITY CODE:                         RENEWAL DAYS:
                3 WAY MATCH IND:               COMMODITY HISTORY COUNT:
```

Purpose   EPS System Control Options (1 of 2) (ESOP), a continuation of System Control Options (SOPT and SOP2), is used to establish system-wide extended purchasing controls and options. The options selected affect the handling of purchasing documents. This screen is automatically created when a valid entry is added to SOPT. The only action allowed on this table is "C"(Change).

Coding Instructions

FISCAL YEAR	Key field. The fiscal year being defined.
CHANGE ORDER TRACKING	Determines whether changes to purchase orders are tracked through the open purchase order modification screens. Valid values are:
	"Y" - Track changes to purchase orders.
	"N" - Do not track changes to purchase orders.
STRUCTURED COMMODITY CODE	Defaults to "N".
INVENTORY REPLENISHMENT	Determines whether to use Inventory Replenishment (IREP).
REQUISITION FREEZE	If selected, does not allow requisition documents to be modified.
EPPV REQUIREMENTS	Defaults to "N".
RECEIVER ACCRUAL	Allows general ledger to be updated with the receipt of stock rather than at the time of payment. Defaults to "N".
RECALC TAX FROM DISC	Defaults to "N".
MANUFACTURER NAME/PART NUMBER	Required for Fleet Management. Defaults to "N".

PV UPDATE INVENTORY	Defaults to "N".
BID 'NO RESPONSE TRACKING	Defaults to "N".
BID 'NO RESPONSE LIMIT	Defaults to "0"; vendors will never be removed based on not responding to a bid.
TAX CODE	Defaults to "blank".
EMERGENCY BUYER	The default buyer "ZZ" for the AGPS interface.
ORDER TOLERANCE AMOUNT	The maximum tolerance amount allowed for purchase orders and requisitions.
ORDER TOLERANCE PERCENT	The maximum tolerance percentage allowed for purchase orders and requisitions.
FREIGHT COMMODITY CODE	Required. Enter the commodity code that is used to record shipping/ freight costs for an order. See Commodity Index (COMM) for valid values.
RENEWAL DAYS	Defaults to "0." Not used in Louisiana.
3 WAY MATCH IND	Defaults to "N". Not used in Louisiana.
COMMODITY HISTORY COUNT	Defaults to "0." Not used in Louisiana.

ESO2 EPS System Control Options (2 of 2)

```
ACTION: S SCREEN: ESO2 USERID: ISO3T32          09/06/01  05:38:27 PM
    E P S   S Y S T E M   C O N T R O L   O P T I O N S   ( 2   O F   2 )

 01-
    FISCAL YEAR=

    -------------------- PURCHASE ORDER ROLL OPTIONS ----------------------

            DEFAULT ACTION:                        DELIVERY DATE OPTION:
         PG/SC END DATE OPTION:                    PROJECT/GRANTS OPTION:
          MINIMUM ROLL AMOUNT:
 02-
    FISCAL YEAR=

    -------------------- PURCHASE ORDER ROLL OPTIONS ----------------------

            DEFAULT ACTION:                        DELIVERY DATE OPTION:
         PG/SC END DATE OPTION:                    PROJECT/GRANTS OPTION:
          MINIMUM ROLL AMOUNT:
```

Purpose   EPS System Control Options (2 of 2) [ESO2], a continuation of System Control Options (SOPT and SOP2), is used to establish system-wide extended purchasing controls and options. The options you choose affect the handling of purchasing documents. This screen is automatically created when a valid entry is added to SOPT. You can only perform a "C"hange action on this table.

Coding Instructions

FISCAL YEAR	Key field. The fiscal year being defined.
DEFAULT ACTION	Indicates the default action for the year-end purchase order rollover process. Valid values are:
	"R" Roll "L" Lapse "N" No action
DELIVERY DATE OPTION	Default is "N"; documents showing a delivery date less than the roll processing date should not lapse automatically.
PG/SC END DATE OPTION	Defaults to "N".
PROJECT/GRANTS OPTION	Defaults to "N".
MINIMUM ROLL AMOUNT	Defaults to "0.00".

FDEF   File Definition

```
ACTION: S SCREEN: FDEF USERID: ISO3T32          08/25/01  12:27:45 PM
                           F I L E   D E F I N I T I O N

                  MAX
    FILE    KEY   RECORD  RECORD  FILE FILE COMP  FILT  FILT  DBASE POSIT
   NUMBER LENGTH  LENGTH  FORMAT  ORG  TYPE FLAG  PARM1 PARM2 TYPE  MATCH
   ====== ------  ------  ------  ---- ---- ----  ----- ----- ----- -----
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
```

Purpose   File Definition (FDEF) defines all physical files for the application and their attributes to the system.

This table automatically "L"eafs to FDE2.

Coding Instructions

FILE NUMBER	A sequential file number between on and the number specified in the BOOT-MAX-FILES field on the Application Definition table.
KEY LENGTH	The key length of the file. It must be numeric (and not zero) and less than 256. However, zero is allowed if the FILE-TYPE is specified as D.
MAX RECORD LENGTH	The maximum length of the physical file record. It must be numeric (and not zero). However, zero is allowed if the FILE-TYPE is specified as D.
RECORD FORMAT	Indicates if the file record format is fixed or variable. Valid values are:

{F}   Fixed
{V}   Variable

FILE ORG	Indicates file organization type. Valid values are:

{R}   Random
{S}   Sequential; a VSAM ESDS data set
{U}   Random key access; non-shared resources and non-deferred writes are used.

FILE TYPE	Indicates if a file contains more than one table. Valid values are:

{M}   Multi-table
{S}   Single-table
{D}   Dummy-table, where FILE-KEYLEN and FILE-MAXLEN are taken from Table Definition (TDEF)

COMP FLAG
Indicates to DBIO if file compression is to be used. This parameter is available to a user-written compression routine. A zero or non-numeric value indicates no compression is desired.

FILT PARM1
Used for Filter Control processing. Values in this field are only valid when the FILE-DATABASE-TYPE is specified as F.

FILT PARM2
Used for Filter Control processing. Values in this field are only valid when the FILE-DATABASE-TYPE is specified as F.

DBASE TYPE
Indicates the access method or database where this file resides. Valid values are:

{2}   DB2
{A}   ADABAS
{F}   Filter entry (not a physical file definition)
{V}   VSAM

POSIT MATCH
An identifier used to logically group files for positioning. The field should be left blank for all environments. If this field is non-blank, all tables on this file are positioned together with all tables on other files having the same character in this field.

FDE2 File Definition (Part 2)

```
ACTION: S SCREEN: FDE2 USERID: ISO3T32          08/26/01  01:14:32 PM
                    F I L E   D E F I N I T I O N   ( P A R T  2 )

      FILE
    NUMBER  DBMS AREA
    ======  ---------------------------------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 14-
```

Purpose   File Definition (FDEF) defines all physical files for the application and their attributes to the system.

This table automatically "L"eafs to FDEF.

Coding Instructions

FILE NUMBER	Required. A sequential file number between one and the number specified in the BOOT-MAX-FILES field on the Application Definition table.
DBMS AREA	Used to specify information-specific to the database type needed to access this file. The interpretation of this 33-byte area differs for each environment.

FORM   Format Definition Summary

```
ACTION: S SCREEN: FORM USERID: ISO3T32          08/25/01  12:35:55 PM
               F O R M A T   D E F I N I T I O N   S U M M A R Y
     FORMAT    TABLE    CRT MAP   CRT MAP   EDIT      FORMAT
     DEF KEY   NUMBER   NAME      TYPE      PROGRAM   PROGRAM
     =======   ------   -------   -------   --------  --------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
```

Purpose   Format Definition Summary (FORM) provides a summary of the records in the Format Definition table. All fields on the screen, except Format Definition Key, are read-only and cannot be changed.

This is, perhaps, the most important system control table. The data contained in Format Definition Summary (FORM), directs all interactions with AFS screens, tables, and programs.

This table automatically "L"eafs to FOR2.

Coding Instructions

FORMAT DEF KEY   The table ID. Must be alphanumeric (without embedded spaces).

TABLE NUMBER   The table number of the associated table.

CRT MAP NAME   The program name of the BMS (CICS/VSAM) mapset. Must be alphanumeric (without embedded spaces).

CRT MAP TYPE   Represents the type of screen associated with a particular table. This value is used to determine if the record is displayed in Format Definition for Table (FDEF) and Format Definition for Documents (FDOC). Valid values are:

{D}   Document (shown on Format Definition for Documents (FDOC and FDO2).

{F}   Front End (shown on Format Definition for Tables (FORT and FOR2).

{H}   Help (shown on Format Definition for Tables (FORT and FOR2).

{M}   Menu (shown on Format Definition for Tables (FORT and FOR2).

{S}   Screen Control (shown on Format Definition for Tables (FORT and FOR2).

{T}   Table (shown on Format Definition for Tables (FORT and FOR2).

EDIT PROGRAM   The program that processes the data in the edit pass. Must be alphanumeric (without embedded spaces). It may be all spaces.

FORMAT PROGRAM   The program name used to pre-format the data. Must be equal to the edit program.

FORT   Format Definition For Tables (Part 1)

```
ACTION: S SCREEN: FORT USERID: ISO3T32          08/25/01  12:38:47 PM

   F O R M A T   D E F I N I T I O N   F O R   T A B L E S   ( P A R T   1 )

      SCREEN ID=              MAP NAME:            SCREEN TYPE:

         TABNUM:            EDIT PROGRAM:          FORMAT PROGRAM:

   LOGGING TABNUM:         ALT EXCL FLAG:         ALT EXCL CHAR:
   HIGH-SPEED GTP:        DEFAULT ACTION:       SKIP ACTION LINE:
    REFILL CURSOR:        USE DATE TABLE:          SCRATCH SIZE:
     EXCL ACTIONS:             DISPLAY-ONLY FIELDS IN HEADER:
                                       DISPLAY UPDATE MESSAGES:


                      SIZE ON  SIZE ON  EDITED SIZE
             PRESENT   TABLE   SCREEN   ON SCREEN   ROW NUM  COUNT  ROWS
             -------  -------  -------  -----------  -------  -----  ----
   ACTION LINE:
       HEADER:
         LINE:
        ERROR:
```

Purpose   Format Definition for Tables (Part 1)(FORT) contains most of the information used when performing requested functions on tables. Many of the fields are updated using the CRTGEN utility.

Coding Instructions

SCREEN ID	Key field. The ID of the screen being defined. Must be alphanumeric (without embedded spaces).
MAP NAME	The program name of the BMS (CICS/VSAM) mapset. Must be alphanumeric (without embedded spaces).
SCREEN TYPE	Represents the type of screen associated with a particular table. This value is used to determine which records are displayed on Format Definition for Tables (FORT) and Format Definition for Documents (FDOC). Valid values are:

           (D) Document

           (F) Front End

           (H) Help

           (M) Menu

           (S) Screen Control

           (T) Table

TABNUM	The ID number of the associated table.
EDIT PROGRAM	The program that processes the data in the edit pass. Must be alphanumeric (without embedded spaces). It may be all spaces.

FORMAT PROGRAM The program used to pre-format data. Must be alphanumeric (without embedded spaces). It may be all spaces. Must be equal to the EDIT-PROCESSOR.

LOGGING TABNUM Specifies the Log Table Number.

ALT EXCL FLAG Signals MTI that a null line character other than space is the default exclusion character (specified on Extended Begin Day [XBGN]) us to be used for this screen. Valid values are:

(Y) Yes, use the character in the ALT EXCL CHAT field.

(N) No use the default exclusion character from XBGN.

ALT EXCL CHAR The exclusion character used for this screen when the ALT EXCL FLAG is set to (Y). If ALT EXCL FLAG is set to (N), this must be a space.

HIGH SPEED GTP Asks MTI to call the GTP only in LINE-ENTRY and EDIT-LINE sections. Valid values are:

(1) For Add, Change, and Delete, the GTP is called in only in LINE-ENTRY and EDIT-LINE sections. For Get, Scan, and Refill, the GTP is called only in LINE-ENTRY and FORMAT-LINE sections.

(2) The GTP is called in LINE-ENTRY for EDIT-LINE and FORMAT-LINE for all actions. The GTP is not called in the HEADER-EDIT and HEADER-FORMAT sections.

(any other value} High Speed GTP processing is not invoked.

DEFAULT ACTION Default action for the screen being defined, regardless of previous action values. If left blank, it defaults to (H).

SKIP ACTION LINE Allows the user to suppress the display of the action line. Valid values are:

(selected) One of three requirements for suppressing display of the action line. Action line fields must also be marked as dark and protected on the SCREEN DATA input to CRTGEN.

(unselected) Do not suppress action line.

REFILL CURSOR Offers the option of allowing or preventing changes in key fields during Refill actions. Valid values are:

(Y) Refill action takes place at cursor location.

(N) An invalid action message is produced if cursor is not on the action line. This prevents users from changing a key field during a Refill action (default).

USE DATE TABLE Signals MTI to refresh the MTI XCOMMON1 date fields with the Current Date from the Date table instead of using the system date. Valid values are:

(Y) Use DATE table.

(N) Use system date.

SCRATCH SIZE The length of the application work area in the linkage section used to pass data from a program to itself in the course of repeated invocations or in the course of a task. This area is also sued to pass data from one program to another as the user moves from screen to screen. Must be numeric.

EXCL ACTIONS Used to specify MTI actions that are not valid on this screen. A maximum of eight excluded actions can be specified, four of which are in this field. The other four are specified in the EDIT-BATHED-SIZE field.

DISPLAY-ONLY FIELDS IN HEADER If the UNEXPANDED-HDR-SIZE is specified, this field must be specified as Y; otherwise N.

DISPLAY UPDATE MESSAGES Always either 0 or 1.

ACTION LINE SIZE ON SCREEN The number of characters on the action line. Must be numeric.

HEADER PRESENT Indicates if the document header is present. Valid values are:

(Y) Document header present.

(N) Document header not present.

HEADER SIZE ON TABLE Size of the data on the header portion of a screen that is not stored on the related table.

HEADER SIZE ON SCREEN The sized of the document header screen. Must be numeric.

HEADER EDITED SIZE ON SCREEN Limits the size of a batch that can be processed online. Must be numeric.

HEADER ROW NUM The row on the screen where the document header begins.

LINE PRESENT Indicates if the line entry is present. Valid values are:

(Y) Line entry present.

(N) Line entry not present.

LINE SIZE ON TABLE Used to specify the total length of all of the fields on one detail line that are part of the database record. This field should be set to the size of the line area minus the display fields. Valid values are:

(blank) or (zeroes) - MTI will not use expanded line logic. Note that the suffix area is not mapped to the screen, and should not be included in this length.

(9999) - Signals an unexpanded line size of zero.

LINE SIZE ON SCREEN The size of the line entry screen. Must be numeric.

LINE ROW NUM The row on the screen where the line entry begins.

LINE COUNT The number of lines on the screen.

LINE ROWS The number of rows per line.

ERROR SIZE
ON SCREEN The number of characters in the error message area.

ERROR COUNT The number of error lines on the screen.

FOR2 Format Definition For Tables (Part 2)

```
ACTION: S SCREEN: FOR2 USERID: Z107Z68          09/06/01  04:12:05 PM

    F O R M A T   D E F I N I T I O N   F O R   T A B L E S   ( P A R T   2 )

      SCREEN ID=              MAP NAME:          SCREEN TYPE:

  SECURITY INFORMATION
      GROUP 1:          GROUP 2:          GROUP 3:          GROUP 4:
      SEC1 SIZE:        SEC1 POS:         SEC2 SIZE:        SEC2 POS:

  LEAF INFORMATION
      HELP SCREEN:          BACK SCREEN:          NEXT SCREEN:
          GROUP:               FLAG:          TABLE NUMBER:
           TREE:              LEVEL:

  MENU INFORMATION
           TYPE:          LEAF ENTRY:       EXPERT MODE OFF:

  UPPER/LOWER CASE FLAGS
      SCREEN CASE:                        DEFAULT FIELD CASE:
```

Purpose   Format Definition for Tables (Part 2) (FOR2) contains most of the information used when performing requested functions on tables. Many of the fields are updated using the CRTGEN utility.

This table automatically "L"eafs to FORT.

Coding Instructions

SCREEN ID   Key field. The ID of the screen being defined. Must be alphanumeric (without embedded spaces).

MAP NAME   The program name of the BMS (CICS/VSAM) mapset. Must be alphanumeric (without embedded spaces).

SCREEN TYPE   Represents the type of screen associated with a particular table. This value is used to determine which records are displayed on Format Definition (FORT) and Format Definition for Documents (FDOC). Valid values are:

(D)   Document
(F)   Front End
(H)   Help
(M)   Menu
(S)   Screen Control
(T)   Table

SECURITY INFORMATION

GROUP 1   A one-to four character code defining groups of batches, documents, or tables. It is used to limit user access to specific batch, document, or table groups.

GROUP 2   A one-to four character code defining groups of batches, documents, or tables. It is used to limit user access to specific batch, document, or table groups.

GROUP 3 A one-to four character code defining groups of batches, documents, or tables. It is used to limit user access to specific batch, document, or table groups.

GROUP 4 A one-to four character code defining groups of batches, documents, or tables. It is used to limit user access to specific batch, document, or table groups.

SEC1 SIZE The size of the Level 1 Security field. Must be numeric and have a length between zero and four (inclusive).

SEC1 POS The beginning position of the Level 1 Security field in the line entry area. Must be numeric.

SEC2 SIZE The size of the Level 2 Security field. Must be numeric and have a length between zero and four (inclusive).

SEC2 POS The beginning position of the Level 2 Security field in the line entry area. Must be numeric.

LEAF INFORMATION

HELP SCREEN Default startup screen for MTI.

BACK SCREEN Indicates the screen to go to if the B action is specified.

NEXT SCREEN The formal definition of the next screen. This value can be used in the leafing process for tables. Must be alphanumeric without embedded spaces).

GROUP Indicates a leaf action between screens relating to the same table.

FLAG Asterisk (*) is required. This tells system to check the TABLE NUMBER field for LEAF table number.

TABLE NUMBER Four digit LEAF table number.

TREE User-defined name to distinguish data element names in the Leaf-From Table. This value is a prefix for all data element names in the Leaf-From Table, ensuring uniqueness in the names of these data elements (and avoiding conflicts with data elements in other tables that have the same names and different meanings).

LEVEL Identifies the relationship between screens used for leafing. If the Leaf Level of the Leaf-From Screen is greater than the Leaf Level of the Leaf-To Screen, these screens are defined as hierarchical. The data fields passed in the leaf are defined as carried-forward data. Valid values are <space> and 1 through 9.

MENU INFORMATION

TYPE
If the default action for the menu screen (defined using CRTGEN using the CRTDEF2 control card) is not L or H, this field must contain:

1 - For PK key menu selection.

2 - For "Check-the-box" menu selection.

3 - For "Check-the-box" menu selection tied to a specific Leaf table entry.

LEAF ENTRY
In Menu Type is 1 or 2, this field contains the offset of the beginning of the menu area in the screen record description. This must be the same offset as entered in the first available NAME field in the Leaf table entry.

If Menu Type is 3, this field contains the four-character key to the Leaf Data table entry associated with this screen. This feature makes it possible for many menu screens to use the same Leaf table entry.

EXPERT MODE OFF
Valid values are:

<selected> - Indicates that Expert Mode is enabled.

<unselected> - Indicates that Expert Mode is disabled.

If FORMAT-DEF-Key is not MENU, no edits are performed on this field.

UPPER/LOWER CASE FLAGS

SCREEN CASE
Default screen field case. Valid values are:

Uppercase (default)

Mixed Case

Action Line Uppercase

DEFAULT FIELD CASE
Default field case flag. Valid values are:

Uppercase.

Mixed Case (default).

LDAT   Application Dates

```
ACTION: S SCREEN: LDAT USERID: ISO3T32          08/25/01  09:41:57 AM
                         A P P L I C A T I O N   D A T E S

           PROGRAM ID=

            FROM DATE:                                    TO DATE:

    CURR ACCTG PERIOD:                        PREVIOUS ACCTG PERIOD:
      CURR PLAN PERIOD:                            NEXT PLAN PERIOD:

            BUDGET FY:           PRIOR FY:       BUDGET PREP YEAR:

            USER NAME:

      MISC PARAMETERS:
                         8        9        0        1        2        3
                        12345678901234567890123456789012345678901234567890123456789
```

Purpose   The data from the Application Dates (LDAT) Table is used to run jobs within the cycle.   These jobs are controlled by this data or user-provided date information. For example, the monthly closing programs must be provided with the accounting period that should be closed. Also, many reporting programs must be provided with a range of dates specifying the reporting period. This outside information is called parameter data. The AFS programs find these parameters on the LDAT table.

Updates   The LDAT Table is updated in 3 ways:

1.   The table can be manually updated online.

2.   The table can be updated by an automated process during the nightly cycle. The job (IS03LDAT) uses the LLDT (Louisiana LDAT) Table to update all nightly and most monthly cycle LDATs so that manual updates are not needed. If the LDAT uses LLDT to automatically update for nightly and monthly cycles, the only fields that must manually be changed are 'User Name' and 'Misc Parameters'. For the remaining cycles and for LDATs not listed on LLDT, LDATs must be manually changed.

3.   The table can be updated by a computer job that executes a program from the JCL.   The job is written to first delete the existing entry in the table, and then create a new entry using the provided parameter data. This is usually used to update the 'Misc Parameter' field.

Note: The automated disbursement process does not use this table.   It uses the Automated Disbursements Parameter (ADIS) instead.

Coding Instructions

PROGRAM ID	The date the message was entered into the system.
FROM DATE	This is listed as 'YY MM DD' (Year, Month, Day) and is used as either header report information or defines a specific date range to start pulling data.
TO DATE:	This is listed as 'YY MM DD' (Year, Month, Day) and is used as either header report information or defines a specific date range to stop pulling data.

CURR ACCTG PERIOD	This is listed as 'YY Q MM' (Year, Quarter, Month) and is used to pull information for that specified current accounting period.
PREVIOUS ACCTG PERIOD	This is listed as 'YY Q MM' (Year, Quarter, Month) and is used to pull information for that specified period preceding the current accounting period.
CURR PLAN PERIOD	Not used by the State of Louisiana.
NEXT PLAN PERIOD	Not used by the State of Louisiana.
BUDGET FY	This is listed as 'YY' (Year) and is used to pull information for a specified fiscal year.
PRIOR FY	This is listed as 'YY' (Year) and is used to pull information for a specified fiscal year prior to the current fiscal year.
BUDGET PREP YEAR	Not used by the State of Louisiana.
USER NAME	This field is used when reports need to be requested outside the monthly cycle for such purposes as to run special cycles, to detect problems or replace reports.

The User Name field is used for the following LDATs: 2G06, 2G37, 2G29, 2G30, 2G54 and 2G60.

OSRAP will provide the following values to be placed in the first 2 spaces in the User Name field of the LDAT Table.

> RQ (on request) - Run before special cycles (i.e. 06/30 close, 08/14 close, annual close, etc) - Retention 36 months

> FS (financial systems) - Run to detect problems (i.e. 2G54 to make sure budgets are in balance) - Retention 3 months

> FR (financial reporting) - Run to replace the monthly reports (i.e. change the fund class an rerun 2G06) - Retention 36 months

The reports will appear in BUNDL with the specific designation so that users will be able differentiate between requested reports.

Note: BUNDL 'Option Settings' must be set as follows:

Selection List Qualifiers ==> N

> Selection List Qualifiers can either be set to 'D' (Description) or 'N' (Name). If set to 'D', the RQ, FS, or FR will not appear on the Selection List screen in BUNDL. If set to 'N', RQ, FS, or FR will appear at the end of the report number.

MISC PARAMETERS   This field is used by certain jobs to update information. For example, 2G08's Misc Parm field is used to show the amount of interest that should be allocated. The report created is called Monthly Interest Allocation.

The automated LDAT process (IS03LDAT) does not update the Misc Parameters field. In general, this field must be manually updated, but can be updated by a JCL program.

Note: Some programs require the Misc Parameter data to start at spaces other than #1.

LEAF   Leaf Data Carry Forward Definition

```
ACTION: S SCREEN: LEAF USERID: ISO3T32          08/25/01  12:53:23 PM
     L E A F   D A T A   C A R R Y   F O R W A R D   D E F I N I T I O N
     CODE   NAME   OFFSET LENGTH    NAME   OFFSET LENGTH    NAME   OFFSET LENGTH
     ====  -------- ------ ------  -------- ------ ------  -------- ------ ------
 01-



 02-
```

Purpose   Leaf Data Carry Forward Definition (LEAF) is used to define relationships between tables that allow
users to perform the Leaf action.

Coding Instructions

CODE   Required. The screen for which the entry is being defined.

NAME   The name of the key field being carried forward.

OFFSET   Specifies the beginning position of the data to be carried forward.

LENGTH   The length of the data to be carried forward.

LRDT   Louisiana Report Distribution

```
ACTION: S SCREEN: LRDT USERID: ISO3T32          08/25/01  12:56:44 PM

                  L O U I S I A N A   R E P O R T   D I S T R I B U T I O N

       DIST                        RPTG   DIST
       OPT    AGY  ORGN  LORGN  CAT    CODE      BIN         DESCRIPTION
       ====   ===  ====  =====  ====   -------   ---   ------------------------------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
```

Purpose   Louisiana Report Distribution (LRDT) is used in conjunction with the report distribution software BUNDL to segregate reports to individual reporting structures. For instance, the EXP/REV ORGANIZATION RESPONSIBILITY REPORT (2G00) is distributed by organization. When a 2G00 report is produced by the system for a particular organization unit, the system knows to associate that organization with its distribution code on LRDT and that distribution code (or mail code) is put on the report and sent to BUNDL.

Updates   This is a user maintained table. Entries to this table are made upon submission of the appropriate form to the Office of Statewide Information Systems.

Coding Instructions

DIST OPT   Required. A code that tells the system how to distribute reports. The options are "CAL" for Cost Allocation and "STD" for Standard Distribution.

AGY   Required if the distribution element (organization, reporting category, etc.) is associated with an agency. Otherwise, optional. This is the agency number for which reports are being distributed. Not all distribution elements are associated with an agency - Louisiana Organization, for example. When a Louisiana Organization is entered on LRDT the agency number field should be blank. If a report is to be distributed to an element not listed on LRDT, then distribution defaults to the agency's distribution code unless the element is Louisiana Organization. If the agency is not on the LRDT table, distribution defaults to the System Administration unit within the Office of Statewide Information Systems.

ORGN   Required if the distribution code is for reports that will be distributed at the organization level. Only a limited number of reports are distributed at this level. If an organization code is entered, an agency number must also be entered.

LORGN   Required if the distribution code is for reports that will be distributed at the Louisiana Organization level. Only a limited number of reports are distributed at the Louisiana organization level. If a Louisiana Organization code is entered, an agency number should not be entered.

RPTG CAT   Required if the distribution code is for reports that will be distributed at the Reporting Category level. Only a limited number of reports are distributed at the reporting category level. If a reporting category code is entered, an agency number must also be entered.

DIST CODE   The mailcode to which reports will be distributed.

BIN   The bin number in the Division of Administration Data Center into which printed reports is placed, if picked up by messenger. If reports are mailed to the user, the bin is the mailcode to which postage costs are charged.

DESCRIPTION   The agency name for the data elements on this line.

NCRT   Next CRT

```
ACTION: S SCREEN: NCRT USERID: ISO3T32          08/25/01  01:02:54 PM
                              N E X T   C R T

                    DEFINITION TYPE        PAGE TYPE        CRT TYPE
                    ---------------        ---------        --------
        CURRENT CRT=
          NEXT CRT:

          MAP NAME:                             SCREEN TYPE:
        SCREEN CASE:                    DEFAULT FIELD CASE:

                    SIZE  PRESENT  ROW NUM  SEC1BGN  SEC2BGN  COUNT  ROWS
                    ----  -------  -------  -------  -------  -----  ----
        ACTION LINE:
       BATCH HEADER:
             HEADER:
               LINE:
              ERROR:
```

Purpose   Next CRT (NCRT) links multi-screen transactions for documents.

Coding Instructions

CURRENT CRT DEFINITION TYPE	Indicates the screen for which this entry is being defined. Must be alphanumeric (without spaces).
NEXT CRT DEFINITION TYPE	The format definition of the next screen. This value can be used in the leafing process for tables. Must be alphanumeric (without spaces).
CURRENT CRT PAGE TYPE	Reserved for future use.
NEXT CRT PAGE TYPE	Reserved for future use.
CURRENT CRT CRT TYPE	The number of the current screen in the document/table sequence. Valid values are:

1 – The initial screen.
2 – The second screen.
3 – The third screen.

NEXT CRT CRT TYPE	The number of the next window in the document/table sequence. This number should be one greater than the CUR-CRTTYPE unless the last screen in the document/table sequence is currently being displayed.
MAP NAME	The program name of the BMS (CICS/VSAM) mapset. Must be alphanumeric (without embedded spaces).
SCREEN TYPE	Represents the type of screen associated with a particular table. This value is used to determine which records are displayed on the Format Definition Tables and Format Definition for Documents windows. Valid values are:

Document
Front End
Help
Menu
Screen Control
Table

SCREEN CASE	Default screen field case. Valid values are:
	Uppercase (default) Mixed Case Action Line Uppercase
DEFAULT FIELD CASE	Default field case flag. Valid values are:
	Uppercase. Mixed Case (default).
ACTION LINE SIZE	The number of characters on the action line. Must be numeric.
BATCH HEADER PRESENT	Indicates if the batch header is present. Valid values are:
	{Y} Batch header present. {N} Batch header not present.
BATCH HEADER ROW NUMBER	The row on the screen where the batch header begins.
BATCH HEADER SEC1BGN	The beginning position of the Level 1 Security field in the batch header area.
BATCH HEADER SEC2BGN	The beginning position of the Level 2 Security field in the batch header area.
HEADER PRESENT	Indicates if the document header is present. Valid values are:
	{Y} Document header present.
	{N} Document header not present.
HEADER ROW NUMBER	The row on the screen where the document header begins.
HEADER SEC1BGN	The beginning position of the Level 1 Security field in the header area.
HEADER SEC2BGN	The beginning position of the Level 2 Security field in the header area.
LINE PRESENT	Indicates if the line entry is present. Valid values are:
	{Y} Line entry present.
	{N} Line entry not present.

LINE ROW NUMBER   The row on the screen where the line entry begins.

LINE SEC1BGN   The beginning position of the Level 1 Security field in the line area.

LINE SEC2BGN   The beginning position of the Level 2 Security field in the line area.

LINE COUNT   The number of lines on the screen.

LINE ROWS   The number of rows per line.

ERROR SIZE   The number of characters in the error message area.

ERROR COUNT   The number of error lines on the screen.

OLOG   Override Log

```
ACTION: S SCREEN: OLOG USERID: ISO3T32          08/25/01  01:03:21 PM
                        O V E R R I D E   L O G

   O1-
       BATCH ID        =                  DOCUMENT ID   =
       ERROR           =                  LEVEL         =
       USER ID         :                  SYSTEM USER ID:
       LTERM           :                  EDIT PROCESSOR:
       RUN DATE        :     /    /       RUN TIME      :      :    :
       OVERRIDE COUNTER:
   O2-
       BATCH ID        =                  DOCUMENT ID   =
       ERROR           =                  LEVEL         =
       USER ID         :                  SYSTEM USER ID:
       LTERM           :                  EDIT PROCESSOR:
       RUN DATE        :     /    /       RUN TIME      :      :    :
       OVERRIDE COUNTER:
```

Purpose   The override logging feature enables the system administrator to create an audit trail of users overriding errors in documents.

Updates   This table is system-maintained and is updated when users override errors in documents.

Coding Instructions

BATCH ID	The batch, agency code and batch number, if applicable.
DOCUMENT ID	The document, agency, and document number.
ERROR	Three entries may appear in this field: "APPLY" when a valid override was applied; "REMOVE" when an override was removed; or the error code of the error being overridden.
LEVEL	The level of override that was required to override the error.
USER ID	The userid of the person applying or removing the override.
SYSTEM USER ID	The system's userid of the person applying or removing the override.
LTERM	The system terminal identification number.
EDIT PROCESSOR	The name of the document processor that issued the error.
RUN DATE	The system's date.
RUN TIME	The system's time.
OVERRIDE COUNTER	The number of errors that were overridden.

SLOG   Security Violations Log

```
ACTION: R SCREEN: SLOG USERID: Z107Z48          02/13/03  04:31:52 PM
                  S E C U R I T Y   V I O L A T I O N S   L O G

01-
     APPLICATION ID      = IAPM              USER ID       = ISO3 TO8
     RUN DATE            = 03 / 06 / 02      RUN TIME      = 17 : 07 : 04
     LTERM               : $DLL              SYSTEM USER ID: ISO3TO8
     DOCUMENT ID         : VEN3              SECURITY ERROR: *S302
     NUMBER OF VIOLATIONS: 00001
02-
     APPLICATION ID      = IAPM              USER ID       = ISO3 TO8
     RUN DATE            = 03 / 06 / 02      RUN TIME      = 17 : 07 : 24
     LTERM               : $DLL              SYSTEM USER ID: ISO3TO8
     DOCUMENT ID         : VEN3              SECURITY ERROR: *S302
     NUMBER OF VIOLATIONS: 00001
```

Purpose   Security Violations Log (SLOG) is used to log occurrences of security violations.

Updates   This table is system-maintained and is updated when users violate security.

Coding Instructions

APPLICATION ID	The Application ID of the application where the security violation occurred.
USER ID	The userid of the person causing the security violation.
RUN DATE	The system's date when the violation occurred.
RUN TIME	The system's time when the violation occurred.
LTERM	The system terminal identification number.
SYSTEM USER ID	The system's userid of the person causing the security violation.
DOCUMENT ID	The document, agency, and document number where the violation occurred.
SECURITY ERROR	The error code of the security violation from Error Message (ETAB).
NUMBER OF VIOLATIONS	The number of violations that occurred.

SOPT System Control Options (1 of 2)

```
ACTION: S SCREEN: SOPT USERID: Z107Z68          01/15/02  11:10:17 AM
            S Y S T E M   C O N T R O L   O P T I O N S   ( 1   O F   2 )

  FISCAL YEAR=

  --------------------------- EXPENDITURE ACCOUNTING --------------------------
  INTERNAL CASH VOUCHER OPTION:                     VENDOR/COMM CONTROL OPTION:
       PAYMENT TOLERANCE AMOUNT:                          PAYMENT TOLERANCE %:
           SYSTEM PAYMENT LAG:                         SUMMARIZE DISBURSEMENTS:
                 PENALTY OPTION:                        PENALTY LAG:        %:
         SCHEDULE DISCOUNT DATE:                          VENDOR CONTROL OPTION:
      STOP VENDOR PAYMENT OPTION:                       BFY MUST EQUAL FY IND:
                 WARRANT OPTION:               WARRANT CLEARING FUND OPTION:
       VIEW VOIDED CHECKS OPTION:                       NUMBER OF PRENOTE DAYS:
         BACKUP WITHHOLDING RATE:                     BACKUP WITHHOLDING OPTION:
      EXPIRATION OF FUNDS OPTION:
            PAYMENT THRESHHOLD:
  ---------------------------- ACCOUNTS RECEIVABLE ----------------------------
            FINANCE CHARGE OPTION:                             USE TAX OPTION:
```

Purpose   System Control Options (1 of 2) (SOPT) establishes systems controls. The options chosen affect the operation of AFS and how it handles the transactions entered for processing. This table automatically "L"eafs to SOP2.

Updates   This table should not be changed in the middle of a fiscal year. OSRAP will make the decision prior to each fiscal year as to how the options on SOPT will be set up.

Coding Instructions

FISCAL YEAR   Key field. This field identifies the state fiscal year for which data is entered.

EXPENDITURE ACCOUNTING:

INTERNAL CASH   The field identifies whether the offsetting entries generated for intra-
VOUCHER OPTION   governmental transactions will post directly to cash accounts or to Due To/Due From accounts. The State has set this option to {Y} Yes, post directly to cash for all accounting periods, 1-14.

VENDOR/COMM   The State has set this option to {V} to indicate that vendors may not be
CONTROL OPTION   deleted from Vendor (VEN2) if year-to-date expenditures exist against it.

PAYMENT   This field identifies the maximum dollar amount a payment can be made
TOLERANCE   above the purchase order amount.   The system will use the higher of the
AMOUNT   dollar tolerance and the percentage tolerance when determining if that payment will be made. The State has set this amount to $50,000.00.

PAYMENT   This field identifies the maximum percentage amount a payment can be
TOLERANCE %   made above the purchase order amount. The system uses the higher of the dollar tolerance and the percentage tolerance when determining if that payment will be made. The State has set this control option to 10 percent.

SYSTEM PAYMENT LAG	This field identifies the default number of days after the voucher date that payment should automatically be scheduled. This applies only in cases where a specific payment date has not been entered. The State has set the lag to 30 days.
SUMMARIZE DISBURSEMENTS	This field identifies whether detail or summary records are generated by the automated disbursement process. The cash ledger records will always be in detail. The State has set this option to (N) No to produce summary records at the fund/agency level instead of the detail level.
PENALTY OPTION	Defaults to "N."
PENALTY LAG	This field is not used in the State of Louisiana.
PENALTY LAG %	This field is not used in the State of Louisiana.
SCHEDULE DISCOUNT DATE	This field identifies whether an optimum payment date will be calculated by the system, based on early payment discounts, if a payment date is not manually entered. The State has set this option to (Y) Yes to indicate that the system will automatically calculate optimum scheduled payment dates.
VENDOR CONTROL OPTION	This field identifies whether a vendor code is required on expenditure transactions or of it is optional. The State has set this option to (Y) Yes to make vendor codes required on expenditure transactions.
STOP VENDOR PAYMENT OPTION	The State has set this option to (Y) Yes, stop payments to non-miscellaneous vendors who have not supplied a federal ID number.
BFY MUST EQUAL FY IND	This field is not used in the State of Louisiana.
WARRANT OPTION	This option controls whether the system generates additional ledger records that are required when an installation issues warrants rather than checks. The State has set this option to (N) No.
WARRANT CLEARING FUND OPTION	This field identifies whether the system will use a special clearing fund for warrant transactions. When the WARRANT OPTION is set to (N) No, this option has no meaning. The State has set this option to (N)No.
VIEW VOIDED CHECKS OPTION	Defaults to "N."
NUMBER OF PRENOTE DAYS	Enter the number of days after a vendor is added to Electronic Funds Transfer (EFTT) and the EFT Prenote Selection report (GFSEFPN) is run that the vendor is automatically eligible for electronic funds transfer through the prenote process. If this field is left blank, the value defaults to (000).
BACKUP WITHHOLDING RATE	Optional. The current rate is defined by the Federal government. Enter current rate in this field.

BACKUP WITHHOLDING OPTION	The State has set this field to (Y) Yes, vendor payments are subject to withholding when the payment is a 1099 reportable payment and the backup withholding flag is set to (Y) on Vendor (VEN2).
EXPIRATION OF FUNDS OPTION	Defaults to "N."
PAYMENT THRESHOLD	The payment threshold is currently defined to $600.00 (all vendors who receive $600.00 or more during a calendar year will receive a 1099).

ACCOUNTS RECEIVABLE:

FINANCE CHARGE OPTION	The State has set this option to (N) No.
USE TAX OPTION	The State has set this option to (N) No.

SOP2   System Control Options (2 of 2)

```
ACTION: S SCREEN: SOP2 USERID: ISO3T32          08/25/01  09:14:56 AM
             S Y S T E M   C O N T R O L   O P T I O N S   ( 2   O F   2 )

 FISCAL YEAR=

------------------------ GENERAL ACCOUNTING OPTIONS -------------------------
     PRIOR DOC REFERENCE:                          VENDOR NAME:
                 VERIFY:                JV PAYROLL ENCUMBRANCE:
      OBLIGATION CARRY:                              NOTE DAYS:
     UPDATE APPR FROM EB:                      REAL TIME LEDGER:
      PROJECT ACCOUNTING:                     JV CASH FLOW IND:
    FASB/GASB INSTITUTION:            ALLOTMENT AMOUNT DEFAULT:
                 NACUBO:
----------------------------- SUBSYSTEM OPTIONS ----------------------------
               JOB COST:                        FLEET MANAGEMENT:
     EXTENDED PURCHASING:                       INVENTORY CONTROL:
    ADVANCED BUDGET PREP:                         FA HISTORY FLAG:
    ADVANCED RECEIVABLES:            DEBT MGMT WITH INVESTMENT:
        ADVANCED GRANTS:                         PROJECT BILLING:
  AUTOMATED GRNTS ENTRIES:
```

Purpose   System Control Options (2 of 2) (SOP2) establishes systems controls. The options chosen affect the operation of AFS and how it handles the transactions entered for processing. This table automatically "L"eafs to SOPT.

Updates   This table should not be changed in the middle of a fiscal year. OSRAP will make the decision prior to each fiscal year as to how the options on SOPT will be set up.

Coding Instructions

FISCAL YEAR — Key field. The state fiscal year for which data is entered.

GENERAL ACCOUNTING OPTIONS:

PRIOR DOC REFERENCE — This option determines if the account code distribution on a new transaction can be inferred from a reference to the previous document. The State has set this option to (Y) Yes, allow inference of account code structure.

VENDOR NAME — This field allows the State to use an alternate view of Vendor (VEN2), called Vendor Name Inquiry (VNAM), which sorts vendors alphabetically by name.

VERIFY — The State has set this option to (N) No, visual verification will not be required prior to processing documents with inferred account codes.

JV PAYROLL ENC — Defaults to "N."

OBLIGATION CARRY — Defaults to "N."

NOTE DAYS — The number of lag days between the date text is entered and deleted from Note Pad Text.

UPDATE APPR FROM EB — Defaults to "N."

REAL TIME LEDGER The State has set this option to (N) No, the Real Time Ledger (LDGR) will not be utilized.

PROJECT
ACCOUNTING The State has set this option to (Y) Yes, the Project Accounting System is installed.

JV CASH FLOW IND The State has set this field to (Y) Yes, a {Y} or an (N) must be coded on the CASH field of the Journal Voucher (JV).

FASB/GASB INST Default is GASB (G).

ALLOT AMT DEFAULT Defaults to "N."

NACUBO Defaults to "N."

SUBSYSTEM OPTIONS:

JOB COST The State has set this option to (N) No, the Job Cost System is not installed.

FLEET
MANAGEMENT The State has set this option to (N) No, the Fleet Management System is not installed.

EXTENDED
PURCHASING The State has set this option to (Y) Yes, the Extended Purchasing software is installed.

INVENTORY
CONTROL The State has set this option to (Y) Yes, the Inventory Control System is installed.

ADVANCED
BUDGET PREP The State has set this option to (N) No, the Advanced Budget Prep System is not installed.

FA HISTORY FLAG Defaults to "N."

ADVANCED
RECEIVABLES The State has set this option to (N) No, the Advanced Receivables System is not installed.

DEBT MGMT
WITH INVESTMENT The State has set this option to (N) No, the Debt Management System is not installed.

ADVANCED GRANTS Defaults to "N."

PROJECT BILLING Defaults to "N."

AUTOMATED
GRANTS ENTRIES This field is not used in the State of Louisiana.

TDEF   Table Definition

```
ACTION: S SCREEN: TDEF USERID: ISO3T32            08/25/01  03: 30: 22 PM
                      T A B L E   D E F I N I T I O N

                 BATCH         MAX                          ALIAS                  VIEW/
     TABLE  FILE  FILE   KEY  RECORD RECORD          TABLE  COMP POSIT APPL ID
     NUMBER NUMBER NUMBER LENGTH LENGTH FORMAT FORMAT NUMBER MODE FLAG  FLAG
     ====== ------ ------ ------ ------ ------ ------ ------ ---- ----- -------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
```

Purpose   Table Definition (TDEF) defines application tables and maps these to physical files. A single table may map to one physical file or several tables may reside on the same physical file.

This table automatically "L"eafs to TDE2.

Coding Instructions

TABLE NUMBER	Key field. The unique four-character table identifier.
FILE NUMBER	The file number of the physical file on which the table resides. Used for online processing only.
BATCH FILE NUMBER	The file number of the physical file on which the table resides. Used for offline processing only.
KEY LENGTH	The key length of the table.
MAX RECORD LENGTH	The maximum record length for the table.
RECORD FORMAT	Indicates of the table record format is fixed or variable. Valid values are:

    (F)   Fixed
    (V)   Variable

FORMAT	The type of date contained in the table. Valid values are:

    (D) Normalized Document Suspense Table
    (M) Table
    (J) Journal/Ledger

ALIAS TABLE NUMBER

Indicates if the table is shared by multiple applications. If this table contains blanks or LOW-VALUES, the table number is used as the prefix when building the physical record for the database accesses. If this field contains any other value, that value is used as the prefix for database accesses.

COMP MODE

Indicates whether compression should be performed. Valid values are:

0 (zero) - no compression

<any other value> - compression

POSIT FLAG

Indicates whether GN (Get Next) positioning is maintained for this table on a file separate from the file it is on. Any value in this field indicates that positioning should be exclusively established for this table. If this field is left blank, file positioning is used. This field is not recommended for use with DB2 or VSAM databases.

VIEW/APPL ID FLAG

Indicates whether the 8-byte Application ID is inserted between the table number and the original key to the table. Valid values are:

(Y)   The Application ID is inserted.
(N)   The Application ID is not inserted.

TDE2   Table Definition (Part 2)

```
ACTION: S SCREEN: TDE2 USERID: ISO3T32          08/25/01  03:30:50 PM

                T A B L E   D E F I N I T I O N   ( P A R T   2 )

        TABLE
        NUMBER   DBMS AREA
        ======   ------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
```

Purpose   Table Definition (Part 2) (TDE2) defines application tables and maps these to physical files. A single table may map to one physical file or several tables may reside on the same physical file.

This table automatically "L"eafs to TDEF.

Coding Instructions

TABLE NUMBER	The unique four-character table identifier.
DBMS AREA	This field is read by the TDEFUPD program, and denotes whether the information is in VSAM or DB2 format.

UTAB   Userid By Name Inquiry

```
ACTION: S SCREEN: UTAB USERID: ISO3T32          10/02/01  10:12:04 AM
                    U S E R I D   B Y   N A M E   I N Q U I R Y

        LAST NAME   FIRST NAME  USERID    APPLID
        ==========  ==========  ========  ========
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
    15-
```

Purpose   Userid by Name Inquiry (UTAB) is an alternate view of the key fields on Security (STAB), sorted by the user's last name. UTAB is used to determine an individual's userid.

This table automatically "L"eafs to STAB.

Coding Instructions

LAST NAME   Key field. The last name of the user.

FIRST NAME   Key field. The first name of the user.

USERID   Key field. The userid of the user.

APPLID   Key field. The application id associated with the userid. There will be one entry for each application that the userid has security to access.

VIEW   Alternate View Definition

```
ACTION: S SCREEN: VIEW USERID: ISO3T32          08/26/01  12:11:08 PM
                A L T E R N A T E   V I E W   D E F I N I T I O N

  SOURCE TABLE NUMBER=        TYPE=       SUB-TYPE=     INDEX TABLE NUMBER=

     SEQUENCE  FIELD   FIELD     VIEW
      NUMBER   OFFSET  LENGTH  FUNCTION
     ========  ------  ------  --------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
```

Purpose   Alternate View Definition (VIEW) contains the data required to support secondary keys for application tables.

Coding Instructions

SOURCE TABLE NUMBER	The ID of the application table for which a secondary key is being defined.
TYPE	Must be 0001.
SUB-TYPE	Must be 00.
INDEX TABLE NUMBER	The ID number of the Alternate Index table.
SEQUENCE NUMBER	This number ensures key uniqueness in the Alternate View Definition table. There is one entry in the Alternate View Definition table for each field of the application table that is being used as part of the secondary key.
FIELD OFFSET	The starting location of the field that will be part of the secondary key.
FIELD LENGTH	The length of the field.
VIEW FUNCTION	Must be 00.

VEW2   Alternate View of the Logical View Table

```
ACTION: S SCREEN: VEW2 USERID: ISO3T32          08/26/01  01:31:36 PM
                        A L T E R N A T E   V I E W   O F
                  T H E   L O G I C A L   V I E W   T A B L E

        ALTERNATE VIEW TABLE NUMBER=
                  BASE TABLE NUMBER=
                         VIEW TYPE=

        SEQUENCE  OFFSET  LENGTH  FUNCTION
        ========  ------  ------  --------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
```

Purpose   Alternate View of the Logical View Table (VEW2) is an alternate view of Alternate View Definition (VIEW) and is used for inquiry purposes only. This window is keyed by the alternate view table number. This allows the user to easily locate the table number of the alternate view's associated table. Information in this window is read when the Alternate Views out of Sync (SA7) report is generated to ensure that alternate views are synchronized with their tables. Since this window is an alternate view of VIEW, whenever VIEW is updated, the information in this window is also updated.

Coding Instructions

ALTERNATE VIEW TABLE NUMBER	Key field. The table number of the alternate view table.
BASE TABLE NUMBER	Key field. The table number of the alternate view's associated base table.
VIEW TYPE	Key field. This field is six characters. The first four characters are the view type and the last two are the view subtype. The value of this field is always 0001 00.
SEQUENCE	Key field. This number ensures key uniqueness. There is one entry for each field of the application table used as part of the secondary key.
OFFSET	The starting location of the field (which is part of the secondary key).
LENGTH	The length of the field.
FUNCTION	The value of this field is always 00.

XBGN   Extended Begin Day (Part 1)

```
ACTION: S SCREEN: XBGN USERID: ISO3T32          08/26/01  01:06:12 PM
                    E X T E N D E D   B E G I N   D A Y   ( P A R T   1 )

  APPLICATION ID =

SYSTEM TABLE NUMBERS
  FEPT:       FLAN:       PCIT:       VIEW:       XCTL:       XSEC:
  XSE2:       ZOOM:
  CUFF:       OVFL:       PRVN:

  ALOG:       MLOG:       OLOG:       SLOG:

  ACTP:       EZPM:       XFOR:

AUTOMATIC DOCUMENT NUMBERING CONTROLS
  ADNT:       ADNL:               ADNT KEYED BY SEC1 CODE:

OTHER FTP FIELDS
          TABNUM:               FLAG2:       FLAG3:
```

Purpose   Extended Begin Day (Part 1) (XBGN) contains information needed to determine subsystem table numbers and table numbers for advanced features. The table number of Extended Begin Day is contained in the Application Definition Module. One entry per application is required.

Coding Instructions

APPLICATION ID   The Application ID – the same as that specified for Begin Day (BDAY) as well as that specified in the APPLXREF copy member.

SYSTEM TABLE NUMBERS:

FEPT   The table number for the front-end parameter table.

FLAN   The table number for the foreign language translation table.

PCIT   Not used in Louisiana.

VIEW   The table number for the alternate view definition table.

XCTL   The table number for the transfer of control table.

XSEC   The table number for the offline security table.

XSE2   The table number for the offline security HR version table.

ZOOM   The table number for the zoom table.

CUFF   The table number for the cuffbuffer table.

OVFL   The table number for the cuffbuffer overflow table. This is a scratch table used by DBIO during PASS1 processing when the PASS1 buffer is full.

PRVN   The table number for the previous/next screen work table.

ALOG   The table number for the approval log table.

MLOG   The table number for the system-wide log journal.

OLOG   The table number for the override logging table.

SLOG   The table number for the security logging table.

ACTP   The table number for the ACT parameter table.

EZPM   The table number for the EasyDoc parameters table.

XFOR   The table number for the extended format definition table.

AUTOMATIC DOCUMENT NUMBERING CONTROLS:

ADNT   The table number for the automatic document numbering table.

ADNL   The table number for the automatic document numbering log table.

ADNT KEYED BY SEC1 CODE   Flag indicating if Automatic Document Numbering (ADNT) is keyed by the Level 1 Security code. If this flag is selected, FTPs read ADNT for the next document number using the Level 1 Security code of that document.

OTHER FTP FIELDS:

TABNUM   May be used by a Format Transaction Program for any purpose.

FLAG2   May be used by a Format Transaction Program for any purpose.

FLAG3   May be used by a Format Transaction Program for any purpose.

XBG2   Extended Begin Day (Part 2)

```
ACTION: S SCREEN: XBG2 USERID: ISO3T32          08/26/01  01:06:36 PM

                 E X T E N D E D   B E G I N   D A Y   ( P A R T   2 )

   APPLICATION ID =

 SYSTEM PARAMETERS
  SYSTEM CASE FLAG:          UPPER CASE FLAG:          EXCLUSION CHAR:
    SYSTEM USER ID:         PREV/NEXT SCREEN:            SET GHN FLAG:
  FORCE BLANK SCRN:      DISPLAY UPDATE MSG:         OFFLINE SECURITY:
          SKIP ENQ:            ENQ OVERRIDE:             ENQ RESOURCE:
  VALIDATE PROGRAM:                           UPLOAD/DOWNLOAD USER EXIT:
      CRTIO PROGRAM:                           ERROR EXPLANATION SCREEN:
                                              DST SUPER-DESCRIPTOR FLAG:


 MTI PF KEYS
   PF01:       PF02:       PF03:       PF04:     PF05:     PF06:     PF07:     PF08:
   PF09:       PF10:       PF11:       PF12:     PF13:     PF14:     PF15:     PF16:
   PF17:       PF18:       PF19:       PF20:     PF21:     PF22:     PF23:     PF24:
```

Purpose   Extended Begin Day (Part 2) (XBG2) contains information needed to determine subsystem table numbers and table numbers for advanced features. The table number of Extended Begin Day is contained in the Application Definition Module. One entry per application is required.

Coding Instructions

APPLICATION ID   The Application ID – the same as that specified for Begin Day (BDAY) as well as that specified in the APPLXREF copy member.

SYSTEM PARAMETERS

SYSTEM CASE FLAG   Indicates whether the underlying system already converts input characters from lowercase to uppercase. Valid values are:

"M"   Allows mixed case input.
"U"   Uppercase input is required (default).

UPPER CASE FLAG   Indicates whether the system forces lowercase input to uppercase. Valid values are:

"Y"   The system converts mixed case input to uppercase characters.
"N"   Allows mixed case; there is no conversion.

EXCLUSION CHAR   Character used in the first column of each line to exclude it from being processed under the current action.

SYSTEM USER ID   Get System User ID flag. Valid values are:

"Y"   Get System User ID
"N"   Do not get System User ID

PREV/NEXT SCREEN   Determines whether or Previous/Next Screen processing is desired. Valid values are:

"Y"	Previous/Next Screen Processing desired.
"N"	Previous/Next Screen Processing not desired.

SET GHN FLAG   Not used in Louisiana.

FORCE BLANK SCRN   Flag used in MTI to blank-out the first line at the end of a Refill action. Valid values are:

"Y"	Blank-out first line.
"N"	Do not blank out the first line.

If Y, the XSIZE field in the GTP must be set to 1.

DISPLAY UPDATE MSG   Used to turn the messages returned after an Add, Change, or Delete action on and off. Valid values are:

"Y"	Turns messages on.
"N"	Turns messages off.

OFFLINE SECURITY   Flag used to implement offline security. Valid values are:

"Y"	Implement offline security.
"N"	Do not implement offline security (default).

SKIP ENQ   Specifies whether or not ENQ/DEQ processing is performed during document processing. Valid values are:

"Y"	No ENQ/DEQ processing is performed.
"N"	ENQ/DEQ processing is always performed (default).

ENQ OVERRIDE   Specifies whether or not the system takes the entry for ENQ/DEQ document processing from the User Queue field. Valid values are:

"Y"	System takes entry for ENQ/DEQ document processing from User Queue field. This means enqueuing may be done on a resource other than the default during document processing.
"N"	System uses default value of UPDATE-PASS in ENQ/DEQ document processing (default).

ENQ RESOURCE   Name of queue used in ENQ/DEQ document processing. This queue is used if the QUEUE-OVERRIDE-FLAG = Y. If the QUEUE-OVERRIDE-FLAG is blank, the system uses the Application ID from the Extended Begin Day table for enqueueing.

VALIDATE PROGRAM   Used to initiate password validation for the Multi-Application Front End. Must be explicitly set to Validate or the name of the application's customized Validate routine; otherwise, no password validation is performed.

UPLOAD/DOWNLOAD USER EXIT   Contains the name of the subprogram which is called when uploading or downloading from Screen Control applications. This field must be blank for non-Screen Control applications.

CRTIO PROGRAM   The CRTIO program name. The CRTIO program is used to handle all screen mappings. This field is populated by the CRTIOCNV program. Default = CRTMAIN.

ERROR EXPLANATION SCREEN   The four-character screen name of Error Message Explanation (EMEX).

DST SUPER-DESCRIPTOR FLAG   Indicates if the RECORD-DATA field on the Document Listing table is updated with an expanded descriptor status indicator. The indicator is one byte describing the full status of the document. Valid values are:

"Y"   Expand DST with indicator byte
"N"   Do not expand DST

MTI PF KEYS   The action associated with each of the 24 PF keys.

XBG3   Extended Begin Day (Part 3)

```
ACTION: S SCREEN: XBG3 USERID: ISO3T32           08/26/01  01:07:16 PM
                  E X T E N D E D   B E G I N   D A Y   ( P A R T   3 )

 APPLICATION ID =

DATA DICTIONARY TABLE NUMBERS
  CLNA:       COLM:        INDC:       INDX:       TABL:       TBDR:

REPORT DISTRIBUTION MANAGER TABLE NUMBERS
 RDST:

JOB SUBMISSION TABLE NUMBERS
 JCLT:       REPT:

DECISION SUPPORT TABLE NUMBERS
 EPRM:       JSPT:
```

Purpose   Extended Begin Day (Part 3) (XBG3) contains information needed to determine subsystem table numbers and table numbers for advanced features. The table number of Extended Begin Day is contained in the Application Definition Module. One entry per application is required.

Coding Instructions

APPLICATION ID   The Application ID – the same as that specified for Begin Day (BDAY) as well as that specified in the APPLXREF copy member.

DATA DICTIONARY TABLE NUMBERS

CLNA   Table number of Column Name (CLNA).

COLM   Table number of Column (COLM).

INDC   Table number of Index Column (INDC).

INDX   Table number of Index (INDX).

TABL   Table number of Table (TABL).

TBDR   Table number of Table Directory (TBDR).

REPORT DISTRIBUTION MANAGER TABLE NUMBERS

RDST   Table number of Report Distribution System (RDST).

JOB SUBMISSION TABLE NUMBERS

JCLT   Table number of Job Control Language (JCLT).

REPT   Table number of Report (REPT).

DECISION SUPPORT TABLE NUMBERS

EPRM   Table number of Extract Manager Parameter (EPRM).

JSPT   Table number of Job Submission Parameter (JSPT).

XCTL   Transfer of Control

```
ACTION: S SCREEN: XCTL USERID: ISO3T32          08/26/01  01:10:30 PM
                        T R A N S F E R   O F   C O N T R O L

        XCTL LITERAL=              FROM TRANSACTION=

                 TO                   FROM
      ----------------------------  --------
      ID   PROGRAM   TRANSACTION   PROGRAM   USER DATA
      ====  --------  -----------  --------  ------------------------------------
      01-
      02-
      03-
      04-
      05-
      06-
      07-
      08-
      09-
      10-
      11-
```

Purpose   Transfer of Control (XCTL) contains all the information needed for leafing from one TP transaction to another. The XCTL Table Number is assigned through Extended Begin Day (XBGN).

Coding Instructions

XCTL LITERAL	Must contain XCTL.
FROM TRANSACTION	The leaf-from TP Transaction Code.
ID	The id of the leaf transaction being defined. When a Leaf is requested, this ID is entered into Screen ID of the action line (if leafing from a general transaction screen) or into Document ID (if leafing from a document). MTI will not save the XCOMMON record if the first character of the TO ID is =.
TO PROGRAM	The name of the program associated with the leaf-to TP Transaction ID.
TO TRANSACTION	The name of the TP Transaction Code being leafed to.
FROM PROGRAM	The name of the program associated with the leaf-from Transaction ID.
USER DATA	This 36-byte field is sub-divided into two sections.

Bytes 1 –8   identifies the leaf tree ID used to save and restore data.

Bytes 9 – 36   identifies the action line for the leaf-to Transaction ID. For the Transaction Code (TC), use the following format: Table ID, Action, Data.

XSEC   Offline Security

```
ACTION: S SCREEN: XSEC USERID: ISO3T32          08/26/01  02:15:31 PM

                     O F F L I N E   S E C U R I T Y

              TABLE       SECURITY GROUPS
     REC  PGM  NUM  CODE  ---------------------  SEC1  SEC1  SEC2  SEC2
     TYPE  ID  (DDNAME)  GRP1  GRP2  GRP3  GRP4  SIZE  BGN   SIZE  BGN
     ====  ==== ======== ----  ----  ----  ----  ----  ----  ----  ----
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
```

Purpose   Offline Security (XSEC) contains information on all of the tables and journals that are referenced in reports and require security restrictions.

Coding Instructions

REC TYPE	The record type. Valid values are:

M   MTI

L   Ledger

PGM ID	The program id. Valid values are:

<blank>   For tables.

<table number> For ledgers. This is the number of the ledger description in the Data Dictionary tables.

TABLE NUM CODE (DDNAME)	The four-character table identifier used in conjunction with the SCREEN-ID field representing the DDNAME of the journal file.
SECURITY GROUPS	The security groups where this entry belongs.
SEC1 SIZE	The length in bytes of the Level 1 Security field.
SEC1 BGN	The beginning position of the Level 1 Security field.
SEC2 SIZE	The length in bytes of the Level 2 Security field.
SEC2 BGN	The beginning position of the Level 2 Security field.

Technical Tables

ACTO   ACT Transaction Option

```
ACTION: S SCREEN: ACTO USERID: ISO3T32            08/29/01  10:43:57 AM
                    A C T   T R A N S A C T I O N   O P T I O N

             GROUP=

                                 TRANSACTION
  MESSAGE DESTINATION  PROGRAM       CODE       PARAMETERS
  ------------------- -------- ----------- ----------
        APPLICATION:
    RECEIVE SCREEN:
       SEND SCREEN:
    RECEIVE REMOTE:
       SEND REMOTE:
    RECEIVE QUEUED:
       SEND QUEUED:
      RECEIVE XCTL:
         SEND XCTL:
```

Purpose   ACT Transaction Option (ACTO) defines the destinations for processing messages in the ACT (Application Controlled Transaction) environment. Each destination is specified as a program name and a transaction code. Only one entry is required for each unique key specified on Extended Definition Format (XFOR).

Coding Instructions

GROUP	The Application Control Transaction option group specified on Extended Format Definition (XFOR).
APPLICATION PROGRAM	The execution program ID of the program to be called with a process service message for this group. For documents, this field typically points to the Document Processor Handler's (DPH) program ID for the Document Type. For tables, this typically points to the screen type's service processor program ID.
APPLICATION TRANSACTION CODE	The transaction code of the program to be called with a process service message for this group. For documents, this field typically points to the Document Processor Handler's (DPH) program ID for the Document Type. For tables, this typically points to the screen type's service processor program ID.
APPLICATION PARAMETERS	Optional parameters used by the Process Service Message Program ID.
RECEIVE SCREEN PROGRAM	The execution program ID of the program to be called with a receive screen message for this group. This point to the program ID of the program processing the table when it returns from the Formatted Screen Handler (FSH). For documents, this field typically points to the Document Data Maintenance (DDM) program. For tables, this field typically points to the screen type's service processor program ID.

RECEIVE SCREEN TRANSACTION CODE	The transaction code of the program to be called with a receive screen message for this group. This points to the program ID of the program processing the table when it returns from the Formatted Screen Handler (FSH). For documents, this field typically points to the Document Data Maintenance (DDM) program. For tables, this field typically points to the screen type's service processor program ID.
RECEIVE SCREEN PARAMETERS	Optional parameters used by the Receive Screen Message Program ID.
SEND SCREEN PROGRAM	The execution program ID of the program to be called with a send screen message for this group. This point to the Formatted Screen Handler (FSH) for the group. If left blank, the default formatted screen handler specified on ACT Parameter (ACTP) is used.
SEND SCREEN TRANSACTION CODE	The transaction code of the program to be called with a send screen message for this group. This point to the Formatted Screen Handler (FSH) for the group. If left blank, the default formatted screen handler specified on ACT Parameter (ACTP) is used.
SEND SCREEN PARAMETERS	Optional parameters used by the Send Screen Message Program ID.
RECEIVE REMOTE PROGRAM	The execution program ID of the program to be called with receive ADVANTAGE Connect message for this group. This item points to the program ID of the program processing the remote message when it returns from the remote screen handler. For documents, this field typically points to the Remote Document Data Maintenance (RDDM) program. For tables, this field typically points to the screen type's service processor program ID.
RECEIVE REMOTE TRANSACTION CODE	The transaction code of the program to be called wit h a receive ADVANTAGE Connect message for this group. This item points to the program ID of the program processing the remote message when it returns from the remote screen handler. For documents, this field typically points to the Remote Document Data Maintenance (RDDM) program. For tables, this field typically points to the screen type's service processor program ID.
RECEIVE REMOTE PARAMETERS	Optional parameters used by the Receive CC Message Program ID.
SEND REMOTE PROGRAM	The execution program ID of the program to be called with a send ADVANTAGE Connect message for this group. This points to the screen handler of the group. If left blank, the default ADVANTAGE Connect screen handler, specified on ACT Parameter (ACTP) is used.
SEND REMOTE TRANSACTION CODE	The transaction code of the program to be called with a send ADVANTAGE Connect message for this group. This points to the screen handler of the group. If left blank, the default ADVANTAGE Connect screen handler, specified on ACT Parameter (ACTP) is used.

SEND REMOTE PARAMETERS	Optional parameters used by the Send CC Message Program ID.
RECEIVE QUEUED PROGRAM	The execution program ID of the program to be called with a receive queue message for this group. This item points to the program ID of the program processing commands when it returns from the Queued Message Handler (QMH). For documents, this field typically point to the Document Process Handler (DPH) program. For tables, this field typically points to the screen type's service processor program ID.
RECEIVE QUEUED TRANSACTION CODE	The transaction code of the program to be called with a receive queue message for this group. This item points to the program ID of the program processing commands when it returns from the Queued Message Handler (QMH). For documents, this field typically point to the Document Process Handler (DPH) program. For tables, this field typically points to the screen type's service processor program ID.
RECEIVE QUEUED PARAMETERS	Optional parameters used by the Receive Queued Message Program ID.
SEND QUEUED PROGRAM	The execution program ID of the program to be called with a send queue message for this group. This points to the Queued Message Handler (QMH) for this group. If left blank, the default queued message handler specified on ACT Parameter (ACTP) is used.
SEND QUEUED TRANSACTION CODE	The transaction code of the program to be called with a send queue message for this group. This points to the Queued Message Handler (QMH) for this group. If left blank, the default queued message handler on ACT Parameter (ACTP) is used.
SEND QUEUED PARAMETERS	Optional parameters used by the Send Queued Message Program ID.
RECEIVE XCTL PROGRAM	The execution program ID of the program to be called with an incoming foreign message for this group. This points to the program ID of the program translating non-service messages into services messages for the requested service. Valid values are:

\<blank\>	The default XCTL Message Handler specified on ACT Parameters (ACTP) is used.
None	The screen type's service processor program is assumed to understand the incoming message and no translation is needed.

RECEIVE XCTL TRANSACTION CODE	The transaction code of the program to be called with an incoming foreign message for this group. This points to the program ID of the program translating non-service messages into services messages for the requested service. If left blank, the default XCTL Message Handler specified on ACT Parameters (ACTP) is used.

RECEIVE XCTL
PARAMETERS

Optional parameters used by the Incoming Message Handler Program ID.

SEND XCTL
PROGRAM

The execution program ID of the program to be called with an outgoing foreign message for this group. This points to the program ID of the program translating non-service messages into services messages for the requested service. Valid values are:

<blank>   The default XCTL Message Handler specified on ACT Parameters (ACTP) is used.

None   The screen type's service processor program is assumed to understand the incoming message and no translation is needed.

SEND XCTL
TRANSACTION
CODE

The transaction code of the program to be called with an outgoing foreign message for this group. This points to the program ID of the program translating non-service messages into services messages for the requested service. If left blank, the default XCTL Message Handler specified on ACT Parameters (ACTP) is used.

SEND XCTL
PARAMETERS

Optional parameters used by the Outgoing Message Handler Program ID.

ACTP   ACT Parameter

```
ACTION: S SCREEN: ACTP USERID: ISO3T32          08/29/01  10:50:52 AM
                              A C T    P A R A M E T E R

               APPLICATION ID=

                                   PROGRAM ID   TRANSACTION CODE
                                   ----------   ----------------
          FORMATTED SCREEN HANDLER:
            REMOTE MESSAGE HANDLER:
            QUEUED MESSAGE HANDLER:
              XCTL MESSAGE HANDLER:
                SESSION CONTROLLER:

                                      TABLE NUM
                                      ---------
                  SESSION WORK:
                   SCREEN WORK:
                          ACTO:
                          GRAB:
                          LEAF:
```

Purpose   ACT Parameter (ACTP) contains ACT (Application Controlled Transaction) control information, including table numbers and program names.

Coding Instructions

APPLICATION ID	The Application ID. This is the same key as that specified for the Begin Day and Extended Begin Day tables.
FORMATTED SCREEN HANDLER PROGRAM ID	The execution program ID for the Formatted Screen Handler.
FORMATTED SCREEN HANDLER TRANSACTION CODE	The CICS transaction code set up to execute the Formatted Screen Handler.
REMOTE MESSAGE HANDLER PROGRAM ID	The execution program ID for the Communication Message Handler.
REMOTE MESSAGE HANDLER TRANSACTION CODE	The CICS transaction code set up to execute the Communication Message Handler.
QUEUED MESSAGE HANDLER PROGRAM ID	The execution program ID for the Queued Message Handler.
QUEUED MESSAGE HANDLER TRANSACTION CODE	The CICS transaction code set up to execute the Queued Message Handler.

XCTL MESSAGE HANDLER PROGRAM ID	The execution program ID for the XCTL Message Handler.
XCTL MESSAGE HANDLER TRANSACTION CODE	The CICS transaction code set up to execute the XCTL Message Handler.
SESSION CONTROLLER PROGRAM ID	The execution program ID for the Session Controller.
SESSION WORK TABLE NUMBER	The table number of the Session Controller's Temporary Work table.
SCREEN WORK TABLE NUMBER	The table number of the Formatted Screen Handler's Temporary Work table.
ACTO TABLE NUMBER	The table number of the ACT Transaction Option table.
GRAB TABLE NUMBER	The table number of the Grab table.
LEAF TABLE NUMBER	The table number of the Leaf table.

APID   Application ID

```
ACTION: S SCREEN: APID USERID: ISO3T32          08/29/01  10:53:56 AM

                          A P P L I C A T I O N   I D

      APPLICATION ID  DESCRIPTION
      ==============  ------------------------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
   15-
```

Purpose   Application ID (APID) is used by the Multi-Application Front End. It contains an Application ID and a 30-character description for each application.

Coding Instructions

APPLICATION ID   Required. The Application ID number.

DESCRIPTION   Description of the Application ID.

BOOD   Boot Definition for DB2

```
ACTION: S SCREEN: BOOD USERID: ISO3T32          08/29/01  10:56:20 AM
                   B O O T   D E F I N I T I O N   F O R   D B 2
 APPLICATION ID=
 IO MODULE NAME:
   SCRATCH SIZE:
```

Purpose   Boot Definition for DB2 (BOOD) contains application start-up (bootstrapping) information needed by DBIO at initialization time.

Coding Instructions

APPLICATION ID   The Application ID number. This must be the same as the Application ID in the APPLXREF copy member.

I/O MODULE NAME   Name of the DB2-specific I/O handler.

SCRATCH SIZE   The size of the scratch are allocated for DB2 use.

If the application is in APPLDEF, this value must equal APPLBOOT-DB2-SCRATCH-SIZE.

If the application is not in APPLDEF, this value must be less numeric.

BOOT   Boot Definition

```
ACTION: S SCREEN: BOOT USERID: Z107Z68          08/29/01  02:39:38 PM
                        B O O T   D E F I N I T I O N

        APPLICATION ID=

    MAX FILE NUMBER:                            MAX TABLE NUMBER:
    ADEF TABLE NUMBER:                          BDAY TABLE NUMBER:
    XBGN TABLE NUMBER:                          XBGN RECORD LENGTH:
  SKIP DBVIEW PROGRAM:

  TABLE DEFINITION INFORMATION
        TABLE NUMBER:            FILE NUMBER:      FILE KEY LENGTH:
        RECORD FORMAT:      FILE ORGANIZATION:          FILE TYPE:

  FILE DEFINITION INFORMATION
        TABLE NUMBER:            FILE NUMBER:      FILE KEY LENGTH:
        RECORD FORMAT:      FILE ORGANIZATION:          FILE TYPE:
```

Purpose   Boot Definition (BOOT) contains application start-up (bootstrapping) information needed by DBIO at initialization time. There are separate Boot Definition windows for ADABAS-, DB2-, and VSAM-specific information.

After reading BOOT, the system accesses Table Definition (TDEF) and reads the Application Access Definition (ADEF) table entry for the application. The system then accesses File Definition (FDEF) and reads the corresponding entry for the Application Access table. Finally, the system reads ADEF and allocates 1WD storage for the application.
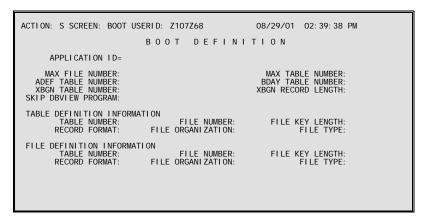
Coding Instructions

APPLICATION ID — The Application ID number. This must be the same as the Application ID in the APPLXREF copy member.

MAX FILE NUMBER — The largest file number that can be used by the application.

MAX TABLE NUM — The largest table number that can be used by the application.

ADEF TABLE NUM — The table number of Access Definition (ADEF) used with this application.

BDAY TABLE NUM — The table number of Begin Day (BDAY) used with this application.

XBGN TABLE NUMBER — The table number of Extended Begin Day (XBGN) used with this application.

XBGN RECORD LENGTH — The record length of Extended Begin Day (XBGN). Must be 0365. The BGNDAY program creates CORECHRS from the XBGN-RECLEN field of BOOT.

SKIP DBVIEW PROGRAM — Flag allowing the bypassing of alternate view logic. Valid values are:

"Y"   Bypass alternate view logic.

"N"   Do not bypass alternate view logic.

This field is not mapped on Boot Definition for DB2 (BOOD) or Boot Definition for VSAM (BOOV).

TABLE DEFINITION INFORMATION

TABLE NUMBER
The table number of Table Definition (TDEF). Must be less than or equal to the Maximum Table Number and have an entry on TDEF.

FILE NUMBER
The file number of the physical file containing Table Definition (TDEF).

If the application is not in APPLDEF, this value must be numeric and less than or equal to the Maximum File Number and have an entry on File Definition (FDEF).

If the application is in APPLDEF, this value must equal APPLBOOT-BOOT-FILENUM.

FILE KEY LENGTH
The physical key length of the file containing Table Definition (TDEF).

If the application is in APPLDEF, this value must be equal to the APPLBOOT-BOOT-FILE-KEYLEN.

If the application is not in APPLDEF, this value must be less than or equal to 256 and equal to the key length specified on File Definition (FDEF).

RECORD FORMAT
The record format of the file containing Table Definition (TDEF).

If the application is in APPLDEF, this value must be equal to APPLBOOT-BOOT-FILE-RECFM.

If the application is not in APPLDEF, valid values are:

"V"   Variable
"F"   Fixed

This value must also equal the RECFM specified on File Definition (FDEF).

FILE ORGANIZATION
The file organization for the file containing Table Definition (TDEF).

If the application is in APPLDEF, this value must equal APPLBOOT-BOOT-FILE-ORG.

If the application is not in APPLDEF, valid values are:

"R"   Random.

"S"   Sequential; a VSAM ESDS data set.

"U"   Random key access; non-shared resources and non-deferred writes are used.

This value must also equal the File Org specified on File Definition (FDEF).

FILE TYPE   The type of storage on the physical file.

If the application is in APPLDEF, this value must equal APPLBOOT-BOOT-FILE-MULTITAB.

If the application is not in APPLDEF, valid values are:

"S"   Single-table file storage

"M"   Multiple-table file storage

"D"   Dummy file entry.

This value must also equal the file type specified on File Definition (FDEF).

FILE DEFINITION INFORMATION

TABLE NUMBER   The table number of File Definition (FDEF). Must be less than or equal to the Maximum Table Number and have an entry on TDEF.

FILE NUMBER   The file number of the physical file containing File Definition (FDEF).

If the application is not in APPLDEF, this value must be numeric and less than or equal to the Maximum File Number and have an entry on File Definition (FDEF).

If the application is in APPLDEF, this value must equal APPLBOOT-BOOT-FILENUM.

FILE KEY LENGTH   The physical key length of the file containing File Definition (FDEF).

If the application is in APPLDEF, this value must be equal to the APPLBOOT-BOOT-FILE-KEYLEN.

If the application is not in APPLDEF, this value must be less than or equal to 256 and equal to the key length specified on File Definition (FDEF).

RECORD FORMAT   The record format of the file containing File Definition (FDEF).

If the application is in APPLDEF, this value must be equal to APPLBOOT-BOOT-FILE-RECFM.

If the application is not in APPLDEF, valid values are:

"V"   Variable

"F"   Fixed

FILE ORGANIZATION   The file organization for the file containing File Definition (FDEF).

If the application is in APPLDEF, this value must equal APPLBOOT-BOOT-FILE-ORG.

If the application is not in APPLDEF, valid values are:

"R"   Random.

"S"   Sequential; a VSAM ESDS data set.

"U"   Random key access; non-shared resources and non-deferred writes are used.

This value must also equal the File Org specified on File Definition (FDEF).

FILE TYPE   The type of storage on the physical file.

If the application is in APPLDEF, this value must equal APPLBOOT-BOOT-FILE-MULTITAB.

If the application is not in APPLDEF, valid values are:

"S"   Single-table file storage

"M"   Multiple-table file storage

"D"   Dummy file entry.

This value must also equal the file type specified on File Definition (FDEF).

BOOV Boot Definition for VSAM

```
ACTION: S SCREEN: BOOV USERID: Z107Z68          08/29/01  02:44:27 PM
                   B O O T   D E F I N I T I O N   F O R   V S A M
 APPLICATION ID=
 IO MODULE NAME:
    TDEF DDNAME:
    FDEF DDNAME:
```

Purpose   Boot Definition for VSAM (BOOV) contains application start-up (bootstrapping) information needed by DBIO at initialization time.

Coding Instructions

APPLICATION ID   The Application ID number. This must be the same as the Application ID in the APPLXREF copy member.

I/O MODULE NAME   Name of the VSAM-specific I/O handler.

TDEF DDNAME   The DDname of the VSAM file on which Table Definition (TDEF) resides.

                       If the application is in APPLDEF: If the boot database is VSAM, this value must equal APPLBOOT-VSAM-DDNAME. If the boot database is not VSAM, this value must equal all spaces or be alphanumeric (without embedded spaces).

                       If the application is not in APPLDEF, this value must be all spaces or be alphanumeric (without embedded spaces).

FDEF DDNAME   The DDname of the VSAM file on which Table Definition (TDEF) resides.

                       If the application is in APPLDEF: If the boot database is VSAM, this value must equal APPLBOOT-VSAM-DDNAME. If the boot database is not VSAM, this value must equal all spaces or be alphanumeric (without embedded spaces).

                       If the application is not in APPLDEF, this value must be all spaces or be alphanumeric (without embedded spaces).

CLNA   Column Name

```
ACTION: S SCREEN: CLNA USERID: ISO3T32          08/27/01  08:46:05 AM
                              C O L U M N   N A M E

        TABLE                                 FIELD     SEQUENCE
         ID     FIELD NAME                    POSITION  NUMBER
        =====  ==============================  --------  --------
     01-
     02-
     03-
     04-
     05-
     06-
     07-
     08-
     09-
     10-
     11-
     12-
     13-
     14-
```

Purpose   Column Name (CLNA) lists the fields in each AFS table in number and name sequence.

Updates   This table is usually updated by running the RPTUPDT utility; however, it can be updated in the same manner as all other tables.

Coding Instructions

TABLE ID	Required. The unique four-character table identifier. This code is used to access an application table within the physical files.
FIELD NAME	Required. The name of corresponding field.
FIELD POSITION	The position of a particular field within a record.
SEQUENCE NUMBER	The system-assigned sequence number identifying this entry in the table.

COLM Column

```
ACTION: S SCREEN: COLM USERID: ISO3T32          08/27/01  08:46:26 AM
                                   C O L U M N

      TABLE  FIELD  SEQ                               FLD DATA     DIS DB2
       ID    POSIT  NUM  FIELD NAME                   LEN TYPE DEC FMT DATA
      =====  =====  ===  ------------------------------ --- ---- --- --- -----
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 14-
```

Purpose   Column (COLM) lists the fields in each AFS table in table identification and data sequence. This table also lists all AFS reference table fields in table identification number and data sequence. This table, along with Column Name (CLNA), provides the online data dictionary that is used when generating reports in Reporter and Report Painter. This table is usually updated by running the RPTUPDT utility; however, it can be updated in the same manner as all other tables.

Updates   This table is usually updated by running the RPTUPDT utility; however, it can be updated in the same manner as all other tables.

Coding Instructions

TABLE ID	Required. The unique four-character table identifier. This code is used to access an application table within the physical files.
FIELD POSIT	Required. The position of a particular field within a record.
SEQ NUM	Required. The system-assigned sequence number identifying this entry in the table.
FIELD NAME	The name of the field.
FLD LEN	The length of the field within a record.
DATA TYPE	Valid values for data type are:
	(AN) Alphanumeric
	(PD) Protect
	(NM) Numeric
DEC	The number of decimal places.

DIS FMT   Display Format. This field is not used in Louisiana.

DB2 DATA   Identifies the data type of a data element and the format of a DB2SQL
                           data element. Also specifies how null values are to be converted.

EZPM   EasyDoc Parameter

```
ACTION: S SCREEN: EZPM USERID: ISO3T32          08/29/01  03:58:41 PM

                          E A S Y D O C    P A R A M E T E R

              APPLICATION ID=

                  DDM SAVE OPTION:                PRE-APPROVALS ALLOWED:
      DEFAULT PAUSE SCREEN NAME:

    PROGRAMS
       SUSPENSE FUNCTION HANDLER:          DDM:           REMOTE DDM:

    TABLE NUMBERS
          DDM WORK AREA TABNUM:          PFDF:
```

Purpose   EasyDoc Parameter (EZPM) contains control information, including table numbers and program names.

Coding Instructions

APPLICATION ID	The Application ID – same as that specified on Begin Day (BDAY) and Extended Begin Day (XBGN).
DDM SAVE OPTION	Indicates if the EasyDoc SAVE function should schedule documents for processing. Valid values are:

"S" (schedule)   The SAVE function should schedule documents for processing.

"H" (hold)   The SAVE function should hold documents from being processed.

PRE-APPROVALS ALLOWED	Determines is pre-approvals are allowed. Valid values are:

<selected>   pre-approvals allowed.

<unselected>   pre-approvals not allowed.

DEFAULT PAUSE SCREEN NAME	When the PAUSE command is entered on a document screen without a destination, the system will use the screen name specified here as the default. This value entered in this field must be a valid entry on Format Definition for Tables (FORT).
PROGRAMS	
SUSPENSE FUNCTION HANDLER	The program name of the Suspense Function Handler.

DDM	The execution program name of the Document Data Maintenance (DDM) program.
REMOTE DDM	The execution program name of the Remote Document Data Maintenance (RDDM) program.
TABLE NUMBERS	
DDM WORK AREA TABNUM	The table number of the Document Data Maintenance Temporary Work table.
PFDF	The table number of Program Function Definition (PFDF).

FDEV   File Definition for VSAM

```
ACTION: S SCREEN: FDEV USERID: ISO3T32          08/29/01  04:01:41 PM

                  F I L E   D E F I N I T I O N   F O R   V S A M

        FILE
      NUMBER   DDNAME
      ======   --------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
```

Purpose   File Definition for VSAM (FDEV) defines database-specific information for VSAM.

Coding Instructions

FILE NUMBER   A sequential file number between on and the number specified in the BOOT-MAX-FILES field on the Application Definition table.

DDNAME   The VSAM file DDname. Must be alphanumeric (without embedded spaces).

FDO2   File Definition for Documents (Part 2)

```
ACTION: S SCREEN: FDO2 USERID: ISO3T32          08/29/01  04:08:22 PM

 F O R M A T   D E F I N I T I O N   F O R   D O C U M E N T S   ( P A R T   2 )

   DOCUMENT TYPE=           MAP NAME:                    SCREEN TYPE:
      SCREEN CASE:                             DEFAULT FIELD CASE:

                    DEFINITION TYPE        PAGE TYPE          CRT TYPE
                    ---------------        ---------          --------
      CURRENT CRT:
         NEXT CRT:

   ONLINE BATCH LINE LIMIT:              ONLINE DOCUMENT LINE LIMIT:

                    SIZE    EDIT SIZE   PRESENT    ROW NUM    COUNT    ROWS
                    ----    ---------   -------    -------    -----    ----
      ACTION LINE:
     BATCH HEADER:
          HEADER:
            LINE:
           ERROR:
```

Purpose   Format Definition for Documents (Part 2) [FDO2] continues to define input screens to the system.

Coding Instructions

DOCUMENT TYP   Required. The ID of the document table being defined. Must be alphanumeric (without embedded spaces).

MAP NAME   The program name of the BMS (CICS/VSAM) mapset. Must be alphanumeric (without embedded spaces).

SCREEN TYPE   Represents the type of screen associated with a particular table. This value is used to determine which records are displayed on Format Definition (FORT) and Format Definition for Documents (FDOC). Valid values are:

(D) Document
(F) Front End
(H) Help
(M) Menu
(S) Screen Control
(T) Table

SCREEN CASE   Default screen field case. Valid values are:

Uppercase (default)
Mixed Case
Action Line Uppercase

DEFAULT FIELD CASE Default field case flag. Valid values are:

Uppercase.
Mixed Case (default).

CURRENT CRT   Indicates the screen for which this entry is being defined. Must be
DEFINITION TYPE   alphanumeric (without spaces).

CURRENT CRT PAGE TYPE	Reserved for future use.
CURRENT CRT CRT TYPE	The number of the current screen in the document/table sequence. Valid values are:
	1 - The initial screen.
	2 - The second screen.
	3 - The third screen.
NEXT CRT DEFINITION TYPE	The format definition of the next screen. This value can be used in the leafing process for tables. Must be alphanumeric (without spaces).
NEXT CRT PAGE TYPE	Reserved for future use.
NEXT CRT CRT TYPE	The number of the next window in the document/table sequence. This number should be one greater than the CUR-CRTTYPE unless the last screen in the document/table sequence is currently being displayed.
ONLINE BATCH LINE LIMIT	Limits the size of a batch that can be processed online. Must be numeric.
ONLINE DOCUMENT LINE LIMIT	Limits the size of documents that can be processed online. Must be numeric.
ACTION LINE SIZE	The number of characters on the action line. Must be numeric.
BATCH HEADER SIZE	Size of the data on the batch header portion of a screen that is not stored on the related table.
BATCH HEADER EDIT SIZE	Limits the size of a batch header that can be processed online. Must be numeric.
BATCH HEADER PRESENT	Indicates if the batch header is present. Valid values are:
	(Y) Batch header present.
	(N) Batch header not present.
BATCH HEADER ROW NUM	The row on the screen where the batch header entry begins.
HEADER SIZE	The sized of the document header screen. Must be numeric.

HEADER PRESENT   Indicates if the header entry is present. Valid values are:

(Y) Header entry present.

(N) Header entry not present.

HEADER ROW NUM   The row on the screen where the document header begins.

LINE SIZE   The size of the line entry screen. Must be numeric.

LINE PRESENT   Indicates if the line entry is present. Valid values are:

(Y) Line entry present.

(N) Line entry not present.

LINE ROW NUM   The row on the screen where the line entry begins.
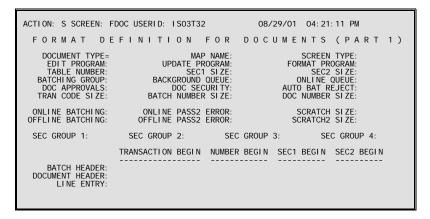
LINE COUNT   The number of lines on the screen.

LINE ROWS   The number of rows per line.

ERROR SIZE   The number of characters in the error message area.

ERROR COUNT   The number of error lines on the screen.

FDOC   File Definition for Documents (Part 1)

```
ACTION: S SCREEN: FDOC USERID: ISO3T32          08/29/01  04:21:11 PM

   F O R M A T   D E F I N I T I O N   F O R   D O C U M E N T S   ( P A R T  1 )

      DOCUMENT TYPE=            MAP NAME:              SCREEN TYPE:
      EDIT PROGRAM:        UPDATE PROGRAM:          FORMAT PROGRAM:
      TABLE NUMBER:             SEC1 SIZE:               SEC2 SIZE:
    BATCHING GROUP:      BACKGROUND QUEUE:             ONLINE QUEUE:
     DOC APPROVALS:          DOC SECURITY:          AUTO BAT REJECT:
    TRAN CODE SIZE:    BATCH NUMBER SIZE:          DOC NUMBER SIZE:

    ONLINE BATCHING:    ONLINE PASS2 ERROR:            SCRATCH SIZE:
   OFFLINE BATCHING:   OFFLINE PASS2 ERROR:           SCRATCH2 SIZE:

    SEC GROUP 1:        SEC GROUP 2:       SEC GROUP 3:       SEC GROUP 4:

                     TRANSACTION BEGIN  NUMBER BEGIN  SEC1 BEGIN  SEC2 BEGIN
                     -----------------  ------------  ----------  ----------
      BATCH HEADER:
   DOCUMENT HEADER:
        LINE ENTRY:
```

Purpose   Format Definition for Documents (FDOC) defines input screens to the system. This table contains most of the information used when performing requested functions on batches/documents. The entries on FDOC must match those specified on the document processing screens as conflicting entries may produce unpredictable results.

The values for many of these fields are system-generated; many are populated using the CRTGEN utility.

Coding Instructions

DOCUMENT TYPE   Required. The ID of the document table being defined. Must be alphanumeric (without embedded spaces).

MAP NAME   The program name of the BMS (CICS/VSAM) mapset. Must be alphanumeric (without embedded spaces).

SCREEN TYPE   Represents the type of screen associated with a particular table. This value is used to determine which records are displayed on Format Definition (FORT) and Format Definition for Documents (FDOC). Valid values are:

(D) Document
(F) Front End
(H) Help
(M) Menu
(S) Screen Control
(T) Table

EDIT PROGRAM   The program that processes the data in the edit pass. Must be alphanumeric (without embedded spaces). It may be all spaces.

UPDATE PROGRAM   The program that processes the data in the update pass. Must be alphanumeric (without embedded spaces). It may be all spaces. Must be equal to the EDIT-PROCESSOR.

FORMAT PROGRAM   The program used to pre-format data. Must be alphanumeric (without embedded spaces). It may be all spaces.

TABLE NUMBER   The ID number of the associate table.

SEC1 SIZE   The size of the Level 1 Security field. Must be numeric and have a length between zero and four (inclusive).

SEC2 SIZE   The size of the Level 2 Security field. Must be numeric and have a length between zero and four (inclusive).

BATCHING GROUP   Identifies the batch transaction type that is used if the documents are to be batched.

BACKGROUND QUEUE   The name of the environment variable that stores the name of the pipe associated with the background update queue.

ONLINE QUEUE   The name of the online update queue.

DOC APPROVALS   The document approvals required for this transaction type. If the entry is TABLE, the document processor looks to Approval (APRV).

DOC SECURITY   This field is divided into four separate bytes. Bytes 1 and 2 are used invoke document security at the header and line level. These fields are changed using CRTGEN. Each byte is described below.

Byte 1: This byte controls Level 1 Security and mapping. Valid values are:

0 - No document security.

1 - Perform security at header and line levels if DOCUMENT HEADER SEC1 BEGIN field contains a non-zero number.

2 - Perform security as with 1 and map SEC1 Code to header or line from the start-up screen as appropriate.

3 - Perform security as with 1 and map SEC1 Code from start-up screen to header only.

4 - Perform security as with 1 and map SEC1 Code from start-up screen to line only.

Byte 2: This byte controls Level 2 Security and mapping. Valid values are:

0 - No document security.

1 - Perform security at header and line levels if DOCUMENT HEADER SEC2 BEGIN field contains a non-zero number.

2 - Perform security as with 1 and map Level 2 Security to header or line from the start-up screen as appropriate.

Byte 3: Used to override ENQ/DEQ logic. Valid values are:

       1 - ENQ/DEQ logic in PASS2 will be skipped in document by document.

       0 - ENQ/DEQ logic will be invoked (default). Must be 0 for VSAM.

Byte 4: Used to indicate the system should send a full screen map. Valid values are:

       1 - Send a full map for every document window.

       0 - Send only data if returning same map (default).

AUTO BAT REJECT	Indicates if a document rejection should cause a batch rejection.
TRAN CODE SIZE	The size of the transaction code (also known as the batch/document type).
BATCH NUMBER SIZE	The size of the batch number field.
DOC NUMBER SIZE	The size of the document number field.
ONLINE BATCHING	Indicates if batching is allowed online.
ONLINE PASS2 ERROR	Indicates the appropriate action if an error occurs during the update pass in the online environment.
SCRATCH SIZE	The length of the application work area in the linkage section used to pass data from a program to itself in the course of repeated invocations or in the course of a task. This are is also used to pass data from one program to another as the user moves from screen to screen. Must be numeric.
OFFLINE BATCHING	Indicates if offline batching is allowed.
OFFLINE PASS2 ERROR	Indicates the action to take if an error occurs during the update pass in the offline environment.
SCRATCH2 SIZE	Extension of the SCRATCH SIZE.
SEC GROUP 1	A one- to four-character code defining groups of batches, documents, or tables. It is used to limit user access to specific batch, document, or table groups.
SEC GROUP 2	A one- to four-character code defining groups of batches, documents, or tables. It is used to limit user access to specific batch, document, or table groups.
SEC GROUP 3	A one- to four-character code defining groups of batches, documents, or tables. It is used to limit user access to specific batch, document, or table groups.

SEC GROUP 4	A one- to four-character code defining groups of batches, documents, or tables. It is used to limit user access to specific batch, document, or table groups.
BATCH HEADER TRANSACTION BEGIN	The beginning position of the transaction code (batch type) in the batch header record.
BATCH HEADER NUMBER BEGIN	The beginning position of the batch number in the batch header record.
BATCH HEADER SEC1 BEGIN	The beginning position of the Level 1 Security field for the batch.
BATCH HEADER SEC2 BEGIN	The beginning position of the Level 2 Security field for the batch.
DOCUMENT HEADER TRANSACTION BEGIN	The beginning position of the transaction code in the document header record.
DOCUMENT HEADER NUMBER BEGIN	The beginning position of the document number in the document header record.
DOCUMENT HEADER SEC1 BEGIN	The beginning position of the Level 1 Security field for the document.
DOCUMENT HEADER SEC2 BEGIN	The beginning position of the Level 2 Security field for the document.
LINE ENTRY TRANSACTION BEGIN	The beginning position of the transaction code in the line entry record.
LINE ENTRY NUMBER BEGIN	The beginning position of the document number in the line entry record.
LINE ENTRY SEC1 BEGIN	The beginning position of the Level 1 Security field for the line.
LINE ENTRY SEC2 BEGIN	The beginning position of the Level 2 Security field for the line.

FEPT   Front End Parameter

```
ACTION: S SCREEN: FEPT USERID: ISO3T32          08/29/01  04:28:06 PM
                     F R O N T   E N D   P A R A M E T E R

        APPLICATION ID=

        PASSWORD REQUIRED:                    PASSWORD EXPIRATION DAYS:
     MIN PASSWORD LENGTH:                            VALIDATE PASSWORD:
      ENCRYPTION ROUTINE:

      MAX LOGON ATTEMPTS:           DISABLE USER ID ON FORCED LOGOFF:

      USE SYSTEM USER ID:

      FRONT END SCREEN ID:

      DEFAULT TRANSACTION:

   ADDITIONAL FRONT END CONTROL TABLE NUMBERS
                    USID:                  APID:                  UAPL:
```

Purpose   Front End Parameter (FEPT) is used to specify all of the Front End options.

Coding Instructions

APPLICATION ID	The Application ID. It must match the Application ID in the APPLXREF copy member.
PASSWORD REQUIRED	Indicates if a password is required when logging in. Valid values are: <selected> password is required (default) <unselected> password is not required
PASSWORD EXPIRATION DAYS	The number of days until the password expires. Valid values are 00 through 99, indicating the number of days. An entry of 00 indicates that there is no expiration date.
MIN PASSWORD LENGTH	The minimum acceptable password length. Valid values are 0 through 8, indicating the number of characters. An entry of 0 indicates that there is no minimum password length.
VALIDATE PASSWORD	Indicates whether the password is entered only on the first Front End Logon Screen or every time the Front End Logon Screen appears. Valid values are: <selected> get password every time <unselected> get password only the first time.
ENCRYPTION ROUTINE	The name of the module used to encrypt the passwords for the Front End.

MAX LOGON ATTEMPTS	Values are 00 through 99, indicating the maximum number of logon attempts allowed. An entry of 00 indicates that an unlimited number of logon attempts are allowed.
DISABLE USERID ON FORCED LOGOFF	Indicates if the userid should be disabled if forcible logged off. Valid values are:

	\<selected\>	disable the userid when the user is forcibly logged off after exceeding the MA-LOGON-ATTEMPTS (default).
	\<unselected\>	do not disable the userid when the user is forcibly logged off.

USE SYSTEM USERID	Indicates if the userid should be retrieved from the system. Valid values are:

	\<selected\>	the userid is obtained from the system.
	\<unselected\>	the userid is not obtained from the system.

FRONT END SCREEN ID	The key to Format Definition (FDEF) for the Front End Logon Screen.
DEFAULT TRANSACTION	A flag describing what transaction to enter if retrieving the userid from the system. No password is required, and only one transaction is invoked.

ADDITIONAL FRONT END CONTROL TABLE NUMBERS

USID	The table number for User ID (USID).
APID	The table number for Application ID (APID).
UAPL	The table number for User ID Application Access (UAPL).

INDC   Index Column

```
ACTION: S SCREEN: INDC USERID: ISO3T32          08/27/01  08:50:10 AM

                              I N D E X   C O L U M N

                      KEY
        TABLE   INDEX  COLUMN
         ID     NUMBER NUMBER  KEY COLUMN NAME
        =====   ====== ======  -----------------------------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
```

Purpose   Index Column (INDC) lists the indexes for each table by column number (i.e., in data sequence).

Updates   This table is usually updated by running the RPTUPDT utility.

Coding Instructions

TABLE ID	Required. The unique four-character table identifier.
INDEX NUMBER	Required. Must be {01}.
KEY COLUMN NUMBER	Required. The relative number occupied by the key field within the key structure.
KEY COLUMN NAME	The name of the key field.

INDX   Index

```
ACTION: S SCREEN: INDX USERID: ISO3T32          08/27/01  O8:55:24 AM
                              I N D E X

                                                        KEY
        TABLE                 INDEX   INDEX  INDEX   COLUMN
         ID    INDEX NAME      NUMBER  SORT   UNIQUE  COUNTER
        =====  ===================  ------  -----  ------  -------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
```

Purpose   Index (INDX) lists the indexes for each table in name sequence.

Updates   This table is usually updated by running the RPTUPDT utility.

Coding Instructions

TABLE ID	The four-character unique table identifier.
INDEX NAME	Required. Must be {PRIMARY}.
INDEX NUMBER	Must be {01}.
INDEX SORT	The value to indicate whether the table is sorted by table key. Valid values are {Y} Yes and {N} No.
INDEX UNIQUE	The value to indicate whether the key must be unique with the table. Valid values are {Y} Yes and {N} No.
KEY COLUMN COUNTER	The number of fields that compose the key.

PFDF   Program Function Definition

```
ACTION: S SCREEN: PFDF USERID: ISO3T32          08/30/01  08:39:27 AM
                 P R O G R A M   F U N C T I O N   D E F I N I T I O N
          TRANSLATION GROUP=
               FROM                              TO
          ----------------------   ------------------------------------
          TYPE      FIELD     TYPE     FIELD 1          FIELD 2
          ====  ==============  ----  ---------------  ---------------
       01-
       02-
       03-
       04-
       05-
       06-
       07-
       08-
       09-
       10-
       11-
```

Purpose   Program Function Definition (PFDF) is used to establish aliases for the document function entered in the Document Data Manager and Document Listing windows.

Coding Instructions

TRANSLATION GRP   The application using this Program Function Definition table.

FROM TYPE,   There are four combinations of From Type, To Type translations. These
TO TYPE   combinations are described below.

From Type = FUNC, To Type = FUN1: Using this type of translation, the standard EasyDoc functions (From Field) can be renamed. The functionality, 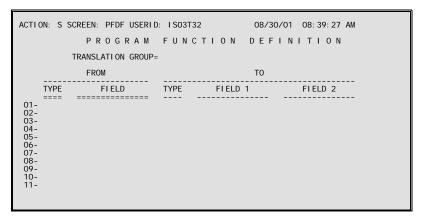however, cannot change. To Field 2 can be used to compose compound functions, where one FLS command executes two default commands.

From Type = FUN1, To Type = FUNC: Using this type of translation, the default commands (From Field) are redisplayed in the Document Data Manager and Document Listing windows as the To Field 1 value. The To Type 2 field cannot be used since only one function can be displayed in each screen field.

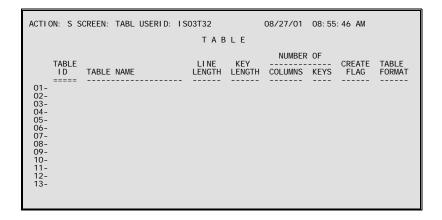From Type = PFK, To Type = FUN1: Using this type of translation, program function (PF) keys (From Field) can be assigned specific functions. The To Field 2 cannot be used to compose compound functions, where one FLS command executes two default commands.

From Type = FUNC, To Type = DSBL: Using this type of translation, functions can be disabled.

FROM FIELD, TO   See the description for From Type, To Type above.
FIELD 1, TO FIELD 2

TABL   Table

```
ACTION: S SCREEN: TABL USERID: ISO3T32          08/27/01  08:55:46 AM
                              T A B L E

                                              NUMBER OF
     TABLE                   LINE   KEY    -------------  CREATE  TABLE
      ID    TABLE NAME      LENGTH LENGTH COLUMNS  KEYS    FLAG   FORMAT
     =====  --------------- ------ ------ ------- ----   ------  ------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
```

Purpose   Table (TABL) lists all of the AFS tables in identification number sequence, and provides information such as the record length, the key length, the number of fields, and the number of key fields.

Updates   This table is usually updated by running the RPTUPDT utility.

Note: This table is automatically updated by the system. Any changes made to data displayed in these fields will result in inaccurate security logs. Consult your system administrator to make any changes on this table.

Coding Instructions

TABLE ID   Key field. The unique four-character table identifier.

TABLE NAME   The table name.

LINE LENGTH   The maximum number of characters in one entry on this table.

KEY LENGTH   The length of the key in characters.

NUMBER O   The number of columns in the table.
COLUMNS

NUMBER OF KEYS   The number of keys in the table.

CREATE FLAG   N/A

TABLE FORMAT   A value that indicates the type of data the table contains. Valid values are:

                       (F) Fixed Length
                       (M) Table
                       (L) Journal

TBDR   Table Directory

```
ACTION: S SCREEN: TBDR USERID: ISO3T32          08/27/01  10:42:49 AM
                         T A B L E   D I R E C T O R Y

       TABLE NAME              TABLE ID
       ====================    --------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
   15-
```

Purpose   Table Directory (TBDR) lists all of the AFS tables in name sequence.

Updates   This table is usually updated by running the RPTUPDT utility.

Coding Instructions

TABLE NAME   The table name.

TABLE ID   The unique four-character table identifier for the table defined on this line.

UAPL   User ID Application Access

```
ACTION: S SCREEN: UAPL USERID: ISO3T32          09/05/01  11:11:17 AM
                  U S E R   I D   A P P L I C A T I O N   A C C E S S

 USER ID=

        APPLICATION ID
        ==============
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
```

Purpose   User ID Application Access (UAPL) is used to add and delete User IDs that can access specific applications.

Coding Instructions

USER ID   The User ID.

APPLICATION ID   The Application IDs that the User ID is allowed to access. Valid values are:

                     "IAPA"   Advantage Financial System
                     "IPPA"   Advanced Governmental Purchasing System
                     "ISIA"   Contract Financial Management System

UDEF User Definition

```
ACTION: S SCREEN: UDEF USERID: ISO3T32          09/05/01  11:16:13 AM

                         U S E R   D E F I N I T I O N
 01-
     NAME (LAST, FIRST)=              ,                   BUYER CODE:
      DEFAULT USER NAME:              ,            RESTRICTED PO MOD:
      REQUESTING PERSON:                                       PHONE:
     RESPONSIBLE PERSON:                                   WAREHOUSE:
               DELIVERY BUILDING/ROOM:       /       SHIP/BILL TO:     /
 02-
     NAME (LAST, FIRST)=              ,                   BUYER CODE:
      DEFAULT USER NAME:              ,            RESTRICTED PO MOD:
      REQUESTING PERSON:                                       PHONE:
     RESPONSIBLE PERSON:                                   WAREHOUSE:
               DELIVERY BUILDING/ROOM:       /       SHIP/BILL TO:     /
 03-
     NAME (LAST, FIRST)=              ,                   BUYER CODE:
      DEFAULT USER NAME:              ,            RESTRICTED PO MOD:
      REQUESTING PERSON:                                       PHONE:
     RESPONSIBLE PERSON:                                   WAREHOUSE:
               DELIVERY BUILDING/ROOM:       /       SHIP/BILL TO:     /
```
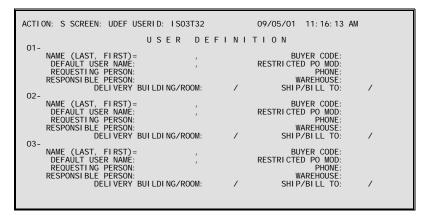
Purpose   User Definition (UDEF) is used to define default codes for each user. These codes are used during document generation.

Coding Instructions

NAME (LAST, FIRST)	Required. The name of the individual the record is associated with. The name must exist on Security (STAB).
BUYER CODE	A buyer code from Buyer (BUYT) or ** to signify multiple buyers.
DEFAULT USER NAME	A valid default name for the individual the entry is associated with.
RESTRICTED PO MOD	Enter "Y" to restrict the user to changing only accounting information on purchase orders.
REQUESTING PERSON	The name of the requesting person used as a default on transactions.
PHONE	The phone number of the requesting person. This phone number is used as a default on transactions.
RESP PERSON	The name of the responsible person used as a default on transactions.
WAREHOUSE	A valid warehouse from Warehouse (WHSE) or **** to signify multiple warehouses.
DELIV BLDG/ROOM	The building and room number used as a default on transactions.
SHIP/BILL TO	The shipping code from Shipping Address (SHIP) and the billing code from Billing Address (BILL) that are used as a default on transactions.

USID   User ID

```
ACTION: S SCREEN: USID USERID: ISO3T32          09/05/01  11:20:54 AM
                              U S E R   I D

                      DATE CHANGED
     USER ID   ENABLED  (MM DD CCYY)
     ========  -------  ------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
  12-
  13-
  14-
```

Purpose   User ID (USID) stores User IDs, passwords, and the last date each User ID was changed. This table is also used to compare the User ID and the password to similar information entered on the Front End Screen.

Coding Instructions

USER ID   The user's User ID. There must be one entry for each entry in the Security table.

ENABLED   Enables or disables the User ID., Valid values are:

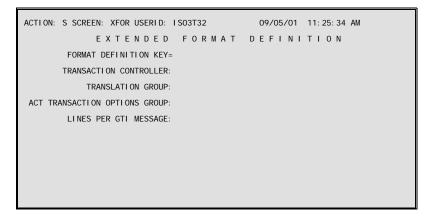   "Y"   ID enabled
                     "N"   ID disabled

                     If disabled, the User ID will not be allowed to log on to the system. If a User ID is disabled while it is in use, the user remains active until logging off the system.

DATE CHANGED   The date in which the user's ID was last changed.

XFOR   Extended Format Definition

```
ACTION: S SCREEN: XFOR USERID: ISO3T32          09/05/01  11:25:34 AM
                E X T E N D E D   F O R M A T   D E F I N I T I O N
       FORMAT DEFINITION KEY=
       TRANSACTION CONTROLLER:
            TRANSLATION GROUP:
ACT TRANSACTION OPTIONS GROUP:
          LINES PER GTI MESSAGE:
```

Purpose   Extended Format Definition (XFOR) includes information required by the document processor for screen processing. The key to this table is identical to that of Format Definition for Tables (FORT)or Format Definition for Documents (FDOC).

Coding Instructions

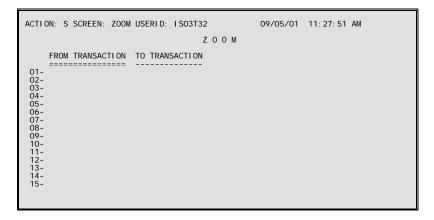|	
FORMAT DEFINITION KEY	Key field. The table or document being defined. It must be equal to one of the keys on Format Definition for Tables (FORT) or Format Definition for Documents (FDOC).
TRANSACTION CONTROLLER	Identifies the type of screen that is being defined. Valid values are: MTI - MTI screen ACT - ACT document
TRANSLATION GROUP	When the Transaction Controller is ACT, enter the value that is the key to Program Function Definition (PFDF) for the Format Definition Key being defined (i.e., the document type, or for tables it must be spaces).
ACT TRANSACTION OPTIONS GROUP	When the Transaction Controller is ACT, enter the value that is the key to ACT Transaction Option (ACTO) for the Format Definition Key being defined. When the Transaction Controller is MTI, this field is blank.
LINES PER GTI MESSAGE	GUI-specific. Not used by character-based system programs.

ZOOM   Zoom

```
ACTION: S SCREEN: ZOOM USERID: ISO3T32          09/05/01  11:27:51 AM
                               Z O O M

       FROM TRANSACTION   TO TRANSACTION
       ================   --------------
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
   15-
```

Purpose   Zoom (ZOOM) contains the information needed when performing a Zoom action.

Coding Instructions

FROM TRANSACTION   The CICS Transaction Code that is in effect when the Zoom action is entered (i.e., the source of the Zoom action).

TO TRANSACTION   The CICS Transaction Code that should be invoked when the Zoom action is entered (i.e., the destination of the Zoom action).

User-Specific Tables

MDDT   Medicaid Detail Table

```
ACTION: S SCREEN: MDDT USERID: Z107Z52          08/27/07  04:26:19 PM
                M E D I C A I D   D E T A I L   T A B L E

MEDICAID     J5 DOCUMENT          AGY SEQ   ISIS SEQ
CHECK DATE   NUMBER               NUMBER    NUMBER     BFY    STATUS FM FY
==========   ==================   ========  ========   ---    ------ -- --
DATE SVC  AT  AGCY  ORGN  OBJT SUB  RSRC SUB  BACC  RPTG  CIND  BANK
--------  --  ----  ----  -------- --------   ----  ----  ----  ----
LINE DESCRIPTION              DEBIT AMOUNT    CREDIT AMOUNT
----------------------------- --------------- ---------------
LAST USERID UPDATED   LAST DATE UPDATED   LAST TIME UPDATED
-------------------   -----------------   -----------------
```

Purpose   Captures Medicaid detail by date of service month and year, relative to the J5 journal vouchers that are processed on the IIMMS306 interface into the AFS system.

Coding Instructions

MEDICAID CHECK DATE	The date that payment was issued from the Medicaid system.
J5 DOCUMENT NUMBER	The transaction code, transaction agency, and transaction number of the J5 transaction that was processed in AFS.
AGY SEQ NUMBER	A 5-character sequential number assigned by the Medicaid system that is unique for each J5 transaction line.
ISIS SEQ NUMBER	A 5-character sequential number assigned by the AFS system that is unique for each Medicaid Detail record.
BFY	The budget fiscal year to which the related J5 transaction posted.
STATUS	Indicates what action has been taken to this record. Possible statuses are: - "I" is set by the initial table load program. - "S" may be set by the detail suspense program if the J5 line is suspended in the AFS nightly cycle. - "C" is set when corrections are made to MDDT, either directly by the user on the MDDT screen, or overnight by the table correction program, which reads the Medicaid Detail Correction Table (MDCT, entered by the user) and performs a mass correction.
FM	Fiscal month in which the J5 transaction was processed.

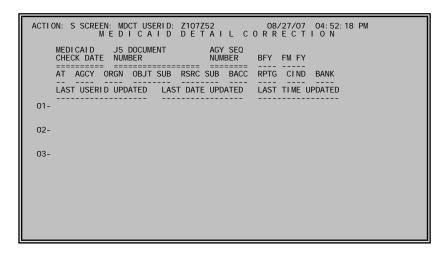|	
FY	Fiscal year in which the J5 transaction was processed.
DATE SVC	The date of service calendar month and year from the Medicaid system.
AT	The account type of the J5 document line to which this detail line belongs.
AGCY	The agency from the J5 document line to which this detail line belongs.
ORGN	The organization from the J5 document line to which this detail line belongs.
OBJT	The expenditure object from the J5 document line to which this detail line belongs.
SUB	The sub-object from the J5 document line to which this detail line belongs.
RSRC	The revenue source from the J5 document line to which this detail line belongs.
SUB	The sub-revenue source from the J5 document line to which this detail line belongs.
BACC	The balance sheet account number from the J5 document line to which this detail line belongs.
RPTG	The reporting category from the J5 document line to which this detail line belongs.
LINE DESCRIPTION	The line description from the J5 document line to which this detail line belongs.
DEBIT AMOUNT	That portion of the debit amount from the J5 document line to which this detail line belongs.
CREDIT AMOUNT	That portion of the credit amount from the J5 document line to which this detail line belongs.
CIND	The cash indicator from the J5 document line to which this detail line belongs.
BANK	The bank account code from the J5 document line to which this detail line belongs.
LAST USERID UPDATED	The userid that last updated the MDDT record. Protected.
LAST DATE UPDATED	The calendar date the last update was applied to the MDDT

record. Protected.

LAST TIME UPDATED   The time of day the last update was applied to the MDDT record.
                                 Protected.

MDCT   Medicaid Detail Correction Table

```
ACTION: S SCREEN: MDCT USERID: Z107Z52              08/27/07  O4:52:18 PM
                    M E D I C A I D   D E T A I L   C O R R E C T I O N

     MEDICAID    J5 DOCUMENT           AGY SEQ
     CHECK DATE  NUMBER                NUMBER    BFY  FM FY
     =========   ================      ========  ----  -----
     AT   AGCY  ORGN  OBJT SUB  RSRC SUB  BACC  RPTG  CIND  BANK
     --   ----  ----  -------- --------  ----  ----  ----  ----
     LAST USERID UPDATED   LAST DATE UPDATED   LAST TIME UPDATED
     -------------------   -----------------   -----------------
  01-

  02-

  03-
```

Purpose   Captures Medicaid detail by date of service month and year, relative to the J5 journal vouchers that are processed on the IIMMS306 interface into the AFS system.

Coding Instructions

MEDICAID CHECK DATE	The date that payment was issued from the Medicaid system.
J5 DOCUMENT NUMBER	The transaction code, transaction agency, and transaction number of the J5 transaction that was processed in AFS.
AGY SEQ NUMBER	A 5-character sequential number assigned by the Medicaid system that is unique for each J5 transaction line.
BFY	The budget fiscal year to which the related J5 transaction posted.
FM	Fiscal month in which the J5 transaction was processed.
FY	Fiscal year in which the J5 transaction was processed.
AT	The account type of the J5 document line to which this detail line belongs.
AGCY	The agency from the J5 document line to which this detail line belongs.
ORGN	The organization from the J5 document line to which this detail line belongs.
OBJT	The expenditure object from the J5 document line to which this detail line belongs.
SUB	The sub-object from the J5 document line to which this detail

line belongs.

RSRC   The revenue source from the J5 document line to which this detail line belongs.

SUB   The sub-revenue source from the J5 document line to which this detail line belongs.

BACC   The balance sheet account number from the J5 document line to which this detail line belongs.

RPTG   The reporting category from the J5 document line to which this detail line belongs.

CIND   The cash indicator from the J5 document line to which this detail line belongs.

BANK   The bank account code from the J5 document line to which this detail line belongs.

LAST USERID UPDATED   The userid that last updated the MDDT record. Protected.
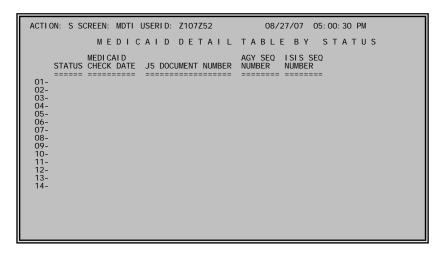
LAST DATE UPDATED   The calendar date the last update was applied to the MDDT record. Protected.

LAST TIME UPDATED   The time of day the last update was applied to the MDDT record. Protected.

MDTI   Medicaid Detail Table Index

```
ACTION: S SCREEN: MDTI USERID: Z107Z52          08/27/07  05:00:30 PM

            M E D I C A I D   D E T A I L   T A B L E   B Y   S T A T U S

         MEDICAID                          AGY SEQ  ISIS SEQ
    STATUS CHECK DATE  J5 DOCUMENT NUMBER  NUMBER   NUMBER
    ====== ==========  ==================  =======  ========
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
```

Purpose   Displays a list of records in the Medicaid Detail Table (MDDT) by status and Medicaid Check Date.

Coding Instructions

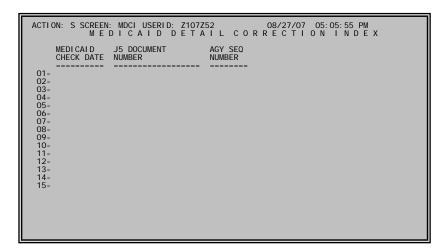|	
STATUS	Indicates what action has been taken to this record. Possible statuses are: - "I" is set by the initial table load program. - "S" may be set by the detail suspense program if the J5 line is suspensed in the AFS nightly cycle. - "C" is set when corrections are made to MDDT, either directly by the user on the MDDT screen, or overnight by the table correction program, which reads the Medicaid Detail Correction Table (MDCT, entered by the user) and performs a mass correction.
MEDICAID CHECK DATE	The calendar date the payment was issued from the Medicaid system. It is captured in the Date of Record field in the AFS ledger.
J5 DOCUMENT NUMBER	The transaction code, transaction agency, and transaction number of the J5 journal voucher that was processed in the AFS system.
AGY SEQ NUMBER	A sequential number issued by the Medicaid system, that is unique for each J5 transaction line. It is captured in the AFS ledger in the first 6 characters of the Long Descript 27 field.
ISIS SEQ NUMBER	A sequential number issued by the AFS system, that is unique for each Medicaid Detail line within a J5 document number. It is not captured in the AFS ledger.

MDCI   Medicaid Detail Correction Index

```
ACTION: S SCREEN: MDCI USERID: Z107Z52          08/27/07  05:05:55 PM
              M E D I C A I D   D E T A I L   C O R R E C T I O N   I N D E X

        MEDICAID      J5 DOCUMENT           AGY SEQ
        CHECK DATE    NUMBER                NUMBER
        ==========    ==================    ========
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
   15-
```

Purpose   Displays a list of records in the Medicaid Detail Table (MDDT) by status and Medicaid Check Date.

Coding Instructions

MEDICAID CHECK DATE	The calendar date the payment was issued from the Medicaid system. It is captured in the Date of Record field in the AFS ledger.
J5 DOCUMENT NUMBER	The transaction code, transaction agency, and transaction number of the J5 journal voucher that was processed in the AFS system.
AGY SEQ NUMBER	A sequential number issued by the Medicaid system, that is unique for each J5 transaction line. It is captured in the AFS ledger in the first 6 characters of the Long Descript 27 field.