

24 INDEX CODE PROFILE

The Index code, also referred to as Index, provides the means to record accounting transactions in the organization structure of the agency. The Index is actually a coding reduction tool that eases coding burdens, thereby reducing coding errors. Indexes are assigned to each of the low-level organization codes in the agency hierarchy. Indexes can also be used to ‘look up’ data elements, such as appropriation number, fund, PCA, project number, grant number, multi-purpose code, and/or agency codes 1, 2, and 3. When the Index looks up this information, it does not have to be coded as part of the transaction, except in some instances where the coding combination edit is used. The Index profile ‘look ups’ **take precedence** over any PCA ‘look ups’ when an accounting transaction is entered. See Figure 1 below for a sample Index Profile ‘S024’.

Security access levels to this screen vary and must be obtained through your Agency Security Administrator. Refer to page J-7 of this Section for further information.

```

ARIZ S024    UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/22/01 08:01 AM
LINK TO:    INDEX CODE PROFILE                STAG

ACTION: c (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
AGENCY: TAS  APPN YEAR: 01  INDEX: 10000  CODE COMB EDIT: N (I/N/C)

TITLE: INDEX 10000 TEST

ORG CODE: 1000

APPROP NUMB: 10000      FUND: 2000  AGCY BUD ORG LVL IND: 2
                        OSPB BUDG LVL: 0
GRANT NO/PH:          PROJECT NO/PH:  CONVERTED CC:
PCA:  MPCODE:          AGENCY CODE - 1:  2:  3:

HIGHER LEVELS OF ORGANIZATION (SYSTEM-GENERATED):
1: 0000 2: 1000 3:  4:  5:  6:  7:  8:  9:  10
STATUS CODE: A
EFF START DATE: 09211999  EFF END DATE:          LAST PROC DATE: 03132001
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S24A

```

Figure 1

PROFILE CREATION

The following general steps should be followed to prepare data for the Index Code Profile:

1. Prepare an organization chart that illustrates the hierarchical relationship between the various levels in the agency.
2. Assign a unique organization code to each entity in the organizational structure, and create an entry in the Organization Code Profile, screen ‘SD03’, for each Org code defined.

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3. Assign unique Index codes to each of the lowest level organizational units in the chart.
4. Identify the Appropriation number to be looked up by the Index.
5. Identify the Fund to be looked up by the Index.
6. Determine if a PCA, Grant, Project or Agency Codes 1, 2 and 3 will be looked up by the Index.
7. Be sure that any element that will be looked up by the Index has already been established in its respective profile. (e.g., the fund number exists in the Fund Profile, screen 'SD23').
8. Determine at what organization level the 'Agency Budget Org Level' and the 'OSP Budget Level' are to be posted.
9. Determine which Coding Combination edit to use with the Index.
10. Code the Index Code Profile maintenance form, GAO PM-024, or other appropriate documentation, and enter into the Index Code Profile, screen 'S024'.

DATA ELEMENTS

Action - Enter the one character action code as follows:

- A - Add a new record
- C - Change an existing record
- D - Delete an existing record
- N - Next Record
- R - Recall an existing record

CONTROL KEY

Agency - Enter the three-character agency code, which must exist in the Agency Profile, screen 'SD02'.

Appn Year - Enter the two-digit Appropriation Year, which identifies the year that funds were appropriated by the Legislature or otherwise made available.

Index - Enter the five-digit Index code, which is assigned to each low level organization.

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Code Comb Edit (Coding Combination)– Enter one of the following values to identify which edit to use when processing accounting transactions:

- N** - The coding combination is not used and the elements on the Index profile that are looked up when an accounting transaction is entered can be overwritten.
- I** - The Index profile is used to edit a transaction. Each element entered on the accounting transaction must match the Index code profile in order to be processed successfully. Data Elements on the accounting transaction cannot be overridden; an error will occur. See Example 1 on the next page.
- C** - The Agency Coding Combination by Index table will be used to validate the elements entered on an accounting transaction. This allows the agency to have multiple combinations for one Index. The elements entered on an accounting transaction will be validated against the coding combination table. If no match is found, an error will occur. See Example 2. The following elements are validated against the table:

AGY	Index
Fund	Appropriation Year
Appropriation Number	PCA
Grant No	Grant Phase
Project No	Project Phase

If your agency uses the organization structure to report and track accounting transactions (i.e. Index driven) and you choose to use the Code Comb Edit option ‘C’, then the PCA profile Code Comb Edit should not be ‘C’. The Index profile data element ‘look ups’ take precedence over the PCA profile. See Pages G1-G7 of this Section for more information on Coding Combination.

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Example 1:

The Code Comb Edit value is 'I'. (See Figure 2 below) The data elements on the accounting transaction must match the Index profile. (See Figure 3 below)

```

ARIZ S024      UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/21/01 11:49 AM
LINK TO:      INDEX CODE PROFILE                STAG

ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: TAS  APPN YEAR: 01  INDEX: 10004  CODE COMB EDIT: I (I/N/C)

TITLE: INDEX 10000

ORG CODE: 1000

APPROP NUMB: 20000      FUND: 2001  AGCY BUD ORG LVL IND: 2
                        OSPB BUDG LVL: 0
GRANT NO/PH:          PROJECT NO/PH:      CONVERTED CC:
PCA: 50000 MPCODE:    AGENCY CODE - 1:  2:  3:

HIGHER LEVELS OF ORGANIZATION (SYSTEM-GENERATED):
1: 0000 2: 1000 3:  4:  5:  6:  7:  8:  9:  10
                        STATUS CODE: A
EFF START DATE: 09211999  EFF END DATE:    LAST PROC DATE: 03212001
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S24A
  
```

The 'I' indicates that the elements on the Index profile will be used to edit the transactions.

Figure 2

```

ARIZ S505      UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/22/01 12:57 PM
LINK TO:      PRE-ENC/ENC/EXPEND TRANSACTION ENTRY UC: 01  STAG

BATCH: AGENCY TAS DATE 030701 TYPE 4 NO 102 SEQ NO 00001 MODE : EDIT and POST
DOC DATE : 030701  EFF DATE: 030701  DUE DATE:    SERV DATE:
CUR DOC/SFX: 2CCIDX09 001 REF DOC/SFX:          MOD:  AGENCY: TAS
TRANS CODE: 222
INDEX: 10004
PCA: 50000                AY: 01
COMP/AGY OBJ: 6011                BETTERMENT
AMOUNT: 00000000100.00 RVS:  DISC: 00000000000.00 1099: FO: PDT: R
DOC COUNT: 00001 DOC AMT: 00000000100.00 DOC AGY: TAS CI:  PROP #:
INV NO: 110      DT:      DESC: TEST ERROR IN EM1
VEND/MC: 11099123456 001 NM: JOANNA'S CHOCOLATE SHOP
CONT NO:        ADDR 1: 1235 E. RICHARD LANE
WARR NO: 215003708  ADDR 2:
APPN NO: 20000  ADDR 3:
FUND: 2001  ADDR 4:
GL AC/AGY:      CITY: PHOENIX      ST: AZ  ZIP: 85023
GRANT NO/PH:    SUB GRANTEE:        PROJ NO/PH:
MPCD:          AGY CD-1:  2:  3:  DI:  RTI:

F1-HELP F3-END F4-INT F5- EDIT  F6- PROCESS F8-FORWARD
  
```

Figure 3

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In Figure 3 on the previous page, no error will occur and this transaction will post successfully because all of the data elements match the Index profile, Figure 2. If any of the data element fields are left blank, the transaction will still look up the values in the Index profile.

Example 2:

The Code Comb Edit value is 'C' (See Figure 4 below) and the coding combination table is used to validate accounting transactions. (See Figure 5 below)

```

ARIZ S024      UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/21/01 09:02 AM
LINK TO:      INDEX CODE PROFILE                STAG

ACTION: N (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: TAS  APPN YEAR: 01  INDEX: 10000  CODE COMB EDIT: C (I/N/C)

TITLE: INDEX TEST

ORG CODE: 1000

APPROP NUMB: 10000      FUND: 1000  AGCY BUD ORG LVL IND: 2
                        OSPB BUDG LVL: 0
GRANT NO/PH:          PROJECT NO/PH:  CONVERTED CC:
PCA: 20000  MPCODE:    AGENCY CODE - 1: 2: 3:

HIGHER LEVELS OF ORGANIZATION (SYSTEM-GENERATED):
1: 0000 2: 1000 3: 4: 5: 6: 7: 8: 9: 10
STATUS CODE: A
EFF START DATE: 09211999  EFF END DATE:    LAST PROC DATE: 03092001
Z07 NEXT RECORD SUCCESSFULLY READ
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S24A
  
```

The 'C' indicates that the Agency Coding Combination by Index table will be used to validate a transaction.

Figure 4

```

ARIZ S24B      UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/22/01 04:37 PM
LINK TO:      AGENCY CODING COMBINATION - BY INDEX - MASS ADD
                        4 OF 4 RECORDS

ACTION: R (A=ADD, R=RECALL)
AGY: TAS  AY: 01  RECALL INDEX: 10000  START INDEX:
INDEX  FUND  APPN-NO  PCA  GRANT-NO PH  PROJ-NO PH  ST  UPD-DATE NO
10000  A      A          10000 A      A      A      A  A  02272001  2
10000  A      20001     A      A      A      A      A  I  02132001  0
10000  1000   20000     A      A      A      A      A  A  02152001  0
10000  1234   20000     A      A      A      A      A  A  02222001  0

Z21 END OF LOGICAL FILE
ALL RECORDS FOUND DISPLAYED
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F7-BACK F8-NEXT F9-REFRESH
  
```

This is the list of combinations that will be validated against based on the Index entered on the transaction below. 'A' represents that any valid value can be used.

Figure 5

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```

ARIZ S505      UNIFORM STATEWIDE ACCOUNTING SYSTEM  03/22/01 12:57 PM
LINK TO:      PRE-ENC/ENC/EXPEND TRANSACTION ENTRY  UC: 01  STAG

BATCH: AGENCY TAS DATE 030701 TYPE 4 NO 102 SEQ NO 00001 MODE : EDIT and POST
DOC DATE : 030701 EFF DATE: 030701 DUE DATE:      SERV DATE:
CUR DOC/SFX: 2CCIDX09 001 REF DOC/SFX:      MOD: AGENCY: TAS
TRANS CODE: 222
INDEX: 10000
PCA: 50000      AY: 01
COMP/AGY OBJ: 6011      BETTERMENT
AMOUNT: 00000000100.00 RVS:  DISC: 00000000000.00 1099: FO: PDT: R
DOC COUNT: 00001 DOC AMT: 00000000100.00 DOC AGY: TAS CI:  PROP #:
INV NO: 110      DT:      DESC: TEST ERROR IN EMI
VEND/MC: 11099123456 001 NM: JOANNA'S CHOCOLATE SHOP
CONT NO:      ADDR 1: 1235 E. RICHARD LANE
WARR NO: 215003708 ADDR 2:
APPN NO: 10000  ADDR 3:
FUND: 1234  ADDR 4:
GL AC/AGY:      CITY: PHOENIX      ST: AZ ZIP: 85023
GRANT NO/PH:      SUB GRANTEE:      PROJ NO/PH:
MPCD:      AGY CD-1: 2: 3:  DI:      RTI:

EEG-IDX CODCOMB NO MATCH
F1-HELP F3-END F4-INT F5- EDIT  F6- PROCESS F8-FORWARD

```

Figure 6

In this example, the transaction represented in Figure 6 above would be rejected. The data elements entered for the Index did not find a match when it validated the transaction against the coding combination (See Figure 5). The Appropriation number should have been 20000 in order to be processed successfully.

INFORMATION ELEMENTS

Title - Enter the Index code title, up to 40 characters.

Org Code - Enter the four-digit organization code, which must exist in the Organization Code Profile, screen 'SD03', and must be a low level org code. The org code uniquely identifies each organization unit within the agency.

Approp Numb - Enter the five-digit appropriation number code, which must be defined in the Appropriation Number Profile, screen 'S020'. The appropriation number identifies each budgeted line item in the General Appropriations Act as well as other appropriated items belonging to the agency. This field is required if the Code Combo Edit field value is 'I'. This field can be left blank when the Code Combo Edit field value is 'C' or 'N', but it is not recommended. When data element fields are left blank on an accounting transaction, AFIS still looks up the Index code profile for the data elements to use.

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Fund - Enter the four-digit fund number, which must be defined in the Fund Profile, screen 'SD23'. The fund must also be compatible with the appropriation number if entered. The Appropriation Number Profile, screen 'S020', defines which appropriated funds can be used with the appropriation number, and the fund entered on the Index Profile, screen 'S024', must look-up one of those appropriated funds. The fund is the lowest level in the fund structure. This field is required if the Code Combo Edit field value is 'I'. This field can be left blank when the Code Combo Edit field value is 'C' or 'N', but it is not recommended. When data element fields are left blank on an accounting transaction, AFIS still looks up the Index code profile for the data elements to use.

Agy Bud Org Lvl Ind - Enter the one-digit agency budget organization level indicator, which indicates the level of organization the agency budget will be controlled at on the Agency Budget Financial Table. This is also the organization level that is displayed when using the Agency Budget Record Inquiry, screen 'S061'.

- 0 - No organization Level
- 1 - Agency Level
- 2 - Organization Level 2
- 3 - Organization Level 3
- 4 - Organization Level 4
- 5 - Organization Level 5
- 6 - Organization Level 6
- 7 - Organization Level 7
- 8 - Organization Level 8
- 9 - Organization Level 9

The agency budget organization level indicator must be less than or equal to the level of the organization code that is entered on the Index profile. For example, if the org code entered is at level 3, then the agency budget organization level can be 0, 1, 2, or 3.

OSPB Budg Lvl - Enter the one-digit OSPB budget level indicator, which determines which organization level is to be reported to the Governor's Office of Strategic Planning and Budgeting (OSPB). This is the level at which the agency submitted its budget to the budget office. It may be at a higher or lower level than the level that the agency is actually controlling the agency budget. The values for the OSPB Budget Lvl are the same as those shown above under the 'Agy Bud Org Lvl Ind'.

The OSPB budget level indicator must be less than or equal to the level of the organization code that is entered on the Index profile. However, OSPB requires that this indicator be at level 2 or greater. For example, if the org code entered is at level 4, then the OSPB budget level should be 2, 3, or 4.

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Grant No - Enter the six-digit grant number or leave blank. If entered, the grant must be defined in the Grant Profile, screen 'D47' and Grant Control Profile, screen 'S029'. The grant number element, along with the grant phase element, is set up as a means for accumulating grant expenditures, revenues, receipts, budgets, and statistical information in AFIS. When the grant number is coded or is looked up on accounting transactions, the financial or statistical data is recorded in the Grant Financial Table.

Grant Phase - Enter the two-digit grant phase or leave blank. If the grant number is blank, then the grant phase must be blank. If the grant number is not blank, then the grant phase must not be blank. If entered, the grant phase must exist in the Grant Control Profile, screen 'S029'. The grant phase element, along with the grant number element, is set up as a means for accumulating grant expenditures, revenues, budgets, and statistical information in AFIS.

Project No - Enter the six-digit project number or leave blank. If entered, the project must be defined in the Project Profile, screen 'D42' and Project Control Profile, screen 'S027'. The project number element, along with the project phase element, is set up as a means for accumulating expenditures, revenues, budgets, and statistical information in AFIS. When the project number is coded or is looked up on accounting transactions, the financial or statistical data is recorded in the Project Financial Table.

Project Phase - Enter the two-digit project phase or leave blank. If the project number is blank, then the project phase must be blank. If the project number has a value, then the project phase must not be blank. If entered, the project phase must exist on the Project Control Profile, screen 'S027'. The project phase element, along with the project number element, is set up as a means for accumulating project expenditures, revenues, budgets, and statistical information in AFIS.

Converted CC - Field currently not in use.

PCA - Enter the five-digit program cost account (PCA) number or leave blank. If entered, it must exist in the Program Cost Account Profile, screen 'S026'. The PCA is always required on accounting transactions. This field is required if the Code Combo Edit field value is 'I'. This field can be left blank when the Code Combo Edit field value is 'C' or 'N'.

MPCode - Enter up to a 10 character multipurpose code, or leave blank. The MPCode is a free formatted field, which is defined by the agency.

Agency Code 1 - Enter the four-character agency code 1 or leave blank. If entered, the agency code 1 must be defined in the Agency Code 1 Profile, screen 'SD26'. It is an agency defined code used for any coding purpose.

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Agency Code 2 - Enter the four-character agency code 2 code or leave blank. If entered, the agency code 2 must be defined in the Agency Code 2 Profile, screen 'SD27'. It is an agency-defined code used for any coding purpose.

Agency Code 3 - Enter the six-character agency code 3 code or leave blank. If entered, the agency code 3 must be defined in the Agency Code 3 Profile, screen 'SD36'. It is an agency-defined code used for any coding purpose.

Status Code - Enter a one character status code as follows:

A - Active

I - Inactive

This code will default to an active status if not entered. It may be used to inactivate profiles no longer in use. Inactive profiles will not roll into a new fiscal year.

Eff Start Date - Enter the eight-digit effective start date (MMDDYYYY) that identifies when the Index code becomes available. This field can be left blank, which will cause the Index code to be immediately available.

Eff End Date - Enter the eight-digit effective end date (MMDDYYYY) that identifies when an Index code ceases to be available, or leave blank. If entered, it must be greater than or equal to the effective start date.

UNIQUE FUNCTION KEYS

F10 - This key will link directly to the Agency Coding Combination by Index (S024A). If the Code Comb Edit value is 'C', the user can link directly to the coding combination screen and enter or view the combination for the Index selected, depending on the user's Security access(See Section 3, Page J-7).

All other function keys are the same as other AFIS screens and are not defined in this section.

26 PROGRAM COST ACCOUNT (PCA)

The Program Cost Account (PCA) provides the means to record accounting transactions in the program structure of the agency. The PCA is actually a coding reduction tool that eases coding burdens, thereby reducing coding errors. The PCA's are assigned to each of the low level program codes in the hierarchy. The PCA's can also be used to 'look up' data elements such as PCA group, appropriation number, fund, index, project number, grant number, multi-purpose code, and agency codes 1, 2, and 3. The Index profile 'look ups' **take precedence** over any PCA 'look ups' when an accounting transaction is entered.

The PCA profile also defines the PCA type (i.e. direct or indirect) which is used with the Cost Allocation subsystem. If an agency is planning to use cost allocation, the integrity of the PCA numbering convention must be considered. AFIS Cost Allocation provides for the definition of up to five ranges of direct cost centers (PCA's). The size of the range is not restricted, but a cost allocation plan can impact the numbering convention required when defining direct cost centers (PCA's). It is recommended that an Agency define its cost allocation requirements prior to establishing PCA codes in AFIS.

Security access levels to this screen vary and must be obtained through your Agency Security Administrator. Refer to page J-7 of this Section for further information.

```

ARIZ S026      UNIFORM STATEWIDE ACCOUNTING SYSTEM 02/14/01 11:14 AM
LINK TO:      PROGRAM COST ACCOUNT PROFILE          STAG

ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY:      APPN YEAR:      PCA:      CODE COMB EDIT: N (P/N/C)

PCA TYPE:    TITLE:

PROGRAM CODE:  PCA GROUP:    AGY BUD PRG LEVEL IND:

NACUBO FUNCTION CODE:  NACUBO FUND:    NACUBO SUBFUND:
APPN NUMB:      FUND:      INDEX:
OSPB BUDG LVL:

GRANT NO/PH:    PROJECT NO/PH:
MPCODE:        AGENCY CODE - 1:  2:  3:
HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1:  2:  3:  4:  5:  6:  7:  8:  9:
STATUS CODE: A
EFF START DATE: 02142001  EFF END DATE:    LAST PROC DATE:

FI-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S26A

```

Figure 1

PROFILE CREATION

The following steps should be followed to prepare for the Program Cost Account Profile:

1. Prepare a program chart that illustrates the hierarchical relationship between the various levels in the agency.

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26 PROGRAM COST ACCOUNT (PCA)

2. Develop the indirect cost centers to be used in the cost allocation process, if used, and define them to a program structure and level.
3. Assign a unique Program Code to each entity in the program structure, and create an entry in the Program Code Profile, screen 'SD04', for each Program Code defined.
4. Assign an unique PCA to each of the lowest level program units in the chart.
5. Determine if Grants, Projects and/or other optional elements will be looked up by the PCA.
6. Be sure that any element that will be looked up by the PCA has already been established in its respective profile, e.g., grant must exist in the Grant Number Profile, screen 'SD47'.
7. Determine at what program level the 'Agency Budget Program Level' and the 'OSPB Budget Level' are to be posted. For most agencies, the 'OSPB Budget Level' will be zero for all PCA records since this information is reported to OSPB on the organization side of the hierarchy.
8. Determine which coding combination edit to use.
9. Code the PCA Profile maintenance form, GAO PM-026, or other appropriate documentation, and enter into the PCA Profile, screen 'S026'.

DATA ELEMENTS

Enter Action - Enter the one-character action code as follows:

- A - Add a new record
- C - Change an existing record
- D - Delete an existing record
- N - Next Record
- R - Recall an existing record

CONTROL KEY

Agency - Enter the three-character agency code, which must exist in the Agency Profile, screen 'SD02'.

Appn Year - Enter the two-digit appropriation year, which identifies the year funds were appropriated by the Legislature or otherwise made available.

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26 PROGRAM COST ACCOUNT (PCA)

PCA - Enter the five-digit program cost account (PCA) code, which is assigned to each low level program.

Code Comb Edit (Coding Combination)– Enter one of the following values to identify which edit to use when processing accounting transactions:

N -The coding combination is not used and the elements on the PCA profile that are looked up when an accounting transaction is entered can be overridden.

P -The PCA profile is used to edit a transaction. Each element entered on the accounting transaction must match the PCA profile in order to process successfully. Data Elements on the accounting transaction cannot be overwritten, or an error will occur. See Example1 on the next page.

C -The Agency Coding Combination by PCA table will be used to validate the elements entered on an accounting transaction. This allows the agency to have multiple combinations for one PCA. The elements entered on an accounting transaction will be validated against the coding combination table. If no match is found, an error will occur. See Example 2. The following elements are validated against the table:

AGY	Index
Fund	Appropriation Year
Appropriation Number	PCA
Grant No	Grant Phase
Project No	Project Phase

If your agency uses the program structure to report and track accounting transactions (i.e. PCA driven) and you choose to use the Code Comb Edit option ‘C’, then the Index profile Code Comb Edit should not be ‘C’. **The Index profile data element ‘look ups’ take precedence over the PCA profile.**

26 PROGRAM COST ACCOUNT (PCA)

Example 1:

The Code Comb Edit value is 'P'. (See Figure 2 below) The data elements on the accounting transaction must match the PCA profile. (See Figure 3 below)

```

ARIZ S026    UNIFORM STATEWIDE ACCOUNTING SYSTEM 02/14/01 11:14 AM
LINK TO:    PROGRAM COST ACCOUNT PROFILE          STAG

ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: TAS  APPN YEAR: 01  PCA: 10001  CODE COMB EDIT: P (P/N/C)

PCA TYPE: D  TITLE: TEST CODE COMBO

PROGRAM CODE: 1000  PCA GROUP:          AGY BUD PRG LEVEL IND: 2

NACUBO FUNCTION CODE:      NACUBO FUND:      NACUBO SUBFUND:
APPN NUMB: 12345           FUND: 2000          INDEX: 7777
OSPB BUDG LVL:

GRANT NO/PH: 100000 01          PROJECT NO/PH:
MPCODE:          AGENCY CODE - 1: 2: 3:
HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 2: 3: 4: 5: 6: 7: 8: 9:

STATUS CODE: A
EFF START DATE: 02142001  EFF END DATE:      LAST PROC DATE:

FI-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S26A
  
```

The 'P' indicates that the elements on the PCA profile will be used to edit the transaction.

Figure 2

```

ARIZ S505    UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/22/01 12:57 PM
LINK TO:    PRE-ENC/ENC/EXPEND TRANSACTION ENTRY UC: 01  STAG

BATCH: AGENCY TAS DATE 030701 TYPE 4 NO 102 SEQ NO 00001 MODE : EDIT and POST
DOC DATE : 030701  EFF DATE: 030701  DUE DATE:      SERV DATE:
CUR DOC/SFX: 2CCIDX09 001 REF DOC/SFX:      MOD: AGENCY: TAS
TRANS CODE: 222
INDEX: 77777
PCA: 10001          AY: 01
COMP/AGY OBJ: 6011          BETTERMENT
AMOUNT: 00000000100.00 RVS: DISC: 00000000000.00 1099: FO: PDT: R
DOC COUNT: 00001 DOC AMT: 00000000100.00 DOC AGY: TAS CI: PROP #:
INV NO: 110  DT:  DESC: TEST ERROR IN EM1
VEND/MC: 11099123456 001 NM: JOANNA'S CHOCOLATE SHOP
CONT NO:          ADDR 1: 1235 E. RICHARD LANE
WARR NO: 215003708  ADDR 2:
APPN NO: 12345  ADDR 3:
FUND: 2000  ADDR 4:
GL AC/AGY:          CITY: PHOENIX          ST: AZ  ZIP: 85023
GRANT NO/PH: 100000 00  SUB GRANTEE:      PROJ NO/PH:
MPCD:          AGY CD-1: 2: 3:  DI:  RTI:

FI-HELP F3-END F4-INT F5- EDIT  F6- PROCESS F8-FORWARD
  
```

Figure 3

26 PROGRAM COST ACCOUNT (PCA)

In Figure 3 on the previous page, no error would occur and this transaction would post successfully. All of the data elements match the PCA profile represented in Figure 2. If any of the data element fields are left blank, the transaction will look up the values in the Index profile first, then go to the PCA profile.

Example 2:

The Code Comb Edit value is 'C' (See Figure 4 below) and the coding combination table is used to validate accounting transactions. (See Figure 5 below)

```

ARIZ S026    UNIFORM STATEWIDE ACCOUNTING SYSTEM 02/14/01 11:14 AM
LINK TO:    PROGRAM COST ACCOUNT PROFILE          STAG

ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: TAS  APPN YEAR: 01  PCA: 10002  CODE COMB EDIT: C (P/N/C)
PCA TYPE: D  TITLE: TEST CODE COMBO

PROGRAM CODE: 1000  PCA GROUP:          AGY BUD PRG LEVEL IND: 2

NACUBO FUNCTION CODE:  NACUBO FUND:  NACUBO SUBFUND:
APPN NUMB: 20000        FUND: 1000  INDEX: 50000
OSPB BUDG LVL:

GRANT NO/PH: 100000 01          PROJECT NO/PH:
MPCODE:          AGENCY CODE - 1: 2: 3:
HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 2: 3: 4: 5: 6: 7: 8: 9:

EFF START DATE: 02142001  EFF END DATE:          STATUS CODE: A
LAST PROC DATE:

F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S26A
  
```

The 'C' indicates that the Agency Coding Combination by PCA table will be used to validate a transaction.

Figure 4

```

ARIZ S24B    UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/22/01 04:37 PM
LINK TO:    AGENCY CODING COMBINATION - BY PCA - MASS ADD
              4 OF 4 RECORDS

ACTION: R (A=ADD, R=RECALL)
AGY: TAS  AY: 01  RECALL PCA: 10000  START PCA:
PCA  FUND  APPN-NO  INDEX  GRANT-NO PH  PROJ-NO PH  ST  UPD-DATE NO
10002  A  A  22222  A  A  A  A  A  02272001  2
10002  1000  20000  50000  100000  00  N  N  A  02132001  0
10002  1000  20001  10001  A  A  A  A  A  02152001  0
10002  1234  20000  A  A  A  A  A  A  02222001  0

Z21 END OF LOGICAL FILE
ALL RECORDS FOUND DISPLAYED
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F7-BACK F8-NEXT F9-REFRESH
  
```

This is the list of combinations that will be validated against based on the PCA entered on the transaction below. 'A' represents that any valid value can be used.

Figure 5

26 PROGRAM COST ACCOUNT (PCA)

```

ARIZ S505 UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/22/01 12:57 PM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY UC: 01 STAG

BATCH: AGENCY TAS DATE 030701 TYPE 4 NO 102 SEQ NO 00001 MODE : EDIT and POST
DOC DATE : 030701 EFF DATE: 030701 DUE DATE: SERV DATE:
CUR DOC/SFX: 2CCIDX09 001 REF DOC/SFX: MOD: AGENCY: TAS
TRANS CODE: 222
INDEX: 50000
PCA: 10002 AY: 01
COMP/AGY OBJ: 6011 BETTERMENT
AMOUNT: 00000000100.00 RVS: DISC: 00000000000.00 1099: FO: PDT: R
DOC COUNT: 00001 DOC AMT: 00000000100.00 DOC AGY: TAS CI: PROP #:
INV NO: 110 DT: DESC: TEST ERROR IN EMI
VEND/MC: 11099123456 001 NM: JOANNA'S CHOCOLATE SHOP
CONT NO: ADDR 1: 1235 E. RICHARD LANE
WARR NO: 215003708 ADDR 2:
APPN NO: 20000 ADDR 3:
FUND: 1000 ADDR 4:
GL AC/AGY: CITY: PHOENIX ST: AZ ZIP: 85023
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: DI: RTI:

EEH-PCA CODCOMB NO MATCH
F1-HELP F3-END F4-INT F5- EDIT F6- PROCESS F8-FORWARD

```

Figure 6

In this example, the transaction represented in Figure 6, would be rejected. The data elements entered for the PCA, did not find a match on the coding combination when it validated the transaction. The Grant No/Ph was missing and should have been 100000 00 in order to process successfully.

DATA INFORMATION ELEMENTS

PCA Type - Enter the one-character PCA Type, which identifies the type of PCA as direct or indirect. PCA type “V” is allocated only during variance runs. Amounts associated with indirect PCA’s may be allocated to indirect and direct PCA’s. Amounts associated with direct PCA’s may not be allocated.

- D** - Direct (use this value for all PCA’s if your agency does not use Cost Allocation)
- I** - Indirect
- V** -Indirect Variance

A PCA must be identified as a type ‘I’ (indirect) at the time of posting to the financial tables in order to be included in the Cost Allocation process.

Title - Enter the PCA title, up to 40 characters.

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26 PROGRAM COST ACCOUNT (PCA)

Program Code - Enter the four-digit program code, which must exist in the Program Code Profile, screen 'SD04', and must be a low level program code. The program code uniquely identifies each program unit within the agency.

PCA Group - Enter the five-character PCA group or leave blank. If entered, it must exist on the PCA Group Profile, screen 'SD19'. It is an agency defined code used to group PCA's together to meet an agency's internal reporting needs.

Agcy Bud PGM Level Ind - Enter the one-digit agency budget program level indicator, which identifies the level of program the agency budget will be controlled at on the Agency Budget Financial Table. This is also the program level that is displayed when using the Agency Budget Record Inquiry, screen 'S061'.

- 0 - No Program Level
- 1 - Program Level 1
- 2 - Program Level 2
- 3 - Program Level 3
- 4 - Program Level 4
- 5- Program Level 5
- 6 - Program Level 6
- 7 - Program Level 7
- 8 - Program Level 8
- 9 - Program Level 9

The agency budget program level indicator must be less than or equal to the level of the program code that is entered on the PCA Profile. The OSBP requires the level to be at least 1. For example, if the program code entered is at level 3, then the Agency Budget Program Level can be 1,2, or 3.

NACUBO Function Code - Not currently used.

NACUBO Fund - Not currently used.

NACUBO Subtend - Not currently used.

Appn Numb - Enter the five-digit appropriation number code, which must be defined in the Appropriation Number Profile, screen 'S020', or leave blank. The appropriation number identifies each budgeted line item in the General Appropriations Act as well as other appropriated items belonging to the agency. This field is required if the Code Combo Edit field value is 'P'. This field can be left blank when the Code Combo Edit field value is 'C' or 'N, but this is not recommended. When data element fields are left

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26 PROGRAM COST ACCOUNT (PCA)

blank on an accounting transaction, AFIS up the Index code profile for the data elements to use for the transaction.

Fund - Enter the four-digit fund code, which must be defined in the Fund Profile, screen 'SD23', or leave blank. The fund must also be compatible with the appropriation number if entered (see above). The Appropriation Number Profile, screen 'S020', defines which appropriated funds can be used with the appropriation number, and the fund entered on the PCA profile, screen 'S026', must look-up one of those appropriated funds. The fund is the lowest level in the fund structure. This field is required if the Code Combo Edit field value is 'P'. This field can be left blank when the Code Combo Edit field value is 'C' or 'N' but, it is not recommended. When data element fields are left blank on an accounting transaction, AFIS still looks to the Index code profile for the data elements to use.

Index - Enter the five-digit Index code or leave blank. If entered, it must exist on the Index Code Profile, screen 'S024'. The Index is always required on accounting transactions. The Index is used as a coding reduction tool and infers the organization structure. This field is required if the Code Combo Edit field value is 'P'. This field can be left blank when the Code Combo Edit field value is 'C' or 'N', but it is not recommended. When data element fields are left blank on an accounting transaction, AFIS still looks to the Index code profile for the data elements to use.

OSPB BUDG LVL - This should be set to '0' for all PCA's since the information is reported to OSPB from the organization side of the hierarchy.

Grant No - Enter the six-digit grant number or leave blank. If entered, the grant must be defined in the Grant Profile screen 'D47' and the Grant Control Profile, screen 'S029'. The grant number element, along with the grant phase element, is set up as a means for accumulating grant expenditures, revenues, receipts, budgets, and statistical information in AFIS. When the grant number is coded or is looked up on accounting transactions, the financial or statistical data is recorded in the Grant Financial Table.

Grant Phase - Enter the two-digit grant phase or leave blank. If the grant number is blank, then the grant phase must be blank. If the grant number is not blank, then the grant phase must not be blank. If entered, the grant phase must exist in the Grant Control Profile, screen 'S029'. The grant phase element, along with the grant number element, is set up as a means for accumulating grant expenditures, revenues, budgets, and statistical information in AFIS.

Project No - Enter the six-digit project number or leave blank. If entered, the project must be defined in the Project Profile screen 'D42' and the Project Control Profile, screen 'S027'. The project number element, along with the project phase element, is set up as a

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26 PROGRAM COST ACCOUNT (PCA)

means for accumulating expenditures, revenues, budgets, and statistical information in AFIS. When the project number is coded or is looked up on accounting transactions, the financial or statistical data is recorded in the Project Financial Table.

Project Phase - Enter the two-digit project phase or leave blank. If the project number is blank, then the project phase must be blank. If the project number is not blank, then the project phase must not be blank. If entered, the project phase must exist on the Project Control Profile, screen 'S027'. The project phase element, along with the project number element, is set up as a means for accumulating grant expenditures, revenues, budgets, and statistical information in AFIS.

MPCode - Enter up to a 10 character multipurpose code, or leave blank. The MPCode is a free formatted field that is defined by the agency.

Agency Code 1 - Enter the four-character agency code 1 or leave blank. If entered, the agency code 1 must be defined in the Agency Code 1 Profile, screen 'SD26'. It is an agency-defined code used for any coding purpose.

Agency Code 2 - Enter the four-character agency code 2 code or leave blank. If entered, the agency code 2 must be defined in the Agency Code 2 Profile, screen 'SD27'. It is an agency defined code used for any coding purpose.

Agency Code 3 - Enter the six-character agency code 3 code or leave blank. If entered, the agency code 3 must be defined in the Agency Code 3 Profile, screen 'SD36'. It is an agency-defined code used for any coding purpose.

Status Code - Enter a one character status code as follows:

A - Active

I - Inactive

This code will default to an Active status if not entered. It may be used to inactivate profiles no longer in use. Inactive profiles will not roll into a new fiscal year

Eff Start Date - Enter the eight-digit effective start date (MMDDYYYY), which identifies when the program cost account (PCA) becomes available. This field can be left blank, which will cause the PCA to be immediately available.

Eff End Date - Enter the eight-digit effective end date (MMDDYYYY), which identifies when the program cost account (PCA) ceases to be available, or leave blank. If entered, it must be greater than or equal to effective start date.

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26 PROGRAM COST ACCOUNT (PCA)

UNIQUE FUNCTION KEYS

F10 - This key will link directly to the Agency Coding Combination by PCA (S026A). If the Code Comb Edit value is 'C', the user can link directly to the coding combination screen and enter or view the combination for the PCA selected, depending on the user's Security access(See Section 3, Page J-7).

All other function keys are the same as other AFIS screens and are not defined in this section.

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INTRODUCTION- CODING COMBINATION

The coding combination is a validation process that may be used by an agency. It validates the accounting elements entered on an accounting transaction for processing (e.g. claims, transfers, etc.) by comparing them to the accounting elements on the Agency Coding Combination Index or PCA table. There are two coding combination tables:

- Coding Combination by Index
- Coding Combination by PCA

There are four corresponding screens:

- S24A Agency Coding Combination by Index
- S24B Agency Coding Combination by Index – Mass Add
- S26A Agency Coding Combination by PCA
- S26B Agency Coding Combination by PCA- Mass Add

The purpose of the Coding Combination tables is to allow the user to create various combinations for the coding elements that are used when an accounting transaction is entered. The use of these combinations will help reduce the number of transactions that may be posted incorrectly due to an entry error. The following are the accounting transaction elements that will be validated against the coding combination elements on the tables:

- AGY
- AY
- Index
- PCA
- Fund
- Appn No
- Grant No
- Grant Ph
- Project No
- Project Ph

The agency coding combination tables are only utilized if the agency chooses the ‘Code Comb Edit’ to be ‘C’ on the Index Profile (24 Screen) or PCA Profile (26 Screen). The ‘Code Comb Edit’ on the Index and PCA profiles indicates which edit will be used when an accounting transaction is processed. See example below and refer to Section 3, Page E-3 and F-3 for more information on the Code Comb Edit.

Example- Coding Combination by Index

When the Code Comb Edit is ‘C’ on the index profile, (see Figure 1) then the Agency Coding Combination by Index table will be used to validate the elements entered on an

INTRODUCTION- CODING COMBINATION

accounting transaction. (see Figure 2) If any elements are left blank, then the Index Profile will take precedence and use the values contained on that profile. Then, those elements entered on the transaction will be compared to the table. If no match is found, a fatal error will occur. Please note that the same combination can exist in more than one Appropriation Year. Also, if more than one combination exists for the same Index or PCA, and the accounting transaction contains the matching elements, the transaction will process successfully. Therefore, if the user wants to use a combination other than what is on the Index Profile, they should manually enter the data element values. See Example below.

```

ARIZ S024    UNIFORM STATEWIDE ACCOUNTING SYSTEM  03/21/01 09:02 AM
LINK TO:    INDEX CODE PROFILE                    STAG

ACTION: N (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: TAS  APPN YEAR: 01  INDEX: 10002  CODE COMB EDIT: C (I/N/C)

TITLE: INDEX 10000

ORG CODE: 1000

APPROP NUMB: 10000    FUND: 1000  AGCY BUD ORG LVL IND: 2
                  OSPB BUDG LVL: 0

GRANT NO/PH:    PROJECT NO/PH:    CONVERTED CC:
PCA: 20000  MPCODE:    AGENCY CODE - 1:  2:  3:

HIGHER LEVELS OF ORGANIZATION (SYSTEM-GENERATED):
1: 0000 2: 1000 3:  4:  5:  6:  7:  8:  9:  10
STATUS CODE: A
EFF START DATE: 09211999  EFF END DATE:    LAST PROC DATE: 03092001
Z07 NEXT RECORD SUCCESSFULLY READ
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S24A
  
```

The 'C' indicates that the Agency Coding Combination by Index table will be used to validate a transaction.

Press F10 and link to the S24A Agency Coding Combination by Index.

Security access to these screens must be obtained through your Agency Security Administrator. Refer to page J-7 of this Section for

Figure 1

```

ARIZ S24A    UNIFORM STATEWIDE ACCOUNTING SYSTEM  03/21/01 04:44 PM
LINK TO:    AGENCY CODING COMBINATION - BY INDEX  STAG

ACTION: R (A=ADD, P=REPLACE, C=CHANGE STATUS, D=DELETE, N=NEXT, R=RECALL)

AGY: TAS  AY: 01  INDEX: 10002

FUND  APPN-NO  PCA  GRANT-NO PH  PROJ-NO PH  ST  UPD-DATE  NO
1000  10000    20000  100000    01  100000    00  A    03212001  0

Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S24B
  
```

Figure 2

INTRODUCTION- CODING COMBINATION

Accounting Elements	Coding Combination Accounting Elements	Transaction #1 Accounting Elements	Transaction #2 Accounting Elements
AGY	TAS	TAS	TAS
AY	01	01	01
Index	10002	10002	10002
PCA	20000	20000	20000
Fund	1000	1000	1000
Appn No	10000	10000	20000
Grant No	100000	100000	
Grant Ph	01	01	
Project No	100001	100001	100001
Project Ph	00	00	00

Figure 3

In the above example, represented by Figure 3, Transaction #1 would be processed successfully because all of the accounting elements match the coding combination elements. However, Transaction #2 would be rejected, because the appropriation number is different, and the grant number and grant phase were left blank.

Example- Coding Combination by PCA

The same validation occurs if the 'Code Comb Edit' value is 'C' on the PCA profile. (see Figure 4) However the Agency Coding Combination by PCA is used to validate an accounting transaction. (see Figure 5)

```

ARIZ S026      UNIFORM STATEWIDE ACCOUNTING SYSTEM  03/21/01 09:15 AM
LINK TO:      PROGRAM COST ACCOUNT PROFILE      STAG

ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: TAS  APPN YEAR: 01  PCA: 10003  CODE COMB EDIT: C (P/N/C)

PCA TYPE: D  TITLE: TEST

PROGRAM CODE: 1000  PCA GROUP:      AGY BUD PRG LEVEL IND: 1

NACUBO FUNCTION CODE:  NACUBO FUND:  NACUBO SUBFUND:
APPN NUMB: 10000      FUND: 1000  INDEX: 10003
OSPB BUDG LVL: 1

GRANT NO/PH:      PROJECT NO/PH:
MPCODE:      AGENCY CODE - 1:  2:  3:
HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 1000 2:  3:  4:  5:  6:  7:  8:  9:
STATUS CODE: A
EFF START DATE: 07012000  EFF END DATE:      LAST PROC DATE: 03212001
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S26A

```

The 'C' indicates that the Agency Coding Combination by PCA table will be used to validate a transaction.

Press F10 and link to the S26A Agency Coding Combination by PCA

Figure 4

INTRODUCTION- CODING COMBINATION

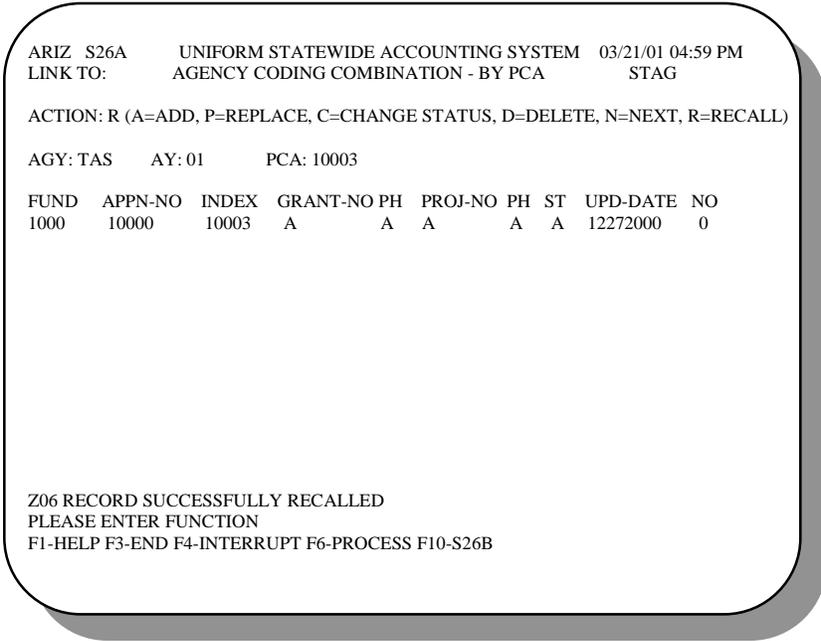


Figure 5

S24A Agency			
Accounting Elements	Coding Combination Accounting Elements	Transaction #1 Accounting Elements	Transaction #2 Accounting Elements
AGY	TAS	TAS	TAS
AY	01	01	01
PCA	10003	10003	10003
Index	10003	10003	20000
Fund	1000	1000	1000
Appn No	10000	10000	20000
Grant No	100000	100000	
Grant Ph	01	01	
Project No	100001	100001	
Project Ph	00	00	

Figure 6

In the above example, represented by Figure 6, Transaction #1 would be processed successfully because all of the accounting elements match the coding combination elements on screen 24A. (see Figure 5) However, Transaction #2 would be rejected, because the appropriation number is different and the index number is incorrect.

Another option that the agency can use does not involve the coding combination tables. If the 'Code Comb Edit' is 'I' on the S024,(see Figure 7) then the elements on the accounting transactions will be edited against the Index Profile. All accounting elements must match the Index profile exactly or a fatal error will result.

INTRODUCTION- CODING COMBINATION

If the 'Code Comb Edit is 'P' on the S026 profile (see Figure 8), then the elements on the accounting transactions will be edited against the PCA profile. All accounting elements must match the PCA profile exactly or an error will result.

For more information on the Code Comb Edit for Index and PCA refer to Section3, Page E-3 and F-3.

```

ARIZ S024    UNIFORM STATEWIDE ACCOUNTING SYSTEM  03/21/01 11:49 AM
LINK TO:    INDEX CODE PROFILE                    STAG

ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: TAS  APPN YEAR: 01  INDEX: 10004  CODE COMB EDIT: I (I/N/C)

TITLE: INDEX 10000

ORG CODE: 1000

APPROP NUMB: 20000      FUND: 2001  AGCY BUD ORG LVL IND: 2
                        OSPB BUDG LVL: 0
GRANT NO/PH:           PROJECT NO/PH:           CONVERTED CC:
PCA: 50000 MPCODE:     AGENCY CODE - 1:  2:  3:

HIGHER LEVELS OF ORGANIZATION (SYSTEM-GENERATED):
1: 0000 2: 1000 3:  4:  5:  6:  7:  8:  9:  10
                        STATUS CODE: A
EFF START DATE: 09211999  EFF END DATE:           LAST PROC DATE: 03212001
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S24A

```

The 'I' indicates that the elements on the index profile will be used to edit the transactions.

Figure 7

```

ARIZ S026    UNIFORM STATEWIDE ACCOUNTING SYSTEM  03/22/01 04:26 PM
LINK TO:    PROGRAM COST ACCOUNT PROFILE          STAG

ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: TAS  APPN YEAR: 01  PCA: 10001  CODE COMB EDIT: P (P/N/C)

PCA TYPE: D  TITLE: TEST

PROGRAM CODE: 1000  PCA GROUP:           AGY BUD PRG LEVEL IND: 1

NACUBO FUNCTION CODE:  NACUBO FUND:  NACUBO SUBFUND:
APPN NUMB: 10000      FUND: 1000  INDEX: 10001
OSPB BUDG LVL: 1

GRANT NO/PH:           PROJECT NO/PH:
MPCODE:                AGENCY CODE - 1:  2:  3:

HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 1000 2:  3:  4:  5:  6:  7:  8:  9:
                        STATUS CODE: A
EFF START DATE: 07012000  EFF END DATE:           LAST PROC DATE: 01122001
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S26A

```

The 'P' indicates that the elements on the PCA profile will be used to edit the transactions.

Figure 8

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INTRODUCTION- CODING COMBINATION

The following is a list of possible combinations for the Code Comb Edit on the Index and PCA profiles and the resulting edit. See Page E-3 and Page F-3 of this Section for more information on the Code Comb Edit.

Code Comb Edit Index Profile	Code Comb Edit PCA Profile	Profile used to Edit the Transaction
N	P	PCA profile (S026)
N	C	Agency Coding Combination by PCA
I	N	Index (S024)
C	N	Agency Coding Combination by Index
N	N	None- Allows transaction override
I	P	Index (S024)
C	P	Agency Coding Combination by Index
C	C	Agency Coding Combination by Index
I	C	Index (S024)

Note: The Index Profile takes precedence regardless of the Code Comb Edit.

24A- AGENCY CODING COMBINATION BY INDEX

The Agency Coding Combination by Index screen (S24A) is used to add, replace, change the status, recall, and delete a single coding combination. The AGY, AY, and Index are the primary field elements and are required when performing an action. An agency can create multiple combinations for one index and can have the same combination exist in different appropriation years, or have different combinations for the same Index from year to year. See Figure 1 below for a sample screen print.

Security access levels to this screen vary and must be obtained through your Agency Security Administrator. Refer to page J-7 of this Section for further information.

```

ARIZ S24A      UNIFORM STATEWIDE ACCOUNTING SYSTEM  02/20/01 10:30 AM
LINK TO:      AGENCY CODING COMBINATION - BY INDEX      STAG
ACTIVE
ACTION: R (A=ADD, P=REPLACE, C=CHANGE STATUS, D=DELETE, N=NEXT, R=RECALL)

AGY: TAS      AY: 01      INDEX: 10000

FUND  APPN-NO  PCA  GRANT-NO PH  PROJ-NO PH  ST  UPD-DATE  NO
1000  10000     10000  100000  01  100001  01  A  02152001  0

Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S24B

```

Figure 1

PROFILE CREATION

When establishing new agency coding combinations, each field on the above screen must contain a value. The possible values are:

- 1) A valid code (e.g. 1000 for fund)
- 2) 'A'- Any (any value is valid)
- 3) 'N - None (no value is allowed)

These values are discussed in more detail later in this section. Agencies that choose to use the Coding Combination Edit by Index, should always create at least one combination that matches the data elements that are contained on the Index Profile. See the example on the next page- Figure 2 and 3. The Index Profile takes precedence when data elements are left blank on an accounting transaction. In order to have a valid transaction, a valid combination must be created to match.

24A- AGENCY CODING COMBINATION BY INDEX

```

ARIZ S024    UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/22/01 11:23 AM
LINK TO:    INDEX CODE PROFILE                      STAG

ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: TAS  APPN YEAR: 01  INDEX: 10008  CODE COMB EDIT: C (I/N/C)

TITLE: INDEX 10000

ORG CODE: 1000

APPROP NUMB: 10000      FUND: 1000  AGCY BUD ORG LVL IND: 2
                   OSPB BUDG LVL: 0
GRANT NO/PH:          PROJECT NO/PH:          CONVERTED CC:
PCA: 20000 MPCODE:    AGENCY CODE - 1:  2:  3:

HIGHER LEVELS OF ORGANIZATION (SYSTEM-GENERATED):
1: 0000 2: 1000 3:  4:  5:  6:  7:  8:  9:  10
                   STATUS CODE: A
EFF START DATE: 09211999  EFF END DATE:          LAST PROC DATE: 03222001
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S24A
  
```

Figure 2

```

ARIZ S24A    UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/22/01 01:16 PM
LINK TO:    AGENCY CODING COMBINATION - BY INDEX  STAG

ACTION: R (A=ADD, P=REPLACE, C=CHANGE STATUS, D=DELETE, N=NEXT, R=RECALL)

AGY: TAS  AY: 01  INDEX: 10008

FUND  APPN-NO  PCA  GRANT-NO PH  PROJ-NO PH  ST  UPD-DATE  NO
1000  10000    20000  N          N  N          N  A  12212000  0

Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S24B
  
```

Figure 3

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24A- AGENCY CODING COMBINATION BY INDEX

Action - Enter the one-character action code as follows:

- A - Add a new record
- C - Change the status of a record (i.e. from inactive to active or active to inactive)
- D - Delete an existing record
- N - Next Record
- R - Recall an existing record
- P- Replace an existing record. This action allows the user to change the information elements (i.e. fund, appn no, grant, etc) of an existing coding combination. It deletes the existing record and adds a new record.

PRIMARY KEY ELEMENTS:

AGY - This field is required and will default to the Security Agency unless the user has access to more than one agency code.

AY - This field is required and must contain the two-digit appropriation year that the coding combination will be used for. You may have the same combination exist in different AY's.

Index - This field is required on the 24A and 24B screens. It must contain a valid Index that is active in the 24 profile.

DATA INFORMATION ELEMENTS-

Fund - This field is required and must contain one of the following values-

- 1) A valid four-digit fund number that is active in the D23 profile.

OR

- 2) 'A' - This indicates that 'Any' fund entered on a transaction will be accepted.

Appn-No - This field is required and must contain one of the following values-

- 1) A valid appropriation number that is active in the 20 profile.

OR

- 2) 'A'- This indicates that 'Any' appropriation can be used with a transaction. When the validation is performed, any appropriation entered on a transaction will be accepted

PCA - This field is required and must contain one of the following values:

- 1) A valid PCA that is active in the 26 profile.

OR

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2) 'A' - This indicates that 'Any' PCA can be used with a transaction. When the validation is performed, any PCA entered on a transaction will be accepted.

Grant No - This field is required and must contain one of the following values:

1) A valid grant number (Grant and Phase combination must be active in the D47 and 29 profile)

OR

2) 'A' - This indicates that 'Any' Grant No can be used with a transaction. When the validation is performed, any Grant No entered on a transaction will be accepted.

OR

3) 'N' - this indicates that a Grant No cannot be used on a transaction. When the validation is performed, the Grant No field must be blank on the transaction. When 'N' is selected, then the Grant Phase must also be 'N'.

PH - This field is required and must contain one of the following values:

1) A valid Grant Phase that is active in 29 profile.

OR

2) 'A' - This indicates that 'Any' Grant Phase can be used with a transaction. When the validation is performed, any Grant Phase entered on a transaction will be accepted.

OR

3) 'N' - this indicates that no Grant Phase can be used on a transaction. When the validation is performed, the Grant Phase field must be blank on the transaction. If the Grant No field has a value of 'N', the grant phase field should also be 'N'.

Project No - This field is required and must contain one of the following values:

1) A valid project number (Project and phase combination must be active in the D42 and 27 profile)

OR

2) 'A' - This indicates that 'Any' Project No can be used with a transaction. When the validation is performed, any Project No entered on a transaction will be accepted.

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OR

3) 'N' - this indicates that no Project No can be used on a transaction. When the validation is performed, the Project No field must be blank on the transaction.

PH - This field is required and must contain one of the following values:

1) A valid Project phase that is active in 27 profile.

OR

2) 'A' - This indicates that 'Any' phase can be used with a transaction. When the validation is performed, any Project phase entered on a transaction will be accepted.

OR

3) 'N' - this indicates that no project phase can be used on a transaction. When the validation is performed, the Project Phase field must be blank on the transaction. If the Project No field has a value of 'N', this field should also be 'N'

Status Code - Enter a one character status code as follows:

A - Active

I - Inactive

This code will default to an active status if not entered. It may be used to inactivate profiles no longer in use. Inactive combinations will not be used to validate and will not be rolled into the new fiscal year.

PROTECTED FIELDS:

Update Date - This field indicates the last date the record was changed or replaced. It is system generated and cannot be entered by the user.

No - This field indicates the number of times that a record's status has changed. (i.e. when a user performs action code 'C').

UNIQUE FUNCTION KEYS

F10 - This function key is unique to this screen and links the user to the 24B screen. The AGY, AY, and Index displayed on the 24A screen will carry forward to the 24B Screen and display all combinations for that Index.

24A- AGENCY CODING COMBINATION BY INDEX

EXCEPTION TO CODING COMBINATION EDIT

There are two accounting transaction screens that cannot use the coding combination edit: the Multiple Vendor Fast Entry (S507- See Figure 4) and the Single Vendor Entry (S506- See Figure 5). These screens do not contain all of the data elements that the coding combination validates against. These screens do not contain the Appropriation number, fund, grant no, grant phase, project no, and project phase. Because the user cannot enter these values, and the Index profile can only look up one value per field, no additional combinations for the same Index can be used.

```

ARIZ S507      UNIFORM STATEWIDE ACCOUNTING SYSTEM  03/22/01 02:40 PM
LINK TO:      MULTIPLE VENDOR FAST ENTRY      UC: 01  STAG
              BATCH: AGY TAS  DATE 032101 TYPE 4  NO 500 MODE MASTR EDIT RTI:
RT AMT:      DATE-DOC:  EFF: 042601 DUE:  SRV:
AGY: AAA CUR DOC:  DOC CNT:  DOC AMT:  DOC AGY: TAS
REF DOC:     TC:  INDEX:  PCA:  AY: 01 MPCD:
SEQ CSFX  VENDOR NO/MC  AMOUNT  R  PDT 1099 COBJ AOBJ RSFX M ERROR CD
001
002
003
004
005
006
007
008
009
010
011
012
013
014

F1-HELP F2-REPEAT F3-END F4-INT F5-EDIT F6-PROCESS F8-FRWD F9-BALANCE F10-RTI

```

Figure 4

```

ARIZ S506      UNIFORM STATEWIDE ACCOUNTING SYSTEM  03/22/01 04:10 PM
LINK TO:      SINGLE VENDOR FAST ENTRY      UC: 01  STAG
              BATCH: AGY TAS  DATE 032201 TYPE 4  NO 100 MODE MASTR EDIT RTI:
RT AMT:      DATE-DOC:  EFF: 042601 DUE:  SRV:
CUR DOC:     DOC CNT:  DOC AMT:  DOC AGY: TAS
V/MC:        PDT:
INV#:        INV DATE:  DESC:
SEQ SFX INDEX  PCA  AY COBJ AOBJ 1099 AMOUNT  R  REF DOC/SFX M AGY TC  ERR CD
001
002
003
004
005
006
007
008
009
010
011
012
013

F1-HELP F2-REPEAT F3-END F4-INT F5-EDIT F6-PROCESS F8-FRWD F9-BALANCE F10-RTI

```

Figure 5

26A- AGENCY CODING COMBINATION BY PCA

The Agency Coding Combination by PCA (S26A) is used to add, replace, change the status, recall, and delete a single coding combination. The AGY, AY, and PCA are the primary field elements and are required when performing an action. An agency can create multiple combinations for one index and can have the same combination exist in different appropriation year, or have different combinations for the same PCA from year to year. See Figure 1 below for a sample screen print.

Security access levels to this screen vary and must be obtained through your Agency Security Administrator. Refer to page J-7 of this Section for further information.

```

ARIZ S26A      UNIFORM STATEWIDE ACCOUNTING SYSTEM  02/27/01 05:14 PM
LINK TO:      AGENCY CODING COMBINATION - BY PCA      STAG

ACTION: R (A=ADD, P=REPLACE, C=CHANGE STATUS, D=DELETE, N=NEXT, R=RECALL)

AGY: TAS      AY: 01      PCA: 10000

FUND  APPN-NO  INDEX  GRANT-NO PH  PROJ-NO PH  ST  UPD-DATE  NO
A     10000   A   A   A   A   A   A   02162001  0

Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S26B

```

Figure 1

PROFILE CREATION

When establishing new agency coding combinations, each field on the above screen must contain a value. The possible values are:

- 1) A valid code (i.e. 1000 for fund)
- 2) 'A' - Any (any value is valid)
- 3) 'N' - None (no value allowed)

These values are discussed in more detail later in this section. Agencies that choose to use the Coding Combination Edit by PCA, should always create at least one combination that matches the data elements that are contained on the PCA profile. See the example on the next page, Figure 2 and 3.

26A- AGENCY CODING COMBINATION BY PCA

```

ARIZ S026      UNIFORM STATEWIDE ACCOUNTING SYSTEM 02/14/01 11:14 AM
LINK TO:      PROGRAM COST ACCOUNT PROFILE          STAG

ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: TAS   APPN YEAR: 01   PCA: 10002   CODE COMB EDIT: C
(P/N/C)

PCA TYPE: D   TITLE: TEST CODE COMBO

PROGRAM CODE: 1000   PCA GROUP:          AGY BUD PRG LEVEL IND: 2

NACUBO FUNCTION CODE:  NACUBO FUND:  NACUBO SUBFUND:
APPN NUMB: 20000      FUND: 1000      INDEX: 50000
OSPBD BUDG LVL:

GRANT NO/PH: 100000 01      PROJECT NO/PH:
MPCODE:          AGENCY CODE - 1: 2: 3:
HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 2: 3: 4: 5: 6: 7: 8: 9:

EFF START DATE: 02142001  EFF END DATE:          STATUS CODE: A
LAST PROC DATE:

F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S26A

```

Figure 2

```

ARIZ S26A      UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/22/01 01:16 PM
LINK TO:      AGENCY CODING COMBINATION - BY PCA    STAG

ACTION: R (A=ADD, P=REPLACE, C=CHANGE STATUS, D=DELETE, N=NEXT, R=RECALL)

AGY: TAS      AY: 01      PCA: 10002

FUND  APPN-NO  INDEX  GRANT-NO PH  PROJ-NO PH ST  UPD-DATE  NO
1000  20000      50000  100000    00 N      N A  12212000  0

Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-S24B

```

Figure 3

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26A- AGENCY CODING COMBINATION BY PCA

Action - Enter the one character action code as follows:

- A - Add a new record
- C - Change the status of a record (from inactive to active, or active to inactive.)
- D - Delete an existing record
- N - Next Record
- R - Recall an existing record
- P- Replace an existing record. This action allows the user to change the information elements (e.g. fund, appn no, grant, etc) of an existing coding combination. It deletes the existing record and adds a new record.

PRIMARY KEY ELEMENTS:

AGY - This field is required and will default to the Security Agency unless the user has access to more than one agency code.

AY - This field is required and must contain the two-digit appropriation year that the coding combination will be used for. You may have the same combination exist in different AY's.

PCA - This field is required . It must contain a valid PCA that is active on the 26 profile.)

DATA INFORMATION ELEMENTS-

Fund - This field is required and must contain one of the following values-

- 1) A valid four-digit fund number that is active in the D23 profile.

OR

- 2) 'A' - This indicates that 'Any' fund entered on a transaction will be accepted.

Appn-No - This field is required and must contain one of the following values-

- 1) A valid appropriation number that is active in the 20 profile.

OR

- 2) 'A'- This indicates that 'Any' appropriation can be used with a transaction. When the validation is performed, any appropriation entered on a transaction will be accepted

PCA - This field is required and must contain one of the following values:

- 1) A valid PCA that is active in the 26 profile.

OR

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26A- AGENCY CODING COMBINATION BY PCA

2) 'A' - This indicates that 'Any' PCA can be used with a transaction. When the validation is performed, any PCA entered on a transaction will be accepted.

Grant No - This field is required and must contain one of the following values:

1) A valid grant number (Grant and Phase combination must be active in the D47 and 29 profile)

OR

2) 'A' - This indicates that 'Any' Grant No can be used with a transaction. When the validation is performed, any Grant No entered on a transaction will be accepted.

OR

3) 'N' - this indicates that a Grant No cannot be used on a transaction. When the validation is performed, the Grant No field must be blank on the transaction. When 'N' is selected, then the Grant Phase must also be 'N'.

PH - This field is required and must contain one of the following values:

1) A valid Grant Phase that is active in 29 profile.

OR

2) 'A' - This indicates that 'Any' Grant Phase can be used with a transaction. When the validation is performed, any Grant Phase entered on a transaction will be accepted.

OR

3) 'N' - this indicates that no Grant Phase can be used on a transaction. When the validation is performed, the Grant Phase field must be blank on the transaction. If the Grant No field has a value of 'N', the grant phase field should also be 'N'.

Project No - This field is required and must contain one of the following values:

1) A valid project number (Project and phase combination must be active in the D42 and 27 profile)

OR

2) 'A' - This indicates that 'Any' Project No can be used with a transaction. When the validation is performed, any Project No entered on a transaction will be accepted.

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26A- AGENCY CODING COMBINATION BY PCA

OR

3) 'N' - this indicates that no Project No can be used on a transaction. When the validation is performed, the Project No field must be blank on the transaction.

PH - This field is required and must contain one of the following values:

1) A valid Project phase that is active in 27 profile.

OR

2) 'A' - This indicates that 'Any' phase can be used with a transaction. When the validation is performed, any Project phase entered on a transaction will be accepted.

OR

3) 'N' - this indicates that no project phase can be used on a transaction. When the validation is performed, the Project Phase field must be blank on the transaction. If the Project No field has a value of 'N', this field should also be 'N'

Status Code - Enter a one character status code as follows:

A - Active

I - Inactive

This code will default to an active status if not entered. It may be used to inactivate profiles no longer in use. Inactive combinations will not be used to validate and will not be rolled into the new fiscal year.

PROTECTED FIELDS:

Update Date - This field indicates the last date the record was changed or replaced. It is system generated and cannot be entered by the user.

No - This field indicates the number of times that a record's status has changed. (i.e. when a user performs action code 'C').

UNIQUE FUNCTION KEYS

F10 - This function key is unique to this screen and links the user to the 26B screen. The AGY, AY, and Index displayed on the 26A screen will carry forward to the 26B Screen and display all combinations for that Index.

26A- AGENCY CODING COMBINATION BY PCA

EXCEPTION TO CODING COMBINATION EDIT

There are two accounting transaction screens that cannot use the coding combination edit: the Multiple Vendor Fast Entry (S507- See Figure 4) and the Single Vendor Entry (S506- See Figure 5). These screens do not contain all of the data elements that the coding combination validates against. These screens do not contain the Appropriation number, fund, grant no, grant phase, project no, and project phase. Because the user cannot enter these values, and the PCA profile can only look up one value per field, no additional combinations for the same PCA can be used.

```

ARIZ S507      UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/22/01 02:40 PM
LINK TO:      MULTIPLE VENDOR FAST ENTRY      UC: 01  STAG
              BATCH: AGY TAS DATE 032101 TYPE 4 NO 500 MODE MASTR EDIT RTI:
RT AMT:       DATE-DOC:   EFF: 042601 DUE:   SRV:
AGY: AAA CUR DOC:   DOC CNT:  DOC AMT:      DOC AGY: TAS
REF DOC:      TC:  INDEX:   PCA:   AY: 01 MPCD:
SEQ CSFX  VENDOR NO/MC  AMOUNT  R PDT 1099 COBJ AOBJ RSFX M ERROR CD
001
002
003
004
005
006
007
008
009
010
011
012
013
014

F1-HELP F2-REPEAT F3-END F4-INT F5-EDIT F6-PROCESS F8-FRWD F9-BALANCE F10-RTI

```

Figure 4

```

ARIZ S506      UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/22/01 04:10 PM
LINK TO:      SINGLE VENDOR FAST ENTRY      UC: 01  STAG
              BATCH: AGY TAS DATE 032201 TYPE 4 NO 100 MODE MASTR EDIT RTI:
RT AMT:       DATE-DOC:   EFF: 042601 DUE:   SRV:
CUR DOC:      DOC CNT:  DOC AMT:      DOC AGY: TAS
V/MC:         PDT:
INV#:         INV DATE:   DESC:
SEQ SFX INDEX PCA  AY COBJ AOBJ 1099 AMOUNT  R REF DOC/SFX M AGY TC  ERR CD
001
002
003
004
005
006
007
008
009
010
011
012
013

F1-HELP F2-REPEAT F3-END F4-INT F5-EDIT F6-PROCESS F8-FRWD F9-BALANCE F10-RTI

```

Figure 5

24B- AGENCY CODING COMBINATION BY INDEX- MASS ADD

The Agency Coding Combination by Index is used to add and recall multiple coding combinations. The AGY, AY, and Index are the primary field elements that are required.

Security access levels to this screen vary and must be obtained through your Agency Security Administrator. Refer to page J-7 of this Section for further information.

```

ARIZ S24B      UNIFORM STATEWIDE ACCOUNTING SYSTEM  03/02/01 01:54 PM
LINK TO:      AGENCY CODING COMBINATION - BY INDEX - MASS ADD
              15 OF 19 RECORDS

ACTION: R    (A=ADD, R=RECALL)
AGY: TAS     AY: 01      RECALL INDEX:      START INDEX: 10000
INDEX FUND APPN-NO  PCA  GRANT-NO  PH  PROJ-NO  PH  ST  UPD-DATE NO
10000 A    A        50000  A    A        A  A    A  A  02162001  0
10000 A    A        A      A    A        A  A    A  A  02162001  0
10000 1000 10000    A    A        A  A    A  A  02082001  0
10000 1000 20004    A    A        A  A    A  A  01292001  0
10001 1000 10000    A    A        A  A    A  I  12272000  1
10002 1000 10000    10000  A        A  A    A  A  12272000  0
10003 1000 10000    10000 100000   A  A    A  A  12272000  0
10004 1000 10000    10000 100000   01  A    A  A  12272000  0
10005 1000 10000    10000 100000   01  100000  A  A  12272000  0
10006 1000 10000    10000 100000   01  100000  01  A  12272000  0
10007 1000 10000    A      A        A  N    N  A  02062001  0
10007 1000 10000    A      N        N  N    N  A  12272000  0
10008 1000 10000    10000  N        N  N    N  A  12272000  0
10009 1000 10000    10000 100001   01  N    N  A  12272000  0
10009 1000 20000    A      A        A  A    A  A  02202001  0
          
```

F1-HELP F3-END F4-INTERRUPT F6-PROCESS F7-BACK F8-NEXT F9-REFRESH

Figure 1

PROFILE CREATION

When establishing new agency coding combinations, each field on the above screen must contain a value. The possible values are:

- 1) A valid code (e.g. 1000 for fund)
- 2) 'A'- Any (any value is valid)
- 3) 'N' – None (no value is allowed)

These values are discussed in more detail later in this section. Agencies that choose to use the Coding Combination Edit by Index, should always create at least one combination that matches the data elements that are contained on the Index. The Index Profile takes precedence when data elements are left blank on an accounting transaction. In order to have a valid transaction, a valid combination must be created to match.

Action - Enter the one character action code as follows:

- A - Add a new record
- R - Recall an existing record

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24B- AGENCY CODING COMBINATION BY INDEX- MASS ADD

PRIMARY KEY ELEMENTS:

AGY: This field is required and will default to the Security Agency unless the user has access to more than one agency code.

AY: This field is required and must contain the two digit appropriation year that the coding combination will be used for. You may have the same combination exist in different AY's.

Recall Index: This field is used when the user would like to recall combinations for a specific index, and the index is known.

Start Index: This field is used when the exact index is unknown and the user would like to display all indexes that start with the given value. This field must contain at least one numeric value. If a value is entered, all records will be displayed that meet the criteria.

DATA INFORMATION ELEMENTS-

Fund - This field is required and must contain one of the following values-

- 1) A valid four-digit fund number that is active in the D23 profile.

OR

- 2) 'A' - This indicates that 'Any' fund entered on a transaction will be accepted.

Appn-No - This field is required and must contain one of the following values-

- 1) A valid appropriation number that is active in the 20 profile.

- 2)

OR

- 2) 'A'- This indicates that 'Any' appropriation can be used with a transaction. When the validation is performed, any appropriation entered on a transaction will be accepted

PCA - This field is required and must contain one of the following values:

- 1) A valid PCA that is active in the 26 profile.

OR

- 2) 'A'- This indicates that 'Any' PCA can be used with a transaction. When the validation is performed, any PCA entered on a transaction will be accepted.

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24B- AGENCY CODING COMBINATION BY INDEX- MASS ADD

Grant No - This field is required and must contain one of the following values:

1) A valid grant number (Grant and Phase combination must be active in the D47 and 29 profile)

OR

2) 'A'- This indicates that 'Any' Grant No can be used with a transaction. When the validation is performed, any Grant No entered on a transaction will be accepted.

OR

3) 'N'- this indicates that a Grant No cannot be used on a transaction. When the validation is performed, the Grant No field must be blank on the transaction. When 'N' is selected, then the Grant Phase must also be 'N'.

PH - This field is required and must contain one of the following values:

1) A valid Grant Phase that is active in 29 profile.

OR

2) 'A'- This indicates that 'Any' Grant Phase can be used with a transaction. When the validation is performed, any Grant Phase entered on a transaction will be accepted.

OR

3) 'N'- this indicates that no Grant Phase can be used on a transaction. When the validation is performed, the Grant Phase field must be blank on the transaction. If the Grant No field has a value of 'N', the grant phase field should also be 'N'.

Project No - This field is required and must contain one of the following values:

1) A valid project number (Project and phase combination must be active in the D42 and 27 profile)

OR

2) 'A'- This indicates that 'Any' Project No can be used with a transaction. When the validation is performed, any Project No entered on a transaction will be accepted.

OR

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24B- AGENCY CODING COMBINATION BY INDEX- MASS ADD

3) 'N'- this indicates that no Project No can be used on a transaction. When the validation is performed, the Project No field must be blank on the transaction.

PH - This field is required and must contain one of the following values:

1) A valid Project phase that is active in 27 profile.

OR

2) 'A'- This indicates that 'Any' phase can be used with a transaction. When the validation is performed, any Project phase entered on a transaction will be accepted.

OR

3) 'N'- this indicates that no project phase can be used on a transaction. When the validation is performed, the Project Phase field must be blank on the transaction. If the Project No field has a value of 'N', this field should also be 'N'

Status Code - Enter a one character status code as follows:

A - Active

I - Inactive

This code will default to an active status if not entered. It may be used to inactivate profiles no longer in use. Inactive combinations will not be used to validate and will not be rolled into the new fiscal year.

PROTECTED FIELDS:

Update Date - This field indicates the last date the record was changed or replaced. It is system generated and cannot be entered by the user.

No - This field indicates the number of times that a record's status has changed. (i.e. when a user performs action code 'C').

UNIQUE FUNCTION KEYS

F9- Refresh - This function key is unique to this screen and will clear any data on the screen except, the primary keys AGY, AY, and Index.

26B AGENCY CODING COMBINATION BY PCA- MASS ADD

The Agency Coding Combination by PCA is used to add and recall multiple coding combinations. The AGY, AY, and PCA are the primary field elements that are required.

Security access levels to this screen vary and must be obtained through your Agency Security Administrator. Refer to page J-7 of this Section for further information.

```

ARIZ S26B      UNIFORM STATEWIDE ACCOUNTING SYSTEM 03/02/01 01:54 PM
LINK TO:      AGENCY CODING COMBINATION - BY PCA - MASS ADD
              15 OF 19 RECORDS

ACTION: R (A=ADD, R=RECALL)
AGY: TAS AY: 01 RECALL PCA: START PCA: 10000
PCA  FUND APPN-NO INDEX GRANT-NO PH PROJ-NO PH ST UPD-DATE NO
10000 A A A A A A A A 02162001 0
10000 A A A A A A A A 02162001 0
10000 1000 10000 A A A A A A 02082001 0
10000 1000 20004 A A A A A A A A 01292001 0
10001 1000 10000 A A A A A I 12272000 1
10002 1000 10000 10000 A A A A 12272000 0
10003 1000 10000 10000 100000 A A A A 12272000 0
10004 1000 10000 10000 100000 01 A A A 12272000 0
10005 1000 10000 10000 100000 01 100000 A A 12272000 0
10006 1000 10000 10000 100000 01 100000 01 A 12272000 0
10007 1000 10000 A A A N N A 02062001 0
10007 1000 10000 A N N N N A 12272000 0
10008 1000 10000 10000 N N N N A 12272000 0
10009 1000 10000 10000 100001 01 N N A 12272000 0
10009 1000 20000 A A A A A A 02202001 0

F1-HELP F3-END F4-INTERRUPT F6-PROCESS F7-BACK F8-NEXT F9-REFRESH

```

Figure 1

PROFILE CREATION

When establishing new agency coding combinations, each field on the above screen must contain a value. The possible values are:

- 1) A valid code (i.e. 1000 for fund)
- 2) 'A' - Any (any value is valid)
- 3) 'N' - None (no value allowed)

These values are discussed in more detail later in this section. Agencies that choose to use the Coding Combination Edit by PCA, should always create at least one combination that matches the data elements that are contained on the PCA profile

Action - Enter the one character action code as follows:

- A - Add a new record
- R - Recall an existing record

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26B AGENCY CODING COMBINATION BY PCA- MASS ADD

PRIMARY KEY ELEMENTS:

AGY - This field is required and will default to the Security Agency unless the user has access to more than one agency code.

AY - This field is required and must contain the two-digit appropriation year that the coding combination will be used for. You may have the same combination exist in different AY's.

Recall PCA - This field is used when the user would like to recall combinations for a specific PCA, and the PCA is known. Enter the five-digit PCA.

Start PCA - This field is used when the exact PCA is unknown or the user would like to narrow the range of PCA's recalled. This field must contain at least one numeric value. If a value is entered, all records will be displayed that meet the criteria. For example, if the user enters a '2' in the 'Start PCA' field, a list of all PCA's equal to and greater than that value will be displayed.

DATA INFORMATION ELEMENTS-

Fund - This field is required and must contain one of the following values-

1) A valid four-digit fund number that is active in the D23 profile.

OR

2) 'A' - This indicates that 'Any' fund entered on a transaction will be accepted.

Appn-No - This field is required and must contain one of the following values-

1) A valid appropriation number that is active in the 20 profile.

OR

2) 'A' - This indicates that 'Any' appropriation can be used with a transaction. When the validation is performed, any appropriation entered on a transaction will be accepted

PCA - This field is required and must contain one of the following values:

1) A valid PCA that is active in the 26 profile.

OR

2) 'A' - This indicates that 'Any' PCA can be used with a transaction. When the validation is performed, any PCA entered on a transaction will be accepted.

Grant No - This field is required and must contain one of the following values:

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26B AGENCY CODING COMBINATION BY PCA- MASS ADD

1) A valid grant number (Grant and Phase combination must be active in the D47 and 29 profile)

OR

2) 'A'- This indicates that 'Any' Grant No can be used with a transaction. When the validation is performed, any Grant No entered on a transaction will be accepted.

OR

3) 'N'- this indicates that a Grant No cannot be used on a transaction. When the validation is performed, the Grant No field must be blank on the transaction. When 'N' is selected, then the Grant Phase must also be 'N'.

PH - This field is required and must contain one of the following values:

1) A valid Grant Phase that is active in 29 profile.

OR

2) 'A'- This indicates that 'Any' Grant Phase can be used with a transaction. When the validation is performed, any Grant Phase entered on a transaction will be accepted.

OR

3) 'N'- this indicates that no Grant Phase can be used on a transaction. When the validation is performed, the Grant Phase field must be blank on the transaction. If the Grant No field has a value of 'N', the grant phase field should also be 'N'.

Project No - This field is required and must contain one of the following values:

1) A valid project number (Project and phase combination must be active in the D42 and 27 profile)

OR

2) 'A'- This indicates that 'Any' Project No can be used with a transaction. When the validation is performed, any Project No entered on a transaction will be accepted.

OR

3) 'N'- this indicates that no Project No can be used on a transaction. When the validation is performed, the Project No field must be blank on the transaction.

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26B AGENCY CODING COMBINATION BY PCA- MASS ADD

PH - This field is required and must contain one of the following values:

- 1) A valid Project phase that is active in 27 profile.

OR

- 2) 'A' - This indicates that 'Any' phase can be used with a transaction. When the validation is performed, any Project phase entered on a transaction will be accepted.

OR

- 3) 'N' - this indicates that no project phase can be used on a transaction. When the validation is performed, the Project Phase field must be blank on the transaction. If the Project No field has a value of 'N', this field should also be 'N'

Status Code - Enter a one character status code as follows:

A - Active

I - Inactive

This code will default to an active status if not entered. It may be used to inactivate profiles no longer in use. Inactive combinations will not be used to validate and will not be rolled into the new fiscal year.

PROTECTED FIELDS:

Update Date - This field indicates the last date the record was changed or replaced. It is system generated and cannot be entered by the user.

No - This field indicates the number of times that a record's status has changed. (i.e. when a user performs action code 'C').

UNIQUE FUNCTION KEYS

F9- Refresh - This function key is unique to this screen and will clear any data on the screen except, the primary keys AGY, AY, and PCA.

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96A AND 96B SECURITY PROFILES

The Security Profiles are maintained by the General Accounting Office (GAO) Fund Accounting Security Group. Each user requesting access to AFIS should contact their Agency Security Administrator for further instructions and refer to the State of Arizona Accounting Manual Section II-K.

96A Profile

The 96A Profile is used to control a user's ability to enter transactions on line. When entering a new user, you must recall the profile after entering it, in order to create the 96B profile automatically.

```

ARIZ S96A      UNIFORM STATEWIDE ACCOUNTING SYSTEM  03/23/01 04:43 PM
LINK TO:      SECURITY PROFILE
STAG
ACTIVE
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
USER ID/CLASS: GAO123 01 AGENCY AAA NAME: SHOW PROFILES

ACCOUNTING TRANS: 2      BATCH EDIT MODE: 2
RELEASE FLAG: 1          DISBURSEMENT METHOD: 2
AGENCY RANGES-         WORK HOUR: 0000 2400
    RANGE 1: AAA ZZZ      WORK DAY: A
    RANGE 2:              PRINTER ID: R278
SECURITY AGENCY: 000    DEFAULT
SECURITY ORG:          ACTION CODE AGENCY:
SECURITY ORG:          ACTION CODE:
PRIOR MO POST IND: Y
PRIOR YR POST IND: Y
FUND OVERRIDE: 1

USER CLASS: 01 TITLE: 001-999 ** MASTER USER CLASS **
STATUS CODE: A
EFF START DATE: 04121999 EFF END DATE:      LAST PROC DATE: 12212000
Z06 RECORD SUCCESSFULLY RECALLED

```

DATA ELEMENT

Enter Action - Enter the one character ACTION Code.

- A - ADD a new record
- C - CHANGE an existing record
- D - DELETE an existing record
- N - Next Record
- R- Recalls a record

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96A AND 96B SECURITY PROFILES

CONTROL KEY:

User ID - Enter up to eight character USER ID. The User ID is assigned by the system manager for online access. For batch interfaces, the User ID is assigned by the system manager.

User Class - Enter the two digit USER CLASS. This must exist in the D66 User Class Profile. Each User Class identifies up to seven Transaction Codes, or ranges of Transaction Codes. There are also seven Action Codes that are shown on the D66 that are currently not being used.

USER LEVEL SECURITY:

Agency - Enter the three character AGENCY Code, which identifies the agency for which the user may perform system functions. It must be 000 or exist in the D02 Agency Profile. (This is the batch default agency, and is known as the Batch Agency).

If ACCOUNTING TRANS code is 2 or 4, then the operator will be allowed to access multiple agencies in AGENCY RANGE I & RANGE 2. If ACCOUNTING TRANSACTION Code is I or 3, then the operator will be allowed access to the agency coded in the Security Agency field below.

If further restriction is desired both SECURITY ORGs must be coded. These fields are only used if an operator has access to a single agency, and if the user's activities need to be restricted to an organization level lower than Agency. This will limit reporting, transaction input, and financial inquiries where Agency and Organization Code is in the key.

Name - Enter the USER NAME, up to 20 characters.

ACTION LEVEL SECURITY:

Accounting Trans - Enter the one digit ACCOUNTING TRANSACTION indicator. The valid values are:

Blank - No access to accounting transactions, inquiry only.

0 - Inquire only for Security Agency or Batch Agency.

1 - Entry and changes allowed for Security Agency or Batch Agency.

2 - Entry and changes allowed for agencies specified in Agency Ranges.

3 - Same authorization as '1' plus ability to change transactions on approved documents for Security Agency. GAO useonly.

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96A AND 96B SECURITY PROFILES

4 - Same authorization as '2' plus ability to change transactions on approved documents for Batch Agency, Security Agency and agencies specified in Agency Ranges. GAO use only.

Batch Edit Mode - Enter the allowable BATCH EDIT MODES for the user:

0 - User can only use Edit Mode of '0'. Transactions are captured, but not edited or posted until released to a batch cycle.

1 - User can use Edit Modes of '0' or '1', (default is '1'). Performs data edits online, but does not post until released to a batch cycle.

2 - User can use Edit Modes of '0', '1' or '2', (default is '2'). Edits and posts online.

Release Flag - Enter the one digit RELEASE FLAG code. Valid values are:

0 - User cannot release batches online.

1 - User can release batches online.

Disbursement Method - Enter the one digit DISBURSEMENT METHOD indicator (DMI) as follows:

Blank - Cannot enter a DMI on accounting transactions.

0 - Can enter 'H' (hold) DMI.

1 - Can enter 'H' (hold) and 'M' (manual) DMI.

2 - Can enter 'H' (hold), 'M' (manual), and 'R' (release).

3 - Can enter 'H' (hold), 'M' (manual), 'R' (release), and 'E' (expedite).

Work Hour - Enter the range of hours that the user can access the system.

Maximum range allowed is:

0000 –2400

This is the default and the field is not currently being used.

Work Day – This defaults to 'A', Any Day, but this field is not currently being used.

Agency Range 1 - Enter an AGENCY RANGE 1, consisting of two 3-digit AGENCY codes. This identifies the agencies to which the user is restricted for entering accounting transactions, performing profile maintenance, viewing financial data, and changing accounting transactions on approved documents. The 'Agency From' must be less than the 'Agency To'. If the Accounting Trans Ind = 1 or 3, this field is not allowed. If the Accounting Trans Ind = 2 or 4, this field is required and must be greater than '000'. Must be blank if either Sec Org is entered (i.e., either Agency Ranges or Organization Codes may be entered, but not both).

Agency Range 2 - Enter an AGENCY RANGE 2, consisting of two 3-digit AGENCY codes. This identifies the agencies to which the user is restricted for entering accounting transactions, performing profile maintenance, viewing financial data, and changing

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96A AND 96B SECURITY PROFILES

accounting transactions on approved documents. The 'Agency From' must be less than the 'Agency To'. If the Accounting Trans Ind = 1 or 3, this field is not allowed. If the Accounting Trans Ind = 2 or 4, this field is optional, but Agency Range 1 is required. This field must be blank if either Sec Org is entered. Agency Ranges or Organization codes may be entered, but not both.

Printer ID - This field is not currently used.

Security Agency - Enter a three digit SECURITY AGENCY, which must either be '000' or exist in the D02 Agency Profile. This is the default agency for accounting transactions, profile maintenance and financial inquiry. The value '000' is required if the Accounting Trans Ind value is 2 or 4 for a range of Agencies.

Default Action Code Agency – This field is not currently used.

Default Action Code - This field is not currently used.

Security Org - Enter a four digit ORGANIZATION CODE that identifies the organization within the agency that access is desired. The ORGANIZATION CODE must exist in the D03 Organization Code Profile. If entered, the user is restricted, to the organization represented by the ORGANIZATION CODE and all levels below that ORGANIZATION CODE. Additionally, the SECURITY AGENCY must be entered. Must be blank if either Agency Range is entered. If an additional organizational restriction is required, another ORGANIZATION CODE can be entered in the second security organization field. Must be blank if either Agency Range is entered.

Prior Mo Post Ind - Enter the one digit indicator to determine whether the user can post transactions to the prior accounting month:

Y - The user is allowed to post transactions to the prior accounting month

N - The user is NOT allowed to post transactions to the prior accounting month

Prior Yr Post Ind - Enter the one digit indicator to determine whether the user can post transactions to the prior year:

Y - The user is allowed to post transactions to the prior year

N - The user is NOT allowed to post transactions to the prior year

Fund Override - Enter the FUND OVERRIDE indicator:

Blank - No fund override allowed

1 - User may override budgetary and cash controls on financial transactions. The authority to use Fund Override should be restricted.

Status Code - Enter a one character STATUS CODE as follows:

A - Active

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96A AND 96B SECURITY PROFILES

I - Inactive

This code will default to an Active status if not entered. It may be used to inactivate profiles no longer in use.

Eff Start Date - Enter the eight digit EFFECTIVE START DATE (MMDDYYYY format), which identifies when the User ID becomes effective, for the specific user class. This field can be left blank. It will default to the current system date.

Eff End Date - Enter the eight digit EFFECTIVE END DATE (MMDDYYYY format), which identifies when the User ID is no longer effective. This field can be left blank.

96B Profile

This profile is used to control the user's access to the AFIS screens. When a user is added for the first time using 96A, if the record is recalled immediately following the action to 'A' add, then the profile will be prefilled with the value '0'.

```

ARIZ S96B      UNIFORM STATEWIDE ACCOUNTING SYSTEM  03/23/01 04:44 PM
LINK TO:      SECURITY PROFILE                      STAG
ACTIVE
ACTION: R (C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
USER ID/CLASS: GAO123 01 AGY: AAA NAME: SHOW PROFILE
FUNCTIONS:
D01 0 D02 0 D03 0 D04 0 D05 0 D06 0 D08 0 D09 0 D10 0 D11 0 D12 0
D13 0 D14 0 D15 0 D16 0 D17 0 D18 0 D19 0 D20 0 D21 0 D22 0 D23 0
D24 0 D25 0 D26 0 D27 0 D28 0 D29 0 D30 0 D31 0 D32 0 D33 0 D34 0
D35 0 D36 0 D37 0 D38 0 D40 0 D42 0 D44 0 D45 0 D46 0 D47 0 XXX
D48 0 D49 0 D51 0 XXX D53 0 D54 0 D61 0 D62 0 D63 0 D64 0 D66 0
D71 0 D80 0 D90 0 D91 0 D93 0 D94 0 D95 0 D96 0 D97 0 76A 0 XXX
001 0 XXX XXX 04A 0 005 0 006 0 007 0 008 0 XXX XXX XXX
XXX 020 0 022 0 024 0 025 0 026 0 027 0 28A 0 28B 0 029 0 030 0
031 0 033 0 034 0 035 0 036 0 037 0 038 0 039 0 041 0 042 0 043 0
044 0 045 0 046 0 047 0 048 0 049 0 051 0 052 0 053 0 056 0 057 0
058 0 061 0 062 0 063 0 064 0 065 0 066 0 068 0 069 0 070 0 071 0
072 0 073 0 074 0 075 0 076 0 077 0 078 0 079 0 080 0 081 0 082 0
083 0 084 0 085 0 086 0 087 0 088 0 090 0 091 0 092 0 093 0 094 0
XXX 095 0 096 0 097 0 100 0 101 0 515 0 540 0 550 0 560 0 XXX
EFF START DATE: 04121999 EFF END DATE:          LAST PROC DATE: 12212000
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

F1-HELP F3-END F4-INTERRUPT F6-PROCESS F7-SECURITY

```

DATA ELEMENT

Enter Action - Enter the one character ACTION Code.

- A - ADD a new record
- C - CHANGE an existing record
- D - DELETE an existing record
- N - Next Record
- R - Recalls a record

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96A AND 96B SECURITY PROFILES

Screen Values:

- 0- Inquiry Only
- 1- Inquiry, Add, and Change
- 2- Inquiry, Add, Change, and Delete

EXCEPTION TO SCREEN VALUES:

S024 and S026:

- 1 - Inquiry, Add and Change on S024 and S026
Inquiry only for S24A, S24B, S26A and S26B
- 2 - Inquiry, Add, Change and Delete on S024 and S026
Inquiry only for S24A, S24B, S26A and S26B
- 3 - Inquiry, Add, Change and Delete, on S24A and S26A
Inquiry and Add on S24B and S26B
Inquiry only on S024 and S026
- 4 - Inquiry, Add, Change and Delete, on S024, S24A, S026 and S26A
Inquiry and Add on S24B and S26B

S044:

- 1 – Inquiry, Add and Change (GAO use only)
- 2 – Inquiry, Add, Change and Delete (GAO use only)
- 3 – Same as 2 above, plus cancel ACH payment (GAO use only)
- 4 - Same as 2 above, plus update ACH payment records for refused reversals (GAO use only). (Note: Cannot cancel ACH payments).

S047 and S047H:

- 0 – Inquiry only to S47 and S47H

S047

- 1 – Inquiry, Add and Change (GAO use only)
- 2 - Inquiry, Add, Change, and Delete (GAO use only)
- 3 – Same as 2 above, plus change ACH status from ‘P’ (paid) to ‘V’ (reversed) and V to P. (GAO use only)
- 4 – Same as 3 above plus change ACH payment status from ‘L’ (approve reverse) to ‘P’ (paid). (GAO use only)

Eff Start Date - Enter the eight digit EFFECTIVE START DATE (MMDDYYYY format), which identifies when the User ID becomes effective for the specific user class. This field can be left blank. It will default to the current system date.

Eff End Date - Enter the eight digit EFFECTIVE END DATE (MMDDYYYY format), which identifies when the User ID is no longer effective. This field can be left blank.