Agency Financial Reporting System (AFRS) Automated Table Upload Process

Office of Financial Management　　　　　　　**October 2023**

Contents

Introduction

Previously, the bulk of agencies' AFRS tables were created during the biennium table roll process, but any ongoing maintenance was solely a manual process. To assist agencies with a high volume of updates throughout the biennium, the Office of Financial Management worked with select agencies to develop a new automated table upload process for certain AFRS tables. This is an ongoing project and additional tables will be made available for the upload process over time. Refer to Appendix A for the list of tables that are currently available for table upload.

The process is optional for agencies. The biennium table roll process will still occur in the spring of odd years, and manual table maintenance will continue to be available.

Prerequisites

Managed File Transfer Account:
The Agency AFRS System Administrator will need to submit a request for a Managed File Transfer (MFT) account for the Table Load. Below are the steps:

1. AFRS System Administrator will send in a request to the OFM Help Desk at:
   HereToHelp@ofm.wa.gov
2. The subject line needs to be "MFT account for AFRS Table Upload"
3. The AFRS System Administrator will be the Owner of the Agency MFT site. Required information will be:
   a. AFRS System Administrator's Name
   b. Email
   c. Phone Number
4. For each user account being requested, please supply a list with the following:
   a. Name of User
   b. Email for User

   NOTE: Users given a Managed File Transfer account will be able to update all AFRS tables that are available through the Table Upload process. The tables slated to be included in the table upload process are the Descriptor Tables (including Cost Allocation Tables) and Program Index, Organization Index, Project Control, and Master Index tables. Thus, agencies should carefully consider which individuals will be granted this access. As with online table updates, each agency is responsible for establishing internal procedures for approving table updates made through the table upload process.

<u>MFT Account Password:</u>

Each individual account will be set up with their own password. The password will expire every 120 days. A notification will be sent 14 days prior to expiration. If the individual needs to have a password re-set, see instructions on page 16 of this document or contact HeretoHelp@ofm.wa.gov.

Requirements for a Password:

- Must not match any of the last 10 password(s)
- Password must contain at least 10 characters total
- Password must contain at least 2 lower case letters
- Password must contain at least 2 numeric characters
- Password must contain at least 2 special characters
    - The only special characters allowed are ~@#$%^&*()-_=+<>?/\;:[]{}

<u>MFT Naming of files:</u>

It is very important to name each file on the MFT folders with short names, 15 characters or less. The file name includes any extensions, such as .txt.

NOTE: Be sure the file is accurate before placing on the MFT site as it is pulled within seconds and unable to be retrieved.

Before using this process, request access to the following applications through the OFM Help Desk:

- BI Launchpad (Webi) Tool, if access doesn't already exist.
- Mainframe User Id, if access doesn't already exist.
- Managed File Transfer (MFT) account to send data to AFRS:
    - See required steps and information above.

Overview and Key Points

Below are the high-level steps of the table upload process along with some key points to keep in mind. The detailed step-by-step processes begin in the next section.

I.   Agencies use templates in ER's BI Launchpad (Webi) to download current tables into Excel files.
   A. Each AFRS table has a unique Webi extract, so this must be done one table at a time.
   B. The template contains the required fields and other information needed for a successful upload. So, even if it is desirable to create the table records from scratch, the template from Webi should still be downloaded.

II.   Agencies modify the records in Excel, indicate the action (A=Add, C=Change, D=Delete) for each record to be updated, remove records not being updated, and save the Excel file and then save-as tab-delimited text format.

A. If there are, any records are in the upload file without an action, the entire file will error out and no updates will occur.

III. Agencies upload the tab-delimited files (in the <u>appropriate order</u>) to WaTech's Managed File Transfer website. See all available tables in APPENDIX A.

A. The "appropriate order" comes into play when uploading tables that are hierarchical. The tables MUST be updated starting with the lowest level, as follows:

    i. Program Index (PI) and related descriptor tables
        1. D16 – Program (required for PI)
        2. D17 – Sub-Program (if used; optional for PI)
        3. D18 – Activity (if used; optional for PI)
        4. D19 – Sub-Activity (if used; optional for PI)
        5. D20 – Task (if used; optional for PI)
        6. Program Index

    ii. Organization Index (OI) and related descriptor tables
        1. D02 – Division (required for OI)
        2. D03 – Branch (if used; optional for OI)
        3. D04 – Section (if used; optional for OI)
        4. D05 – Unit (if used; optional for OI)
        5. D06 – Cost Center (if used; optional for OI)
        6. Organization Index

    iii. Project Control Table and related descriptor tables
        1. D42 – Project
        2. D43 – Sub-Project
        3. D44 – Project Phase
        4. Project Control Table
    iv. Master Index (See Appendix B)
    v. CAS Base (See Appendix C)

MAKE SURE TO VERIFY THAT THE FIRST TABLE UPDATED PRIOR TO SUBMITTING THE NEXT LEVEL OF TABLE.

IV. The files are picked up by AFRS every hour on the hour while AFRS is open. They are run through a validity check that verifies the presence, required fields, and location of the header record. If any fields are missing, the file is rejected and an email is sent.

V. Valid files are processed, meaning they are run through the AFRS edits. Uploaded records are edited in the same manner as if entering online.

A. If **all** records in a file pass the edits, the AFRS table is updated and an email is sent.

B. If one or more records do not pass the edits, <u>NO updates are made to the AFRS table</u> and an email is sent with an error report attached. Go back to step II and try again.

BI Launchpad (WebI) Tool

General information:

- Designated Webi extracts must be used for the upload process.
- Each AFRS table has a unique Webi extract.
- Users can either:
  - Use the provided extract to download the entire table and then delete any records that are not being updated; or
  - Save the extract to their favorites folder and modify it to limit the extract.

Log in to the Web Intelligence Tool at https://reporting.ofm.wa.gov (within the state network).

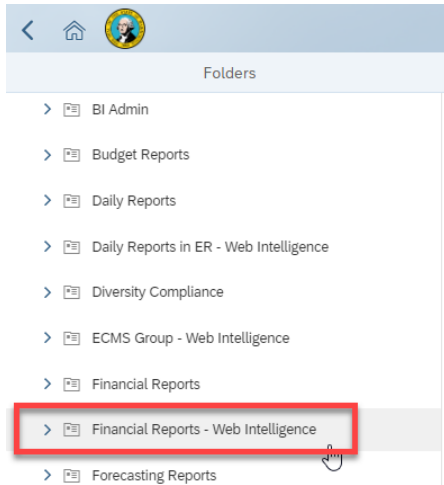Once logged in to Webi, click on the Folders Module in the upper left corner of the home screen.
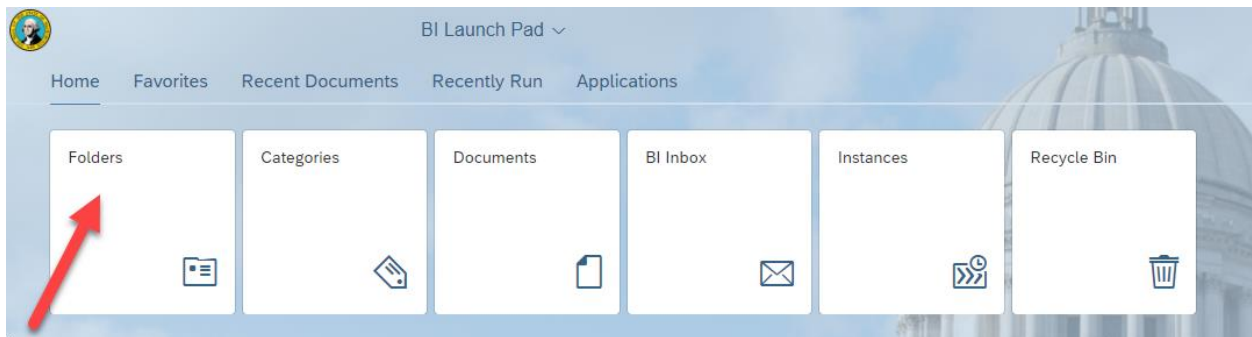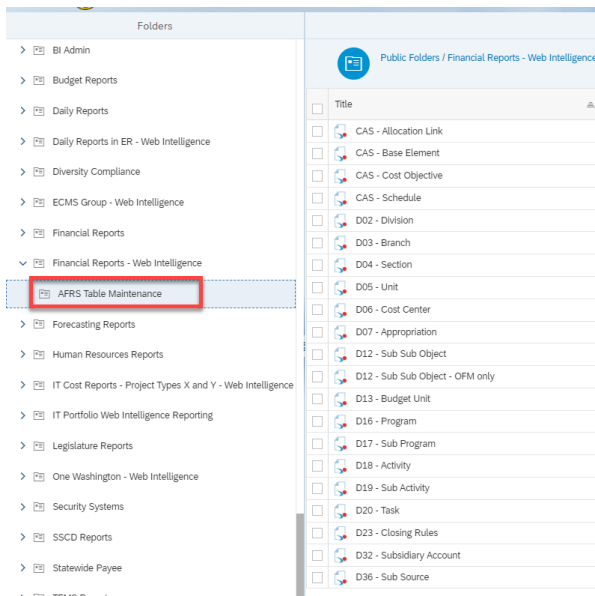

Click on the arrow next to Public Folders in the top left corner to expand.
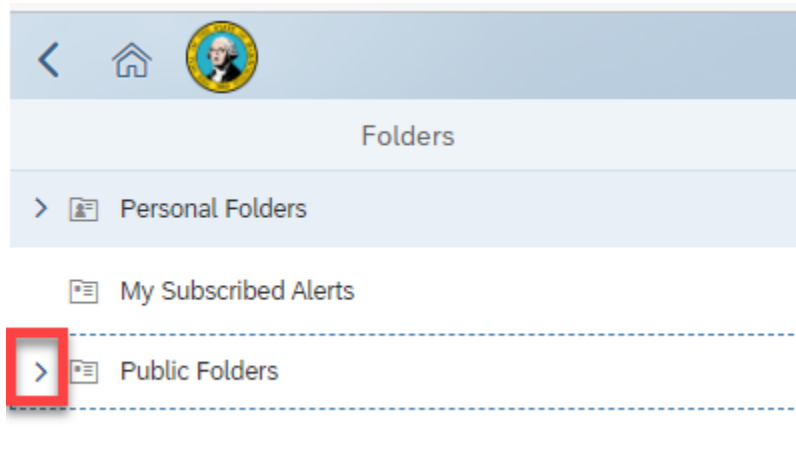
Scroll down to locate Financial Reports – Web Intelligence and click on the down arrow next to it to expand it.

Then click the AFRS Table Maintenance sub-folder.

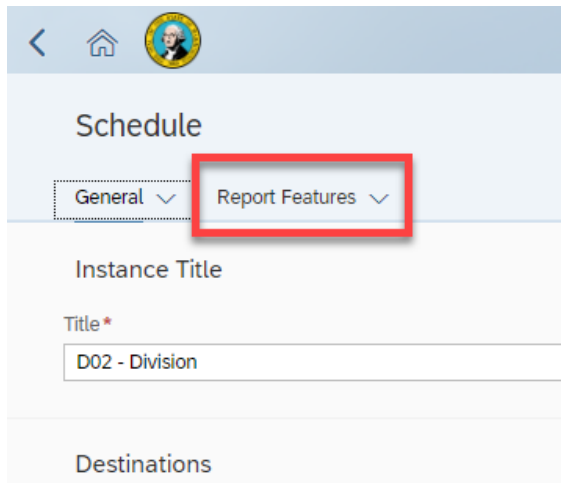The available AFRS table extracts will be displayed on the right side of the screen.

Scheduling an Extract

Right click on the row of the extract needed and the below menu will be displayed. Click **Schedule** from the menu options.
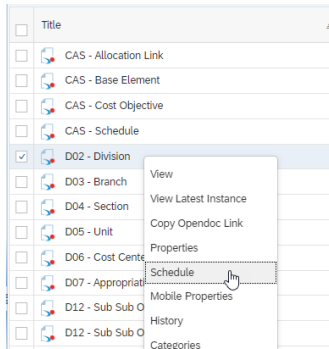
The Schedule menu will display. Click the **Report Features** tab.

Click **Edit Prompt Values** to enter the values for the biennium and the agency desired.
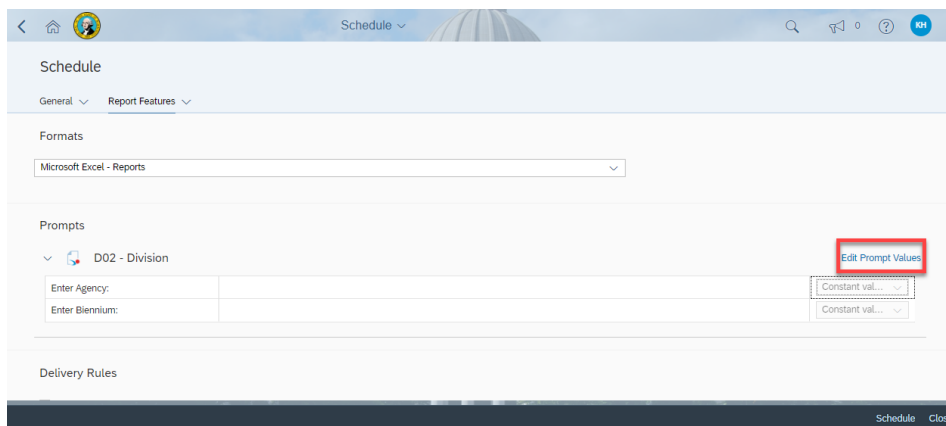
Either select the agency from the list or type in the value for the agency in the "Enter Agency:" Search box.

Either select the desired biennium from the list or type in the value for the agency in the "Enter Biennium:" Search box.

After the Agency and Biennium have been selected, click **Apply**.

Click **Schedule** at the bottom of the next page.

The Excel spreadsheet will be delivered to the default destination (Default Enterprise Location) which is the Webi application under History. Other delivery modes are available by clicking the **Add** button under the Destinations Title.

A popular alternative destination is to have the spreadsheet delivered via email. To do this, after clicking the **Add** button, click the **box next to Email** & then click in the blank space below the dropdown box.
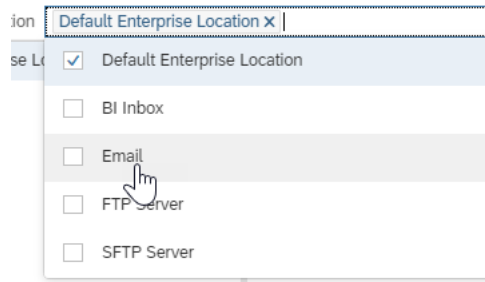
Users have two options to process the email:

- Choose "Keep Instance in history" (default):
  - Complete To field (required).
  - From field auto-populated with user's email address.
  - Completing the Subject and Message fields are recommended.
  - This option keeps the results on the history page within Webi.
- Choose "Use default settings":
  - Auto-populates From and To fields with user's email address.
  - The Subject will be system generated and the Message field will be blank.

Click **Confirm** in the lower right corner after completed.

Click **Schedule** in the lower right corner to begin processing the extract.

As the extract processes, the status will change from Pending, Running, and finally Success. The extract is ready to be viewed once it reaches a Success status.

Click on the line of the desired extract to open it. The extract is automatically set to return as an Excel spreadsheet as displayed below.

Modifying a spreadsheet

Row 1 is the header row and is required for the upload process. Do not delete this row. There must be information in the first 4 columns (A-D), as follows:

- Cell A1: Enter an email address in this cell. **NOTE:** Entering a valid email address is critical to ensure emails are delivered as described on page 17.
- Cell B1: This contains the table ID that is being updated. No changes should be made to this cell. The Table column in every row that is being updated must match this table ID.

- Cell C1: This contains the agency number for which tables are being updated. No changes should be made to this cell. The Agency column in every row that is being updated must match this agency number.
- Cell D1: This contains the biennium of the downloaded table records. If the table upload is modifying the same biennium, this cell does not need to be changed. However, when entering data for a biennium other than the downloaded biennium, this cell must be changed to the biennium intended for updating. The Biennium column in every row that is being updated must match the biennium in the header row.
- Cell E1: This field is optional; however many agencies find value by adding a filename

Enter the function to be performed in the Action column of the desired row:

- **A** - Add a new record. Adding a record may require inserting a row into the spreadsheet.
- **C** - Change an existing record. (Only function available for TM.1.5 Table)
- **D** - Delete an existing record. (The example below is for formatting display only. Deletes have to be done separately and cannot be combined on the same file as Adds and/or Changes or the file will error.)

	A	B	C	D	E	F	G	H	I
1	sampleaddress@watech.wa.gov	D02	3000	2017					
2	Action	Table	Agency	Biennium	Division	Title			
3	C	D02	3000	2017	0A	Children's **Assistance** Administration			
4		D02	3000	2017	0B	Juvenile Rehabilitaion			
5	C	D02	3000	2017	0C	Administration & **Prov** Svc			
6		D02	3000	2017	0D	Division of Dev DIS			
7		D02	3000	2017	0E	Long Term Care			
8	D	D02	3000	2017	0F	Economic Srvs Admin			
9		D02	3000	2017	0G	Div of Alch/Subst Abuse			
10	D	D02	3000	2017	0H	Do Not Use			
11	A	D02	3000	2017	0I	Regional Service Office			
12		D02	3000	2017	0J	Division of Vocational Rehabilitation			
13	D	D02	3000	2017	0K	Administration & Supp Svc			
14	A	D02	3000	2017	0L	Legal Services			
15		D02	3000	2017	0M	Scc/CSO			

Remove any rows that do not have an Action so that only the desired changes remain (see below). **Note that a row without an action will cause the entire file to be rejected**.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	sampleemail@ofm.wa.gov	D18	3000	2023	D18 Table Adds and Changes								
2	Action	Table	Agency	Bien	Function	Program	Sub Program	Activity	Title				
3	C	D18	3000	2023	10	190	01	11	Endpoint Desktop Services				
4	C	D18	3000	2023	10	190	01	12	Infrastructure Services				
5	C	D18	3000	2023	10	190	01	13	Help Desk				
6	A	D18	3000	2023	10	190	01	14	Agency Information Mgmt System (Aims)				
7	C	D18	3000	2023	10	190	02	11	Database Management Services				
8	C	D18	3000	2023	10	190	02	13	E-Time (Time & Leave App)				
9	A	D18	3000	2023	10	190	03	10	Csm Enterprise Systems Fee				
10	C	D18	3000	2023	10	190	03	12	Human Resources Management System (HRMS)				
11	A	D18	3000	2023	10	190	03	13	Enterprise Accounting Apps - Mainframe				
12	C	D18	3000	2023	10	190	03	15	Enterprise Shared Applications				
13	C	D18	3000	2023	10	190	03	16	Enterprise Budget Applications				
14	C	D18	3000	2023	10	190	03	17	Enterprise State Hr/Lro Applications				
15	C	D18	3000	2023	10	190	03	18	Enterprise Accounting Applications				
16	C	D18	3000	2023	10	190	03	19	Enterprise Data/Business Intelligence				
17	A	D18	3000	2023	10	190	03	20	Enterprise Systems Business Analysts				
18	A	D18	3000	2023	10	190	04	13	Governors Application Support				

It is recommended that the modified spreadsheet be saved first in the Excel format. If errors are encountered with the upload process, the entire file will need to be resubmitted. *It is much easier to make corrections in the Excel file than in a Text (Tab delimited) file.*

From the Excel menu, choose File, then Save As.

From the Save As window:
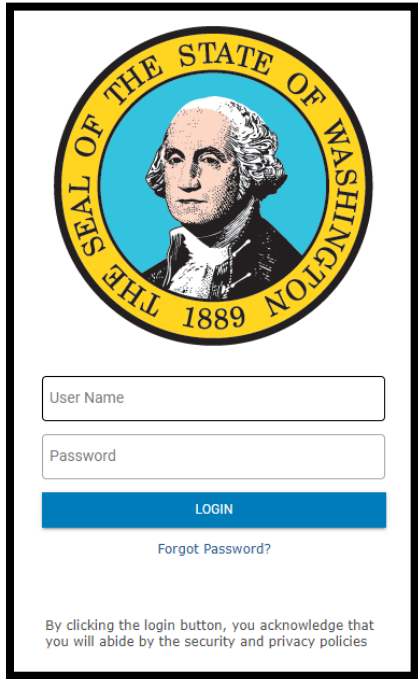
- Navigate on the left side of the screen and locate the destination where the file needs to be saved.
- Key in the desired **File name** (no longer than 15 characters).
- Then go to the **Save as type** drop down list and select **Text (Tab delimited)**.
- Click **Save**.
- Exit Excel.
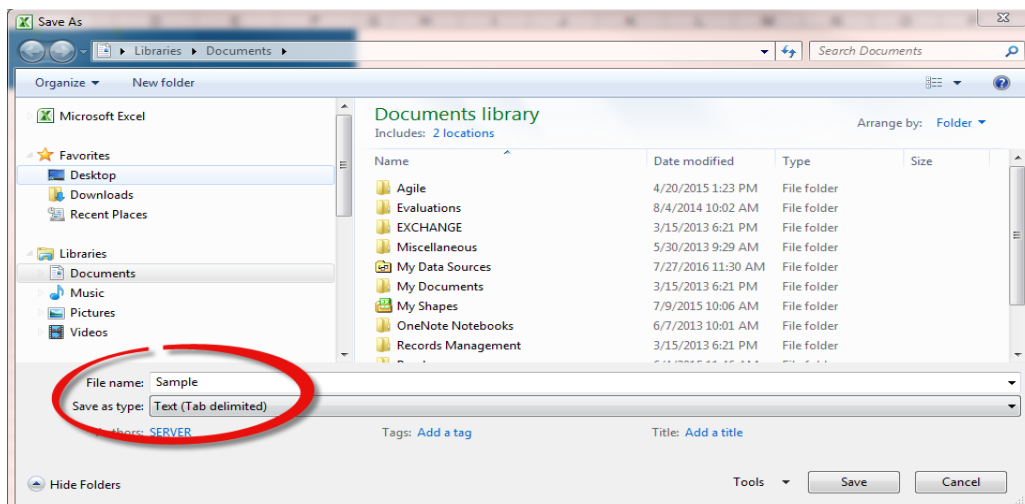
Using the Managed File Transfer Web Client

Logging in
Open a browser (Firefox, IE, Chrome) and go to this URL **https://mft.wa.gov**

Enter the MFT account name (given by OFM). This is case sensitive.
Enter the password and click **Log In**.

After logging in the files/folders seen may vary depending on access by agency user:

Uploading a file
Click **Upload** to use the Choose File window to locate the desired Text (Tab delimited) file.
Select the file and click **Open** (or double-click on the file). The file and path name will be loaded in the 'file' field.
Click **Upload File** and the file will appear on the right side of the screen.

NOTE: As indicated earlier, the file name cannot exceed 15 characters. Managed File Transfer appends the date and time stamp automatically to the file name and are not part of the 15 characters.

Once the data is uploaded to Managed File Transfer, the MFT will push the file out into a special queue for pick up by AFRS. When are sending files that need to be in sequence, be sure to let the first file

disappear from the MFT site prior to loading the next file. AFRS sweeps the special queue for data every half hour on the half hour during the hours AFRS is open. Although the tables will be updated in AFRS in near real time, the updates will not be reflected in Enterprise Reporting until the next day.

It is highly recommended that when sending related files, i.e. D16, D17, D18, etc. to submit the lowest table file first and verify the update in AFRS before submitting the next file.

Logging out

Click on Account Options in the top right hand corner
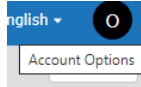
Click **Logout**.
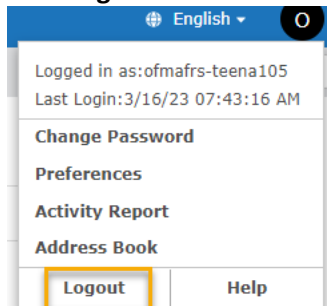
Alternatively, close the browser window by clicking the x in the top right-hand corner (not recommended).

Change password

Select the *My Account* tab.
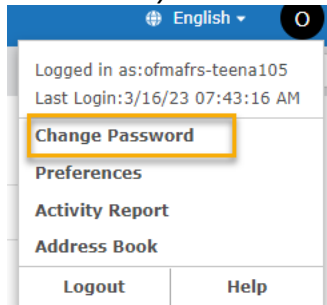
Enter current password and then enter and confirm the new password.

Click **Change Password**.

Validity checks/AFRS edits

Initially, the upload process performs some preliminary checks before processing.

- System will validate the HEADER information is present for all the following:
  - Table Id
  - Agency
  - Biennium
- If **any** of the validity checks fail, the file is rejected, and an email is sent with an attachment of the reject codes and the process stops.
- If the file is not rejected, it goes through the AFRS edits. If **any** records do not pass the AFRS edits, an email is sent to the agency with an attachment of the error codes and the process stops.
- If the file passes all the validity checks and AFRS edits the agency will receive a confirmation email that the data is good and processing.

Files that are rejected or don't pass the AFRS edits will need to be resubmitted by:

- Fix the errors in the Excel file.
- Re-save the Excel file
- Save-as Text (tab-delimited)
- Resubmit via MFT.

Agencies must review AFRS to verify that the changes have been made whether a notification is received or not. This is VERY important because not all fields will error when submitted incorrectly to AFRS.

- Certain fields will only error if they do not satisfy the minimum character requirement:
  - For example, 6 characters are required but only 5 are submitted. This will create an error.
- If 7 characters are entered, but only 6 are required, the last character will be truncated and the first 6 will be added to AFRS as a successful upload.

Any concerns should be sent to the OFM Help Desk by sending an email to HeretoHelp@ofm.wa.gov.

Emails

As part of the validation/edit process, emails are distributed for the following:

- **Data does not pass validity check** - user receives an email containing the applicable error codes and messages indicating why the data was rejected.
- **Data does not pass AFRS edits** - user receives an email indicating: "… there were errors. No data was loaded. Refer to the attachment for the latest list of errors. Please - fix the errors and resend all data again".
- **Data passes validity check** - user receives an email indicating: "… all data has been received and is processing".

NOTE: Emails are sent to the address contained in the first cell (A1) of the spreadsheet.

APPENDIX A
Available Tables for Upload

D07 – APPROPRIATION

D12 – SUB-SUB OBJECT (OFM only)

D13 – BUDGET UNIT

D32 – SUBSIDIARY CODE

D36 – SUB-SOURCE

D63 – ALLOCATION CODE

D65 – PROGRAM INDEX-ORGANIZATION INDEX

AGENCY SUB-SUBOBJECT INACTIVATE MAINTENANCE (TM.1.5)

CAS TABLES MAINTENANCE (DSHS, HCA & DCYF only):

        D72 – PROGRAM/SUB-PROGRAM/AI EDIT

        COST OBJECTIVE MAINTENANCE (TM.6.F)

        ALLOCATION SCHEDULE MAINTENANCE (TM.6.A)

        ALLOCATION SCHEDULE LINK MAINTENANCE (TM.6.G)

        BASE ELEMENT (TM.6.C)

        BASE SEQUENCE (TM.6.D)

        BASE ELEMENTS UPDATE (TM.6.J)

MASTER INDEX (TM.2.5)

ORGANIZATION INDEX TABLE (TM.2.3) and associated tables

        D02 – DIVISION

        D03 – BRANCH

        D04 – SECTION

        D05 – UNIT

        D06 – COST CENTER

PROGRAM INDEX (TM.2.2) and associated tables.

        D16 – PROGRAM

        D17 – SUB-PROGRAM

        D18 – ACTIVITY

        D19 – SUB-ACTIVITY

        D20 – TASK

PROJECT CONTROL (TM.2.4) and associated tables

    D42 – PROJECT

    D43 – SUB-PROJECT

    D44 – PROJECT PHASE

APPENDIX B
Master Index (MI) Upload

A Master Index record is made up of two parts:

> A = Master Index Area (Top part of the TM.2.5 record) (columns H-K of Excel Spreadsheet)
>
> B = Percent Record Area (Bottom part of the TM.2.5 record) (columns L-AC of Excel Spreadsheet)

When submitting updates to the Master Index, the following actions are available:

- **ADD (A)**
- **CHANGE (C)**
- **DELETE (D)**
- **NO CHANGE (X)**

- **ADD (A)**
  - For a brand new MI, both the A & B records must be submitted for the MI to be created.
  - If adding a new B record only, the A record must already exist. Best practice is to include the A record in the upload file.
  - Total of all B records must equal 100%

- **CHANGE (C)**
  - When changing the A record, the MI (not changeable) must exist in AFRS. All other associated fields that are part of the MI can be changed.
  - Changing a B record, requires the Percentage Record number to be changed and the <u>full account coding</u> that is desired in the MI after the change. Any existing coding in AFRS that is not included on the file will be removed from the MI in AFRS.
    - The total of all B records must equal 100% in AFRS in order for MI to be active.
    - *Note: if only changing the B record, best practice is to include the A record in the upload file with the "X" function.*

Example:
- ☞ Original record in AFRS: FUND: 608 APPN: 012 PI: 11111
  - Correct submittal example:
    - FUND: 001 APPN: 011 PI: 12345
      - ○ Results in populating of Fund, Appn & PI in AFRS.
  - Incorrect submittal examples:
    - FUND: 001 APPN: ___ PI: ___
      - ○ Results: Fund: 001 APPN: ____ PI: ____
    - FUND: ___ APPN: ___ PI: 12345
      - ○ Results: Fund: ___ APPN: ____ PI: 12345

Reminder: AFRS will clear all coding fields not submitted/left blank

- **DELETE (D)**
  (Do not Delete records on the same file used to Add or Change records)
  - ○ To delete the whole MI (A and all B records), simply delete the A record. All the associated B records will automatically be deleted.
  - ○ If deleting a B record, enter the Percent record number to be deleted. Best practice is to include the A record in the upload file with the "X" function.
    - ■ Note: If deleting all the B records for an MI and do not delete the A record, the file will error off and no updates will be done.

- **NO CHANGE (X)**
  - ○ No change is made to that specific record.
    - ■ If updating the A records & B records, both can be included the same upload file.
    - ■ If updating only the A records, either only include the A record in the upload or also include the B record with the X function.
    - ■ If updating only the B records, best practice is to include the A record in the upload file with the X function.

NOTE: The "A" record will need to equal 100.0% after all adds, changes, and deletes in order for the MI to be active.

Below is what will happen to the Active Flag in various scenarios:

1. Action: Add, Change, or Delete of a "B" record type when no "A" record type is in uploaded file.
   a. System will verify the "A" record exists and then update the count & percent. If percent equals 100.0% on the A record after the updates, the Active Switch will be set to 'Y' (active). If it does not equal 100.0%, then the Active Switch will be set to 'N' (inactivate).

2. Action: Add or Change of the "A" record where the Active Switch field is 'N' and there are associated "B" records being updated.
   a. System will update the B records, update the A record count & percentage, and retain the "N" in the Active Switch as requested.

3. Action: Add or Change of the "A" record where the Active Switch field is 'Y' and there are associated "B" records being updated.
   a. System will update the B records and update the A record count & percentage. If percent equals 100.0% on the A record, the Active Switch will be 'Y' (active). If it does not equal 100.0% then the Active Switch will be set to 'N' (inactivate).

NOTE: The decimal is required for the B record Percentage. See samples below.

Action	Table	Agency	Biennium	Master Index	Record Type	Percent Rec	Title	Start Date	End Date	Active Switch	Percent	Fund	Appropriation	Program Ind	Organization	Project	Sub Project	Proj Phase	County	City/Town	Work Class	Allo
	MI	1630	2017	00051110	A		CTS Adminis	20150701	20151031	Y												
	MI	1630	2017	00051110	B	01					100.0	419	970	A1110	1110	ITMO	00	00				
	MI	1630	2017	00051111	A		Human Resc	20150701	20151031	Y												
	MI	1630	2017	00051111	B	01					100.0	419	970	A1111	1111	ITMO	00	00				
	MI	1630	2017	00051114	A		CTS Facilitie	20150701	20150817	Y												
	MI	1630	2017	00051114	B	01					100.0	419	970	A1114	1114	ITMO	00	00				
	MI	1630	2017	0005111K	A		Human Resc	20150701	20150817	Y												
	MI	1630	2017	0005111K	B	01					100.0	03K	978	A1111	1111	ITMO	00	00				
	MI	1630	2017	00051121	A		Finance Offic	20150701	20150817	Y												
	MI	1630	2017	00051121	B	01					100.0	419	970	A1121	1121	ITMO	00	00				
	MI	1630	2017	00051123	A		Office of Lega	20150701	20150817	Y												
	MI	1630	2017	00051123	B	01					100.0	419	970	A1123	1123	ITMO	00	00				
	MI	1630	2017	00051129	A		Agency Techr	20150701	20150817	Y												
	MI	1630	2017	00051129	B	01					100.0	419	970	A1129	1129	ITMO	00	00				

	Action	Table	Agency	Biennium	Master In	Record Ty	Percent R	Title	Start Date	End Date	Active Sw	Percent	Fund	Appropria	Program	Organizat	Project	Sub Proje	Proj Phas	County
		MI	1630	2017																
56		MI	1630	2017	00064110	A		Csd-Adminis	20150701	20160920	Y									
57		MI	1630	2017	00064110	B	01					1.9	458	963	D4210	4210	OH41	10	00	
58		MI	1630	2017	00064110	B	02					7.0	458	963	D4510	4438	OH41	10	00	
59		MI	1630	2017	00064110	B	03					17.1	458	963	D4510	4562	OH41	10	00	
60		MI	1630	2017	00064110	B	04					19.2	458	963	D4510	4562	OH41	10	00	
61		MI	1630	2017	00064110	B	05					3.9	458	963	D4590	4589	OH41	10	00	
62		MI	1630	2017	00064110	B	06					2.2	458	963	D4590	4593	OH41	10	00	
63		MI	1630	2017	00064110	B	07					2.8	458	963	D4710	4721	OH41	10	00	
64		MI	1630	2017	00064110	B	08					3.4	458	963	D4730	4722	OH41	10	00	
65		MI	1630	2017	00064110	B	09					1.4	458	963	D4720	4723	OH41	10	00	
66		MI	1630	2017	00064110	B	10					2.5	458	963	D4720	4727	OH41	10	00	
67		MI	1630	2017	00064110	B	11					18.9	458	963	D4710	4730	OH41	10	00	
68		MI	1630	2017	00064110	B	12					.9	458	963	D4720	4741	OH41	10	00	
69		MI	1630	2017	00064110	B	13					4.5	458	963	D4710	4742	OH41	10	00	
70		MI	1630	2017	00064110	B	14					.9	458	963	D4720	4744	OH41	10	00	
71		MI	1630	2017	00064110	B	15					13.4	458	963	D4730	4785	OH41	10	00	

APPENDIX C
CAS Base Element Upload

The Cost Allocation Base Elements can be updated during a two-week period after the 15th of the month.

Uploading to the Base Element affects the following Cost Allocation System Tables :

- TM.6.C – Base Element
- TM.6.D – Base Sequence
- TM.6.J – Base Elements Update

Note: These associated tables of Base Sequence & Base Elements Update cannot be updated individually through this table upload process but can be manually updated in AFRS.

When submitting updates to the Base Elements via the table upload process, do one of the following:

1. Use the Enterprise Reporting BI Launchpad (Webi) Template, or
2. If using an internal spreadsheet the format must match exactly to the Template in ER.

Below is what the template looks like in ER:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Enter Email	BE			Enter Optional File Name (max 28 char.)													
2	Action/Function	Table	Agency	Bien	Category	Fiscal Month	Base	Element	Base Title	Allocation Methodology	Base Type	Period Type	From (BI/FM)	To (BI/FM)	Cost Object	Target Base	Roll Flag	Amount
3		BE																
4																		
5																		
6																		
7																		

There are several fields that are for informational purposes only and cannot be updated by this process, and they are:

- Category
- Base
- Base Title
- Allocation Methodology
- Base Type
- Period Type
- From (BI/FM)
- To(BI/FM)
- Roll Flag

The following actions are available for elements, within an existing base:

- **ADD (A)**
- **CHANGE (C)**
- **DELETE (D)**
- **NO CHANGE (X)**

NOTE: All element records associated with one Base must be in the table upload spreadsheet, along with their Base record, whether they are being changed or not. Changes to the Base Record are not allowed. Total base should equal the total of all base elements.

	Action/Function	Table	Agency	Bien	Category	Fiscal Month	Base	Element	Base Title	Allocation Methodology	Base Type	Period Type	From (BI/FM)	To (BI/FM)	Cost Object	Target Base	Roll Flag	Amount
1	Enter Email	BE	3000	2019	Enter Optional File Name (max 28 char.)													
3	X	BE	3000	2019	B	09	099		TERMINATION LEAVE BASE	06	M	R	0000	0000			Y	16,098,
4	X	BE	3000	2019	E	09	099	003							A0000			75
5	X	BE	3000	2019	E	09	099	005							Y081E			
6	X	BE	3000	2019	E	09	099	007							A0001			
7	X	BE	3000	2019	E	09	099	011							A0002			
8	X	BE	3000	2019	E	09	099	015							A0003			0.