Section I	November 2022

Online Organization Index Table Maintenance Errors

Organization Index Table maintenance transactions are entered and edited directly online. Transactions must pass the online edits before they are added to the Organization Index Table (TM.2.3).

Organization Index Control Key: Agency, Organization Index and   Biennium.

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=== AFRS =(TM.2.3)===== ORGANIZATION INDEX MAINTENANCE =========== C105P110 ===
TR: _____                    LAST UPDATE:


  FUNCTION: _    (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)

    AGENCY: 9990     INDEX: ____       BIENNIUM: 17

     DIVISION: __       BRANCH: __        SECTION: __         UNIT: __

  COST CENTER: __      COUNTY: ___      CITY/TOWN: ____

        PROJ: ____   SUB-PROJ: __      PROJ PHASE: __   BUDGET UNIT: ___

     ALLOT ORG LEVEL IND: _  GL ORG LEVEL IND: _

     TITLE: _____



              F3=RETURN,  F12=MESSAGE,  CLEAR=EXIT
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I01 - RECORD ALREADY EXISTS

Explanation: There is an entry already in the system for the Control Key specified. Add transactions must not find a matching record.

Suggestion: Use the correct Control Key. If the correct control key was entered, a record already exists for the Control Key. It is recommended that once financial transactions have posted to the AFRS system for an organization index, the informational elements should not be changed for that index.

I02 - INDEX BEING USED- CANNOT CHANGE OR DELETE

Explanation: Business rules require that once an Org Index has been used, the important organization values cannot be changed. Values are: Division, Branch, Section, Unit and Cost Center.

Suggestion: If a mistake was made in the creation of the Org Index, then you must create a new Org Index key to be used. Great care should be exercised when adding records initially to assure they are correct.

I03 - RECORD NOT FOUND

Explanation: There is no previous entry in the system for the Control Key specified. A Change or Delete cannot be made without a matching record.

Suggestion: Use the correct the Control Key.

I04 - INVALID FUNCTION

Explanation: An invalid character was entered in the Function. Valid characters are the letters 'A' = Add; 'C'= Change; 'D' = Delete; 'V' = View; 'N' = Next; or 'P' = Print.

Suggestion: Use one of the valid functions to enter or correct the Organization Index Table.

I05 - INVALID CHARACTER USED

Explanation: An invalid character was entered in the title field. Valid characters are: Alphabetic, Numeric, and the following special characters: @ # ? % $ & * ! / ; : ( ) , - .

Suggestion: Locate the position noted in the error message and update the title to ensure it only includes allowed characters.
Do not copy and paste into the title field.

I10 - AGENCY INVALID

Explanation: Agency must be defined in the Agency Maintenance Table (D53) for the biennium specified OR the agency was closed.

Suggestion: Use a valid agency in the Agency Maintenance Table (D53) and for the biennium specified, which has not been closed.

I11 - INDEX CODE INVALID
Explanation: An invalid character was entered in the Organization Index. Valid characters are numbers 0 through 9, letters A through Z.

Suggestion: Enter an Organization Index using valid characters as defined above.

I12 - BIENNIUM INVALID
Explanation: The Biennium used is not presently valid. A valid biennium can be established from the Organizational Control Maintenance screen TM.3.1.

Suggestion: Enter a biennium that is valid, as defined above.

I13 - BUDGET UNIT NOT IN D13
Explanation: Budget Unit must be defined in the Budget Unit Descriptor Table (D13).

Suggestion: Use Budget Unit information as defined in the Budget Unit Descriptor Table (D13).

I14 - TITLE INVALID
Explanation: Title must not be blank.

Suggestion: Input a title on the title line.

I15 - DIVISION NOT IN D02
Explanation: Division must be defined in the Division Descriptor Table (D02) and is required.

Suggestion: Use the correct Division Code, as defined in the Division Descriptor Table (D02).

I16 - BRANCH NOT IN D03
Explanation: Branch must be defined in the Branch Descriptor Table (D03).

Suggestion: Use the correct Branch Code, as defined in the Branch Descriptor Table (D03).

I17 - SECTION NOT IN D04
Explanation: Section must be defined in the Section Descriptor Table (D04).

Suggestion: Use the correct Section Code, as defined in the Section Descriptor Table (D04).

I18 - UNIT NOT IN D05

Explanation: Unit must be defined in the Unit Descriptor Table (D05).

Suggestion: Use the correct Unit Code, as defined in the Unit Descriptor Table (D05).

I19 - COST CENTER NOT IN D06

Explanation: Cost Center must be defined in the Cost Center Descriptor Table (D06).

Suggestion: Use the correct Cost Center Code, as defined in the Cost Center Descriptor Table (D06).

I21 - PROJECT INVALID

Explanation: Project must be defined in the Project Control Table (TM.2.4) or be blank.

Suggestion: Use the correct Project Code, as defined in the Project Control Table (TM.2.4) or leave blank.

I22 - PROJECT AND/OR SUB-PROJECT REQUIRED

Explanation: A Project Phase was entered without a Project or Sub-Project. There must be a Project and Sub-Project before you can enter a Project Phase.

Suggestion: Enter the Project and/or Sub-Project.

I23 - ALLOT ORG LEVEL IND INVALID

Explanation: An invalid character was entered in the Allotment Organization Level Indicator.

Suggestion: Use the correct Allotment Organization Level Indicator (valid characters are 0 and letters A through F).

I24 - GL ORG LEVEL IND INVALID

Explanation: An invalid character was entered in the General Ledger Organization Level Indicator. Valid characters are numbers 0 or 1.

Suggestion: Use the correct General Ledger Organization Level Indicator (valid characters are numbers 0 or 1).

I25 - COUNTIES INVALID

Explanation: Counties must be defined in the County Descriptor Table (D37) or be blank.

Suggestion: Use the correct County Code as defined in the County Descriptor Table (D37) or leave blank.

I26 - CITY/TOWN INVALID

Explanation: City or Town must be defined in the City/Town Descriptor Table (D38) or be blank.

Suggestion: Use the correct City/Town Code as defined in the City/Town Descriptor Table (D38) or leave blank.

I28 - ALLOT ORG LVL IND INVALID COMBINATION

Explanation: The Allotment Organization Level Indicator must equal one of the following combinations:
1. When '0', 'A' or 'B', Division is required
2. When 'C', Division and Branch are required;
3. When 'D', Division, Branch and Section are required;
4. When 'E', Division, Branch, Section and Unit are required;
5. When 'F', Division, Branch, Section, Unit and Cost Center are required.

Suggestion: Once you have decided on the Allotment level for your agency you will need to make sure that all appropriate fields are entered. Refer to the Organization Index Table manual located on our user documentation at:
https://ofm.wa.gov/it-systems/accounting-systems/agency-financial-reporting-system-afrs/afrs-documentation

I30 - DIV NOT MATCH- INDEX POSITION 1 (DSHS ONLY)

Explanation: Agency 3000 (DSHS) requires that the second position of the Division number must be the first position of the Organization Index.

Suggestion: Verify the second position of the Division is correct.

I31 - BRANCH NOT MATCH-INDEX POS 2 (DSHS ONLY)

Explanation: Agency 3000 (DSHS) requires that the second position of the Branch number must be the second position of the Organization Index, unless the second position of the Organization Index is an X

or an '0' and the value of the Branch second position is 'A', '0' or SPACE.

Suggestion: Verify the second position of the Branch is correct.

I32 - SECTION NOT MATCH-INDEX POS 3 (DSHS ONLY)

Explanation: Agency 3000 (DSHS) requires that the second position of the Section number must be the third position of the Organization Index, unless the second position of the Organization Index is an X or an '0' and the value of the Section second position is 'A', '0' or SPACE.

Suggestion: Verify the second position of the Section is correct.

I33 - UNIT NOT MATCH- INDEX POSITION 4 (DSHS ONLY)

Explanation: Agency 3000 (DSHS) requires that the second position of the Unit number must be the fourth position of the Organization Index, unless the second position of the Organization Index is an X or an '0' and the value of the Unit second position is 'A', '0' or SPACE.

Suggestion: Verify the second position of the Unit is correct.

I34- UNUSED ORG INDEX NOT ROLLED

Explanation: This Organization Index (OI) record was created before the current fiscal year and has not been used on a transaction during the entire current biennium. Thus, it will not be rolled/was not rolled to the ensuing biennium.

Suggestion   If this PI is needed for the ensuing biennium, the agency will need to re-establish the record after the AFRS table roll occurs.