*Agency Financial Reporting System*

# Agency Sub-SubObject Inactivate - ONLINE

Screen TM.1.5

**OVERVIEW**

Beginning with the Biennium 2019, the Sub-SubObject Table (D12) was changed from Agency and Statewide to **Statewide only**.  There are currently a little more than 2,300 Statewide sub-subobjects in the D12.

It became apparent to agencies that this could cause errors in miscoding of transactions and they wanted a way to reduce the sub-subObject Table down to a more manageable set for their specific agency.

The decision was that agencies would be given the ability to inactivate their agency copy of the Statewide Sub-Subobject (D12) table through a manual process or using the "AFRS Automated Table Upload Process."  This document provides instructions for using the online process.

Sub-subobjects can be inactivated or reactivated as needed by the agency. However, if the Office of Financial Management - Statewide Accounting, inactivates a sub-subobject, it is set to inactive for all agencies and cannot be changed by the agency.

## Accessing the Agency Sub-SubObject Inactivate Maintenance Screen

From the AFRS Primary Menu:
1. Enter your agency number
2. Enter 'TM' in Select Function
3. Press Enter

```
=== AFRS ====================== PRIMARY MENU ==================== C105P05A ===
     TM -- TABLES                         IN -- INPUT/CORRECTION

     MI -- MASTER FILE INQUIRY            VE -- VENDOR/PAYMENT/CANCELLATION

     RD -- ON-DEMAND REPORTING            RR -- REPORT REQUEST

     BI -- BATCH INTERFACE LOG            OM -- OMWBE SUB-CONTRACTOR REPORTING

     SS -- SYSTEM SECURITY                CL -- HELP PHONE LIST




                             AGENCY: 9990
                      SELECT FUNCTION: TM

                    PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
PRIVACY NOTICE:
THE AFRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.
SAFEGUARDING/DISPOSITION OF AFRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.
```

From the Table Maintenance menu:
1. Enter "1" in the Select Function
2. Press Enter

```
=== AFRS =(TM)============= TABLE MAINTENANCE MENU =============== C105P05C ===
 TR: _____




                         1 -- ONLINE TABLES

                         2 -- CODING TABLES

                         3 -- SYSTEM CONTROLS

                         4 -- FEDERAL TABLES

                         5 -- IRS TABLES

                         6 -- COST ALLOCATION SYSTEM (CAS)



                         SELECT FUNCTION: 1


                 PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

From the Online Tables menu:
1. Enter "5" in the Select Function
2. Press Enter

```
=== AFRS =(TM.1)=============== ONLINE TABLES ================== C105P051 ===
  TR: _____



                        1 -- DESCRIPTOR MAINTENANCE

                        2 -- TRANSACTION CODE DECISION MAINTENANCE

                        3 -- PAYMENT CARD

                        4 -- PAYMENT EXCEPTION CODE TABLE

                        5 -- AGENCY SUB-SUBOBJECT INACTIVATE MAINTENANCE



                           SELECT FUNCTION: 5


                    F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

You will be taken to the Agency Sub-SubObject Inactivate Maintenance
screen:

```
=== AFRS =(TM.1.5)= AGENCY SUB-SUBOBJECT INACTIVATE MAINTENANCE  = C105P101 ==
  TR: _____                                                          9990

 FUNCTION: N  (S=SELECT, C=CHANGE, N=NEXT, B=BACK, R=RESET)

 BIEN: _  SUB OBJECT:   SUB-SUBOBJECT:                              SW
 INACTIVE     SUB SS                                          USED INACTIVE
   FLAG  BIEN OBJ OBJ   TITLE                                 FLAG  FLAG
     I    19  AA  A000  STATE_CLASSIFIED_____   N     I
     I    19  AA  A010  INTERMITTENT_WAGES_____   N     I
     _    19  AA  A100  SALARY_APPROPRIATION_TRANSFERS_____   N     _
     _    19  AA  CRAT  DFW_COMPOSITE_RATE_____   N     _
     _    19  AA  LEAV  LEAVE_PORTION_OF_FTE_____   N     _
     _    19  AA  SW01  REGULAR_SALARIES_____   N     _
     _    19  AA  SW02  SHIFT_DIFFERENTIAL_____   N     _
     _    19  AA  SW03  STANDBY_____   N     _
     _    19  AA  SW04  ASSIGNMENT_PAY_____   N     _
     _    19  AA  SW07  TWAR_____   N     _
     _    19  AB  B000  HIGHER_EDUCATION_CLASSIFIED_____   N     _
     _    19  AB  CRAT  DFW_COMPOSITE_RATE_____   N     _
     _    19  AC  CRAT  DFW_COMPOSITE_RATE_____   N     _

                  F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

Or, from any other AFRS screen, in the TR:___(transfer field) type
1. Enter "TM.1.5"
2. Press Enter.

```
=== AFRS =(VE)======= VENDOR/PAYMENT/CANCELLATION MENU =========== C105P05F ===
  TR: TM.1
                        1 -- COMBINED VENDOR SELECTION

                        2 -- AGENCY VENDOR MAINTENANCE

                        3 -- STATEWIDE VENDOR MAINTENANCE

                        6 -- PAYMENT PROCESS CONTROLS

                        7 -- PAYMENT CANCELLATION AND RETURNS

                        8 -- INTER-AGENCY VENDORS

                        9 -- AGENCY RETURN ADDRESS




                        SELECT FUNCTION: _

                   PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

The Agency Sub-SubObject Inactivate Maintenance screen displays.

```
=== AFRS =(TM.1.5)= AGENCY SUB-SUBOBJECT INACTIVATE MAINTENANCE  = C105P101 ===
TR: _____                                                            9990

 FUNCTION: _  (S=SELECT, C=CHANGE, N=NEXT, B=BACK, R=RESET)

 BIEN: _  SUB OBJECT:    SUB SUB OBJECT:                              SW
 INACTIVE      SUB SS                                         USED INACTIVE
   FLAG  BIEN OBJ OBJ  TITLE                                  FLAG   FLAG
    _     19  AA  A000  STATE_CLASSIFIED_____ N    _
    _     19  AA  A010  INTERMITTENT_WAGES_____ N    _
    _     19  AA  A100  SALARY_APPROPRIATION_TRANSFERS_____ N    _
    I     19  AA  CRAT  DFW_COMPOSITE_RATE_____ N    I
    _     19  AA  LEAV  LEAVE_PORTION_OF_FTE_____ N    _
    _     19  AA  SW01  REGULAR_SALARIES_____ N    _
    _     19  AA  SW02  SHIFT_DIFFERENTIAL_____ N    _
    _     19  AA  SW03  STANDBY_____ N    _
    _     19  AA  SW04  ASSIGNMENT_PAY_____ N    _
    _     19  AB  B000  HIGHER_EDUCATION_CLASSIFIED_____ N    _
    I     19  AB  CRAT  DFW_COMPOSITE_RATE_____ N    I
    I     19  AC  CRAT  DFW_COMPOSITE_RATE_____ N    I
    _     19  AC  C000  STATE_EXEMPT_____ N    _

                   F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

**Functions:**  The function codes are as follows:

   **S** = Allows you to **S**elect the records that you want to look at

   **C** = **C**hange the Inactive Flag field to either an "I" for inactivate or "blank" to reactivate the sub-subobjects.

   > ***NOTE:   If the sub-subobject has been inactivated by OFM Statewide Accounting, the field will be protected and cannot be changed.***

   **N** = Displays the **N**ext Page of sub-subObjects.

   **B =** Go **B**ack to the the previous page of sub-subObjects.

   **R** = **R**eset allows you to clear all of the fields on the screen that can be changed.  This includes the Select area and the Inactive Flag area.

## Field Names:

- *Inactive Flag* – Allows the agency to inactivate a statewide sub-subobject at the agency level.  This will reduce the number of active sub-subobjects for your agency down to what is needed to record transactions.

- *Biennium* – This is a two digit (numeric) code for the biennium that allows you to select a specific biennium to search for within the sub-subobject table. For example, for the 2017-2019 biennium, type in 19.  **Note:  Biennium 17 is not available for this process.**

- SubObject – This is a two digit (alpha) code that allows you to select a specific subobject to be searched for within the sub-subobject table.

- Sub-SubObject – This four digit (alphanumeric) code allows you to select a specific sub-subobject to be searched for within the sub-subobject table.

- Title – Name that is on the Statewide D12.

- Used Flag – Indicates whether a sub-subobject has been used by the agency. The default setting is "N" (not used).  Once a sub-subobject is used in an agency transaction, the flag will change to "Y" (used).

- SW Inactive flag – Indicates the status (active or inactive) at the statewide level.  Blank = Active.  I = Inactive.  The statewide level inactive flag is controlled by OFM Statewide Accounting.  When a sub-subobject is inactive at the statewide leve, the agency cannot set the sub-subobject to active.

## How to SELECT where to start.

```
=== AFRS =(TM.1.5)= AGENCY SUB-SUBOBJECT INACTIVATE MAINTENANCE  = C105P101 ===
TR: _____                                                              9990

 FUNCTION: _  (S=SELECT, C=CHANGE, N=NEXT, B=BACK, R=RESET)

 BIEN: _  SUB OBJECT: __  SUB SUB OBJECT: ____                        SW
 INACTIVE     SUB SS                                          USED INACTIVE
  FLAG  BIEN OBJ OBJ   TITLE                                  FLAG   FLAG
    _      19  AA  A000  STATE_CLASSIFIED_____  N     _
    _      19  AA  A010  INTERMITTENT_WAGES_____  N     _
    _      19  AA  A100  SALARY_APPROPRIATION_TRANSFERS_____  N     _
    I      19  AA  CRAT  DFW_COMPOSITE_RATE_____  N     I
    _      19  AA  LEAV  LEAVE_PORTION_OF_FTE_____  N     _
    _      19  AA  SW01  REGULAR_SALARIES_____  N     _
    _      19  AA  SW02  SHIFT_DIFFERENTIAL_____  N     _
    _      19  AA  SW03  STANDBY_____  N     _
    _      19  AA  SW04  ASSIGNMENT_PAY_____  N     _
    _      19  AB  B000  HIGHER_EDUCATION_CLASSIFIED_____  N     _
    I      19  AB  CRAT  DFW_COMPOSITE_RATE_____  N     I
    I      19  AC  CRAT  DFW_COMPOSITE_RATE_____  N     I
    _      19  AC  C000  STATE_EXEMPT_____  N     _

                  F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

When you first come into the Agency Sub-SubObject Inactivate Maintenance screen, the system will populate from the beginning of the sub-subobjects.  You can start here and use the Next/Back to search through the sub-subobjects to locate the sub-subobject(s) that you want to inactivate.  If you want to look up specific sub-subobjects, you can use the Select function.

The Select function allows you to search the sub-subobject table by one or a combination of all three fields:

- BIEN (Biennium) = this is a two digit numeric field that must be completely filled in if you are going to use this field.
- SUB OBJECT = this is a two digit alpha field that can have the first digit filled in or both digits filled in.  Example:  e_ or ea.
- SUB-SUBOBJECT = this is a four digit alphanumeric field that can have the first digit filled in; the first & second digit filled in; the first, second & third digit filled in; or all four digits filled in.  Example:  1___, 10__, 10A_ or 10A1.

## How to INACTIVE OR REACTIVATE a Sub-SubObject.

Once you have located the sub-subobject(s) that you want to inactivate or reactivate you can use the INACTIVE FLAG field to the left of the record to update its agency status.

In the Function line enter a **C (=Change)** and then place your cursor into the field next to the sub-subobject that you want to change and enter one of the following:

- I = Inactivate – if the field is blank you can enter an "I" in the field to inactivate.
- " " = Reactivate – if an "I" is present and not protected you can enter a space in the field to reactivate the sub-subobject.

Press the enter key and you will get the response that the record (s) have been updated.

```
=== AFRS =(TM.1.5)= AGENCY SUB-SUBOBJECT INACTIVATE MAINTENANCE  = C105P101 ===
    TR: _____                                                              9990

    FUNCTION: C (S=SELECT, C=CHANGE, N=NEXT, B=BACK, R=RESET)

    BIEN: __  SUB OBJECT: B_  SUB SUB OBJECT: ____                          SW
    INACTIVE      SUB SS                                            USED INACTIVE
     FLAG  BIEN OBJ OBJ    TITLE                                    FLAG   FLAG
      _      19  BA  A000  OLD_AGE_AND_SURVIVORS_INSURANCE_____  N     _
      _      19  BA  A100  BENEFITS_APPROPRIATION_TRANSFERS_____  N     _
      I      19  BA  CRAT  DFW_COMPOSITE_RATE_____  N     I
      _      19  BB  B000  RETIREMENT_AND_PENSIONS_____  N     _
      I      19  BB  CRAT  DFW_COMPOSITE_RATE_____  N     I
      I      19  BC  CRAT  DFW_COMPOSITE_RATE_____  N     I
      _      19  BC  C000  MEDICAL_AID_&_INDUSTRIAL_INSURANCE_____  N     _
      I      19  BD  CRAT  DFW_COMPOSITE_RATE_____  N     I
      _      19  BD  D000  "HEALTH,_LIFE_&_DISABILITY_INSURANCE"___  N     _
      _      19  BE  E000  ALLOWANCES_____  N     _
      I      19  BE  E020  CLOTHING/TOOLS/EQUIP_____  N     _
      _      19  BE  SW21  COMMUTE_TRIP_REDUCTION_____  N     _
      I      19  BE  SW22  CELLULAR_DEVICE_____  N     _

                   F3=RETURN, F12=MESSAGE, CLEAR=EXIT
RECORD(S) UPDATED
```

Note:  Inactive Flags that have an "I" in the SW Inactive Flag field and the Inactive Flag Field are protected and cannot be changed by an agency.

To continue to the next page simply update the Function with an "**N**" (next) and hit enter. This will take you to the next set of codes that you can modify.

```
=== AFRS =(TM.1.5)= AGENCY SUB-SUBOBJECT INACTIVATE MAINTENANCE  = C105P101 ===
    TR: _____                                                          9990


 FUNCTION: N  (S=SELECT, C=CHANGE, N=NEXT, B=BACK, R=RESET)


 BIEN: __  SUB OBJECT: B_  SUB SUB OBJECT: ____                       SW
 INACTIVE       SUB SS                                        USED INACTIVE
  FLAG  BIEN OBJ OBJ   TITLE                                   FLAG   FLAG
    _     19  BF  F000  UNEMPLOYMENT_COMPENSATION_____ N     _
    _     19  BG  G000  SUPPLEMENTAL_RETIREMENT_PAYMENTS_____ N     _
    I     19  BH  CRAT  DFW_COMPOSITE_RATE_____ N     I
    _     19  BH  H000  HOSPITAL_INSURANCE_(MEDICARE)_____ N     _
    _     19  BP  P000  NET_PENSION_LIAB_ADJUST_(PROP_ONLY)_____ N     _
    _     19  BR  R000  OTHER_POST_EMPLOYMENT_BENEFITS_EXPENSE_____ N     _
    _     19  BT  T000  SHARED_LEAVE_PROVIDED_SICK_LEAVE_____ N     _
    _     19  BU  U000  SHARED_LEAVE_PROVIDED_PER_HOLIDAY_____ N     _
    _     19  BV  V000  SHARED_LEAVE_PROVIDED_ANNUAL_LEAVE_____ N     _
    _     19  BW  W000  SHARED_LEAVE_RECEIVED_____ N     _
    _     19  BZ  Z000  OTHER_EMPLOYEE_BENEFITS_____ N     _
    _     19  BZ  Z010  JONES_ACT_-_MEDICAL_PROVIDERS_____ N     _
    _     19  BZ  Z020  JONES_ACT-EMPLOYEE_MAINTENANCE_PAYMENTS_____ N     _


                 F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

**How to RESET the Sub-SubObject screen.**

If, prior to pressing enter to process changes, you want to clear all your entries on the TM.1.5 screen, you can use the RESET function to clear all the input fields. This will clear your select and inactive flag fields. The reset also changes the sort back to the default of Sub Object order.

In the Function line enter an **R (=Reset)** and hit enter. This will reset your screen to have no data in the select fields. If you did not complete your changes, they will cleared.

EXAMPLE OF BEFORE RESET:

```
=== AFRS =(TM.1.5)= AGENCY SUB-SUBOBJECT INACTIVATE MAINTENANCE  = C105P101 ===
    TR: _____                                                            9990

 FUNCTION: C  (S=SELECT, C=CHANGE, N=NEXT, B=BACK, R=RESET)

 BIEN: __  SUB OBJECT: G_  SUB SUB OBJECT: ____                          SW
 INACTIVE      SUB SS                                           USED INACTIVE
  FLAG  BIEN OBJ OBJ    TITLE                                   FLAG   FLAG
   I     19  GA  A000   IN-STATE_SUBSISTENCE_&_LODGING_____  N      _
         19  GA  A010   IN-STATE_MEALS_AND_LODGING_EMPLOYEE_____ N     _
   I     19  GA  A020   IN-STATE_MEALS_AND_LODGING_NON_EMPLOYEE_ N     _
   _     19  GA  A030   IN-STATE_MEALS_AND_LODGING_BRDS_&_COMMS_ N     _
   _     19  GA  A040   IN-STATE_MEALS_TAXABLE_BRDS_AND_COMMS___ N     _
   I     19  GA  SW41   IN-STATE_MEALS_TAXABLE_EMPLOYEE_____ N      _
         19  GB  B000   IN-STATE_AIR_TRANSPORTATION_____ N       _
   I     19  GB  B010   IN-STATE_AIR_TRANSPORTATION_EMPLOYEE___ N      _
   _     19  GB  B020   IN-STATE_AIR_TRANSPORTATION_NON_EMPLOYEE N     _
   I     19  GB  B030   AIR_TRANSPORTATION_BRDS_AND_COMMS_____ N      _
   _     19  GC  C000   PRIVATE_AUTOMOBILE_MILEAGE_____ N       _
   _     19  GC  C010   POV_MILEAGE_EMPLOYEE_____ N       _
   _     19  GC  C020   POV_MILEAGE_NON_EMPLOYEE_____ N       _


              F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

EXAMPLE OF AFTER RESET

```
=== AFRS =(TM.1.5)= AGENCY SUB-SUBOBJECT INACTIVATE MAINTENANCE  = C105P101 ===
    TR: _____                                                          9990


  FUNCTION: _  (S=SELECT, C=CHANGE, N=NEXT, B=BACK, R=RESET)


  BIEN: __ SUB OBJECT: __ SUB SUB OBJECT: ____                          SW
  INACTIVE      SUB SS                                         USED INACTIVE
   FLAG  BIEN OBJ OBJ   TITLE                                  FLAG   FLAG
    I     19  GA  A000  IN-STATE_SUBSISTENCE_&_LODGING_____ N     _
    I     19  GA  A010  IN-STATE_MEALS_AND_LODGING_EMPLOYEE_____ N     _
    I     19  GA  A020  IN-STATE_MEALS_AND_LODGING_NON_EMPLOYEE_____ N     _
    _     19  GA  A030  IN-STATE_MEALS_AND_LODGING_BRDS_&_COMMS_____ N     _
    _     19  GA  A040  IN-STATE_MEALS_TAXABLE_BRDS_AND_COMMS_____ N     _
    _     19  GA  SW41  IN-STATE_MEALS_TAXABLE_EMPLOYEE_____ N     _
    _     19  GB  B000  IN-STATE_AIR_TRANSPORTATION_____ N     _
    _     19  GB  B010  IN-STATE_AIR_TRANSPORTATION_EMPLOYEE_____ N     _
    _     19  GB  B020  IN-STATE_AIR_TRANSPORTATION_NON_EMPLOYEE____ N     _
    _     19  GB  B030  AIR_TRANSPORTATION_BRDS_AND_COMMS_____ N     _
    _     19  GC  C000  PRIVATE_AUTOMOBILE_MILEAGE_____ N     _
    _     19  GC  C010  POV_MILEAGE_EMPLOYEE_____ N     _
    _     19  GC  C020  POV_MILEAGE_NON_EMPLOYEE_____ N     _


            F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

If you have questions or concerns please contact the OFM Help Desk at 360-407-9100 or by email mailto:HereToHelp@ofm.wa.gov.