



## Office of Financial Management

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# *Agency Financial Reporting System*

## Organization Index Table (OI)

Screen TM.2.3

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## What is the Organization Index Table?

The Organization Index Table (OI Table) is a non-financial file that is used to pre-define the relationship between the elements of the organization data hierarchy. This is done by assigning an Organization Index (OI) code to each unique combination of information elements (see list below). The Organization Index (OI) provides a method of data input for the organization classification elements. When this index code is input on a transaction, the system looks up the corresponding data elements in the OI Table.

Each record on the OI Table is made up of a control key and informational element.

The **control key** uniquely identifies each OI record and consists of:

- Agency
- Organization Index
- Biennium

The **informational elements** segment of the OI Table provides the expanded Organization related classification elements for:

- Division
- Branch
- Section
- Unit
- Cost Center

The organization index *may* also be used to designate all or some of the following fields:

- Budget Unit
- County
- City/Town
- Project, Sub-Project, Project Phase

*The intended use of the Organization structure is to track expenditures and/or revenues for management units that do not match an agency's Program structure. Organization structure is most often used to indicate where, in an organization, the expenditure or revenue activity occurred. Use of the Organization structure is optional.*

## Organization Index Maintenance Screen

The **Organization Index Maintenance** screen (TM.2.3) allows an agency to view, update and print copies of its organization index table.

To access the **Organization Index Maintenance** screen (TM.2.3):

Enter *TM* on the **AFRS Primary Menu**;

Enter 2 in the *Select Function* field on the **Table Maintenance Menu** and press [Enter]. This will bring up the **Coding Tables Menu**.

Enter 3 in the *Select Function* field on the **Coding Tables menu** and press [Enter]. This will bring up the **Organization Index Maintenance** screen.

OR

Use the transfer field **TR:** \_\_\_ from any other AFRS screen to get to the **Organization Index Maintenance** screen by typing *TM.2.3* in the field and press [Enter].

The following screen will display:

```
=== 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: 15
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
```

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

**A** = Add a new OI Table record. Reference Field Names section below for information about each field on this screen.

**NOTE:** *Before adding an OI Table record, titles must be loaded in the descriptor tables for the data elements listed below and in the project control table (for data elements which will be used as part of the OI record):*

<i>D-02 Division</i>	<i>* D-37 County</i>
<i>D-03 Branch</i>	<i>* D-38 Cities/Towns</i>
<i>D-04 Section</i>	<i>D-42 Project</i>
<i>D-05 Unit</i>	<i>D-43 Sub-Project</i>
<i>D-06 Cost Center</i>	<i>D-44 Project Phase</i>
<i>D-13 Budget Unit</i>	

*\* Statewide table maintained by OFM*

**V** = View an existing OI record. Requires:

- Biennium  
15 = 2013-15 Biennium  
17 = 2015-17 Ensuing Biennium (Available after Biennial Roll)
- Organization Index

**N** = Displays the Next OI record.

**P** = Print an alphabetical listing of OI records.

Upon pressing [Enter], a **Batch Job Submission** screen will display. Change the default values as needed, and press [Enter] to submit the batch job. Refer to the **Batch Job Submission** screen document for instructions.

**C** = Change any field on an OI record *except* Biennium and Organization Index which are part of the record key. You must view the record before changing it. Change the function to **C**, change the fields to be updated and press [Enter].

**NOTE:** *After an AFRS transaction has been posted using an organization index, system edits will prevent the following fields from being changed on the organization index record: Division, Branch, Section, Unit, and Cost Center.*

**D** = Delete an OI record. You must view the record before deleting it. Change the function to **D** and press [Enter]. Finish deleting the table record, press [Enter] a second time.

**NOTE:** *After an AFRS transaction has been posted using an organization index, system edits will prevent that OI from being deleted.*

## **Field Names:**

- *Organization Index* – (required) a four-character alphanumeric code that identifies a unique organizational hierarchy. An OI requires the Division field to have a defined value in it. All other information elements are optional.
- *Biennium* – (required) the 2-digit code for the biennium for which the OI record exists. For example, for the 2013-2015 biennium, type 15.
- *Division* – (required) a two-character alphanumeric field that identifies the first level of organization structure below agency. The entry in this field must be set up on descriptor table 02.
- *Branch* – (optional) a two-character alphanumeric field that identifies the level of organization structure below Division and establishes the relationship of Branch to Division. The entry in this field must be set up on descriptor table 03.
- *Section* – (optional) a two-character alphanumeric field that identifies the level of the organization structure below Branch and establishes the relationship of Section to Branch. The entry in this field must be set up on descriptor table 04.
- *Unit* – (optional) a two-character alphanumeric field that identifies the level of the organization structure below Section and establishes the relationship of Unit to Section. The entry in this field must be set up on descriptor table 05.
- *Cost Center* – (optional) a two-character alphanumeric field that identifies the level of the organization below Unit and is the lowest level in the Organization structure. The entry in this field must be set up on descriptor table 06.
- *County* – (optional) a three-digit numeric field that identifies the county in which the accounting activity occurred. The County code associated with a particular Organization Index will post to the AFRS transaction file when that Organization Index is entered on a transaction. The County codes are defined by OFM on statewide descriptor table D37.
- *City/Town* – (optional) a four-digit numeric field that identifies the city or town where the accounting activity occurred. The City/Town code associated with a particular Organization Index will post to the AFRS transaction file when that Organization Index is entered on a transaction. The City/Town codes are defined by OFM on statewide descriptor table D38.
- *Project* – (optional) a four-character alphanumeric field that identifies the Project code associated with a particular Organization Index. The project code will post to the AFRS transaction file when that Organization Index is entered on a transaction. **Note: A project entered in the project field on a transaction takes precedence over a project from the organization index code. A project code must first be set up on descriptor table 42.**

- *Sub-Project* – (optional) a two-character alphanumeric field that identifies a further division within a Project. The Sub-Project code associated with a particular Organization Index will post to the AFRS transaction file when that Organization Index is entered on a transaction. The entry in this field must be set up on descriptor table 43.
- *Project Phase* – (optional) a two-character alphanumeric field which identifies a further division within a Sub-Project. The Project Phase code associated with a particular Organization Index will post to the AFRS transaction file when that Organization Index is entered on a transaction. The entry in this field must be set up on descriptor table 44.
- *Budget Unit* – (optional) a three-character alphanumeric field used by designated agencies to provide lower level organizational information required by the Legislative Evaluation & Accountability Program (LEAP) office. The Budget Unit associated with a particular Organization Index will post to the AFRS input transaction file when an allotment transaction code is used. The entry in this field must be set up on descriptor table 13.
- *Allotment Organization Level Indicator* – (required) a one-character alphanumeric field that identifies the level of the organization structure to be used for recording the controlling allotments. The valid Allotment Organization Level Indicators are as follows:

**0 = No Allotment Organization Level control (Recommended for most agencies)**

A = Allotment file posting and control by Agency and Account

B = Allotment file posting and control by Division and Account

C = Allotment file posting and control by Branch and Account

D = Allotment file posting and control by Section and Account

E = Allotment file posting and control by Unit and Account

F = Allotment file posting and control by Cost Center and Account

#### ⚠️\*CAUTION:

- ◆ Do not use a code with a level lower than the lowest level defined in your organization index.
- ◆ Do not use a code with a level lower than the level at which you want to load and control your allotments using your organization structure.
- ◆ Using a code of zero will result in no allotment file posting or control using the organization structure.
- ◆ The generally preferred code is '0' (zero).
- ◆ **If planning to use a level other than zero, contact OFM first. These codes may have implications for Encumbrance and Liquidation transactions!**

- *GL (General Ledger) Organization Level Indicator* – (required) a one-character numeric field that identifies the level of General Ledger detail that is to be maintained relative to the organization structure. Valid General Ledger Organization Level Indicators are:

**0 = Maintain the General Ledger file posting at the Agency level (Recommended for most agencies)**

1 = Maintain the General Ledger file posting at the Division level

◆\***CAUTION:**

- ◆ Only use a “1” (one) if you want the general ledger to be maintained at the division level. **Use of this option requires advance planning. Call OFM before using a “1.” The only report currently available with this option is the online general ledger trial balance.**
- *Title* – (required) an alphanumeric field, 1-40 characters long, that gives a description to each Organization Index. The number of characters that print on the reports varies by report, so abbreviation is suggested. *(Copy and paste of special characters may not be allowed and will require a hard key entry instead of copy and paste.)*



# BATCH JOB SUBMISSION SCREEN -PRINT APPROPRIATION INDEX TABLE

The purpose of the **Batch Job Submission** screen is to provide report print and output options.

Enter **P = Print** in the function field on the **Organization Index Maintenance (TM.2.3)** screen and press [Enter]. The **Batch Job Submission (TM.3.7)** screen will appear. It will be preloaded with the print selection criteria that you last used on the **AFRS Batch Job Submission** screen.

```

=== AFRS =(TM.3.7)===== BATCH JOB SUBMISSION ===== C105U100 ===
                                                    9990
                PRINT AGENCY CONTROLS

----- JOB PARAMETERS -----

        CLASS: D  (H=HOT, A=PRIORITY, D=TODAY, E=TONIGHT, C=SCHED)

        CONTACT: YOUR_NAME_____ (PERSON OUTPUT IS DIRECTED TO)

SEND OUTPUT TO: IOF_____ (LOCAL, R###, CLUSTER ID, EXCHANGE, IOF)

        BIN NUMBER: 00

        LOCATION: XX

        LOGONID: XXXX105   COPIES: 01   PRINT JCL: N (Y OR N)

        JOB ID: AFR (FIRST 3 CHARACTERS OF JOB NAME)

        (ENTER=SUBMIT,  F3=RETURN,  F12=MESSAGE, CLEAR=EXIT)
CHANGE THE DEFAULT VALUES AS NEEDED AND PRESS ENTER TO SUBMIT THE BATCH JOB.

```

1. Refer to the next page for a list of optional values for each field. All fields are **REQUIRED** except for the location field which is **RECOMMENDED**.
2. Update any fields by overtyping and press [Enter].
3. If the submission is successful, a job name or exchange file name will appear on the bottom line of the screen. The first three characters of the Job Name come from the Job ID field on the screen. The Job Name is used to identify the report for tracking purposes as described under output options and Job ID on the next page.

## BATCH JOB SUBMISSION SCREEN - PRINT AND OTHER OUTPUT OPTIONS

Field	Options
<b>Class</b>	The class controls the parameters your job runs under. <b>H</b> = HOT, fastest turnaround but use with caution (size and time parameters) <b>A</b> = Less than two hours (for short reports, quick turnaround) <b>D</b> = Less than four hours (for longer reports) <b>E</b> = Overnight (lengthy or detail reports) <b>C</b> = For high resource (huge) jobs
<b>Contact</b>	Person output is directed to.
<b>Send Output To:</b>	Printer ID or media report is directed to: <b>local</b> = Page Printer, Department of Enterprise Services, Printing & Imaging <b>R###</b> = Agency's own remote printer no. (### or 0## preceded by an <b>R</b> ) <b>Cluster Id</b> = Agency's own cluster printer no. (usually 8 characters) <b>Exchange</b> = For exchange file output. After pressing [Enter] the name of the exchange file will display at the bottom of the screen. Save the filename. The exchange file will be located in the TSO region of the mainframe computer under option 3.4. The file may be browsed, edited, or downloaded to your PC. On your PC, the file may be imported into word-processing software as an ASCII text file and printed out. <b>IOF</b> = To have your report held in the IOF (Interactive Output Facility) for viewing prior to printing. [IOF is located in the TSO region of the mainframe computer and requires separate security access from CTS. If you have that security access, reports sent to IOF can be viewed, canceled, or released to print at either the DES Printing & Imaging local printer or at your remote printer.]
<b>Location</b>	Code used to reference a mailing label from screen RR.3. The mailing label referenced should include a mail stop or US Mail address.
<b>LOGONID</b>	You're LOGONID or if the report is to be held in IOF, the LOGONID of the person who will be viewing the report in IOF.
<b>Copies</b>	<b>01-99</b> (If ordering more than 1 copy, system will prompt you to press [Enter] a second time to confirm the number of copies.)
<b>Job ID</b>	Default value is AFR. You may overtype to uniquely identify your job. (Position 1 = alpha. Position 2, 3 = alphanumeric.) If using AFR, job name will be AFRFSXXX, where XXX is your agency number. The Job Name is used for tracking a report using output IOF described above.