



Office of Financial Management

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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          TITLE                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 level, 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-SUBJECT INACTIVATE MAINTENANCE = C105P101 ===

TR: _____

9990

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

BIEN: __ SUB OBJECT: B_ SUB SUB OBJECT: _____

INACTIVE	BIEN	OBJ	OBJ	TITLE	USED	INACTIVE
FLAG					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 be 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-SUBJECT 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>.