



Chapter 7 - Special System Features

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History/Cross-Reference Tables

AFS contains various history/cross-reference tables. These tables are mainly used to track the relationships between documents and to track vendor information - i.e., the payment voucher which references a purchase order, and the automated disbursement (check) for the payment voucher. Other documents, such as journal vouchers and cash receipts, are also contained on these tables. Neither of these documents reference other documents; however either one may contain vendor data.

The History/Cross-Reference tables are:

Vendor Cross Reference (VXRF)
Document Cross Reference (DXRF), and
Document History (DHIS).

These tables are updated in an overnight batch process. Each night after all updates are made to the AFS ledgers, the daily ledgers listed below are used to update these History/Cross-Reference tables. Any open item tables which contain closed dates are also used as input to this process.

Ledger

Daily General Ledger (GENLEDD)

Daily Commodity Ledger (COMLEDD)

Daily Inventory Ledger (INVENTD)

Vendor History Ledger (VHLED)

Transactions

RQ, RX, PO, PC, RC, PV, MW, AD,
CR, CX, EF

PC, RC

Records are added to the History/Cross-Reference tables on the basis of one for each document and one for each chain of which that document is a part.

As with any tables which constantly have new data added, periodic purging of the table must also take place. These same tables are also purged on a schedule determined by OSRAP. See the *ISIS/AFS Policies and Procedures Manual* for the schedule.

When purging the History/Cross-Reference tables, no document with a reference to another document will be purged until such time as all documents in that chain can be purged. For instance, assume the purge schedule is any document which has been closed for six months. If a requisition has been closed for over six months, but the associated payment voucher has not yet been closed (i.e., the check has not yet been cut), **no documents** in the chain will be purged.

Vendor Table Purge

From time to time it is desirable to "clean up" Vendor (VEN2) by removing vendors who have had no activity for a long period of time. Since vendors are created in AGPS through the "VENC" screen and are used by both AGPS and AFS, a special purge process was created to delete vendors in AGPS and AFS.

Since each system could have an interest in keeping different vendors on file, each system will use its own criteria to determine its candidates for purging. The two groups of purge candidates would then be merged, and only those that both systems recommend for purging will be purged.

Note: Although there are separate physical vendor tables in AGPS and AFS, basic records are stored for all vendors in both systems.

The criteria for selecting vendors to purge in AGPS/CFMS is outlined below:

1. No adds or changes have been made to the **vendor record** in the last 18 months **or** the vendor status code can be "Inactive", irrespective of the past activity of the vendor;
2. The vendor cannot be enrolled with State Purchasing as a bidder vendor;
3. The vendor is not found on any AGPS/CFMS open items tables; i.e., the vendor is not associated with any contract, order, solicitation, requisition, contract vendor distributor, contract invoice, order invoice, or order payment.

The criteria for selecting vendors to purge in AFS is outlined below:

1. First, either no activity can have happened against that vendor since the date included in a parameter determined by OSRAP, or the vendor status is "2". If either part of this condition is met, the vendor is a candidate for purging. All of the conditions listed below must be met for the vendor to be purged.
2. Both the Current and Prior Fiscal Year and Current and Prior Calendar Year expenditures on Vendor (VEN2) must be equal to \$0.00, and
3. The vendor is not found on any AFS open items tables; i.e., the vendor is not associated with any purchase order (including inventory purchase orders) or payment vouchers, and
4. The vendor Prevent Deletion flag is not set to "Y", and

5. If the vendor is a master vendor, it can be purged only if no other 1099-reportable vendor codes with the same Federal Employer Id Number (FEIN) will remain on the VEND table after the purge is completed, and
6. If the vendor is a primary vendor, it can be purged only if no other non-1099-reportable vendor codes with the same vendor number will remain on the VEND table after the purge is completed.

A report is produced which includes the following information: vendor number, vendor name, last action date, calendar YTD amount, fiscal YTD amount, 1099 Indicator, and master vendor indicator.

Two files of vendors who are eligible to purge, one from AGPS/CFMS and one from AFS, are matched to determine which ones are common to both systems and can actually be purged. Vendors are purged from the AGPS/CFMS vendor tables, the AFS vendor tables, the AFS Master Vendor Table (MVEN), and the AFS Electronic Funds Transfer table (EFTT).

ISIS HR/AFS Payroll Interface

Regular payroll is posted to AFS from ISIS HR on the Wednesday night before payday. When a payday falls on a holiday Friday and so is moved to Thursday, the payroll interface to AFS is also moved one day earlier, to Tuesday. Off-cycle payroll and third-party remittance processing interfaces are processed in AFS every work night, except Monday and Tuesday of payday weeks.

ISIS HR Payroll J5 transactions will accept regardless of the cash or budget position of the agency; however, J5s can reject due to structure errors, and agencies must check AFS daily for failed J5 transactions. The Office of State Uniform Payroll (OSUP) has issued instructions to be followed for correction of rejected J5 transactions, and should be contacted if assistance is needed.

When data is entered in ISIS HR, it is validated against a **copy** of the AFS Chart of Accounts tables, which is updated by an overnight batch process. When an agency requests that a new organization be added to AFS for capturing payroll costs, the organization will be added to the ISIS HR **copy** of valid AFS Chart of Accounts data in the next nightly AFS cycle. The new organization is not available to the ISIS HR user until the day after it has been added to the AFS Organization table.

Invalid values can be coded on the transactions that are created by ISIS HR that will cause them to reject in AFS. For instance, an AFS organization that is valid on the ISIS HR **copy** of the AFS Chart of Accounts might have been deleted from AFS, but will still be valid in the ISIS HR **copy** until it is delimited in the overnight batch process, and so may be used in creating J5 transactions.

Reporting categories can also be incorrect on transactions in the ISIS HR/AFS Payroll Interface. For instance, if an agency has a reporting category hard-coded on an organization in AFS, the agency would only enter the organization number in ISIS HR. The reporting category would be inferred on the transaction at the time the interface is processed in AFS. If the reporting category that is to be inferred has been deleted, the J5 transaction will reject. For assistance in resolving failed J5 transactions, please contact the OSUP Benefits and Financial Administration Unit at (225) 342-0713.

Each agency/department must have a valid Payroll Default Organization “ZZZZ”. When a new agency/department is established, the Office of State Uniform Payroll (OSUP) works with the Office of Statewide Reporting and Accounting Policy (OSRAP) to establish this structure in AFS. However, each agency should also verify that this information is established for their agency. This default organization “ZZZZ” is used to post transactions from ISIS HR to AFS in these situations:

- If an invalid organization and/or reporting category is in ISIS HR and is not fixed prior to payroll/off-cycle running, ISIS HR will change the organization to “ZZZZ” and/or the reporting category to spaces. The agency should monitor the Payroll Default Organization “ZZZZ” to correct expenditures that are coded to it and make corrections in ISIS HR to prevent the error from recurring.
- When an agency recoups money for non-wages (e.g., broken/lost equipment, etc.) from an employee in ISIS HR, this transaction will be posted to “ZZZZ” with object account 3955, Recoupment State Employee Pay. The agency must process a journal voucher to move the non-wage amounts to the correct organization for the agency.

ISIS HR summarizes information prior to creating J5 transactions for AFS, therefore no employee-specific data is available in AFS. Detailed payroll information for a particular employee can be found on SAP report ZF65. For more information and assistance in running report ZF65, please contact the ISIS HR Help Desk at (225) 342-2677.

An example of the entries created for a single employee in agency 107 during a regular payroll is illustrated on the following pages.

Figure 7-1

Assumptions for salary payment example for an employee in Agency 107

Gross Pay	\$2,269.74	
Employee share of Retirement	170.23	a
Employee share of Group Insurance	111.78	b
Other deduction for broken equipment	100.00	
<u>Net Pay</u>	<u>\$1,887.73</u>	
State share of Retirement	404.01	c
State share of Group Insurance	335.34	d
Total Payroll Payables Due (employee share + employer share) = a + b + c + d = \$1,021.36		

Figure 7-2

Salary payment example for an employee in Agency 107

Entry 1 in Agency 107		
2100 Salaries - Classified - Regular	\$2,269.74	
2300 Retirement - Employer Share	\$404.01	
2380 Group Ins - Employer Share	\$335.34	
6725 Agency payroll clearing account		\$3,009.09
Entry 2 in Agency 107		
6000 Agency Disbursement Cash	\$100.00	
3955 Recoupment from Employee		\$100.00
Entry 3 in Agency 107		
6725 Agency payroll clearing account	\$3,009.09	
6000 Agency Disbursement Cash		3,009.09

Entry 1, Entry 2, and Entry 3 record the agency's payroll expenditures and the corresponding outflow of cash in the agency operating fund.

The fund balance account 6725, Payroll Clearing, is used as the offset to payroll expenditures in the agency operating fund. If an expenditure entry rejects for some reason, the cash entry will still post. One way to determine if any payroll interface

transactions have rejected is to check the AFS table Balance Sheet Account Balance (BBAL) for the agency operating fund and balance sheet account 6725 on the morning after the payroll interface has run. Any balance in account 6725 indicates that one or more payroll interface transactions have rejected.

Figure 7-3

Salary payment example for an employee in Agency 107, continued

Entry 4 in Payroll Clearing Fund K98		
6PAY	Agency 902 (OSUP)	\$1,021.36
	6313 Agency 902 Accrued benefits payable	\$1,021.36
6PAY	No Agency Number	\$1,887.73
	6312 No Agency Num, Net Payr Payables-Exp	\$1,887.73
Entry 5 in Payroll Clearing Fund K98		
	6312 No Agency Num, Net Payr Payables-Exp	\$1,887.73
	6PAY No Agency Number	\$1,887.73
Entry 6 in Payroll Clearing Fund K98		
	6313 Agency 902 Accrued benefits payable	\$1,021.36
	6PAY Agency 902 (OSUP)	\$1,021.36

Entries 4, 5, and 6 record statewide (not by agency) net payroll payables and accrued benefits payable and are posted to the OSUP Payroll Clearing fund K98, with offsets to cash account 6PAY. Accrued benefits payable entries are posted to OSUP's agency number, 902. Net payroll payables entries are posted without an agency number. For a given payroll, these entries will eventually net to \$0; however, as the accrued benefits on the "6" entry are paid out in a staggered fashion at future dates, these entries do not zero at the time that the initial postings occur.

Report Distribution

ISIS Report Distribution has been established to allow agencies to view and print the reports needed to perform functions in a timely and accurate manner and for audit purposes. Only the reports that an agency requires to have a hardcopy on hand need to be printed. Other reports, even from previous months, can be viewed online with a minimum of waiting.

Printing of reports is available to an agency at a location convenient to the agency. Reports are not automatically printed and distributed to an agency. Therefore, report printing requires a positive action on the part of the agency. Each agency should designate a responsible employee(s) to review the reports available and decide whether or not the report should be printed, and with what frequency and timing. If the decision is made to print the report, the agency employee must direct the report to a printer defined to the DOA mainframe. This printer could be an agency's mainframe printer, a local printer, or the DOA mainframe printer.

BUNDL

Report distribution is handled through the *BUNDL* software. Reports are automatically distributed to *BUNDL* when they are created. Reports are available in *BUNDL* for a designated period of time in "Current Reports". If the report has been designated for archive, the report will be available in "Archive Reports". Current Reports may be either viewed or printed. Archive Reports must be called back into Current Reports before they can be either viewed or printed. Movement of reports from Archive Reports to Current Reports takes place twice daily. If a user requests an Archive Report at 10:00 am, it will be in Current Reports shortly after noon that same day. If a user requests an Archive Report at 1:00 pm, it will be in Current Reports the following morning.

Report Retention

Most AFS daily reports (reports that begin with "1G") remain in Current Reports for 6 days. Most archived daily reports are available for 1 year after creation. Monthly reports (reports that begin with "2G") remain in Current Reports for 25 days and then go to Archive Reports for 3 years, although a few critical monthly reports are available for 6 years. Quarterly reports (reports that begin with "3G") remain in Current Reports for 25 days and go into Archive Reports for 3 years. Annual reports (reports that begin with "4G") remain in Current Reports for either 30 days or 6 months, and then go into Archive Reports for 6 years. On-request reports (reports that begin with "5G") are retained for varying lengths of time in Current Reports (6 days to 30 days) and Archive Reports (6 months to 6 years). Please refer to the AFS Quick Reference card "ISIS *BUNDL* System Reports" for specific retention of a particular report.

Mailcodes

Report distribution is accomplished through a mailcode. The mailcode consists of a prefix, and usually, an agency number and a sequential four character number. Mailcode prefixes are:

- "ISF" for AFS reports,
- "ISP" for AGPS reports, and
- "ISC" for CFMS reports.

There are basically three groupings of reports in AFS for distribution purposes: Statewide, Control Agencies (such as OSRAP, State Treasurer's Office, or Office of Planning and Budget), and individual agencies. Reports that are distributed statewide are associated with the mailcode "ISFGFS". Any user of the system who has *BUNDL* access can view or print the reports in this mailcode. Each Control Agency has an individual mailcode; for example, ISF0000003 is the Control Agency mailcode for the State Treasurer's Office. An agency mailcode will normally be in the format ISF1070002.

Agency Address Updates

When a new agency is set up, address changes occur, or an agency is deleted, there are several "housekeeping" items that must be taken care of to ensure successful report distribution. The agency security administrator must complete a *Request for BUNDL Report Distribution* form in ARWeb and submit it to the Office of Information Services (OIS) with the agency's physical (not mailing) address. This is the address that will be used on cover pages for *BUNDL* reports, so that reports can be distributed to the mailcode. This address will be forwarded to the OCS Data Center and Office of State Mail Operations to establish either a bin number to collect reports for agency pick-up, or to establish an account number for messenger and mail service.

If a new agency is to be set up in an existing department, the agency must decide whether to set up a mailcode for the new agency, or use an existing mailcode within the department. Implications of different methods of establishing mailcodes are discussed later in this topic.

One of the on-request reports available in *BUNDL* is the *5G47 - Agency Addresses Report* which lists each address for an agency. This report should be reviewed periodically to determine if an address is still valid and that the address is correct. Any corrections to agency addresses, including deleting addresses that are no longer applicable, should be submitted to OIS via ARWeb using the *Request for BUNDL Report Distribution*. If you have any questions about this form, call the ISIS Security Help Desk at (225) 342-2677, option 2, then option 5, then option 2.

Agency Access to *BUNDL*

Agency personnel who need to have access to *BUNDL* must have a valid ISIS USERID. That USERID must be established for each *BUNDL* mailcode for which the user will need to see reports. This association of USERID to *BUNDL* mailcode is made by the agency security administrator in ARWeb on the *Request for Agency ISIS USERID - AFS* form and should be submitted to OIS for processing. If you have any questions about this form, call the ISIS Security Help Desk at (225) 342-2677, option 2, then option 5, then option 2.

Review the *5G46 - BUNDL Mailcode Access Report* to determine which USERIDs have been set up with access to which mailcodes. This report lists **all** the mailcodes to which a USERID has access (AFS, CFMS, and AGPS). If a USERID on this report should not have access to a particular mailcode or has access to the wrong

mailcode, or if a USERID is not on this report but needs to have access to a mailcode, the *Request for Agency ISIS USERID - AFS* form must be completed in ARWeb to change mailcode access. As many mailcodes as necessary can be listed on the *Request for Agency ISIS USERID - AFS*. If you have any questions about this form, call the ISIS Security Help Desk at (225) 342-2677, option 2, then option 5, then option 2.

If your mailcodes are set up appropriately, it is possible to "Wildcard" mailcode access. For example, an agency may establish the following mailcodes:

107000	107200
107100	107202
107103	107210
107105	107215

Mailcode access could be limited to 107, 1071, 1072, 10721 or 107105. In this manner, the agency fiscal officer could have access to all reports for the agency (mailcode 107), section heads could have access to all mailcodes under their authority (mailcodes 1071, 1072, etc.), and organization managers could have restricted access to only their organization(s) (mailcodes 107103, 107201, 107202, etc.).

Louisiana Report Distribution

Report distribution mailcodes are defined on Louisiana Report Distribution (LRDT). Only selected Chart of Accounts data elements are associated with report distribution:

- Agency
- Organization
- Louisiana Organization, and
- Reporting Category

The information contained within a report determines which reports should be distributed by which Chart of Accounts data element. For instance, the 2G02 Report - Agency Transaction Listing, contains information about the transactions processed by an agency in the previous accounting period. This report is distributed at the agency level. The 2G00 Report - Rev/Exp Organization Responsibility Report, contains information about individual organizations. In some agencies, different people are responsible for different organizations. This report has been set up to distribute at the organization level. The agency may choose to have a different distribution mailcode for each organization. When the reports are distributed in *BUNDL*, the user who reviews the report can find the information just for the organization for which the user is responsible.

If one of the Chart of Accounts data elements listed above does not have a mailcode currently associated with it (i.e., a new reporting category has been established in AFS but LRDT has not been updated), the mailcode associated with the **agency number** is used as the default report distribution mailcode. If a new agency number

is established but a distribution mailcode has not been established, the report will distribute to an OIS mailcode. Reports in this mailcode are not available to the agency; however, a user may call the ISIS AFS Help Desk at (225) 342-2677, option 2, then option 4, to request that a paper copy of the report be sent to the agency's local "U###" printer.

The Agency Security Administrator should complete the *Request for AFS Report Distribution* form in ARWeb to establish Chart of Accounts data Elements on the Louisiana Report Distribution Table (LRDT) for any Chart of Accounts data elements which are not currently set up on this table or to make changes to existing Chart of Accounts data elements. If you have any questions about this form, call the ISIS Security Help Desk at (225) 342-2677, option 2, then option 5, then option 2.

Agencies should periodically review the *5G44 - LA Report Distribution by Agency* report to determine that each data element is associated with the correct mailcode. The different Chart of Accounts data elements may be associated with different mailcodes. An agency may group particular data elements to be distributed to a particular mailcode and then assign a USERID access to that group of data elements.

Review the *5G45 - LRDT Error Report* to determine which Chart of Accounts data elements are not currently defined on LRDT. The *Request for AFS Report Distribution* in ARWeb should be completed for each data element and submitted to OIS. If you have any questions about this form, call the ISIS Security Help Desk at (225) 342-2677, option 2, then option 5, then option 2.

Consideration for Establishing Mailcodes

Report Distribution can be set up in a variety of ways. Each agency must decide the best method of Report Distribution. Illustrated below are two examples of schemes for establishing Report Distribution.

A manager at an agency is responsible for three organizations and also a Louisiana Organization. The same mailcode can be used for all four data elements, and the manager's USERID can be set up to only have access to the one mailcode associated with these four Chart of Accounts data elements. When the manager reviews reports, only these reports (and the statewide access mailcode - ISFGFS) will be accessible to his USERID. A similar scheme can be applied to each employee in the agency/department. The drawback to this set up is that if one person is responsible for printing all reports, that employee would have to have access to all mailcodes to be able to print every report.

Another option for report distribution would be to set up all Chart of Accounts data elements with the same mailcode. All reports would then be distributed to the same mailcode. It would be much easier for the employee who accessed and printed reports, but then each report would have to be manually separated for internal distribution within the agency.

Each agency must review their own internal procedures to determine how to set up report distribution to best meet their needs.