

**Chart of Accounts - Tables**

*	ABAL	Bank Account Balance
*	ACCT	Account Type
*	ACTV	Activity Index
*	ACT2	Activity
*	ADMF	Administrative Fund
*	AGCL	Agency Class
*	AGCT	Agency Category
*	AGCY	Agency Index
*	AGC2	Agency
*	AGGP	Agency Group
*	AGTP	Agency Type
*	APRD	Accounting Period
*	BACC	Balance Sheet Account Index
*	BACT	Bank Code by Bank Accounts Inquiry
*	BAC2	Balance Sheet Account
*	BANK	Bank Account
*	BCAT	Balance Sheet Category
*	BCLS	Balance Sheet Class
*	BGRP	Balance Sheet Group
*	FAGY	Fund Agency Index
*	FCAT	Fund Category
*	FCLS	Fund Class
*	FDCC	Fund Class Cash Table
*	FDGP	Fund Group
*	FGY2	Fund Agency
*	FTYP	Fund Type
*	FUND	Fund Index
*	FUN2	Fund
*	GRPC	Appropriation Group Code
*	LORG	Louisiana Organization
*	OBJT	Object Index
*	OBJ2	Object
*	OCAT	Object Category
*	OCLS	Object Class
*	OGRP	Object Group
*	ORGN	Organization Index
*	ORG2	Organization
*	OTYP	Object Type
*	PRSH	Parish
*	RCAT	Revenue Category
*	RCLS	Revenue Class
*	RGRP	Revenue Group
*	RPTG	Reporting Category Table
*	RSRC	Revenue Source Index
*	RSR2	Revenue Source
*	RTYP	Revenue Type

**Budgeting - Transactions**

AP	Appropriation Input Screen
EB	Expense Budget Input Form
RB	Revenue Budget Input Form

**Budgeting - Tables**

N	APCT	Appropriation by Object Category Inquiry
N	APOC	Appropriation by Object Inquiry
N	APRS	Appropriation by Revenue Source Inquiry
	EAPP	Appropriation Index (Extended)
	EAP2	Appropriation Inquiry (Extended)
	ECAT	Appropriation Expenditure Category Inquiry
	EESM	Expense Budget Summary Inquiry (Extended)
N	EEXD	Expense Budget Detail Inquiry (Extended)
	EEXP	Expense Budget Index (Extended)
	EEX2	Expense Budget Inquiry (Extended)
N	EORG	Organization by Object Inquiry
N	ORGE	Expenditure Summary Inquiry
N	ORGR	Revenue Summary Inquiry
N	OROC	Organization Rollups by Object Code
N	ORRS	Organization Rollups by Revenue Source Code

**Budgeting - Tables (cont'd.)**

	REVB	Revenue Budget Index
	REV2	Revenue Budget Inquiry
N	RORG	Organization by Revenue Source Inquiry
	RSUM	Revenue Budget Summary Inquiry

**Purchasing - Transaction**

PO	Purchase Order Input Form
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**Purchasing - Tables**

OPOD	Open PO by Document Number Inquiry
OPOH	Open Purchase Order Header Inquiry
OPOL	Open Purchase Order Line Inquiry
OPRL	Open Requisition Line
OPRQ	Open Requisition Inquiry
POAC	PO by Account Distribution Inquiry

**Expenditures/Disbursements - Transactions**

*	CX	Check Cancellation Input Form
	II	Internal Voucher Input Form
	J4	Inter-agency Journal Voucher Input Form
*	MW	Manual Warrant Input Form
	PV	Payment Voucher Input Form
	PVQ	Quick Payment Voucher Input Form
	P1	Vendor Payment Voucher Input Form
	P2	Payment Voucher Reversal Input Form
	P3	P-Card Vendor Payment Voucher Input Form

**Expenditures/Disbursements - Tables**

*	ADIS	Automated Disbursements Parameters
*	ADRT	Automated Disbursement Restriction
*	ADRV	Automated Disbursement Restriction by Vendor
	BS99	1099 Balance Sheet Account
	CASH	Cash Available
	CCAT	Check Category
	CKCS	Check Cash
	DISC	Discount Type
	DISX	Discount Type Archive
	DSPC	Discount Type by Percent
*	EFTA	EFT Type
*	EFTT	Electronic Funds Transfer (1 of 2)
*	EFT2	Electronic Funds Transfer (2 of 2)
	MVEN	Master Vendor
N	OBSO	Object/Sub Object Inquiry
	OPCH	Open Check Header Inquiry
	OPCL	Open Check Line Inquiry
	OPVD	Open PV by Document Number Inquiry
	OPVH	Open Payment Voucher Header Inquiry
	OPVX	Open Payment Voucher Archive Inquiry
	OPVL	Open PV Line Inquiry
	OPVY	Open PV Line Archive
	OPVV	Open PV by Vendor Name Inquiry
N	ORSO	Organization/Sub Object Inquiry
	OVIH	Open Vendor Invoice Header Inquiry
	PVIX	Vendor Payment Cross Reference Inquiry
N	RCOB	Reporting Category/Object Inquiry
N	RCSO	Reporting Category/Sub Object Inquiry
	REJ6	Recurring Agency Journal Voucher
	REPV	Recurring Payment Voucher
	RPV2	Internal Recurring Payment Voucher
*	SCHD	Payment Voucher Scheduling
	SCH2	Payment Voucher Scheduling
	STUB	Checkstub
	STUX	Checkstub Archive
	VEND	Vendor Index
	VEN2	Vendor
	VFED	Vendor by Federal ID Inquiry
	VLLT	Vendor Lien/Levy
	VNAM	Vendor Name Inquiry
	VNA1	Alternate Vendor Name
	VPAR	Vendors by Parish

**Expenditures/Disbursements - Tables (cont=d.)**

VZIP	Vendor Zip Code Inquiry
WREC	Warrant Reconciliation
WREX	Warrant Reconciliation Archive
1099	Vendor 1099
99TX	1099 Text

**Revenue - Transactions**

CR	Cash Receipt Input Form	
CRQ	Quick Cash Receipt Input Form	
C1	Alternate Cash Receipt Input Form	
*	DS	Deposit Suspense Input Form

**Revenue - Tables**

N	OBSR	Revenue Source/Sub Revenue Source Inquiry
	ODAI	Open Deposits by Agency
	ODCI	Open Deposits by Date Inquiry
	ODIT	Open Deposit Items
N	ORSR	Organization/Sub Revenue Source
N	RCSR	Reporting Category/Revenue Source Inquiry
N	RCSR	Reporting Category/Sub Revenue Source Inquiry

**General Accounting - Transactions**

JV	Journal Voucher Input Form
J1	Alternate Journal Voucher Input Form
J2	Fiscal Journal Voucher Input Form
J3	Special Revenue Voucher Input Form
J5	Interface Journal Voucher Input Form
J6	Agency Journal Voucher Input Form
WV	Warrant Voucher Input Form

**General Accounting - Tables**

N	AFTB	Trial Balance by Administrative Fund
	BBAB	BS Account Bal by BS Account Inquiry
	BBAL	Balance Sheet Account Balance
*	MBAL	Minimum/Maximum BS Account Bal
N	OLDL	Online Detail Ledger
N	OLGL	Online General Ledger Inquiry (1 of 2)
N	OLGX	Online General Ledger Archive (1 of 2)
N	OLG2	Online General Ledger Inquiry (2 of 2)
N	OLGY	Online General Ledger Archive (2 of 2)
N	OLTB	Trial Balance by Fund
*	REJV	Recurring Journal Voucher

**Federal Aid/Grants - Transactions**

FM	Federal Aid Master
FX	Federal Aid Charge

**Federal Aid/Grants - Tables**

AGFA	Agency Federal Aid Inquiry (1 of 2)
AGF2	Agency Federal Aid Inquiry (2 of 2)
CHRG	Charge Class
FAIT	Federal Aid Inference
FAST	Fed Aid Status
FBLT	Federal Aid Budget Line Inquiry
FEAG	Federal Agency
FFFY	Federal Aid Fiscal Year Inquiry
GVFA	Government-Wide Federal Aid Inquiry

**System (Security) - Tables**

ALOG	Approval Log	
*	APRV	Approval
*	ASGR	Louisiana Access Security Groups
	OLOG	Override Log
	SLOG	Security Violations Log
	STAB	Security
*	UTAB	Userid by Name Inquiry
N	WHOM	For Whom

\* Authorization to update limited to Control Agencies.  
N Table is updated during nightly batch process (not online at time of input).

## Projects (Capital Outlay) - Transactions

NP	Non-Payable Invoice Input Form
PJ	Project Management Master Input Form
PX	Project Charges Input Form

## Projects (Capital Outlay) - Tables

AGPR	Agency Project Inquiry
AGP2	Agency Project Description
APRP	Appropriation by Project
CHRG	Charge Class
ENPR	Entity-Wide Project
NPPF	Non-Payable Project Funding
NPPI	Non-Payable Project Invoice
PAPR	Project by Appropriation
PFYT	Project Fiscal Year Inquiry
PRBL	Project Budget Line Inquiry (1 of 2)
PRB2	Project Budget Line Inquiry (2 of 2)
PRPH	Project Phase
PRST	Project Status Code
SPNT	Sub Project Name

## Miscellaneous – Tables

*	ABA2	ABA Transit Routing Number Validation Table
*	ABAS	ABA Index Number
*	ANAM	ABA Name Index
	CLDT	Calendar Date
N	DHIS	Document History Inquiry
N	DHIX	Document History Archive
	DRVR	Driver Control
N	DXRF	Document Cross Reference Inquiry
N	DXRX	Document Cross Reference Archive
	ESOP	EPS System Control Options
*	FSYR	Fiscal Year
*	LRDT	Louisiana Report Distribution
	PYDT	Louisiana Payroll Detail
	SOPT	System Control Options (1 of 2)
	SOP2	System Control Options (2 of 2)
N	SPEC	System Special Accounts
	SUSF	Document Suspense
N	VXRF	Vendor Document Cross Reference Inquiry
N	VXRX	Vendor Document Cross Reference Archive

## Document Quick Keys / FUNCTION Codes

F1	HELP	F7	DELETE DOC
F2	SAVE	F8	EDIT DOC
F3	END	F9	RUN DOC
F4	DISCARD	F10	SCHEDULE DOC
F5	TOP DOC	F11	HOLD DOC
F6	BOTTOM DOC	F12	APPROVE DOC

## Document/Batch Status Codes

ACCPT	Processed and accepted; database updated.
DELET	Document marked for deletion. Will be deleted during overnight batch process.
REJCT	Rejected/errors; database not updated.
SCHED	Scheduled for off-line processing.
HELD	On hold. Batch or document will not be processed until you change the status.
PEND1-	Edited; pending approval. Numeric value indicates next level of approval required.
PEND5	

## AFS Document ID

ID numbers track documents of the same type within an agency. This ID consists of

- ★ 3 character transaction code
- ★ 3 character agency code
- ★ 11 character system generated number

System assigned ID's are not used for Cash Receipt (CR), (J4) Inter Agency Vouchers, and (MW) Manual Warrants.

## Master Table Inquiry (MTI) ACTION Codes

A	Add record(s)	F11
B	Go Back to leafed-from screen	F5
C	Change existing data	F10
D	Delete displayed data	F12
E	End/Exit (MTI)	F3
F	Go forward to next leaf screen	F17
G	Get record(s) based on full key	F18
H	Leaf to HELP screen	F1
L	Leaf to a specified screen and scan for records based on data displayed for the current screen	F4
M	Display more messages	
N	Go to screen specified in SCREEN field	F2
R	Refill screen with more records	F6
S	Scan table starting with entered values	F9
T	Scan table from the first record (top)	F13
X	Partial screen clear, clears fields except those that will be carried forward when leafing to other screens	F14
Y	Clears all fields on the current screen	F15
Z	Zooms user to screen identified. Type E to end zoom.	F16
<	Scans the previous screen in defined stack	F7
>	Scans the next screen in defined stack	F8

## AFS System Sign On

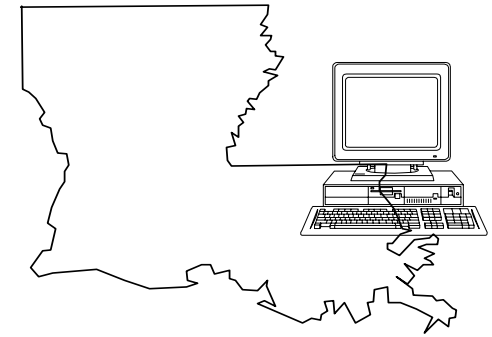
1. Type **CI** at the DOA Logon Screen. Press **ENTER**. The CICS Signon Screen will be displayed.
2. Type **ISIS** for the TASK ID.
3. Type your **ISIS User ID and password**.
4. Press **ENTER**. The ISIS Menu Screen will be displayed. Select **1** (Financial Management Application).
5. Press **ENTER**. The AFS General Message Screen will be displayed. Type **'N'** in ACTION and the ID of the table you wish to access in SCREEN and press ENTER.

## AFS System Sign Off

1. **From a document screen:**  
Type **END** in the FUNCTION field and press **ENTER** or press **F3**. (You will be returned to SUSF.)  
**From a table screen:**  
Type **E** in FUNCTION and press **ENTER** or press **F3**.
2. The ISIS Main Menu will be displayed. Select another ISIS application from the menu **OR** to exit, select **X**, and press **ENTER**.



**Division of Administration**  
**Office of Information Services**  
**P. O. Box 94095**  
**Baton Rouge, LA 70804-9095**  
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# AFS

**State of Louisiana**  
**Advantage Financial System**

## SYSTEM ACCESS QUICK REFERENCE

Your Name: \_\_\_\_\_

Your ISIS ID: \_\_\_\_\_

Internet Address:

<http://www.doa.louisiana.gov/ois>

ISIS Help Line: 225/342-ANSR (2677)

DOA Mainframe Help Desk: 225/342-4730

(To reset the password for your userid because it was either revoked or you forgot it)

### Training:

Please direct all requests for ongoing training to your Agency ISIS Liaison.