Chapter 2 Procedures

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Function Overview

This section describes the key events to establish, maintain and inquire records used for AGPS/GFS Interface.

1 ACCOUNTING INTERFACE AUDIT TABLE

1.1 Inquire Audit Table

Overview

The AGPS user may need to view audit table records to determine processing status of a pre-encumbrance or encumbrance document. The user may accomplish this by use of one of four inquiry screens provided for viewing audit table records.

Inputs

- **!** BAUA with entry of required paying agency, doc type, number, suffix, date processed, and time
- **!** BAUC with entry of processing date, processing time, document type, number and suffix
- **!** BAUD with entry of document type, number, suffix, date processed and time
- **!** BAUI with entry of document number and suffix

Outputs

- **!** Display of records for requested key

Completing The Procedure

Cross-Reference | Steps

1. Inquire the audit table by use of the desired inquiry screen.

   NOTE: The screens used for Inquiry of the Accounting Interface Audit Table are discussed immediately following step 2.

   a. If the user is not in the desired screen, type the desired inquiry screen identifier in the Function Line and press RETURN/ENTER.

   b. Type **INQUIRE** in the Function Line and Using Tab Key, TAB to key field(s) and complete the necessary key field(s) to access desired record(s).

2. Press RETURN/ENTER.

   NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record(s).

Cross-Reference	Steps
	Screens provided for inquiry of Accounting Interface Audit Table record(s) is as follows.
INTF 4: BAUA	**BAUA** - Accounting Interface Audit Table by Paying Agency: BAUA shows all of the records for a particular paying agency. Key is paying agency, document type, number, suffix, date processed and time.
INTF 4: BAUC	**BAUC** - Accounting Interface Audit by Processing Date and Time: BAUC shows all of the records for a particular processing date and time. Key is processing date, processing time, document type, number and suffix.
INTF 4: BAUD	**BAUD** - Accounting Interface Audit Table: BAUD shows individual detail records for specified key. Key is document type, number, suffix, date processed and time.
INTF 4: BAUI	**BAUI** - Accounting Interface Audit by Document Number: BAUI shows all records for specified document. Key is document number and suffix.

2 ACCOUNTING LABELS

2.1 Add Accounting Distribution Label Table Record

Overview

The AGPS Systems Administrator has the responsibility to maintain the accounting distribution labels to be used by the system. AGPS requires that agencies subject to a specific financial department use a standardized accounting distribution field labeling. In this manner if the responsible accounting agency requires field three to be project code, then all agencies reporting to that accounting agency will have a label of **PROJECT** appear on the accounting line record for field three. This document provides for labeling all ten accounting distribution fields used by an accounting line record.

Inputs

- **!** Required agency accounting distribution field labels
- **!** Required Financial Department for which labels will be established

Outputs

- **!** Updated BLBL Table

Completing The Procedure

Cross-Reference	Steps
	1. Determine Financial Department's accounting distribution labeling requirements. This may be accomplished by the following method(s). a. You may perform a survey of all financial departments or a specific department to determine requirements. b. You may, instead of a survey, wait until a Financial Department identifies a requirement to establish standardized labels then add the labels to the Accounting Distribution Label Table (BLBL) for that department.
INST 4: BTAB	**Department Financial** must be a valid entry in BTAB Table 'FS' (Financial System).
INST 4: BAAT	**Authorization Code**. The typed authorization code must be equal the current (Function Line) User IDs BAAT Table Universal Auth or BLBL Auth code. Additionally, the user must have access and maintenance authority for the paying agency.
	2. Enter BLBL record data into AGPS.

Cross-Reference	Steps
INTF 4: BLBL	a. If you are not in the BLBL screen, type **BLBL** in the Function Line and press RETURN/ENTER.
	b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.
	c. Using Tab Key, move to Department Financial field and type desired Department Financial.
	d. Using Tab Key, move to Authorization Code and type the authorization code for your USERID.
	e. Using Tab Key, move to Label 1 field and type desired label.
	f. Using Tab Key, move to Label 2 field and type desired label.
	g. Using Tab Key, move to Label 3 field and type desired label.
	h. Using Tab Key, move to Label 4 field and type desired label.
	i. Using Tab Key, move to Label 5 field and type desired label.
	j. Using Tab Key, move to Label 6 field and type desired label.
	k. Using Tab Key, move to Object Code field and type desired label.
	l. Using Tab Key, move to Sub-Object Code field and type desired label.
	m. Using Tab Key, move to Label 9 field and type desired label.
	n. Using Tab Key, move to Label 10 field and type desired label.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.2 Change Accounting Distribution Label Table Record

Overview

The AGPS Systems Administrator has the capability to the maintain BLBL Records when they are no longer valid. From time to time a Financial Department may change the terminology or label used to refer to a specific entry. This will require that the label table record for the department be changed.

Inputs

- **!** Required Department Financial
- **!** Required change to label

Outputs

- **!** Updated BLBL Table

Completing The Procedure

Cross-Reference	Steps
	1. If you Add a BLBL record with the wrong labels or the label requirement has changed, you must change that record to reflect the revised labeling requirement.
	2. Change BLBL record.
INTF 4: BLBL	a. If the user is not in the BLBL screen, type **BLBL** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using Tab Key, move to Department Financial field and type desired Department Financial.
	d. Press RETURN/ENTER. Requested record should be displayed.
	3. Type **CHANGE** in the Function Line.
INST 4: BAAT	a. Using Tab Key, move to Authorization field and type your authorization code. The Authorization Code must be equal your Table record authorization code (Universal or BLBL Auth).
	b. Using Tab Key, move to Label 1 field and type desired label.
	c. Using Tab Key, move to Label 2 field and type desired label.

Cross-Reference	Steps

d. Using Tab Key, move to Label 3 field and type desired label.

e. Using Tab Key, move to Label 4 field and type desired label.

f. Using Tab Key, move to Label 5 field and type desired label.

g. Using Tab Key, move to Label 6 field and type desired label.

h. Using Tab Key, move to Object Code field and type desired label.

i. Using Tab Key, move to Sub-Object Code field and type desired label.

j. Using Tab Key, move to Label 9 field and type desired label.

k. Using Tab Key, move to Label 10 field and type desired label.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the BLBL Record will be updated.

2.3 Delete Accounting Distribution Label Table Record

Overview

The AGPS Systems Administrator has the capability to the delete BLBL records when they are no longer required or are invalid.

Inputs

! Required department financial to be deleted

Outputs

! Updated BLBL Table

Completing The Procedure

Cross-Reference	Steps
	1. If you Add a BLBL record with the wrong labels or the BLBL Record is no longer required, you must delete the record that is not required and then re-add a record with the correct information if required.
	2. Delete BLBL record.
INTF 4: BLBL	a. If the user is not in the BLBL screen, type **BLBL** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using Tab Key, move to Department Financial field and type desired Department Financial.
	d. Press RETURN/ENTER. Requested record should be displayed.
	3. Type **DELETE** in the Function Line.
INST 4: BAAT	a. Using Tab Key, move to Authorization field and type your authorization code. The Authorization Code must be equal your Table record authorization code (Universal or BLBL Auth).
	4. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the BLBL Record will be deleted.

2.4 Inquire Accounting Distribution Label Table Record

Overview

The user has the capability to view the BLBL by use of the **INQUIRY** function on the BLBL screen available in AGPS.

Inputs

! Required department financial

Outputs

! Display of requested BLBL record

Completing The Procedure

Cross-Reference	Steps
	1. Determine the department financial for inquiry.
	2. Inquire BLBL record.
INTF 4: BLBL	a. If the user is not in the BLBL screen, type **BLBL** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using Tab Key, move to Department Financial field and type desired department.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record(s).

3 CROSS-WALK RECORDS

3.1 Add OWLK Records

Overview

The AGPS System Administrator has the responsibility to establish cross-walk records of local accounting distribution codes to central accounting distribution codes for those agencies reporting to central accounting. AGPS requires that for agencies subject to reporting to a central accounting agency have a cross-walk table record present that relates the agency's local (internal) codes to central accounting codes. For an agency's object/sub-object code(s) the OWLK screen is used to establish cross-walk of agency object/sub-object to central codes.

Inputs

- **!** Required Executive Agency
- **!** Required agency object/sub-object code(s)
- **!** Required central object/sub-object code(s)

Outputs

- **!** Updated OWLK Table

Completing The Procedure

Cross-Reference	Steps
	1. Determine paying agency's object/sub-object code(s) requirements. This may be accomplished by the following method(s). a. You may perform a survey of all paying agencies or a specific agency to determine requirements. b. You may, instead of a survey, wait until an agency identifies a requirement to process object/sub-object code(s) then add the codes to the Accounting Object Code Detail Cross-Walk Table (OWLK).
AGCY 4: AGCY	**Executive agency** must be equal a valid and active AGCY Table record.
INST 4: BAAT	**Authorization Code**. The typed authorization code must be equal the current (Function Line) User IDs BAAT Table Universal Auth or OWLK Auth code. Additionally, the user must have access and maintenance authority for the paying agency.

Cross-Reference	Steps

2. Add OWLK record data into AGPS.

INTF 4: OWLK

a. If you are not in the OWLK screen, type **OWLK** in the Function Line and press RETURN/ENTER.

b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.

c. Using Tab Key, move to Agency field and type desired executive agency.

d. Using Tab Key, move to Fiscal Year field and type desired fiscal year.

e. Using Tab Key, move to Authorization field and type your authorization code. You must have a universal authorization or an OWLK specific authorization.

f. Using Tab Key, move to first Agency field and type desired object code for agency accounting.

g. Using Tab Key, move to first Central field and type desired corresponding object code for central accounting.

h. Using Tab Key, move to second Agency field and type desired sub-object code for agency accounting.

i. Using Tab Key, move to second Central field and type desired corresponding sub-object code for central accounting.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.2 Delete OWLK Record(s)

Overview

The AGPS System Administrator has the responsibility to the delete OWLK Records when they are no longer required or are invalid.

Inputs

- **!** Required Executive Agency
- **!** Required agency object/sub-object code(s)

Outputs

- **!** Updated OWLK Table

Completing The Procedure

Cross-Reference	Steps
	1. If you Add an OWLK record with the wrong object/sub-object code or the OWLK Record is no longer required, you must delete the record that is not required and then re-add a record with the correct information if required.
	2. Delete OWLK Record.
INTF 4: OWLK	a. If the user is not in the OWLK screen, type **OWLK** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using Tab Key, move to Agency field and type desired executive agency.
	d. Using Tab Key, move to Fiscal Year field and type desired fiscal year.
	e. Using Tab Key, move to first Agency field and type desired object code for agency accounting.
	f. Using Tab Key, move to second Agency field and type desired sub-object code for agency accounting.
	g. Press RETURN/ENTER. Requested record should be displayed.
	3. Type **DELETE** in the Function Line.

Cross-Reference	Steps
INST 4: BAAT	a. Using Tab Key, move to Authorization field and type your authorization code. The Authorization Code must be equal your Table record authorization code (Universal or OWLK Auth).

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the OWLK Record will be deleted.

3.3 Inquire OWLK Records

Overview

The user has the capability to view the OWLK by use of the **INQUIRY** function on the OWLK screen available in AGPS.

Inputs

- **!** Required Executive Agency
- **!** Required agency object/sub-object code(s)

Outputs

- **!** Display of requested OWLK record

Completing The Procedure

Cross-Reference	Steps
	1. Determine OWLK data to be inquired.
	2. Inquire OWLK record.
INTF 4: OWLK	a. If the user is not in the OWLK screen, type **OWLK** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using Tab Key, move to Agency field and type desired executive agency.
	d. Using Tab Key, move to Fiscal Year field and type desired fiscal year.
	e. Using Tab Key, move to first Agency field and type desired object code.
	f. Using Tab Key, move to second Agency field and type desired sub-object code.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record(s).

3.4 Convert OWLK to New Fiscal Year

Overview

As a new fiscal year begins it is necessary to add new OWLK records for the new fiscal year. It is likely that current codes will not change. Instead of requiring all new records to be added, AGPS provides a method for conversion of existing records to the new fiscal year precluding the add of new records. This process will be initiated by the AGPS Systems Administrator on start of a new fiscal year.

Inputs

- OWLK record(s)
- BB5U batch program

Outputs

- Updated OWLK Table

Completing The Procedure

Cross-Reference	Steps
BAT 4: BB5U	1. Request processing of the cross-walk fiscal year conversion program BB5U.

3.5 Add XWLK Records

Overview

The AGPS System Administrator has the responsibility to establish cross-walk records of local accounting distribution codes to central accounting distribution codes for those agencies reporting to central accounting. The AGPS requires that for agencies subject to reporting to a central accounting agency have a cross-walk table record present that relates the agency's local (internal) codes to central accounting codes. For an agency's accounting distribution, with the exception of object/sub-object code(s), the XWLK screen is used to establish cross-walk of agency codes to central codes.

Inputs

- **!** Required executive agency
- **!** Required agency accounting distribution code(s)
- **!** Required central accounting distribution code(s)

Outputs

- **!** Updated XWLK Table

Completing The Procedure

Cross-Reference	Steps
	1. Determine paying agency's accounting distribution code(s) requirements. This may be accomplished by the following method(s).
	a. You may perform a survey of all paying agencies or a specific agency to determine requirements.
	b. You may, instead of a survey, wait until an agency identifies a requirement to process accounting distribution code(s) then add the codes to the Accounting Detail Cross-Walk Table (XWLK).
AGCY 4: AGCY	**Executive agency** must be equal a valid and active AGCY Table record.
INST 4: BAAT	**Authorization Code**. The typed authorization code must be equal the current (Function Line) User IDs BAAT Table Universal Auth or XWLK Auth code. Additionally, the user must have access and maintenance authority for the paying agency.
	2. Enter XWLK record data into AGPS.
INTF 4: XWLK	a. If you are not in the XWLK screen, type **XWLK** in the Function Line and press RETURN/ENTER.

Cross-Reference Steps

b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.

c. Using Tab Key, move to Agency field and type desired executive agency.

d. Using Tab Key, move to Fiscal Year field and type desired fiscal year.

e. Using Tab Key, move to Authorization field and type your authorization code. You must have a universal authorization or an XWLK specific authorization.

f. Using Tab Key, move to first Agency field and type desired code for agency accounting.

g. Using Tab Key, move to first Central field and type desired corresponding code for central accounting.

h. Repeat f. for the remaining Agency fields. Fields 1 - 6 must have data entered.

i. Repeat g. for the remaining Central fields. Field 1 must have data entered.

3. When all required entries are made press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.6 Delete XWLK Record(s)

Overview

The AGPS System Administrator has the responsibility to the delete XWLK Records when they are no longer required or are invalid.

Inputs

- **!** Required executive agency
- **!** Required agency accounting distribution code(s)

Outputs

- **!** Updated XWLK Table

Completing The Procedure

Cross-Reference	Steps
	1. If you Add an XWLK record with the wrong code or the XWLK Record is no longer required, you must delete the record that is not required and then re-add a record with the correct information if required.
	2. Delete XWLK Record.
INTF 4: XWLK	a. If the user is not in the XWLK screen, type **XWLK** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using Tab Key, move to Agency field and type desired executive agency.
	d. Using Tab Key, move to Fiscal Year field and type desired fiscal year.
	e. Using Tab Key, move to first Agency field and type desired code for agency accounting.
	f. Repeat e. for the remaining Agency fields. Fields 1 - 6 must have data entered.
	g. Press RETURN/ENTER. Requested record should be displayed.
	3. Type **DELETE** in the Function Line.

Cross-Reference	Steps
INST 4: BAAT	a. Using Tab Key, move to Authorization field and type your authorization code. The Authorization Code must be equal your Table record authorization code (Universal or XWLK Auth).

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the XWLK Record will be deleted.

3.7 Inquire XWLK Records

Overview

The user has the capability to view the XWLK by use of the **INQUIRY** function on the XWLK screen available in AGPS.

Inputs

- **!** Required executive agency
- **!** Required agency accounting distribution code(s)

Outputs

- **!** Display of requested XWLK record

Completing The Procedure

Cross-Reference	Steps
	1. Inquire the XWLK Table by use of the XWLK screen.
INTF 4: XWLK	a. If the user is not in the XWLK screen, type **XWLK** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using Tab Key, move to Agency field and type desired executive agency.
	d. Using Tab Key, move to Fiscal Year field and type desired fiscal year.
	e. Using Tab Key, move to first through sixth Agency field and type desired code.
	2. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record(s).

3.8 Convert XWLK to New Fiscal Year

Overview

As a new fiscal year begins it is necessary to add new XWLK records for the new fiscal year. It is likely that current codes will not change. Instead of requiring all new records to be added, AGPS provides a method for conversion of existing records to the new fiscal year precluding the add of new records. This process will be initiated by the AGPS Systems Administrator on start of a new fiscal year.

Inputs

- XWLK record(s)
- BB6U batch program

Outputs

- Updated XWLK Table

Completing The Procedure

Cross-Reference	Steps
BAT 4: BB6U	1. Request processing of the cross-walk fiscal year conversion program BB6U.