CGI Advantage® 4

Chart of Accounts User Guide

CGI

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Business Area Overview

At the center of CGI Advantage processing capabilities is a robust, flexible chart of accounts structure. This structure provides the ability to maintain autonomy across organizations while providing uniformity in the overall structure. Further, the structure is seamlessly integrated with all areas of CGI Advantage. This single set of codes integrates the functions of CGI Advantage Financial and ensures that all of the data is compatible for meaningful comparisons and computations.

CGI Advantage chart of accounts functionality provides an account structure to classify financial information according to the measures needed to support the various uses of a government's financial information. In this way, you can measure where, for what, and by what entity monies are collected and spent. You can also categorize each transaction using independent characteristics to record and report on financial activity. Some measures deal with fund accounting, some with organizational concerns, and others with cost accounting or other accounting classifications. Another aspect of the chart of accounts is the consolidation of information into rollups that you can use for reporting and budgeting.

The chart of accounts can accommodate many distinct elements, sub elements, and multiple associations for establishing hierarchies and rollups. CGI Advantage is delivered with 36 primary and sub elements (such as Fund, Activity, and Department) and with more than 60 rollups for reporting. With few exceptions, element characteristics are determined to suit your specific needs. Characteristics that can be adjusted include the size of the individual codes defined and the label by which a chart of account element is displayed. With this powerful flexibility and number of different measures, you can merge your planning and budgeting account structure with the accounting structure to produce a single united configuration.

CGI Advantage addresses all of your reporting needs - planning, budget control, financial management, and external reporting. You can produce sets of financial reports in which the same dollar amounts can be classified in different ways. For example, program managers receive reports that cut across organizational lines, line managers receive reports for their organizations, and legislators receive appropriations reports. CGI Advantage produces these reports from one unified database.

Implementing the Chart of Accounts area is a task that requires significant forethought and planning. The Chart of Accounts is the heart of financial and budgeting control, reporting and analysis. Determining how elements and rollups will be used within an application requires collaboration, cooperation, and compromise from all parties who own or use the chart of accounts elements.

The recommended approach for implementing a chart of accounts conversion plan is first to understand the business purpose of all elements currently used and the relationships among elements from different systems. With this analysis the conversion process will:

- Eliminate redundant information

- Remove obsolete information

- Define the characteristics of the remaining measures

- Map those measures to the proper chart of account

- Determine immediate and future code length requirements

- Identify areas that may be enhanced with the introduction of new codes or rollups

Refer to "CGI Advantage Delivered Chart of Accounts" topic for more information about the delivered model.

Common Terminology

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

› Accounting Profile

The Accounting Profile groups together multiple Accounting Templates which are assigned accounting distribution percentages. A user can select Accounting Profiles on transactions to facilitate and standardize data entry.

› Accounting Template

The Accounting Template groups together Chart of Account elements and assigns each grouping a unique Accounting Template. A user can choose to use the Accounting Templates to facilitate and standardize data entry.

› Balance Sheet Account

Balance Sheet Accounts are accounts that reflect the financial condition of fund. They are broken down into assets, liabilities, equity, and contra assets (sometimes called asset offsets). The term has a micro and macro usage. The micro term refers to a code established on the Balance Sheet Account reference page. The macro term is for a ledger or other balance record that represents a dollar total for a Fund and Balance Sheet Account combination.

› COA Service Date Editing

The Payment Request (PR) transaction type has a feature available to edit service dates against referenced service dates as well as dates defined for a fiscal year or budget fiscal year. Please refer to the Advanced - Unique Features for COA Service Date Editing in the *Financial Administration User Guide* for more information on this feature.

› Centralized Organizational Elements

Centralized Organizational Elements are the principal organizational chart of accounts: Government Branch, Cabinet, and Department.

› Current Rollups

Current Rollups are rollup codes inferred by a report based on the current definition of a primary element code.

› Decentralized Organizational Elements

Decentralized Organizational Elements are the organizational chart of accounts below Department: Division, Group, Section, District, Branch, Unit, and Sub Unit.

› Department-Specific

Department-Specific is a term used to refer to those chart of account measures that are defined (keyed) by Department codes. Such a measure allows each department to define codes specific to their business needs.

› Element

Element is a point of measurement for financial activity, specifically, a division of the chart of accounts structure. Examples include Fund, Department, and Location. The term often refers to just Primary Elements, but Sub Elements can also be implied by the term.

> Fund Accounting

Fund accounting is the term associated with public sector accounting that refers to the use of Fund, Revenue Source, Object of Expenditure, and Balance Sheet Account chart of account elements.

> Fund

Fund is the chart of accounts element that represents a self-balancing set of accounts.

> Hierarchy

Hierarchy is a tree-type relationship among a series of chart of account elements where one element, a parent, is broken down into smaller components, called children. The hierarchy may be one that is structured within the application (Fund and Sub Fund) or implied through setup (Fund Category and Fund Class).

> Historic Rollups

Historic Rollups are the rollup codes originally recorded by a transaction based on the definition of a primary element code at the time the transaction was processed.

> Inference

Inference is the process by which codes are automatically brought into transactions when combinations of other codes are used.

> Major Program

Major Program defines the high level initiative under which funds are received and identifies global characteristics for all Programs defined beneath.

> Object of Expenditure

Object of Expenditure is the chart of accounts element that classifies expenditures into groups such as personnel costs and expenses. The term most often used in simply Object.

> Other Classifications

Other Classifications are the chart of accounts view that provides additional reporting and tracking elements. Another term used can be programmatic elements.

> Primary Element

A Primary Element is a point of measurement for financial activity, specifically, a division of the chart of accounts structure. The term primary is used to separate an element from the sub element or rollup.

> Required Element

Required Element is a chart of accounts element that is defined as being necessary optional or prohibited for transactions under certain circumstances. Those circumstances

can be the type of accounting event being performed or the existence of one or mode chart of account codes already entered.

> Revenue Source

Revenue Source is the chart of accounts element that reflects the source of money for an activity or an objective. The term used could just be Revenue as well.

> Rollup

Rollup is a grouping of chart of accounts element codes for reporting or control purposes. Most elements use element class, category, type, and group to roll information into higher levels of summarization.

> Sub Element

Sub Element is a subordinate measure of account activity that derives its characteristics from the parent element.

> System-Wide

System-Wide is a term used to refer to those chart of account measures that are not defined (keyed) by the Department element. These measures are defined once for use by all entities within the application.

CGI Advantage Delivered Chart of Accounts

CGI Advantage is delivered with a chart of accounts model already in place that you can use as is or can modify in accordance to the requirements of your site. Later in this guide are details of the delivered model, such as the keys for each measure, and examples of how it might be used. The following information is given for each measure:

- All parts of the hierarchy

- Maximum delivered lengths for each element and rollup

- Additional key fields for each element and rollup

The following topics are included in this chapter:

- Validation of Chart of Accounts

- Chart of Accounts Classifications

- Hierarchies and Rollups

- Common Controls and Fields

- Data Entry Sequence

- Deletion of Chart of Accounts

- Fund Accounting Elements

- Budgeting Elements

- Organization Elements

- Programmatic Elements

- Cost Accounting Elements

Validation of Chart of Accounts

As a rule, the application always validates any chart of account code entered against the reference page where codes are established. These validations are done with all existing key field information from that current page. Those measures keyed by Fiscal Year are always validated with the Fiscal Year when available. In a limited number of cases the Budget Fiscal Year available is used or the current Fiscal Year is used (as determined from the Application Date).

There are a few places within the application where code validation is not performed on the page where the code is entered. These pages are not where codes are defined but ones used by transactions or batch programs. As the maintenance of chart of account information is a task restricted to a limited number of users, those users have the responsibility of maintaining information on these pages that are not validated so that usage of the data is possible without error.

Chart of Accounts Classifications

CGI Advantage classifies your accounts into several categories, allowing different aspects of your financial information. These aspects are:

› Fund Accounting

Fund accounting reflects measures concerning funds and general ledger accounts. It is the basic one of four elements that must be defined for fund accounting to work properly: Fund, Revenue, Object, and Balance Sheet Account. These four elements enable each fund of a government to have a self-balancing set of accounts sufficient to capture all the reported attributes of a portion of the government's activities and resources. When all of the funds and their ledger accounts are summarized, a near complete picture of a government's financial situation is produced.

Fund accounting elements answer these types of questions:

- From what source?
- To what source?
- For what?
- In what account?

› Budgetary

CGI Advantage supports budget control and tracking among appropriation budgets, spending budgets, revenue budgets, cost accounting budgets, and other user-defined budgets. Most chart of accounts elements can be used to define a budget, even rollups. The only element and rollups that do not fit within any budget model are those for Balance Sheet Accounts. Most chart of account elements serve multiple functions, but Appropriation exists primarily to serve budgeting needs.

More information on the budget controlling can be found in the *CGI Advantage - Budget Control User Guide*.

The budget element answers these types of questions:

- From what source of funding?
- To what source of funding?

› Organizational

The assignment of funds, related expenditures, and revenues to organizational entities is essential if department heads are to be held responsible for planning and controlling those activities assigned to them.

An organizational structure can reflect the most vertical as well as the flattest organizational entity.

Department is the key point in any organizational entity as it is the primary point of security. It is also the point where measures above are known as the centralized organizational structure and with measures below are known as the decentralized

organizational structure. Department is also a key to all the decentralized structure as well as many programmatic and all cost accounting measures.

As what entities are defined into the organizational elements can be those found on organization charts. What function an entity serves or where an entity is located, organizational elements answer these types of questions:

- For whom?

- On what?

› Programmatic

CGI Advantage provides other elements for reporting and tracking transactions across different funds and organizations so that you can see how much has been collected or spent for a certain measure in total. The programmatic elements are Location, Activity, Function, Reporting, Department Object, Department Revenue, Task, and Task Order. These elements allow you to indicate details of your choosing about the transaction. They are a mix of system-wide and department-specific elements. Certain elements in this group can also serve purposes in Cost Accounting and vice versa.

Programmatic elements answer these types of questions:

- For what?

- where?

- what were you doing?

› Cost Accounting

Cost accounting is used to track accounting activity associated with special purposes such as grants, projects, and jobs. CGI Advantage can support the most complex federal grants, Federal Highway Administration (FHWA) billing, and projects, while having the flexibility to administer simple grants and projects.

More information on the various setup options on these elements can be found in the *CGI Advantage - Cost Accounting User Guide*

Cost accounting classifications answer these questions:

- For what?

- When?

- For whom?

- From what funding source?

Hierarchies and Rollups

CGI Advantage uses rollup codes to establish hierarchies beyond those of the primary and sub elements. These hierarchies can represent a tree-type relationship among a series of codes, separate independent

measures, or a mix of the two. Having separate chart of accounts for rollups removes the need for smart-coding chart of account elements with imbedded rollups or relying on ranges of codes for grouping.

Common example of a measure with a mixture of hierarchical rollups and independent measures would be how automobiles are classified.

A vehicle registration number (VIN) would be the lowest level. Then above that there are categorizations for make, model, color, county registered in, and manufacturer. While make, model, and manufacturer are hierarchical, color and county registered in are not. Thus color and county registered in are independent measures of a VIN.

Most hierarchies in CGI Advantage are optional and do not affect processing. Most do not have a built-in hierarchical structure, but one which you construct by populating rollup pages with values that are related to one another. CGI Advantage will then use those hierarchies to make reports and certain online queries such as journals and ledgers more meaningful in how they are organized and how they summarize data in varying degrees.

The decision whether to implement the various hierarchies, and to what extent depends on your use of reports and certain online queries such as journals and ledgers. The number of levels to implement in each hierarchy is dependent upon online and offline reporting needs. Of the more than 60 rollups delivered, some of these have no additional keys for uniqueness, while some are keyed by fiscal year and others by department.

Regardless of whether a user enters a chart of account code directly on a transaction or it is brought in from an inference, CGI Advantage obtains all rollups associated with the code from the appropriate reference page. The code and all rollups are then stored on the accounting line, posting line and journal records for historical purposes. Those rollups can even be stored on ledger records if desired to facilitate reporting and querying based on 'historical' rollup values when 'current' rollup values are not required.

Common Controls and Fields

The many reference pages where chart of account codes are defined contain consistent fields for control and informational needs. Several element and sub element pages contain other fields for collecting information and defining controls that are specific to the element. The common fields are discussed in this topic and those unique fields are covered in the later discussion of the element.

Effective Use Dates

When a code should have data entry control for accounting or budget transactions, one or both effective dates can be used to define the first date, last date, or range of dates a code can be used. In this way, you can control the time frames during which elements are used, therefore allowing control over how monies are used and recorded. The dates are edited against the Record Date of the transaction on which you are using the code. Keep in mind if the Record Date is blank the edit is using the current Application Date. When outside of the range, the application considers the code invalid.

The dates are optional and should only be used if there should be a restriction.

NOTE: These effective dates are not part of the keys to their respective elements as is the case with similar dates found on human resource and payroll reference pages. Also, since the edit for effective use dates is a rejection error, ensure there is no outstanding activity or need to record an adjustment to a code before setting the Effective To date, else the date will have to be lifted before that activity can be successfully recorded.

Active Status

When you want to 'wind down' activity against a particular COA code, there is an Active indication. The edit for an inactive code is not as restrictive as effective use dates as it produces an overrideable error message unless a transaction code has been established to allow inactive codes. Such setup is common on journal voucher for making adjustments and later transactions in a referencing chain to allow what has started against code to complete. The Transaction Control (DCTRL) option to allow a transaction code to use inactive codes without error is Inactive COA Codes Allowed.

Allowed for Budgeting Indication

When budgeting is done with a chart of account element or rollup, but not all codes in that element or rollup should be budgeted, there is a Budgeting indication that when set to *no* will result in budget transactions rejecting if the code is used.

A common use of this flag is to flag a code in the current fiscal year as not allowed for budgeting when it was in the prior year. A budget exists in the prior year for the code but does not and should not in the current year. The code has to exist in the current year to allow payments of open items at the end of last year.

Contact Information

All chart of accounts elements have the optional ability to associate a contact for reporting purposes. Contacts are established on the Contact (CNTAC) reference page. **Chart of Accounts** reference pages will display the **Name**, **Phone**, **Extension**, and **Email Address** of the contact code selected.

Descriptive Information

All chart of accounts element pages have three descriptive fields: **Name**, **Short Name**, and **Description**. The first two are required and the third is optional. The **Short Name** is most often displayed within the application and on reports to provide more information than just a code value to users when space is limited. The full **Name** can be used if its length can be accommodated.

A select set of reference pages contain an additional Extended Descriptive field for recording any type of information deemed necessary.

Data Entry Sequence

The definition of the chart of accounts measures needs to follow a particular sequence because many of the measures are dependent on others. The high-level approach to loading these codes is:

1. Create Fiscal Year (FY) reference page entries for all years that chart of account codes will be defined if records do not already exist.

2. Define rollup codes. If not, you will have to circle back and enter rollups for elements established. Either method is certainly acceptable.

3. Define primary elements such as Object before establishing Sub Objects.

4. Define Departments on both reference pages (DEPT & DEPTFY) before defining most of the Programmatic elements and all of the Cost Accounting elements as Department are likely part of the key to these elements.

5. Completion of combination validation, inference, and required element pages will now be possible as well as areas such as System Wide Defaults (SPEC) and other pages that supply default codes.

Deletion of Chart of Accounts

Users with the proper security may need to take the rare action of deleting a chart of account code, sub code or rollup because the code is no longer needed or was never used. When the delete action is selected on the reference page, the system will determine if usage of that code should be verified. The COA Deletion Prevention parameter on the Application Parameters (APPCTRL) page controls usage verification. A setting of either of the following will trigger the usage verification logic.

1 = Usage verification but deletion not allowed

2 = Usage verification and deletion allowed

The most common scenario starts with a user making the first attempt to delete a COA code. The system with either setting above will create and submit an instance of the COA Usage Verification batch job. The job researches whether or not a COA code has been used by a budget or accounting transaction that is currently in the *Pending* Transaction Phase or has gone to the *Final or Historical Final* Transaction Phase in the past so that an update was made to the Budget, Accounting, or Cost Accounting Journals.

The user must wait until the system has finished the usage verification. If not, the message about needing to do verification issued upon the first deletion attempt will be issued again. After the system has finished the verification and the user makes another deletion attempt:

- If the COA code has not been used, and the COA Deletion Prevention parameter is set to *2*, then the COA code is deleted.

- If the COA code has been used, and the COA Deletion Prevention parameter is set to *2*, then the COA code is deleted and a warning error is issued indicating that the code was deleted, although it was used.

- If the COA code has not been used and the COA Deletion Prevention parameter is set to *1*, then a message is received indicating that the COA code has not been used, but deletion is not allowed. A system administrator must be notified to temporarily change the setting of the COA Deletion Prevention parameter to 2 so that the code can be deleted; remembering to change the parameter back to 1 after the COA code has been deleted.

- If the COA code has been used and the COA Deletion Prevention parameter is set to *1*, then a message is received indicating that the COA code has been used, but deletion is not allowed. A system administrator must be notified to temporarily change the setting of the COA Deletion Prevention parameter to 2 so that the code can be deleted; remembering to change the parameter back to 1 after the COA code has been deleted.

In the case that a COA has been used, it is the responsibility of the user that is attempting the deletion to ensure all necessary steps have been taken for the deletion. That will include deletion of records on pages that also store that code (e.g. deleting a BSA requires all records on the Valid Fund and BSA Combination).

If the APPCTRL record is set to *3 - Usage verification disabled so deletion is allowed* – then a user with security to delete a COA code can do so and the system will not verify usage.

Fund Accounting Elements

Fund accounting reflects measures concerning funds and general ledger accounts. There are 4 required primary elements, 4 optional sub elements, and 24 optional rollups.

This topic includes the following areas:

- Fund
- Object
- Revenue Source
- Balance Sheet Account

Fund

A fund is often defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities, and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The fund enables a government to be fully accountable for its collection and use of public resources.

The fund chart of accounts element is generally used to specify each governmental accounting fund used. For example, clients often establish one or more funds of the following examples of classifications:

- General
- Special Revenue
- Capital Projects
- Debt Service
- Internal Service
- Enterprise
- Agency
- Permanent
- Pension Trust
- Governmental
- Proprietary
- Fiduciary

Simply stated, governmental funds are often used to segregate general government working capital according to the purposes for which it is to be used. Proprietary Funds are used to account for a state and

local government entity's business type activities. All assets, liabilities, equities, revenues, expenses, and transfers pertaining to these business activities are accounted for through one or more proprietary funds. Many of the generally accepted accounting principles that apply to proprietary funds are those applicable to similar private businesses. Fiduciary Funds are used to account for assets held by state and local government entities in a trustee or agency capacity. This trustee or agency capacity may apply for individuals, private organizations, or other governmental units.

The Sub Fund chart of accounts data element can be used to further classify the financial activity within a given Fund. For example, the Sub Fund could be used to differentiate what portion of the General Fund is earmarked for specific purposes such as meeting the financial needs of the executive versus legislative branch of government. Alternatively, the Sub Fund could be used by a given state or local government to identify what portion of each fund is associated with a given purpose. For instance, if a state or local government has numerous capital project funds that are each used for the construction of a specific building, the Sub Fund chart of accounts data element could be used to segregate the money that comes from federal versus state funding sources. The same Sub Fund data value could be used in each of the capital project funds to specify money that is considered federal versus state funding.

Name	Length	Key #1	Key #2
Fund	4	Fiscal Year	
Sub Fund	4	Fiscal Year	Fund
Fund Class	3		
Fund Category	4		
Fund Type	4		
Fund Group	4		
ACFR Fund Group	4		
ACFR Fund Type	4		

Sample Fund Hierarchies

Fund Measure	Sample Value
ACFR Fund Group	Governmental Activities
ACFR Fund Type	Government Fund

Fund Class	Federal Grants
Fund Category	Non Budgeted Special Revenue
Fund Type	Government
Fund Group	Non Budgeted
Fund	Federal Grants Fund
Sub Fund	Health Insurance - Medicare

Special Settings for Funds and Sub Funds

- **Bank, EFT Bank, Master Bank** - There are three possible bank defaults for each fund. The **Bank** value is the one that will default to certain accounting transactions when not manually entered. The **EFT Bank** is the value defaulted to disbursement transactions that are Electronic Funds Transfer transactions. The **Master Bank** is a value used with the Automatic Bank Transfer batch program. Please refer to the Bank Account Transfer Process run sheet in the *CGI Advantage - General Accounting Run Sheets* guide for more information.

  A Credit Card Bank field also exits on the Fund reference page but it is hidden for now as it is for future use.

- **Fiscal Year Beginning Balance** – An amount field that displays the beginning balance of equity for a fiscal year that is used by the Trial Balance Inquiry (TBAL) and Fund Balance Accounting Period (FBALAPD) inquiry pages. The Sub Fund (SFUND) reference page also has this field. Please refer to the Populate FY Beginning Balance run sheet in the *CGI Advantage - General Accounting Run Sheets* guide for more information.

- **Debt ID** - When a Debt ID should always infer with the use of a fund code, this field supplies that Debt ID for transaction processing. The inference is a powerful one in that it cannot be cleared or replaced by another Debt ID. While the Debt ID of a Lease can be entered, it is not likely. The most likely type of debt would be for a bond issue that is tied to the fund followed by a loan. The Sub Fund (SFUND) page also has this ability.

- **Component Unit** - An indication that a fund is handled differently for ACFR reports. The flag is intended as an aid for ACFR reporting and is optional.

- **Pool Fund** - An indication that a fund code is to be used as the pool fund in the investments area.

- **Major Fund** - An indication that a fund must be displayed separately from others of this same fund type because of size or volume. The flag is intended as an aid for ACFR reporting and is optional.

- **General Capital Assets (GCA) Fund** - An indication a fund will use the GCA fund to record all asset information instead of in the individual fund itself. The Fixed Assets tab on Special Accounts (SPEC) specifies that GCA fund. Please refer to the *CGI Advantage - Fixed Assets User Guide* for more information.

- **Responsibility Center Posting** - An indication that a fund can use the Responsibility Center Posting functionality for Fixed Assets. Please refer to the *CGI Advantage - Fixed Assets User Guide* for more information.

- **Allow Override Responsibility Center Posting** - An indication that a fund can override the Responsibility Center Posting setting that defaults from Fund on a Fixed Asset transaction. Please refer to the *CGI Advantage - Fixed Assets User Guide* for more information.

- **Allow Negative Investment Balance** - An indication that a fund allows a negative balance on the Pool History (PHIS) inquiry page as a result of a cash sweep. Please refer to the *CGI Advantage – Treasury Accounting User Guide* for more information.

- **Fixed Asset Intent Fund** – An indication that a fund can be used on a Fixed Asset Intent transaction as part of the processes of establishing asset information to be used as assets are purchased. Please refer to the *CGI Advantage - Fixed Assets User Guide* for more information.

- **Year End Options** - There are a number of fields that are used by the Annual Close, Open Activity Roll, Open Activity Lapse, and Automatic Accrual system processes. Of all the fields, only the Close Fund Into Account field is required for data entry as it has no default.

Run Sheets in the *CGI Advantage - General Accounting Run Sheets* guide will detail how each field is used by the respective batch process. The *CGI Advantage – Year End Procedures Manual* also contains information on how these fields interact with each process.

Other Reference Pages with Funds and Sub Funds

This list of other pages where Fund is a key is not comprehensive, but does include the major control pages.

- The **Special Fund Accounts (SPECFUND)** page enables specification of defaulting accounts that are specific to a particular fiscal year and fund. These accounts are used in lieu of the system-wide default accounts if the account's particular override flag is selected on the Special Accounts (SPEC) page. As balance sheet accounts (BSA) are tracked by fund, the use of the SPECFUND page is intended not to just give a different BSA for a fund, but to give a different BSA that has different control settings of its own.

- The **Accounting Period Fund (APDFD)** page enables a combination of fund, fiscal year and accounting period to be closed early ("soft closed") while the accounting period is still open system-wide on the Accounting Period (APD) reference page.

- The **Fiscal Year Fund (FYFD)** page enables a combination of fund and fiscal to be closed early ("soft closed") while the fiscal year is still open system-wide on the Fiscal Year (FY) reference page.

- The **Fund Tolerance (FTOL)** page enables the establishment of transaction type to transaction type tolerances at the fund and fiscal year level. A special feature of fund tolerances is that they can override the system tolerances if the System Tolerance Override indication is made. If not selected, a system-wide and fund tolerance would both be applied to a transaction. Note: The override ability does not apply to other tolerances such as at the transaction code level.

- The "Tolerances" topic in the *CGI Advantage - Financial Administration User Guide* contains more information.

- The Budget Fund Control (BUDFCON) page allows establishment of budget control options at a fiscal year and fund level.

- The "Budget Control" topic in the *CGI Advantage – Budget Control User Guide* contains more information on fund controls.

The following are other areas where fund codes are used to control with additional elements:

- Required Budget

- Retainage

- Budget Fiscal Year Stage Definition

- Treasury Accounting (refer to the *CGI Advantage - Treasury Accounting User Guide*)

The following items in the "Advanced - Setup" topic contains the Fund measure.

- Cash Balance Control

- Fund Balance Control

- Balance Sheet Balances

Object

The **Object** element is generally used by a state or local government entity to track the expenditure of funds to meet the reporting requirements of both external parties and those mandated by management to fulfill internal accountability requirements. A common example of how objects can be used is that different series of object are often established to track the expenditure of funds associated with various appropriation bill amounts. For example, a given appropriation bill may specify that a certain dollar amount of a budget can be expended on supplies versus travel versus communications. Objects could be established such that specific codes are to be used for supplies versus travel versus communications. The number of Object codes that need to be established can be identified by management to meet the needs of both the external parties and those mandated by management to fulfill internal accountability requirements.

The Sub Object chart of accounts data element can be used to further classify the financial activity within a given Object. For example, using the information provided above, a client may want to further delineate the types of expenditures associated with object '4100' for office supplies. Sub Objects could be established to track expenditures for paper, pencils, and toners that are all identified as office supplies. Thus, a client could establish a Sub Object of '00' for paper products, '01' for cleaning supplies, and '02' for equipment not capitalized. Sub Objects could go down to a level of detail that would list different paper products, but the Commodity code available in Procurement and Accounts Payable will also provide that granularity better in most cases.

Name	Length	Key #1	Key #2
Object	4	Fiscal Year	
Sub-Object	4	Fiscal Year	Object

Object-Class	4		
Object Category	4		
Object Type	4		
Object Group	4		
ACFR Major Expense Type	4		
ACFR Minor Expense Type	4		

Sample Object Hierarchies

CGI Advantage provides many levels of object of expenditure information for reporting, budgeting, and controlling. Sub Object is the lowest level and is delivered as optional. Object is the first required level followed by several optional levels: Object Class, Object Category, Object Type, and Object Group at a higher level than Object. In addition to these, expenditure accounting also uses hierarchies to support ACFR reporting with the rollups of Major ACFR Object Type and Minor ACFR Object Type.

Object Measure	Sample Value
Major ACFR Object Type	Current
Minor ACFR Object Type	General Government
Object Class	Department Administrative Costs
Object Category	Administrative Expenses
Object Type	Reimbursable
Object Group	Operating Costs
Object	Office Supplies
Sub Object	Paper

Specific Abilities for Objects

The following options apply to object codes directly on the Object (OBJ) page:

- **FASB Class Identification** - An indication for FASB sites whether the object is *unrestricted, temporarily restricted,* or *permanently restricted* for reporting purposes. For GASB clients, this indicator is marked *not applicable*.

- **Contract Withholding Exempt** - An indication that an Object or Sub-Object is exempt from contract withholding.

- **Operating** - An optional indication for reporting whether or not an object is for operating costs.

- **Payroll** - An optional indication an object is one used for payroll costs for reporting purposes. Actual restriction of payroll objects from use on non-payroll transactions is done through one or both of the Valid & Invalid Transaction Code and Object (VDOCOBJ & IDOCOBJ) pages.

- **Eligible for Intercept Process** - An indication an object is one available to intercept a payment when that object is entered on a Receivable (RE) accounting line for a vendor refund.

- **Construction Program Eligible** - An indication an object is eligible to be included in the accumulation of costs against a Program-Related Fixed Asset.

  Refer to the "Program Asset Generation" section in the *CGI Advantage - Fixed Assets User Guide* for more information.

- **Service Date Editing Type** - Valid values are:

  - *No Editing* - Only Transaction Control (DCTRL) level edits will occur for service dates, if it is set up.

  - *See Next Level* - This value will only be used if COA service date editing will have settings at more than 1 level of object. The SRV_DT_OBJ_LVL parameter on the Application Parameter (APPCTRL) tables defines how 1 to 3 levels of object are defined. When more than 1, that parameter defines the hierarchy. Refer to the "Application Parameters" topic in this user guide for more information.

  - *Type A* - Service From has to be on or after any referenced Service From date or after the Start Date of the fiscal year. Service to has to be on or before the End Date of the fiscal year. The fiscal year is that of the accounting line with the Object, Sub Object, or Dept Object code with Type A.

  - *Type B* - Service from has to be on or after any referenced Service From date or after the Start Date of the budget fiscal year. Service to has to be on or before the Lapse Period End Date of the budget fiscal year. The budget fiscal year is that of the accounting line with the Object, Sub Object, or Dept Object code with Type A. In the event the BFY is 9999, then use the FY to determine Start Date and Lapse Period End Date.

  - *Type C* - A reference with a Reference Type equal to Partial or Final must exist. The referencing Service From date must be on or after the more recent of the AL FY Start Date or the Referenced Service From date. The Referencing Service To date must be on or before the lesser of the AL FY End Date or the Referenced Service To date.

  - *Type D* - A reference with a Reference Type equal to Partial or Final must exist. The referencing Service From date must be on or after the more recent of the AL BFY Start Date or the Referenced Service From date. The Referencing Service To date must be on or before the lesser of the AL BFY Lapse Period End Date or the Referenced Service To

date. If the BFY is 9999 then use the FY to determine Start Date and Lapse Period End Date.

- **Payment Lag** - An indication for a number of lag days to be used in the Scheduled Payment Date calculation for an object that should differ from the system-wide number of days.

  Please refer to the "System Options" section in the *CGI Advantage - Accounts Payable User Guide* for more information on this topic.

- **Personal Services** - An optional indication on Object Class to classify an object class for a budget edit.

  Refer to the "Advanced - Unique Features" section in the *CGI Advantage - Budget Control User Guide* for more information.

For the following fields, please consult the *CGI Advantage - Tax Reporting User Guide* for more information.

- **1099 Income Code** - A setting for Objects and Sub-Objects to indicate that the code is part of 1099 Reporting.

- **1099 Type of Income** - A setting for Objects and Sub-Objects to indicate that the Type of Income is part of 1099 Reporting.

- **1099 Form Type** - A setting for Objects and Sub-Objects to indicate that the Form Type is part of 1099 Reporting.

- **Always 1099 Reportable** - An indication that an Object for Sub-Object is for reportable legal services even if the vendor is not marked as *Incorporated*.

- **1042-S Income Code** - A setting for Objects and Sub-Objects to indicate the income code for 1042-S Reporting.

- **1042-S Type of Income** - A setting for Objects and Sub Objects to indicate that the Type of Income is part of 1042-S Reporting.

For the following fields, please consult the *CGI Advantage - Cost Accounting User Guide* for more information.

- **Reimbursement Eligible** - indicates that an object is eligible for the reimbursement billing process in cost accounting. Major Program codes that split, either in a back end process or with front end split, have to use reimbursable object codes in order to infer a Funding Profile. Refer to the "Splitting" section in the *CGI Advantage - Cost Accounting User Guide* for more information on the splitting process.

- **Reimbursable** - indicates an object is reimbursable for internal accounting events. Event types belonging to the Internal Reimbursement event category ID's require an object code be reimbursable for the buyer.

The following are other areas where object codes are used to control with additional elements.

- Spending Budget Fiscal Year Stage Definitions

- Commodity Object

- Object Rate Groups for Cost Allocation

- Program Object Exceptions for Cost Accounting Reimbursement.

Revenue Source

The **Revenue Source** element is generally used by a state or local government entity to track the types of revenue received to meet the reporting requirements of both external parties and those mandated by management to fulfill internal accountability requirements. A common example of how revenue sources can be used is that different series of revenue sources are often established to track the types of tax revenues versus federal grant revenues versus external party sales revenues. The number of revenue source codes that need to be established can be identified by management to meet the needs of both the external parties and those mandated by management to fulfill internal accountability requirements.

The Sub Revenue Source chart of accounts data element can be used to further classify the financial activity within a given Revenue Source. For example, using the information provided above, you may want to further delineate the types of revenues associated with Revenue Source '1100' for personal income taxes. Sub Revenue Sources could be established to track revenues that are considered as paid by full time resident taxpayers, part time resident taxpayers, and non-resident taxpayers. Thus, you could establish a Sub Revenue Source of '00' for full time resident taxpayers, '01' for part time resident taxpayers and '02' for non-resident taxpayers.

Name	Length	Key #1	Key #2
Revenue Source	4	Fiscal Year	
Sub-Revenue	4	Fiscal Year	Revenue Source
Revenue Source Class	4		
Revenue Source Category	4		
Revenue Source Type	4		
Revenue Source Group	4		
ACFR Major Revenue Type	4		
ACFR Minor Revenue Type	4		

Sample Revenue Source Hierarchies

CGI Advantage provides many levels of revenue information for reporting, budgeting, and controlling. Sub Revenue is the lowest level and is delivered as optional. Revenue Source is the first required level followed by several optional levels: Revenue Source Class, Revenue Source Category, Revenue Source Type, and Revenue Source Group at a higher level than Revenue. In addition to these, revenue accounting also uses hierarchies to support ACFR reporting with the rollups of Major ACFR Revenue Type and Minor ACFR Revenue Type.

Revenue Source Measure	Sample Value
Major ACFR Revenue Type	Revenues and Other Sources
Minor ACFR Revenue Type	Taxes
Revenue Class	Energy Taxes
Revenue Category	Vehicle Taxes
Revenue Type	State Taxes
Revenue Group	Consumer Taxes
Revenue Source	Taxes - Motor Fuel
Sub Revenue Source	Diesel Fuel Tax

Specific Abilities for Revenue Sources

The following options apply to revenue source codes directly on the Revenue Source (RSRC) reference page and none apply to the Sub Revenue (SRSRC) reference page:

- **FASB Class Identification** - An indication for FASB sites whether the revenue source is *unrestricted temporarily restricted* or *permanently restricted*. For GASB clients, this indicator is marked *not applicable*.

- **FHWA Revenue Credit** - An indication that revenue source as available to be used as a revenue credit on a charge transaction.

- **Use Tax Collection** - An indication whether use tax needs to be collected for a revenue source during the period from billing to receipt of cash.

- **Transferable** - An indication that a revenue source is one that can be transferred as part of an operational transfer.

- **Operating** - An optional indication for reporting whether or not a revenue source is for operating revenues.

- **Eligible for Intercept Process** - An indication that a revenue source as one available to intercept a payment when that revenue source is entered on a Receivable (RE) accounting line for billed revenue.

- **External Reporting Number** - An optional field for recording any type of information pertaining to a revenue source for reporting purposes.

For the following fields, more information can be found in the *CGI Advantage – Accounts Receivable User Guide*.

- **Finance Charge Fee 1 to 5** - Optional fields that can be used to define 1 to 5 finance charge fees to be used for a revenue source when System Options and at least one Billing Profile have allowed the override of finance charge fees.

- **Finance Charge Fee Override** – An optional indication for a revenue source the system will go to the Finance Charge Setup reference page to retrieve any finance charges set there for the AR Department and AR Unit on the Receivable. Finance charge fees setup for the revenue source will not be used in this case.

- **Apply Interest on Late Fee** - An indication to the Finance Charge system process to apply interest to late fees or not.

- **Apply Interest on Administrative Fee** - An indication to the Finance Charge system process to apply interest to administrative fees.

- **Apply Interest on NSF Fee** - An indication to the Finance Charge system process to apply interest to NSF fees.

- **Apply Interest on Other Fee** - An indication to the Finance Charge system process to apply interest to other fees.

- **Apply Interest Override** – An indication whether or not the four 'Apply Interest' indications can be overridden at the Billing Profile.

- **Default Accounts and Codes** - listed are each of the default accounts that can default from a fiscal year and revenue source if (1) the account has the override flag selected on the Revenue tab of the Special Accounts (SPEC) page and (2) the Posting Code defaulting the account has Revenue Source as valid in one of the inference source fields. Accounts are divided into two: Revenue Accounts and Applied Fee/WO Accounts. All accounts are optional, and for a more detailed explanation of each, refer to the "Revenue Defaults" topic in the *CGI Advantage - Financial Administration User Guide*.

- **Default Accounts** - Each revenue source has the option of specifying one or more accounts that will default during transaction processing in the hierarchy specified for the posting code being used on the transaction with the default account. The use of each account can be found in the "Special Accounts and Special Fund Accounts" topic in the *CGI Advantage - Financial Administration User Guide*.

The following are other areas where revenue source codes are used to control with additional elements.

- Revenue Budget Fiscal Year Stage Definition

Balance Sheet Account

A **Balance Sheet Account** is a tool used in dual entry accounting to record assets, contra assets (also known as asset offsets), liabilities, and equity accounts. Similar to object and revenue sources, these balance sheet accounts are often established to meet the reporting requirements of both external parties and those mandated by management to fulfill internal accountability requirements. The number of balance sheet account codes that need to be established are identified by management to meet the needs of both the external parties and those mandated by management to fulfill internal accountability requirements.

The Sub Balance Sheet Account chart of accounts data element can be used to further classify the financial activity within a given Balance Sheet Account. For example, using the information provided above, you may want to further delineate the types of fixed assets associated with Balance Sheet Account '2100' for fixed assets. Sub Balance Sheet accounts could be established to track the type of cars such as '00' for vehicle, '01' for truck and '03' for emergency use vehicle. Each Sub BSA code must be unique system-wide within a fiscal year (if your system is defined to be keyed by fiscal year). Only fiscal year and the balance sheet account itself key the balance sheet account element. No other elements further define the key.

The most common use of a balance sheet is as an offset account to balance out a spending or revenue entry. These accounts store totals within a fund for items such as cash, equipment, accounts payable and retained earnings, forming what is known as a Balance Sheet Account (BSA). Several sources exist to view BSA balances: ITD Balance Sheet Detail, ITD Balance Sheet Summary, and the Fiscal Year Balance Details. As with other accounting activity, BSA balances can also be viewed on ledgers.

Name	Length	Key #1	Key #2
Balance Sheet Account	4	Fiscal Year	
Sub Balance Sheet Account	4	Fiscal Year	BSA
Balance Sheet Class	4		
Balance Sheet Category	4		
Balance Sheet Type	4		
Balance Sheet Group	4		
ACFR Major BSA Group	4		
ACFR Minor BSA Group	4		

Sample Balance Sheet Account Hierarchies

CGI Advantage provides many levels of balance sheet account information for reporting, and controlling. Sub Balance Sheet Account is the lowest level and is delivered as optional. Balance Sheet Account is the first required level followed by several optional levels: Balance Sheet Class, Balance Sheet Category, Balance Sheet Type, and Balance Sheet Group at a higher level than Balance Sheet Account. In addition to these, expenditure accounting also uses hierarchies to support ACFR reporting with the rollups of Major ACFR Major BSA Group and ACFR Minor BSA Group.

BSA Measure	Sample Value

ACFR Major BSA Group	Cash & Cash Equivalents
ACFR Minor BSA Group	Cash
Balance Sheet Class	Cash & Short Term Investments
Balance Sheet Category	Unreserved Cash
Balance Sheet Type	Current Asset
Balance Sheet Group	Liquid Assets
Balance Sheet Account	Cash
Sub Balance Sheet Account	Petty Cash

Specific Abilities for Balance Sheet Account

- **Account Type** - A required identification whether an account is an *asset*, *liability*, *equity*, or *asset offset* for later editing with the posting code requirement for account type. The setting can also be used for very high level reporting.

- **Level of Balance Control** - An optional setting that defines whether or not the system will issue an error to a transaction that would take a Balance Sheet Account to a contrary balance, according to the selected Account Type. When the edit should be performed one of the following selections should be made: warning, override, or reject. The asset account type should normally have a debit (positive) balance. The *liability*, *equity*, and *asset offset* account types should normally have credit (negative) balances. The BSA Control Level parameter, on the Application Parameters (APPCTRL) reference page determines if the application will evaluate balances on the ITD Balance Sheet Detail (BBALD) or the ITD Balance Sheet Summary (BBALS) inquiry. The difference being a contrary balance is determined at the Fund, Sub Fund, BSA, and Sub BSA level on the 'Detail' page or the Fund and BSA level on the 'Summary' page.

- **FASB Class Identification** - An indication for FASB sites whether the Balance Sheet Account is *unrestricted*, *temporarily restricted*, or permanently *restricted.* For GASB clients, this indicator is marked *not applicable.*

- **Cash Account** - An indication that a Balance Sheet Account is a cash account for later editing with the posting code requirement for a cash account.

- **Memo Account** - An indication that a Balance Sheet Account is a memo account for later editing with the posting code requirement for a memo account. The specific use of memo accounts within an application is determined by your site. These accounts can be ones not written to accounting journals or written to those journals. If written to journals, the accounts can be left in the year recorded or rolled forward like other accounts.

- **Payroll** - An indication that a Balance Sheet Account is one used for Payroll for reporting purposes.

- **Contributed Account** - An indication that a Balance Sheet Account is one that can be put in the Contributed Offset BSA field on the Fixed Asset Type (FATP) reference page indicating a fixed asset is not purchased, but acquired by another method.

- **Control Account** - An indication whether or not a Balance Sheet Account can be manually entered on a transaction in either the BSA or OBSA fields. If the indication is yes, then the account should always infer.

- **Contract Withholding Exempt** - An indication that a Balance Sheet and Sub Balance Sheet is exempt from contract withholding.

For these fields, please consult the *CGI Advantage – Tax Reporting User Guide* for more information.

- **1099 Income Code** - A setting for Balance Sheet and Sub Balance Sheet to indicate that the code is part of 1099 Reporting.

- **1099 Type of Income** - A setting for Balance Sheet and Sub Balance Sheet to indicate that the Type of Income is part of 1099 Reporting.

- **1099 Form Type** - A setting for Balance Sheet and Sub Balance Sheet to indicate that the Form Type is part of 1099 Reporting.

- **Always 1099 Reportable** - An indication that the Balance Sheet and Sub Balance Sheet is reportable even if the vendor is not marked as *Incorporated*.

- **1042-S Income Code** - A setting for Balance Sheet and Sub Balance Sheet to indicate the income code for 1042-S Reporting.

- **1042-S Type of Income** - A setting for Balance Sheet and Sub Balance Sheet to indicate that the Type of Income is part of 1042-S Reporting.

The following are other areas where balance sheet accounts codes are used to control with additional elements.

- Balance Sheet Budget Fiscal Year Stage Definition

The following items in the "Advanced - Setup" topic at the end of this user guide contain the Balance Sheet Account measure.

- Cash Balance Control

- Fund Balance Control

- Balance Sheet Balances

Budgeting Elements

CGI Advantage supports the use of any chart of account element for defining budgeting structures. Of those elements, Appropriation is the one that is primarily used for tracking budgets and accounting activity against those lines. It is generally used by a state or local government entity to track and control the expenditure of funds to meet the reporting and control requirements of both external parties and those mandated by management to fulfill internal accountability requirements.

	Name	Length	Key#1	Key#2	Key#3
Appropriation					
Code	Appropriation Unit	9	FSYR		
Rollup 1	Appropriation Class	4	FSYR		
Rollup 2	Appropriation Category	4	FSYR		
Rollup 3	Appropriation Type	4	FSYR		
Rollup 4	Appropriation Group	4	FSYR		

Appropriation

The **Appropriation** element, often called the Appropriation Unit, is defined yearly at the system-wide level and used primarily for the definition of budgets. Such budgets can track spending, revenues, or both spending and revenues. The Appropriation code often represents the levels at which funds are specified by a government's legislative body. Sometimes a higher level is specified and sometimes the level is lower with the addition of other chart of account element codes.

Name	Length	Key #1
Appropriation Unit	9	Fiscal Year
Appropriation Class	4	Fiscal Year
Appropriation Category	4	Fiscal Year
Appropriation Type	4	Fiscal Year
Appropriation Group	4	Fiscal Year

Sample Appropriation Hierarchies

Appropriation Measure	Sample Values
Appropriation Class	Operating
Appropriation Category	Non-Appropriated
Appropriation Type	Payroll Costs
Appropriation Group	Payroll Costs for Law Enforcement
Appropriation	Overtime for Police

Specific Abilities for Appropriations

The following options apply to appropriation codes directly on the Appropriation (APPR) reference page:

- **Appropriation Classification** - A required identification for reporting purposes.

    - *Regular* - Regular appropriations are, as the name implies, the most typical appropriation type. These appropriations normally begin with the fiscal year and end no later than the end of the fiscal year, are not based on special funding and are reviewed on an annual basis.

    - *Continuing* - Continuing appropriations are similar to regular appropriations except that the appropriation will not expire at the end of a single year. Two methods exist to control this continuation. One method for continuation is to roll unspent budget authority at the end of one budget fiscal year into the next. Another method is to use BFY Staging to allow processing against a budget line to continue with necessary activity restrictions when the accounting fiscal year is going to be greater than the budget fiscal year.

    - *Supplemental* - Supplemental appropriations are essentially equivalent to regular appropriations from a processing standpoint. The supplemental appropriation type should be used for appropriations which begin during the fiscal year and supplement an existing appropriation.

    - *Special* - Special appropriations is a designation that the appropriation is not Regular, Continuing, or Supplemental.

    - *Multi-Year* - Multi-Year appropriations are defined with a budget fiscal year of 9999 when establishing a budget line, creating a multi-year budget. Such lines are available for spending in any accounting year until funds are exhausted or the budget line is deactivated. In such a case the appropriation code will continue to be defined by fiscal years on the Appropriation reference page. Several inference pages are provided to infer 9999 to accounting transactions when chart of account codes are entered that match a multi year budget line. Please refer to the "Chart of Account Inferences" topic for more information on those inference pages.

- **Contract Withholding Exempt** - An indication that an Appropriation is exempt from contract withholding.

- **Service Date Editing** - Valid values are: *None*, *Service To Only*, and *Both Dates*. This APPR setting is the 2nd step in COA service date editing. If the APPR setting is *None*, then COA service date editing is not done. The other settings on APPR will cause the system to continue with COA service date editing.

- **Reporting Dates** - Optional dates of Reporting Start and Reporting End exist for reporting purposes. As appropriations can be thought of as single year or continuing from for two or more years, these dates can be used to give specifics to the values selected for Appropriation Classification. Configure Page (DESIGNER) updates are required to make the fields visible. Configurable Validations (BORULE) can make them required along with other types of edits such as ones tied to the various Appropriation Classifications (or other rollups) while Configurable Formulas (BOFRMLA) can be used to define defaults.

   Lastly, these two dates can be setup to default to budget transactions defining new budget lines. Please see the Required Budgets and Budget line Start/End dates in the *CGI Advantage - Budget Control User Guide.*

Organization Elements

Your implementation of CGI Advantage reflects the organizational hierarchy that you need for accounting and budget reporting, whether it is a centralized or decentralized model. The organization structure can reflect the most vertical as well as the flattest department. A centralized structure can exist beside departmental ones. Of the organizational elements, those other than Department, Unit, and Sub Unit are considered rollups because they infer from the Department and Unit entered on a transaction.

Name	Length	Key #1	Key #2	Key #3
Government Branch	4			
Cabinet	4			
Department	4	Fiscal Year		
Division	4	Fiscal Year	Department	
Group	4	Fiscal Year	Department	
Section	4	Fiscal Year	Department	
District	4	Fiscal Year	Department	

Bureau	4	Fiscal Year	Department	
Unit	4	Fiscal Year	Department	
Sub Unit	4	Fiscal Year	Department	Unit
Flexible Reporting 1	4	Fiscal Year		
Flexible Reporting 2	4	Fiscal Year		
Flexible Reporting 3	4	Fiscal Year		
Flexible Reporting 4	4	Fiscal Year		
Flexible Reporting 5	4	Fiscal Year		

Sample Organizational Hierarchies

CGI Advantage provides many levels of organizational information for reporting, budgeting, and controlling. The following is just one sample of an organizational hierarchy.

Organizational Measure	Sample Value
Government Branch	Executive
Cabinet	Transportation
Department	Highway Department
Division	Administration

Group	Services
Section	Law Enforcement
District	Southern Region
Bureau	Highway Patrol
Unit	State Troopers
Sub Unit	K-9 Unit

Department

Department is first level of organizational information entered on transactions and for security. Two different pages are used to establish a Department.

A department code establishes the entity that defines the centralized organizational structure as well as enables the definition of many other chart of account measures that are keyed by department. A department is also the foundation for security within the application.

The Department (DEPT) reference page is the first of two pages for establishing departments. In addition to the common chart of account fields, there are the following controls.

- **AR Unit Inference** - This required field is the counterpart to the AR Department Inference indication on the System Wide Controls (SOPT) reference page, where a rule is established as to how the AR Department is inferred or has to be manually entered on transactions recording accounts receivable activity. The AR Unit Inference controls how the AR Unit is inferred on transactions recording accounts receivable activity for a department. Valid choices are:

  - *Set to ALL* means that there are no specific AR rules by Unit and AR Unit will default to *ALL*.

  - *No Inference* means the user will have to manually enter a value for AR Unit.

  - *Infer from Transaction ID* will trigger the system to set the AR Unit to the Transaction Unit value.

  - *Infer from User ID* will trigger the system to set the AR Unit to the user's security unit.

- **Logo File** - When using Accounts Receivable in a decentralized fashion where AR Department is an actual department and not the centralized wildcard of *ALL,* this optional field provides the capability for a department to use a separate logo at the top of A/R correspondence instead of the central logo that would normally be

brought in through the forms tool. If this feature is desired, then the field and the Attachment action need to be made available with Configure Page.

- **Additional Description** - This field is used to add an additional description to the XML generated by the following jobs: Generate Invoice, Generate Statement, Past Due Invoice, Past Due Statement, and Payment Plan. This field is optional.

- **Base Department** - The Base Department flag indicates whether the selected Department is marked as the Base Department for the actions on the Department Fiscal Year (DEPTFY) that create Activity and Function data.

- **Travel Policy** - An optional indication of a default travel policy for which a department will apply to travelers for that department that is different from a system-wide travel policy.

- **Central Buyer** - The buyer ID identified for procurements of a commodity that is not assigned a specific buyer based on the requestor's Department.

- **Central Buyer Team** - The buyer team identified for procurements of a commodity that is not assigned a specific buyer based on the requestor's Department. Either the Central Buyer or the Central Buyer Team can be used, but not both.

- **Decentralized Buyer** - The buyer ID identified for procurements of a commodity that is not assigned a specific buyer based on the requestor's Department and no Central Buyer is established.

- **Decentralized Buyer Team** - The buyer team identified for procurements of a commodity that is not assigned a specific buyer based on the requestor's Department. Either the Decentralized Buyer or the Decentralized Buyer Team can be used, but not both.

  - For more information on any of the buyer fields or how they are used, refer to the *CGI Advantage - Procurement User Guide*.

- **Disbursement Contact** - A contact code specified that will supply information to the Disbursement process that will appear on a check stub when the Department is used. Other locations to default a contact are the System Wide Options (SOPT) reference page, Unit reference page, and as a direct parameter to the disbursement process.

- **Service Data Editing Type -** Valid values are: *No Editing*, *See Next Level*, *Type A*, *Type B*, *Type C*, and *Type D*.

- **Task Order / Program Inference** - When using the Task Order Inference (TOINF) page to infer program, this field is used for editing on TOINF. If a department has chosen to infer program from task orders with a *hard* inference (one that overlays any existing value) then the task orders for that department should follow suit. If the department uses a *soft* inference, then task orders for the department can follow suit or use the *hard* inference when there is only one valid program for a task order.

  - This field is delivered initially as a hidden field and should be made visible with the Configure Page (DESIGNER) if it should ever be set to *Hard*, as the default is *Soft*.

- **Overhead Indicator** - When the use of the Internal Costing function for overhead calculation is desired, the first setup step is by department. Here, the choice of *Task Order* to *Task Level* is made by those departments that choose to use the function. The default of *Not Applicable* is left for those departments that will not use the feature. When set to *Task Order* or *Task Level,* the Cost Allocation Plan (CAP) Rate Set field on the respective reference page can be one of the pre-defined rate sets or could be *None,* if not applicable to the Task Order or Task. The other reference page, must have *None* as the CAP Rate Set.

  - This field is delivered initially as a hidden field and should be made visible with the Configure Page (DESIGNER), if using the feature.

The Department Fiscal Year Control (DEPTFY) reference page is for defining controls and settings that can vary by fiscal year. When one of the element boxes is checked, every Unit must be associated with a valid code for that element under the Department. Departments with considerable structure may require every element for Units, where another Department that is relatively flat organizationally, may not require any of the elements. The Unit element is protected because it is always a required part of any organizational structure.

- **Government Branch** - A required association to a government branch.

- **Cabinet** - A required association to a cabinet.

- **Division** - An indication that makes Division required for setting up units.

- **Group** - An indication that makes Group required for setting up units.

- **Section** - An indication that makes a Section required for setting up units.

- **District** - An indication that makes District required for setting up units.

- **Bureau** - An indication that makes Bureau required for setting up units.

- **Unit** - A preset indication that makes Unit required for a department.

- **1099 Reporting Payer** - When the 'Multiple 1099 Reporting Payers indication is *yes* on the Expense part of the System Options (SOPT) reference page' this indication on the Department Fiscal Year Controls is required. The value supplied will be used on the 1099 forms and magnetic media being submitted to the IRS.

- **Create Activity Structure and Create Function Structure** - Two of the programmatic elements (Activity and Function) are delivered as elements defined to individual departments. When these programmatic elements need to be defined system-wide instead of by department, two special actions are available in the row menu to populate other reference pages with a standard set of codes defined already to the Base Department.

› More info for both Propagate actions:

  - If the population process generates a record with a key that already exists, the existing record will not be changed and the new record will not be saved. An informational message will be issued stating the record that already exists. If any record fails to add, none will be added on any of the pages.

- If no record for the Fiscal Year and Base Department is found on a page, then no propagation will occur and no message for such will be issued.

- If no Department is flagged as the Base Department on the DEPT page, then when this action is taken an error is issued.

- Each individual Activity and Function page has a similar action that will take a record and copy it for each Department code.

The following are other areas where departments are used to control with additional elements.

- Spending Budget Fiscal Year Stage Definition

- Revenue Budget Fiscal Year Stage Definition

- Balance Sheet Budget Fiscal Year Stage Definition

- Non-Accounting Budget Fiscal Year Stage Definition

- Required Budget

- Approval

- Collaboration

- Security

- Accounts Receivable

Unit

Unit is typically the lowest level of organizational structure for data entry on accounting transactions and for security. All units are defined on the Unit (UNIT) reference page. The information on the Unit reference page is part of the Memory Resident (MRT) tables, so any additions require the regeneration of those tables before the Unit can be used.

In some cases a Unit may use the Sub Unit element to further breakdown the organizational structure, account for locations, or any other need to capture an additional measure.

The Sub Unit (SUNIT) reference page allows you to define Sub Units. The Sub Unit page contains only the common chart of account fields.

Specific Abilities for Units

- **Disbursement Contact Code** - A contact code specified that will supply information to the Disbursement process that will appear on a check stub when the Unit is used. Other locations to default a contact are the System Wide Options (SOPT) reference page. Department reference page, and as a direct parameter into the disbursement process.

- **VSS Unit** - An indication that enables the Unit should appear for vendors to select as a governmental organization that they interact with for approvals.

- **Division** - An association to a Division that is required or prohibited based on the Division indication on the Department Fiscal Year Control (DEPTFY) reference page.

- **Group** - An association to a Group that is required or prohibited based on the Group indication on the Department Fiscal Year Control (DEPTFY) reference page.

- **Section** - An association to a section that is required or prohibited based on the Section indication on the Department Fiscal Year Control (DEPTFY) reference page.

- **District** - An association to a District that is required or prohibited based on the District indication on the Department Fiscal Year Control (DEPTFY) reference page.

- **Bureau** - An association to a Bureau that is required or prohibited based on the Bureau indication on the Department Fiscal Year Control (DEPTFY) reference page.

- **Flexible Reporting Code 1** - An optional association to a Flexible Reporting Code 1 value for reporting purposes only.

- **Flexible Reporting Code 2** - An association to a Flexible Reporting Code 2 value for reporting purposes only.

- **Flexible Reporting Code 3** - An association to a Flexible Reporting Code 3 value for reporting purposes only.

- **Flexible Reporting Code 4** - An association to a Flexible Reporting Code 4 value for reporting purposes only.

- **Flexible Reporting Code 5** - An association to a Flexible Reporting Code 5 value for reporting purposes only.

- **Central Buyer** - The buyer ID identified for procurements of a commodity that is not assigned a specific buyer based on the requestor's Unit.

- **Central Buyer Team** - The buyer team identified for procurements of a commodity that is not assigned a specific buyer based on the requestor's Unit. Either the Central Buyer or the Central Buyer Team can be used, but not both.

- **Decentralized Buyer** - The buyer ID identified for procurements of a commodity that is not assigned a specific buyer based on the requestor's Unit and no Central Buyer is established.

- **Decentralized Buyer Team** - The buyer team identified for procurements of a commodity that is not assigned a specific buyer based on the requestor's Unit. Either the Decentralized Buyer or the Decentralized Buyer Team can be used, but not both. For more information on any of the buyer fields or how they are used, refer to the *CGI Advantage - Procurement User Guide*.

The following are other areas where unit codes are used to control with additional elements.

- Approval Setup

- Security

- Accounts Receivable

The following items in the "Advanced - Setup" topic at the end of this user guide contain the Unit dimension.

- Combination Validations

- Required Elements

- Inferences

Other Reference Pages with Organization COA

As mentioned earlier, there are many other reference pages where Department exists because that element is part of the definition of over half of the delivered chart of accounts. Those pages are not listed here but covered in later chart of account sections. Listed here is a page closely related to organizational structure.

- The Alternate Organization Structure (ALTOR) reference page allows you to define an alternate structure to apply to detail level codes used previously under a formal structure. It does not provide for reorganizations, but rather shows what financial and budget data would look like if a different structure existed. There is no limit on the number of these structures. You use the Alternate Organization Structures page to complete the setup of these structures. All of the codes you enter on this page must be valid on their respective reference tables. Each alternate structure requires and ID or code along with a descriptive name for reference.

The following are other areas where unit is used to control with additional elements.

- Approval

- Collaboration

- Security

- Accounts Receivable

Programmatic Elements

CGI Advantage provides other elements for reporting and tracking transactions across different funds and organizations so that you can see how much has been collected or spent for a certain measure in total. Many are department-specific, and most of those that are contain a combination of rollups that are department-specific and system-wide. Those system-wide rollups allow for the aggregation of departmental data into measures that span the government entity.

	Name	Length	Key#1	Key#2	Key#3
Location					

Cod e	Location	4	Departmen t		
Activity					
Cod e	Activity	4	FSYR	Department *	
Sub	Sub Activity	4	FSYR	Department *	Activity
Roll # 3	Activity Type	4	FSYR		
Roll # 4	Activity Group	4			
Roll # 5	ACFR Activity Unit	4			
Function					
Cod e	Function	10	FSYR	Department *	
Sub	Sub Function	4	FSYR	Department *	Function
Roll #1	Function Class	4	FSYR	Department *	
Roll #2	Function Category	4	FSYR	Department *	
Roll #3	Function Type	4	FSYR		
Roll #4	Function Group	4			

Reporting

Code	Reporting	10	FSYR		
Sub	Sub Reporting	4	FSYR	Reporting	
Roll #1	Reporting Class	4	FSYR		
Roll #2	Reporting Category	4	FSYR		
Roll #3	Reporting Type	4			
Roll #4	Reporting Group	4			

Department Object

Code	Department Object	4	FSYR	Department	

Department Revenue

Code	Department Revenue Source	4	FSYR	Department	

Task

Code	Task	4	Department		
Sub	Sub-Task	4	Department	Task	

These additional elements allow you to indicate more details about the transaction. They are a mix of centralized and department-specific elements. Use of these elements and their rollups are not as structured or pre-defined as those in the Fund Accounting and Organizational areas. Each can be used in

any capacity that you see fit. For example, an activity can capture detailed information about expenses such as painting and plumbing. A location indicates the geographic location of the financial activity, the location of a fixed asset, or a specific location on a map for a construction project.

Oftentimes these programmatic elements are used in conjunction with the cost accounting elements described in a later topic.

Location

The **Location** element is used primarily to classify were goods or services were purchased or provided when such information is not captured in the organizational structure. Location is also used to classify, at a very high level, where a fixed asset or fixed asset component is located. For this reason, if the Fixed Asset tracking ability of the application is used, this programmatic measure must be populated on the Location (LOC) reference page.

Name	Length	Key #1	Key #2
Location	4	Department	
Sub Location	4	Department	Location
Location Class	3	Department	
Location Category	4	Department	
Location Type	4	Department	
County	5		

The Sub Location (SLOC) reference page allows you to define a further breakdown of locations. This element can be used for reporting purposes and Fixed Assets.

Sample Location Hierarchies

A sample of values for Location would be:

Location Measure	Sample Value
Location Class	County Owned
Location Category	Auburn
Location Type	Building

County	Lee
Location	Courthouse
Sub Location	Basement

Activity

The **Activity** element is used primarily to classify accounting entries to a business operation. That operation is one that is defined by individual departments within an application. Consolidation of these actions into groups for reporting is important to individual departments and at a system-wide level for financial reporting. Examples most commonly resemble verbs such as paving, auditing, and habitat restoration. This element is one that is often used heavily in the Cost Accounting area.

Name	Length	Key #1	Key #2	Key #3
Activity	4	Fiscal Year	Department	
Sub Activity	4	Fiscal Year	Department	Activity
Activity Class	4	Fiscal Year	Department	
Activity Category	4	Fiscal Year	Department	
Activity Type	4	Fiscal Year		
Activity Group	4			
ACFR Activity Unit	4			
ACFR Major Activity Type	4			
ACFR Minor Activity Type	4			

Specific Abilities for Activities

- **Reimbursement Eligible** - An indication that an activity eligible for the reimbursement billing process in cost accounting. Major Program codes that split, either in a back end process or with front end split, have to use reimbursable activities in order to infer a Funding Profile. Please refer to the "Splitting" topic in the

CGI Advantage - Cost Accounting User Guide for more information on the splitting process**.**

- **Construction Program Eligible** –An indication an activity is eligible to be included in the accumulation of costs against a Program-Related Fixed Asset.

- **Populate for All Departments** – When the Activity measure is not defined for each Department, but a system-wide element is desired, this action will copy the selected Activity record and create additional records – one for each Department in the same Fiscal Year. Sub Activity, Activity Class, and Activity Category also have this ability.

The Sub Activity (SACTV) page allows you to define breakdowns of activity codes for more detailed tracking.

Function

The **Function** element is often used by a state or local government entity to track the expenditure of funds for various functions of government. For example, a state government might want to report on functions of government such as general government, highways, education, environment, and corrections. The Function chart of accounts data element could then be used for tracking of expenditures for these various functions if some element of the organizational structure or activity is not tracking this level of 'function'.

Function codes do not necessarily have to match to a function of government as it can be used to classify accounting entries for any client-specific need. There are no baseline special abilities for the Function element other than those common to all chart of account pages.

Name	Length	Key #1	Key #2	Key #3
Function	10	Fiscal Year	Department	
Sub Function	4	Fiscal Year	Department	Function
Function Class	4	Fiscal Year	Department	
Function Category	4	Fiscal Year	Department	
Function Type	4	Fiscal Year		
Function Group	4			

Specific Abilities for Functions

- **Populate for All Departments** – When Function is not defined for each department, but a system-wide element is desired, this action will copy the selected Function record and create additional records – one for each Department in the

same Fiscal Year. Sub Function, Function Class, and Function Category also have this ability.

The Sub Function (SFUNC) page allows you to define breakdowns of function codes for more detailed tracking.

Reporting

The **Reporting** element is used to classify accounting entries for any client-specific need. The Reporting (RPT) reference page does not have a key field for Department like the other programmatic elements so this element is system-wide. There are no baseline special abilities for the Reporting element other than those common to all chart of accounts.

Name	Length	Key #1	Key #2
Reporting	10	Fiscal Year	
Sub Reporting	4	Fiscal Year	Reporting
Reporting Class	4	Fiscal Year	
Reporting Category	4	Fiscal Year	
Reporting Type	4		
Reporting Group	4		

Specific Abilities for Reporting

- **Control To & Control From** – When the need exists to control certain accounting events for a Reporting code (not using the Effective From and Effective To dates), these two dates exist for that control as well as a Reporting Control Date Editing indication on Event Type (ETYP). All three have to be made visible and completed in order to use. If the Control Dates are blank for a Reporting code, then there is no accounting control.

The Sub Reporting (SRPT) page allows you to define breakdowns of reporting codes for more detailed tracking.

Department Object

The **Department Object** element is primarily used to classify objects for a department at a different level than the system-wide Object and Sub Object choices. This element could also be used for a different need, as there are no baseline special abilities on the Department Object (DOBJ) reference page other than those common to all chart of account pages.

Name	Length	Key #1	Key #2
Department Object	4	Fiscal Year	Department
Department Object Class	4	Fiscal Year	Department
Department Object Category	4	Fiscal Year	Department
Department Object Type	4	Fiscal Year	Department
Department Object Group	4	Fiscal Year	Department

Department Revenue

The Department Revenue element is primarily used to classify revenues for a department at a different level than the system-wide Revenue Source and Sub Revenue Source choices. The actual use of this element could even be for a different need as there are no baseline special abilities on the Department Revenue Source (DRSRC) reference page other than those common to all chart of accounts.

Name	Length	Key #1	Key #2
Department Revenue Source	4	Fiscal Year	Department
Department Revenue Source Class	4	Fiscal Year	Department
Department Revenue Source Category	4	Fiscal Year	Department
Department Revenue Source Type	4	Fiscal Year	Department
Department Revenue Source Group	4	Fiscal Year	Department

Task

The **Task** element is one that could be placed in the Programmatic or Cost Accounting list of Elements. Tasks can be used simply to record data, similarly to Cost Accounting elements, but without all the structure built into those elements for specific functionality. The element could be utilized for other purposes as well, since there are no baseline special abilities on the Task (TASK) reference page other than those common to all chart of accounts.

Name	Length	Key #1	Key #2
Task	4	Department	
Sub-Task	4	Department	Task

The Sub Task (STASK) page allows you to define breakdowns of tasks for more detailed tracking.

Task Order

The Task Order element is one that could be placed in the Programmatic or Cost Accounting list of elements. Task Orders can be used simply to record data similar to Cost Accounting elements, but without all the structure built into those elements for specific functionality. The element could be utilized for other purposes as well such as the Streamlined Task Order Billing feature that is discussed in the *CGI Advantage - Cost Accounting User Guide.* That guide describes the specific abilities for Task Orders when they are used for billing.

Name	Length	Key #1
Task Order	6	Department

Cost Accounting Elements

Cost accounting is used to track accounting activity associated with special purposes such as grants, projects, and jobs. These measures are not described in detail in this *CGI Advantage - COA User Guide* but in the "Cost Accounting COA Setup" topic and sub topics in the *CGI Advantage - Cost Accounting User Guide*.

	Name	Length	Key #1	Key #2	Key #3
Major Program					
Code	Major Program	6	Department		
Roll #1	Major Program Class	4			
Roll #2	Major Program Category	4			

Roll #3	Major Program Type	4	Department		
Roll #4	Major Program Group	4	Department		
Program					
Code	Program	6	Department	Major Program	
Roll #1	Program Class	4			
Roll #2	Program Category	4			
Roll #3	Program Type	4	Department		
Roll #4	Program Group	4	Department		
Phase					
Code	Phase	6	Department		
Program Period Code					
Code	Program Period	6	Department	Major Program	
Funding Profile					
Code	Funding Profile	6	Department	Major Program	
Funding Priority					
Code	Funding Priority	2	Department	Funding Profile	

Funding Line					
Code	Funding Line	2	Department	Funding Profile	Funding Priority

Advanced - Setup

CGI Advantage allows you to tailor your system to meet your accounting procedures, budgeting practices, and reporting requirements. Review of the various options and controls available is part of the configuration of any application before going live and should be reviewed again when implementing a new chart of account element. 'What functionality will be used and how' should be decided before data conversion begins and especially before system users begin entering transactions. It is recommended that you do not change many options or controls in the middle of the fiscal year and some should never be changed after going live. If changed, the integrity of your accounting records may be jeopardized and transaction referencing and modifications could be impaired. This topic details which options can be changed any time, only for a new fiscal year, or never.

This topic discusses controls for transactions that take advantage of chart of accounts elements.

- Application Parameters

- Balance Tracking and Control

- Special Chart of Account Features

- Transaction COA Display Configuration

Application Parameters

Although considered an administrative reference page, the Application Parameter (APPCTRL) page is part of general system configuration. Options on this table are set once and do not vary by year, fund, department, transaction, or other factors. It is very generic in its design so that it can host many different types of options with the **Parameter Name** and **Parameter Value** fields. Of the controls on this table, those listed below directly relate to the Chart of Accounts area. Each is discussed in other sections in this user guide where functionality is detailed that uses the application parameter. **Note**: Any changes to records on this table should be followed by a bounce of all servers used for CGI Advantage Financial.

Chart of Accounts Controls

Parameter	Description
BFY Inference Tables (BFY_INF_TBLS)	This parameter defines the order of the special COA inference pages designed to infer BFY 9999 to posting lines created by those transactions where the COA of a line does not come from the accounting line, as the BFY from the accounting line may not necessarily fit the 'other party' on the transaction. This includes the following delivered transaction codes: Payment Request Commodity Internal (PRCI), Matching Payment Request Internal (PRMI), Internal Transaction Agreement (ITA), Internal Exchange Transaction (IET), and all Inventory transactions that post accounting except the Stock Request (SRQ) transaction, the Inventory Adjustment (IA and IIA) transactions, and the

	Fixed Asset transactions that record either an internal sale or a transfer that is the equivalent of a sale. Updates to this parameter should rarely be made.
BSA Integrity Check (BSA_INTEG_CHK)	Determines whether the BSA Integrity Check should be performed at Fund and BSA on the Inception-to-Date (ITD) Balance Sheet Summary inquiry page or at Fund, Sub Fund, BSA, and Sub BSA on the Inception-to-Date (ITD) Balance Sheet Detail inquiry page. This parameter is used in conjunction with the Level of Balance Control setting on the Balance Sheet Account reference page.

COA Deletion Prevention
 	
(COA_DEL_PREVENTION)
	This parameter can have one of the following values:
	
	      1 = Usage verification but deletion not allowed
	
	      2 = Usage verification and deletion allowed
	
	      3 = Usage verification disabled so deletion is allowed.
	
	The delivered value for this parameter is 1.Refer to the "Deletion Of" section under the "CGI Advantage Delivered Chart of Accounts" topic for more information on how this parameter is used.

COA Deletion Verification Minutes (COA_DEL_VERIFY_MIN)	The number of minutes allowed to pass since the last verification of a COA record's use before the system will require re-verifications. The value should not be too large so that a COA code can be used between the first deletion and last deletion attempt. The value should not be too low as that would require the user doing the deletion to perform the final deletion attempt immediately after the verification job. The delivered value for this parameter is 30.
COA Effective Date Error Code (COA_EFF_DT_ERROR_CODE)	This parameter indicates the error code used when a COA element specified on the transaction accounting line does not exist on the COA reference table where the transaction Record Date is within the effective date of the COA reference table record. The parameter value is A761=A8353; A1714=A8353. If the COA element specified on the transaction accounting line exists on the associated COA reference table and the transaction Record Date does not fall within the effective dates defined on the

reference table, the system will parse the parameter value of A761 and issue the error code related to it.

If the COA element specified on the transaction accounting line does not exist on the associated COA reference table and the transaction Record Date falls within the effective dates defined on the reference table, the system will parse the parameter value of A1714 and issue the error code related to it.

The error message will be issued in the following format: The effective dates for the <element name> <element value> on the <reference table> table prevents usage.

The A8353 is delivered with baseline; however, sites have the option to change this code to something else. Alternatively, sites can set up two different error codes - one for A761 and one for A1714.

Default Reporting Basis (DFLT_MJPRG_REIM_BAS_IND)	The parameter controls the initial default for the Reporting Basis field on the Major Program reference page and the Major Program tab of the Cost Accounting Setup transaction. The parameter allows changing the default so the most common, the only allowed, or the most conservative value can default. Valid values are: 1 (Accrual), 2 (Cash), 3 (Encumbrance), 4 (Required-No Inference), and 5 (Prohibited). As delivered, Accrual is the default.
Pool Cash Balance Tracking (CBAL_POOL)	When set to *True*, updates are made to the Cash Balance Pool inquiry page. When using this level of cash tracking/control, all Funds must have an associated Fund Type even if a Fund will not be controlled at the pool but the individual Fund.
Powerful Inference Override (DOC_COA_OVRD_PWR_INF)	This parameter is used when a COA Inference page uses the weak inference method (only completes blank transaction fields) to change that inference to be a powerful one. Optionally used with this feature is the capability to make an empty or blank field on an inference record clear out the corresponding transaction field. To do that a new Application Parameter record has to be added with the following format: DOC_COA_OVRD_PWR_INF + (database table name). As an example, the Organization Inference table INF_FUND_FUNC_ACTV would be added with

	the Parameter Name as DOC_COA_OVRD_PWR_INF_INF_FUND_FUNC_ACTV. The field that should clear out the transaction field would then be specified in the Parameter Value. Continuing the example, the value of FUNC_CD would ensure that an Organization Inference with the Function field blank would clear out any value for Function on a transaction that matches to that record.
Service Date Editing Object Level (SRV_DT_OBJ_LVL)	This parameter is used when COA Service Date Editing is enabled for PR and ABS transaction codes on Transaction Control to define which levels of object are read: R_OBJ, R_SOBJ, R_DOBJ. Leave blank for no object control. Enter 1 for a single control. Enter more than 1 separated by commas if multiple with the lowest level first.
COA Inferences to Skip in Front End Split (DISABLE_DOCCOA_PL_EDTR_PRNT_CHCK)	When a COA inference should not occur on a posting line that will undergo front end split because the change of COA after the split will conflict with the inference, this parameter is used. Currently, only the Function Inference (INF_FUNC) is supported as most inferences will not conflict.

Balance Tracking and Control

Although not directly part of chart of account setup, the measures for Fund, Sub Fund, Balance Sheet Account, Sub Balance Sheet Account, and Fund Type are all part of tracking balances on one or more specialized inquiry pages that can also serve to control accounting transactions. These pages are included here because of the reference to chart of accounts, but more complete information can be found in the *CGI Advantage - Financial Administration User Guide.*

Balance Sheet Account Balances

A series of pages exist to track balance sheet account balances at different levels. The highest level is at the Fund and BSA combination. This is the Inception-to-Date (ITD) Balance Sheet Summary (BBALS). Below that level is the Inception-to-Date (ITD) Balance Sheet Detail (BBALD) which tracks balances at the Fund, Sub Fund, BSA, and Sub BSA level. When any of the sub codes is not used, a value of BLNK populates the BBALD field for that sub. The final level is the Fiscal Year (FY) Balance Sheet Details (BBALFY). Tracking of balances on here is the same as chart of accounts as the Inception-to-Date (ITD) Balance Sheet Detail inquiry page but with the addition of Fiscal Year.

The first two inquiry pages primarily track balances but the Level of Balance Control setting on the Balance Sheet Account reference page and the BSA Integrity Check record on the Application Parameters reference page combine to make one of the two inquiry pages trigger edits if the account is moving towards a contrary balance.

Cash Balances

A series of pages exist to track cash balances at different levels. This control is not at the bank account or budget level, but rather is a balance obtained from one or more balance sheet accounts. Bank balances are tracked on the Bank Account Balance (ABAL) inquiry page. Certain budget controls of cash are performed through records on the Budget Control (BCADM) reference page.

The highest level of cash control is Fund Type. Fund Types define Cash Balance Pool (CBALPQ) inquiry page records, which is the only optional page for updating and controlling cash balances. That option is based on an Application Control setting for Pool Cash Balance Tracking. Below the pool level is the Cash Balance Summary (CBALSQ) inquiry page, tracking amounts at the Fund level. The lowest level is the Cash Balance Detail (CBALDQ) inquiry page that tracks amounts at the Fund and Sub Fund level. When Sub Fund is not used, a value of BLNK populates the field for Sub Fund.

Fund Balances

A series of pages exist to track fund balances at different levels. Fund balance is a means of controlling an equity balance, not just for controlling funds that close to *Fund Balance* but also those that close to *Retained Earnings*. Funds that close into the *Agency Due* are limited in equity control as what would be their equity is tracked in a liability account.

The highest level of control is the Fund Balance Summary (FBALSQ) inquiry page that tracks amounts at the Fund level. The next level is the Fund Balance Detail (FBALDQ) inquiry page that tracks amounts at the Fund and Sub Fund level. When Sub Fund is not used, a value of BLNK populates the field for Sub Fund.

Special Chart of Accounts Features

After chart of account codes are established, some number of additional reference pages will be completed. These additional pages come in three types (Combination Validations, Required Elements, and Inference) that are discussed in the following sub sections.

› Inference and Combination Validation Setup (INFVALD)

The Inference and Combination Validation Setup (INFVALD) configuration page is available for sites to turn on and off these special chart of account feature pages. By default, all pages are read by the application during transaction processing. Although most will not have any records, this configuration page can be used to 'turn off' a page so that the application will not attempt to read it if the active indication is false.

› Accounting Template Mass Change (ACTPLMC)

The Accounting Template Mass Change (ACTPLMC) page is available as an intermediary page for making changes to the Accounting Template records for future use, while leaving existing templates unchanged. Data is loaded for review by the Accounting Template Mass Change process. The COA of a template appear as read-only in a "current" column and editable in a "next year" column. Although the fields read 'next year', this process can be used for a mid-year change for a re-organization or a change to match the Federal funding data on October 1st.

Once the necessary updates are made, the Accounting Template Mass Update process moves the records to the Accounting Template (ACTPL) page. The ACTPLMC page provides a Reviewed field to facilitate tracking progress through the data as every

accounting template is not likely to need an update and the update process may include multiple users over many days. Setting the Reviewed field to *yes* will trigger a validation of the next year data with the year loaded to the Validation Year field. The same is true with any change to a next year field.

Once the updated templates are loaded on the Accounting Template page, it is recommended to purge the data from this page using System Maintenance Utility (SMU) since re-selection of a template that is already present on the ACTPLMC page may cause the Accounting Template Mass Change Load process to fail. However, data may be retained in the ACTPLMC page for a time for auditing purposes.

Combination Validations

As discussed in the *CGI Advantage – Budget Control User Guide*, the configuration put in place for required budget structures and required budget levels serves to provide combination validations of the various chart of account elements and rollups that define those budget structures and levels. CGI Advantage allows the definition of additional valid (and invalid) combinations of any common field to all accounting lines. This includes dates, elements, rollups, and other fields. As these combinations are of accounting line fields, transactions without an accounting line and reference pages with chart of account codes do not edit against these combinations.

> More Info

There is the ability for valid and invalid combinations to ensure correct data entry. If only a few combinations are valid, they can be entered on the valid page and all others would naturally invalid even if they are not on the invalid page. If most combinations are valid except a few, then they can be listed on the invalid page. There would be no need to enter all the valid ones given the special feature mentioned below. However, there is always the option of listing all valid combinations and not using the invalid page.

A special feature available for the 'valid' combinations is called a Partial Key Lookup. When the feature is used, there are one or more fields designated in the application code for the page as the partial key. When the system performs a lookup to the page, it first tries to match the partial key. If a match is found, the complete combination must be found or it is considered invalid. If a match is not found on the partial key, then any combination with that partial key is considered valid unless it is entered on the invalid page. Since invalid pages are read first, this second scenario never actually happens in the application, but is included here for clarification. When used in conjunction with an invalid page, the partial key lookup provides a great deal of flexibility. For example:

- Fund A is listed with 80% of all Departments on the Valid Fund Department reference page

- Fund B is listed with 10% of all Departments on the Invalid Fund Department reference page

- Fund C can be used by all Departments so it has no records on either page

Now Fund A can be used with only those Departments. If new Department is created that can use Fund A, that Department will have to be added to Valid Fund Department. However, Fund B can be used with 90% of all Departments and if any Department is created and not added to the Invalid Fund Department page, then that Department is automatically available to Fund B. Fund C will be able to use all existing and any new Departments added.

When a combination is found on an invalid page, error message A1861 is issued that "The specified combination of field values has been excluded via an entry on the specified exclusion list." When a partial key match was found, but not an exact match, or no match was found on an invalid page that did not have a partial key, error message A1862 is issued, indicating that "The specified combination of field values has not been allowed via an entry on the specified inclusion list." In both cases, the short error message will state the fields not valid and the combination page name. There is no page error issued if the same combination is entered on an invalid and a valid page. The invalid combination will take precedence in that case.

All true combination validation pages (note the Disbursement Category page listed below) edit all accounting lines. Those 'true' pages do not have the ability to use wildcard values or leave any of their fields blank.

Examples of Delivered Combinations

CGI Advantage is delivered with the following combination validation pages. Each is likely delivered as inactive on the Inference and Combination Validation Setup (INFVALD) page to ensure there is no performance impact from a page that is not used. If one of the following is to be tested, then after making the entry for the database table representing the valid or invalid page (look to the Destination Page field on the Application Page Registration record for the Page Code) the application must be bounced to recognize that change. If not using a page that is active, it is suggested that you deactivate it.

Care should be exercised when putting one of these pages into service concerning accounting transaction activity already recorded. New setup may render some of that activity as invalid now, preventing modifications, cancellations, and references. A review of existing activity is warranted if COA that have already been used are placed within one of these combination validation pages. This care is also warranted if a page has previously been used but a new COA code is now being added that has not been used to define combinations before.

Fields	Page	Notes
Fiscal Year **Fund** **Balance Sheet Account**	In the absence of using either of these pages, any balance sheet account can be used with any fund. Use of one or both pages can limit those combinations, to limit combinations such as only warrants payable and cash with a warrant clearing fund.	
	Valid Fund BSA Combination (VFBSA)	A partial key lookup of Fund is performed.
	Invalid Fund BSA Combination (IFBSA)	
Fiscal Year	As budget control typically defines what fund and department combinations can be used, that is not always the case when an appropriation budget is at a higher level than those COA or the activity being recorded is not budgeted.	

Fund **Department**	Furthermore, the creation of new budget lines does not read this valid combination unless configured to do so in the settings of a budget level.	
	Valid Fund Department Combination (VFD)	A partial key lookup of Fund is performed.
	Invalid Fund Department Combination (IFD)	
Fiscal Year **Fund** **Revenue Source**	Revenue budget control will typically control fund and revenue source combinations, but that is not always the case when there is only an appropriation budget or non-budgeted revenues are being recorded.	
	Valid Fund Revenue Combination (VFRSRC)	A partial key lookup of Fund is performed.
	Invalid Fund Revenue Combination (IFRSRC)	
Fiscal Year **Transaction Code** **Object**	As transactions only require an object entered to be valid in the year of the transaction, these two combination validation pages exist to keep objects that should not be used on certain transactions from being used. The most common use is to restrict payroll objects to just the transactions that record payroll activity or making the payroll object invalid on procurement transactions.	
	Valid Transaction Code and Object Combination (VDOCOBJ)	A partial key lookup of Transaction Code is performed.
	Invalid Transaction Code and Object Combination (IDOCOBJ)	
Department **Program** **Phase** **Event Type**	As all phases in a program (grant or project) should not allow all types of accounting, these combination validations can enforce a limited set allowed. Unlike other combination validations, this one can have records removed as a phase nears or is at the end (e.g. encumbrances not allowed after a phase is done but payables of existing encumbrances are allowed).	
	Valid Phase/Event Types (VPHEVNT)	A partial key lookup of Department, Program, and Phase is performed.
	Invalid Phase/Event Types (IPHEVNT)	

| Department

Program

Phase	This page is not an official combination validation page in the sense it contains many control and reporting attributes, but is included here because it does enforce valid combinations.	
	Program Phase (PHPRG)	Please see the *CGI Advantage – Cost Accounting User Guide* for more information on this page.
Fiscal Year

Department

Program

Unit | This page is used to control what units can charge a program (grant or project) when only a subset of those units within a department should be associated with the program. | |
| | Valid Unit Program Combination (VUPROG) | A partial key lookup of Department and Unit is performed. |
| **Budget Fiscal Year**

Fund

Department

Appropriation

Group

Object

Unit | Although the page has 'requirements' in the title it is really a combination validation page that is automatically loaded as new budget lines are created at level 3 in budget structure 44. The use of this page allows level 3 of that budget structure to be an optional level for the partial key when there is no partial key match and a required level when there is a partial key match. | |
| | Budget 44 Level 3 Requirements (RB44L3) | A partial key lookup of Budget Fiscal Year, Fund, Department, Appropriation, Group, and Object is performed. |
| **Budget Fiscal Year**

Fund

Department

Appropriation

Group

Revenue Source

Unit | Although the page has 'requirements' in the title it is really a combination validation page that is automatically loaded as new budget lines are created at level 3 in budget structure 45. The use of this page allows level 3 of that budget structure to be an optional level for the partial key when there is no partial key match and a required level when there is a partial key match. | |
| | Budget 45 Level 3 Requirements (RB45L3) | A partial key lookup of Budget Fiscal Year, Fund, Department, Appropriation, Group, and Revenue Source is performed. |

Fiscal Year **Department** **Activity** **Appropriation**	When control of what activities can be recorded with an appropriation, this page is used to define that control when a required expense budget and level does not provide that editing.	
	Valid Activity Appropriation Combination (VAA)	A partial key lookup of Department and Activity is performed.
Fiscal Year **Department** **Program** **Activity**	When a grant or project needs to control what activities can be used to just those allowed for reimbursement or other type of control, this page is used to define those combinations.	
	Valid Program Activity Combination (VPACTV)	A partial key lookup of Department and Program is performed.
Fiscal Year **Department** **Program** **Phase** **Activity**	When a grant or project needs to control what activities can be used within a phase to just those allowed for reimbursement or other type of control, this page is used to define those combinations.	
	Valid Program Phase Activity Combination (VPPA)	A partial key lookup of Department and Program is performed.
Fund **Sub Fund** **Department** **Program**	When control is needed to associate which fund and sub fund combinations can be used to fund a program, this page is used to define that control.	
	Valid Program Fund Sub Fund Combination (VFSP)	A partial key lookup of Department and Program is performed.
Fiscal Year **Fund** **Appropriation** **Object**	When control is needed to define what objects can be used with a fund and department combination because only an appropriation budget is used or a required expense budget and level does not exist for those elements, this page is used to define those controls.	
	Valid Fund Appropriation and Object Combination (VFAO)	A partial key lookup of Fund and Appropriation is performed.
Fiscal Year	When control is needed to define what objects can be used with a fund, department and appropriation combination because only an appropriation	

Fund Department Appropriation Object	budget is used or a required expense budget and level does not exist for those elements, this page is used to define those controls.	
	Valid Fund Department Appropriation Object Combination (VFDAO)	A partial key lookup of Fund is performed.
Fiscal Year Appropriation Department Object	When control is needed to define what objects can be used with a department and appropriation combination because only an appropriation budget is used or a required expense budget and level does not exist for those elements, either one or both of these pages is used to define those controls.	
	Valid Appropriation Object Combination (VAPPROBJ)	A partial key lookup of Fiscal Year, Appropriation and Department is performed.
	Invalid Appropriation Object Combination (IAPPROBJ)	
Fiscal Year Fund Appropriation Revenue	When control is needed to define what revenue sources can be used with a fund and appropriation combination because only an appropriation budget is used or a required revenue budget and level does not exist for those elements, this page is used to define those controls.	
	Valid Fund Appropriation and Revenue Combination (VFAR)	A partial key lookup of Fund and Appropriation is performed.
Fiscal Year Department Appropriation Revenue	When control is needed to define what revenue sources can be used with a department and appropriation combination because only an appropriation budget is used or a required revenue budget and level does not exist for those elements, either one or both of these pages is used to define those controls.	
	Valid Department Appropriation Revenue Combination (VAPPRSRC)	A partial key lookup of Fiscal Year, Department, and Appropriation is performed.
	Invalid Department Appropriation Revenue Combination (IAPPRSRC)	
Fiscal Year Department Phase	When a single point of control is needed to define allowable activities for a phase, without respect to any individual major program or program, this page is used to define those controls so they do not have to be defined with each program as done on the Valid Program Phase Activity Combination (VPPA) page.	

Activity	Valid Phase and Activity Combination (VPHACTV)	A partial key lookup of Department and Phase is performed.
Fiscal Year **Fund** **Appropriation**	When not using appropriation for budgeting or only using an appropriation budget not defined with these elements, this page is used to control what appropriations can be used with what fund. All combinations must be defined if this page is used because there is no partial key to this page. There is a unique error message for this page so that the severity can be adjusted for times when the control should be bypassed.	
	Valid Fund Appropriation Combination (VFAPPR)	N/A
Fiscal Year **Fund** **Department** **Unit** **Appropriation**	When control is needed to define what combinations of these elements are allowed because only an appropriation budget is used or a required revenue or spending budget and level does not exist for those elements, this page is used to define those combinations.	
	Valid Fund Unit Appropriation Combination (VFDUA)	A partial key lookup of Department is performed.
Department **Task Order** **Task**	When using task order as a large work order or a project of similar size where steps are defined as tasks, this page is used to control those combinations.	
	Valid Department Task Order Task Combination (VTOT)	A partial key lookup of Department and Task Order is performed.
Budget Fiscal Year **Department** **Major Program** **Program** **Program Period** **Activity**	When a grant or project needs to control which activities can be used in a program period, these pages can be used to control those combinations by defining which can be used (valid page) or which cannot be used (invalid page). They function at a further COA level than the Program Activity Exception (PAEX) page. One example would be to prohibit the use of activities that are not reimbursable.	
	Valid Program PPC Activity Combination (VPPCACTV)	A partial key lookup of Budget Fiscal Year and Department is performed.
	Invalid Program PPC Activity Combination (IPPCACTV)	

Budget Fiscal Year **Department** **Major Program** **Program** **Program Period** **Activity** **Department Object Category**	When a department is using the department object element and needs to apply controls for which of those can be used within this combination of chart of accounts, this page is used to provide that control.	
	Valid PPC Activity Department Object Category (VPPADOBJ)	A partial key lookup of Budget Fiscal Year, Department, Major Program, Program, Program Period and Activity is performed.
	Invalid Valid PPC Activity Department Object Category (IPPADOBJ)	
Budget Fiscal Year **Department** **Major Program** **Program** **Program Period** **Activity** **Event Type**	When a department needs to control accounting events used for an activity within a grant, this page is used to provide that control.	
	Valid Program PPC Activity Event Type Combination (VPPAETYP)	A partial key lookup of Budget Fiscal Year, Department, Major Program, Program, Program Period and Activity is performed.
	Invalid Program PPC Activity Event Type Combination (IPPAETYP)	
Budget Fiscal Year **Department** **Appropriation** **Department Object Category**	When a department is using the department object element and needs to apply controls for which of those can be used within this combination of chart of accounts, this page is used to provide that control.	
	Valid Appropriation Department Object Category Combination (VAPPRDOB)	A partial key lookup of Budget Fiscal Year, Department, and Appropriation is performed.
	Invalid Appropriation Department Object Category Combination (IAPPRDOB)	
Budget Fiscal Year **Department** **Appropriation**	When control is needed to associate which appropriations can be used to fund a program and program period, this page is used to define that control.	
	Valid Appropriation Program Period Combination (VAPPRPPC)	A partial key lookup of Budget Fiscal Year, Department, and Appropriation is performed.

Major Program **Program** **Program Period**	Invalid Appropriation Program Period Combination (IAPPRPPC)	
Fiscal Year **Fund** **Department** **Appropriation**	When control is needed to define what combinations of these elements are allowed because only an appropriation budget is used or a required revenue or spending budget and level does not exist for those elements, this page is used to define those combinations.	
	Valid Fund Department Appropriation Combination (VFDAPPR)	A partial key lookup of Fiscal Year, Fund, Department, and Appropriation is performed.
Fiscal Year **Transaction Code** **Transaction Department** **Bank Account**	These two combination validation pages exist to keep bank accounts that should not be used on certain transactions and departments from being used.	
	Valid Transaction Code Department Bank Combination (VHDRBNK)	A partial key lookup of Transaction Code and Transaction Department is performed. The Deposit Default indication can be used to default a Bank Account to the header of the Cash Receipt or Charge Transaction Types when only one bank should be allowed, or one is the most common.
	Invalid Transaction Code Department Bank Combination (IHDRBNK)	
Budget Fiscal Year **Department** **Department Object** **Location Category**	When a department wants to record and control where certain types of spending or all spending occurs, this page is used to provide that control through a rollup of location.	
	Valid Department Object Location Category Combination (VDOBJLOC)	A partial key lookup of Budget Fiscal Year, Department, and Department Object is performed.

Budget Fiscal Year **Department** **Program** **Location Category**	When a department wants to record and control where all program costs (and any revenues) are incurred, this page is used to provide that control through a rollup of location.	
	Valid Department Program Location Category Combination (VPROGLOC)	A partial key lookup of Budget Fiscal Year, Department, and Program is performed.
Fiscal Year **Fund** **Department** **Function**	When control is needed to define which function can be used with a fund and department combination, this page can be used to define those controls. All combinations must be defined if this page is used because there is no partial key to this page. The page is designed to support Budget Structure 3 as the structure has rollups of all three COA fields so there is not a detail level of COA combination control.	
	Valid Fund Department Function Combination (VFDF)	
Fiscal Year **Department** **Unit** **Appropriation** **Activity Class**	When control is needed to define which activity class can be used with a department, unit, and appropriation combination, this page can be used to define those controls. All combinations must be defined if this page is used because there is no partial key to this page.	
	Valid Unit Appropriation Activity Class (VUAACLS)	
Fiscal Year **Department** **Unit** **Function**	When control is needed to define what function can be used with a unit, this page can be used to define those controls.	
	Valid Unit and Functions (VUFUNC)	A partial key lookup of Department and Unit is performed.
Fiscal Year **Department** **Unit** **Activity** **Function**	When control is needed to define what activity and function can be used with a unit, this page can be used to define those controls.	
	Valid Unit Activity Function (VUAFUNC)	A partial key lookup of Department and Unit is performed.

Department **Program** **Transaction Code** **Phase**	When control is needed to define what Program and Phase can be used for a particular Department in a specific transaction code, this page can be used to define those controls.	
	Valid Program Phase (VPP)	
Department **Program** **Transaction Code** **Phase** **Activity**	When control is needed to define what Program, Phase, and Activity can be used for a particular Department in a specific transaction code, this page can be used to define those controls.	
	Valid Program Phase Activity Per Transaction (VPPAT)	
Department **Program** **Transaction Code**	This combination validation table works in conjunction with VPP and VPPAT. Department Program Transaction Requirements grant users the ability to dictate which combination validation table takes precedence during transaction processing.	
	Department Program Transaction Requirements (DPDR)	

Required Elements

To support both budget control and the Event Requirements (ERQ) reference page, both of which enforce chart of account requirements at a system-wide level, CGI has the concept of a decentralized required element page. These can require any COA and other common accounting line field. This type of page enforces complete data entry. Transactions without accounting lines and tables with chart of account codes listed do not edit against these pages.

› More Info

On a required elements page, you create entries with one three levels of control: *Required, Optional*, or *Prohibited.* For performance reasons, there is no wildcard functionality supported so all the key fields to the requirement must be completed with valid values.

When a field is required but no valid value has been specified, a generic message (one without a message code) is issued stating, by name, that the field is required. When a field is prohibited but has a value specified, another generic message is issued stating, by name, that the field is prohibited. Here the end user is not told which required element table is being enforced.

Examples of Delivered Required Elements

In the event you see a field listed below that is not visible, it is a field that was delivered as hidden. To use the field, make if visible with Configure Page (DESIGNER).

Key Fields	Page	Requirement Fields
Fiscal Year **Fund** **Department** **Event Type**	This page is used to ensure that Department Object or Department Revenue Source values are required for those Departments that wish to capture those measures with certain (or all) spending or revenue events.	
	Department Object-Revenue Requirements (REQELM)	Department Object and Department Revenue
Fiscal Year **Fund** **Department** **Accounting Classification**	This page is used as departmental event type requirements, requiring data entry beyond the system-wide rules. Accounting classification is a rollup of Event Types.	
	Fund Department Requirements (FDREQ)	All Chart of Account elements and Debt ID
Department **Program**	This page is used by a department to enforce or prohibit the entry of Activity, Sub Activity, Location, and Sub Location for grants and projects.	
	Program Activity Requirement (PRGREQ)	Activity, Sub Activity, Location, and Sub Location
Fiscal Year **Fund** **Department** **Unit** **Object**	This page is used by a department to enforce or prohibit the entry of Reporting for certain Objects to collect additional programmatic information.	
	Require Reporting by Object (RQRPTBYO)	Reporting
Fiscal Year **Fund** **Department** **Unit** **Revenue Source**	This page is used by a department to enforce or prohibit the entry of Reporting for certain Revenue Sources to collect additional programmatic information.	
	Require Reporting by Revenue (RQRPTBYR)	Reporting

Fiscal Year **Event Type** **Department** **Unit**	This page is used by a department to enforce the entry of Sub Unit for certain Units in certain accounting events to collect additional organizational or programmatic information.	
	Unit Sub Unit Requirement (SUNTREQ)	Sub Unit
Fiscal Year **Balance Sheet Account**	This page is used to enforce the entry of Sub Balance Sheet (or Offset Sub Balance Sheet) for certain Balance Sheet Accounts when not inferring these values directly to a posting line.	
	Require Sub BSA by BSA (SBSAREQ)	Sub Balance Sheet Account
Fund **Sub Fund** **Object Type**	This page is used to enforce the entry of a Program when certain combinations of Fund, Sub Fund and Object Type are used.	
	Fund Sub Fund Program Requirement (FSFPREQ)	Program
Fiscal Year **Department** **Unit**	This page is used by a department to define one or more COA as required or even prohibited for all accounting events as this page does not have the Accounting Classification of the Fund Department Requirements (FDREQ) in addition to being fund agnostic.	
	Department Unit Requirements (RQUNIT)	Sub Fund Appropriation Sub Unit Debt ID Activity Sub Activity Function Sub Function Reporting Sub Reporting Location Sub Location Program Task Order Task Sub Task
Department **Event Type**	This page is used to enforce the entry of detailed programmatic COA for combinations of Department and Event Type. The concept applies to a Task Order being used like a Major Program in what may be referred to as a work order or a project that does not need the features of the Program chart of account element. The page contains a feature uncommon to this type of page, which is an option to turn on Control From/To date editing at the Department and Event Type level instead	

	of just Event Type. Care should be taken so that the two locations of setup do not conflict as the system sees each as equals.	
	Require Task Order Task Sub Task (RQTOTS)	Task Order Task Sub Task
Budget Fiscal Year **Department** **Department Object**	This page is used to enforce or prohibit the entry of Location Category for certain combinations of Budget Fiscal Year, Department, and Department Object.	
	Require Location Category by Department Object (RLOCDOBJ)	Location Category
Fiscal Year **Department** **Unit** **Activity Category**	This page is used to enforce or prohibit the entry of Function for certain combinations of Fiscal Year, Department, Unit, and Activity Category.	
	Function Requirements (REQFUNC)	Function
Fiscal Year Fund	This page is used to enforce the entry of Sub Fund for certain combinations of Fiscal Year and Fund when not all Funds use Sub Funds, so that Event Type Requirements are not a viable option.	
	Require Sub Fund by Fund (RQSFUND)	Sub Fund

Inference

CGI Advantage can be set up so that you can infer some chart of account element codes when you use others. These capabilities will save you time with data entry and help minimize errors. For example, an Appropriation code can be inferred from a Budget Fiscal Year, Fund, Department, Unit and Object combination. In fact, tables of this type can be built to infer any field on the accounting line from one or more fields on the accounting line, including dates, elements, rollups, and other fields.

There is a special feature available for this type of inference table, called a Powerful Inference. The feature enables an inference table to overlay any value in the field, or fields, inferred without warning to the user. When data consistency is the primary objective instead of data entry assistance, this feature is used. Without this feature, an inference will only populate a field if it is blank. Additionally, to get an inference to re-infer because fields have been manually changed, the field to infer must be cleared out by the user and a validation done again to the transaction.

In conjunction with the powerful inference, there are two optional configuration points for COA inference pages. The first is an Application Parameter of *Powerful Inference Override*

(DOC_COA_OVRD_PWR_INF) that allows the specification of one or more inferences (by database table name) as the Parameter Value that are not a powerful inference by design to make them a powerful inference. The second configuration option extends that powerful feature of data entry control to inferring a blank value in a COA inference field to a transaction line so that any value entered or inferred from another location is cleared out, thus preventing there from ever being a value in that particular COA field when the inference is triggered. There is one such parameter delivered *(DOC_COA_OVRD_PWR_INF_R_ACTG_TMPL) that can be used or serve as an example in that if the feature should be extended to another inference, then the record should be copied to create a 2nd record with the R_ACTG_TMPL* being replaced with the database table name for the other inference page (for example, DOC_COA_OVRD_PWR_INF_FUND_FUNC_ACTV for the Organizational Inference page).

This section of the user guide includes the following topics:

- Examples of Delivered COA Inferences

Examples of Delivered COA Inferences

In the event you see a field listed below that is not visible, it is a field that was delivered as hidden. To use the field, make if visible with Configure Page (DESIGNER).

Key Fields	Page	Inferred Fields
Fiscal Year **Fund** **Department** **Activity** **Function**	This page allows you to define a Fund as well as an optional Program to infer.	
	Activity Inference (ACTINF)	Fund Program
Fiscal Year **Fund** **Department** **Unit** **Object**	This inference page is one loaded by the creation of a budget line on certain budget structure and levels so that the powerful inference happens. While it could infer any Budget Fiscal Year, the intention (and automatic population) is to infer only the special year of 9999.	
	Appropriation and BFY Inference (APBYINF)	Appropriation Budget Fiscal Year
Fiscal Year **Fund** **Department** **Unit** **Object**	This inference page is one loaded by the creation of a budget line on certain budget structure and levels so that the powerful inference happens. While it could infer any Budget Fiscal Year, the intention (and automatic population) is to infer only the special year of 9999.	
	Appropriation and BFY Inference with Activity (APBYINF2)	Appropriation Budget Fiscal Year

Activity		
Budget Fiscal Year **Fund** **Department** **Unit** **Object**	This inference page is one loaded by the creation of a budget line on certain budget structure and levels so that the powerful inference happens.	
	Appropriation Inference (APPRINF)	Appropriation
Budget Fiscal Year **Fund** **Department** **Unit** **Object** **Activity**	This inference page is one loaded by the creation of a budget line on certain budget structure and levels so that the powerful inference happens.	
	Appropriation Inference with Activity (APPRINF2)	Appropriation
Fiscal Year **Department** **Function** **Object Type**	This page allows you to define an Appropriation to infer and is not populated with the creation of a budget line.	
	Appropriation Unit Inference (APPRUINF)	Appropriation
Budget Fiscal Year **Fund** **Department** **Unit** **Revenue**	This inference page is one loaded by the creation of a budget line on certain budget structure and levels so that the powerful inference happens.	
	Revenue Source Appropriation Inference (RSAPRINF)	Appropriation
Fiscal Year **Department** **Unit** **Sub Unit**	This inference page allows the inference of the Appropriation based on the combination of Department, Unit, and Sub Unit. This inference will only populate a blank field as it is not a powerful one.	
	Unit Sub Unit Appropriation Inference (USAPPINF)	Appropriation

Fiscal Year **Fund** **Department** **Appropriation**	This inference page is one loaded by the creation of a budget line on certain budget structure and levels so that a powerful inference happens. While it could infer any Budget Fiscal Year, the intention (and automatic population) is to infer only the special year of 9999.	
	Budget Fiscal Year Inference (BFYINF)	Budget Fiscal Year
Fiscal Year **Fund** **Department** **Unit** **Revenue**	This inference page is one loaded by the creation of a budget line on certain budget structures and levels so that a powerful inference happens with BFY 9999 so that users do not have to enter the year to match a revenue budget line. While it could infer any Budget Fiscal Year, the intention (and automatic population) is to infer only the special year of 9999.	
	Revenue BFY Inference (BFYINFRV)	Budget Fiscal Year
Fund **Sub Fund**	This inference page allows the inference of the multi-year BFY value of 9999 when one of the inferences pages created through budget line creation is not used.	
	Budget Fiscal Year Inference by Fund and Sub Fund (BFYINFSF)	Budget Fiscal year
Object	This inference page allows the inference of Appropriation from Object when one of the inferences pages created through budget line creation is not used.	
	Object Appropriation Inference (APOBJINF)	Appropriation
Revenue	This inference page allows the inference of Appropriation from Revenue when one of the inferences pages created through budget line creation is not used.	
	Revenue Appropriation Inference (APREVINF)	Appropriation
Budget Fiscal Year **Fund** **Sub Fund** **Department** **Unit** **Revenue**	This inference page is one loaded by the creation of a budget line on certain budget structure and levels so that the powerful inference happens.	
	Sub Fund Revenue Source Appropriation Inference (SFRAPINF)	Appropriation

Budget Fiscal Year Fund Sub Fund Department Unit Object	This inference page is one loaded by the creation of a budget line on certain budget structure and levels so that the powerful inference happens.	
	Sub Fund Object Appropriation Inference (SFOAPINF)	Appropriation
Fiscal Year Fund Sub Fund Department Unit Object	This inference page is one loaded by the creation of a budget line on certain budget structure and levels so that the powerful inference happens. While it could infer any Budget Fiscal Year, the intention (and automatic population) is to infer only the special year of 9999.	
	Sub Fund Object Appropriation and BFY Inference (SFOABINF)	Appropriation Budget Fiscal Year
Fiscal Year Department Location Activity Category	This page allows you to define a Unit to infer.	
	District/Location Unit Inference (DILOUINF)	Unit
Transaction Code Fiscal Year Fund Sub Fund	This inference page is not ready by all types of transactions and is used solely in the Treasury Accounting area of CGI Advantage to supply organizational chart of accounts for the Pool Fund Investment Earnings (PFIE) transaction and the journal voucher transactions created by the Cash Sweep and Income Allocation system processes.	
	Infer Department and Unit (INFDU)	Department Unit
Fiscal Year Department Department Object	This inference page is allows for the powerful inference of the system-wide Object based on a Department Object when there is a 1:1 or 1:n relationship between Object and Department Object.	
	Object Inference (OBJINF)	Object

Fiscal Year Department Object	This inference page allows for the weak inference of the Department Object based on the system-wide Object when there is a 1:1 or 1:n relationship between Department Object and Object. The travel transactions are a common area for use of this page as there is only the inference of an Object from an Expense Type.	
	Department Object Inference (DOBJINF)	Department Object
Fiscal Year Department Department Revenue Source	This inference page is allows for the powerful inference of the system-wide Revenue Source based on a Department Revenue Source when there is a 1:1 or 1:n relationship between Revenue Source and Department Revenue Source.	
	Revenue Source Inference (RSRCINF)	Revenue
Fiscal Year Department Unit Transaction Category	This inference page allows the inference of one or more chart of account fields based on organizational information and the type of transaction. This inference will only populate a blank field as it is not a powerful one.	
	Organizational Inference (ORGINF)	Fund Sub Fund Function Activity Program Location
Fiscal Year Department Unit	This inference page allows the inference of one or more chart of account fields based on organizational information, without respect to the Transaction Category as with the Organizational Inference (ORGINF) page. This inference will only populate a blank field as it is not a powerful one. The system will read ORGINF before it reads ORGINF2, meaning that if the same COA fields are used on matching records on both pages, the value to be inferred from ORGINF will be placed on a transaction. When there are matching records, only COA fields used on ORGINF2 that are not used on ORGINF will be placed on a transaction.	
	Organizational Inference 2 (ORGINF2)	Appropriation Function Activity Program

Budget Fiscal Year **Fund** **Department** **Unit**	This inference page allows for the powerful inference of Appropriation based on the combination of Department, Unit, and Fund. This inference page is one loaded by the creation of a budget line on certain budget structures and levels so that the powerful inference happens.	
	Organizational Appropriation Inference (ORGAPINF)	Appropriation
Fiscal Year **Department** **Function**	This inference page allows the inference of one or more chart of account fields based on Function. Of note, a field for Function Type is available and inferred to define Configurable Rules stating what fields should be completed to provide controls when needed that vary by 'type of function'.	
	Function Inference (FUNCINF)	All COA Debt ID Budget Fiscal Year
Budget Fiscal Year **Appropriation Unit**	This inference page is one loaded by the creation of a budget line on certain budget structure and levels so that the powerful inference happens.	
	Fund Sub Fund Inference (FSFINF)	Fund and Sub Fund
Accounting Template ID	This page is used to create templates of chart of account elements. Unlike other smaller more targeted inferences, this one has all chart of accounts plus Debt ID, Fiscal Year, and Budget Fiscal Year. The Accounting Template is the very last inference done on a transaction and values are inferred only into blank fields. Budget Fiscal Year and Fiscal Year are exceptions in that they are powerful inferences and happen only on a new transaction line and only happen if there is no reference to another line. Please be aware that templates with a year defined to them where the year is not part of the Template ID, changing that year to the following year will mean that users will have to manually make updates on transactions to match the prior year for accruals that have no reference. A year worked into the Template ID enables two different records with different COA. With this latter method, interfaces will have to be updated with the new value and know to use the old value when impacting the prior year. Accounting templates are also found on other reference data pages to facilitate data entry such as Internal Vendor Accounting (IVAD) and Procurement User (USER) to name a few. The first Department field is not a key field, so that the same Accounting Template ID can be used with multiple Departments, but exists for row-level security and row filtering.	

	The page contains a number of additional fields that are initially hidden but can be made visible: • A set of fields tracking who and when a template was created by and created on as well as a pair of fields tracking last modification. • There are five flags available to classify templates as needed for interfaces. • Two active dates are available to define a date range when interfacing templates to a 3rd party system such as a payroll system. The dates can also be used to track any event necessary with a template and not an active range. Because the dates are open to any use, there are no edits other than a valid date, so if used as active dates, a Configurable Validation should be added to ensure the 'to' is after the 'from'. Furthermore, the application will view a template as invalid if used out of those dates.	
	Accounting Template (ACTPL)	All COA Debt ID Budget Fiscal Year Fiscal Year

One or more accounting templates can be combined into an accounting profile to generate accounting lines on many different transaction types. For more information on the accounting profile, see the "Accounting Template and Accounting Profile" topic in the *Transactions User Guide*.

There are other inference pages available, but they are tied directly into Cost Accounting and more information on them can be found in the *CGI Advantage - Cost Accounting User Guide*.

• BFY Funding Profile Inference (FPIBFY)

• Funding Profile Inferences 1 (FP1)

• Funding Profile Inference 2 (FP2)

• Funding Profile Inference 3 (FP3)

• Funding Profile Inference 4 (FP4)

• Funding Profile Inference 5 (FP5)

• Funding Profile Inference 6 (FP6)

• Funding Profile Inference by Object (FPIO)

• Funding Profile Inference by Activity and Location (FPIAL)

• Funding Profile Inference by Program Period and Task (FPIPPT)

• Funding Profile Inference by Program Period and Appropriation (FPPPAPPR)

- Funding Profile Inference by Reporting (FPIR)

- Task Order Funding Profile Inference (TOFPI)

Transaction COA Display Configuration

As initially configured, the transaction pages within the Financial area of CGI Advantage display most, if not all COA fields, although each implementation may not use them all. In some cases, COA are just not used based on the type of transaction – Requisitions and the Balance Sheet Account fields. While in other cases, a COA may not be used on any transaction. While Configure Page (DESIGNER) can be used to hide or rearrange these different instances of COA, the Transaction COA Display Configuration (COACONF) page exists to hide or rearrange COA across the multiple transaction types with a single update. Use of this page typically happens once, unless a future need requires a previously hidden COA field to be revealed on a wide basis.

After setting the desired configurations, the page extensions are generated in bulk. Please verify the extensions and then add the extensions to the migration queue. Once the generated COACONF page extensions have been added to the migration queue, you will need to run the Designer to XML Synchronization Process and deploy the extensions to complete the configuration. If extensions are synchronized to XML successfully, the system updates the Extension Status on COACONF to *Synchronization Complete*. If there are problems, the system updates the Extension Status to *Error*. More complete information can be found in the *CGI Advantage - Administration Utilities Run Sheets Guide* and the *CGI Advantage - Extract Deploy Extension Metadata Guide.*

Please Note:

- If a user attempts to extend a transaction page using DESIGNER and a COACONF extension for the same transaction page is in progress, a warning will be displayed on DESIGNER stating that the user will not be able to apply, revert, add to or remove from migration queue using DESIGNER until the generated page extensions are synchronized or cancelled.

- Conversely, do not attempt to perform configurations using COACONF while actively applying configurations using DESIGNER.

- Non-transactional pages that list COA such as the Accounting Template, Chart of Account Crosswalk, and Automatic Transaction Corrections are not updated by this page and must be updated through Configure Page.

Landing View

› Related Actions

- **Create** – You can perform this action when no other display configuration is in progress. An edit prevents you from creating a new record when another record exists with an Extension Status of *blank*, *Pending*, *Error*, or *Pending Synchronization*.

› Related Pages

- **Configure Page** – A transition to Configure Page (DESIGNER) where you can see extension values configured against a page.

› Record Actions

- **View** – This action transitions you to the detail view for viewing the record.

- **Edit** – When Extension Status is *blank* or *Pending*, this action transitions you to the detail view for editing the record.

- **Delete** – When Extension Status is *blank* or *Cancelled*, you can delete the record.

- **Copy** – When Extension Status is *Synchronization Complete* or *Cancelled*, you can copy the record. Note that the Copy action immediately creates and saves the record and COA field rows in order to display them to the user. Therefore, you cannot use the Cancel action to exit Copy without saving. If you do not want the copied record, you need to delete it.

Detail View

› Field Information

Field Name	Description
ID	A unique identification for system use. Numbering is controlled by a Unique Numbering record of R_COA_CNFG.
Description	An optional description of this record.
Extension Status	Set by the system to indicate the status of the generated extensions: *blank, Pending, Synchronization Completed, Error, Cancelled, Pending Synchronization.*
Hide COA Elements	
Apply To	An optional indication of the scope of the configurations in the Hide COA Elements section. By default, no selection is made, which means Hide COA Elements are ignored by the Generate Extensions action. - Select *Accounting and Accounting Distribution* to configure COA display on Accounting and Accounting Distribution tabs only. *All Transactions* will impact all accounting lines, accounting distributions, header presentations for fixed assets, COA listing on vendor lines of the internal transactions, and posting lines. In short, every location COA fields are displayed on a transaction.
Individual chart of account fields	Select each chart of account field you wish to hide. **Warning:** Be careful about COAs that are usually entered on transactions and used for balance tracking and control (such as Fund), security (such as Department and Unit), and budget definition. Hiding such fields can prevent many transactions from processing.
Accounting Line COA Layout	

Field Name	Description
Generate Accounting COA Layout Extensions	Select it to configure COA layout on Accounting and Accounting Distribution tabs. Use the Save action after setting this indication to *True* so that the application will bring in all the COA rows into the section for configuration.
Number of Display Columns	Specify the number of columns for the COA scalar section if the default is not desired. If the Generate Accounting COA Layout Extensions is *False,* the Number of Display Columns and grid for configuring individual COA field layout are ignored by the Generate Extensions action.
COA Title	Each COA field is a separate row.
Show In Grid Initially	An optional indication whether or not a COA should show in the grid and not the scalar (*Yes*) or only appear in the Scalar *(No).* Leaving the field blank will not change the placement of the COA.
Grid Rank	An optional raking for a COA in relation to the location of other fields in grid.
Scalar Rank	An optional ranking for a COA in relation to the location of other fields in scalar. Out-of-the-box, there are variances in the COA fields displayed and order in which they are displayed in different transactions. Therefore, a particular COA field can have different ranks on different transactions. If you want to re-rank certain fields, consider specifying the ranks for all fields that can appear in that component to ensure that each field has a distinct rank that does not run into another field. Suggested rank values are provided at the end of this section for implementation considerations.
Priority	An optional setting to change the priority of a COA field in scalar. • *Primary* will have the COA initially displayed. • *Secondary* will have the COA under the Show More action. • *Tertiary* will hide the COA.
Starts New Row	An optional Yes/No indication that makes the COA start a new row in the scalar for organizational reasons.

› Related Actions

- **Generate Extensions** – This action generates bulk page extensions based on display configuration specified and updates the Extension Status to *Pending*. You must select *Apply To* and/or *Generate Accounting COA Layout Extensions* before generating extensions. The action can take a while to complete because the system needs to find the impacted COAs and merge the display extension with existing XML extensions.

  Note that this action will not work if any of the transaction pages impacted already have online extensions under development. In that scenario, you will need to complete the extensions under development or undo pending extensions on those transaction pages before you can continue using COACONF.

- **Add to Migration Queue** – This action adds the generated page extensions to the migration queue and updates the Extension Status to *Pending Synchronization*.

- **Undo Pending Extensions** – This action reverts the generated page extensions and updates the Extension Status to *Cancelled*.

- **Remove from Migration Queue** – This action removes the page extensions from the migration queue and updates the Extension Status to *Pending*.

› Related Pages

- **Configure Page** – A transition to Configure Page (DESIGNER) where you can see extension values configured against a page.

Implementation Considerations:

- Grid rank values: In the grid, COA fields usually appear after other fields and before Attachments. You can specify grid rank values starting with the value 500 and using an increment of 10 to make the COA fields appear between the starting fields and Attachments. Below are suggested values covering the fields that can appear on the grid out-of-the-box.

COA Field	Grid Rank
Fund	500
Department	510
Unit	520
Object	530
Revenue	540
Activity	550

- Scalar rank values: You can specify scalar rank values starting with the value 10 and using an increment of 10. Below are suggested values that can be used as a starting point.

COA Field	Scalar Rank		COA Field	Scalar Rank
Fund	10		Activity	190
Sub Fund	20		Sub Activity	200
Department	30		Function	210
Unit	40		Sub Function	220
Sub Unit	50		Location	230
Appr Unit	60		Sub Location	240
Object	70		Task Order	250
Sub Object	80		Task	260
Dept Object	90		Sub Task	270
Revenue	100		Major Program	280
Sub Revenue	110		Program Period	290
Dept Revenue	120		Program	300
BSA	130		Phase	310
Sub BSA	140		Funding Profile	320
OBSA	150		Funding Priority	330
Sub OBSA	160		Funding Line	340
Reporting	170		Internal Fund	350
Sub Reporting	180		Internal Sub Fund	360
			Internal Dept	370

Advanced - Batch Processing

The Chart of Accounts area has several related system processes. For more information on any process, the run sheet is the location with those details.

- Batch Jobs

- Chain Jobs

Batch Jobs

The batch jobs are listed in the table below and the last column indicates the location in the Batch Catalog. For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guide: *CGI Advantage - Financial Utilities Run Sheets* guide and *CGI Advantage - General Accounting Run Sheets* guide.

Job Name	Description	Batch Catalog Section
COA Usage Verification	This job verifies whether a COA element, sub element, rollup, or other COA table record has been successfully used before allowing the code to be deleted.	Utilities
Automatic Transaction Correction	This job uses the Automatic Transaction Correction (ADCP) page to select accounting lines on draft transactions using the left-hand column of criteria and make changes to the accounting line with right-hand column values. The intended use is to fix certain accounting line errors on a group of rejected transactions.	Utilities
Open Activity Roll & Open Activity & Budget Roll – Reorg Only	Each chain job run with the Reorg flag checked on the Parameters for Roll Process (RLPA) ID used will not increment the BFY but will make COA changes according to the Process ID from the COA Crosswalk (COAX) reference page.	General Accounting
Accounting Template Validation	This job validates all or a subset of the active records on the Accounting Template page. A report is produced with templates and associated errors. The process contains an option to inactivate all templates that are not valid.	General Accounting

Accounting Template Mass Change Load	This job selects all or a subset of active templates to load to the Accounting Template Mass Change (ACTPLMC) page for review and any necessary updates.	General Accounting
Accounting Template Mass Update	This job selects all or a subset of Accounting Template Mass Change records and updates the Accounting Template page.	General Accounting

Chain Jobs

The chain jobs are listed in the table below and the last column indicates the location in the Batch Catalog. For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guide: *CGI Advantage - Financial Utilities Run Sheets* guide.

Job Name	Description	Batch Catalog Section
NYTI Process	At the beginning of a new year, you need to initialize the chart of accounts. The initialization process performs two functions: • Creates records for the new year based on the previous year's records. • Purges record for the delete year.	Utilities
Cost Accounting Archiving	As Major Programs, Programs, and Task Orders complete and age according to guidelines, the Cost Accounting Archiving chain will archive and remove this COA and associated reimbursement data from the application.	Utilities

Advanced - Reports

Reports can be created from CGI Advantage Financial or they can be created from CGI infoAdvantage or CGI Advantage Insight, if installed at your site. Refer to one of the following topics for more information.

- CGI Advantage Financial Reports

- CGI infoAdvantage

- CGI Advantage Insight

CGI Advantage Financial Reports

The Chart of Accounts area does not contain any reports.

CGI infoAdvantage

For sites that have implemented infoAdvantage, please refer to the below for the universe and report information specific to this functional area.

- Universes - Please refer to the *CGI_infoAdvantage_4_Financial_Universes_Guide* for more information on the universe that exists for this functional area.

- Reports - The sample reports and templates can be found under the CGI Resource Library link: https://sdc.cgi.com/aal/

CGI Advantage Insight

For sites that have implemented Insight, please refer to the below for the semantic model information specific to this functional area.

- Semantic Model - Please refer to the *CGI_Advantage_Insight_4_Semantic_Model_Guide* for more information on the model that exists for this functional area.

Advanced - Unique Features

The following functionality is only available for your site if the associated functionality is enabled or fits a very specific set of circumstances. Please refer to each topic for more information.

- Activity Override

Activity Override

There are two parts to this feature that work in conjunction to supply information to an external interface, which sends a file of active chart of account combinations to an external timekeeping system in order for users to select only valid values so accounting activity interfaced back does not fail for budget errors or many common chart of account errors.

Activity Override

The Activity Override (ACTOV) page contains a listing of all active budget lines from Budget Structure 51 at level 3 that meet selection criteria read by the Activity Override Batch job that have had manual updates for Sub Activity, Program, and Phase. The interface file is built from this data.

Activity Override Batch

This batch process is used to build data on the Activity Override page in the Active mode. The Deactivate mode is used to update records to an inactive status when chart of accounts on them have been deactivated on the respective reference page. The process also produces a report of these activities.

Application Parameter

This feature reads a collection of parameters from the Application Parameter (APPCTRL) table:

Parameter Short Description (Parameter Name)	Description
Object Categories (ACTOVER_ALLOW_OCAT)	A required parameter defining the object categories for payroll costs tracked on the Activity Override page. Separate multiple values with a comma.
Cost Accounting Departments (ACTOVER_DEPT_PROGPH)	An optional parameter listing departments that require values for Program and Phase on the Activity Override page. Separate multiple values with a comma.
Activity Override Enabled (ACTOVER_ENABLED)	The parameter that turns this unique feature on/off with values of *true* and *false,* respectively. When enabled, updates to Fund, Sub Fund, Department, Unit, Activity, Sub Activity, and Program Phase.

Excluded Departments (ACTOVER_EXC_DEPT)	An optional parameter defining the individual department codes that are not part of the Activity Override feature. The process does not track Budget lines created on BQ51LV3 or department reference data listed here. Separate multiple values with a comma.
Excluded Funds (ACTVOVER_EXC_FUND)	An optional parameter defining the individual fund codes that are not part of the Activity Override feature. The process does not track Budget lines created on BQ51LV3 or fund reference data with a fund listed here. Separate multiple values with a comma.
FY to be used for Activity Override validation (ACTOVER_FY)	A required parameter listing the Fiscal Year used in the validation of Activity Override records. Please enter as YYYY.