

Office of Financial Management

ACCOUNTING DIVISION

Agency Financial Reporting System

COST ALLOCATION SYSTEM

February 2011

The latest version of this manual is available as a Microsoft word document at the web site "<http://www.ofm.wa.gov/isd/contentsnew.asp>". At this web page, the manual is under the heading "AFRS (Agency Financial Reporting System)", then the name of the manual "Cost Allocation System", followed by the latest revision date.

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Cost Allocation System

Cost Allocation System Overview

The Cost Allocation System is a mainframe product offered, maintained and enhanced by the Office of Financial Management (OFM). The Cost Allocation System does not use an indirect rate. Cost allocation is based on distributing actual dollars and FTEs; Agency direct and overhead expenditures and FTEs are cost allocated as incurred.

Cost allocation is a process to build an Automated Cost Allocation Plan that mirrors the Written Cost Allocation Plan. The Cost Allocation System uses the Automated Cost Allocation Plan to cost allocate financial data.

Cost allocation distributes expenses and FTEs to cost objectives. A cost objective is a state program or federal grant. The cost objective has the federal and / or state share. The expense and FTEs either go directly to a cost objective or to a base (multiple cost objectives) with the proper Federal or State appropriation index.

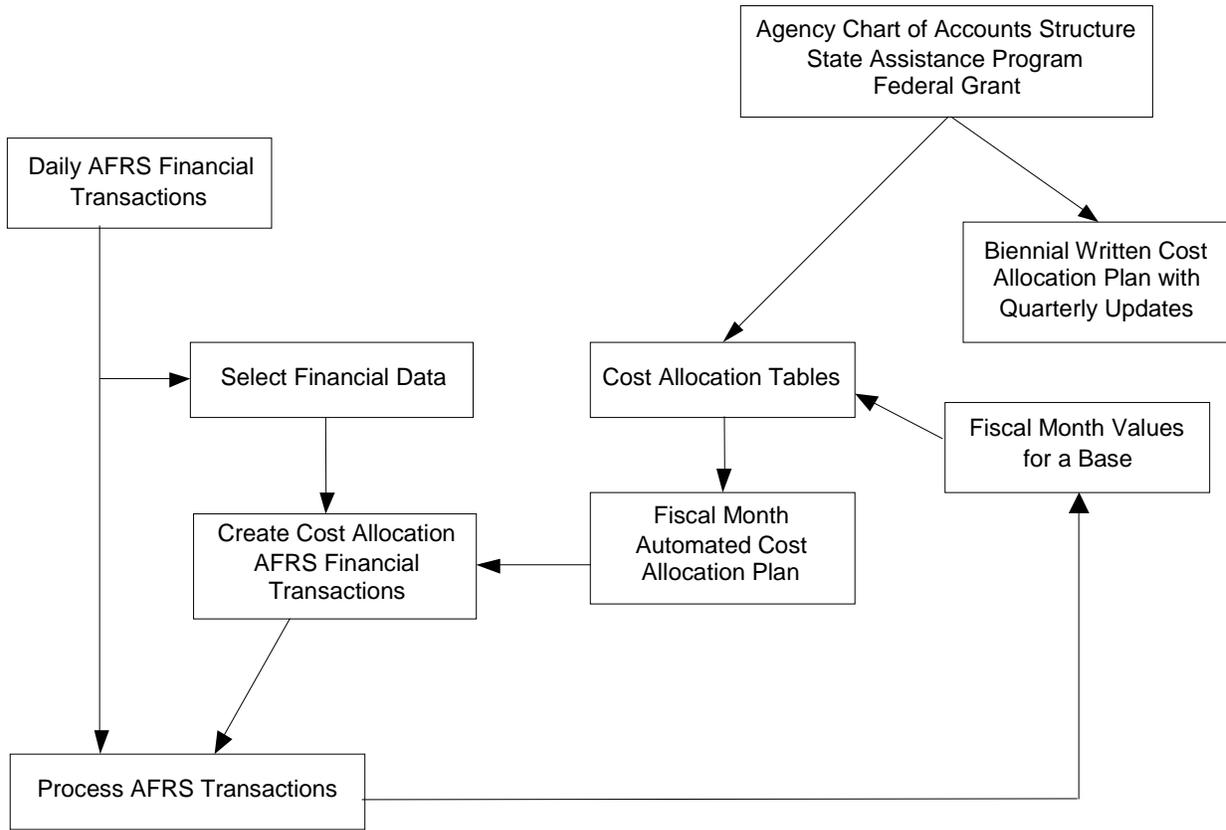
The Automated Cost Allocation Plan is built as a monthly cost allocation plan from the cost allocation tables maintained in AFRS. Values in the cost allocation tables can be added, changed, deleted or inactivated each month. For a base methodology the amounts that provide the distribution between cost objectives can change each month. These additions and up-dates can occur until the new plan is created on the first day of the month. When the plan is created for the fiscal month only additions can occur to the AFRS cost allocation tables. These additions supplement or add to the cost allocation plan and allow transactions using these codes to cost allocate.

The AFRS financial data and FTEs is summarized AFRS transactions, selected and segregated by general ledger account and by fiscal month. The financial data is direct and indirect disbursements, accruals and encumbrances. The federal dollars disbursed, as identified in the cost allocation process, are billed to and reimbursed by the Federal Government. Cost allocated accruals and encumbrances are assigned the cost objective and appropriation index for financial reporting, and in limited cases for federal grant reporting.

The Cost Allocation System is integrated with AFRS. AFRS transactions in the nightly process identified for cost allocation are run against the cost allocation system edits. Transactions that do not pass the cost allocation system edits are sent to the AFRS error file. The good cost allocation AFRS transactions have a duplicate transaction created for cost allocation. The original transactions (non-duplicate) continue through the AFRS nightly processing and post to AFRS. The duplicate transactions have the unique codes stripped out and are merged, losing their unique identity. The merged transactions are cost allocated creating the AFRS cost allocation transactions. The merged transactions also create the reversing transactions for the original transactions. The AFRS transactions from the cost allocation system (cost allocation transactions and reversing transactions) are uniquely batch identified and inserted in the nightly processing and post to AFRS. The AFRS transactions from the cost allocation system are in a unique AFRS report. The cost allocation transactions can be included in or excluded from the agency daily AFRS reports.

Cost Allocation System

Cost Allocation System Overview Diagram



Cost Allocation System

Financial Data Selected For Cost Allocation

The general ledger account in financial transactions and the pertaining indicator is used to select the financial data for cost allocation. The general ledger accounts used to select the cost allocation financial data are as follows:

<u>GL Acct</u>	<u>Title</u>
0120	FTEs Actual
0130	FTEs Accrued
0140	FTEs Liquidations
6510	Cash Expenditures (Dollars)
6505	Accrued Expenditures (Dollars)
6410	Encumbrances (Dollars)
51xx	Liquidations (Dollars) – Pertaining indicator containing an “L” or “B”

Each of these general ledger accounts creates a record of financial data for cost allocation.

Examples of the transaction code general ledger account used to select financial data for cost allocation. Note the amount sign is determined by the position of the general ledger account. For the amount sign a debit is a plus and a credit is a minus.

<u>Trans Code & General Ledger Accounts Examples</u>	<u>Pertain Indicator</u>	<u>General Ledger Account Selected</u>	<u>Amount Sign</u>
894 0120 / 0998	?C	0120	plus
210 6505 / 5111	?C	6505	plus
833 5111V / 7140	?L	5111	plus
220 6510 / 7140 9510 / 6410	?C	6510 & 6410	plus minus
735 6410 / 9510	?C	6410	plus
001 1351 / 3205	?C		

Cost Allocation System

Cost Allocation Data Elements

AFRS financial transactions are selected for cost allocation based on the general ledger account and the pertaining indicator. A financial data record is created for each general ledger account. The unique data elements are removed and the financial data records are merged. Below is the level the financial data is cost allocated or these are the fields retained for cost allocation. Most of these data elements are user entered. A cost allocated transaction will contain these data elements selected from the AFRS financial transaction plus the data elements from the cost allocation process (system entered).

All cost allocated transactions include the following data elements:

Agency	
Biennium	
Fiscal Month	
Pertaining Indicator	System entered data element value
General Ledger	Obtain from the transaction code
Program Index	
Allocation Code	
Fund	
Appropriation Index	Obtain from the original transaction
Object	
Sub-Object	
Sub-Sub-Object	
Organization Index	
Budget Unit.	From D65 table program index / organization index
Project Structure	Optional data element
Month of Service	Optional data element
Amount	Signed based on the general ledger account debit (+) / credit (-) and the reverse indicator (R)

The cost allocation process creates multiple cost allocated transactions and inserts these data elements in addition to the data elements above.

All these data element values are system entered:

Fund	Obtain from the appropriation index
Appropriation Index	Obtain from the appropriation index crosswalk
Cost Objective	
Cost Allocation Funding Type	
Amount	When the transaction code is inserted the amount is unsigned.
Transaction Code	(Appendix B) The general ledger account is removed
Reverse, if applicable	(Appendix B)
Batch Type	
Batch Number	
Current Document Number	
Current Document Date	
Process Date / Time	

Cost Allocation System

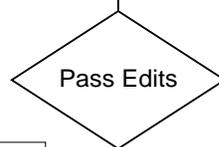
Example of Creating Cost Allocate Transactions

210 = 6505 / 5111

398 = 5111 / 7120 6510 / 6505

TC	Vndr	Fund	Appn Idx	Prgm Idx	Alloc Code	SObj SSOBJ	Org Idx	C Obj	CAFT	Amount
398	ABC	760	SJ1	E3112	9999	GC 0400	E71B			400.00

AFRS Nightly Processing Edits



See "Convert Base To Cost Objectives" page for the computation of this table

Prgm Idx	Alloc Code	C Obj	Federal	State	Local
E3112	9999	A005C	0.0%	32.0%	0.0%
		777B2	27.2%	0.0%	0.0%
		777F2	30.6%	10.2%	0.0%

Trans for GL 6510

TC	Vndr	Fund	Appn Idx	Prgm Idx	Alloc Code	SObj SSOBJ	Org Idx	C Obj	CAFT	Amount
669		760	SJ1	E3112	9999	GC 0400	E71B	A005C	S	128.00
669		001	VA1	E3112	9999	GC 0400	E71B	777B2	F	108.80
669		001	VA1	E3112	9999	GC 0400	E71B	777F2	F	122.40
669		760	SJ1	E3112	9999	GC 0400	E71B	777F2	S	40.80
670		760	SJ1	E3112	9999	GC 0400	E71B		N	400.00

Similar trans for GL 6505
669 = 736 R, 670 = 736

CAS535 Rpt
Cost Allocation
Journal Voucher

Cost Allocation Transactions

AFRS Nightly
Processing

Cost Allocation System

Report Number: CAS535
Title: Cost Allocation Journal Voucher

300-0 RPT CAS535 BIEN: 11 FM: 17	DEPT OF SOCIAL AND HEALTH SERVICES COST ALLOCATION JOURNAL VOUCHER														AGY PAGE: 1 10/11/12 (12:59)						
JV DOCUMENT NUMBER: JVFS0012																					
TRAN	TYPE	TC	REV	FUND	APP	PI	ALLC	SOBJ	SSOBJ	ORG	BU	MOS	PROJ	SPRJ	PHAS	COBJ	TYPE	AMOUNT	GL	SUB-DR	SUB-CR
6510		264		001	EE1	E1499	9999	AA	9999	E900	X01						N	481.62			
6510		263		001	EE1	E1499	9999	AA	9999	E900	X01					U2AA2	S	480.42			
6510		263		001	VM1	E1499	9999	AA	9999	E900	X01					U2AA2	F	1.20			
6510		669		001	VA1	E5521	3361	JK	5000	E460	X49	0204	GAUP	RJ	10	777F2	F	2.71			
6510		670		001	VA1	E5521	3361	JK	5000	E460	X49	0204	GAUP	RJ	10	777G2	F	399.78			
6510		669		03C	QB1	E5521	3361	JK	5000	E460	X49	0204	GAUP	RJ	10		N	928.61			
6510		670		03C	QB1	E5521	3361	JK	5000	E460	X49	0204	GAUP	RJ	10	A005C	S	132.66			
6510		669		03C	QB1	E5521	3361	JK	5000	E460	X49	0204	GAUP	RJ	10	777F2	S	.90			
6510		670		03C	QB1	E5521	3361	JK	5000	E460	X49	0204	GAUP	RJ	10	777G2	S	399.78			
51XX		833	R	001	011	E5521	3361	ER	9560	E900	X49						N	1,000.00	5111		
51XX		833		001	011	E5521	3361	ER	9560	E900	X49					A005C	S	142.86	5111		
51XX		833	R	001	011	E5521	3361	ER	9560	E900	X49					A005C	S	.01	5111		
51XX		833	R	001	011	E5521	3361	ER	9560	E900	X49					777F2	S	.97	5111		
51XX		833		001	011	E5521	3361	ER	9560	E900	X49					777G2	S	430.52	5111		
51XX		106		001	021	E5521	3361	ER	9560	E900	X49					777F2	F	7.70	5111		
51XX		833	R	001	021	E5521	3361	ER	9560	E900	X49					777F2	F	2.92	5111		
51XX		103		001	021	E5521	3361	ER	9560	E900	X49					777G2	F	1,136.11	5111		
51XX		833		001	021	E5521	3361	ER	9560	E900	X49					777G2	F	430.52	5111		
51XX		106		181	071	E5521	3361	ER	9560	E900	X49						N	2,638.94	5111		
51XX		103		181	071	E5521	3361	ER	9560	E900	X49					A005C	S	376.99	5111		
51XX		106		181	071	E5521	3361	ER	9560	E900	X49					777F2	S	2.57	5111		
51XX		103		181	071	E5521	3361	ER	9560	E900	X49					777G2	S	1,136.11	5111		
6505		736	R	001	VA1	E5521	3361	JK	5000	E460	X49	0204	GAUP	RJ	10	777F2	F	2.71			
6505		736		001	VA1	E5521	3361	JK	5000	E460	X49	0204	GAUP	RJ	10	777G2	F	399.78			
6505		736	R	03C	QB1	E5521	3361	JK	5000	E460	X49	0204	GAUP	RJ	10		N	928.61			
6505		736		03C	QB1	E5521	3361	JK	5000	E460	X49	0204	GAUP	RJ	10	A005C	S	132.66			
6505		736	R	03C	QB1	E5521	3361	JK	5000	E460	X49	0204	GAUP	RJ	10	777F2	S	.90			
6505		736		03C	QB1	E5521	3361	JK	5000	E460	X49	0204	GAUP	RJ	10	777G2	S	399.78			

Purpose: Provides a listing of the cost allocated transactions grouped by Biennium, Fiscal Month and JV Document Number

Cost Allocation System

Period: Daily each time cost allocation runs

Sort: **Line Break:** (Insert a blank line when different)

(For each Biennium and Fiscal Month combination
a unique JV Document Number is assigned)

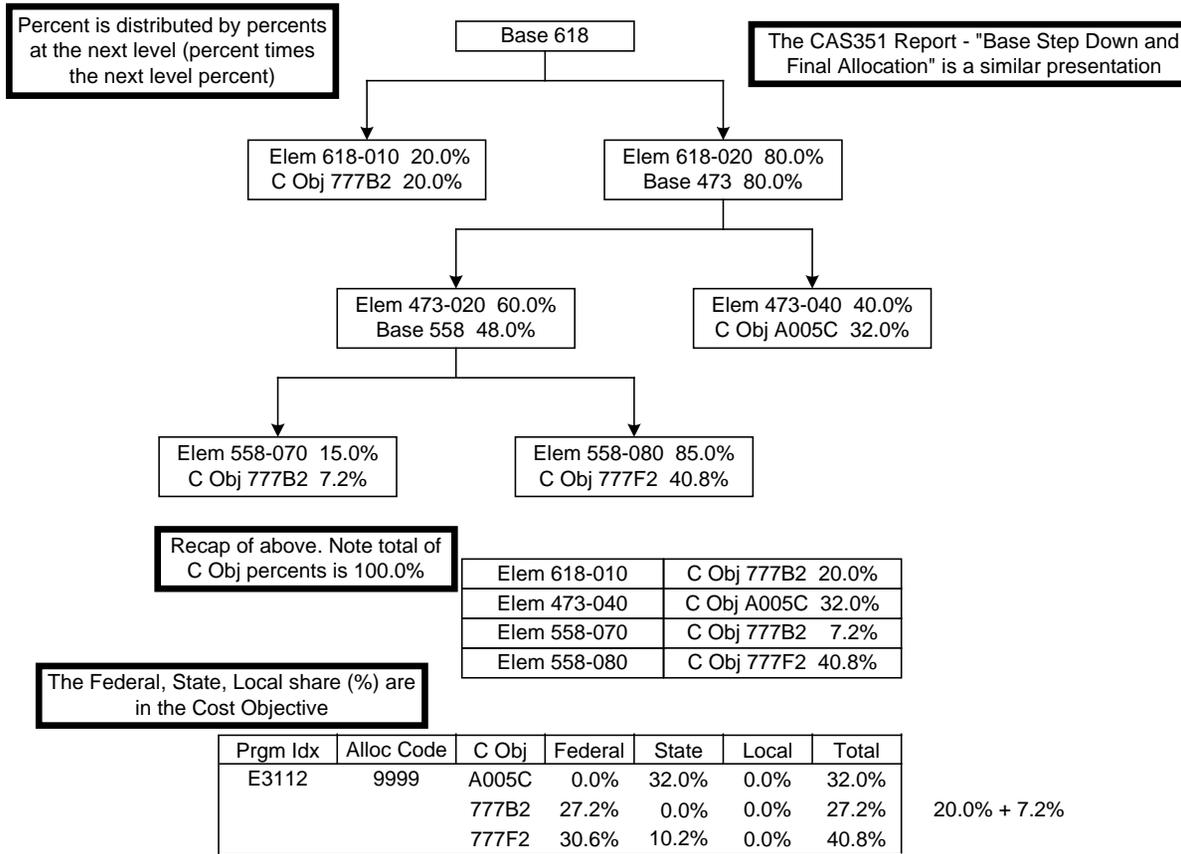
Biennium

Fiscal Month

Transaction Type	General Ledger Account	Transaction Type
Disbursement Dollars	6510	
Liquidation Dollars	51xx	
Accrual Dollars	6505	
Encumbrance Dollars	6410	
Disbursement FTE	0120	
Liquidation FTE	0140	
Accrual FTE	0130	
FM99/25 & CM Inter-Fund	1353	
FM99/25 & CM Inter-Fund	5153	
Pertaining Indicator		
Program Index		Program Index
Allocation Code		Allocation Code
Fund		
Appropriation Index		
Object		Object
Sub-Object		Sub-Object
Sub-Sub-Object		Sub-Sub-Object
Organization Index		Organization Index
Project		Project
Sub-Project		Sub-Project
Project Phase		Project Phase
Month Of Service		Month Of Service
Cost Objective		
Cost Allocation Funding Type		
Subsidiary Debit		
Subsidiary Credit		

Cost Allocation System

Convert A Base To Cost Objectives - Occurs In Plan Build



Cost Allocation System

CA Input Screens

Codes Entered

Cost Objective

- ü Cost Objective
- ü Fed, St, Loc %
- ü Fed % Rev Src
- ü Inactive FM

Methodology

- ü Allocation Method
- ü Allow for Auto

Base

- ü Base
- ü Auto or Manual
- ü Rolling or Fixed
- ü Value From, To

Element

Deleting a base deletes associated elements and sequences.

- ü Elements
- ü Target
- ü Value
- ü System calc %

Sequence

Schedule

Schedule Link

- ü Schedule
- ü Target
- ü Admin, Client, or Both

- ü Program Index
- ü Allocation Code
- ü Schedule

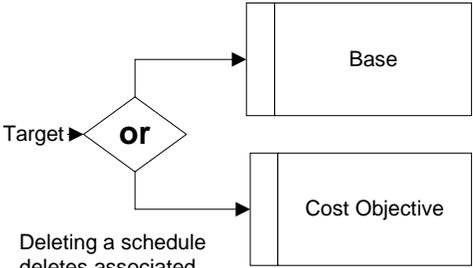
Cost Allocation Tables and Relationships

Seven cost allocation tables are shown. These tables minus the Methodology table are used in the build plan. One other table, the appropriation index crosswalk, is used when transactions are cost allocated.

Manual Value is user entered
Automated Value is from sequence(s)
and is real time value
System provides real time percent

Converts to cost objectives

Look-up prior closed fiscal month value based on program index / allocation code combination plus user entered adjust value



Deleting a schedule deletes associated schedule links

Cost Allocation System

The process steps to create the cost allocation tables. These tables are used to edit the AFRS transactions and to build the monthly cost allocation plan.

1. Access the TM.1.1 screen titled Descriptor Maintenance and enter these codes:
 - a. Table Id Number 07 Appropriation
 - b. Table Id Number 13 Budget Unit (if applicable)
 - c. Table Id Number 16 Program
 - d. Table Id Number 17 Sub-Program (if applicable)
 - e. Table Id Number 18 Activity (if applicable)
 - f. Table Id Number 19 Sub-Activity (if applicable)
 - g. Table Id Number 20 Task (if applicable)
 - h. Table Id Number 32 General Ledger Account Subsidiary Account
 - i. Table Id Number 36 Revenue Sub-Source
 - j. Table Id Number 63 Allocation Code
2. Access the TM.2.1 screen titled Appropriation Index Maintenance and enter the appropriation indexes.
3. Access the TM.2.2 screen titled Program Index Maintenance and enter the program indexes.
4. Access the TM.6.1 screen titled CAS Edit-1 Maintenance and enter the function, program, sub-program and appropriation index relationship.
5. Access the TM.6.2 screen titled Table Maintenance (this table is also called Edit-2) and enter the program index and organization index relationship and enter the budget unit. Budget unit is on the AFRS transaction input screen. The nightly AFRS transaction processing makes a look-up to this table and will insert the budget unit code in the transaction (also if found in the table it replaces a user entered budget unit).
6. Access the TM.6.F screen titled Cost Objective Maintenance and enter the cost objectives.
7. Access the TM.6.E screen titled Allocation Methodology Maintenance and enter the approved methodologies.
8. Access the TM.6.B screen titled Allocation Base Maintenance and enter the bases.
9. Access the TM.6.C screen titled Base Element Maintenance and enter the base elements.
10. Access the TM.6.D screen titled Base Element Sequence Maintenance (if applicable, used only for automated bases) and enter the sequence records.
11. Access the TM.6.A screen titled Allocation Schedule Maintenance and enter the allocation schedules.
12. Access the TM.6.G screen titled Allocation Schedule Link Maintenance and enter the schedule links.
13. Access the TM.6.I screen titled Appropriation Index Crosswalk Maintenance and enter the appropriation indexes and program (if applicable; the look-up is first by AI - Program, then AI - no Program).
14. Access the TM.6.J screen titled Multiple Base Element Maintenance to review the allocation values entered on screen TM.6.C or to enter the values. This screen is a

Cost Allocation System

steam-lined way of accessing the base elements for view or data entry. A user can only view or up-date a future fiscal month.

15. Access the TM.6.H screen titled Base Element Sequence List to view a listing of the sequence records in a base element.
16. Access the TM.6.R screen titled CAS Report Selection to view two mainframe reports and run the preliminary plan build. The preliminary plan build can only be run for a future fiscal month, after the prior fiscal month is closed (i.e. January FM19 the prior FM closes, February FM20 the current FM is open, and March FM21 the future FM is available for a preliminary plan build report. A preliminary plan build report can be run as often as needed. Each time a report is run from this screen DIS bills your agency.

Table Roll and Build Window

The CAS table roll and table build window is related to the AFRS fiscal months. The sequence is as follows:

Current Fiscal Month and Future Fiscal Month

At prior fiscal month close, the table codes in the current fiscal month roll to a future fiscal month. If roll = "N" for a base do not roll the base, the base elements and the base sequences; if roll = "N" for a schedule link do not roll the schedule link. The automated bases use the values from the prior fiscal month. To perform updates on the future month, the prior month must be closed.

When the tables roll creating the future fiscal month, the use code on each record is set to "N". The future fiscal month table update is based on the table edits and the record use code set to "N". Table records used in the preliminary build plan retain the use code of "N".

After the prior fiscal month close and the table roll to create the future month, the current fiscal month table update (the use code on the current month records is equal to "N") automatically rolls the action to the future fiscal month. At nightly processing the current fiscal month table add, change or delete, updates the current plan.

Prior Fiscal Month and Current Fiscal Month

The build plan occurs when the future month becomes the current fiscal month (the first working day of the calendar month). When the table records are used in the plan the record use code is changed to equal "Y". After the build plan on the first working day of the calendar month, there are two fiscal months open, the prior and the current. With two open fiscal months, no roll occurs from an up-date in the prior fiscal month to the current fiscal month; table maintenance is independent on each open fiscal month table.

Special rules for FM24, 01 and 02

There are special rules for FM24, 01 and 02 for the automated bases. When FM22 closes, FM23 rolls to FM24 and 01. An add, change or delete in the current FM23 or future FM24 or current FM24 rolls to FM01.

Cost Allocation System

Base Special Rules Fiscal Months 24, 01, and 02

These rules are for add, change or delete to a base and associated elements or sequences. Rules for when the table rolls are not included.

Manual Base

A manual base follows the other fiscal month rules for fiscal months 24, 01 and 02

A new manual base and associated elements can be added.

For an existing manual base, if the base is not used in the plan:

§ The base with associated elements can be deleted.

§ Associated elements can be added, changed and deleted.

For an existing manual base used in the plan, associated elements cannot be added, changed or deleted.

Automated Base

FM24 is the future month, can add, change or delete an automated base and associated elements and sequences.

If an automated base exists in FM24, it must be identical if it exists in FM01 or 02.

Therefore,

FM24 is the current FM or prior FM can add an automated base if not in FM01.

FM24 is the current FM or prior FM can delete an automated base if the base is not used in the plan.

FM24 is the current FM can add, change, or delete an element or sequence if the base is not used in the plan.

FM24 is the prior FM can add, change, or delete an element or sequence if the element or the sequence does not exist in FM01 and if the base is not used in the plan.

FM01 or 02 can add a base if the base does not exist in FM24.

FM01 or 02 can delete a base if the base is not being used in the plan.

FM01 or 02 can add, change, or delete an element or sequence if the element or sequence does not exist in FM24 and the base is not being used in the plan.

One exception to this statement is the target cost objective can be changed on the Base Element for FM01 or 02 if it is a future FM.

A new automated base (with new elements and sequences) can be added to FM01 and 02. For a new base added, the sequences will only use the sequence adjustment value:

§ The sequence data value must be zero.

§ The sequence adjustment value is required (zero or greater).

An automated base rolled to FM01 or 02:

§ Keep the base from and to and the total value as is.

§ Keep the element total value and percentage as is.

§ Keep the sequence value and adjustment as is.

By Pass Journal Voucher

At times it is necessary to enter cost allocated AFRS transactions for nightly AFRS processing. These transactions are already cost allocated and these transactions should not be selected for the cost allocation process. To keep these AFRS transactions from selection for cost allocation, the word 'ByPass' is entered in the reference document field.

Cost Allocation System

Cost Allocation Tables Maintenance Menu

```
=== AFRS =(TM.6)===== CAS TABLES MAINTENANCE MENU ===== C105P170 ===
TR: _____

    1 -- EDIT-1                (D72)
    2 -- EDIT-2                (D65)
    3 -- MOS CONTROLS          (D93)
    4 -- YEAR-END PROG INDEX   (D71)
    5 -- YEAR-END ORG INDEX    (D74)

    A -- ALLOC SCHEDULE
    B -- ALLOC BASE
    C -- BASE ELEMENT
    D -- BASE SEQUENCE
    E -- ALLOC METHODOLOGY

    F -- COST OBJECTIVE
    G -- ALLOC SCHEDULE LINK
    H -- SEQUENCE LIST
    I -- AI CROSSWALK
    J -- BASE ELEMENTS UPDATE
    R -- REPORTS

                SELECT FUNCTION: _

                F1=EDIT-1, F2=EDIT-2, F4=MOS, F5=D71, F7=D74

                F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

Access: To display this menu; on the AFRS primary menu for “Select Function:” type in “TM” and press [enter]. On the AFRS table maintenance menu for “Select Function:” type in “6” and press [enter].

Purpose: The numbers 1 through 5 at the top provides navigation to descriptor table screens. These custom screens are the only means of up-dating these descriptor tables. Tables 1 through 3 are relational edits. Tables 4 and 5 are for new biennium index replacement. Numbers 1 through 5 are for transaction processing and they are not part of the CAS.

The letters A through R in the middle of the screen provides navigation to the cost allocation system screens. The update to the cost allocation data element tables, and the required information for each data element occurs on these screens. The screens have a print capability to print the current table data elements and required data element information. Cost allocation reports, identifying relationships between the table data elements are available from Enterprise Reporting.

Navigation: After “Select Function:” type in a number or letter and press [enter] to navigate to an AFRS input screen. Also navigate to any other screen by typing in the screen identification after “TR:” in the upper left corner of the screen, i.e. on this screen typing “TM.6.A” and pressing enter navigates to screen “A – Allocation Schedule Maintenance”. Navigate to another screen by [pressing] the PF key identified at the bottom of each screen.

Cost Allocation System

Common To All Data Element Update Screens

Screen Information:

- § **Created:** Date record was created.
- § **Last Update:** Date record was last updated. Blank until an update occurs.
- § **By:** The last record update Requested By person.

Function: After 'Function:' user types in a function letter and other data element values based on the 'Function' and will press [enter]. The screen solid lines are data elements that are required, unless identified as an 'or' with another data element. The screen dotted lines are protected data element values displayed from the same or other tables.

- § Update is A=Add, C=Change, D=Delete
- § Display is V=View, N=Next, B=Back
- § Print is P=Print. For tables by fiscal month, only one fiscal month prints. If the fiscal month is not entered, then the table print will default to the current fiscal month. Press [enter] and the Batch Job Submission screen displays. See Appendix A.

Screen Data Element Edits:

Biennium

- § Must equal current biennium or if the fiscal month is greater than FM20, the biennium can be the next biennium.
- § An odd number for the year the biennium ends.

Fiscal Month

- § 01 through 24.
- § Cannot be greater than the current fiscal month plus one month.
- § During the current fiscal month, table data elements for a future fiscal month can only be entered after the prior fiscal month has closed. FM24, 01 and 02 have special update edits see page 11.
- § Add, change or delete table data element values for:
 - § An open fiscal month without the 'Use' set to 'Y' and
 - § A future fiscal month.
- § Once the tables have rolled an add, change or delete, if allowed, in the current fiscal month is system duplicated in the next (future) fiscal month records.
- § If two fiscal months are open, an update to the prior fiscal month is not duplicated in the current fiscal month

Title

- § Title must be entered.
- § Title allowable characters are letters, numbers, space, quote, period, at sign, number sign, dollar sign, ampersand, star, minus sign, colon, semi-colon, comma and slash.

Record Key

- § The record key is identified in this document with each screen.
- § A=ADD. The record key is unique for the biennium / fiscal month.
- § C=CHANGE. The record key cannot change.
First 'View' record to change.

Cost Allocation System

Edits

- § For an A=Add, not able for the base element or sequence when the base is in the plan.
- § For a C=Change or a D=Delete, not able when the data element is in the plan.
- § For a C=Change, not able for the roll indicator in the current FM after the roll to the future fiscal month occurs.

Requested By

- § Requested By is First initial, space [no period], and last name [minimum two letters], i.e. D Bug.

Cost Allocation System

A – Allocation Schedule

```
=== AFRS =(TM.6.A) ===== ALLOCATION SCHEDULE MAINT ===== C105P601 ===
TR: _____          CREATED: .....          AGENCY: 3000
                          LAST UPDATE: ..... BY: .....

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK, P=PRINT)

          BIENNIUM: __   FISCAL MONTH: __

SCHEDULE: | PROGRAM: ____ TITLE: .....
          | GROUP:  ____ TITLE: .....
          |-----|
OLD CAS SCHEDULE: ____ ____ ____ _

          TYPE: _ [A=ADMIN, S=SERVICES, B=BOTH]

COST OBJECTIVE: ____ TITLE: .....
<OR> TARGET BASE: ____ TITLE: .....

REQUESTED BY: _____

          F1=HELP,   F2=PROGRAM,   F4=COST OBJ,   F5=BASE
          F9=SCHD LINK, F3=RETURN,   F12=MESSAGE, CLEAR=EXIT
```

Purpose: Provides a view of a schedule, capability to print the schedule listing, and update (add, change, delete) a schedule. A schedule is an intermediary link. The program index / allocation code will link to a target schedule (allocation schedule link). The schedule (this screen) will link to a target cost objective or target base.

Record Key: Biennium, fiscal month, program and group are unique and are entered to 'view' or update a schedule.

Period: The schedule is by biennium / fiscal month. At the prior fiscal month close the current fiscal month table is rolled to create a future fiscal month table.

Data Elements: Schedule is the program data element and the group data element combination. Each program defines the group data element.

Edits: For an A=Add or C=Change

- § Target cost objective or target base is entered.
- § Target cost objective, if entered, exists in the cost objective table and is active.
- § Target base, if entered, exists on the base table.
- § Allocation schedule type is 'A' administrative, 'S' client services, or 'B' both.

For a D=Delete

- § Deletion of a schedule also deletes all associated schedule link records. See G- Allocation Schedule Link.

Cost Allocation System

B – Allocation Base

```
=== AFRS =(TM.6.B) ===== ALLOCATION BASE MAINTENANCE ===== C105P602 ===
TR: _____          CREATED: .....          AGENCY: 3000
                          LAST UPDATE: ..... BY: .....

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK, P=PRINT)

      BIENNIUM: ___    FISCAL MONTH: ___    TOTAL VALUE: -.....

      BASE: ___    TITLE: _____
ALLOCATION
METHODODOLOGY: ___    TITLE: .....

      TYPE: _    PERIOD TYPE: _    FROM: _____    TO: _____
      ([A]UTO/    ([F]IXED/    (BI/FM)    (BI/FM)
      [M]ANUAL)    [R]OLLING)

      ROLL FLAG: _    BASE USED: .

REQUESTED BY: _____

      F1=HELP, F6=ELEMENT, F7=SCHEDULE, F8=METHOD
      F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

Purpose: Provides a view of a base, capability to print the base listing, and update (add, change, delete) a base. A base is an intermediary cost pool that is distributed to multiple cost objectives. The base elements define the other base(s) and / or cost objective(s) embedded in a base.

Record Key: Biennium, fiscal month, and base are unique and are entered to 'view' or update a base.

Period: The base is by biennium / fiscal month. At the prior fiscal month close the current fiscal month table is rolled to create a future fiscal month table. If the roll indicator value is 'N' the base, and the base elements and the base element sequences will not roll.

Edits: For an A=Add or C=Change

- § Allocation methodology value exists in the methodology table.
- § Allocation methodology for type [A]uto exists in the methodology table base type.
- § From:, To: data elements require a valid biennium and fiscal month. Note: In the monthly roll for a manual rolling base, these data elements are set to 00. These data elements must be up-dated to valid values or the plan will not build.
- § From:, To: for an automated base add is the current fiscal month minus two months.
- § Not able to change an automated base methodology.
- § Not able to change the type.
- § Limited changes for an automated base in FM24, FM01 or FM02, see page 11.

For a D=Delete

- § Not able when the base exists in an allocation schedule.
- § Not able when the base exists in a base element.
- § Limited delete for an automated base in FM 24, FM01 or FM02, see page 11.

Cost Allocation System

C – Base Element

```
=== AFRS =(TM.6.C) ===== BASE ELEMENT MAINTENANCE ===== C105P603 ===
TR: _____          CREATED: .....          AGENCY: 3000
                          LAST UPDATE: ..... BY: .....

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK, P=PRINT)

      BIENNIUM: __      FISCAL MONTH: __

      BASE: ____      TITLE: .....
      ELEMENT: ____      TOTAL: _____ PERCENT: -
.....

      COST OBJECTIVE: ____      TITLE: .....
<OR>  TARGET BASE: ____      TITLE: .....

      REQUESTED BY: _____

----- BASE INFORMATION -----
-
      ALLOC METHOD: ..      TITLE: .....
      TYPE: . (A/M) PERIOD TYPE: . (F/R) FROM: .... TO: .... (BI/FM)
      BASE ROLL: .          BASE USED: .          TOTAL: .....

      F1=HELP,      F4=COST OBJ,  F5=BASE
      F3=RETURN,   F12=MESSAGE, CLEAR=EXIT
```

Purpose: Provides a view of a base element, capability to print a base element listing, and update (add, change, delete) a base element. A base element is the second hierarchy of a base. A base element defines another base or cost objective.

Record Key: Biennium, fiscal month, base, and base element are unique and are entered to 'view' or update a base element.

Period: The base element is by biennium / fiscal month. At the prior fiscal month close the current fiscal month table is rolled to create a future fiscal month table. If the base roll indicator value is 'N' the base elements will not roll.

Total: Enter amount for a manual base. Note: In the monthly roll for a manual rolling base, the total is set to zero.

Edits: For an A=Add or C=Change

- § Target cost objective or target base is entered.
- § Target cost objective, if entered, exists in the cost objective table and is active.
- § Target base, if entered, exists on the base table.
- § Not able when the base used is 'Y' (base is in the plan).
- § Limited changes for an automated base in FM24, FM01 or FM02, see page 11.

For a D=Delete

- § Delete can occur in the base delete. See B – Allocation Base.
- § Not able when the base used is 'Y' (base is in the plan).
- § Limited delete for an automated base in FM24, FM01 or FM02, see page 11.

Cost Allocation System

D – Base Element Sequence

```
=== AFRS =(TM.6.D) ===== BASE ELEMENT SEQUENCE MAINT===== C105P604 ===
TR: _____          CREATED: .....          AGENCY: 3000
                          LAST UPDATE: ..... BY: .....

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK, P=PRINT)

      BIENNIUM: __      FISCAL MONTH: __
      BASE: _____  TITLE: .....
      ELEMENT: _____ TOTAL: -..... PERCENT: -.....
      SEQUENCE: _____ PROGRAM INDEX: _____ ALLOCATION CODE: _____
ADJUSTMENT VALUE: -_____ DATA VALUE: -.....
                    (eg. 1000 is 10.00)

      REQUESTED BY: _____

----- BASE ELEMENT INFORMATION -----
      COST OBJECTIVE: ..... TITLE: .....
<OR> TARGET BASE: ...  TITLE: .....
----- BASE INFORMATION -----
      ALLOC METHOD: ..  TITLE: .....
      TYPE: . (A/M) PERIOD TYPE: . (F/R) FROM: .... TO: .... (BI/FM)
      INACTIVE: .      BASE USED: .      TOTAL: .....

      F1=HELP, F4=COST OBJ, F5=BASE, F6=ELEMENT
      F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

Purpose: Provides a view of a base element sequence, capability to print a base element sequence listing, and update (add, change, delete) a base element sequence. A base element sequence is used for an automated base. The base element sequence gets a value from the last closed fiscal month based on a program index / allocation code combination.

Record Key: Biennium, fiscal month, base, base element, and base element sequence are data elements that are unique and are entered to 'view' or update a base element.

Period: The base element sequence is by biennium / fiscal month. At the prior fiscal month close the current fiscal month table is rolled to create a future fiscal month table. If base the roll indicator value is 'N' the base element sequences will not roll.

Edits: For an A=Add or C=Change

- § Program index exists and the program index restrictor data element is blank in the program index table.
- § Allocation code exists in the allocation code table.
- § Base is automated
- § Not able when the base used is 'Y' (base is in the plan).
- § Limited changes for an automated base in FM24, FM01 or FM02, see page 11.

For a D=Delete

- § Delete can occur in the base delete. See B – Allocation Base.
- § Delete can occur in the base element delete. See C – Base Element.
- § Not able when the base used is 'Y' (base is in the plan).
- § Limited delete for an automated base in FM24, FM01 or FM02, see page 11.

Cost Allocation System

E – Allocation Methodology

```
=== AFRS =(TM.6.E) ===== ALLOCATION METHODOLOGY MAINT ===== C105P605 ===
TR: _____          CREATED: .....          AGENCY: 3000
                          LAST UPDATE: ..... BY: .....

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK, P=PRINT)

BIENNIUM: ___

ALLOCATION METHODOLOGY: ___ METHOD BASE TYPE: _ METHOD USED: _

          TITLE: _____

          DESCRIPTION: _____

          REQUESTED BY: _____

          F1=HELP, F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

Purpose: Provides a view of a methodology, capability to print the methodology listing, and update (add, change, delete) a methodology. A methodology is the federally approved allocation method for allocating a base.

Record Key: Methodology data element is unique and is entered to 'view' or update a methodology.

Period: The methodology is by biennium.

Edits: For an A=Add or C=Change

§ Methodology is 01 through 99.

§ Method Base Type is ('A' automated or 'M' manual)

§ Description must be entered.

For a D=Delete

§ Not able when the methodology used (Method Used:) is 'Y' (exists in a base).

Cost Allocation System

F – Cost Objective

```
=== AFRS =(TM.6.F) ===== COST OBJECTIVE MAINTENANCE ===== C105P606 ===
TR: _____          CREATED: .....          AGENCY: 3000
                          LAST UPDATE: ..... BY: .....

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK, P=PRINT)

      BIENNIUM: __

COST OBJECTIVE: _____ TITLE: _____

PERCENTAGES: FEDERAL: _____ % STATE: ..... % LOCAL: ..... %
              (eg. 7500 is 075.00%)

MAJOR GROUP: __ MAJOR SOURCE: __ SUB-SOURCE: _____ STIMULUS: _

INACTIVE FM: _____ (BI/FM) INACTIVE OVERRIDE: _ USED: .

REQUESTED BY: _____

      F1=HELP,      F10=DESC. TBLE MAINT
      F3=RETURN,   F12=MESSAGE, CLEAR=EXIT
```

Purpose: Provides a view of a cost objective, capability to print the cost objective listing, and update (add, change, delete) a cost objective. A cost objective is a federal grant, part of a federal grant or a state program. A 'Y' in Stimulus indicates that the federal portion of the cost objective is for federal stimulus funds. Cost objective is the final destination of costs in the cost allocation process. There is no lid amount field or automated lid process.

Record Key: Biennium and cost objective are unique and are entered to 'view' or update a cost objective.

Period: The cost objective is by biennium.

Inactive Data Elements: Inactive FM is the biennium and fiscal month the cost objective becomes inactive. An inactive cost objective cannot be in the plan and the plan will not complete with an inactive cost objective. For the biennium and fiscal month the cost objective becomes inactive, the cost objective is in the preliminary plans and is flagged as an error condition. Inactive override allows a financial transaction to process and post with the cost objective. Inactive override has no impact on the cost objective being in the plan.

Edits: For an A=Add or C=Change

- § Federal percent must be entered even if zero percent. Allows for 2 places after the decimal. Percent cannot exceed one hundred or be less than zero.
- § When the federal percent is greater than zero, the revenue source data elements are required.
- § When the federal percent is zero, the revenue source data elements are blank.
- § Inactive FM is blank or greater than the current fiscal month. Exception for a change, if not changed the original inactive FM is OK.

Cost Allocation System

- § Inactive override is a 'Y' or 'N', if the inactive FM is not blank.
- § Not able to change the percent or revenue data elements when the cost objective 'Used' is 'Y' (cost objective used in a plan).

For a D=Delete

- § Not able when the cost objective 'Used' is 'Y' (cost objective used in a plan). On biennium roll the cost objective 'Used' is set to 'Blank'.
- § Not able when the cost objective exists in an allocation schedule.
- § Not able when the cost objective exists in a base element.

Cost Allocation System

G – Allocation Schedule Link

```
=== AFRS =(TM.6.G) ===== ALLOCATION SCHEDULE LINK MAINT ===== C105P607 ===
TR: _____          CREATED: .....          AGENCY: 3000
                          LAST UPDATE: ..... BY: .....

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK, P=PRINT)

          BIENNIUM: ___          FISCAL MONTH: ___

          PROGRAM INDEX: _____          TITLE: .....
          ALLOCATION CODE: _____          TITLE: .....

          SCHEDULE: _____          TITLE: .....
          | PROGRAM: _____          TITLE: .....
          | GROUP: _____          TITLE: .....
          -----

          COST OBJECTIVE: .....          TITLE: .....
<OR>    TARGET BASE: ...          TITLE: .....

          ROLL FLAG: _
          REQUESTED BY: _____

          F1=HELP, F2=PI, F4=COST OBJ, F5=BASE, F7=SCHEDULE
          F10=DESC. TBLE MAINT, F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

Purpose: Provides a view of an allocation schedule link, capability to print an allocation schedule link listing, and update (add, change, delete) an allocation schedule link. An allocation schedule link, links the program index / allocation code combination to a target schedule.

Record Key: Biennium, fiscal month, program index, and allocation code are unique and are entered to 'view' or update an allocation schedule link.

Period: The allocation schedule link is by biennium / fiscal month. At the prior fiscal month close the current fiscal month table is rolled to create a future fiscal month table. If the roll value (Roll Flag:) is 'N' the allocation schedule link will not roll.

Edits: For an A=Add or C=Change

§ Program index exists and the program index restrictor data element is blank in the program index table.

§ Allocation code exists in the allocation code table.

§ Allocation schedule exists in the allocation schedule table.

For a D=Delete

§ Delete can occur in the allocation schedule delete. See A - Allocation Schedule.

Cost Allocation System

I – Appropriation Index Crosswalk

```
=== AFRS =(TM.6.I) ==== APPROP INDEX CROSSWALK MAINT ===== C105P609 ===
TR: _____          CREATED: .....          AGENCY: 3000
                          LAST UPDATE: ..... BY: .....

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK, P=PRINT)

      BIENNIUM: ____

APPROPRIATION INDEX: ____  TITLE: .....
      PROGRAM: ____  TITLE: .....

FEDERAL INDEX: ____  TITLE: .....
STATE INDEX: ____  TITLE: .....
LOCAL INDEX: ____  TITLE: .....

      STIMULUS
FEDERAL INDEX: ____  TITLE: .....
STATE INDEX: ____  TITLE: .....

REQUESTED BY: _____

      F1=HELP, F2=PROGRAM, F10=APPN INDEX, F11=EDIT-1
      F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

Purpose: Provides a view of an appropriation index crosswalk, capability to print the appropriation index crosswalk listing, and update (add, change, delete) an appropriation index crosswalk. An appropriation index crosswalk, crosswalks the input transaction appropriation index to the appropriation index identified by the cost allocation fund type (state, federal or local) and the 'Y' stimulus indicator in the cost objective. The appropriation index crosswalk is used to replace the transaction input appropriation index with the appropriation index for the cost allocated transactions. The local index column is protected for the current release.

Record Key: Biennium, appropriation index and program (program is usually blank) are unique and are entered to 'view' or update an appropriation index crosswalk.

Period: The appropriation index crosswalk is by biennium.

Edits: For an A=Add or C=Change

- § Appropriation index exists in the appropriation index table.
 - § At least one federal, state or local appropriation index is entered.
 - § The federal, state and local appropriation index if entered, matches the appropriation type in the appropriation index table.
 - § The appropriation index must match a federal, state or local appropriation index.
 - § If the appropriation index is federal, only the federal appropriation index is entered.
 - § If the input appropriation index type is X, then the federal, state and local appropriation index is X.
 - § The program exists in the program table.
 - § The program / input appropriation index combination exists in the D72 descriptor table.
 - § Can change the Federal or State appropriation index.
- For a D=Delete
- § Not able for a blank program and the appropriation index exists on the appropriation index table.

Cost Allocation System

§ J – Base Elements Update

```

=== AFRS =(TM.6.J) === MULTIPLE BASE ELEMENT MAINTENANCE ===== C105P613 ===
TR: _____ REQUESTED BY: _____ AGENCY: 3000

BIEN: __ FM: __ BASE: ____ TITLE: .....

ELMT      AMOUNT      COBJ / BASE TITLE
... _____ _____ _____ .....
... _____ _____ _____ .....
... _____ _____ _____ .....
... _____ _____ _____ .....
... _____ _____ _____ .....
... _____ _____ _____ .....
... _____ _____ _____ .....
... _____ _____ _____ .....
... _____ _____ _____ .....
... _____ _____ _____ .....
... _____ _____ _____ .....
... _____ _____ _____ .....
... _____ _____ _____ .....
... _____ _____ _____ .....
... _____ _____ _____ .....
... _____ _____ _____ .....

=== BASE INFO:  BASE ROLL: . BASE USED: . TOTAL: .....
ENTER=UPDATE, F1=REFRESH, F3=RETURN, F5=BASE, F6=ELEMENT, F7=PRIOR, F8=NEXT
    
```

Purpose: Provides a stream-lined method to update the element records and to view the element records list by base element. Can only view and up-date for a future fiscal month.

Record Key: Biennium, fiscal month, and base are unique and are entered to 'view' the element list for a future fiscal month.

Period: The element list is by biennium / fiscal month.

Cost Allocation System

Cost Allocation Operational Reports

Rpts CAS	Title	AFRS Table Rpt, Plan Rpt Real Time	Enterprise Reporting Real Time	AFRS Screen (One Record)	Table Roll Exception Report #	Build Preliminary Plan #	Nightly-Plan Additions for Open FM & CA JV #, @
601 – 611	Allocation Schedule Table Listing	601		601	611		
602 – 612	Base Table Listing	602		602	612		
603 – 613	Base Element Table Listing	603		603	613		
604 – 614	Base Element Sequence Table Listing	604		604	614		
605	Allocation Methodology Table Listing (Bien)	605		605			
606 – 616	Cost Objective Table Listing (Bien)	606		606	616		
607 – 617	Allocation Schedule Link Table Listing	607		607	617		
609 – 618	Appropriation Index Crosswalk Listing (Bien)	609		609	619		
351	Base Step Down and Final Allocation	351					
353	Base Structure Listing		353		353		
354	Plan Build Error Report					354	354
355	Base Change Comparison	355					
356	Final Cost Allocation Distribution						
357	Associated Base Structure By Program		357				
364	Target Cost Objective Listing		364				
365	Target Base Listing		365				
366	Target Schedule Listing		366				
371	Cost Allocation Plan		371		371		
EXF04	Cost Allocation Rate Variance Flexible		EXF04				
391	Cost Allocation Plan Table Maintenance						391
535	Daily Cost Allocation Journal Voucher						535
535	Monthly Recalculation Journal Voucher						535

Reports are always hardcopy + report distribution system (RDS).

@ CAS535 is microfiche + report distribution system (RDS).

For an open fiscal month the plan does not update until the AFRS nightly run.

The 601 through 609 reports are table lists. To print the table listing enter 'P' in the function and press enter, then see Appendix A.

Cost Allocation System

Chart with selected data elements and the data element sort to assist in selecting CAS operational reports.

- § Number 1 through 5 in matrix designates the sort and the data element is on the report.
- § CAS report first number: 6 refers to a data element input screen listing; 3 refers to the operational report number.
- § When the base (target) and cost objective are the same matrix number [**], either the base or cost objective will display.
- § When the base (originate) and schedule are the same matrix number [^^], both the base and schedule will display.

		^^			**	**	^^				
Rpts CAS	<u>Meth</u>	<u>Base</u> (Originate)	<u>Elem</u>	<u>Seq</u>	<u>Base</u> (Target)	<u>CObj</u>	<u>Schd</u> (Prg+Gp)	<u>Prgm</u> <u>Index</u>	<u>Alloc</u> <u>Code</u>	<u>Value</u>	<u>Percent</u>
Program Index								1			
Allocation Code									1		
605 TM.6.E	1										
606 TM.6.F						1					F,S,L
602 TM.6.B	2	1								Base	
603 TM.6.C		1	2		3	3				Elem	Elem
351 To CObj		1	2		3	3					Elem
364		2	3			1	2				
365		2	3		1		2				
353		1	2	4	3	3				Elem or Seq + Adj	Elem
604 TM.6.D		1	2	3				4	5	Seq + Adj	
607 TM.6.G							3	1	2	Disb, FTE	
356					4	5	3	1	2		Tot,F,S,L
366							1	2	3		
371					4	4	1	2	3		
601 TM.6.A					2	2	1				
354 Errors					2	2	1				
355 Compare		1				2					F,S,L,Tot
611 – 619 Roll											
535 JV											

The letter in first column is the report letter on the Cost Allocation Tables Maintenance Menu.

Cost Allocation System

Report Number: CAS601
Title: Allocation Schedule Table Listing

300-0 RPT CAS601	DEPT OF SOCIAL AND HEALTH SERVICES ALLOCATION SCHEDULE TABLE LISTING FOR THE MONTH OF NOVEMBER 2010 (05/11)	AGY PAGE: 13 10/11/15 (14:50)
SCHEDULE	TITLE	TYPE COST OBJ BASE REQUESTED BY
050 8950B	SEA HOUS AUTH-TITLE XIX	A U4AA4 T OBRIEN
050 8950C	INFO ASSIST STATE ONLY	A A0000 M CHOLS
050 8956A	HME CARE QUALITY AUTHORITY	A U4AA4 T OBRIEN
050 8956B	HCQA - COPEs	A U4WA4 T OBRIEN
050 8961A	BROOKDALE FOUNDATION	A Y5134 N THOMAS
050 8965A	SR FARMERS MARKET-2003	S E76A3 T OBRIEN
050 8965B	SR FARMERS MARKET-FFY04	S E76A4 T OBRIEN
050 8967A	APS TRAINING ACADEMY	A 627 M SCHOLS
050 8968A	EMPLOYEE BACKGROUND CHEK	A 630 M SCHOLS
050 8969A	NURSING FAC TRANSITIONS	B 779G2 N THOMAS
050 8971A	WORKLOAD STUDY	A 630 M SCHOLS
050 8972A	ASAP (PACE) GRANT	A U4AP4 T OBRIEN
050 8973A	GAU SAVINGS	S A0000 N THOMAS
050 8974A	REAL CHOICES SYS CHANGE-03	A 779H3 N THOMAS

Purpose: Provides a schedule (program and group) listing by:
 § schedule,
 § group title,
 § schedule type ('A' administrative, 'S' client services, 'B' both),
 § target cost objective or base, and
 § last schedule add or change requested by
 The schedule links to one cost objective or base.

Limit: Report is limited to a program by entering the program in the program field when printing (function P) on screen TM.D.A

Period: Biennium / Fiscal Month

Sort: Schedule (program and group)

Cost Allocation System

Report Number: CAS602
Title: Base Table Listing

300-0 RPT CAS602	DEPT OF SOCIAL AND HEALTH SERVICES BASE TABLE LISTING FOR THE MONTH OF NOVEMBER 2010 (05/10)	AGY PAGE: 2 10/11/15 (15:29)							
BASE	TITLE	ALLOC METH	PERIOD TYPE	FROM	TO	ROLL	USED	BASE TOTAL	REQUESTED BY
519	COMMUNITY NURSES	09	M	R	0510	0510	Y Y	10,054.00	N LAI
520	NURSING HOME CLIENT COUNT	09	M	F	0322	0322	Y Y	5,602,271.00	D IVIE
521	HCS BASED CLIENTS W/APS	09	M	R	0510	0510	Y Y	35,105.00	N LAI
523	SUA ELDER RIGHTS	03	A	R	0508	0508	Y Y	1,626,049.66	D IVIE
524	MEDICAID MGMT INF SYS 50%	01	M	R	0510	0510	Y Y	2,786,837.00	N LAI
525	AFH/BH CLIENT COUNTS	09	M	R	0510	0510	Y Y	2,707.00	N LAI
526	ADH-NURSING SERVICES	03	A	R	0508	0508	Y Y	1,276,484.24	D IVIE
528	QA RESIDENTIAL CARE SERV	06	A	R	0508	0508	Y Y	248.78	D IVIE
529	QUAL ASSURANCE - CHIEF	06	A	R	0508	0508	Y Y	158.39	D IVIE
531	ESTATE RECOVERY STAFF	03	A	R	0508	0508	Y Y	-911,010.22	D IVIE
532	SUMARY FIELD SVS ACTIVITY	09	M	R	0510	0510	Y Y	10,054.00	N LAI
533	HCS FIELD SUPERVISION	06	A	R	0508	0508	Y Y	695.21	D IVIE
534	APS CLIENTS	09	M	R	0510	0510	Y Y	10.00	N LAI

Purpose: Provides a base listing by:

- § base number,
- § base title,
- § allocation methodology,
- § type ('A' automated, 'M' manual),
- § period type ('F' fixed, 'R' rolling),
- § from (biennium / fiscal month),
- § to (biennium / fiscal month),
- § roll base to next fiscal month ('Y' yes, 'N' no),
- § used base [biennium / fiscal month] in the plan 'Y' yes, 'N' no, if 'Y' cannot delete (relates also to element and sequence),
- § base total real time sum of the base elements, and
- § last base add or change requested by

Period: Biennium / Fiscal Month

Cost Allocation System

Sort: Base number
Report Number: CAS603
Title: Base Element Table Listing

BASE ELEMENT	BASE TITLE	COST OBJ.	TARGET BASE	ELEMENT VALUE	PERCENT	REQUESTED BY
300-0		DEPT OF SOCIAL AND HEALTH SERVICES				AGY PAGE: 12
RPT CAS603		BASE ELEMENT TABLE LISTING				10/11/15 (15:45)
		FOR THE MONTH OF NOVEMBER 2010 (05/10)				
533	010	HCS	532	602.13	86.6112397692783	D SYSTEM
533	020		627	93.08	13.3887602307216	D SYSTEM
534	010	APS CLIENTS		6.00	60.0000000000000	T COMSTOCK
534	020		A0000	1.00	10.0000000000000	T COMSTOCK
534	030		667AE	.00	0.0000000000000	T COMSTOCK
534	050		710	.00	0.0000000000000	T COMSTOCK
534	060		U4WA4	3.00	30.0000000000000	T COMSTOCK
535	010	NF/AFH/BH LICENSING		24,238.00	39.5657851779301	T COMSTOCK
535	020		544	11,866.00	19.3698987920339	T COMSTOCK
535	030		516	25,156.00	41.0643160300359	T COMSTOCK
536	010	COMPLAINT INVESTIGATION	A005E	48.70	48.7000000000000	T OBRIEN
536	020		517	51.30	51.3000000000000	D SYSTEM

Purpose: Provides a base element listing by:

- § base,
- § element,
- § base title,
- § target cost objective or base
- § element value,
- § element value percent, and
- § last element add or change requested by

The base element links to one cost objective or base.

Base used [in biennium / fiscal month] in the plan 'Y' yes, 'N' no (see base record for used), if 'Y' cannot update (add, change or delete) an element.

Period: Biennium / Fiscal Month

Sort: Base and Element

Cost Allocation System

Report Number: CAS604
Title: Base Element Sequence Table Listing

300-0 RPT CAS604	DEPT OF SOCIAL AND HEALTH SERVICES BASE ELEMENT SEQUENCE TABLE LISTING				AGY PAGE: 24 10/11/15 (10:40)			
FOR THE MONTH OF NOVEMBER 2010 (05/10)								
BASE	ELEMENT	SEQ	BASE TITLE	PROGRAM INDEX	ALLOC CODE	DATA VALUE	ADJUSTMENT VALUE	REQUESTED BY
510	010	010	NURSING HOME PROG SUPPORT	E3112	8155	23.57	0.00	D SYSTEM
510	010	020		E3112	9999	1.00	0.00	D SYSTEM
510	020	020		E3114	9999	41.02	0.00	D SYSTEM
510	020	030		E3111	8125	0.00	0.00	D SYSTEM
510	020	050		E3111	9999	2.00	0.00	D SYSTEM
510	030	010		E3113	9999	11.93	0.00	D SYSTEM
539	010	010	H & C SERVS CHIEF'S OFFICE	E9212	8126	13.76	0.00	D SYSTEM
539	010	020		E9212	9999	6.70	0.00	D SYSTEM
539	020	010		E8944	9999	1.00	0.00	D SYSTEM
539	030	010		E8972	9999	0.13	0.00	T COMSTOCK
539	040	010		E8974	9999	-0.45	0.00	T COMSTOCK

Purpose: Provides a base element sequence listing by:

- § base,
- § element,
- § sequence,
- § base title,
- § program index,
- § allocation code,
- § data value (system entered)
- § adjustment value (user entered), and
- § last sequence add or change requested by

The base element sequence(s) is used for an automated base.

Base used [in biennium / fiscal month] in the plan 'Y' yes, 'N' no (see base record for used), if 'Y' cannot update (add, change or delete) a sequence.

Period: Biennium / Fiscal Month

Sort: Base, Element and Sequence

Cost Allocation System

Report Number: CAS605
Title: Allocation Methodology Table Listing

BIEN METHOD	B TYPE	TITLE	DESCRIPTION	USED	REQUESTED	BY
300-0 RPT CAS605			DEPT OF SOCIAL AND HEALTH SERVICES ALLOCATION METHODOLOGY TABLE LISTING			
						AGY PAGE: 1 10/11/17 (11:22)
11	01	M	CASE/PERSON COUNTS	CASE/PERSON COUNTS	Y	D SYSTEM
11	02	M	DIRECT CHARGE	DIRECT CHARGE	Y	D SYSTEM
11	03	A	DOLLARS DISBURSED	DOLLARS DISBURSED	Y	D SYSTEM
11	04	M	STAFF EFFORT	STAFF EFFORT	Y	D SYSTEM
11	05	M	FIXED RATES/PERCENTAGES	FIXED RATES/PERCENTAGES	Y	D SYSTEM
11	06	A	FTE'S DISBURSED	FTE'S DISBURSED	Y	D SYSTEM
11	07	M	GRANT AWARDS	GRANT AWARDS	Y	D SYSTEM
11	08	M	INTERIM PER DIEM RATES	INTERIM PER DIEM RATES	N	D SYSTEM
11	09	M	PARTICIPANT DAYS/CLIENT COUNT	PARTICIPANT DAYS/CLIENT COUNT	Y	D SYSTEM
11	10	M	PIECES MAILED	PIECES MAILED	Y	D SYSTEM
11	11	M	ACCOUNTING ADJUSTMENT	ACCOUNTING ADJUSTMENT	N	D SYSTEM
11	12	M	DIRECT RECOVERY	DIRECT RECOVERY	N	D SYSTEM

Purpose: Provides a methodology listing by:

- § methodology,
- § base type ('A' automated, 'M' manual), an automated base add is allowed when verified to the base type 'A'
- § methodology title,
- § methodology description,
- § used methodology in a base 'Y' yes, 'N' no, if 'Y' cannot delete, and
- § last methodology add or change requested by

The methodology is required on a base record.

Period: Biennium

Sort: Methodology

Cost Allocation System

Report Number: CAS606
Title: Cost Objective Table Listing

300-0		DEPT OF SOCIAL AND HEALTH SERVICES							AGY PAGE: 7				
RPT CAS606		COST OBJECTIVE TABLE LISTING							10/11/17 (08:17)				
BY	COST OBJ	TITLE	P E R C E N T A G E S			ST	REVENUE	SOURCE	INACT	OVER	USED	REQUESTED BY	
			FEDERAL	STATE	LOCAL	IM	GRP	SRC	SUBSRC	BI/FM	RIDE		
11	CE7T7	YAKIMA HEALTHY MARRIAGE-GRANT YR 2	66.00	34.00	0.00		03	93	563T70		N	Y	S KNIGHT
11	CE7VH	BRIGHT STAR TITLE IV CONTRA	0.00	100.00	0.00								D TRAINOR
11	CE7V7	BRIGHT STAR TITLE IV D15	66.00	34.00	0.00		03	93	563A70				D TRAINOR
11	CE7WH	BRIGHT STAR TITLE IV D15	0.00	100.00	0.00		03	93	563A70			Y	E FREDSON
11	CE7W7	BRIGHT STAR TITLE IV D15	66.00	34.00	0.00		03	93	563A70			Y	E FREDSON
11	CE7XA	CHILD SUPP INCENTIVES ST CONTRA FFY07	0.00	100.00	0.00								D TRAINOR
11	CE7X7	CHILD SUPP INCENTIVES FFY07	100.00	0.00	0.00		03	93	563X70				D TRAINOR
11	CE7Y7	CONTRA CHILD SUPP INCENTIVES FFY07	100.00	0.00	0.00		03	93	CE7Y70				D TRAINOR
11	CE8A8	CHILD SUPP IV-D	66.00	34.00	0.00		03	93	563A80			Y	E FREDSON
11	CE8B8	CHILD SUPPORT DATA MINING-FFY08	66.00	34.00	0.00		03	93	563A80				E FREDSON
11	CE8CH	COUNTY PAYMENT 100%-STATE-FFY07	0.00	100.00	0.00								E FREDSON

Purpose: Provides a cost objective listing by:

- § cost objective,
- § cost objective title,
- § percentages: federal, state, local,
- § stimulus funding,
- § revenue source: major group, major source and sub source,
- § biennium / fiscal month to inactive the cost objective (do not include in the plan or do not allow a transaction containing the cost objective to process in AFRS),
- § override inactive (allow a transaction containing the cost object to process in AFRS), override has no impact on including the cost objective in the plan,
- § used (cost objective is used in a financial transaction 'Y' yes, 'N' no), if 'Y' cannot delete, or change percent or revenue data elements, and
- § last cost objective add or change requested by

Period: Biennium

Sort: Biennium and Cost Objective

Cost Allocation System

Report Number: CAS607
Title: Allocation Schedule Link Table Listing

300-0 RPT CAS607	DEPT OF SOCIAL AND HEALTH SERVICES ALLOCATION SCHEDULE LINK TABLE LISTING FOR THE MONTH OF NOVEMBER 2010 (03/21)	AGY PAGE: 58 10/11/17 (12:59)
PROGRAM ALLOC	PROGRAM ALLOC	
INDEX CODE SCHEDULE ROLL REQUESTED BY	INDEX CODE SCHEDULE ROLL REQUESTED BY	
-----	-----	
E1411 308A 050 00416 Y D SYSTEM	E1411 311A 050 00416 Y D SYSTEM	
E1411 312A 050 00416 Y D SYSTEM	E1411 313A 050 00416 Y D SYSTEM	
E1411 3130 050 00421 Y D SYSTEM	E1411 3131 050 00423 Y D SYSTEM	
E1411 3132 050 00425 Y D SYSTEM	E1411 3133 050 00427 Y D SYSTEM	
E1411 3138 050 00429 Y D SYSTEM	E1411 3139 050 00431 Y D SYSTEM	
E1411 315A 050 00416 Y D SYSTEM	E1411 3150 050 00421 Y D SYSTEM	
E1411 3159 050 00431 Y D SYSTEM	E1411 316A 050 00416 Y D SYSTEM	
E1411 321A 050 00416 Y D SYSTEM	E1411 322A 050 00416 Y D SYSTEM	
E1411 323A 050 00416 Y D SYSTEM	E1411 3231 050 00423 Y D SYSTEM	
E1411 3232 050 00425 Y D SYSTEM	E1411 3233 050 00427 Y D SYSTEM	
E1411 3239 050 00431 Y D SYSTEM	E1411 325A 050 00416 Y D SYSTEM	
E1411 326A 050 00416 Y D SYSTEM	E1412 0010 050 00415 Y D SYSTEM	
E1412 4410 050 00415 Y D SYSTEM	E1412 4415 050 00415 Y D SYSTEM	

Purpose: Provides a schedule link listing by:

- § program index,
- § allocation code,
- § schedule,
- § roll schedule link to next fiscal month ('Y' yes, 'N' no), and
- § last schedule link add or change requested by

The program index / allocation code combination will link to one schedule.

Period: Biennium / Fiscal Month

Sort: Program Index and Allocation Code

Cost Allocation System

Report Number: CAS609
Title: Appropriation Index Crosswalk Listing

300-0 RPT CAS609		DEPT OF SOCIAL AND HEALTH SERVICES AI CROSSWALK TABLE LISTING					AGY PAGE: 1 10/11/18 (14:54)				
BY	APPN INDEX	PROGRAM	TITLE	NON-STIMULUS INDEXES	FEDERAL	STATE	LOCAL	STIMULUS INDEXES	FEDERAL	STATE	REQUESTED BY

11	AA1		CHILDREN & FAMILY SVS: GF-STATE FY1	TA1	AA1			2A1	AA1		D SYSTEM
11	AA2		CHILDREN & FAMILY SVS: GF-STATE FY2	TA2	AA2			2A2	AA2		D SYSTEM
11	AB1		STREET YOUTH PROGRAM:GF-STATE FY1		AB1						D SYSTEM
11	AB2		STREET YOUTH PROGRAM:GF-STATE FY2		AB2						D SYSTEM
11	AC2		STATE EFFICIENCY & RESTRUCT:FD 17E FY2		AC2						K JAMES
11	AD1		PEDIATRIC INTERIM FACILITY:GF-STATE FY1		AD1						D SYSTEM
11	AD2		PEDIATRIC INTERIM FACILITY:GF-STATE FY2		AD2						D SYSTEM
11	AE1		PIC SPECIAL CARE: GF-STATE FY1	TE1	AE1			2A1	AE1		S CHILDERS
11	AE2		PIC SPECIAL CARE: GF-STATE FY2	TE2	AE2			2A2	AE2		S CHILDERS
11	AF1		FOSTER PARENT RETENTION:GF-STATE FY1	TA1	AF1			2A1	AF1		S CHILDERS
11	AF2		FOSTER PARENT RETENTION:GF-STATE FY2	TA2	AF2			2A2	AF2		S CHILDERS

Purpose: Provides an appropriation index crosswalk listing by:

- § appropriation index,
- § program,
- § appropriation index title,
- § crosswalk indexes: non-stimulus indexes federal, state, local, stimulus indexes federal, state and,
- § last appropriation index crosswalk add or change requested by

The appropriation index, and if applicable, the program on the originating transaction identifies the appropriation index to put on the cost allocated transactions based on the cost objective percent for federal, state and / or local

Period: Biennium

Sort: Biennium, Appropriation Index, and Program

Cost Allocation System

Report Number: CAS354
Title: Plan Build Error Report

1300-0	DEPT OF SOCIAL AND HEALTH SERVICES				AGY PAGE:	1
RPT CAS354	PLAN BUILD ERROR REPORT				04/05/03 (02:22)	
	FOR THE MONTH OF MAY				2004 (05/11)	
SCHEDULE	SCHED TARGET	SCHEDULE TARGET	BASE/ COST OBJ	ERROR	DESCRIPTION	
030.9810E		958C2958C2	958C2	01	COST OBJECTIVE INACTIVE	
070.999G1		999G1999G1	999G1	01	COST OBJECTIVE INACTIVE	
080.50180			NEXIS	03	COST OBJECTIVE NOT FOUND	
080.50070			566	05	BASE LOOPING	
080.50080			590	02	MORE THAN 9 LEVELS	
080.50200			584	04	BASE NOT FOUND	

Purpose: Used to list all errors in the cost allocation plan build. Report is created if errors occur in the daily supplemental plan build.

Period: Biennium / Fiscal Month

Sort: Program and Target

Cost Allocation System

R – DSHS CAS Report Selection (mainframe)

```
=== AFRS =(TM.6.R) ===== CAS REPORT SELECTION ===== C105P650 ===
TR: _____ AGENCY: 3000

1 -- BASE STEPDOWN AND FINAL ALLOCATION (CAS351)
2 -- BASE COMPARISON (CAS355)
3 -- PRELIMINARY PLAN BUILD

SELECT REPORT: _ BIENNIUM: __ FISCAL MONTH: __

F1=HELP, F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

Purpose: Provides a screen for requesting cost allocation plan reports and for an on-demand run of the preliminary plan build. Requesting the preliminary plan build run is in addition to the DSHS specified scheduled dates.

Select: Number 1 through 2 represents a report; number 3 is to run the preliminary plan build and the preliminary plan reports will be automatically created and sent to the cost allocation administrator. Biennium and Fiscal Month are required and are entered to specify the report for a specific biennium / fiscal month. The edits for report selection are as follows:
Reports 1 and 2 are for any prior fiscal month, the current fiscal month, or the next future fiscal month.
Report 3 is for the next future fiscal month and can only be run for this time period. An individual can only request report 3 with security level set at 2.

Cost Allocation System

Report Number: CAS351
Title: Base Step Down and Final Allocation (150 characters)

300-0 RPT CAS351	DEPT OF SOCIAL AND HEALTH SERVICES BASE STEP-DOWN AND FINAL ALLOCATION FOR THE MONTH OF APRIL 2004 (05/10)	AGY PAGE: 9 04/04/29 (13:17)		
623 COMPLAINT RESOLUTION RANGE: 05/10 - 05/10	METHOD: FTE'S DISBURSED (MANUAL , FIXED)	TOTAL: 1,786.00 NOT USED		
L E V E L 1	L E V E L 2	L E V E L 3	L E V E L 4 - 9	COST OBJECTIVE
ELE PERCENT TARGET	ELE PERCENT TARGET	ELE PERCENT TARGET	ELE PERCENT TARGET LEVEL	PERCENT TARGET
-----	-----	-----	-----	-----
010 65.8454647256438 516	010 11.8266125963534 A0000			11.8266125963534 A0000
	516	020 23.3335870144271 U2WA2		23.3335870144271 U2WA2
	516	030 30.6852651148631 U2AA2		30.6852651148631 U2AA2
020 4.0873460246360 A0000				4.0873460246360 A0000
030 11.0862262038073 544	010 0.0410474280918 A0000			0.0410474280918 A0000
	544	020 1.5358579344367 U2AA2		1.5358579344367 U2AA2
	544	030 9.5093208412787 U2WA2		9.5093208412787 U2WA2
040 18.9809630459126 516	010 3.4092021004794 A0000			3.4092021004794 A0000
	516	020 6.7262636036486 U2WA2		6.7262636036486 U2WA2
	516	030 8.8454973417845 U2AA2		8.8454973417845 U2AA2
623 BASE SUMMARY: COST OBJ	TOTAL PERCENT	FEDERAL	STATE	LOCAL
-----	-----	-----	-----	-----
A0000	19.3642081495606	0.0000000000000	19.3642081495606	0.0000000000000
U2WA2	39.5691714593544	19.7845857296772	19.7845857296772	0.0000000000000
U2AA2	41.0666203910843	20.5333101955421	20.5333101955422	0.0000000000000
-----	-----	-----	-----	-----
TOTAL	99.9999999999993	40.3178959252193	59.6821040747800	0.0000000000000

Purpose: Used to monitor and make changes to the Cost Allocation Plan. Used to document and provide an audit trail of the base levels in the cost allocation process. This report identifies the primary and secondary allocation percentages. It identifies distributions to the Cost Objectives in the primary Base and the secondary Base(s). Note: This report displays each Base in the Base table, even if the Base is not primary in the final cost allocation process (Base is not in a Schedule or if the Base is in a Schedule the Schedule is not in a Schedule Link).

Period: Biennium / Fiscal Month

Sort: Base and Element

Cost Allocation System

Report Number: CAS355
Title: Base Change Comparison

300-0 RPT CAS355		DEPT OF SOCIAL AND HEALTH SERVICES BASE CHANGE COMPARISON REPORT						AGY PAGE: 5 04/04/29 (13:58)			
		MARCH 2004 (05/09)			APRIL 2004 (05/10)			VARIANCES			
BASE											
117	MIRROR ICP517-SURVEYORS			MIRROR ICP517- SURVEYORS							
COBJ	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	TOTAL	COBJ
A005E	0.000000	33.444907	0.000000	0.000000	33.429612	0.000000	0.000000	-0.015295	0.000000	-0.015295	A005E
777GE	0.000000	0.000000	0.000000	0.000000	33.429612	0.000000	0.000000	33.429612	0.000000	33.429612	777GE
777BE	0.000000	0.000000	0.000000	0.000000	33.140775	0.000000	0.000000	33.140775	0.000000	33.140775	777BE
777G4	16.722453	16.722453	0.000000	0.000000	0.000000	0.000000	-16.722453	-16.722453	0.000000	-33.444907	777G4
777BE	0.000000	33.110184	0.000000	0.000000	0.000000	0.000000	0.000000	-33.110184	0.000000	-33.110184	777BE
TOTAL:	16.722453	83.277546	0.000000	0.000000	99.999999	0.000000	-16.722453	16.722453	0.000000	0.000000	
=====											
134	MIRRORS ICP534-APS CLIENTS			MIRRORS ICP534-APS							
COBJ	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	TOTAL	COBJ
A0000	0.000000	15.426910	0.000000	0.000000	60.000000	0.000000	0.000000	44.573089	0.000000	44.573089	A0000
U4AA4	19.119432	19.119432	0.000000	5.000000	5.000000	0.000000	-14.119432	-14.119432	0.000000	-28.238864	U4AA4
667AE	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	667AE
U4WH4	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	U4WH4
U4WB4	3.167112	3.167112	0.000000	0.000000	0.000000	0.000000	-3.167112	-3.167112	0.000000	-6.334224	U4WB4
U4WA4	20.000000	20.000000	0.000000	15.000000	15.000000	0.000000	-5.000000	-5.000000	0.000000	-10.000000	U4WA4
TOTAL:	42.286544	57.713455	0.000000	20.000000	80.000000	0.000000	-22.286544	22.286544	0.000000	0.000000	
=====											

Purpose: Used to research adjustments and to monitor and make changes to the Cost Allocation Plan. This report identifies the changes to Bases' final allocation from one fiscal month to the next. Significant changes help to identify errors in Base Element values and targets. Note: This report displays each Base in the Base table, even if the Base is not in the final cost allocation process (Base is not in a Schedule or if the Base is in a Schedule the Schedule is not in a Schedule Link).

Period: Biennium / Fiscal Month

Sort: Base and Cost Objective

Cost Allocation System

Cost Allocation Reports that is Available from Enterprise Reporting Standard Reports

Link in Standard Reports is: [Financial Reports](#) >  **Cost Allocation Operational**

Account: rick105

Folders

No folders

Associated Base Structure By Program Schedule Schedule with Selection Values History	CAS357
Base Structure Listing Schedule Schedule with Selection Values History	CAS353
Cost Allocation Plan Schedule Schedule with Selection Values History	CAS371
Cost Allocation Rate Variance Flexible Schedule Schedule with Selection Values History	EXF04
Target Base Listing Schedule Schedule with Selection Values History	CAS365
Target Cost Objective Listing Schedule Schedule with Selection Values History	CAS364
Target Schedule Listing Schedule Schedule with Selection Values History	CAS366

Cost Allocation System

Report Number: CAS357
Title: Associated Base Structure By Program

OFM	<i>Dept of Soc and Hlth Serv</i>			
	Associated Base Structure By Program <i>(Program 030)</i>			
Report Number: FT-CAS357				Date Run: Jan 27, 2011 4:50PM
Biennium: 2011		For the Month of: Jan 2011 (FM 19)		Transactions Through: Jan 26, 2011 9:55PM
Program: 030 - Mental Health				
Base: 802 - MMIS COSTS		Allocation Methodology: 03 - DOLLARS DISBURSED		Base Type/Period: Manual/Rolling
		Period From 00/00 To 00/00		Base Value: 2,077,322.70
Base Element: 010	Target: A0000 STATE			Base Element Value: 1,565,954.35
	Percent: 75.383297			
Base Element: 020	Target: U1MB1 T19 ADMIN MMIS 75% FFP FFY11			Base Element Value: 511,368.35
	Percent: 24.616703			

Purpose: Used to review all Base, Element and Sequence information, values and percent by program.

Period: Biennium / Fiscal Month

Sort: Base, Element and Sequence

Cost Allocation System

Report Number: CAS353
Title: Base Structure Listing

OFM

Dept of Soc and Hlth Serv

Base Structure Listing

(Base 681 FM19)

Report Number: FT-CAS353

Date Run: Jan 25, 2011 9:40AM

Biennium: 2011

For the Month of: Jan 2011 (FM 19)

Transactions Through: Jan 24, 2011 9:15PM

Base:	Allocation Methodology:	Period From	Base Type Period:	Automated / Rolling
681 - NF AUDIT SETTLEMENT FFY11 QTR1	03 - DOLLARS DISBURSED	11/17 To 11/17	Base Value:	0.00
Base Element: 010	Target: A0000 STATE		Base Element Value:	0.00
	Percent: 0.000000			
Base Element: 020	Target: 920 T19 REG FMAP-ARRA FFY11 QTR 2		Base Element Value:	0.00
	Percent: 0.000000			

Purpose: Used to review all Base, Element and Sequence information, values and percent. This report identifies errors for target bases that do not exist and inactive cost objectives. Note: This report displays each Base in the Base table, even if the Base is not in the final cost allocation process (Base is not in a Schedule or if the Base is in a Schedule the Schedule is not in a Schedule Link).

Period: Biennium / Fiscal Month

Sort: Base, Element and Sequence

Cost Allocation System

Report Number: CAS371
Title: Cost Allocation Plan

OFM		Dept of Soc and Hlth Serv		
		Cost Allocation Plan (OCTOBER 2010)		
Report Number:	FT-CAS371			Date Run: Jan 25, 2011 12:05PM
Biennium:	2011	For the Month of:	Dec 2010 (FM 18)	Transactions Through: Closed
Program: 010 Children's Administration				
Schedule	Type	PI/Allocation	Target	Message
010-9000S	Services	STATUTORILY CANC WARRANTS A9111 / 0013 Children's Administration Common Costs / Statutorily Cancelled WR	A0013 - STATUTE OF LIMITATIONS	
010-9117A	Both	CASEY-CYFS ADVISORY COMMITTEE A9117 / 0541 CYFS Advisory Committee / Local Contributions&grants	Y0804 - CASEY-CYFS ADVISORY COMMITTEE	
010-9124A	Admin	CASEY FOUNDATION- RACIAL DISPROPORTION A9124 / 0541 Executive Staff / Local Contributions&grants	Y0803 - CASEY-RACIAL DISPROPORTIONALITY	
010-9153A	Admin	CASEY FOUNDATION- PRACTICE MODEL A9153 / 0541 Practice Model / Local Contributions&grants	Y0801 - CASEY - PRACTICE MODEL	
010-9160B	Admin	SACWIS HEADQUARTERS A9116 / 9588 HQ Support Staff / Cats Staff Effort A9119 / 9588 HQ Director / Cats Staff Effort A9161 / 9588 Applications Development Staff / Cats Staff Effort A9169 / 9588 IT Equipment & Software (Cats) / Cats Staff Effort	588 - CATS - STAFF EFFORT	
010-9160E	Admin	SACWIS DEVELOPMENT & IMPLEMENTATION A9161 / 78A3 Applications Development Staff / T4-E - Sacwis - Dev & Implementation A9169 / 78A3 IT Equipment & Software (Cats) / T4-E - Sacwis - Dev & Implementation A9174 / 78A3 Sacwis Replacement Project / T4-E - Sacwis - Dev & Implementation	F11G1 - SACWIS DEVELOPMENT& IMPLEMENTATION FFY11	
010-9999A	Services	ARRA STATE APPROPRIATION TRANSFER A8922 / 9590 Accreditation / CA RMTS - Indirect	A0028 - STATE APPROPRIATION TRANSFER	

Purpose: Used to review and to monitor the Cost Allocation Plan. This report identifies the correct allocation code to use with a Program Index when coding documents, and to research financial adjustments.

Period: Biennium / Fiscal Month

Sort: Schedule, Program Index and Allocation Code

Break: Program

Cost Allocation System

Report Number: EXF04
Title: Cost Allocation Rate Variance Flexible

OFM

3000 - Dept of Soc and Hlth Serv

Cost Allocation Rate Variance Flexible by Cost Objective
(A2227 Obj E by allocation)

Report Number: EXF04
Biennium: 2011

Fiscal Months: Oct FY2 **Through:** Dec FY2

Date Run: Jan 24, 2011 2:00PM

Transactions Through: Closed

Cost Objective	Total Disbursements	Federal Disbursements	Match Rate	Computed FFP	Variance
558B1 - TANF FEDERAL ADM & SYS FFY11	10,762.20	10,762.20	100.00	10,762.20	0.00
667D1 - SSBG ADMIN FFY11	10,579.11	10,579.11	100.00	10,579.11	0.00
A0000 - STATE	8,716.00	0.00	0.00	0.00	0.00
F11B1 - TIVE FC ADMIN FFY11	22,475.06	11,237.53	50.00	11,237.54	0.01
F17B1 - TIVE ADOPT ADMIN FFY11	3,283.37	1,641.71	50.00	1,641.69	(0.02)
Grand Total	55,815.74	34,220.55		34,220.54	(0.01)

Purpose: Used to review for a period of months the total disbursements and Federal disbursements by cost objective.

Period: Biennium / Fiscal Month

Sort: Cost Objective

Cost Allocation System

Report Number: CAS365
Title: Target Base Listing

OFM

Dept of Soc and Hlth Serv

Target Base Listing
(DSHS Base Research)

Report Number: FT-CAS365

Date Run: Jan 21, 2011 8:09AM

Biennium: 2011

For the Month of : Jan 2011 (FM 19)

Transactions Through: Jan 20, 2011 10:25PM

Target Base	Allocation Schedule	Base Element
099 - TERMINATION LEAVE BASE		
	010-8661B	
	020-8661A	
	030-8661A	
	040-8660B	
	050-8661A	
	060-8661A	
	070-8000C	
	080-A60ZA	
	100-8A000	
	110-TRMLV	
	135-8000A	
	850-TERLV	
	900-8661A	
100 - PROGRAM 110-DEPTWIDE INDIRECT COSTS		
	110-DW100	
		125-110
		139-070
		246-070
101 - TANF ADM FOR PROG 110/145		

Purpose: Used to identify all the Allocation Schedules(s) and Base Element(s) directed to a base. This report provides information to research adjustments and to monitor the Cost Allocation Plan for possible changes

Period: Biennium / Fiscal Month

Sort: Base, Schedule and Element

Cost Allocation System

Report Number: CAS364
Title: Target Cost Objective Listing

OFM

Dept of Soc and Hlth Serv

Target Base Listing
 (DSHS Base Research)

Report Number: FT-CAS365

Date Run: Jan 21, 2011 8:09AM

Biennium: 2011

For the Month of: Jan 2011 (FM 19)

Transactions Through: Jan 20, 2011 10:25PM

Target Base	Allocation Schedule	Base Element
099 - TERMINATION LEAVE BASE		
	010-8661B	
	020-8661A	
	030-8661A	
	040-8660B	
	050-8661A	
	060-8661A	
	070-8000C	
	080-A60ZA	
	100-8A000	
	110-TRMLV	
	135-8000A	
	850-TERLV	
	900-8661A	
100 - PROGRAM 110-DEPTWIDE INDIRECT COSTS		
	110-DW100	
		125-110
		139-070

Purpose: Used to identify all the Target Base(s), the allocation schedule and Base Element(s) directed to a base. This report provides information to research adjustments and to monitor the Cost Allocation Plan for possible changes

Period: Biennium / Fiscal Month

Sort: Base, Schedule and Element

Cost Allocation System

Report Number: CAS366
Title: Target Schedule Listing

OFM

Dept of Soc and Hlth Serv

Target Schedule Listing

Report Number: FT-CAS366 **Date Run:** Oct 15, 2010 10:32AM
Biennium: 2011 **For the Month of:** Oct 2010 (FM 16) **Transactions Through:** Oct 14, 2010 9:25PM

Allocation Schedule	Program Index	Allocation
050-1111A	VA NH AUDIT SETTLEMENTS-REFUND CURRENT	
	E1111	338A
	E1111	359A
050-1111B	VA NH AUDIT SETTLEMENTS-REFUNDS	
	E1111	9999
050-1111C	VA NH AUDIT SETTLEMENTS - REFUNDS 2006	
	E1111	3596
050-1111D	VA NH AUDIT SETTLEMENTS - REFUNDS 2007	
	E1111	3387
	E1111	3597
050-1111E	VA NH AUDIT SETTLEMENTS - REFUNDS 2008	
	E1111	3388

Purpose: Primarily used to manage the Cost Allocation Plan and to identify the Program Index / Allocation Code(s) required for manual adjustments. This report is also used to identify any unnecessary Program Index / Allocation Code combinations.

Period: Biennium / Fiscal Month

Sort: Schedule (program – group), program index and allocation code

Cost Allocation System

Report Number: CAS391
Title: Cost Allocation Plan Table Maintenance

300-0 RPT CAS391	D.DEPT OF SOCIAL AND HEALTH SERVICES COST ALLOCATION PLAN TABLE MAINTENANCE FOR THE PLAN OF APRIL 2002 (03/10) ON DECEMBER 04, 2002	AGY PAGE: 1 02/12/05 (14:54)
TABLE: SCHEDULE		
050-DMG02	ADD : A0000 B BOO HOO	REQUESTED BY M EE UPDATED / /
050-DMG03	ADD : AD027 B BOO HOO	REQUESTED BY M EE UPDATED / /
050-DMG04	ADD : AD027 B BOO HOO	REQUESTED BY M EE UPDATED / /
300-0 RPT CAS391	D.DEPT OF SOCIAL AND HEALTH SERVICES COST ALLOCATION PLAN TABLE MAINTENANCE FOR THE PLAN OF MAY 2002 (03/11) ON DECEMBER 04, 2002	AGY PAGE: 2 02/12/05 (14:54)
TABLE: BASE		
-- FIXED --		
154	DELETE: 02 A F MY TESTING FOR EDITS	REQUESTED BY D TEST UPDATED 12/04/02
154	ADD: 06 M F 0101 0101 Y BILL	REQUESTED BY U EE UPDATED / /
154	DELETE: 03 M F DUANE	REQUESTED BY M EE UPDATED 12/04/02
154	ADD: 03 M F DUANE	REQUESTED BY M EE UPDATED / /
154	ADD: 03 M F DUANE	REQUESTED BY M EE UPDATED / /
154	DELETE: 06 M F 0101 0101 Y BILL	REQUESTED BY M EE UPDATED 12/04/02
TABLE: ELEMENT (BASE)		
UPDATED	TOTAL VALUE TARGET	REQUESTED BY
154-010	DELETE: 340.00 A0000	M EE 12/04/02
154-020	DELETE: 200.00 A0000	M EF / /
154-030	DELETE: 300.00 A0000	M EF / /
154-050	DELETE: 0.00 201	B PIT / /
154-079	ADD : 0.00 DUANE	D TEST / /
154-079	DELETE: 0.00 DUANE	12/04/02
154-010	ADD : 0.00 154	M EE / /
154-010	DELETE: 100,000.00 154	M EE 12/04/02
154-010	ADD : 100,000.00 154	M EE / /
154-010	DELETE: 100,000.00 154	M EE 12/04/02

Cost Allocation System

300-0 RPT CAS391	D. DEPT OF SOCIAL AND HEALTH SERVICES COST ALLOCATION PLAN TABLE MAINTENANCE FOR THE PLAN OF MAY 2002 (03/11) ON DECEMBER 04, 2002	AGY PAGE: 3 02/12/05 (14:54)
TABLE: ELEMENT (BASE)		
	TOTAL VALUE TARGET	REQUESTED BY UPDATED
507-010	DELETE: 7,389,156.00 505	R CASTRO / /
507-010	DELETE: 7,389,156.01 505	R CASTRO 12/04/02
507-010	DELETE: 7,389,156.01 505	R CASTRO 12/04/02
507-010	DELETE: 7,389,156.00 505	R CASTRO 12/04/02
154-010	DELETE: 0.00 154	12/04/02
154-020	ADD : -1,934.35 154	R CASTRO / /
154-020	DELETE: -1,934.35 154	R CASTRO / /
TABLE: SEQUENCE (BASE ELEMENT)		
	PI ALLC DATA VALUE ADJUSTMENT VALUE	REQUESTED BY UPDATED
154-010-010	DELETE: A0000 0010 0.00 100.00	M EE / /
154-010-020	DELETE: A0000 0010 0.00 110.00	M EE / /
154-010-040	DELETE: A0000 0010 0.00 130.00	M EE / /
505-010-010	DELETE: B1151 0010 0.00 0.00	R CASTRO 11/18/02
506-010-010	DELETE: B1513 0010 6,175.18 0.00	R CASTRO / /
506-010-010	DELETE: B1513 0010 6,175.18 0.01	R CASTRO 12/04/02
506-010-010	DELETE: B1513 0010 6,175.18 0.01	R CASTRO 12/04/02
506-010-010	DELETE: B1513 0010 6,175.18 0.00	R CASTRO 12/04/02
TABLE: SCHEDULE		
	TARGET TYPE TITLE	REQUESTED BY UPDATED
010-DUANE	ADD : DUANE A TEST ADD INACTIVE	M EE / /
010-DUANE	ADD : DUANE A TEST ADD INACTIVE	M EE / /
010-DUANE	ADD : 154 A TEST ADD INACTIVE	D TEST 12/04/02
010-DUANE	DELETE: 154 A TEST ADD INACTIVE	M EE 12/04/02
010-REB01	ADD : 777F2 S COBJ 777F2	R CASTRO / /
010-REB01	ADD : 777F2 S COBJ 777F2	R CASTRO / /
010-REB01	ADD : DUANE S COBJ 777F2	M EE 12/04/02

Purpose: Used to identify all additions and deletions made to any of the Cost Allocation Plan tables for the open month between the plan on the first of the month and the end of the month. This is the only Cost Allocation Plan report that runs during the open month to identify the allowable updates.

Period: Biennium / Fiscal Month

Sort: Table Name, Table Record and Date of Update

Cost Allocation System

Report Number: CAS611
Title: Schedule Table Roll Exception Report

300-0 RPT CAS611	DEPT OF SOCIAL AND HEALTH SERVICES SCHEDULE TABLE ROLL EXCEPTION REPORT FOR THE MONTH OF MAY 2004 (05/11)	AGY PAGE: 1 04/04/16 (21:01)					
SCHEDULE	TITLE	TYPE	COST OBJ	BASE	REQUESTED BY	LAST UPD	WARNING
050 50170	NON EXISTENT BASE	B		595	R CASTRO	11/16/02	BASE NOT ROLLED
050 50180	NON EXISTENT COBJ	A	NEXIS		R CASTRO	11/08/02	COBJ NOT ROLLED
110 FSREM	FOOD STAMP REIMBURSEMENT-2001	A	E61A1		A LANG	/ /	COBJ INACTIVE
145 FSREM	FOOD STAMP REIMBURSEMENT-2001	A	E61A1		A LANG	/ /	COBJ INACTIVE

Purpose: Provides a list of schedules (program and group) that have potential errors for the plan build.

Columns:

- § schedule,
- § group title,
- § schedule type (“A” administrative, “S” client services, “B” both),
- § target cost objective or base (the schedule links to one cost objective or base),
- § last schedule add or change requested by,
- § last updated, and
- § warning for schedule

Period: Biennium / Fiscal Month

Sort: Schedule (program and group)

Cost Allocation System

Report Number: CAS612
Title: Base Table Roll Exception Report

300-0 RPT CAS612	D.DEPT OF SOCIAL AND HEALTH SERVICES BASE TABLE ROLL EXCEPTION REPORT FOR THE MONTH OF JUNE 2002 (03/12)	AGY PAGE: 1 02/12/12 (11:51)																						
BASE	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">ALLOC</th> <th colspan="2">PERIOD</th> <th colspan="2"></th> <th colspan="2"></th> <th></th> <th></th> <th></th> </tr> <tr> <th>METH</th> <th>TYPE</th> <th>TYPE</th> <th>FROM</th> <th>TO</th> <th>ROLL</th> <th>USED</th> <th>BASE TOTAL</th> <th>REQUESTED BY</th> <th>LAST UPD</th> <th></th> </tr> </table>	ALLOC		PERIOD									METH	TYPE	TYPE	FROM	TO	ROLL	USED	BASE TOTAL	REQUESTED BY	LAST UPD		
ALLOC		PERIOD																						
METH	TYPE	TYPE	FROM	TO	ROLL	USED	BASE TOTAL	REQUESTED BY	LAST UPD															
517	SURVEYORS	02	M	R	0310	0310	N	Y	11,158.50	D SYSTEM	11/08/02													

Purpose: Provides a list of bases that did not roll. If a base does not roll the associated elements and sequences do not display on the Base Element Table Roll Exception Report – CAS613 or on the Sequence Table Roll Exception Report – CAS614.

Columns:

- § base number,
- § base title,
- § allocation methodology,
- § type ('A' automated, 'M' manual),
- § period type ('F' fixed, 'R' rolling),
- § from (biennium / fiscal month),
- § to (biennium / fiscal month),
- § roll base to fiscal month ('Y' yes, 'N' no),
- § used base [biennium / fiscal month] in the plan 'Y' yes, 'N' no, if 'Y' cannot delete (relates also to element and sequence),
- § base total, real time sum of the base elements,
- § last base add or change requested by, and
- § last updated

Period: Biennium / Fiscal Month

Sort: Base number

Cost Allocation System

Report Number: CAS613
Title: Base Element Table Roll Exception Report

300-0 RPT CAS613	D.DEPT OF SOCIAL AND HEALTH SERVICES BASE ELEMENT TABLE ROLL EXCEPTION REPORT FOR THE MONTH OF JUNE 2002 (03/12)	AGY PAGE: 1 02/11/26 (16:42)																																																
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">BASE ELEMENT</th> <th style="text-align: left;">COST OBJ.</th> <th style="text-align: left;">TARGET BASE</th> <th style="text-align: left;">ELEMENT VALUE</th> <th style="text-align: left;">PERCENT</th> <th style="text-align: left;">REQUESTED BY</th> <th style="text-align: left;">LAST UPD</th> <th style="text-align: left;">WARNING</th> </tr> </thead> <tbody> <tr> <td>523 010</td> <td></td> <td>517</td> <td>1,176.00</td> <td>65.8454647256400</td> <td>D GALLAHER</td> <td>11/27/02</td> <td>TRGT BASE NOT ROLLED</td> </tr> <tr> <td>528 060</td> <td></td> <td>517</td> <td>5.50</td> <td>29.0237467018400</td> <td>D GALLAHER</td> <td>11/27/02</td> <td>TRGT BASE NOT ROLLED</td> </tr> <tr> <td>582 020</td> <td>RIC11</td> <td></td> <td>1.00</td> <td>14.2857142857100</td> <td>D GALLAHER</td> <td>11/27/02</td> <td>COBJ INACTIVE</td> </tr> <tr> <td>584 010</td> <td></td> <td>595</td> <td>6.00</td> <td>85.7142857142800</td> <td>D GALLAHER</td> <td>11/27/02</td> <td>TRGT BASE NOT ROLLED</td> </tr> <tr> <td>604 020</td> <td>INACT</td> <td></td> <td>-969,303.79</td> <td>-1.4529718296400</td> <td>D GALLAHER</td> <td>11/27/02</td> <td>COBJ INACTIVE</td> </tr> </tbody> </table>	BASE ELEMENT	COST OBJ.	TARGET BASE	ELEMENT VALUE	PERCENT	REQUESTED BY	LAST UPD	WARNING	523 010		517	1,176.00	65.8454647256400	D GALLAHER	11/27/02	TRGT BASE NOT ROLLED	528 060		517	5.50	29.0237467018400	D GALLAHER	11/27/02	TRGT BASE NOT ROLLED	582 020	RIC11		1.00	14.2857142857100	D GALLAHER	11/27/02	COBJ INACTIVE	584 010		595	6.00	85.7142857142800	D GALLAHER	11/27/02	TRGT BASE NOT ROLLED	604 020	INACT		-969,303.79	-1.4529718296400	D GALLAHER	11/27/02	COBJ INACTIVE		
BASE ELEMENT	COST OBJ.	TARGET BASE	ELEMENT VALUE	PERCENT	REQUESTED BY	LAST UPD	WARNING																																											
523 010		517	1,176.00	65.8454647256400	D GALLAHER	11/27/02	TRGT BASE NOT ROLLED																																											
528 060		517	5.50	29.0237467018400	D GALLAHER	11/27/02	TRGT BASE NOT ROLLED																																											
582 020	RIC11		1.00	14.2857142857100	D GALLAHER	11/27/02	COBJ INACTIVE																																											
584 010		595	6.00	85.7142857142800	D GALLAHER	11/27/02	TRGT BASE NOT ROLLED																																											
604 020	INACT		-969,303.79	-1.4529718296400	D GALLAHER	11/27/02	COBJ INACTIVE																																											

Purpose: Provides a list of base elements that have potential errors for the plan build. If a base did not roll, the base displays on the Base Table Roll Exception Report – CAS612, and the associated elements for that base do not display on this report.

Columns:

- § base,
- § element,
- § target cost objective or base
- § element value,
- § element value percent,
- § last element add or change requested by,
- § last updated, and
- § warning for base element

The base element links to one cost objective or base.

Period: Biennium / Fiscal Month

Sort: Base and Element

Cost Allocation System

Report Number: CAS614
Title: Sequence Table Roll Exception Report

300-0 RPT CAS614	D.DEPT OF SOCIAL AND HEALTH SERVICES SEQUENCE TABLE ROLL EXCEPTION REPORT FOR THE MONTH OF JUNE 2002 (03/12)					AGY PAGE: 1 02/12/12 (11:51)	
BASE ELEMENT SEQ	PROGRAM INDEX	ALLOC CODE	DATA VALUE	ADJUSTMENT VALUE	REQUESTED BY	LAST UPD	WARNING
----	-----	----	-----	-----	-----	-----	-----

Purpose: Provides a list of base element sequences that have potential errors for the plan build. If a base did not roll, the base displays on the Base Table Roll Exception Report – CAS612, and the associated sequences for that base do not display on this report.

Columns:

- § base,
- § element,
- § sequence,
- § program index,
- § allocation code,
- § data value (system entered),
- § adjustment value (user entered),
- § last sequence add or change requested by,
- § last updated, and
- § warning for base element sequence

The base element sequence(s) is used for an automated base.

Period: Biennium / Fiscal Month

Sort: Base, Element and Sequence

Cost Allocation System

Report Number: CAS616
Title: Cost Objective Roll Exception Report

300-0 RPT CAS616		D.DEPT OF SOCIAL AND HEALTH SERVICES COST OBJECTIVE ROLL EXCEPTION REPORT FOR THE MONTH OF JUNE 2002 (03/12)							AGY PAGE: 1 02/12/12 (11:51)			
BY	COST OBJ	TITLE	P E R C E N T A G E S			REVENUE SOURCE			INACT OVER		REQUESTED BY	LAST UPD
			FEDERAL	STATE	LOCAL	GRP	SRC	SUBSRC	BI/FM	RIDE		
03	AAAA0	TITLE TEST X	0.00	100.00	0.00				0310	Y	B PRUETT	11/27/02
03	AD027	TXIX SW SINGLE AUDIT FY00	70.00	30.00	0.00	01	51	AAAAAA	0312	N	B PRUETT	11/27/02
03	INACT	INACTIVE COST OBJECTIVE FOR FM10	0.25	99.75	0.00	03	93	U2AA20	0310	N	R CASTRO	11/27/02
03	RIC11	INACTIVE COST OBJECTIVE FOR FM11	0.00	100.00	0.00				0311	N	R CASTRO	11/27/02

Purpose: Provides a list of cost objectives that did not roll.

Columns:

- § biennium,
- § cost objective,
- § cost objective title,
- § percentages: federal, state, local,
- § revenue source: major group, major source and sub source,
- § biennium / fiscal month to inactive the cost objective (do not include in the plan or do not allow a transaction containing the cost objective to process in AFRS),
- § override inactive (allow a transaction containing the cost object to process in AFRS), override has no impact on including the cost objective in the plan,
- § used (cost objective is in a financial transaction 'Y' yes, 'N' no), if 'Y' cannot delete, or change percentages or revenue source,
- § last cost objective add or change requested by, and
- § last updated

Period: Biennium

Sort: Biennium and Cost Objective

Cost Allocation System

Report Number: CAS617
Title: Schedule Link Roll Exception Report

300-0 RPT CAS617	DEPT OF SOCIAL AND HEALTH SERVICES SCHEDULE LINK ROLL EXCEPTION REPORT FOR THE MONTH OF MAY 2004 (05/11)	AGY PAGE: 1 04/04/16 (21:01)				
PROGRAM ALLOC						
INDEX	CODE	SCHEDULE	ROLL	REQUESTED BY	LAST UPD	WARNING
-----	-----	-----	-----	-----	-----	-----
C4325	0010	030 4000A	Y	D SYSTEM	/ /	PI INACTIVE
H8511	0010	080 A10BA	Y	D SYSTEM	/ /	PI NOT FOUND
K2411	FSNR	110 FSREM	N	A LANG	/ /	NOT ROLLED
N7411	FSNR	145 FSREM	N	A LANG	/ /	NOT ROLLED
N9111	9999	145 SUSPZ	Y	D SYSTEM	/ /	PI INACTIVE
P9351	0010	150 9000A	Y	D SYSTEM	/ /	PI INACTIVE
P9532	0010	150 9000A	Y	D SYSTEM	/ /	PI INACTIVE

Purpose: Provides a list of schedule links that did not roll or that have potential errors for the plan build.

Columns:

- § program index,
- § allocation code,
- § schedule,
- § roll schedule link to next fiscal month ('Y' yes, 'N' no),
- § last schedule link add or change requested by, and
- § last updated

The program index / allocation code links to one schedule.

Period: Biennium / Fiscal Month

Sort: Program Index and Allocation Code

Cost Allocation System

Report Number: CAS619

Title: Appropriation Index Crosswalk Exception Report

300-0	D.DEPT OF SOCIAL AND HEALTH SERVICES				AGY PAGE:		1	
RPT CAS619	APPROPRIATION INDEX CROSSWALK EXCEPTION REPORT				02/12/12 (11:51)			
	APPN			CROSSWALK INDEXES				
BY	INDEX	PROGRAM	TITLE	FEDERAL	STATE	LOCAL	REQUESTED BY	LAST UPT
--	-----	-----	-----	-----	-----	-----	-----	-----

Purpose: Provides a list of appropriation index crosswalk records that did not roll.

Columns:

- § biennium,
- § appropriation index,
- § program and title,
- § crosswalk indexes federal, state and local,
- § last schedule link add or change requested by, and
- § last updated

Period: Biennium

Sort: biennium/appropriation index

Cost Allocation System

Appendix A – Batch Job Submission Screen

Batch Job Submission

```
=== AFRS ===== BATCH JOB SUBMISSION ===== C105U100 ===
                                                    3000
          PRINT ALLOCATION SCHEDULE TABLE

----- JOB PARAMETERS -----

CLASS:  _  (H=HOT, A=PRIORITY, D=TODAY, E=TONIGHT, C=SCHED)
CONTACT: _____ (PERSON OUTPUT IS DIRECTED TO)
SEND OUTPUT TO: _____ (LOCAL, R###, CLUSTER ID, FICHE, EXCHANGE, IOF)
BIN NUMBER:  __
LOCATION:  __
LOGONID:  _____ COPIES:  __ PRINT JCL:  _ (Y OR N)
JOB ID:  __ (FIRST 3 CHARACTERS OF JOB NAME)

(ENTER=SUBMIT, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT)
CHANGE THE DEFAULT VALUES AS NEEDED AND PRESS ENTER TO SUBMIT THE BATCH JOB.
```

Purpose: Provides capability to view / download / print from the mainframe.

Job Parameters

When you select function **P** (Print) on any of the AFRS screens, the Batch Job Submission screen will be displayed. The input fields will display the last entries used by the current Logon ID. If the fields displayed are correct, press [Enter]. If you want to change any of the options, do so before pressing [Enter]. The fields are as follows:

99 **Class** determines the priority given to your job. REQUIRED – 1 character.

Generally select job class D. Job class H and A is more expensive. Job class E is less expensive, but runs overnight. Job class C is for extremely large reports that time out under the other job classes

Cost Allocation System

- H** = HOT, fastest turnaround but use with caution (size and time parameters may cause job to abend)
- A** = Two hours (for short reports, quick turnaround)
- D** = Four hours (for longer reports)
- E** = Overnight (for lengthy or detail reports)
- S** = Extremely large jobs or reports that time out

- 1 **Contact** is the person's name that will appear on the first page of the report run which may be used for distribution purposes. You may want to include mail stop. See explanation under Bin Number below. REQUIRED – up to 20 characters. (The first 14 characters will print in large type on banner page. The recommended format is: **MS:##### Name.**)
- 1 **Send Output To** indicates where and how the report is to be printed. REQUIRED – up to 9 characters.

- Local** = Page Printer (Department of Information Services [DIS], Service Center #1)
- R###** = Agency's own remote printer number (R + 2 or 3 digits)
- #####** = Agency's own cluster printer number (up to 8 digits)
- IOF** = Interactive Output Facility in Time Share Option (TSO) where report may be viewed or cancelled prior to printing
- Fiche** = creates report on microfiche
- Exchange** = Exchange File Output creates an exchange dataset in TSO which can be browsed, edited or downloaded to your PC. Exchange files are available to work with in TSO for three calendar days after submission.

- 1 **Bin Number** is the bin at the Service Center where your report will be available for pick-up if the Location Code (below) is blank and you select "local" for output. If you want your report mailed to you, use bin # **00** and type a mail stop in the contact field or use the location code field (below). REQUIRED – 2 digits.
- 1 **Location** is an optional code which must be established on the Mailing Label/Banner Page Maintenance screen (RR.3) and will override the bin number above for delivery address of your report. **Note:** The bin number on screen RR.3 must be **blank** if you want report(s) delivered to the address (i.e. mail stop) listed on that screen. OPTIONAL – 2 characters.

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1 4 **Logon ID** of person submitting report.

1 5 OR –

If the report is to be held in IOF or as an exchange dataset, enter the Logon ID of the person viewing the output in TSO. REQUIRED – up to 7 characters.

1 6 **Copies** is the number of copies of the report you wish to receive. REQUIRED – 2 digits.

Y **Print JCL** Type Y (Yes) to print or N (No) to suppress printing of the job code language (JCL) used by programmers for troubleshooting. Since the JCL is quite lengthy for these reports, it is recommended you do **not** print the JCL. If you have trouble with a report, you can submit it again and request the JCL so our programmers can locate the problem.

1 7 **Job ID** is the agency-assigned first three characters of the job name and can be used to locate a specific job in TSO. REQUIRED: position 1 = alpha; positions 2 and 3 = alphanumeric).

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Appendix B – Cost Allocation Transaction Codes

Transaction Code Selection For Cost Allocated Transactions Based on General Ledger Account and Amount Sign

CA General Ledger Account Fund Cash Type	Fiscal Month	Amt	Object	IFT TC	No IFT TC	TC General Ledger Accounts
6510 Cash Expenditures (\$)						
Not Local Funds	01 – 24	> 0		669	263	6510 / 7140
	01 – 24	< 0		670	264	7140 / 6510
	99 / 25	> 0		345		6510 / 9920
	99 / 25	< 0		346		9920 / 6510
Local Funds	All	> 0			941	6510 / 1110
	All	< 0			942	1110 / 6510
51xx Liquidations (\$)						
Not Local Funds	01 – 24	> 0	A or B	103	833	5124V / 7140
	01 – 24	< 0	A or B	106	833 R	7140 / 5124V
	01 – 24	> 0		103	833	5111V / 7140
	01 – 24	< 0		106	833 R	7140 / 5111V
	99 / 25	> 0	A or B	019		5124V / 9920
	99 / 25	< 0	A or B	084		9920 / 5124V
	99 / 25	> 0		019		5111V / 9920
	99 / 25	< 0		084		9920 / 5111V
Local Funds	All	> 0	A or B		831	5124V / 1110
	All	< 0	A or B		831R	1110 / 5124V
	All	> 0			831	5111V / 1110
	All	< 0			831R	1110 / 5111V
6505 Accrued Expenditures (\$)						
All Funds	All	> 0	A or B	NO	224	6505 / 5124
	All	< 0	A or B	NO	224 R	5124 / 6505
	All	> 0		NO	736	6505 / 5111
	All	< 0		NO	736 R	5111 / 6505
6410 Encumbrances (\$)						
All Funds	All	> 0		NO	735	6410 / 9510
	All	< 0		NO	735 R	9510 / 6410

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0120 FTEs Actual						
All Funds	All	> 0		NO	894	0120 / 0998
	All	< 0		NO	895	0998 / 0120
0140 FTEs Liquidations						
All Funds	All	> 0		NO	892	0140 / 0998
	All	< 0		NO	893	0998 / 0410
0130 FTEs Accrued						
All Funds	All	> 0		NO	898	0130 / 0998
	All	< 0		NO	899	0998 / 0130

Local Fund is cash type '3' on Fund descriptor table D22

IFT is inter-fund transfer. IFT eliminates the agency prepared paper journal voucher to the State Treasurer.

If cost allocated transaction fund does not equal input transaction fund and transaction fiscal month is 99 / 25 and it is a current disbursement general ledger account 6510 or prior liquidation general ledger account 51xx see chart below for additional transactions required. The additional transactions include only the following account code elements: Fund, Program Index (Last 4 characters of Program Index are 0000) and Subsidiary Account.

Transaction Codes to complete Inter-Fund transfer in fiscal month 99 / 25. Build one transaction from each transaction type when the cost allocated transaction fund does not equal the input transaction fund.

If cost allocated transaction with the cost allocated fund is a debit to GL Acct 6510 or 51xx (amount is positive)							
<u>Trans Type</u>	<u>Input FM</u>	<u>Output FM</u>	<u>Output Bien</u>	<u>Tran Fund</u>	<u>IFT TC</u>	<u>GL Accts</u>	<u>Subsidiary Account</u>
Due From	99 / 25	99 / 25	Input	Input	348	1353V / 9920	Cost Alloc Fund DR
Due To	99 / 25	99 / 25	Input	Cost Alloc	347	9920 / 5153V	Input Fund CR
Liq Due From	99 / 25	Current	Current	Input	026	7140 / 1353V	Cost Alloc Fund CR
Liq Due To	99 / 25	Current	Current	Cost Alloc	025	5153V / 7140	Input Fund DR
If cost allocated transaction with the cost allocated fund is a credit to GL Acct 6510 or 51xx (amount is negative)							
<u>Trans Type</u>	<u>Input FM</u>	<u>Output FM</u>	<u>Output Bien</u>	<u>Tran Fund</u>	<u>IFT TC</u>	<u>GL Accts</u>	<u>Subsidiary Account</u>
Due From	99 / 25	99 / 25	Input	Cost Alloc	348	1353V / 9920	Input Fund DR
Due To	99 / 25	99 / 25	Input	Input	347	9920 / 5153V	Cost Alloc Fund CR
Liq Due From	99 / 25	Current	Current	Cost Alloc	026	7140 / 1353V	Input Fund CR
Liq Due To	99 / 25	Current	Current	Input	025	5153V / 7140	Cost Alloc Fund DR

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Appendix C – Determine Allocation Plan

Transaction Type	General Ledger	Posting Fiscal Month	Cost Allocation Plan		
			Current	Prior	FM 12 or FM 24
Disbursement	6510, 51xx, 0120, or 0140	Current Fiscal Month	X		
		Prior Fiscal Month		X	
		FM 99 or FM 25			X
Accrual / Encumbrance	6505, 0130, or 6410	Current or Prior Fiscal Month	X		
		FM 12 or FM 24			X
		FM 99 or FM 25			X

How to use the Determine Allocation Plan Table

Determine the general ledger accounts embedded in the transaction code. If the transaction code contains none of the general ledger accounts listed in the chart, then that transaction code is not cost allocated. A transaction code can contain zero, one or two of the general ledger accounts listed in the chart. Do not use 51xx if the transaction code also contains 6505 or 6510.

Find the general ledger account under the column heading General Ledger.

The fiscal month on the transaction is the posting fiscal month.

Select the cost allocation plan from the last three columns depending on the selection in the second and third columns.

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Appendix D – Glossary

A complete cost allocation system (CAS) glossary that contains a more complete description of the terms below can be found at web site '<http://swfs.ofm.wa.gov/Reference/contents.htm>'. At this web page, the glossary is under the heading 'AFRS (Agency Financial Reporting System)', then the name of the glossary 'CAS Glossary'.

<u>Term</u>	<u>Description</u>
Accrued	Goods or services received, but not paid for at the end of the accounting period.
Base	The first level in the base hierarchical structure; below the base is the base element. An intermediary cost pool. A base uses one of the federally approved methodologies to distribute costs between cost objectives.
Base Element	The second level in the base hierarchical structure; below the base element is the base element sequence. The element contains a target base or cost objective. The element also contains a value for the base methodology. The value is converted to a percent that applies to the target base or cost objective. Through the plan build the target base is converted to cost objectives. Each cost objective receives a percent of the base percent. The sum of the cost objective percents in a base is 100 percent.
Base Element Sequence	The third level in the base hierarchical structure. Used only for automated bases. Each sequence has a program index / allocation code combination that retrieves a value for a fiscal month. The sequence can also contain an adjustment value that is manually entered. The element value is the sum of the sequence values.
Cost Allocation	Creating cost allocation tables that are used to build an automated cost allocation plan. Selecting AFRS financial transitions, merging as financial data to apply the cost objective(s), the cost objective's federal, state and / or local share, and the proper appropriation index.
Cost Objective	A federal grant, part of a federal grant or a state funded program. A cost objective has a federal, state and / or local share.
Disbursement	A payment. In the cost allocation system a disbursement is represented by general ledger accounts 6510 or 51xx for dollars and 0120 or 0140 for FTEs.
General Ledger Account	A four-digit code that represents an asset, liability or equity and includes budgetary and FTEs.
IFT	IFT is inter-fund transfer. IFT automatically creates the journal voucher to the State Treasurer and eliminates the agency prepared paper journal voucher to the State Treasurer.
Liquidation	Payment of a liability, receipt of a receivable, or reduction of an encumbrance.
Maintenance	Another term for 'Update'
Methodology	A federally approved distribution method applied to a base.
Update	A term that encompasses add, change and delete.

Appendix E – Viewing AFRS Reports Online before Printing

Using IOF (Interactive Output Facility) in TSO (Time Share Option) Region

*If you use the **P(Print)** function on the AFRS CAS Tables screens or the Reports screen and press [Enter] a Batch Job Submission screen will appear. On this screen, if you use **IOF** in the Destination field AND you have access to TSO, you may view your AFRS reports in the Interactive Output Facility. Once you view the reports, you can decide to print them to a specific printer or cancel them.*

1. At the Message 10 Screen, type **TSOV1** and press [Enter].
2. The next screen will prompt you for your User ID. Type in your **Logon ID** and press [Enter].
3. The next screen (TSO/E Logon) will come up with the cursor on the field for Password. Type your **Password** and press [Enter].
4. A WELCOME TO TSO screen will appear. When three asterisks (***) appear, press [Enter]. (See Figure 1.7)
5. The DEPARTMENT OF INFORMATION SERVICES: MAIN MENU will be displayed. At the Select Option field, type =I. (IOF) and press [Enter]. (See Figure 1.8)
6. This will bring up the IOF USER OPTION MENU. (See Figure 1.9). Cursor down to the JOBNAMES field and type your 8-digit Job Name which appeared on the Batch Job Submission screen when you submitted your job. The Job Name will normally consist of 8 characters: **XXXFS300** where XXX = the 3 characters you chose for the Job ID on the Batch Job Submission screen.

You can use wild card characters (+ for one character and * for any number of characters). For example, if you know the first character of all your reports is N, you can type **N*** and press [Enter]. All completed jobs that start with N will be listed on the next screen. If you want to limit your search to only Jobs that reports that start with N, you would type in **N++FS300..** Press [Enter].
7. The next screen, IOF JOB LIST MENU, will display the reports that meet the parameters you defined *if* there is more than one report. (If there is only one report, this step will be skipped.) To select a job to view, either type the line number on the COMMAND line -- OR -- cursor to the line you want to select and type **S** (Select) to the left of the line number. Press [Enter]. (See Figure 2.0)

```

ICH70001I XXXX300 LAST ACCESS AT 16:50:23 ON WEDNESDAY, MARCH 19, 2003
IKJ56455I XXXX300 LOGON IN PROGRESS AT 16:50:55 ON MARCH 19, 2003

#####
Welcome to the State of Washington
TSO session running under z/OS Version 1.2
#####

***

```

Figure 1.7 *The Welcome to TSO Screen*

```

Department of Information Services: Main menu                                SPIFFY VERSION 5.6
Select option ==> =i.

Systems          Utilities
Foc Focus       F Fileaid
Sas SAS         P Spiffy PLISTS
E Endeavor     V View/edit datasets
Pdf ISPF/PDF   T TSO command shell
I IOF          O Other utilities
S Storage      U Private utilities

                                           March 2003
                                           Su Mo Tu We Th Fr Sa
                                           1
                                           2 3 4 5 6 7 8
                                           9 10 11 12 13 14 15
                                           16 17 18 19 20 21 22
                                           23 24 25 26 27 28 29
                                           30 31

X = Exit to READY
XL= Exit and LOGOFF

Prefix XXXX105 User XXXX300 Date 03.078 Time 16:24
Proc PROD Applid ISR System V1RA

```

Figure 1.8 *The Department of Information Services Main Menu*

8. This will bring up the IOF JOB SUMMARY screen. (If there was only one job that met your parameters, the IOF JOB SUMMARY screen will appear without displaying the IOF JOB LIST MENU.) (See Figure 2.1)

You need to get to the last line of coding which has the word REPORT in it. To do this, press [PF8] several times until you get to the last screen -- OR -- type **M** (Maximum) on the COMMAND line and press [PF8] once.

9. To display your report, type the line number which shows REPORT on the COMMAND line -- OR -- cursor down to the last line which has the word REPORT in it and type an **S** (Select) in the first column. Press [Enter].
10. Press [PF8] several times to scroll down to the first page of the first report. You can scroll around the report using the following PF Keys:

PF7 = Scroll Backward
PF8 = Scroll Forward
PF10 = Scroll Left
PF11 = Scroll Right

You can also move to a specific page or line number by typing it on the COMMAND line. (For example, *Page 16 --OR-- Line 40*)

11. When you are finished inspecting the report, press [PF3] once or twice, until you return to the IOF JOB LIST MENU. On this screen you may use the commands below by typing them in the left-hand column of the line you wish to change. Only one command at a time and for only one job number at a time will be accepted. (See Figure 2.2)

C = Cancel the report. If not canceled or printed, it will remain in IOF for six calendar days.)
P + Printer Name in DEST/DEVICE column = Print at named printer location. This can be LOCAL for DIS Service Center #1 or your agency's remote printer. (Cluster printer numbers will not work on this screen.)
S = Select to view your report again.

12. To back up to a previous screen, press [PF3].
13. To logoff, type **=X** after the COMMAND prompt on any screen with that prompt and press [Enter]. When READY appears on the screen, type **logoff** and press [Enter].
14. If you are on the screen that says READY and wish to return to the DIS Main Menu in TSO, type **PDF** and press [Enter].

```

----- IOF User Option Menu -----
COMMAND ==>

Select an option.  To get a detailed option menu, follow the option with "?".

blank - Your jobs      G - Output groups      QT - Quick Trainer
I  - Input jobs       J - All jobs menu      MAIL - Your mail
R  - Running jobs     H - Jobs with held output  NEW - New functions
O  - Output jobs      P - Profile            HELP - Online help

JOBNAMES ==> XXXFS300      Enter 1 to 8 generic jobnames above

SCOPE   ==>                ALL, ME or another user's USERID
                          Press HELP to see all valid SCOPE values

DEST    ==>                Enter 1 to 8 destinations above

SORT    ==>                Press HELP to see all valid SORT values

F1=HELP   F2=SPLIT   F3=END     F4=RETURN   F5=RFIND   F6=RCHANGE
F7=UP     F8=DOWN    F9=SWAP    F10=LEFT    F11=RIGHT  F12=RETRIEVE

```

Figure 1.9 *The IOF User Option Menu*

```

----- IOF Job List Menu -----( 3 )-----
--
COMMAND ==>                SCROLL ==>
SCREEN
----- Output Jobs -----
-----JOBNAME--JOBID--ACT--STA--OWNER-----DEST/DEVICE-----RECS--HELD--DAY--
TIME-
- 1 XXXFS300 J05518          $DOG105 IOF          279    078
16:02
s 2 XXXFS300 J05522          $DOG105 IOF          1026   078
16:19
- 3 XXXFS300 J055347          $DOG105 IOF          685    078
16:22

F1=HELP   F2=SPLIT   F3=END     F4=RETURN   F5=RFIND   F6=RCHANGE
F7=UP     F8=DOWN    F9=SWAP    F10=LEFT    F11=RIGHT  F12=RETRIEVE

```

Figure 2.0 *The IOF Job List Menu*

```

----- IOF Job Summary -----
COMMAND ===>                                SCROLL ===> SCREEN
--JOBNAME--JOBID--STATUS--RAN/RECEIVED--DAY--DEST-----
XXXFS300 J05522  OUTPUT   16:19   3/19/2003 TODAY   IOF
--RC--PGM-----STEP-----PRSTEP--PROC-----COMMENTS-----
 0 MAKEFILE  MAKE01  STEP01  MAKERPT
 0 WPD900P   WPD900P1 STEP01  WPD900P
 0 ODBILL    CICSPRN1 CICSPRN CICSPRN
-----DDNAME--STEP--STAT-ACT-C-GRP-FORMS--D-SIZE-U--DEST-----
-  1 LOG      *        DONE   X    0001      15 L
-  2 JCL      *        DONE   X    0001     212 L
-  3 MESSAGES *        DONE   X    0001      89 L
-  4 SYSOUT   MAKE01  DONE   X    0001       5 L
-  5 SYSUDUMP MAKE01  DONE   X    0001
-  6 SYSOUT   WPD900P1 DONE   X    0001       8 L
-  7 SYSUDUMP WPD900P1 DONE   X    0001
-  8 ABNLDUMP WPD900P1 DONE   X    0001
-  9 SYSOUT   CICSPRN1 DONE   X    0001      21 L
s 10 REPORT   CICSPRN1      A    1 0001     W 1026 L IOF

F1=HELP      F2=SPLIT    F3=END      F4=RETURN   F5=RFIND    F6=RCHANGE
F7=UP        F8=DOWN     F9=SWAP     F10=LEFT    F11=RIGHT   F12=RETRIEVE

```

Figure 2.1 *The IOF Job Summary Screen*

```

----- IOF Job List Menu -----( 3 )-----
COMMAND ===>                                SCROLL ===> SCREEN
----- Output Jobs -----
-----JOBNAME--JOBID--ACT--STA--OWNER--DEST/DEVICE-----RECS-HELD-DAY--TIME--
-  1 XXXRD105 J03465      $DOG105 IOF          279      74  9:52
P  2 XXXRD105 J03467 SEL  $DOG105 Local        216      74  9:53
-  3 XXXRD105 J03468      $DOG105 IOF          685      74  9:54

F1=HELP      F2=SPLIT    F3=END      F4=RETURN   F5=RFIND    F6=RCHANGE
F7=UP        F8=DOWN     F9=SWAP     F10=LEFT    F11=RIGHT   F12=RETRIEVE

```

Figure 2.2 *The Job List Menu - send report to local printer*