



BUREAU OF THE
Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Accounting Flex Field Values

Setup, Process, Impact

Charles Nicholas
May 10, 2017



Scenario

An Agency (BCD) needs to add a new internal org that will be broken out as a separate line item in the President's budget.

AFF Values – Setup Location

The screenshot shows a web application interface with a left-hand navigation menu and a main content area. The navigation menu includes links for 'Application Support/Manuals', 'Guidance/References', 'Forms', and 'Help'. The 'Forms' link is selected, leading to the 'Forms - Financial Management' section. This section contains a list of forms: 'Accounts Payable', 'Accounts Receivable', 'Budget Execution', 'Pensions Grants Loans & Foreign Payments', 'Payroll', 'Reporting', 'AFF Request Form', 'Vendors', 'Purchase And Fleet Cards', and 'Intragovernmental'. Each form entry has a '(±)' icon to its right. The 'AFF Request Form' entry is circled in green, indicating it is the target of the setup.

Form Name	Icon
Accounts Payable	(±)
Accounts Receivable	(±)
Budget Execution	(±)
Pensions Grants Loans & Foreign Payments	(±)
Payroll	(±)
Reporting	(±)
<u>AFF Request Form</u>	
Vendors	(±)
Purchase And Fleet Cards	(±)
Intragovernmental	(±)

AFF Values Request Header Page

R12 Accounting Flexfield Addition/Modification Request Form

Route request information to: [Oracle Support Team](#)
or to: Reporting accountant assigned to you in the contact information of the ARC Customer Website

UPDATED 03/03/2017

Please check the box beside each value type you want to have modified and click the Show tab button.

- * Please note the standard processing time for accounting flexfield values and Cross Validation Rules is 48 hours from the time of submission to USB.
- * If the new value requires updates to Subledger Accounting posting logic, the SLA request form is also required. Updates to SLA posting logic will extend the processing time.

Accounting Flexfield Values:

FUND (The 'Reporting Codes' tab Should Be Provided!)	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
REPORTING CODE	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
USSGL	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
BOC	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
INTERNAL_ORG	<input checked="" type="radio"/> Show tab <input type="radio"/> Hide tab	<input checked="" type="checkbox"/>
COST_POOL	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
CAM1	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
CAT_B_APOR	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
PROGRAM	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
COHORT	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>

Agency TAS BETC Values:

Agency TAS BETC	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
------------------------	---	--------------------------

HUD & FHA USE ONLY

Budget Outbound Interface Request	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
--	---	--------------------------

New ANA Customer Request:

ANA (Request is for a NEW non-accounting customer)	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
--	---	--------------------------

Please check other systems required:

WEBTA	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
HR CONNECT	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
TRAVEL	<input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
CITIDIRECT (Check this box if values are to be added to CitiDirect- no separate tab)		<input type="checkbox"/>

General Instructions

Request Header

Internal Org

+

Special instructions

<p align="center">Special Instructions</p> <p align="center">PLEASE LIST ANY SPECIAL INSTRUCTIONS FOR ANY OF THE ACCOUNTING SYSTEMS. <i>Example: "Please do not load this Fund into a PRISM mask at this time."</i></p>
<p align="center">Please add Internal Org to PAC Mapping tables.</p>

Request Information	
Name of requestor:	
Name of approving Supervisor:	
Agency needing modified:	
Date of request:	
Proposed effective date: <small>(This field should only be populated if value is not to be effective today.)</small>	
Oracle Support Team use only	
Setup completed by:	

Internal Org Form

ADD, MODIFY, ENABLE OR DISABLE	Name (3 digit Customer Identifier and then alpha numeric) 13 Characters Required	DESCRIPTION (MUST USE ALL CAPITAL LETTERS AND MAXIMUM 240 CHARACTERS	PARENT NAME (Note: This is not for Summary Templates but instead is utilized for Reporting purposes. Value can be 4 characters up to 13)
ADD	BCDXXXXXXXX01	SAMPLE	BCD01

Internal Org Form

	Has this value been added to the Program Activity Mapping Table? (Required)	EOR ALIAS (REQUIRED IF VALUE IMPACTS PAYROLL AND CUSTOMER IS USING ARC'S WEBTA SERVICE.)	Cross Validation Rules Does a CV rule need to be added/modified for this AFF value? (If yes, click here for CV Rule form.)
	YES	X01	YES

Feeder Requests

Internal Org Form

Please check all feeder systems in which this Internal Org will need to be set up. (If Yes is chosen, please ensure the appropriate worksheet is completed.)				
WebTA	HR Connect	CitiDirect	Travel	Impact to Maximo interface?
YES	YES	YES	YES	NO

AFF Header Page

Please check other systems required:

WEBTA <input type="radio"/> Show tab <input type="radio"/> Hide tab	<input checked="" type="checkbox"/>
HR CONNECT <input type="radio"/> Show tab <input type="radio"/> Hide tab	<input checked="" type="checkbox"/>
TRAVEL <input checked="" type="radio"/> Show tab <input type="radio"/> Hide tab	<input checked="" type="checkbox"/>
CITIDIRECT (Check this box if values are to be added to CitiDirect- no separate tab)	<input checked="" type="checkbox"/>
RELO (Check this box if values are to be added to Relocation - no separate tab)	<input type="checkbox"/>

WebTA Form

Internal_ORG				
Internal Org Value	Description (50 character limit)	Starting PP	Ending PP	Short Code (EOR Alias)
BCDXXXXXXXX01	SAMPLE	19 2016		X01

WebTA Form

Possible NFC Acct Codes	Maps to
X01XXXXXXXXXXXXXXXXXXXXXXX	→

**Valid Combinations for Oracle (EOR) Mapping									
Fund	Internal_ORG	COST_POOL	CAM1	CAT_B	PROGRAM	CAM2	CAM3	Project	Task
	BCDXXXXXXXX01	XXXXXXXXXX	XXXXXXXXXXXX		XXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXX

HR Connect Form

System Code and Description				
Agency Needing Modified:	NFC Acct String	HR Connect Description (30 character max)	Maps to	Fund
BCD	7D7X01XXXXXXXXXXXXXXXXXXXXXXX	SAMPLES FOR BFY 2017	→	BCD0000DE1718XX

ORACLE VALUES									
BFY	Internal_ORG	COST_POOL	CAM1	CAT_B	PROGRAM	CAM2	CAM3	PROJECT	TASK
2017	BCDXXXXXXXX01	XXXXXXXXXX	XXXXXXXXXXXX	BCD6011	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXX

Travel (CONCUR) Form

2

Full Accounting strips are required to be setup in Concur so please provide the full accounting strip

3

If CAM1 is not applicable type "DEFAULT" in the corresponding field.

	INTERNAL_ORG	Fund	COST_POOL	CAM1	CAM2	CAM3	Category B Appr. Code	Pro	
	(Required)	(Required)	(If Applicable)	(If Applicable)	(If Applicable)	(If Applicable)	(If Applicable)	(If	
4									
5									
6									
7	<div>Line of Accounting</div> <div> <input checked="" type="checkbox"/> Add 1 <input type="checkbox"/> Delete </div>	BCDXXXXXXXX01	BCD0000DE1718XX	XXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	BCD6011	XX
	<div>Line of Accounting</div> <div> <input type="checkbox"/> Add 2 <input type="checkbox"/> Delete </div>								

Cross validation Rules

EOR ALIAS (REQUIRED IF VALUE IMPACTS PAYROLL AND CUSTOMER IS USING ARC'S WEBTA SERVICE.)	Cross Validation Rules Does a CV rule need to be added/modified for this AFF value? (If yes, click here for CV Rule form.)	VALUE SET SECURITY RULE REQUIRED?	Value Set Security affected: When listing a value set security group please let us know if you want this flexfield included so responsibilities can see it or excluded so they cannot?
X01	YES	NO	

Reporting Codes

R12 Accounting Flexfield Addition/Modification Request Form

Route request information to: [Oracle Support Team](#)

or to: Reporting accountant assigned to you in the contact information of the ARC Customer Website

UPDATED 03/03/2017

* Please check the box beside each value type you want to have modified and click the Show tab button.

* Please note the standard processing time for accounting flexfield values and Cross Validation Rules is 48 hours from the time of submission to USB.

* If the new value requires updates to Subledger Accounting posting logic, the SLA request form is also required. Updates to SLA posting logic will extend the processing time.

Accounting Flexfield Values:

FUND (The 'Reporting Codes' tab Should Be Populated) <input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
REPORTING CODE <input checked="" type="radio"/> Show tab <input type="radio"/> Hide tab	<input checked="" type="checkbox"/>

Agency TAS BETC Values:

Agency TAS BETC <input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
---	--------------------------

HUD & FHA USE ONLY

Budget Outbound Interface Request <input type="radio"/> Show tab <input type="radio"/> Hide tab	<input type="checkbox"/>
---	--------------------------

Reporting Code

Reporting Code

For more information about a field or tips on where to find the information required, mouse over the header to view the comment

ADD, MODIFY OR DELETE	NAME (3 DIGIT CUSTOMER IDENTIFIER) EX. FSA	Code Type (EX. PROGRAM REPORTING CATEGORY CODE)	Treasury Account Symbol (EX. 20090560)	Fund (EX. FSA0560RB0909XX)	Segment (EX. FUND, CAT_B_APOR)
ADD	BCD	B: APPORTIONMENT CATEGORY B CODE	201720190000	BCD0000DE1718XX	INTERNAL_ORG

11L

Segment Value (EX. FSA0560RB0909XX, XXXXXXX)	Reporting Code (EX. 99, 6011)	Reporting Code Description (EX. ALL PROG RPT CAT)
BCDXXXXXXXX01	6011	BCD 6011 TOTAL BUDGETARY

Pa

ce
CURV

Other Aff Values

- All other AFF values such as Program, Cost Pool, CAM1, CAM2, CAM3 are set up just the same as Internal Org.

Contact Information

Primary Contact

Name Charles Nicholas
Title Accountant
Phone 304-480-7090
Email Charles.Nicholas@fiscal.treasury.gov

Secondary Contact

Name Noah Sheppard
Title Supervisory Accountant
Phone 304-480-7495
Email Noah.Sheppard@fiscal.treasury.gov