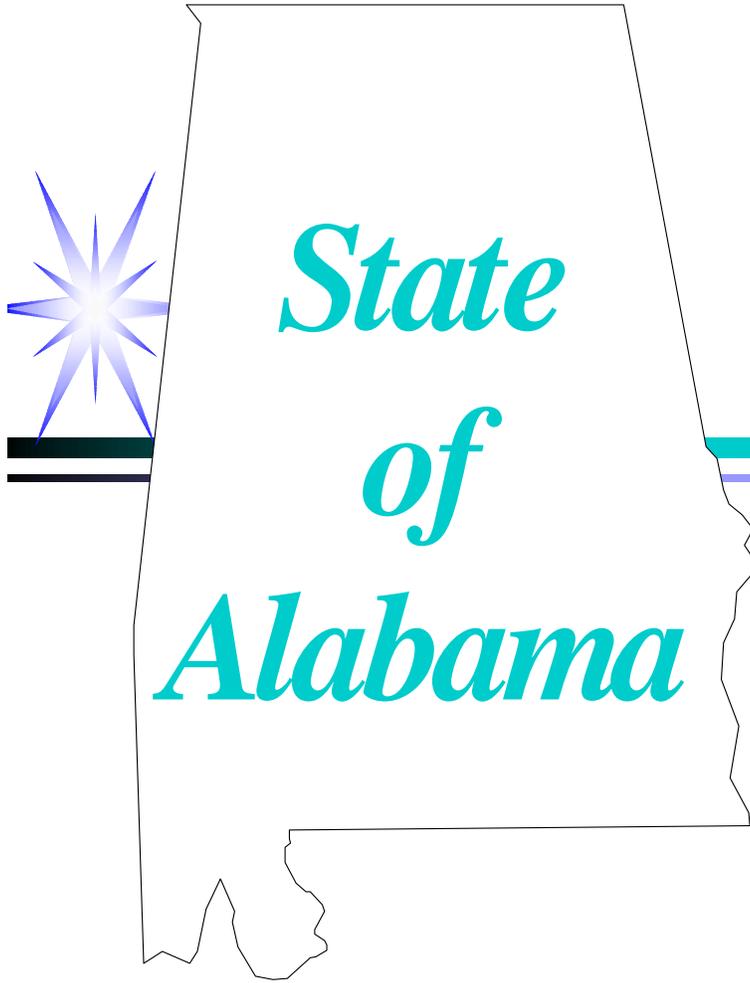


*Advantage  
Financial  
Standard  
(AFNS)*



# **CROSSWALK INSTRUCTIONS**

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## ADDING XWLK

ACTION: S SCREEN: XWLK USERID: CAS1

### C R O S S W A L K T A B L E

DEPARTMENT = -  
FISCAL YEAR =  
STATUS : -  
DATE LAST CHG: / / USERID LAST CHG:

	DEPT CODE	STATE CODE
	=====	-----
FUND =		
AGCY =		
ORGN =		
SUB-ORG =		
APPR =		
ACTV =		

The following is a list of XWLK's key fields:

Department	Fiscal Year
AFNS Fund	AFNS Agency
AFNS Organization	AFNS Sub-Organization
AFNS Appropriation	AFNS Activity

To add a new XWLK record, sign-on to FXTC and go directly to the XWLK table (FRMS Major Account Codes Crosswalk).

- Enter an "a" in the ACTION field.
- Enter your password in the USERID field.
- Enter your three-digit agency code in the DEPARTMENT field.
- Enter the appropriate fiscal year in the FISCAL YEAR field. This is a two digit field therefore only enter the last two digits of the budget fiscal year.

- Enter "1" (one) in the STATUS field.
- Enter the AFNS codes in the DEPT CODE column.
- Enter the CAS codes in the STATE CODE column. Departments that require more detailed records than the Comptroller's Office will have multiple AFNS codes converting to one CAS account coding. However there are departments in which the AFNS codes and CAS codes are the same.
- Press the "Enter" key. Check the message at the bottom of the screen.

"01-\*L030 ALL LINES ADDED"

The STATUS description will state:

"ACTIVE"

The XWLK record is now ready to use.

## CHANGING XWLK

ACTION: S SCREEN: XWLK USERID: CAS1

### C R O S S W A L K   T A B L E

DEPARTMENT = -  
FISCAL YEAR =  
STATUS : -  
DATE LAST CHG: / /      USERID LAST CHG:

	DEPT	STATE
	CODE	CODE
	=====	-----
FUND =		
AGCY =		
ORGN =		
SUB-ORG =		
APPR =		
ACTV =		

The following is a list of XWLK's key fields:

Department	Fiscal Year
AFNS Fund	AFNS Agency
AFNS Organization	AFNS Sub-Organization
AFNS Appropriation	AFNS Activity

To change an existing XWLK record, sign-on to FXTC and go directly to the XWLK table (FRMS Major Account Codes Crosswalk).

- Enter a "g" in the ACTION field.
- Enter your password in the USERID field.
- Enter the key fields of the record you want to change. When using the "get" action you must enter all key fields.

- Press the "Enter" key.
- The requested record will display on the screen with no message.

\*When the system cannot match the key fields to a XWLK record, a message at the bottom of the screen will state "01-\*L004 LINE NOT FOUND". Verify and correct the data in the key fields and try again.

- Enter a "c" in the ACTION field.
- Enter a "9" (nine) in the STATUS field. Invalid data in the key fields cannot be changed. To correct this, the status on the XWLK table must be changed to "9" (nine).
- Enter the new data over the existing data in the result fields. The following is a list of the XWLK's result fields:

CAS Fund	CAS Agency
CAS Organization	CAS Sub-Organization
CAS Appropriation	CAS Activity
Status	

- Press the "Enter" key. Check the message at the bottom of the screen.

"01-\*L030 ALL LINES CHANGED"

The STATUS description will state:

"INACTIVE"

- Enter a "c" in the ACTION field.
- Enter a "1" (one) in the STATUS field.
- Press the "Enter" key. Check the message at the bottom of the screen.

"01-\*L030 ALL LINES CHANGED"

The STATUS description will state:

"ACTIVE"

The XWLK record is now ready to use.

## INACTIVATING XWLK

```

ACTION: S SCREEN: XWLK USERID: CAS1

                C R O S S W A L K   T A B L E

DEPARTMENT =      -
FISCAL YEAR =
STATUS      :      -
DATE LAST CHG:    /    /    USERID LAST CHG:

                DEPT      STATE
                CODE      CODE
                =====  -----
                |
FUND           =
AGCY           =
ORGN           =
SUB-ORG        =
APPR           =
ACTV           =
                |
    
```

The following is a list of XWLK's key fields:

Department	Fiscal Year
AFNS Fund	AFNS Agency
AFNS Organization	AFNS Sub-Organization
AFNS Appropriation	AFNS Activity

A XWLK record cannot be deleted from the on-line screen but the record can be marked "Inactive". Each year in the month of June a program is run to delete all inactive crosswalk records. XWLK records can be inactivated if there are errors in any of the key fields or if the department does not want transactions to process through integration using a specific account coding.

XWLK records with an "Inactive" status can be switched to an "Active" status by changing the status from "9" (nine) to "1" (one).

To inactivate a XWLK record, sign-on to FXTC and go directly to the XWLK table (FRMS Major Account Codes Crosswalk).

- Enter a "g" in the ACTION field.
- Enter your password in the USERID field.
- Enter the key fields of the record you want to inactivate. When using the "get" action you must enter all key fields.
- Press the "Enter" key.
- The requested record will display on the screen with no message.

\*When the system cannot match the key fields to a XWLK record, a message at the bottom of the screen will state "01-\*L004 LINE NOT FOUND". Verify and correct the data in the key fields and try again.

- Enter "c" in the ACTION field.
- Enter a "9" (nine) in the STATUS field.
- Press the "Enter" key. Check the message at the bottom of the screen.

"01-\*L030 ALL LINES CHANGED"

The STATUS description will state:

"INACTIVE"

The XWLK record is now inactive and cannot be used.

## ADDING OWLK

ACTION: S SCREEN: OWLK USERID: CAS1

### O B J E C T   C R O S S W A L K   T A B L E

DEPARTMENT = -  
FISCAL YEAR =  
STATUS : -  
DATE LAST CHANGED: - - USER ID LAST CHANGED:

	DEPT CODE	STATE CODE
	=====	-----
OBJECT =		
SUB-OBJECT =		

To add a new OWLK record sign-on to FXTC and go directly to the OWLK table (Crosswalk Table - Object Codes).

- Enter an "a" in the ACTION field.
- Enter your password in the USERID field.
- Enter your three-digit agency code in the Department field.
- Enter the appropriate fiscal year in the FISCAL YEAR field. This is a two digit field therefore only enter the last two digits of the budget fiscal year.
- Enter "1" (one) in the STATUS field.
- Enter the AFNS object codes in the DEPT CODE column.
- Enter the CAS object codes in the STATE CODE column. Departments that require more detail records than the Comptroller's Office will have multiple AFNS object codes converting to one CAS object code. However there are departments in which the AFNS codes and CAS codes are the same.

Press the "Enter" key. Check the message at the bottom of the screen.

"01-\*L030 ALL LINES ADDED"

The STATUS description will state:

"ACTIVE"

The OWLK record is now ready to use.

## CHANGING OWLK

ACTION: S SCREEN: OWLK USERID: CAS1

O B J E C T   C R O S S W A L K   T A B L E

DEPARTMENT = -  
FISCAL YEAR =  
STATUS : -  
DATE LAST CHANGED: - -      USER ID LAST CHANGED:

	DEPT	STATE
	CODE	CODE
	-----	-----
OBJECT =		
SUB-OBJECT =		

The following is a list of OWLK's key fields:

Department	Fiscal Year
AFNS Object	AFNS Sub-Object

To change an existing OWLK record, sign-on to FXTC and go directly to the OWLK table (Crosswalk Table - Object Codes).

- Enter a "g" in the ACTION field.
- Enter your password in the USERID field.
- Enter the key fields of the record you want to change. When using the "get" action you must enter all key fields.
- Press the "Enter" key.
- The requested record will display on the screen with no message.

\*When the system cannot match the key fields to an OWLK record, a message at the bottom of the screen will state "01-\*L004 LINE NOT FOUND". Verify and correct the data in the key fields and try again.

- Enter a "c" in the ACTION field.
- Enter a "9" (nine) in the STATUS field. Invalid data in the key fields cannot be changed. To correct this type of error the status on the OWLK table must be changed to "9" (nine).
- Enter the new data over the existing data in the result fields. The following is a list of the OWLK's result fields.

CAS Object	CAS Sub-Object
Status	

- Press the "Enter" key. Check the message at the bottom of the screen.

"01-\*L030 ALL LINES CHANGED"

The Status description will state:

"INACTIVE"

- Enter a "c" in the Action field.
- Enter a "1" (one) in the STATUS field.
- Press the "ENTER" key. Check the message at the bottom of the screen.

"01-\*L030 ALL LINES CHANGED"

The STATUS description will state:

"ACTIVE"

The OWLK record is now ready to use.

## INACTIVATING OWLK

ACTION: S SCREEN: OWLK USERID: CAS1

### O B J E C T   C R O S S W A L K   T A B L E

DEPARTMENT = -

FISCAL YEAR =

STATUS : -

DATE LAST CHANGED: - -      USER ID LAST CHANGED:

	DEPT CODE	STATE CODE
OBJECT =	=====	-----
SUB-OBJECT =		

An OWLK record cannot be deleted from the on-line screen but the record can be marked "Inactive". Each year in the month of June a program is run to delete all inactive crosswalk records. Records can be inactivated if there are errors in any of the key fields or if the department does not want transactions to process through integration using the object or sub-object codes in the OWLK record.

OWLK records with an "Inactive" status can be switched to an "Active" status by changing the status from "9" (nine) to "1" (one).

The following is a list of OWLK's key fields:

Department	Fiscal Year
AFNS Object	AFNS Sub-Object

To inactivate an OWLK record, sign-on to FXTC and go directly to the OWLK table (Crosswalk Table - Object Codes).

- Enter a "g" in the ACTION field.
- Enter your password in the USERID field.

- Enter the key fields of the record you want to inactivate. When using the "get" action you must enter all key fields.
- Press the "Enter" key.
- The requested record will display on the screen with no message.

\*When the system cannot match the key fields to an OWLK record, a message at the bottom of the screen will state "01-\*L004 LINE NOT FOUND". Verify and correct the data in the key fields and try again.

- Enter "c" in the ACTION field.
- Enter a "9" (nine) in the STATUS field.
- Press the "Enter" key. Check the message at the bottom of the screen.

"01-\*L030 ALL LINES CHANGED"

The STATUS description will state:

"INACTIVE"

The OWLK record is now inactive and cannot be used.

## ADDING BRWK

```

ACTION: S SCREEN: BRWK USERID: CAS1

          B S / R S   A C C O U N T   C R O S S W A L K   T A B L E

DEPARTMENT =      -
FISCAL YEAR =
STATUS      :      -
DATE LAST CHANGED:  -      -      USER ID LAST CHANGED:

          DEPT          STATE
          CODE          CODE
          =====
RECORD TYPE =
BS / REV SOURCE =
SUB-REV SOURCE =
ACCOUNT TYPE :
  
```

To add a new BRWK record, sign-on to FXTC and go directly to the BRWK table (Crosswalk Table - Balance Sheet Account and Revenue Source Codes).

- Enter an "a" in the ACTION field.
- Enter your password in the USERID field.
- Enter your three-digit agency code in the DEPARTMENT field.
- Enter the appropriate fiscal year in the FISCAL YEAR field. This is a two digit field therefore only enter the last two digits of the budget fiscal year.
- Enter "1" (one) in the STATUS field.
- Record type is entered on the DEPT CODE side only and has to be a "B" or an "R":
 

B	Balance Sheet
R	Revenue Source
- Enter the AFNS codes in the DEPT CODE column.

- Enter the CAS codes in the STATE CODE column. Departments that require more detail records than the Comptroller's Office will have multiple AFNS codes converting to one CAS account coding. However there are departments in which the AFNS Codes and CAS codes are the same.
- The required fields in the STATE CODE column are the Balance Sheet or Revenue Source Code and the appropriate Account Type.
- Press the "Enter" key. Check the message at the bottom of the screen.

"01-\*L030 ALL LINES ADDED"

The STATUS description will state:

"ACTIVE"

The BRWK record is now ready to use.

## CHANGING BRWK

```

ACTION: S SCREEN: BRWK USERID: CAS1

      B S / R S   A C C O U N T   C R O S S W A L K   T A B L E

DEPARTMENT =      -
FISCAL YEAR =
STATUS      :      -
DATE LAST CHANGED:  -      -      USER ID LAST CHANGED:

                DEPT          STATE
                CODE          CODE
                =====|-----
RECORD TYPE    =
BS / REV SOURCE =
SUB-REV SOURCE =
ACCOUNT TYPE   :
  
```

The following is a list of BRWK's key fields:

Department	Fiscal Year
Record-Type	AFNS Balance Sheet
AFNS Revenue Source	AFNS Sub-Revenue Source

To change an existing BRWK record, sign-on to FXTC and go directly to the BRWK table (Crosswalk Table - Balance Sheet Account and Revenue Source Codes).

- Enter a "G" in the ACTION field.
- Enter your password in the USERID field.
- Enter the key fields of the record you want to change. **When using the "get" action you must enter all key fields.**

- Press the "Enter" key.
- The requested record will display on the screen with no message.

\*When the system cannot match the key fields to a BRWK record, a message at the bottom of the screen will state "01-\*L004 LINE NOT FOUND". Verify and correct the data in the key fields and try again.

- Enter a "c" in the ACTION field.
- Enter a "9" (nine) in the STATUS field. Invalid data in the key fields cannot be changed. To correct this type of error the status on the BRWK table must be changed to "9" (nine).
- Enter the new data over the existing data in the result fields. Following is a list of the BRWK's result field:

CAS Balance Sheet	CAS Revenue Source
CAS Sub Rev Source	CAS Account Type
Status	

- Press the "Enter" key. Check the message at the bottom of the screen.

"01-\*L030 ALL LINES CHANGED"

The STATUS description will state:

"INACTIVE"

- Enter a "c" in the ACTION field.
- Enter a "1" (one) in the STATUS field.
- Press the "Enter" key. Check the message at the bottom of the screen.

"01-\*L030 ALL LINES CHANGED"

The STATUS description will state:

"ACTIVE"

The BRWK record is now ready to use.

## INACTIVATING BRWK

```

ACTION: S SCREEN: BRWK USERID: CAS1

      B S / R S   A C C O U N T   C R O S S W A L K   T A B L E

DEPARTMENT =      -
FISCAL YEAR =
STATUS      :      -
DATE LAST CHANGED:  -      -      USER ID LAST CHANGED:

                DEPT          STATE
                CODE          CODE
                =====      -----
RECORD TYPE   =
BS / REV SOURCE =
SUB-REV SOURCE =
ACCOUNT TYPE  :
  
```

A BRWK record cannot be deleted from the on-line screen but the record can be marked "Inactive". Each year in the month of June a program is run to delete all inactive crosswalk records. Records can be inactivated if there are errors in any of the key fields or if the department does not want transactions to process through integration using a specific account coding.

BRWK records with an "Inactive" status can be switched to an "Active" status by changing the status from "9" (nine) to "1" (one).

Following is a list of BRWK's key fields:

- |                     |                         |
|---------------------|-------------------------|
| Department          | Fiscal Year             |
| Record Type         | AFNS Balance Sheet      |
| AFNS Revenue Source | AFNS Sub-Revenue Source |

To inactivate a BRWK record, sign-on to FXTC and go directly to the BRWK table (Crosswalk Table - Balance Sheet Account and Revenue Source Codes).

- Enter a "g" in the ACTION field.
- Enter your password in the USERID field.
- Enter the key fields of the record you want to inactivate. When using the "get" action you must enter all key fields.
- Press the "Enter" key.
- The requested record will display on the screen with no message.

\*When the system cannot match the key fields to a BRWK record, a message at the bottom of the screen will state "01-\*L004 LINE NOT FOUND". Verify and correct the data in the key fields and try again.

- Enter "c" in the ACTION field.
- Enter a "9" (nine) in the STATUS field.
- Press the "Enter" key. Check the message at the bottom of the screen.

"01-\*L030 ALL LINES CHANGED"

The STATUS description will state:

"INACTIVE"

The BRWK record is now inactive and cannot be used.

## STATUS CODES

Status code of 0 (zero) -- "INITIALIZED, NOT READY FOR USE"

Departments that do not want transactions processed using a specific account coding can change the status to 0 (zero) on any of the crosswalk records. All records that have a 0 (zero) status code, will not allow transactions to process through integration. These records will not be deleted when the program runs to drop all records with a status of 9 (nine). At any later date the crosswalk record's status can be changed to active or inactive.

Records with a status code of 0 (zero) will not create a new fiscal year record.

Status code of 1 (one) -- "ACTIVE"

Records with a status code of 1 (one) are used for the daily integration processing of transactions.

The rollover process creates the new fiscal year records from the existing records that have a status code of 1 (one).

Status code of 9 (nine) -- "INACTIVE"

All records with the status code of 9 (nine) will drop from the crosswalk tables when the delete program is run each year in the month of June.

Departments that do not want transactions to process through integration for a specific account coding can change the status code to 9 (nine). At any later date the crosswalk record's status can be changed to active or initialized, not ready for use.