DSD - Appendix C

D-4.2-03 – Detailed System Design (R2025.03.01) Appendix C – Advantage Baseline Data Elements

Version 1.0

03/28/2025

Table of Contents

Appendix C/Advantage HRM

The following elements are part of the baseline Advantage HRM Payroll application. Refer to DSD Sections 14 – 18 for elements customized for CMIPS.

Advantage tables and transactions are described below. Tables are configured during initial system setup and maintained by the contractor as needed.

If, in the tables below, the Value column is left empty, it is inferred that the entered value will be based on business rules. Refer to the Comments column for additional information regarding the valid choices or examples for the Value.

The Comments column will start with one (1) of the following five (5) items: Required, Rule Driven, Blank, Default or Optional. These are to be considered when creating a new transaction, and the values might be different for an update transaction.

Appendix C/Advantage HRM/Configuration Elements

Appendix C/Advantage HRM/Configuration Elements /Category

Table – Category (CATG)

CI	Document Name
<> **CI-124431** - DSD CFGN Category CATG `IMPLEMENTED`	DSD_CFGN_Category_CATG.doc

Table	Field	Value	Source	Comments
CATG	Event Category	GP	Data Entry	Required. The identification code associated with the category.
CATG	Short Description	GROSS	Data Entry	Required. This field stores the short description of the CATG. The Short Description on the CATG is what will be printed on the Provider's check.
CATG	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
CATG	Event Type	Pay Type	Selected Value	Required. The type of category being setup. CMIPS will be using Pay Type, Deduction Type or Leave Type as a value in this field.
CATG	Print Information on Check	N/A	Selected Value	Required. 'Yes' stipulates that CATG's short description is printed on the Provider's pay check. Because the CATG has an Event Type of 'Pay Type', the value must remain 'N/A' because pay type is automatically printed on the check.
CATG	Include in Subject Gross	N/A	Selected Value	Required. For earnings pay types, 'Include in Subject Gross' is set to 'N/A', because Event Types of 'Pay Type' are automatically included in gross pay.
CATG	Fringe Pay Type	No	Selected Value	Rule Driven. The field is checked (Yes) if the pay event is an employer paid fringe benefit. The field is unchecked (No) if the event is not an employer paid fringe benefit. For CMIPS, this field will only be checked for events that process employer taxes.
CATG	From	01/01 /1900	Data Entry	Required. For initial setup, standard 'From' or effective date is 01/01/1900.
CATG	Check Print Sequence	1	Data Entry	Required. A one- or two-character code to designate the print processing order within each category type. Pay is the first item printed on every check.

Appendix C/Advantage HRM/Configuration Elements/Event

Table – Event (EVNT)

CI	Document Name
<> **CI-124459** - DSD CFGN Event EVNT IMPLEMENTED	DSD_CFGN_Event_EVNT.doc

Table	Field	Value	Source	Comments
EVNT	General Information			
EVNT	Event Type	GP1	Data Entry	Required. The identification code associated with the event type. This code is used to identify the pay or leave the system is processing.
EVNT	Event Type ID	Pay Type	Selected Value	Rule Driven. The Event Type ID must equal the Event Type field on the CATG screen. For pay events, including employer tax pay events, it is 'Pay Type.' For hours not paid this field will be set to 'Leave Type.' For an FLSA pay event, this field would be set to 'FLSA Pay Type.'
EVNT	Short Description	GROSS IP G1	Data Entry	Required. Short description of the event.
EVNT	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
EVNT	Time and Leave Reporting Category	Base Pay	Selected Value	Optional. The Time and Leave Reporting Category associated with the event. For Individual Provider, Advance Pay and Restaurant Meal, this will be set to Base Pay. For an FLSA pay event, this field would be set to Overtime.
EVNT	From	01/01/1900	Data Entry	Required. For initial setup, standard date is 01/01/1900.
EVNT	Category	GP	Selected Value	Required. The category associated with the event. The Category value must be valid on the Event Category (CATG) table.
EVNT	Pay Event Information			
EVNT	Pay Input Units	Time	Selected Value	Rule Driven. Pay events associated with an hourly rate, such as IP gross pay, will be set to 'Time;' Restaurant Meal will be set to 'Units;' pay events where dollars are being sent over will be set to 'Dollars.' The hour's not paid event type will be set to 'Not Applicable.'
EVNT	Employer Paid Fringe	Unchecked	Data Entry	Rule Driven. The field is checked if the pay event is an employer paid fringe benefit. The field is unchecked if the event is not an employer-paid fringe benefit. For CMIPS, this field will only be checked for events that process employer taxes.
EVNT	Accept Negative Pay Parameters	N/A	Selected Value	Required. Because negative pay will be handled through deduction processing – a different process - this field will be set to 'No' for all dollar-based and unit-based events; otherwise 'N/A.'

EVNT	Use Pay Policy Event Type Rate	N/A	Selected Value	Required. CMIPS will set this field to 'No' for all dollar-based pay events; otherwise 'N/A.'
EVNT	System Generated Pay	Include Event	Selected Value	Required. Determines whether the exception pay employee is to be included in system-generated pay or not. Required if Event Type is 'Pay Type,' 'Reimbursable Expenditure,' 'CCOMP Pay Type' or 'FLSA Pay Type.'
EVNT	Withholding Subject to	Marginal Tax-Reg /Repl /Adv	Selected Value	Default. Indicates the type of withholding to be taken off the event.
EVNT	Store Pay Results at	Aggregate Level	Selected Value	Rule Driven. Default is Not Applicable [blank]. Required if Event Type is 'Pay Type,' 'Reimbursable Expenditure,' 'CCOMP Pay Type' or 'FLSA Pay Type.' Select a value to identify the component calculation level. Valid values are: 'Component Level' (the processing results are stored at the component level), 'Aggregate Level' (the processing results are stored at the aggregate level) and 'Not Applicable' [blank]. For CMIPS 'Pay Type' events, 'Component Level' will be used on events that are combined on PPET to account for the instances where the state contribution threshold is exceeded; otherwise this field is set to 'Aggregate Level.'
EVNT	FLSA Processing Information			
EVNT	Include Event in FLSA Calculation	No	Selected Value	Required. In the event California decides to activate FLSA for IPs, this field would be set to 'Yes' for all IP EVNTs. This field would be set to No for the FLSA EVNT, as well as Restaurant Meal, Advance Pay and other one-time pay events as determined.
EVNT	FLSA Min Wage Rate		Data Entry	Blank. Optional if Event Type is FLSA pay; otherwise, leave this field blank. Enter the FLSA minimum hourly rate.
EVNT	% Hours Included in FLSA	1.0000	Data Entry	Required. The percentage of input hours that is counted toward the employee's hours worked for FLSA purposes. For example, regular time worked would be multiplied by 100 percent, while a shift differential on top of time worked would be multiplied by 0 percent.
EVNT	% Pay Included in FLSA	1.0000	Data Entry	Required if Event Type is Pay Type, Reimbursable Expenditure or FLSA Pay Type. Enter the percentage of dollars for the pay type that is counted toward FLSA dollars for determining the average hourly wage.
EVNT	CCOMP Processing Information			
EVNT	Include Event in CCOMP Calculation	No	Selected Value	Required. CCOMP will not be used for CMIPS.
EVNT	Accounting Information			
EVNT	Cost Accounting	Object /Sub-object	Selected Value	Rule Driven. This field will be set to 'Object/Sub-object' to identify wages, including wages that have a funding source different from the established default of the Federal/State/County split, such as Federal/County, County only, State/County or State only. For pay types used to process employer taxes, this field will be set to 'Reserve Pay/Accrual Account.'
EVNT	Object	5001	Selected Value	Rule Driven. When the Cost Accounting field is set to 'Object/Sub-object,' a valid value must be selected in this field.
EVNT	Leave Event Information			
EVNT	Usage Vs. Accrual	Usage	Selected Value	Required. This field is set to 'Usage' for the hours not paid event 'CBHR;' otherwise blank.
EVNT	Leave Input Units	Hours	Selected Value	Required. This field is set to 'Hours' for the hours not paid event 'CBHR;' otherwise blank.
EVNT	Valid Documents			
EVNT	Valid Document 1-10	TADJ	Selected Value	Required. Indicates the screens for which the event is valid.

Appendix C/Advantage HRM/Configuration Elements/Title

Table – Title (TITL)

CI	Document Name
◆ **CI-124507** - DSD CFGN Title TITL [IMPLEMENTED]	DSD_CFGN_Title_TITL.doc

Table	Field	Value	Source	Comments
TITL	Title	PROVDR	Data Entry	Required.
TITL	Short Description	PROVIDER	Data Entry	Required.
TITL	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
TITL	Salary Minimum	8.00	Data Entry	Required.
TITL	Salary Maximum	1000.00	Data Entry	Required.
TITL	From	01/01/1900	Data Entry	Required. This attribute will contain various effective dates when the record is updated for salary min/max updates.
TITL	Occupational Group	P	Selected Value	Default. Single value for CMIPS.
TITL	EEO Job Category	P	Selected Value	Default. Single value for CMIPS.
TITL	FLSA Exempt ID	Exempt	Selected Value	Required. 'Exempt' was selected with assumption that overtime will not be calculated for Providers. In the event that FLSA goes into effect, this field would be set to 'Non-Exempt.'
TITL	CCOMP Exempt ID	Exempt	Selected Value	Required. 'Exempt' was selected because Providers will not be allowed to accumulate FLSA overage hours into a compensatory bank.

Appendix C/Advantage HRM/Configuration Elements/Sub Title

Table – Sub Title (STTL)

CI	Document Name
<> **CI-124497** - DSD CFGN Sub Title STTL `IMPLEMENTED`	DSD_CFGN_Sub_Title_STTL.doc

Table	Field	Value	Source	Comments
STTL	Title	PROVDR	Selected Value	Required. Must be configured on TITL screen.
STTL	Sub-Title	00	Data Entry	Required. Single value for CMIPS.
STTL	Short Description	PROVIDER	Data Entry	Required. Single value for CMIPS.
STTL	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
STTL	From	01/01/1900	Data Entry	Required.
STTL	Pay Policy	00	Selected Value	Default. Refer to Provider Pay Rate GSD document for configuration details for PPOL.
STTL	Leave Policy	00	Selected Value	Default. Must be configured on the LPOL table.
STTL	Deduction Policy	00	Selected Value	Default. Refer to Deduction GSD document for configuration details for DPOL.
STTL	FLSA Profile		Selected Value	Blank. In the event the State chooses to activate FLSA, this field would be set to the established FLSA profile.

Appendix C/Advantage HRM/Configuration Elements/Leave Policy

Table – Leave Policy (LPOL)

CI	Document Name
<> **CI-124476** - DSD CFGN Leave Policy LPOL `IMPLEMENTED`	DSD_CFGN_Leave_Policy_LPOL.doc

Table	Field	Value	Source	Comments
LPOL	Leave Policy	00	Data Entry	Required. The identification code associated with the leave policy. Single value for CMIPS.
LPOL	Short Description	00 COUNTY	Data Entry	Required. The short description of the leave policy. Single value for CMIPS.
LPOL	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required. Single value for CMIPS.
LPOL	From	01/01 /1900	Data Entry	Required. For initial setup, standard 'From' or effective date is 01/01/1900. Single value for CMIPS .
LPOL	Leave Year Ending Month	December	Selected Value	Required. The month that defines the year end for this leave policy for all leave year-to-date balances defined for this leave policy. Single value for CMIPS.

Appendix C/Advantage HRM/Configuration Elements/Leave Category

Table – Leave Category (LPCT)

CI	Document Name
‹› **CI-124474** - DSD CFGN Leave Category LPCT IMPLEMENTED	DSD_CFGN_Leave_Category_LPCT.doc

Table	Field	Value	Source	Comments
LPCT	Leave Policy	00	Selected Value	Required. The identification code associated with the leave policy. Single value for CMIPS.
LPCT	Leave Category	CBHR	Selected Value	Required. The category value must be valid on the Event Category (CATG) table. Single value for CMIPS.
LPCT	Short Description	HOURS NOT PAID	Data Entry	Required. A short description of the leave category. Single value for CMIPS.
LPCT	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
LPCT	From	01/01/1900	Data Entry	Required. For initial setup, standard 'From' or effective date is 01/01/1900. Single value for CMIPS.
LPCT	Daily Minimum Threshold	-9999:59	Data Entry	Required. Represents the minimum amount that is allowed (during daily balance processing) before an over balance action is required. This amount must be entered in the units specified on the event category (CATG) screen for this leave category (for example, hours, days, or weeks). This column is calculated based on the input of the minimum threshold column using the event input amount rules. Single value for CMIPS.
LPCT	Minimum Disposition	Accept and Report	Selected Value	Required. The action required if the daily minimum threshold amount has been exceeded. Single value for CMIPS.
LPCT	Daily Maximum Threshold	9999:59	Data Entry	Required. Represents the maximum amount that is allowed (during daily balance processing) before an over balance action is required. This amount must be entered in the units specified on the event category (CATG) screen for this leave category (for example, hours, days, or weeks). This column is calculated based on the input of the minimum threshold column using the event input amount rules. Single value for CMIPS.
LPCT	Maximum Disposition	Accept and Report	Selected Value	Required. The action required if the daily minimum threshold amount has been exceeded. Single value for CMIPS.
LPCT	Periodic Minimum Threshold	-9999:59	Data Entry	Required. Represents the minimum amount that is allowed during period balance checking before an under balance action is required. This amount must be entered in the units specified on the event category (CATG) screen for this leave category (for example, hours, days, or weeks). This column is calculated based on the input of the minimum threshold column using the event input amount rules. Single value for CMIPS.
LPCT	Periodic Maximum Threshold	9999>59	Data Entry	Required. Represents the maximum amount that is allowed during period balance checking before an under balance action is required. This amount must be entered in the units specified on the event category (CATG) screen for this leave category (for example, hours, days, or weeks). This column is calculated based on the input of the minimum threshold column using the event input amount rules. Single value for CMIPS.

Appendix C/Advantage HRM/Configuration Elements/Leave Policy Event Type

Table – Leave Policy Event Type (LPET)

CI	Document Name
<> **CI-124475** - DSD CFGN Leave Policy Event Type LPET IMPLEMENTED	DSD_CFGN_Leave_Policy_Event_Type_LPET.doc

Table	Field	Value	Source	Comments
LPET	Leave Policy	00	Selected Value	Required. The identification code associated with the leave policy. Single value for CMIPS.
LPET	Leave Type	CBHR	Selected Value	Required. The identification code associated with the leave event (EVNT). Single value for CMIPS.
LPET	Short Description	HOURS NOT PAID	Data Entry	Required. A short description of the leave policy event type. Single value for CMIPS.
LPET	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required. Single value for CMIPS.
LPET	Leave Category	CBHR	Selected Value	Required. The identification code associated with the leave category (LPCT). Single value for CMIPS.
LPET	Leave Factor	1.00	Data Entry	Required. The factor amount if a leave amount for the leave event type is to be multiplied by a factor. A value of 1.00 indicates that the leave event will be processed at 100 percent of value. Single value for CMIPS.
LPET	Minimum Units Amount	-9999:59	Data Entry	Required. The minimum units allowed for the leave event. Because leave is being processed in units of hours, this field must be in HH:MM format. Single value for CMIPS.
LPET	Maximum Units Amount	9999:59	Data Entry	Required. The maximum units allowed for the leave event. Because leave is being processed in units of hours, this field must be in HH:MM format. Single value for CMIPS.
LPET	Incremental Units Amount	00:01	Data Entry	Required. The incremental units used for the leave event. Because leave is being processed in units of hours, this field must be in HH:MM format. Single value for CMIPS.
LPET	Pay Type Indicator	Include All	Selected Value	Required. Single value for CMIPS.

Appendix C/Advantage HRM/Configuration Elements/Pay Policy

Table – Pay Policy (PPOL)

CI	Document Name
‹› **CI-124488** - DSD CFGN Pay Policy PPOL `IMPLEMENTED`	DSD_CFGN_Pay_Policy_PPOL.doc

Table	Field	Value	Source	Comments
PPOL	Pay Policy	00	Data Entry	Required. There will be 176 pay policies; three for each of the 58 California counties (01-58, 01A-58A, 01R-58R), one placeholder policy (00) and one policy for Restaurant Meal Allowance (RM). '00' will be placed on the STTL and overridden with the correct PPOL on the ESMT.
PPOL	Short Description	01 ALAME DA	Data Entry	Required. Short description of the pay policy. For CMIPS, this field will contain the county name.
PPOL	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
PPOL	From	01/01 /1900	Data Entry	Required. For initial setup, standard 'From' or effective date is 01/01/1900.

Appendix C/Advantage HRM/Configuration Elements/Pay Policy Event Type

Table – Pay Policy Event Type (PPET)

CI	Document Name
‹› **CI-124487** - DSD CFGN Pay Policy Event Type PPET `IMPLEMENTED`	DSD_CFGN_Pay_Policy_Event_Type_PPET.doc

Table	Field		Value	Source	Comments
PPET	General Information				
PPET		Pay Policy	01	Selected Value	Required. The PPOL code.
PPET		Pay Type	GP1	Selected Value	Required. The EVNT to be associated with the pay policy. There will be one PPET for every PPOL/EVNT combination, except for the 00 placeholder.
PPET		Short Description	ALAMEDA P	Data Entry	Required. Short description of the PPET.
PPET		Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
PPET		Pay Type Amount	31	Data Entry	Rule Driven. This field will be used to store the Restaurant Meal Allowance rate. For all other records this field will be null.
PPET		Pay Type Factor Amount	1.000000	Data Entry	Rule Driven. This field will be null for Restaurant Meal Allowance. For all other records, this field will be set to 1.000000.
PPET		From	01/01/1900	Data Entry	Required. For initial setup, standard 'From' or effective date is 01/01/1900.
PPET		Minimum Units Amount	00:01	Data Entry	Rule Driven. This column stores the formatted value of column Minimum Units or Amount according to the event input amount formatting rules. For Restaurant Meal, and dollar events, this will be set to 1.0, for all others this field will be set to 00:01.
PPET		Maximum Units Amount	9999.59	Data Entry	Rule Driven. The maximum number of units which can be input for the pay event for a single occurrence. For Restaurant Meal and dollar events, this will be set to 1.0. For all others, this field will be set to 9999.59.
PPET		Incremental Units Amount	00:01	Data Entry	Rule Driven. This column stores the formatted value of column Incremental Units Amount according to the event input amount formatting rules. For Restaurant Meal and dollar events, this will be set to 1.0. For all others, this field will be set to 00:01.
PPET		Guaranteed Minimum Amount	00:00	Data Entry	Required. The number of units guaranteed by the Contract, if appropriate. For Restaurant Meal and dollar events, this will be set to 1.0. For all others, this field will be set to 00:00.
PPET		Event Calculated as	Factor (Amount if Restaurant Meal)	Selected Value	Rule Driven. Will be set to Factor for Restaurant Meal and all time-based events, and to Amount for all dollar-based events.
PPET	Event Types				
PPET		Component 1-10	GP1	Selected Value	Rule Driven. The identification code associated with the pay event to indicate which pay events are to be included as components of the pay event. CMIPS will include more than one pay event where the funding source percentage split changes. For instance, Component 1 = GP1 and Component 2 = GPF.

PPET		Rate of Pay 1-10	GP1	Selected Value	Rule Driven. The pay event code that is used to determine the effective rate of pay for each inclusion. For CMIPS, the pay event included in the Component field will also be entered here. Example: Rate of Pay 1 = GP1 and Rate of Pay 2 = GPF.
PPET		Pay Percent 1-10	1.0	Data Entry	Rule Driven. The percentage by which the effective rate of pay for the table-driven pay type is multiplied to determine the actual rate of pay for the included event. For CMIPS, each component of pay will be paid at 100 percent of the rate.

Appendix C/Advantage HRM/Configuration Elements/Grade

Table – Grade (GRDE)

CI	Document Name
<> **CI-124470** - DSD CFGN Grade GRDE IMPLEMENTED	DSD_CFGN_Grade_GRDE.doc

Table	Field	Value	Source	Comments
GRDE	Grade	01	Data Entry	Required. The identification code associated with the Grade (01, 02 or 03).
GRDE	Short Description	GRADE 01	Data Entry	Required. A short description of the Grade.
GRDE	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
GRDE	From	01/01/1900	Data Entry	Required. For initial setup, standard 'From' or effective date is 01/01/1900.

Appendix C/Advantage HRM/Configuration Elements/Step

Table – Step (STEP)

CI	Document Name
‹› **CI-124496** - DSD CFGN Step STEP IMPLEMENTED	DSD_CFGN_Step_STEP.doc

Table	Field	Value	Source	Comments
STEP	Grade	01	Selected Value	Required. The Grade associated with the Step (01, 02, 03).
STEP	Step	01	Data Entry	Required. The identification code associated with the Step (01, 02, etc.).
STEP	Sort Description	STEP 01	Data Entry	Required. A short description of the Step.
STEP	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
STEP	From	01/01/1900	Data Entry	Required. For initial setup, standard 'From' or effective date is 01/01/1900.

Appendix C/Advantage HRM/Configuration Elements/Pay Policy Rate Table

Table – Pay Policy Rate Table (PPRT)

CI	Document Name
<> **CI-124489** - DSD CFGN Pay Policy Rate Table PPRT `IMPLEMENTED`	DSD_CFGN_Pay_Policy_Rate_Table_PPRT.doc

Table	Field		Value	Source	Comments
PPRT	Pay Rate				
PPRT		Pay Policy	43	Selected Value	Required. Pay policy to associate with the pay rate.
PPRT		Grade	01	Selected Value	Required. The Grade associated with the pay policy, pay event and pay rate.
PPRT		Step	01	Selected Value	Required. The Step associated with the pay policy, pay event and pay rate.
PPRT		Pay Progression		Default	Blank. Not being used for CMIPS.
PPRT		Chart		Default	Blank. Not being used for CMIPS.
PPRT	Pay Rate Detail				
PPRT		Pay Event Type	GP1	Selected Value	Required. Pay Type event.
PPRT		Pay Rate	12.10	Data Entry	Required. County rate. Santa Clara County would need two (2) PPRT records to establish the pay rate – one for the $12.10 amount with the base pay event (e.g., GP1), and one for the $0.25 amount (e.g., GPF).
PPRT		From	07/01/2007	Data Entry	Required. A history of valid rates, yet to be determined, will be converted into the payroll system.

Appendix C/Advantage HRM/Configuration Elements/Pay Class

Table – Pay Class (PYCL)

CI	Document Name
CI-124484 - DSD CFGN Pay Class PYCL IMPLEMENTED	DSD_CFGN_Pay_Class_PYCL.doc

Table	Field	Value	Source	Comments
PYCL	Pay Class	IP	Data Entry	Required. The identification code associated with the pay class that groups together employees for whom pay is calculated and paid in an identical manner. Separate Pay Class records will be created for IPs, Advance Pay IPs, Advance Pay Recipients, Restaurant Meal Allowance and Recipients receiving payment adjustments.
PYCL	Short Description	INDIV PRV	Data Entry	Required. Short description of the pay class.
PYCL	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
PYCL	Payment Frequency ID	Semi-monthly	Selected Value	Required. Indicates the frequency that this pay class is paid. All arrears and WPCS IPs, as well as Restaurant Meal Allowance Recipients, receive pay on a semi-monthly basis; Advance Pay Providers will receive pay on a monthly basis, as will Advance Pay Recipients.
PYCL	Amount Basis ID	Hourly Rate	Selected Value	Rule Driven. This field is the time increment in which the salary or pay rate is expressed. The valid values are 'Annual Salary,' 'Daily Amount,' 'Hourly Rate,' 'Pay Period Amount' and 'Contract Pay.' For IP pay, this field is set to 'Hourly Rate.' For Restaurant Meals, it is set to 'Pay Period Amount.'
PYCL	From	01/01/1900	Data Entry	Required. For initial setup, standard 'From' or effective date is to be 01/01/1900.
PYCL	Positive/Exception ID	Positive Paid	Selected Value	Rule Driven. The value to indicate if the employees in the pay class are to be processed by GTN as exception pay, positive pay or both (positive paid for time worked but allowing exception-based generation of recurring dollar payments). IP Pay is a positive pay process. Restaurant Meal is exception paid.
PYCL	Salary Factor			
PYCL	Numerator	1	Data Entry	Required. The numerator to be used in the conversion of a salary amount from one basis to another. For example, an employee whose salary is stored as an annual amount can be paid biweekly an amount equal to 14/365 of the annual salary, or an employee whose salary is stored as an hourly amount can be paid biweekly an amount equal to 1/1 of the annual salary.
PYCL	Denominator	24	Data Entry	Required. The denominator to be used in the conversion of a salary amount from one basis to another. For example, an employee whose salary is stored as an annual amount can be paid biweekly an amount equal to 14/365 of the annual salary, or an employee whose salary is stored as an hourly amount can be paid biweekly an amount equal to 1/1 of the annual salary.
PYCL	Leap Year Denominator	24	Data Entry	Required. The salary factor denominator to be used in a leap year.
PYCL	Standard Time			
PYCL	Daily Work Hours	1	Data Entry	Required. The standard work hours per day. This field is applied to exception pay and will not affect positive pay (IP) calculation.

PYCL	Pay Period Hours	1	Data Entry	Required. The standard number of hours in the pay period. This field is used to calculate exception pay. It will not affect positive pay (IP) calculation.
PYCL	Weekly Work Hours	1	Data Entry	Required. The standard number of hours worked in a week. This field is used to calculate exception pay. It will not affect positive pay (IP) calculation.
PYCL	Pay Period Days	1	Data Entry	Required. The standard number of work days in a pay period. This field is used to calculate exception pay. It will not affect positive pay (IP) calculation.
PYCL	Yearly Worked Days	1	Data Entry	Required. The standard number of work days in a year. This field is used to calculate exception pay. It will not affect positive pay (IP) calculation.
PYCL	Calendar Work Cycle		Selected Value	Blank. If FLSA becomes activated, this field will need to be populated with the agreed upon Calendar Work Cycle.
PYCL	Contract Reserve Data			
PYCL	Contract Pay	Not Allowed	Selected Value	Required. Contract Pay is not included in CMIPS.

Appendix C/Advantage HRM/Configuration Elements/Cycle

Table – Cycle (CYCL)

CI	Document Name
⟨⟩ **CI-124438** - DSD CFGN Cycle CYCL [IMPLEMENTED]	DSD_CFGN_Cycle_CYCL.doc

Table	Field	Value	Source	Comments
CYCL	Pay Cycle	SEMI	Data Entry	Required. Identification code associated with the pay cycle.
CYCL	Short Description	SEMI-MONTHLY	Data Entry	Required. Short description of the cycle.
CYCL	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
CYCL	Labor Accrual %	0.0000	System Inferred	Default. The percentage of eligible payments for a pay period that should be applied to reversing journal voucher documents used to accrue payroll expenses for the next pay period. Value must be between zero and one, with no more than four decimal places. For CMIPS, the default of zero will be used.
CYCL	% of Pay in Prior Acctg Period	0.0000	System Inferred	Default. The percentage of exception pay that would be allocated to the prior accounting period when the pay cycle period crosses two accounting periods and the Site Specific Parameters (SPAR) entry Split Pay Period indicates that a split should be made. Values must be between zero and one, where a zero indicates no override (i.e., the split percentage is determined based on the calendar date table) and a one indicates 100 percent of pay should be in the prior pay period. No more than four decimal places are allowed. For CMIPS, the default of zero will be used.
CYCL	From	07/01/2007	Data Entry	Required. The pay cycle's start date.
CYCL	To	07/15/2007	Data Entry	Required. The pay cycle's end date.
CYCL	Reversal Date		System Inferred	Blank. Required if labor accrual percent is greater than zero. Enter the reversal date for reversing journal voucher documents.
CYCL	Check Date	07/15/2007	Data Entry	Required. The date the check is to be issued.
CYCL	Taxing Entity		Selected Value	Blank.
CYCL	Frequencies (Deduction 1, Deduction 2, etc.)		Selected Value	Blank.
CYCL	Work Cycle 1 > Code		Selected Value	Blank. This field is used to link FLSA to the pay cycle in the event FLSA goes into effect.
CYCL	Work Cycle 1 > # of Days		Data Entry	Blank. This field represents the number of days used to calculate FLSA hours.
CYCL	Work Cycle 1 > End Date 1, 2, etc.		Data Entry	Blank. The ending date(s) of each of the FLSA work cycles defined by the FLPR that fall within the effective and expiration dates defined by the CYCL record. This field should be entered in mm/dd/ccyy format.

Appendix C/Advantage HRM/Configuration Elements/Pay Group

Table – Pay Group (PYGP)

CI	Document Name
<> **CI-124485** - DSD CFGN Pay Group PYGP IMPLEMENTED	DSD_CFGN_Pay_Group_PYGP.doc

Table	Field	Value	Source	Comments
PYGP	Payroll Group	IP	Data Entry	Required. The identification code associated with the payroll group (up to five characters) with which the Payroll Number is associated.
PYGP	Short Description	INDIV PROVIDER	Data Entry	Required. Short description of the payroll group code.
PYGP	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
PYGP	From	01/01/1900	Data Entry	Required. For initial setup, standard 'From' or effective date is 01/01/1900.

Appendix C/Advantage HRM/Configuration Elements /Payroll Number

Table – Payroll Number (PYNO)

CI	Document Name
‹› **CI-124490** - DSD CFGN Payroll Number PYNO IMPLEMENTED	DSD_CFGN_Payroll_Number_PYNO.doc

Table	Field	Value	Source	Comments
PYNO	Payroll Number	SEMII	Data Entry	Required. The identification code associated with the payroll number.
PYNO	Payroll Group	IP	Selected Value	Required. The identification code associated with the payroll group (up to five characters) with which the Payroll Number is associated. This pick list provides a list of entries that were created on the PYGP screen.
PYNO	Short Description	IP SEMI-MONTHLY	Data Entry	Required. Short description of the payroll number.
PYNO	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
PYNO	Payment Frequency ID	Semi-monthly	Selected Value	Required. The value to indicate the frequency of payment for the pay class: Weekly, Bi-weekly, Monthly, Semi-monthly and Annually.
PYNO	From	07/01 /2007	Data Entry	Required. The date this PYNO record is to become effective. A PYNO needs to be created for every CYCL.
PYNO	Pay Cycle	SEMI	Selected Value	Required. The identification code associated with the CYCL.
PYNO	Timesheet	Unchecked	Data Entry	Default. Used to indicate whether production of pre-printed timesheets for this payroll number should be allowed. This will remain unchecked for CMIPS.

Appendix C/Advantage HRM/Configuration Elements/Check Print Parameters

Table – Check Print Parameters (CPRM)

CI	Document Name
<> **CI-124432** - DSD CFGN Check Print Parameters CPRM `IMPLEMENTED`	DSD_CFGN_Check_Print_Parameters_CPRM.doc

Table	Field	Value	Source	Comments
CPRM	Pay Cycle	SEMI	Selected Value	Required. Must be configured on CYCL table.
CPRM	Payroll Group	IP	Selected Value	Required. Must be configured on PYGP table.
CPRM	Check/NPD ID	Check Files	Selected Value	Required. Choices are Check Files or Direct Deposit Files.
CPRM	Bank Account	1000	Selected Value	Required. Must be configured on the BANK table.
CPRM	Last Check Number Used	1000000000000	Data Entry	Required. The number with which processing should start.

Appendix C/Advantage HRM/Configuration Elements/Pay Period

Table – Pay Period (PERD)

CI	Document Name
⟨⟩ **CI-124486** - DSD CFGN Pay Period PERD [IMPLEMENTED]	DSD_CFGN_Pay_Period_PERD.doc

Table	Field	Value	Source	Comments
PERD	Payroll Number	SEMII	Selected Value	Required. The payroll number's identification code. Values come from the PYNO screen.
PERD	Short Description	IP SEMI-MONTHLY	Data Entry	Required. Short description of the PERD.
PERD	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
PERD	Pay Period Start Date	07/01/2007	Data Entry	Required. The start date of the current pay period for the payroll number.
PERD	Pay Period End Date	07/15/2007	Data Entry	Required. The last day of the current pay period for the payroll number.
PERD	Accept Bank Amount		System Inferred	Default. A timesheet event might have a blank input amount if TADJ is automatically generated. Select checkbox if events with blank input amounts are to be ignored. Deselect the checkbox if events with blank input amounts should generate error messages.
PERD	Run GTN	Checked	Data Entry	Rule Driven. Indicates whether GTN should be run on this payroll number. If the checkbox is selected, the result is to run GTN for this payroll number. If not selected, the result is not to run GTN on this payroll number
PERD	Idle in Prelim Payroll		System Inferred	Default. Checking this field will prevent changes to data that would cause a preliminary run to be inaccurate or incorrect upon commit. If a regular payroll is run for the same payroll number while a preliminary payroll is in process, the preliminary run could not be completed due to numerous data inconsistencies in the regular database. For this purpose, when a Preliminary Payroll run completes the Preliminary Preprocessor, this checkbox is checked. When either of the Commit or Clear batch jobs is completed, the checkbox is reset to unchecked. While this checkbox is checked, the following actions are restricted: • Running a payroll for the selected payroll number. • Running an additional Preliminary payroll for the selected payroll number. • Submitting any document that updates employee information.
PERD	GTN Process Number	1	Data Entry	Required. A five-digit number that determines what payroll numbers are selected when GTN is run. In order to be run, the process number on the Pay Period (PERD) screen must match the process number in the HA00210C parameter card. The GTN Process Number is required and should default to one if left blank.
PERD	Run Timesheet	No	Selected Value	Default. Indicates whether production of pre-printed timesheets for this payroll number should be allowed.

Appendix C/Advantage HRM/Configuration Elements /Payment Adjustments

At least one Retro Frequencies entry must be entered in order to run an offline retroactive pay process successfully. If all retroactive pay triggers are to be picked up every time retroactive pay processing runs, all asterisks (*) need to be entered in all fields, leaving Retro Frequencies blank.

Appendix C/Advantage HRM/Configuration Elements /Payment Adjustments/Retro Frequency Selection

Table - Retro Frequency Selection (RSEL)

CI	Document Name
<> **CI-124493** - DSD CFGN Retro Frequency Selection RSEL `IMPLEMENTED`	DSD_CFGN_Retro_Frequency_Selection_RSEL.doc

Table	Field	Value	Source	Comments
RSEL	Payroll Number	*****	Selected Value	Required. The identification number or code associated with a specific group of employees' payroll number (PYNO). Use ***** to select all. Single value for CMIPS.
RSEL	Personnel Action	*****	Selected Value	Required. The identification number or code associated with the personnel action code. Use ***** to select all. Single value for CMIPS.
RSEL	Personnel Action Reason	***	Selected Value	Required. The identification number or code associated with the personnel action reason. Use *** to select all. Single value for CMIPS.
RSEL	Document Code	*****	Selected Value	Required. The alpha-numeric identification code assigned to the document on the Document Control table. Use ***** to select all. Single value for CMIPS.
RSEL	From	07/01 /2007	Data Entry	Required. The date this record becomes effective. Single value for CMIPS.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation

The tables below indicate how FLSA will be initiated to calculate overtime for the IHSS program. These tables will not be configured for implementation, since at this time FLSA does not apply to In-Home employees.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Work Day

Table – Work Day (WDAY)

CI	Document Name
<> **CI-124514** - DSD CFGN Work Day WDAY [IMPLEMENTED]	DSD_CFGN_Work_Day_WDAY.doc

Table	Field	Value	Source	Comments
WDAY	Work Cycle	WKCY	Selected Value	Required. The identification code associated with the work cycle being defined.
WDAY	Month	July	Selected Value	Required. Values 01 - 12 signifying a month of the year.
WDAY	Year	2007	Data Entry	Required. The year associated with the work cycle.
WDAY	Schedule Date	07/01/2007	Data Entry	Required. The date for which a work day schedule entry is defined.
WDAY	Schedule Type	Work Day	Selected Value	Required. The type associated with the date in the work day schedule. Valid values are: Contract Only, Holiday, Work Day, Off Day.
WDAY	Hours	8	Data Entry	Required. The hours that are to be associated with the day being defined on the work day schedule. If start and end times have been entered for any of the Start Time/End Time periods, this field will be calculated as the total number of work hours for the day for all periods.
WDAY	Shift 1 – 4		Data Entry	Optional. This field identifies the shift for which a start time and end time is defined. Four separate shifts can be defined for each work day.
WDAY	Start Time 1 – 4		Data Entry	Optional. For each work day, four different Time In/Time Out periods, or shifts, can be defined. The format of these fields depends on the Site Specific Parameters (SPAR) entry TIMESHEET CLOCK DISPLAY to determine whether the input and display should be in "Normal" (AM/PM) or "Military" Time.
WDAY	End Time 1 – 4		Data Entry	Optional. For each work day, four different Time In/Time Out periods, or shifts, can be defined. The format of these fields depends on the Site Specific Parameters (SPAR) entry TIMESHEET CLOCK DISPLAY to determine whether the input and display should be in "Normal" (AM/PM) or "Military" Time.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Work Cycle

Table – Work Cycle (WKCY)

CI	Document Name
<> **CI-124513** - DSD CFGN Work Cycle WKCY IMPLEMENTED	DSD_CFGN_Work_Cycle_WKCY.doc

Table	Field	Value	Source	Comments
WKCY	Work Cycle	WKCY	Data Entry	Required. The identification code associated with the work cycle being defined.
WKCY	Short Description	WORK CYCLE	Data Entry	Required. Text used to define the work cycle.
WKCY	Long Description		Data Entry	Optional. This field will default to the short description. A lengthier description can be entered if more detail is required.
WKCY	Number of Days in Work Period	7	Data Entry	Required. This field determines the number of days in one iteration of the work cycle.
WKCY	Scheduled Hours per Work Period	40	Data Entry	Required. The number of hours regularly scheduled for the work period.
WKCY	Holiday Schedule ID		Selected Value	Blank. This field specifies the holiday schedule that is associated with the work cycle.
WKCY	Populate WDAY Through		Data Entry	Blank. This field indicates the last day to be populated on the WDAY table for that work cycle. Populate Work Day Through date must be populated if any fields on the Schedule section populated.
WKCY	Date of First Work Cycle Start		Data Entry	Blank. This field indicates what date will be the first day populated for that work cycle on Work Day (WDAY). Date of First Work Cycle Start must be populated if any fields on the Schedule section are populated.
WKCY	Schedule Pattern		Selected Value	Blank. This field indicates the schedule pattern that is used with this Work Cycle.
WKCY	Days of the Week	Checked	Data Entry	Required. Check the days of the week that apply to the work cycle.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/FLSA and Client Comp Work Cycle

Table – FLSA and Client Comp Work Cycle (FCWK)

CI	Document Name
<> CI-124465 - DSD CFGN FLSA and Client Comp Work Cycle FCWK [IMPLEMENTED]	DSD_CFGN_FLSA_and_Client_Comp_Work_Cycle_FCWK.doc

Table	Field	Value	Source	Comments
FCWK	Work Cycle	WKCY	Data Entry	Required. The identification code associated with the FLSA or CCOMP work cycle.
FCWK	Short Description	WORK CYCLE	Data Entry	Required. Text used to describe the work cycle.
FCWK	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
FCWK	From	01/01/1900	Data Entry	Required. For initial setup, standard 'From' or effective date is 01/01/1900.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/FLSA and Client Comp Hours

Table – FLSA and Client Comp Hours (FCHR)

CI	Document Name
<> **CI-124516** - DSD CFGN FLSA and Client Comp Hours FCHR IMPLEMENTED	DSD_CFGN_FLSA_and_Client_Comp_Hours_FCHR.doc

Table	Field	Value	Source	Comments
FCHR	Plan Type ID	WKCY	Data Entry	Required. The identification number associated with the FLSA or CCOMP Plan Type.
FCHR	Short Description	WORK CYCLE	Data Entry	Required. Text used to describe the Plan Type.
FCHR	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
FCHR	Number of Cycle Days	7	Data Entry	Required. The number of days in the cycle for the FLSA or CCOMP Plan Type. Values must be 7 – 28.
FCHR	Number of FLSA Maximum Regular Hours	40	Data Entry	Required. The federally mandated maximum number of regular hours in the FLSA cycle for this plan.
FCHR	Number of Client Comp Maximum Regular Hours	40	Data Entry	Required. The federally mandated maximum number of regular hours in the CCOMP cycle for this plan.
FCHR	From	01/01/1900	Data Entry	Required. For initial setup, standard 'From' or effective date is 01/01/1900.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/FLSA Profile

Table – FLSA Profile (FLPR)

CI	Document Name
<> **CI-124466** - DSD CFGN FLSA Profile FLPR IMPLEMENTED	DSD_CFGN_FLSA_Profile_FLPR.doc

Table	Field	Value	Source	Comments
FLPR	FLSA Profile	FLSA	Data Entry	Required. The identification code associated with the FLSA profile.
FLPR	Short Description	FLSA PROFILE	Data Entry	Required. Text used to describe the FLSA Profile.
FLPR	Long Description		Data Entry	Optional. This field will default to the short description. A lengthier description can be entered if more detail is required.
FLPR	Plan Type	FLHR	Selected Value	Required. The identification number associated with the FLSA or CCOMP Plan Type (FLHR).
FLPR	Pay Type	FLSAP	Selected Value	Required. The identification code associated with the pay event that is used in paying the FLSA overtime premium. The code must be valid on the Pay and Leave Events (EVNT) screen with the Event Type ID set to FLSA Pay Type. The category in which this pay type resides must also have an Event Type ID of FLSA Pay Type. The pay type in this field could vary for different FLSA profiles, if the pay types had different minimum wages specified on the Pay and Leave Events (EVNT) screen.
FLPR	Work Cycle	WKCY	Selected Value	Required. The identification code associated with the FLSA or CCOMP work cycle (FCWK).
FLPR	From	01/01 /1900	Data Entry	Required. For initial setup, standard 'From' or effective date is 01/01/1900.
FLPR	Event Type		Selected Value	Blank. Required if maximum number of hours is greater than zero; otherwise, leave blank. If this FLSA profile permits payment for compensatory time earned, enter the appropriate event type code (EVNT) for the leave time to be accrued.
FLPR	Offset Event Type		Selected Value	Blank. Required if maximum number of hours is greater than zero; otherwise, leave blank. If this FLSA profile permits overtime to be accrued as comp time rather than pay, enter the event type (EVNT) used to reverse the amount originally associated with the overtime.
FLPR	Category		Selected Value	Blank. Required if maximum number of hours is greater than zero; otherwise, leave blank. If this FLSA profile permits payment for compensatory time earned, enter the appropriate pay category code (CATG).
FLPR	Max Number of Hours		Data Entry	Blank. The maximum number of hours of compensatory time that can be accrued for this FLSA profile. Once this maximum is reached, the system pays out the FLSA premium in dollars instead of compensatory time.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Calendar Date

Table – Calendar Date (CLDT)

CI	Document Name
<> **CI-124430** - DSD CFGN Calendar Date CLDT AdvHR `IMPLEMENTED`	DSD_CFGN_Calendar_Date_CLDT_AdvHR.doc

Table	Field	Value	Source	Comments
CLDT	Calendar Date	07/04/2008	System Inferred	Required. The month, day and year associated with a date. The format is MM-DD-CCYY. This date is for defining a default fiscal year and accounting period, plus setting other options for batch controls. Result of the NYTI job.
CLDT	Fiscal Year	2009	System Inferred	Required. The fiscal year associated with an account or record. Validated against a Fiscal Year table that contains controls and other attributes of the year. Result of the NYTI job.
CLDT	Fiscal Period	1	System Inferred	Required. The fiscal period with which this calendar date is associated. Must be valid on the Accounting Period table for the specified fiscal year. Valid values are 0-99. Result of NYTI job.
CLDT	Holiday	Checkbox is checked	System Inferred	Optional. This field indicates the day is a recognized holiday when selected. Result of the NYTI job.
CLDT	Federal /Bank Holiday	Checkbox is checked	System Inferred	Optional. This field indicates that the calendar day is a federal/bank holiday used by processes that does not desire to create output on a day when it is a federal or bank holiday. Result of the NYTI job.
CLDT	Weekend	Checkbox is not checked	System Inferred	Default. This field indicates the day is a weekend day when selected. Result of the NYTI job.
CLDT	Billing Month Last Day	Checkbox is not checked	System Inferred	Blank. This field indicates the day is considered the last day of a month for billing customers. This day does not have to be the highest numbered day in a month or the last day of a month that is not a holiday. CDSS is not using the Accounts Receivable business function at this time. Result of the NYTI job.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/County

Table – County (CTY)

CI	Document Name
<> **CI-124436** - DSD CFGN County CTY `IMPLEMENTED`	DSD_CFGN_County_CTY.doc

Table	Field	Value	Source	Comments
CTY	County	5701	Data-Entry	Required. County/district office combination.
CTY	County Name	Yolo	Data-Entry	Optional.
CTY	County Short Name	Yolo	Data-Entry	Optional.
CTY	State/Province	CA	Data-Entry (Default)	Required. Country will default from the state used.
CTY	County FIPS Code	http://www.census.gov/geo/www/fips/fips65/data/06000.html	Data-Entry	Required. These numbers are different than the state's county numbers used for implementation. The DE-1 (employer registration file) requires the county FIPS code, even though it's not a required field for payroll processing.
CTY	State FIPS Code	06	Data-Entry (Default)	Required. According to http://www.census.gov/geo/www/fips/fips65/data/06000.html, the State of California is '06.'

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Automatic Document Numbering

Table – Automatic Document Numbering (ADNT)

CI	Document Name
CI-124418 - DSD CFGN Automatic Document Numbering ADNT AdvFin IMPLEMENTED	DSD_CFGN_Automatic_Document_Numbering_ADNT_AdvFin.doc

Table	Field	Value	Source	Comments
ADNT	Fiscal Year	2009	Data-Entry	Required.
ADNT	Document Code	ESMT	Data-Entry	Required. Document code. Those in use by CMIPS: ADDR, ATTR, ESMT, FAMC, GARN, LEVY, MISC, NPD, OCHK, PEND, TADJ, TAX, OTDED, OPAY, PREXP, PRLIA, PRLID, PRLNP, PRLVP, etc.
ADNT	Department	****	Default	Required. Default to allow for all departments to be used.
ADNT	Prefix	****	Default	Required.
ADNT	Usage	Not Restricted	Default	Required.
ADNT	Include Date	Check (y)	Default	Required.
ADNT	Date Format	MMDDCCYY	Default	Required.
ADNT	Required	Check (y)	Default	Required.
ADNT	Number From	1	Default	Required.
ADNT	Number To	9999999	Default	Required.
ADNT	Format Field Length	20	Default	Required.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/EEO Job Category

Table – EEO Job Category (EEOC)

CI	Document Name
<> **CI-124449** - DSD CFGN EEO Job Category EEOC IMPLEMENTED	DSD_CFGN_EEO_Job_Category_EEOC.doc

Table	Field	Value	Source	Comments
EEOC	Job Category	P	Data-Entry	Required.
EEOC	Short Description	PROVIDER	Data-Entry	Required.
EEOC	Federal Job Category	Paraprofessional	Selected value	Required. http://www.eeoc.gov/eeo1survey/2007instruct.html.
EEOC	Long Description		Data-Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/EEO Job Function

Table – EEO Job Function (EEOF)

CI	Document Name
<> **CI-124450** - DSD CFGN EEO Job Function EEOF IMPLEMENTED	DSD_CFGN_EEO_Job_Function_EEOF.doc

Table	Field	Value	Source	Comments
EEOF	EEO Function	P	Data-Entry	Required.
EEOF	Short Description	PROVIDER	Data-Entry	Required.
EEOF	Long Description		Data-Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
EEOF	Federal Function	Public Welfare	Selected Value	Required.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Occupational Group

Table – Occupational Group (OCCG)

CI	Document Name
◇ **CI-124483** - DSD CFGN Occupational Group OCCG `IMPLEMENTED`	DSD_CFGN_Occupational_Group_OCCG.doc

Table	Field	Value	Source	Comments
OCCG	Job Category	P	Data-Entry	Required.
OCCG	Short Description	PROVIDER	Data-Entry	Required.
OCCG	Long Description		Data-Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Employment Status

Table – Employment Status (EMPS)

CI	Document Name
CI-124457 - DSD CFGN Emplyment Status EMPS IMPLEMENTED	DSD_CFGN_Emplyment_Status_EMPS.doc

Table	Field	Value	Source	Comments
EMPS	Status	A	Data-Entry	Rule Driven. Value used to identify the employment status. Valid values: • A = Active • L = Leave • T = Terminated • D = Deceased • C = Recipient • R = Advance Pay Recipient • M = Restaurant Meals
EMPS	Short Description	ACTIVE	Data-Entry	Required.
EMPS	Long Description		Data-Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
EMPS	From	01/01/1900	Data-Entry	Required.
EMPS	Base Pay Type	GP1	Selected value	Rule Driven. Choose the appropriate Base Pay Type that associates with the Status.
EMPS	Accept Leave Events	Checked	Data-Entry	Rule Driven. If the Status is one that accepts pay events, and we also need to capture cut-back hours as leave without pay for reporting purposes, this will be checked. If the Status does not apply to cut-back hours (as in Restaurant Meals or Advance Pay) it will be unchecked.
EMPS	Accept Pay Events	Checked	Data-Entry	Rule Driven. Based on the pay events selected.
EMPS	Accept One-Time Adjustments	Checked	Data-Entry	Required.
EMPS	Generate Exception Pay	Checked	Data-Entry	Rule Driven. Uncheck if the Status is 'T', 'L', 'I' or 'D.'
EMPS	Generate Paycheck	Checked	Data-Entry	Rule Driven. We do want zero dollar ($0) pay checks to be issued for Advance Pay Providers.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Personnel Action Code

Table – Personnel Action Code (PACT)

CI	Document Name
◆ **CI-124491** - DSD CFGN Personnel Action Code PACT `IMPLEMENTED`	DSD_CFGN_Personnel_Action_Code_PACT.doc

Table	Field	Value	Source	Comments
PACT	Personnel Action	ELIG	Data-Entry	Rule Driven. Those used for CMIPS: • EHIRE = Eligible; new hire action. • ELIG = Eligible; other items changed on ESMT. • LEAV = Provider/Recipient is on leave. • TERM = Provider/Recipient relationship has been terminated, either permanently or for an unspecified period of time.
PACT	Short Description	ELIGIBLE	Data-Entry	Required. The short description for EHIRE and ELIG will be the same, 'Eligible.'
PACT	Long Description	ELIGIBLE EXISTING EMPLOYEE	Data–Entry	Required. The long description for EHIRE and ELIG will be different, in order to differentiate between the Eligible New Hire Action versus other types of actions taken on an eligible Provider.
PACT	New Appointment	Uncheck	Data-Entry	Rule Driven. Only checked for the code EHIRE; unchecked for all others.
PACT	Allow New Effective Date	Checked	Data-Entry	Required. Checked for all codes.
PACT	From	01/01/1900	Data-Entry	Default. Single value for CMIPS.
PACT	Changes to Workforce	No Effect	Selected Value	Default. This is used for EEO reporting. Not necessary for CMIPS.
PACT	Valid Document	ESMT	Data-Entry	Required. To enable the Status to be part of the Selected Value list on the ESMT document.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Suffix

Table – Suffix (SUFX)

CI	Document Name
‹› **CI-124499** - DSD CFGN Suffix SUFX [IMPLEMENTED]	DSD_CFGN_Suffix_SUFX.doc

Table	Field	Value	Source	Comments
SUFX	Name Suffix	JR	Data-Entry	Rule Driven. Valid suffix for use on the ESMT transaction. Examples: SR, JR, I, II, III, IV, V, VI, VII, VIII, IX, X.
SUFX	Short Description	JR	Data-Entry	Required.
SUFX	Long Description		Data-Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
SUFX	From	01/01/1900	Data-Entry	Required.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Ethnicity

Table – Ethnicity (ETHN)

CI	Document Name
‹› **CI-124458** - DSD CFGN Ethnicity ETHN IMPLEMENTED	DSD_CFGN_Ethnicity_ETHN.doc

Table	Field	Value	Source	Comments
ETHN	Ethnicity	O	Data-Entry	Rule Driven. Valid Ethnicity Code for use on the ATTR document. Single value for CMIPS.
ETHN	Short Description	NOT APPLICABLE	Data-Entry	Required. Single value for CMIPS.
ETHN	Long Description		Data-Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
ETHN	Federal Ethnicity	WHITE	Selected Value	Default. Single value for CMIPS.
ETHN	From	01/01/1900	Data-Entry	Required.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Civil Service Status

Table – Civil Service Status (CIVS)

CI	Document Name
<> **CI-124434** - DSD CFGN Civil Service Status CIVS IMPLEMENTED	DSD_CFGN_Civil_Service_Status_CIVS.doc

Table	Field	Value	Source	Comments
CIVS	Civil Service Status	GP1	Data-Entry	Required. Duplicate list of applicable base pay types to be available as a selected value list on the ESMT document for each Provider. This value will be placed on each line of the TADJ document for payment to the payee.
CIVS	Short Description	GROSS WAGES IP	Data-Entry	Required. Matches short description on the Pay Event (EVNT).
CIVS	Long Description	GROSS WAGES IP	Data-Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
CIVS	From Date	01/01/1900	Data-Entry	Required.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Name Change Reason

Table – Name Change Reason (NMCR)

CI	Document Name
‹› **CI-124478** - DSD CFGN Name Change Reason NMCR `IMPLEMENTED`	DSD_CFGN_Name_Change_Reason_NMCR.doc

Table	Field	Value	Source	Comments
NMCR	Name Change Reason	CHG	Data-Entry	Required. One value for CMIPS.
NMCR	Short Description	CHANGE	Data-Entry	Required. Short description of the NMCR.
NMCR	Long Description	CHANGE	Data-Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
NMCR	From Date	01/01/1900	Data-Entry	Required.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Deduction Type

Table – Deduction Type (DEDT)

CI	Document Name
⟨⟩ **CI-124442** - DSD CFGN Deduction Type DEDT IMPLEMENTED	DSD_CFGN_Deduction_Type_DEDT.doc

Table	Field	Value	Source	Comments
DEDT	General Information			
DEDT	Deduction Type	HLTH	Data Entry	Required. Name of the deduction type
DEDT	Short Description	HEALTH CARE	Data Entry	Required. This field stores the short description of the DEDT.
DEDT	Long Description	HEALTH CARE BENEFIT	Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
DEDT	Category	HLTH	Data Entry	Required. Category into which the deduction type is included from the CATG table. Must be configured on CATG.
DEDT	From	01/01 /2004	Data Entry	Required. Effective date for Deduction Type
DEDT	To		Data Entry	Optional. Defaults to 12/31/9999 but can contain date when type is no longer effective.
DEDT	Fringe Pay Type		Data Entry	Rule Driven. This field is used to indicate whether the deduction is the liability side of an employer paid fringe. Values will be entered for Employee tax deduction types.
DEDT	Fringe Pay Type Desc			
DEDT	Deduction Processing Order Number	30	Data Entry	Required. Number indicating in which order the deduction should be taken from the pay check.
DEDT	Deduction Acceptance Priority Number	30	Data Entry	Required. Number indicating in which order the deduction should be backed out of the pay check if there are insufficient funds in the check.
DEDT	Deduction Information			
DEDT	Employee vs. Appointment	Appointm ent	Selected Value	Default. Indication as to if the tax deduction should be taken on an Employee or Appointment basis or both.
DEDT	Deduction Policy Rule	No Restriction	Selected Value	Required. For CMIPS, deduction policy rule will be set to Enforce by Type/Plan for all deductions that are liens. It will be set to No Restriction for all deductions that are overpayments or taxes.
DEDT	Permanent Deduction Allowed	Checkbox is checked	Data Entry	Required. Will be unchecked for any deduction that is to be a onetime deduction only.
DEDT	EFT Allowed	Checkbox is checked	Data Entry	Optional. Check box if collected amount can be transferred electronically to the vendor.
DEDT	Automatic Deduction Termination	Checkbox is checked	Data Entry	Required.
DEDT	Include in Supplemental Pay Cycle	Unchecked	Data Entry	Optional.

DEDT	Use Check Date for Rate	Unchecked	Data Entry	Rule Driven. If the deduction is a tax that should be calculated against the rate of the payment's processing date, then this should be checked. If the deduction should be calculated against the rate of the date worked, then this should be unchecked.
DEDT	Deduction Goal ID	N	Selected Value	Rule Driven. Most deductions will be "Not Goal Oriented." Garnishments, with the exception of support orders, will usually be "Goal Oriented."
DEDT	Goal Type	Dollar	Selected Value	Rule Driven. If Deduction Goal Id is Goal Oriented, a selection must be made.
DEDT	Federal/State Marital Status		Selected Value	Blank for non-tax deductions. Enter the marital status to be used for the tax deduction.
DEDT	Deduction Class ID	No Special Processing	Selected Value	Default. All non-tax deductions will use "No Special Processing". FICA, Medicare and SDI will use 'FICA Deduction.' ETT, SUI and FUTA will use 'Individual Employment Taxes.'
DEDT	Recycle Deduction		Data Entry	Optional. If selected, indicates the deduction should be recycled in a subsequent pay cycle if it has caused a negative net condition and been rejected. If not selected, indicates the deduction should not be recycled.
DEDT	Partial Deduction Report		Data Entry	Optional. If this deduction is not fully taken, select the checkbox to indicate that the deduction should be included on the Deduction Processing Exceptions Report. Clear the checkbox to indicate the deduction should not be reported when this deduction is not fully taken.
DEDT	Take Partial Deduction		Data Entry	Optional. If selected, a partial deduction should be taken. A partial deduction should be taken if taking the entire deduction would result in a negative net condition. If not selected, a partial deduction should not be taken.
DEDT	Valid Documents			
DEDT	Valid Document 1		Selected Value	Required. Values used by CMIPS for deduction processing include: FAMC, GARN, LEVY, MISC, OTDED and EADJ
DEDT	Valid Document 1 to 5 Desc		Data Entry	
DEDT	Deduction Registers			
DEDT	Deduction Register 1 to 10		Data Entry	
DEDT	Employment Status 1 to 10		Data Entry	

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Deduction Plan

Table – Deduction Plan (DPLN)

CI	Document Name
<> **CI-124439** - DSD CFGN Deduction Plan DPLN IMPLEMENTED	DSD_CFGN_Deduction_Plan_DPLN.doc

Table	Field	Value	Source	Comments
DPLN	General Information			
DPLN	Deduction Type	HLTH	Selected Value	Required. Select the Deduction Type to tie to a specific Deduction Plan. Must be configured on DEDT.
DPLN	Deduction Plan	H5711	Data Entry	Required. Enter the name of the Deduction plan to be tied to this Deduction Type.
DPLN	Short Description	57 HEALTHCARE	Data Entry	Required. This field stores the short description of the DPLN.
DPLN	Long Description	YOLO COUNTY HEALTHCARE PLAN	Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is required.
DPLN	From	01/01/2004	Data Entry	Required. Effective date for Deduction Plan.
DPLN	To		Data Entry	Optional. Defaults to 12/31/9999 but can contain date when plan is no longer effective.
DPLN	Deduction Frequency			
DPLN	Semi-Monthly	8.72	Data Entry	Optional. Deduction amount can be set on the plan or overridden on the document being used to process the deduction.
DPLN	Monthly		Data Entry	Optional. Deduction amount can be set on the plan or overridden on the document being used to process the deduction.
DPLN	Employee Override Allowed		Selected Value	Rule Driven. Will be set to "Required" for deduction plans that do not utilize a common deduction amount such as garnishments.
DPLN	Deduction Percent		Data Entry	Optional. Deduction percentage can be set on the plan or overridden on the document being used to process the deduction.
DPLN	Deduction Parameters			
DPLN	One-time Deduction Allowed		Selected Value	Optional. Indicates whether a one-time deduction is allowed for this deduction.
DPLN	Include/Exclude Pay ID		Data Entry	Optional. Can set the option to exclude certain pay events, such as FUTAP, so that the pay is not included in a given Deduction Plan.
DPLN	Include/Exclude Deduction ID		Data Entry	Optional. Can set the option to exclude certain deduction events, such as FUTAR, so that the deduction is not included in a given Deduction Plan.
DPLN	Special Routine ID			
DPLN	Special Routine ID		Selected Value	Optional. Several predefined special routines exist. One can be selected if appropriate for the deduction being configured.

DPLN	Amount/Percent 1		Data Entry	Rule Driven. Parameter entered is dependent on the Special Routine selected.
DPLN	Amount/Percent 2		Data Entry	Rule Driven. Parameter entered is dependent on the Special Routine selected.
DPLN	Amount/Percent 3		Data Entry	Rule Driven. Parameter entered is dependent on the Special Routine selected.
DPLN	Amount/Percent 4		Data Entry	Rule Driven. Parameter entered is dependent on the Special Routine selected.
DPLN	Amount/Percent 5		Data Entry	Rule Driven. Parameter entered is dependent on the Special Routine selected.
DPLN	Amount/Percent 6		Data Entry	Rule Driven. Parameter entered is dependent on the Special Routine selected.
DPLN	Amount/Percent 7		Data Entry	Rule Driven. Parameter entered is dependent on the Special Routine selected.
DPLN	Amount/Percent 8		Data Entry	Rule Driven. Parameter entered is dependent on the Special Routine selected.
DPLN	Amount/Percent 9		Data Entry	Rule Driven. Parameter entered is dependent on the Special Routine selected.
DPLN	Amount/Percent 10		Data Entry	Rule Driven. Parameter entered is dependent on the Special Routine selected.
DPLN	Payment Voucher Information			
DPLN	BSA	3401	Selected Value	Rule Driven. The balance sheet account used to accrue the expenses, if these are to be paid to a vendor, such as Health Benefit Plans.
DPLN	Vendor	VC0000000057	Selected Value	Rule Driven. The vendor that would be paid for this plan, such as the County Treasurer. For all lien plans, with the exception of IRS Tax Levies, the vendor will be defaulted to LIENHOLDER001.
DPLN	Generate Payment Voucher		Data Entry	Rule Driven. Indicates whether a financial payment voucher is to be generated through PAM. For CMIPS, this flag is checked.
DPLN	Payment Voucher Type	External	Selected Value	Rule Driven. This is selected as 'external' for CMIPS.
DPLN	Fund Accounting			
DPLN	Object		Selected Value	Rule Driven. This value is populated with the object that should be entered on the transaction. Typically 'blank' when the above fields are populated.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Employer Fringe Benefits Type

Table – Employer Fringe Benefits Type (EFBT)

CI	Document Name
CI-124455 - DSD CFGN Employer Fringe Benefits Type EFBT IMPLEMENTED	DSD_CFGN_Employer_Fringe_Benefits_Type_EFBT.doc

Transaction	Field	Value	Source	Comments
EFBT	Deduction Type	CFICR	Data Entry	Required. Enter the employer portion of the benefit that will be tied to the Fringe Pay Type setup for the employer expense.
EFBT	Short Description	FICA EMPLO YER	Data Entry	Required. This field stores the short description of the EFBT
EFBT	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is Required
EFBT	Benefit Type Class	CMIPS	Data Entry	Required. Enter the benefit type class for the employer portion of the deduction. Must be configured on BTCL.
EFBT	Category	CFICR	Data Entry	Required. Enter the employer Deduction Category to tie to this deduction. Must be configured on CATG.
EFBT	From	07/01 /2007	Data Entry	Required. Effective date for Employer Fringe Benefits Type.
EFBT	To		Data Entry	Default. Defaults to 12/31/9999, but can contain the date the type is no longer effective.
EFBT	Fringe Pay Type	CFICP	Data Entry	Required. Select the corresponding fringe pay type. Must be configured on EVNT.
EFBT	Deduction Processing Order Number	5	Data Entry	Required. Number indicating in which order the deduction should be taken from the pay check.
EFBT	Deduction Acceptance Priority Number	5	Data Entry	Required. Number indicating in which order the deduction should be "backed out" of the pay check if there are insufficient funds in the check.
EFBT	Employee vs. Appointment	Appoint ment	Data Entry	Required. Fringe Pay deductions will be taken at the appointment level.
EFBT	Deduction Information			
EFBT	Employee vs. Appointment	Appoint ment	Selected Value	Default. Indication as to if the tax deduction should be taken on an Employee or Appointment basis, or both.
EFBT	Deduction Policy Rule	No Restricti on	Selected Value	Required. For CMIPS, deduction policy rule will be set to No Restriction, except for deductions that are taxes.
EFBT	Permanent Deduction Allowed	Uncheck ed	Data Entry	Required. Will be unchecked for any deduction that is to be a onetime deduction only.
EFBT	EFT Allowed	Checked	Data Entry	Optional. Check box if collected amount can be transferred electronically to the vendor.
EFBT	Automatic Deduction Termination	Checked	Data Entry	Required.

EFBT	Include in Supplemental Pay Cycle	Checked	Data Entry	Required. For CMIPS, all deductions are to be included in supplemental pay cycles.
EFBT	Variable Benefit Cost	No	Selected Value	Default. One value for CMIPS.
EFBT	Use Check Date for Rate	Checked	Data Entry	Rule Driven. If the deduction is a tax that should be calculated against the rate of the payment's processing date, then this should be checked. If the deduction should be calculated against the rate of the date worked, then this should be unchecked.
EFBT	Deduction Goal ID	Not Goal Oriented	Selected Value	Rule Driven. Most deductions will be "Not Goal Oriented". Garnishments, with the exception of support orders, will usually be "Goal Oriented"
EFBT	Goal Type		Selected Value	Rule Driven. If Deduction Goal Id is Goal Oriented, a selection must be made.
EFBT	Federal/State Marital Status		Selected Value	Blank for non-tax deductions. Enter the marital status to be used for the tax deduction.
EFBT	Deduction Class ID	FICA Deduction	Selected Value	Default. All non-tax deductions will use "No Special Processing". FICA, Medicare and SDI will use 'FICA Deduction'. ETT, SUI and FUTA will use 'Individual Employment Taxes'.
EFBT	Recycle Deduction	Unchecked	Data Entry	Optional. If selected, indicates the deduction should be recycled in a subsequent pay cycle if it has caused a negative net condition and been rejected. If not selected, indicates the deduction should not be recycled
EFBT	Partial Deduction Report	Unchecked	Data Entry	Optional. If this deduction is not fully taken, select the checkbox to indicate that the deduction should be included on the Deduction Processing Exceptions Report. Clear the checkbox to indicate the deduction should not be reported when this deduction is not fully taken.
EFBT	Take Partial Deduction	Unchecked	Data Entry	Optional. If selected, a partial deduction should be taken. A partial deduction should be taken if taking the entire deduction would result in a negative net condition. If not selected, a partial deduction should not be taken.
EFBT	Valid Documents			
EFBT	Valid Document 1	TAX	Selected Value	Required. Values used by CMIPS for deduction processing include: FAMC, GARN, LEVY, MISC, OTDED and EADJ, TAX

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Employer Fringe Benefits Plan

Table – Employer Fringe Benefits Plan (EFBP)

CI	Document Name
‹› **CI-124454** - DSD CFGN Employer Fringe Benefits Plan EFBP `IMPLEMENTED`	DSD_CFGN_Employer_Fringe_Benefits_Plan_EFBP.doc

Transaction	Field	Value	Source	Comments
EFBP	Deduction Type	CFICR	Data entry	Required. Enter the deduction plan that will be tied to the Employer Fringe Benefit Plan. Must be configured on DPLN.
EFBP	Deduction Plan	CFICR	Data entry	Required. Enter the deduction plan to tie to the Employer Fringe Benefit plan. This will match up with the deduction type selected above.
EFBP	Short Description	CMIPS FICA ER	Data Entry	Required. This field stores the short description of the EFBP.
EFBP	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is Required
EFBP	From	01/01/2009	Data Entry	Required. Effective date for Employer Fringe Benefits Plan.
EFBP	To	12/31/9999	Data Entry	Default. Defaults to 12/31/9999 but can contain date when plan is no longer effective.
EFBP	Benefit Plan Class		Data Entry	Optional. Enter type of pay to be used for the employer fringe benefit plan. Must be configured on BPCL.
EFBP	Employee Override Allowed	No	Selected Value	Rule Driven. Valid values are No, Yes, and Required. Will be set to "Required" for deduction plans that do not utilize a common deduction amount such as garnishments.
EFBP	Deduction Percent	0.062	Data Entry	Optional. Deduction percentage can be set on the plan or overridden on the document being used to process the deduction.
EFBP	One-time Deduction Allowed	No	Selected Value	Optional. Indicates whether a one-time deduction is allowed for this deduction.
EFBP	Goal Amount	106800	Data Entry	Optional. If the deduction goal is a dollar amount, enter the goal amount. For FICA or Medicare deductions, the Goal Amount field is equal to the FICA or Medicare Wage Base.
EFBP	Annual Cap Amount	106800	Data Entry	Optional. The amount at which the total deduction amount for a year cannot exceed. For example, if the total deduction amount for a year cannot exceed a certain dollar amount, enter that dollar amount as the cap amount. The entered amount is evaluated against the total at the category level.
EFBP	FICA ID	FICA	Selected Value	Optional. If the EFBT indicated this was a FICA type tax or an Individual Employment Tax then choose the corresponding specific tax type from this list.
EFBP	Include /Exclude Pay ID	Exclude Selected	Selected Value	Optional. Can set the option to exclude certain pay events, such as FUTAP, so that the pay is not included in a given deduction plan.
EFBP	Special Routine ID	No Special Routine	Selected Value	Optional. Several predefined special routines exist. One can be selected if appropriate for the deduction being configured.

EFBP	BSA	3205	Selected Value	Rule Driven. The balance sheet account used to accrue the expenses, if these are paid to a vendor, such as health benefit plans.
EFBP	Vendor	VC0000 000076	Selected Value	Rule Driven. The vendor that would be paid for this plan, such as the County Treasurer.
EFBP	Generate Payment Voucher	Checked	Data Entry	Rule Driven. Indicates whether a financial payment voucher is to be generated through PAM. For CMIPS, this flag is checked.
EFBP	Payment Voucher Type	External	Selected Value	Rule Driven. This is selected as 'external' for CMIPS.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Employee Fringe Benefit Type

Table – Employee Fringe Benefit Type (BENT)

CI	Document Name
‹› **CI-124452** - DSD CFGN Employee Fringe Benefit Type BENT `IMPLEMENTED`	DSD_CFGN_Employee_Fringe_Benefit_Type_BENT.doc

Transaction	Field	Value	Source	Comments
BENT	Deduction Type	CFICE	Data Entry	Required. Enter deduction types that will be used for employee fringe benefit types. Employee side is not configured when tax is employer only.
BENT	Short Description	CMIPS FICA EE	Data Entry	Required. This field stores the short description of the BENT.
BENT	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is Required
BENT	Benefit Type Class	CMIPS	Data Entry	Required. Select benefit type class for its corresponding employee fringe deduction type. Must be configured on BTCL.
BENT	Category	CFICE	Data Entry	Required. Select the category to be used for the employee fringe benefit type. Must be configured on CATG.
BENT	From	01/01 /1900	Data Entry	Required. Effective date for Employee Fringe Benefit Type.
BENT	To	12/31 /9999	Data Entry	Default. Defaults to 12/31/9999, but can contain the date the Employee Fringe Benefit Type is no longer effective.
BENT	Deduction Processing Order Number	5	Data Entry	Required. Number indicating in which order the fringe benefit should be taken from the pay check.
BENT	Deduction Processing Acceptance Number	5	Data Entry	Required. Number indicating in which order the fringe benefit should be "backed out" of the pay check if there are insufficient funds in the check.
BENT	Employee vs. Appointment	Appointment	Selected Value	Default. All deductions are to be considered at the appointment level. One value for CMIPS.
BENT	Deduction Policy Rule	Enforce by Type /Plan	Selected Value	Required. For CMIPS, deduction policy rule will be set to No Restriction, except for deductions that are taxes.
BENT	Permanent Deduction Allowed	Unchecked	Data Entry	Required. Will be unchecked for any deduction that is to be a onetime deduction only.
BENT	EFT Allowed	Checked	Data Entry	Optional. Check box if collected amount can be transferred electronically to the vendor.
BENT	Automatic Deduction Termination	Checked	Data Entry	Required.
BENT	Include in Supplemental Pay Cycle	Checked	Data Entry	Required. For CMIPS, all deductions are to be included in supplemental pay cycles.
BENT	Use Check Date for Rate	Checked	Data Entry	Rule Driven. If the deduction is a tax that should be calculated against the rate of the payment's processing date, then this should be checked. If the deduction should be calculated against the rate of the date worked, then this should be unchecked.

BENT	Deduction Goal ID	Not Goal Oriented	Selected Value	Rule Driven. Most deductions will be "Not Goal Oriented". Garnishments, with the exception of support orders, will usually be "Goal Oriented"
BENT	Goal Type		Selected Value	Rule Driven. If Deduction Goal Id is Goal Oriented, a selection must be made.
BENT	Federal/State Marital Status		Selected Value	Blank for non-tax deductions. Enter the marital status to be used for the tax deduction.
BENT	Deduction Class ID	FICA Deduction	Selected Value	Default. All non-tax deductions will use "No Special Processing". FICA, Medicare and SDI will use 'FICA Deduction'. ETT, SUI and FUTA will use 'Individual Employment Taxes.'
BENT	Recycle Deduction	Unchecked	Data Entry	Optional. If selected, indicates the deduction should be recycled in a subsequent pay cycle if it has caused a negative net condition and been rejected. If not selected, indicates the deduction should not be recycled
BENT	Partial Deduction Report	Unchecked	Data Entry	Optional. If this deduction is not fully taken, select the checkbox to indicate that the deduction should be included on the Deduction Processing Exceptions Report. Clear the checkbox to indicate the deduction should not be reported when this deduction is not fully taken.
BENT	Take Partial Deduction	Unchecked	Data Entry	Optional. If selected, a partial deduction should be taken. A partial deduction should be taken if taking the entire deduction would result in a negative net condition. If not selected, a partial deduction should not be taken.
BENT	Valid Document 1	ENRL	Selected Value	Required. Values used by CMIPS for deduction processing include: FAMC, GARN, LEVY, MISC, OTDED and EADJ, ENRL, TAX.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Employee Fringe Benefit Plan

Table – Employee Fringe Benefit Plan (BENP)

CI	Document Name
CI-124451 - DSD CFGN Employee Fringe Benefit Plan BENP `IMPLEMENTED`	DSD_CFGN_Employee_Fringe_Benefit_Plan_BENP.doc

Transaction	Field	Value	Source	Comments
BENP	Deduction Type	CFICE	Data Entry	Required. Enter employer fringe benefit type that will be used to tie the employee benefit to the employer contribution (deduction) type. Must be configured on BENT.
BENP	Deduction Plan	CFICE	Data Entry	Required. Deduction Plan that that will be used to tie the employee benefit to the employer contribution (deduction) type.
BENP	Short Description	FICA EMPLO YEE	Data Entry	Required. This field stores the short description of the BENP.
BENP	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is Required
BENP	From	01/01 /1900	Data Entry	Required. Effective date for Employee Fringe Benefit Plan.
BENP	To	12/31 /9999	Data Entry	Default. Defaults to 12/31/9999, but can contain the date the Employee Fringe Benefit Plan is no longer effective.
BENP	Employer Contribution Type	CFICR	Data Entry	Rule Driven. Will be populated for employee taxes with a corresponding employer tax (i.e., FICA and Medicare.) Employer side benefit type used to tie into the employee fringe benefit plan. Must be configured on EFTB.
BENP	Employer Contribution Plan	CFICR	Data Entry	Rule Driven. Will be populated for employee taxes with a corresponding employer tax (i.e., FICA and Medicare.) Employer side benefit plan used to tie into the employee fringe benefit plan. Must be configured on EFBP.
BENP	Benefit Plan Class		Data Entry	Optional. Used to indicate which type of benefit plan this employee fringe benefit plan will be tied to. Must be configured on BPCL.
BENP	Semi-Monthly		Data Entry	Optional. Deduction amount can be set on the plan or overridden on the document being used to process the deduction.
BENP	Monthly		Data Entry	Optional. Deduction amount can be set on the plan or overridden on the document being used to process the deduction.
BENP	Employee Override Allowed	NO	Selected Value	Rule Driven. Valid values are No, Yes, and Required. Will be set to "Required" for deduction plans that do not utilize a common deduction amount such as garnishments.
BENP	Deduction Percent	0.062	Data Entry	Optional. Deduction percentage can be set on the plan or overridden on the document being used to process the deduction.
BENP	One-time Deduction Allowed	NO	Selected Value	Optional. Indicates whether a one-time deduction is allowed for this deduction.
BENP	Include /Exclude Pay ID	Exclude Specified	Data Entry	Optional. Can set the option to exclude certain pay events, such as FUTAP, so that the pay is not included in a given deduction plan.
BENP	Include /Exclude Deduction ID		Data Entry	Optional. Can set the option to exclude certain deduction events, such as FUTAR, so that the deduction is not included in a given deduction plan.

BENP	Goal Amount	106800	Data Entry	Optional. If the deduction goal is a dollar amount, enter the goal amount. For FICA or Medicare deductions, the Goal Amount field is equal to the FICA or Medicare Wage Base.
BENP	Annual Cap Amount	106800	Data Entry	Optional. The amount at which the total deduction amount for a year cannot exceed. For example, if the total deduction amount for a year cannot exceed a certain dollar amount, enter that dollar amount as the cap amount. The entered amount is evaluated against the total at the category level.
BENP	FICA ID	FICA	Selected Value	Optional. If the EFBT indicated this was a FICA type tax or an Individual Employment Tax then choose the corresponding specific tax type from this list.
BENP	Include /Exclude Pay ID	Exclude Selected	Selected Value	Optional. Can set the option to exclude certain pay events, such as FUTAP, so that the pay is not included in a given deduction plan.
BENP	Special Routine ID	No Special Routine	Selected Value	Optional. Several predefined special routines exist. One can be selected if appropriate for the deduction being configured.
BENP	BSA	3205	Selected Value	Rule Driven. The balance sheet account used to accrue the expenses, if these are paid to a vendor, such as health benefit plans.
BENP	Vendor	VC0000 000076	Selected Value	Rule Driven. The vendor that would be paid for this plan, such as the County Treasurer.
BENP	Generate Payment Voucher	Checked	Data Entry	Rule Driven. Indicates whether a financial payment voucher is to be generated through PAM. For CMIPS, this flag is checked.
BENP	Payment Voucher Type	External	Selected Value	Rule Driven. This is selected as 'external' for CMIPS.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Include Exclude Pay Categories

Table – Include/Exclude Pay Categories (DPPC)

CI	Document Name
CI-124471 - DSD CFGN Include Exclude Pay Categories DPPC IMPLEMENTED	DSD_CFGN_Include_Exclude_Pay_Categories_DPPC.doc

Transaction	Field	Value	Source	Comments
DPPC	Deduction Type	FEDTX	Data entry	Required. Select the Deduction Type to set the Include/Exclude Category on DPLN. Must be configured on DEDT.
DPPC	Deduction Plan	FEDTX	Data entry	Required. Select the Deduction Plan to set the Include/Exclude Category on DPLN. Must be configured on DPLN.
DPPC	Pay Category	RM	Data entry	Required. Enter Pay Event to include or exclude for the given deduction type and plan. Must be configured on CATG.
DPPC	From	01/01/2007	Data entry	Required. Effective date for Include/Exclude Category.
DPPC	To		Data entry	Default. Defaults to 12/31/9999, but can contain the date the category is no longer effective.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Employer Fringe Include Exclude Deduction Category

Table – Employer Fringe Include/Exclude Deduction Category (EFDC)

CI	Document Name
‹› **CI-124515** - DSD CFGN Employer Fringe Include Exclude Deduction Category EFDC `IMPLEMENTED`	DSD_CFGN_Employer_Fringe_Include_Exclude_Deduction_Category_EFDC.doc

Transaction	Field	Value	Source	Comments
EFDC	Benefit Type	HLTH	Data Entry	Required. Enter event type that should be included or excluded for the employer's fringe benefit. Must be configured on DEDT.
EFDC	Benefit Plan	HLTH	Data Entry	Required. Enter benefit plan that should be included or excluded for the employer's fringe benefit. Must be configured on DPLN.
EFDC	Deduction Category	FEDTX	Data Entry	Required. Enter Deduction Plan that will be included or excluded for the employer's fringe benefit. Must be configured on CATG.
EFDC	From	01/01/1900	Data Entry	Required. Effective date for Including or Excluding deduction category.
EFDC	To		Data Entry	Default. Defaults to 12/31/9999, but can contain the date the include/exclude is no longer effective.

Note: The Include/Exclude Deduction Category transaction is only configured if pre-tax deductions exist.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Employer Fringe Include Exclude Pay Category

Table – Employer Fringe Include/Exclude Pay Category (EFPC)

CI	Document Name
CI-124456 - DSD CFGN Employer Fringe Include Exclude Pay Category EFPC IMPLEMENTED	DSD_CFGN_Employer_Fringe_Include_Exclude_Pay_Category_EFPC.doc

Transaction	Field	Value	Source	Comments
EFPC	Benefit Type	CFU1R	Data Entry	Required. Enter event type that should be included or excluded for the employer's fringe pay category. Must be configured on EVNT.
EFPC	Benefit Plan	CFU1R	Data Entry	Required. Enter benefit plan that should be included or excluded for the employer's fringe pay category. Must be configured on DPLN.
EFPC	Pay Category	GF	Data Entry	Required. Enter Pay Category that will be included or excluded for the employer's fringe pay category. Must be configured on CATG.
EFPC	From	01/01 /1900	Data Entry	Required. Effective date for Including or Excluding pay category.
EFPC	To	12/31 /9999	Data Entry	Default. Defaults to 12/31/9999, but can contain the date the include/exclude is no longer effective.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Include Exclude Deduction Category

Table – Benefits Include/Exclude Deduction Category (BPDC)

CI	Document Name
<> **CI-124425** - DSD CFGN Benefits Include Exclude Deduction Category BPDC `IMPLEMENTED`	DSD_CFGN_Benefits_Include_Exclude_Deduction_Category_BPDC.doc

Transaction	Field	Value	Source	Comments
BPDC	Benefit Type	CFICE	Data Entry	Required. Contains employee fringe benefit type that will be included or excluded from the deduction category given below. Must be configured on BENT.
BPDC	Benefit Plan	CFICE	Data Entry	Required. Contains employee fringe benefit plan that will be included or excluded from the deduction category given below. Must be configured on BENP.
BPDC	Deduction Category		Data Entry	Required. Contains deduction category to include or exclude from the benefit type and plan given above. Must be configured on CATG.
BPDC	From	01/01 /1900	Data Entry	Required. Effective date for Including or Excluding the deduction.
BPDC	To	12/31 /9999	Data Entry	Default. Defaults to 12/31/9999, but can contain the date the include/exclude deduction is no longer effective.

Note: The Include/Exclude Deduction Category transaction is only configured if pre-tax deductions exist.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Benefits Include Exclude Pay Category

Table – Benefits Include/Exclude Pay Category (BPPC)

CI	Document Name
<> **CI-124426** - DSD CFGN Benefits Include Exclude Pay Category BPPC IMPLEMENTED	DSD_CFGN_Benefits_Include_Exclude_Pay_Category_BPPC.doc

Transaction	Field	Value	Source	Comments
BPPC	Benefit Type	CFICE	Data Entry	Required. Contains employee fringe benefit type that will be included or excluded from the pay category given below. Must be configured on BENT.
BPPC	Benefit Plan	CFICE	Data Entry	Required. Contains employee fringe benefit plan that will be included or excluded from the pay category given below. Must be configured on BENP.
BPPC	Pay Category	GF	Data Entry	Required. Contains pay category to include or exclude from the benefit type and plan given above. Must be configured on CATG.
BPPC	From	01/01/1900	Data Entry	Required. Effective date for Including or Excluding the pay category.
BPPC	To	12/31/9999	Data Entry	Default. Defaults to 12/31/9999, but can contain the date the Including or Excluding the pay category is no longer effective.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Tax Marital Status

Table – Tax Marital Status (TAXM)

CI	Document Name
<> **CI-124503** - DSD CFGN Tax Marital Status TAXM `IMPLEMENTED`	DSD_CFGN_Tax_Marital_Status_TAXM.doc

Transaction	Field	Value	Source	Comments
TAXM	Tax Marital Status	H	Data entry	Required. Marital Status reference data. Valid values for CMIPS: • B = EIC Single • C = EIC Married No Spouse • D = EIC Married Spouse • H = Head of Household • M = Married • S = Single
TAXM	From	01/01/1900	Data entry	Required. Effective date of the status.
TAXM	To		Data entry	Default. Defaults to 12/31/9999, but can contain the date the status is no longer effective.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Tax Class

Table – Tax Class (TAXC)

CI	Document Name
<> **CI-124501** - DSD CFGN Tax Class TAXC IMPLEMENTED	DSD_CFGN_Tax_Class_TAXC.doc

Transaction	Field	Value	Source	Comments
TAXC	Tax Class	B	Data entry	Required. Tax class reference data.
TAXC	Short Description	FED & STATE	Data entry	Required. This field stores the short description of the TAXC
TAXC	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is Required
TAXC	Employee vs. Appointment	Appointment	Data entry	Required. Determines at what level the tax class will apply at the Employee level or the Appointment Level.
TAXC	From	07/01/2007	Data entry	Required. Effective date for tax class.
TAXC	To		Data entry	Default. Defaults to 12/31/9999, but can contain the date the tax class is no longer effective.
TAXC	Type 1	FEDTX	Data entry	Rule Driven. Used to assign a Deduction Type to the tax class. Must be configured on DEDT. Will be blank if Tax Class indicates no taxes.
TAXC	Plan 1	FEDTX	Data entry	Rule Driven. Used to assign a deduction plan to the tax class. Must be configured on DPLN. Will be blank if Tax Class indicates no taxes.
TAXC	Type 2	STTAX	Data entry	Rule Driven. Used to assign a Deduction Type to the tax class. Must be configured on DEDT. Will be blank if Tax Class indicates no taxes.
TAXC	Plan 2	STTAX	Data entry	Rule Driven. Used to assign a deduction plan to the tax class. Must be configured on DPLN. Will be blank if Tax Class indicates no taxes.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Tax Parameters

Table – Tax Parameters (TAXP)

CI	Document Name
<> **CI-124504** - DSD CFGN TAX Parameters TAXP IMPLEMENTED	DSD_CFGN_TAX_Parameters_TAXP.doc

Transaction	Field	Value	Source	Comments
TAXP	Deduction Type	FEDTX	Data entry	Required. Select the Deduction Type for use with the Tax Parameter. Must be configured on DEDT.
TAXP	Deduction Plan	FEDTX	Data entry	Required. Select the Deduction Plan to use with the Tax Parameter. Must be configured on DPLN.
TAXP	Short Description	FEDERAL TAX	Data entry	Required. This field stores the short description of the TAXC.
TAXP	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is Required.
TAXP	Annual Exemption Amount	3500	Data entry	Required. The dollar amount that is annually exempt from this tax. If the Deduction Plan does not use a Special Routine, this value is multiplied by the number of withholding allowances specified on each employee's Employee Tax Parameters (TAX) page during the Gross-to-Net process.
TAXP	From	01/01/2009	Data entry	Required. Effective date for tax parameter.
TAXP	To		Data entry	Default. Defaults to 12/31/9999, but can contain the date the tax parameter is no longer effective.
TAXP	Tax Marital Status	M	Data entry	Required. Marital status for the tax parameter. Must be configured on TAXM.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Marginal Tax Rates

Table – Marginal Tax Rates (DEDX)

CI	Document Name
<> **CI-124477** - DSD CFGN Marginal Tax Rates DEDX `IMPLEMENTED`	DSD_CFGN_Marginal_Tax_Rates_DEDX.doc

Transaction	Field	Value	Source	Comments
DEDX	Deduction Type	FEDTX	Data entry	Required. Select the Deduction Type to use for the Marginal Tax rate. Must be configured on DEDT.
DEDX	Deduction Plan	FEDTX	Data entry	Required. Select the Deduction Plan to use for the Marginal Tax rate. Must be configured on DLPN.
DEDX	Tax Marital Status	M	Data entry	Required. Marital status for the marginal tax rate. Must be configured on TAXM.
DEDX	Income Level Amount	8000	Data entry	Required. The minimum annual taxable income per tax bracket. Generally, this is the lower end of the tax bracket. The entry for the first tax bracket should be zero (0).
DEDX	Base Tax Amount	0	Data entry	Required. The amount of tax to be withheld in addition to the percentage that corresponds to the tax bracket.
DEDX	Tax Rate Percent	0.1	Data entry	Required. The percent to be withheld for the marginal tax bracket.
DEDX	From	01/01/2009	Data entry	Required. Effective date for marginal tax rate.
DEDX	To		Data entry	Default. Defaults to 12/31/9999, but can contain the date the marginal tax rate is no longer effective.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/FICA Class

Table – FICA Class (FICL)

CI	Document Name
‹› **CI-124463** - DSD CFGN FICA Class FICL IMPLEMENTED	DSD_CFGN_FICA_Class_FICL.doc

Transactions	Field	Value	Source	Comments
FICL	FICA Class	Z	Data entry	Required. Enter the FICA Class value to use.
FICL	Employee vs. Appointment	Appointment	Data entry	Required. Select which level to include with the FICA class.
FICL	From	07/01/2007	Data entry	Required. Effective date for FICA class.
FICL	To		Data entry	Default. Defaults to 12/31/9999, but can contain the date the FICA class is no longer effective.
FICL	FICA Information 1: Employer Type	CFICR	Data entry	Optional. The type of the employer's share of the FICA deduction.
FICL	FICA Information 1: Employer Plan	CFICR	Data entry	Optional. The plan of the employer's share of the FICA deduction.
FICL	FICA Information 1: Employee Type	CFICE	Data entry	Optional. The type of the employee's share of the FICA deduction.
FICL	FICA Information 1: Employee Plan	CFICE	Data entry	Optional. The plan of the employee's share of the FICA deduction.
FICL	FICA Information 2: Employer Type	CMEDR	Data entry	Optional. The type of the employer's share of the Medicare deduction.
FICL	FICA Information 2: Employer Plan	CMEDR	Data entry	Optional. The plan of the employer's share of the Medicare deduction.
FICL	FICA Information 2: Employee Type	CMEDE	Data entry	Optional. The type of the employee's share of the Medicare deduction.
FICL	FICA Information 2: Employee Plan	CMEDE	Data entry	Optional. The plan of the employee's share of the Medicare deduction.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Tax Reporting Description

Table – Tax Reporting Description (TAXD)

CI	Document Name
‹› **CI-124505** - DSD CFGN Tax Reporting Description TAXD `IMPLEMENTED`	DSD_CFGN_Tax_Reporting_Description_TAXD.doc

Transaction	Field	Value	Source	Comments
TAXD	Report ID	HAR0120	Data Entry	Required. Enter the type of report that will be generated.
TAXD	Report Item	1	Data Entry	Required. Enter the Box number for the report.
TAXD	Short Description	TOTAL WAGES	Data Entry	Required. This field stores the short description of the TAXD.
TAXD	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is Required.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Tax Reporting

Table – Tax Reporting (TAXR)

CI	Document Name
`<>` **CI-124506** - DSD CFGN Tax Reporting TAXR IMPLEMENTED	DSD_CFGN_Tax_Reporting_TAXR.doc

Transaction	Field	Value	Source	Comments
TAXR	Report ID	941	Data Entry	Required. Enter the report ID to determine which pay and deduction categories are included or excluded for 940, 941 and W-2 reporting. Must be configured on TAXD.
TAXR	Report Item	Box 3, Box 4	Data Entry	Required. Enter the Box number on the associated Report. Must be configured on TAXD.
TAXR	Short Description	TOTAL WAGES	Data Entry	Required. This field stores the short description of the TAXR
TAXR	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is Required.
TAXR	Category	IP	Data Entry	Required. Select the Deduction Category to use for the tax report. Must be configured on CATG.
TAXR	From	07/01 /2007	Data Entry	Required. Effective date for report.
TAXR	To		Data Entry	Default. Defaults to 12/31/9999, but can contain the date the report is no longer effective.
TAXR	Include/ Exclude Category	Include	Data Entry	Required. Enter whether to include or exclude the category on the report. Must be configured on CATG.
TAXR	Display Subject Gross	No	Data Entry	Optional. Enter whether or not to display subject gross.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Benefit Type Class

Table – Benefit Type Class (BTCL)

CI	Document Name
◇ **CI-124423** - DSD CFGN Benefit Type Class BTCL IMPLEMENTED	DSD_CFGN_Benefit_Type_Class_BTCL.doc

Transaction	Field	Value	Source	Comments
BTCL	Benefit Type Class	CMIPS	Data Entry	Required. Enter benefit type class to be used to tie the employer fringe benefit type to the employee fringe benefit type. One value for CMIPS.
BTCL	From	01/01 /1900	Data Entry	Required. Effective date for Benefit Type Class.
BTCL	To	12/31 /9999	Data Entry	Default. Defaults to 12/31/9999, but can contain the date the Benefit Type Class is no longer effective.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Deduction Policy

Table – Deduction Policy (DPOL)

CI	Document Name
⟨⟩ **CI-124440** - DSD CFGN Deduction Policy DPOL [IMPLEMENTED]	DSD_CFGN_Deduction_Policy_DPOL.doc

Transaction	Field	Value	Source	Comments
DPOL	Deduction Policy	IP	Data Entry	Required. Deduction policies will be created based on familial relationship. There will be 9 policies for CMIPS. Values are: AR, DP, AD, FM, AF, IP, AI, JV and AJ.
DPOL	Short Description	FM Provider	Data Entry	Required. This field stores the short description of the DPOL.
DPOL	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is Required.
DPOL	From	01/01/1900	Data Entry	Required. Effective date for the deduction policy.
DPOL	To		Data Entry	Optional. Defaults to 12/31/9999 but can contain date when deduction policy is no longer effective.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Deduction Policy Type

Table – Deduction Policy Type (DDPL)

CI	Document Name
<> **CI-124441** - DSD CFGN Deduction Policy Type DDPL IMPLEMENTED	DSD_CFGN_Deduction_Policy_Type_DDPL.doc

Table	Field	Value	Source	Comments
DDPL	Deduction Policy	IP	Data Entry	Required. Select deduction policy that will apply to the Deduction Policy type. This page ties the Deduction Policy to the Deduction Type and Plan. Must be configured on DPOL.
DDPL	Deduction Type	HLTH	Data Entry	Required. Enter the Deduction Type for which deductions can then be assigned to a particular policy. Must be configured on DEDT.
DDPL	Deduction Plan	H5711	Data Entry	Required. Enter the Deduction Plan for which deductions can then be assigned to a particular policy. This should match up with the entry from the Deduction Type. Must be configured on DPLN.
DDPL	Short Description	57 HEALTHC ARE	Data Entry	Required. This field stores the short description of the Deduction Policy type.
DDPL	From	01/01/2004	Data Entry	Required. Effective date for the Deduction Policy type.
DDPL	To		Data Entry	Optional. Defaults to 12/31/9999 but can contain date when Deduction Policy type is no longer effective.

Appendix C/Advantage HRM/Configuration Elements/FLSA Calculation/Benefits Policy Type

Table – Benefits Policy Type (BPLT)

CI	Document Name
<> **CI-124427** - DSD CFGN Benefits Policy Type BPLT `IMPLEMENTED`	DSD_CFGN_Benefits_Policy_Type_BPLT.doc

Transaction	Field	Value	Source	Comments
BPLT	Deduction Policy	IP	Data Entry	Required. Select the two (2) digit county code for a deduction policy that will apply to the benefit policy type. This page is used for enrollments and ties the deduction policy to the deduction type and plan and also allows for auto-enrollments. Must be configured on DPOL.
BPLT	Deduction Type	CFICE	Data Entry	Required. Enter the deduction type for which deductions can then be assigned to a particular policy. Must be configured on BENT.
BPLT	Deduction Plan	CFICE	Data Entry	Required. Enter the deduction plan for which deductions can then be assigned to a particular policy. This should match up with the entry from the Deduction Type. Must be configured on BENP.
BPLT	Short Description	CMIPS IP	Data Entry	Required. This field stores the short description of the BPLT.
BPLT	Long Description		Data Entry	Optional. This field will default to the Short Description. A lengthier description can be entered if more detail is Required.
BPLT	From	01/01/1900	Data Entry	Required. Effective date for the benefit policy type.
BPLT	To	12/31/9999	Data Entry	Default. Defaults to 12/31/9999, but can contain the date the benefit policy type is no longer effective.
BPLT	Auto Enrollment Deduction Plan	CFICE	Data Entry	Optional. For auto-enrollment, this will be the same value as selected in the Deduction Plan field as the auto-enrolled plan should be the same as the regular enrollment in the plan. Must be configured on BENP.
BPLT	Auto Enrollment Flag	Yes	Data Entry	Optional. Select Yes to have this benefit use auto-enrollment for anyone assigned to this deduction policy.

Appendix C/Advantage HRM/Documents

Appendix C/Advantage HRM/Documents/Net Pay Distribution

Table – Net Pay Distribution (NPD)

CI	Document Name
<> **CI-124479** - DSD CFGN Net Pay Distribution NPD IMPLEMENTED	DSD_CFGN_Net_Pay_Distribution_NPD.doc

Table	Field	Value	Source	Comments
NPD	Appointment ID	*	Data Entry	Required. '*' assigns the NPD to all appointments.
NPD	ABA Routing Number	125000024	Data-Entry	Required. Financial institution's routing number.
NPD	Account Number	98765654	Data-Entry	Required. Recipient's account number. NOTE: Advance Pay Providers are not eligible to set up EFT.
NPD	Account Type	Checking	Selected Value	Required. Available options: Savings or Checking.
NPD	From	07/16/2008	Manual entry	Required. Effective Date of NPD document.
NPD	To		Manual entry	Optional. 12/31/9999 unless otherwise indicated to end the NPD.
NPD	Pre-Note Issue Date			Blank.
NPD	Mail Check Indicator	Direct Dep to Home	Manual entry	Default. This overrides the system default setting of Check-stub to Home and would need to be set to Direct Dep to Home.

Appendix C/Advantage HRM/Documents/Miscellaneous Deduction

Table – Miscellaneous Deduction (MISC)

CI	Document Name
<> **CI-124522** - DSD CFGN Miscellaneous Deduction MISC `IMPLEMENTED`	DSD_CFGN_Miscellaneous_Deduction_MISC.doc

Table	Field	Value	Source	Comments
MISC	Employee ID	1234567890	Interface	Rule Driven. Payee's Payroll unique ID based on Provider/Recipient relationship.
MISC	Appointment ID	" "	Interface	Required (if not primary). Default is the primary appointment (represented by a space). If a Provider has WPCS funding, the Appointment ID will be 'W.' If the Provider is a Recipient who has Restaurant Meals, the Appointment ID will be 'M.' If the Provider is an Advance Pay Recipient, the Appointment ID will be 'A.'
MISC	Deduction Type	HLTH	Interface	Required. The Deduction Type being processed. Must be configured in DEDT.
MISC	Deduction Plan	H5711	Interface	Required. The Deduction Plan associated with the selected Deduction Type. Must be configured in DPLN.
MISC	Override Amount	100.00	Interface	Rule Driven. The dollar amount of the deduction if the Deduction Plan parameters are not to be used.
MISC	Override Rate	.02		Rule Driven. The specific percentage to be deducted from the employee's pay if the Deduction Plan parameters are not to be used.
MISC	From	01/07/2007	Interface	Required. Start date of the miscellaneous deduction. The system will process the deduction from this date forward until the To date is reached or the goal amount has been reached.
MISC	To		Interface	Optional. End date of the miscellaneous deduction. If not entered, will default to 12/31/9999.
MISC	Goal Amount		Interface	Optional. If the deduction has a total amount before expiry, the goal amount is entered.
MISC	Goal Installments		Interface	Optional. The total number of installments to be collected from the employee by this deduction. Required for goal oriented deductions that are installment based; otherwise, must be left blank.
MISC	Recipient Information			
MISC	Override Vendor	VC0000000057	Interface	Optional. The vendor the payment is to be issued to. This value is entered only if the intended vendor is different from the vendor that configured on the deduction plan being used.

Appendix C/Advantage HRM/Documents/Family Court

Table – Family Court (FAMC)

CI	Document Name
‹› **CI-124462** - DSD CFGN Family Court FAMC IMPLEMENTED	DSD_CFGN_Family_Court_FAMC.doc

Table	Field	Value	Source	Comments
FAMC	General Information			
FAMC	Employee ID	1234567890	Data Entry	Rule Driven. Payee's Payroll unique ID based on Provider/Recipient relationship.
FAMC	Appointment ID	" "	Data Entry	Required if not primary. This must be the primary appointment (represented by a space). Advance Pay and WPCS appointments (A and W) are not permitted.
FAMC	Deduction Type	CSUP1	Data Entry	Required. The deduction type being processed. Must be configured in DEDT.
FAMC	Deduction Plan	CSUP1	Data Entry	Required. The Deduction Plan associated with the selected Deduction Type. Must be configured in DPLN.
FAMC	Override Amount	100.00	Data Entry	Rule Driven. The dollar amount of the deduction if the deduction plan parameters are not to be used.
FAMC	Override Rate	.02	Data Entry	Rule Driven. The specific percentage to be deducted from the employee's pay if the deduction plan parameters are not to be used.
FAMC	From	01/07/2007	Data Entry	Required. Start date of the deduction. The system will process the deduction from this date forward until the To date is reached or the goal amount has been reached.
FAMC	To		Data Entry	Optional. End date of the deduction. If not entered, will default to 12/31/9999.
FAMC	Goal Amount		Data Entry	Optional. If the deduction has a total amount before expiry, the goal amount is entered.
FAMC	Goal Installments		Data Entry	Optional. The total number of installments to be collected from the employee by this deduction. Required for goal oriented deductions that are installment based; otherwise, must be left blank.
FAMC	Recipient Information			
FAMC	Docket Number		Data Entry	Required.
FAMC	Case Number		Data Entry	Required. Court-assigned Case Number.
FAMC	Override Vendor	VC0000000077	Selected Value	Required. The vendor the payment is to be issued to. All deduction plans to be used on the FAMC document has been configured with the default vendor LIENHOLDER001. The intended vendor must be selected.

Appendix C/Advantage HRM/Documents/Garnishment

Table – Garnishment (GARN)

CI	Document Name
‹› **CI-124468** - DSD CFGN Garnishment GARN IMPLEMENTED	DSD_CFGN_Garnishment_GARN.doc

Table	Field	Value	Source	Comments
GARN	General Information			
GARN	Employee ID	1234567890	Data Entry	Rule Driven. Payee's Payroll unique ID based on Provider/Recipient relationship.
GARN	Appointment ID	" "	Data Entry	Required if not primary. This must be the primary appointment (represented by a space). Advance Pay and WPCS appointments (A and W) are not permitted.
GARN	Deduction Type	GARN1	Data Entry	Required. The Deduction Type being processed. Must be configured in DEDT.
GARN	Deduction Plan	GARN1	Data Entry	Required. The Deduction Plan associated with the selected Deduction Type. Must be configured in DPLN.
GARN	Override Amount	100.00	Data Entry	Rule Driven. The dollar amount of the deduction if the deduction plan parameters are not to be used.
GARN	Override Rate	.02	Data Entry	Rule Driven. The specific percentage to be deducted from the employee's pay if the deduction plan parameters are not to be used.
GARN	From	01/07/2007	Data Entry	Required. Start date of the garnishment. The system will process the deduction from this date forward until the To date is reached or the goal amount has been reached.
GARN	To		Data Entry	Optional. End date of the garnishment. If not entered, will default to 12/31/9999.
GARN	Goal Amount		Data Entry	Optional. If the deduction has a total amount before expiry, the goal amount is entered.
GARN	Number of Cycles		Data Entry	Optional. This column is used in the calculation of the Override Amount based on dividing the goal amount by the number of cycles.
GARN	Recipient Information			
GARN	Docket Number		Data Entry	Required.
GARN	Override Vendor	VC0000000025	Selected Value	Required. The vendor the payment is to be issued to. All deduction plans to be used on the GARN document has been configured with the default vendor LIENHOLDER001. The intended vendor must be selected.

Appendix C/Advantage HRM/Documents/Tax Levy

Table – Tax Levy (LEVY)

CI	Document Name
‹› **CI-124502** - DSD CFGN Tax Levy LEVY IMPLEMENTED	DSD_CFGN_Tax_Levy_LEVY.doc

Table	Field	Value	Source	Comments
LEVY	Employee ID	1234567 890	Data Entry	Rule Driven. Payee's Payroll unique ID based on Provider/Recipient relationship.
LEVY	Appointment ID	" "	Data Entry	Required if not primary. This must be the primary appointment (represented by a space). Advance Pay and WPCS appointments (A and W) are not permitted.
LEVY	Deduction Type	FLEVY	Data Entry	Required. The Deduction Type being processed. Must be configured in DEDT.
LEVY	Deduction Plan	FLEVY	Data Entry	Required. The Deduction Plan associated with the selected Deduction Type. Must be configured in DPLN.
LEVY	Goal Amount		Data Entry	Optional. If the deduction has a total amount before expiry, the goal amount is entered.
LEVY	Goal Installments		Data Entry	Optional. The total number of installments to be collected from the employee by this deduction. Required for goal oriented deductions that are installment based; otherwise, must be left blank.
LEVY	From	01/07 /2007	Data Entry	Required. Start date of the levy. The system will process the deduction from this date forward until the To date is reached or the goal amount has been reached.
LEVY	To		Data Entry	Optional. End date of the Levy. If not entered, will default to 12/31/9999.
LEVY	Net Pay Exemption		Data Entry	Optional. The dollar amount of the net pay the employee can receive for each pay period. For each Refer to IRS regulations on how to calculate net pay exemption.
LEVY	Number of Defendant Dependents		Data Entry	Optional. The number of dependents claimed on the IRS Statement of Exemptions (Form 668-W).

Appendix C/Advantage HRM/Documents/Employee Tax Parameters

Table – Employee Tax Parameters (TAX)

CI	Document Name
‹› **CI-124453** - DSD CFGN Employee Tax Parameters TAX IMPLEMENTED	DSD_CFGN_Employee_Tax_Parameters_TAX.doc

Transaction	Field	Value	Source	Comments
TAX	Employee Tax Parameters – General Information Sub Section			
TAX	Employee ID	0000000001	When TAX document is created via DEDM activity folder, this field is populated automatically.	Required. Payroll-assigned Employee ID.
TAX	Appointment ID	W		Rule Driven. If primary, then space. Otherwise, required if not primary. If a Provider has WPCS funding, the Appointment ID will be 'W.' If the Provider is a Recipient who has Restaurant Meals, the Appointment ID will be 'M.' If the Provider is an Advance Pay Recipient, the Appointment ID will be 'A.'
TAX	From	01/01/2008	Data Entry	Required. Effective date for Tax document.
TAX	To	12/31/9999	Data Entry	Rule-driven. Defaults to 12/31/9999 but can contain the date the tax deduction is no longer effective. For EIC, this will be the last day of the current calendar year.
TAX	Employee Tax Parameters – Tax Information Sub Section			
TAX	Tax Class	B	Data Entry	Required. Enter tax class to determine which taxes will apply. Must be configured on TAXC.
TAX	FICA Class	Z	Data Entry	Rule Driven. Enter FICA class (either be FICA-Medicare or None). Must be configured on FICL.
TAX	Last W-4 File Date		Data Entry	Optional. The date the last W-4 was filed.
TAX	Federal Tax Marital Status	M	Data Entry	Required. Enter the Federal Tax Marital Status. Must be configured on TAXM.
TAX	State Tax Marital Status	M	Data Entry	Required. Enter the State Tax Marital Status. Must be configured on TAXM.
TAX	Federal Tax Allowance	1	Data Entry	Optional. Enter information from W-4 form.
TAX	State Tax Allowance	1	Data Entry	Optional. Enter information from W-4 or DE-4 form.
TAX	Additional State Allowance		Data Entry	Optional. Enter information from W-4 or DE-4 form.

Appendix C/Advantage HRM/Documents/Benefits Enrollment

Table – Benefits Enrollment (ENRL)

CI	Document Name
<> **CI-124424** - DSD CFGN Benefits Enrollment ENRL IMPLEMENTED	DSD_CFGN_Benefits_Enrollment_ENRL.doc

Transaction	Field	Value	Source	Comments
ENRL	Header			
ENRL	Employee ID		Interface Inferred	Required. Payroll-assigned Employee ID.
ENRL	Appointment ID		Interface Inferred	Rule Driven. If primary, then space. Otherwise, required if not primary. If a Provider has WPCS funding, the Appointment ID will be 'W.' If the Provider is a Recipient who has Restaurant Meals, the Appointment ID will be 'M.' If the Provider is an Advance Pay Recipient, the Appointment ID will be 'A.'
ENRL	General Information			
ENRL	Benefit Type	CSUIR	Interface Inferred	Required. Select the benefit type in which to enroll the employee. Must be configured on BENT.
ENRL	Benefit Plan	CSUIR	Interface Inferred	Required. Select the benefit plan in which to enroll the employee. Must be configured on BENP.
ENRL	From	01/01/2009	Data Entry	Required. Effective date for when benefit enrollment will take place. For documents created by the DE-1 and UI Rate response files, this date will be populated with the effective date of the Provider's first active assignment for the Recipient case.
ENRL	To	12/31/9999	Data Entry	Default. Defaults to 12/31/9999, but can contain the date the benefit enrollment is no longer effective.
ENRL	Benefit Details			
ENRL	Employee Override Rate	.058	Data Entry	Required.

Appendix C/Advantage HRM/Documents/External Adjustment

Table – External Adjustment (EADJ)

CI	Document Name
<> **CI-124461** - DSD CFGN External Adjustment EADJ [IMPLEMENTED]	DSD_CFGN_External_Adjustment_EADJ.doc

Transaction	Field	Value	Source	Comments
EADJ	Employee Section			
EADJ	Employee ID	0000000 004	Data Entry	Rule Driven. Payee's payroll unique ID based on Provider/Recipient relationship.
EADJ	Appointment ID		Data Entry	Required (if not primary). Default is the primary appointment (represented by a space). If a Provider has WPCS funding, the Appointment ID will be 'W.' If the Provider is a Recipient who has Restaurant Meals, the Appointment ID will be 'M.' If the Provider is an Advance Pay Recipient, the Appointment ID will be 'A.'
EADJ	External Deduction Adjustments Section			
EADJ	Adjustment Type	Entity Adjustment	Selected Value	Rule Driven. The type of event whose year-to-date balance is being adjusted. An entity adjustment is for subject wages of tax types. A Deduction Adjustment is used when adjusting for cash in the door. Valid Choices: Deduction Adjustment; Entity Adjustment.
EADJ	Adjustment Date	08/01 /2007	Data Entry	Required. The date this information becomes effective. This field should be entered in MM/DD/CCYY format.
EADJ	Deduction Type	MEDE	Data Entry	Required. The Deduction Type of the adjustment being made.
EADJ	Deduction Plan	MEDE	Data Entry	Rule Driven. The Deduction Plan of the adjustment being made. This will be the same value as Deduction Type.
EADJ	Adjustment Amount	-130.00	Data Entry	Required. The amount of subject wages to be reduced for the tax.
EADJ	External Pay Adjustments Section			This section is optional, but is used to reduce the amount of wages by pay type for W-2 and other reporting.
EADJ	Adjustment Date	08/01 /2007	Data Entry	Required. The date this information becomes effective. This field should be entered in MM/DD/CCYY format.
EADJ	Pay Type	GP1	Data Entry	Required. The Pay Event Type of the wages to be adjusted.
EADJ	Adjustment Amount	-130.00	Data Entry	Required. The amount of wages being adjusted.

Appendix C/Advantage HRM/Documents/W-2 Trigger

Table – W-2 Trigger (W2TG)

CI	Document Name
◆ **CI-124512** - DSD CFGN W2 Trigger W2TG IMPLEMENTED	DSD_CFGN_W2_Trigger_W2TG.doc

Transaction	Field	Value	Source	Comments
W2TG	Employee ID	0000000001	Data Entry	Rule Driven. Payee's payroll unique ID based on Provider/Recipient relationship.
W2TG	W-2 Year	2008	Data Entry	Required. The calendar year for which the W-2 is to be produced.
W2TG	Subsystem Type ID	W-2	Data Entry	Rule Driven. For W-2 triggers, 'W-2' will always be selected. The '1099-R' option will not be used by CMIPS.

Appendix C/Advantage HRM/Documents/One-Time Payment

Table – One-Time Payment (OTPAY)

CI	Document Name
<> **CI-203405** - DSD CFGN One Time Pay OTPAY IMPLEMENTED	DSD_CFGN_One_Time_Pay_OTPAY.doc

Transaction	Field	Value	Source	Comments
OTPAY	One Time Payment			
OTPAY	Employee ID	0000000001	System Inferred	Required. Enter event type that should be included or excluded for the employer's fringe pay category. Must be configured on EVNT.
OTPAY	Appointment ID		System Inferred	Rule Driven. If primary, then space. Otherwise, required if not primary. If a Provider has WPCS funding, the Appointment ID will be 'W.' If the Provider is a Recipient who has Restaurant Meals, the Appointment ID will be 'M.' If the Provider is an Advance Pay Recipient, the Appointment ID will be 'A.'
OTPAY	One-Time Payment Detail – Payment Information			
OTPAY	Pay Type	1PAY1	System Inferred	Default. For CMIPS Catch Up Tax job, this will default to '1PAY1.' This pay type is identified on the CMIPS Catch-up Pay Event SPAR setting.
OTPAY	Payment Amount	0.00	System Inferred	Default. For CMIPS Catch Up Tax job, this will default to '0.00.'
OTPAY	Supplemental Pay	Regular Pay Type	System Inferred	Default.
OTPAY	One-Time Payment Detail – Accounting Source			
OTPAY	Labor Distribution Override Option	Use Appointment Accounting Values	System Inferred	Default.

Appendix C/Advantage Financial

The following elements are specific to the financial configuration within the baseline Advantage HRM and Financial applications. Refer to DSD Section 19 for elements customized for CMIPS.

Advantage tables and transactions are described below. Tables are configured during initial system setup and maintained by the contractor as needed.

If, in the tables below, the Value column is left empty, it is inferred that the entered value will be based on business rules. Refer to the Comments column for additional information regarding the valid choices or examples for the Value.

The Comments column will start with one (1) of the following five (5) items: Required, Rule Driven, Blank, Default or Optional. These are to be considered when creating a new transaction, and the values might be different for an update transaction.

Appendix C/Advantage Financial/Configuration Elements

Appendix C/Advantage Financial/Configuration Elements /Begin Day

Table – Begin Day

CI	Document Name
<> **CI-124422** - DSD CFGN Begin Day IMPLEMENTED	DSD_CFGN_Begin_Day.doc

Job	Field	Value	Source	Comments
Begin Day	System Date to Begin Processing	01/21/2009	Data Entry	Required. This is the system date that CDSS wants to display.

Appendix C/Advantage Financial/Configuration Elements /New Year Initialization

Table – New Year Table Initialization (NYTI)

CI	Document Name
‹› **CI-124480** - DSD CFGN New Year Table Initialization NYTI `IMPLEMENTED`	DSD_CFGN_New_Year_Table_Initialization_NYTI.doc

Job	Field	Value	Source	Comments
NYTI Process	Parameter Location at NYTI Process Job	$$AMSROOT$$ /Parms	System Inferred	Default.
NYTI Process	Base Year (Year to be copied. Please enter as CCYY)	2008	Data Entry	Required. Base Year to be copied.
NYTI Process	Delete Year (Year to be deleted. Please enter as CCYY)			Blank.
NYTI Process	Effective Date Rule (1 - Copy Effective From And To Dates, 2 - Blank Date Values)	1	Data Entry	Required. 1 is the value that is required for this field.
NYTI Process	Inactive Code Rule (1 - Copy Active and Inactive, 2 - Copy Active Only)	2	Data Entry	Required. 2 is the value that is required for this field.
NYTI Process	New Year (Year to be initialized. Please enter as CCYY)	2009	Data Entry	Required. New Year to be initialized.
NYTI Process	Run Mode (1 - Populate, 2 - Delete)	1	Data Entry	Required. 1 is the value that is required for this field.

Appendix C/Advantage Financial/Configuration Elements /Fiscal Year

Table – Fiscal Year (FY)

CI	Document Name
<> **CI-124464** - DSD CFGN Fiscal Year FY `IMPLEMENTED`	DSD_CFGN_Fiscal_Year_FY.doc

Table	Field	Value	Source	Comments
FY	Fiscal Year	2009	System Inferred	Required. The Fiscal Year associated with an account or record. Result of the NYTI job.
FY	End Date	06/30/2009	System Inferred	Required. The last calendar date of the fiscal year. Result of the NTYI job.
FY	Closed	Check box is not checked	System Inferred	Required. This field indicates whether the fiscal year is closed for processing. This flag can be set manually or by the annual closing process. Result of the NYTI job.
FY	Archived	Checkbox is not checked	System Inferred	Default. When a fiscal year has been marked as archived, it means that records from at least one journal or ledger have been archived. Subsequently, that fiscal year will no longer be available for document processing. Result of the NYTI job.
FY	Closing Process Run	Checkbox is not checked	System Inferred	Default. When selected, this field signifies that the period closing process has been executed and many other processes like ledger summarization have occurred. This flag can only be set by the period closing process. Result of the NYTI job.

Appendix C/Advantage Financial/Configuration Elements /Accounting Period

Table – Accounting Period (APD)

CI	Document Name
<> **CI-124414** - DSD CFGN Accounting Period APD IMPLEMENTED	DSD_CFGN_Accounting_Period_APD.doc

Table	Field	Value	Source	Comments
APD	Fiscal Year	2009	System Inferred	Required. The Fiscal Year associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year. Result of the NYTI job.
APD	Period	01	System Inferred	Required. The identification number associated with the period within a fiscal year. Valid values are 00-99 as defined on the Accounting Period table, which defines accounting periods and other information about them. Many names exist for this time measurement: period, accounting period, and fiscal period. Result of the NYTI job.
APD	Quarter	First	System Inferred	Required. The fiscal quarter within which this accounting period is defined. Valid values in the drop down are First, Second, Third or Fourth. Result of the NYTI job.
APD	Name	July	System Inferred	Required. Name associated with the accounting period. This name should be descriptive, and is used in reporting. Result of the NYTI job.
APD	End Date	07/31 /2008	System Inferred	Required. The last calendar date of the accounting period. The value must be valid on Calendar Date table. Result of the NYTI job.
APD	Adjustment Period	Checkbox is not checked	System Inferred	Required. When selected, this field indicates that the accounting period is to be used for end-of-the-year adjustments. Result of the NYTI job.
APD	Closed	Check box is not checked	System Inferred	Required. This field indicates whether the accounting period is closed for processing. This flag can be set manually or by the period closing process. Result of the NYTI job.
APD	Closing Process Run	False	System Inferred	Default. When selected, this field signifies that the period closing process has been executed and many other processes like ledger summarization have occurred. This flag can only be set by the period closing process. Result of the NYTI job.

Appendix C/Advantage Financial/Configuration Elements /Calendar Date

Table – Calendar Date (CLDT)

CI	Document Name
<> **CI-124429** - DSD CFGN Calendar Date CLDT AdvFin `IMPLEMENTED`	DSD_CFGN_Calendar_Date_CLDT_AdvFin.doc

Table	Field	Value	Source	Comments
CLDT	Calendar Date	07/04 /2008	System Inferred	Required. The month, day and year associated with a date. The format is MM/DD/CCYY. This date is for defining a default fiscal year and accounting period, plus setting other options for batch controls. Result of the NYTI job.
CLDT	Fiscal Year	2009	System Inferred	Required. The Fiscal Year associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year. Result of the NYTI job.
CLDT	Fiscal Period	1	System Inferred	Required. The fiscal period with which this calendar date is associated. Must be valid on the Accounting Period table for the specified fiscal year. Valid values are 0-99. Result of NYTI job.
CLDT	Holiday	Checkbox is checked	System Inferred	Optional. This field indicates the day is a recognized holiday when selected. Result of the NYTI job.
CLDT	Federal /Bank Holiday	Checkbox is checked	System Inferred	Optional. This field indicates that the calendar day is a federal/bank holiday used by processes that does not desire to create output on a day when it is a federal or bank holiday. Result of the NYTI job.
CLDT	Weekend	Checkbox is not checked	System Inferred	Default. This field indicates the day is a weekend day when selected. Result of the NYTI job.
CLDT	Billing Month Last Day	Checkbox is not checked	System Inferred	Blank. This field indicates the day is considered the last day of a month for billing customers. This day does not have to be the highest numbered day in a month or the last day of a month that is not a holiday. CDSS is not using the Accounts Receivable business function at this time. Result of the NYTI job.

Appendix C/Advantage Financial/Configuration Elements /Contact

Table – Contact (CNTAC)

CI	Document Name
<> **CI-124435** - DSD CFGN Contact CNTAC `IMPLEMENTED`	DSD_CFGN_Contact_CNTAC.doc

Table	Field	Value	Source	Comments
CNTAC	General Information Section			
CNTAC	Code	1	System Inferred	Default. The unique identification number assigned to the contact by the system.
CNTAC	Contact	DISB	Data Entry	Required. Principal contact person responsible for questions concerning an associated entity.
CNTAC	First Name	Janet	Data Entry	Required. The First Name field is used to define the first name of the person to contact.
CNTAC	Middle Name			Optional. The Middle Name field is used to define the middle name of the person to contact.
CNTAC	Last Name	Nicholson	Data Entry	Required. The Last Name field is used to define the Last name of the person to contact.
CNTAC	Name Prefix			Optional. The prefix associated with this name, for example, Mr., Mrs., Dr., etc.
CNTAC	Name Suffix			Optional. The suffix name associated with the contact.
CNTAC	Position			Optional. The position or other title associated with the contact person, if any.
CNTAC	Comments			Blank.
CNTAC	Accounts Payable	Checkbox is checked	Data Entry	Required. Financial activity for which this person serves as a contact.
CNTAC	Accounts Receivable	Checkbox is not checked	System Inferred	Default. Financial activity for which this person serves as a contact.
CNTAC	Budget	Checkbox is not checked	System Inferred	Default. Financial activity for which this person serves as a contact.
CNTAC	Chart of Accounts	Checkbox is not checked	System Inferred	Default. Financial activity for which this person serves as a contact.
CNTAC	Cost Accounting	Checkbox is not checked	System Inferred	Default. Financial activity for which this person serves as a contact.
CNTAC	Disbursement	Checkbox is checked	Data Entry	Required. Financial activity for which this person serves as a contact.
CNTAC	All	Checkbox is not checked	System Inferred	Default. If the contact person is to be contacted for all Financial activity, then select this checkbox.
CNTAC	Other	Checkbox is not checked	System Inferred	Default. Financial activity for which this person serves as a contact.

Appendix C/Advantage Financial/Configuration Elements /Balance Sheet Type

Table – Balance Sheet Type (BST)

CI	Document Name
CI-124420 - DSD CFGN Balance Sheet Type BST `IMPLEMENTED`	DSD_CFGN_Balance_Sheet_Type_BST.doc

Table	Field	Sample Value	Source	Comments
BST	BSA Type	3300	Data Entry	Required. The identification code associated with the balance sheet type. This code groups balance sheet type for reporting purposes.
BST	Name	Labor Organization	Data Entry	Required. The name associated with the balance sheet type. If name is used on queries, reports, and inferences for display on transactions and pages.
BST	Short Name	Labor Org	Data Entry	Required. The short name associated with the balance sheet type. This name is used on queries, reports, and inferences for display on transactions and pages when there is not enough room for the full name.
BST	Contact Code			Blank.
BST	Effective From			Blank.
BST	Effective To			Blank.
BST	Active	Checkbox is checked	Data Entry	Required. This flag checked indicates whether or not the balance sheet type is active for use. When selected, the object category can be used on tables and transactions.
BST	Description			Blank.

Appendix C/Advantage Financial/Configuration Elements /Balance Sheet

Table – Balance Sheet (BSA)

CI	Document Name
<> **CI-124419** - DSD CFGN Balance Sheet BSA `IMPLEMENTED`	DSD_CFGN_Balance_Sheet_BSA.doc

Table	Field	Value	Source	Comments
BSA	General Information Section			
BSA	Fiscal Year	2009	Data Entry	Required. The fiscal year associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year.
BSA	BSA	1100	Data Entry	Required. The identification code assigned to the balance sheet account.
BSA	Name	General Cash	Data Entry	Required. The name associated with the balance sheet account. This name is used for queries, reports, and inferences for display on other pages or transactions.
BSA	Short Name	General Cash	Data Entry	Required. The short name associated with the balance sheet account. This name is used for queries, reports, and inferences for display on other pages or transactions when there is not enough room for the balance sheet account name.
BSA	Account Type	Asset	Selected Value	Required. The type of balance sheet account. Valid values in the drop down are Asset, Liability, Equity, and Asset Offset.
BSA	Level Of Balance Control	Warning	Selected Value	Required. CMIPS will use "Warning" for Cash BSA and "No Error" for all other BSA. A flexible level of control to be used when a document causes a balance sheet account record for a fund to have a balance contrary to what is normal for that type of account. Valid values in the drop down are No Error, Warning, Override, and Error. No Error is the default.
BSA	FASB Class	Not Applicable	Selected Value	Required. For GASB clients, this indicator is marked 'Not Applicable.' CDSS is a GASB client. Valid values in the drop down are Not Applicable, Unrestricted, Temporarily Restricted, or Permanently Restricted.
BSA	Contact Code			Blank.
BSA	Effective From			Blank.
BSA	Effective To			Blank.
BSA	Active	Check box is checked	Data Entry	Required. This field indicates whether the balance sheet account is active for use. When selected, the balance sheet account can be used on tables and transactions.
BSA	Cash Account	Check box is checked	Data Entry	Required. This field signifies to the system that the Balance Sheet Account code is 'Cash Account.'
BSA	Memo Account	Check box is not checked	System Inferred	Default. This field indicates if the balance sheet account is a memo account.
BSA	Payroll	Check box is checked	Data Entry	Required. This field indicates whether or not the balance sheet account is used for payroll. This is Designation only (no edit against this).

BSA	Contributed Account	Check box is not checked	System Inferred	Default. Select this flag if this balance sheet account will be assigned as a contributed asset balance sheet account on the Fixed Asset Type (FATP) table.
BSA	Control Account	Check box is not checked	System Inferred	Default. This flag controls whether the selected BSA can be manually entered on the accounting line of documents. If this flag is selected, then an error will be issued when the document is validated or submitted.
BSA	Description			Blank.

Appendix C/Advantage Financial/Configuration Elements /Bank

Table – Bank (BANK)

CI	Document Name
◆ CI-124421 - DSD CFGN Bank BANK `IMPLEMENTED`	DSD_CFGN_Bank_BANK.doc

Table	Field	Value	Source	Comments
BANK	General Information Section			
BANK	Bank Account	1000	Data Entry	Required. The unique identification code associated with the bank account. This code is the key to the Bank (BANK) table. A bank account code is used in place of the actual bank account to prevent the posting of actual bank account numbers throughout the system.
BANK	Bank Name	Bank of America	Data Entry	Required. The name assigned to the banking institution.
BANK	ABA Number	265473401	Data Entry	Required. The ABA transit routing number of the financial institution that maintains this account. This value is encoded on disbursement instruments and is required.
BANK	Bank Account Number	021000089	Data Entry	Required. The actual account number designated by the financial institution that maintains the funds.
BANK	Bank Address 1	123 Any Street	Data Entry	Required. The first line of the street address associated with the financial institution.
BANK	Bank Address 2			Optional. The second line of the street address associated with the financial institution.
BANK	Bank City	Sacramento	Data Entry	Required. The city location associated with the bank.
BANK	Bank State	CA	Data Entry	Required. The State associated with the address for the financial institution. The State must be chosen from the pick list so that the BANK COUNTRY will infer.
BANK	Bank ZIP Code	98686	Data Entry	Required. The ZIP code associated with the address of the financial institution.
BANK	Max Deposit Ticket Item	0	System Inferred	Default. System will default zero. The maximum number of items that can be included on the deposit ticket
BANK	Cash Account Number	1110	Data Entry	Required. The identification code assigned to the cash balance sheet account. This value is found on the Balance Sheet Account (BSA) table.
BANK	Sub Cash Account			Blank.
BANK	Bank Account Description			Blank
BANK	Contact Code	1	Selected Value	Required. The unique identification number assigned to the contact. The contact information is established on the Contact table.
BANK	Disbursement Tracking Section			

BANK	Check Stock Type	Plain	Selected Value	Required. The type of check stock used for this bank account. Valid values in the drop down are preprinted and plain.
BANK	Check Number on MD	Next Check No	Selected Value	Required. Designates whether or not the Check Number on the Manual Disbursement (MD) will come from the Next Check Number field or the Next Alternate Check Number field on the Bank table. Valid values in the drop down are Next Check Number or Next Alternate Check.
BANK	Next Available Information Section			
BANK	Next Avail Deposit Ticket No	0000000 00000000	System Inferred	Default. The sequential number that follows the number of the last deposit ticket printed on this account. The deposit ticket print process updates this field. This field is used by Cash Receipt deposit documents.
BANK	Next Check No	0030000 00000001	Data Entry	Required. The sequential number that follows the number of the last check issued on this account. The disbursement process updates this field. It should only be changed manually during initial setup of a new bank account or when a break in check number sequence is required. If the Check/EFT Number on the disbursement document (that is, AD) is set to "all zeroes," then the disbursement document will not increment the Next Check Number value.
BANK	Next Alternate Check No	0000000 00000000	System Inferred	Default. The sequential number that follows the number of the last manual check issued on this account. The Manual Check document updates this field. It should only be changed manually during initial setup of a new bank account or when a break in check number sequence is required.
BANK	Next Avail EFT No	CCYYM MDD000 0001	Data Entry	Required. The sequential number that follows the number of the last electronic fund transfer (EFT) generated for this account. The disbursement process updates this field using the format CCYYMMDD plus a sequential number.

Appendix C/Advantage Financial/Configuration Elements /Fund

Table – Fund (FUND)

CI	Document Name
<> **CI-124467** - DSD CFGN Fund FUND [IMPLEMENTED]	DSD_CFGN_Fund_FUND.doc

Table	Field	Value	Source	Comments
FUND	General Information Section			
FUND	Fiscal Year	2009	Data Entry	Required. The fiscal year associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year.
FUND	Fund	0001	Data Entry	Required. The identification code associated with a fund record, which is an essential part of a governmental accounting system. Values may be entered as a chart of account element on a budget or accounting document.
FUND	Name	General Fund	Data Entry	Required. The name associated with an individual fund code.
FUND	Short Name	General Fund	Data Entry	Required. The short name associated with the fund. This name is used on queries, reports, and inferences for display on transactions and pages when there is not enough room for the full name.
FUND	Bank	1000	Data Entry	Required. Bank identifies the banks that are the defaults for this fund. The Bank value will default to certain accounting documents when not manually entered.
FUND	EFT Bank	1000	Data Entry	Required. EFT Bank is the value defaulted to disbursement documents that are EFT documents.
FUND	Master Bank	1000	Data Entry	Required. aster Bank is the real bank account. This is the value used with the Automatic Bank Transfer batch program.
FUND	Effective From			Blank.
FUND	Effective To			Blank.
FUND	Active	Checkbox is checked	Data Entry	Required. This flag checked indicates whether or not the fund is active for use. When selected, the fund can be used on tables and transactions.
FUND	Budgeting	Checkbox is checked	Data Entry	Required. This flag checked indicates whether this fund is allowed for budgeting or not.
FUND	Component Unit	Checkbox is not checked	System Inferred	Default. This flag checked indicates that this fund is handled differently for CAFR reports. The flag is intended as an aid for CAFR reporting and is optional.
FUND	Pool Fund	Checkbox is not checked	System Inferred	Default. This flag checked indicates the fund code is to be used as the pool fund in the investment area.
FUND	Major Fund	Checkbox is not checked	System Inferred	Default. This flag checked indicates that this fund must be displayed separately from others of this same fund type because of size or volume. The flag is intended as an aid for CAFR reporting and is optional.
FUND	General Capital Assets (GCA) Fund	Checkbox is not checked	System Inferred	Default. This flag checked indicates a fund code will use the GCA fund to record all asset information instead of in the individual fund itself.
FUND	Responsibility Center Posting	Checkbox is not checked	System Inferred	Default. This flag indicates whether the fund can use the Responsibility Center Posting functionality.

FUND	Allow Override of Responsibility Center Posting	Checkbox is not checked	System Inferred	Default. If this flag is checked, the user can manually change the inherited Responsibility Center Posting value from Fund on the Fixed Asset document.
FUND	Allow Negative Investment Balance	Checkbox is not checked	System Inferred	Default. The flag indicates a fund code allows a negative balance in a Pool Investment account for the participatory fund.
FUND	Year End Options Section			
FUND	Pre Enc Close Action	No Action	System Inferred	Default. Indicates the type of action to apply to the document when it is closed. The default value is No Action.
FUND	Pre Enc Roll Min	$0.00	System Inferred	Default. The minimum dollar amount for the Roll action to be applied to pre-encumbrances.
FUND	Enc Close Action	No Action	System Inferred	Default. Indicates the type of action to apply to a document when it is closed. The default value is No Action.
FUND	Enc Roll Min	$0.00	System Inferred	Default. The minimum dollar amount for the Roll action to be applied.
FUND	Recv Close Action	No Action	System Inferred	Default. Actions to be taken against outstanding receivables at year end. The default value is No Action.
FUND	Recv Roll Min	$0.00	System Inferred	Default. The minimum amount a receivable accounting line must be for in order to be selected by the roll process.
FUND	Other Items Closed Action	No Action	System Inferred	Default. On the Fund (FUND) table, actions to be taken against outstanding "other" activity at year end. The default value is No Action.
FUND	Other Items Roll Min	$0.00	System Inferred	Default. The minimum amount an accounting line must be equal to or greater than in a document representing other items in order to be selected by the roll process.
FUND	Close Fund Into Account	Fund Balance	Selected Value	Required. Select the correct account into which the fund balance is closed during the annual closing process. Funds, because of their fund types and classes as defined by Generally Accepted Accounting Procedures (GAAP) close differently. Valid values in the drop down are Agency Due To, Retained Earnings, and Fund Balance.

Appendix C/Advantage Financial/Configuration Elements /Appropriation

Table – Appropriation (APPR)

CI	Document Name
‹› **CI-124415** - DSD CFGN Appropriation APPR [IMPLEMENTED]	DSD_CFGN_Appropriation_APPR.doc

Table	Field	Value	Source	Comments
APPR	General Information Section			
APPR	Fiscal Year	2009	Data Entry	Required. The fiscal year associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year.
APPR	Appr Unit	1112515	Data Entry	Required. The identification code assigned to a single appropriation unit. An appropriation is a budgeting Chart of Accounts element. The appropriation field may be used as an input field on a document, a selection criteria on a parameter table, a key to a specific business rule on a control table, a field to be inferred on a document, or the appropriation value on a historical record.
APPR	Name	IHSS	Data Entry	Required. The name associated with the appropriation unit. This name is used on queries, reports and inferences for display on transactions and pages.
APPR	Short Name	IHSS	Data Entry	Required. The short name associated with the appropriation unit. This name is used on queries, reports, and inferences for display on transactions and screens when there is not enough room for the full name.
APPR	Contact Code			Blank.
APPR	Effective From			Blank.
APPR	Effective To			Blank.
APPR	Active	Checkbox is checked	Data Entry	Required. This flag checked indicates whether or not the appropriation is active for use. When selected, the appropriation can be used on tables and transactions.
APPR	Budgeting	Checkbox is checked	Data Entry	Required. This flag checked indicates whether this appropriation is allowed for budgeting or not.
APPR	Description			Blank.
APPR	Appropriation Classification	Regular	Selected Value	Required. Select Regular from the drop down. Other values in the drop down are: Continuing, Supplemental, Special, and Multi-Year. Regular appropriations normally begin with the fiscal year and end no later than the end of the fiscal year, are not based on special funding and are reviewed on an annual basis.

Appendix C/Advantage Financial/Configuration Elements /Object Category

Table – Object Category (OCAT)

CI	Document Name
‹› **CI-124481** - DSD CFGN Object Category OCAT `IMPLEMENTED`	DSD_CFGN_Object_Category_OCAT.doc

Table	Field	Value	Source	Comments
OCAT	Object Category	706	Data Entry	Required. The identification code associated with the object category. This code groups objects for reporting purposes.
OCAT	Name	Contract Payments (Non-Governmental)	Data Entry	Required. The name associated with the object category. If name is used on queries, reports, and inferences for display on transactions and pages.
OCAT	Short Name	Contract Pay	Data Entry	Required. he short name associated with the object category. This name is used on queries, reports, and inferences for display on transactions and pages when there is not enough room for the full name.
OCAT	Contact Code			Blank.
OCAT	Effective From			Blank.
OCAT	Effective To			Blank.
OCAT	Active	Checkbox is checked	Data Entry	Required. This flag checked indicates whether or not the object category is active for use. When selected, the object category can be used on tables and transactions.
OCAT	Budgeting	Checkbox is not checked	Data Entry	Required. This flag checked indicates whether this object category is allowed for budgeting or not.
OCAT	Description			Blank.

Appendix C/Advantage Financial/Configuration Elements /Object

Table – Object (OBJ)

CI	Document Name
‹› CI-124482 - DSD CFGN Object OBJ `IMPLEMENTED`	DSD_CFGN_Object_OBJ.doc

Table	Field	Value	Source	Comments
OBJ	General Information Section			
OBJ	Fiscal Year	2009	Data Entry	Required. The fiscal year associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year.
OBJ	Object	5001	Data Entry	Required. The identification code associated with an object of expenditure.
OBJ	Name	Wages	Data Entry	Required. The name associated with the object. If name is used on queries, reports, and inferences for display on transactions and pages.
OBJ	Short Name	Wages	Data Entry	Required. The short name associated with the object. This name is used on queries, reports, and inferences for display on transactions and pages when there is not enough room for the full name.
OBJ	Contact Code			Blank.
OBJ	Effective From			Blank.
OBJ	Effective To			Blank.
OBJ	Active	Checkbox is checked	Data Entry	Required. This flag checked indicates whether or not the object is active for use. When selected, the object can be used on tables and transactions.
OBJ	Budgeting	Checkbox is checked	Data Entry	Required. This flag checked indicates whether this object is allowed for budgeting or not.
OBJ	Description			Blank.
OBJ	General Options Section			
OBJ	FASB Class	Not Applicable	Selected Value	Required. A classification for FASB reporting to be associated with each code. Valid values in the drop down are Not Applicable, Unrestricted, Temporarily Restricted, or Permanently Restricted.
OBJ	Operating	Yes	System Inferred	Default. Indicates whether the object is considered to be operating, non-operating, or is not applicable. Used primarily for reporting purposes. However, the operational transfer event categories require an Operating object to be used for the transferring party.
OBJ	Payroll	Checkbox is checked	Data Entry	Default. Indicates whether or not the object is used for payroll. Note: Certain objects can be restricted from being used on certain documents by making an entry on the Valid Document Code and Object Combination table.
OBJ	Reimbursement Eligible	Checkbox is not checked	Data Entry	Default. Indicates that an object is eligible for reimbursement billing process in cost accounting. Default is cleared.

OBJ	Reimbur sable	Checkbo x is not checked	System Inferred	Required.
				When set to YES, an object code is reimbursable, which means it can be used by a selling party on an internal reimbursement purchase and for the providing party on an internal operational transfer.
				This checkbox is checked for objects 5001, 5002, 5003, 5004, 5005, 5008, 5009 and 5011.
OBJ	Eligible for intercept process	Checkbo x is not checked	System Inferred	Default.
				When set on the object table, it means that a receivable (RE) line with that object code can be used to intercept a payment. CDSS is not using the Accounts Receivable business function at this time.
OBJ	FACP Eligible	Checkbo x is not checked	Data Entry	Default.
				This field indicates whether the object is eligible to be included in the accumulation of costs against a Program-Related Fixed Asset. The default for this field is Yes. CDSS is not using the Fixed Asset functionality.
OBJ	Payment Lag	0	System Inferred	Default.
				The number of lag days to be used in the Scheduled Payment Date calculation of Payment Request on documents that can request a disbursement. In the Scheduled Payment Date calculation, multiple Object codes and System Option values can be retrieved when calculating the date for a single vendor line. In such a case, the greatest lag date is used.
OBJ	Rollups Section			
OBJ	Object Class			Blank.
OBJ	Object Category	706	Data Entry	Required.
				The identification code associated with the object category. This code groups objects for reporting purposes.
OBJ	Object Type			Blank.
OBJ	Object Group			Blank.
OBJ	Major CAFR Expense Type			Blank.
OBJ	Minor CAFR Expense Type			Blank.

Appendix C/Advantage Financial/Configuration Elements /Government Branch

Table – Government Branch (GOVBR)

CI	Document Name
<> **CI-124469** - DSD CFGN Government Branch GOVBR [IMPLEMENTED]	DSD_CFGN_Government_Branch_GOVBR.doc

Table	Field	Value	Source	Comments
GOVBR	Government Branch	9999	Data Entry	Required. The unique identification code assigned to the government branch.
GOVBR	Name	Government Branch Level	Data Entry	Required. The name associated with the government branch. This name is used on queries, reports and inferences for display on transactions and pages.
GOVBR	Short Name	Govt Branch	Data Entry	Required. The short name associated with the government branch. This name is used on queries, reports, and inferences for display on transactions and screens when there is not enough room for the full name.
GOVBR	Contact Code			Blank.
GOVBR	Effective From			Blank.
GOVBR	Effective To			Blank.
GOVBR	Active	Checkbox is checked	Data Entry	Required. This flag indicates whether or not the entity is active for use. When selected, the value can be used on pages and transactions.
GOVBR	Budgeting	Checkbox is not checked	Data Entry	Required. The flag indicates whether this code is allowed for budgeting or not.
GOVBR	Description			Blank.

Appendix C/Advantage Financial/Configuration Elements /Cabinet

Table – Cabinet (CAB)

CI	Document Name
‹› **CI-124428** - DSD CFGN Cabinet CAB IMPLEMENTED	DSD_CFGN_Cabinet_CAB.doc

Table	Field	Value	Source	Comments
CAB	Cabinet	9999	Data Entry	Required. The unique identification code assigned to the cabinet.
CAB	Name	Cabinet Level	Data Entry	Required. The name associated with the cabinet. This name is used on queries, reports and inferences for display on transactions and pages.
CAB	Short Name	Cabinet	Data Entry	Required. The short name associated with the cabinet. This name is used on queries, reports, and inferences for display on transactions and screens when there is not enough room for the full name.
CAB	Contact Code			Blank.
CAB	Effective From			Blank.
CAB	Effective To			Blank.
CAB	Active	Checkbox is checked	Data Entry	Required. This flag checked indicates whether or not the cabinet is active for use. When selected, the cabinet can be used on tables and transactions.
CAB	Budgeting	Checkbox is not checked	Data Entry	Required. This flag checked indicates whether this cabinet is allowed for budgeting or not.
CAB	Description			Blank.

Appendix C/Advantage Financial/Configuration Elements /Department

Table – Department (DEPT)

CI	Document Name
<> **CI-124443** - DSD CFGN Department DEPT IMPLEMENTED	DSD_CFGN_Department_DEPT.doc

Table	Field	Value	Source	Comments
DEPT	General Information Section			
DEPT	Department	5180	Data Entry	Required. The unique identification code assigned to the department.
DEPT	Name	CDSS	Data Entry	Required. The name associated with the department. This name is used on queries, reports and inferences for display on transactions and pages.
DEPT	Short Name	CDSS	Data Entry	Required. The short name associated with the department. This name is used on queries, reports, and inferences for display on transactions and screens when there is not enough room for the full name.
DEPT	Effective From			Blank.
DEPT	Effective To			Blank.
DEPT	Active	Checkbox is checked	Data Entry	Required. This flag checked indicates whether or not the department is active for use. When selected, the department can be used on tables and transactions.
DEPT	Budgeting	Checkbox is checked	Data Entry	Required. This flag checked indicates whether this department is allowed for budgeting or not.
DEPT	AR Unit Inference	Set to All	Selected Value	Required. Select "Set to All" from the drop down. Other values in the drop down are: Infer from User ID, Infer from Document ID and No Inference. Set to All value means that there are no specific rules by unit. CDSS is not using the Accounts Receivable business function at this time. This field establishes how the account receivable department is inferred or has to be manually entered on documents recording accounts receivable activity.

Appendix C/Advantage Financial/Configuration Elements /Unit

Table – Unit (UNIT)

CI	Document Name
<> **CI-124508** - DSD CFGN Unit UNIT IMPLEMENTED	DSD_CFGN_Unit_UNIT.doc

Table	Field	Value	Source	Comments
UNIT	General Information Section			
UNIT	Fiscal Year	2009	Data Entry	Required. The fiscal year associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year.
UNIT	Department	5180	Data Entry	Required. The unique identification code assigned to the department.
UNIT	Unit	IHSS	Data Entry	Required. Unit is the lowest organizational level in the main organizational structure. At the unit level, all the organizational elements it reports to are defined so that they are inferred to accounting documents. Unit codes themselves can be values entered on budgeting and accounting documents, keys to business rule tables, and values seen in historical records.
UNIT	Name	In-Home Supportive Services-Residual	Data Entry	Required. The name associated with the unit. This name is used on queries, reports and inferences for display on transactions and pages.
UNIT	Short Name	IHSS	Data Entry	Required. The short name associated with the unit. This name is used on queries, reports, and inferences for display on transactions and screens when there is not enough room for the full name.
UNIT	Contact Code			Blank.
UNIT	Disbursement Contact Code			Blank.
UNIT	Effective From			Blank.
UNIT	Effective To			Blank.
UNIT	Active	Checkbox is checked	Data Entry	Required. This flag checked indicates whether or not the unit is active for use. When selected, the unit can be used on tables and transactions.
UNIT	Budgeting	Checkbox is checked	Data Entry	Required. This flag checked indicates whether this unit is allowed for budgeting or not.
UNIT	VSS Unit	Checkbox is not checked	System Inferred	Default. The VSS Unit flag indicates the specific units that may be selected by vendors in VSS. CDSS is not using the Vendor Self Service module.
UNIT	Description			Blank.

Appendix C/Advantage Financial/Configuration Elements /Sub Unit

Table – Sub Unit (SUNIT)

CI	Document Name
<> **CI-124498** - DSD CFGN Sub Unit SUNIT `IMPLEMENTED`	DSD_CFGN_Sub_Unit_SUNIT.doc

Table	Field	Value	Source	Comments
SUNIT	Fiscal Year	2009	Data Entry	Required. The fiscal year associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year.
SUNIT	Department	5180	Data Entry	Required. The unique identification code assigned to the department.
SUNIT	Unit	IHSS	Data Entry	Required. Unit is the lowest organizational level in the main organizational structure. At the unit level, all the organizational elements it reports to are defined so that they are inferred to accounting documents. Unit codes themselves can be values entered on budgeting and accounting documents, keys to business rule tables, and values seen in historical records.
SUNIT	Sub Unit	0101	Data Entry	Required. Sub Unit is a means of breaking down a unit code into smaller measurements. It is the lowest level of organizational structure and is required or prohibited based on one or more sub unit requirement tables.
SUNIT	Name	ALAMEDA-01	Data Entry	Required. The name associated with the sub unit. This name is used on queries, reports and inferences for display on transactions and pages.
SUNIT	Short Name	ALAMEDA01	Data Entry	Required. The short name associated with the sub unit. This name is used on queries, reports, and inferences for display on transactions and screens when there is not enough room for the full name.
SUNIT	Contact Code			Blank.
SUNIT	Effective From			Blank.
SUNIT	Effective To			Blank.
SUNIT	Active	Checkbox is checked	Data Entry	Required. This flag checked indicates whether or not the sub unit is active for use. When selected, the unit can be used on tables and transactions.
SUNIT	Budgeting	Checkbox is not checked	Data Entry	Required. This flag checked indicates whether this sub unit is allowed for budgeting or not.
SUNIT	Description			Blank.

Appendix C/Advantage Financial/Configuration Elements /Reporting Code

Table – Reporting Code (RPT)

CI	Document Name
‹› **CI-124492** - DSD CFGN Reporting Code RPT IMPLEMENTED	DSD_CFGN_Reporting_Code_RPT.doc

Table	Field	Value	Source	Comments
RPT	General Information Section			
RPT	Fiscal Year	2009	Data Entry	Required. The fiscal year associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year.
RPT	Reporting	221R	Data Entry	Required. The identification code associated with a fund record, which is an essential part of a governmental accounting system. Values may be entered as a chart of account elements on a budget or accounting document.
RPT	Name	County	Data Entry	Required. The name associated with reporting code.
RPT	Short Name	County	Data Entry	Required. The short name associated with the reporting code. This name is used on queries, reports, and inferences for display on transactions and pages when there is not enough room for the full name.
RPT	Contact Code			Blank.
RPT	Effective From			Blank.
RPT	Effective To			Blank.
RPT	Active	Checkbox is checked	Data Entry	Required. This flag checked indicates whether or not the reporting code is active for use. When selected, the reporting code can be used on tables and transactions.
RPT	Budgeting	Checkbox is not checked	Data Entry	Required. This flag checked indicates whether this reporting code is allowed for budgeting or not.
RPT	Description			Blank.

Appendix C/Advantage Financial/Configuration Elements /Department Fiscal Year

Table – Department Fiscal Year (DEPTFY)

CI	Document Name
</> CI-124444 - DSD CFGN Department Fiscal Year DEPTFY `IMPLEMENTED`	DSD_CFGN_Department_Fiscal_Year_DEPTFY.doc

Table	Field	Value	Source	Comments
DEPTFY	Fiscal Year	2009	Data Entry	Required. The fiscal year associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year.
DEPTFY	Department	5180	Data Entry	Required. The unique identification code assigned to the department.
DEPTFY	Government Branch	9999	Data Entry	Required. The unique identification code assigned to the government branch.
DEPTFY	Cabinet	9999	Data Entry	Required. The unique identification code assigned to the cabinet.
DEPTFY	Division	Checkbox is not checked	System Inferred	Default. This flag checked indicates whether the division is a required element for this department for this fiscal year.
DEPTFY	Group	Checkbox is not checked	System Inferred	Default. This flag checked indicates whether the group is a required element for this department for this fiscal year.
DEPTFY	Section	Checkbox is not checked	System Inferred	Default. This flag checked indicates whether the section is a required element for this department for this fiscal year.
DEPTFY	District	Checkbox is not checked	System Inferred	Default. This flag checked indicates whether the district is a required element for this department for this fiscal year.
DEPTFY	Bureau	Checkbox is not checked	System Inferred	Default. This flag checked indicates whether the bureau is a required element for this department for this fiscal year.
DEPTFY	Unit	Checkbox is checked	System Inferred	Default. This flag checked indicates whether the unit is a required element for this department for this fiscal year. The system will default this field.

Appendix C/Advantage Financial/Configuration Elements /Revenue Source

Table – Revenue Source (RSRC)

CI	Document Name
‹› **CI-124494** - DSD CFGN Revenue Source RSRC IMPLEMENTED	DSD_CFGN_Revenue_Source_RSRC.doc

Table	Field	Sample Value	Source	Comments
RSRC	Fiscal Year	2009	Data Entry	Required. The fiscal year associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year.
RSRC	Revenue Source	9999	Data Entry	Required. The unique identification code assigned to the revenue source.
RSRC	Name	Begin Cash for Reference Only	Data Entry	Required. The name associated with the revenue source. This name is used on queries, reports and inferences for display on transactions and pages.
RSRC	Short Name	Begin Cash	Data Entry	Required. The short name associated with the revenue source. This name is used on queries, reports, and inferences for display on transactions and screens when there is not enough room for the full name.
RSRC	FASB Class	Not Applicable	System Inferred	Required. This filed indicates a classification for FASB reporting to be associated with each code.
RSRC	Contact			Blank.
RSRC	Effective From			Blank.
RSRC	Effective To			Blank.
RSRC	Active	Checkbox is checked	Data Entry	Required. This flag checked indicates whether or not the cabinet is active for use. When selected, the cabinet can be used on tables and transactions.
RSRC	Budgeting	Checkbox is not checked	Data Entry	Required. This flag checked indicates whether this cabinet is allowed for budgeting or not.
RSRC	FHWA Revenue Credit			Blank.
RSRC	Use Tax Collection			Blank.
RSRC	Transferable			Blank.
RSRC	Operating	Not Applicable	System Inferred	Required. This field indicates whether an object or a revenue source is considered to be one that is operating, non-operating, or is not applicable. Used primarily for reporting purposes
RSRC	Eligible for Intercept Process			Blank.
RSRC	External Reporting Number			Blank.
RSRC	Description			Blank.

Appendix C/Advantage Financial/Configuration Elements /Vendor ABA

Table – Vendor ABA (VABA)

CI	Document Name
<> **CI-124510** - DSD CFGN Vendor ABA VABA `IMPLEMENTED`	DSD_CFGN_Vendor_ABA_VABA.doc

Table	Field	Sample Value	Source	Comments
VABA	ABA Number	4339243211	Data Entry	Required. The ABA number assigned to the bank.
VABA	Bank Name	Chase Bank	Data Entry	Required. The name assigned to the banking institution.
VABA	Address 1	512 Data Drive	Data Entry	Required. The first line of the address.
VABA	Address 2			Optional. The second line of the address.
VABA	City	Sacramento	Data Entry	Required. The city name associated with the address
VABA	County			Blank.
VABA	Country	US		Default.
VABA	State/Province	CA	Data Entry	Required. The state associated with the address.
VABA	Zip/Postal Code	91820	Data Entry	Required. The zip code associated with the address.
VABA	Web Address http://			Blank.
VABA	Principal Contact	Jeff Smith	Data Entry	Required. The principal contact for this bank.
VABA	Email	jeffsmith@gmail.com	Data Entry	Required. The email associated with the contact.
VABA	Phone	916-769-3333	Data Entry	Required. The telephone number associated with the contact.
VABA	Phone Extension			Blank.
VABA	Alternate Phone			Blank.
VABA	Alternate Phone Extension			Blank.
VABA	Fax			Blank.
VABA	Fax Extension			Blank.
VABA	Alternate Fax			Blank.
VABA	Alternate Fax Extension			Blank.

Appendix C/Advantage Financial/Configuration Elements /Appropriation Inference

Table – Appropriation Inference (APPRINF)

CI	Document Name
‹› **CI-124416** - DSD CFGN Appropriation Inference APPRINF `IMPLEMENTED`	DSD_CFGN_Appropriation_Inference_APPRINF.doc

Table	Field	Sample Value	Source	Comments
APPRINF	Budget Fiscal Year	2008	Data Entry	Required. The Budget Fiscal Year (BFY) associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year.
APPRINF	Fund	0001	Data Entry	Required. The identification code associated with a fund record
APPRINF	Department	5180	Data Entry	Required. The unique identification code assigned to the department.
APPRINF	Unit	IHSS	Data Entry	Required. The name associated with the unit.
APPRINF	Object	5001	Data Entry	Required. The identification code associated with an object of expenditure.
APPRINF	Appropriation Unit to Infer	1112515	Data Entry	Required. The identification code assigned to a single appropriation unit.

Appendix C/Advantage Financial/Configuration Elements /Disbursement Format

Table – Disbursement Format (DISF)

CI	Document Name
◇ **CI-124446** - DSD CFGN Disbursement Format DISF IMPLEMENTED	DSD_CFGN_Disbursement_Format_DISF.doc

Table	Field	Value	Source	Comments
DISF	General Information Section			
DISF	Disbursement Type	Check	Selected Value	Required. This field specifies that the disbursement format. Valid values on the drop down are: Check, Warrant, Remittance Advice, or EFT.
DISF	Format	Regular	Data Entry	Required. The unique identification code assigned to the disbursement format.
DISF	Format Name	Regular Payment	Data Entry	Required. The description associated with the disbursement formatting code. It contains reference information only and is used to assist in identifying the disbursement format.
DISF	Standard Text			Blank.

Appendix C/Advantage Financial/Configuration Elements /Disbursement Priority

Table – Disbursement Priority (DISP)

CI	Document Name
⟨⟩ **CI-124448** - DSD CFGN Disbursement Priority DISP IMPLEMENTED	DSD_CFGN_Disbursement_Priority_DISP.doc

Table	Field	Value	Source	Comments
DISP	Priority Code	99	Data Entry	Required. This field specifies the varying degrees of priority with "1" as the highest priority and "99" as the lowest priority. The default value is "99" for Regular Payment.
DISP	Priority Code Name	Regular Payment	Data Entry	Required. The name associated with the priority code.

Appendix C/Advantage Financial/Configuration Elements /Disbursement Category

Table – Disbursement Category (DISC)

CI	Document Name
<> **CI-124445** - DSD CFGN Disbursement Category DISC [IMPLEMENTED]	DSD_CFGN_Disbursement_Category_DISC.doc

Table	Field	Value	Source	Comments
DISC	Disbursement Category	REG	Data Entry	Required. The code that represents an individual disbursement category.
DISC	Name	Regular Payments	Data Entry	Required. The descriptive text of disbursement category. It contains reference information only and is used to assist in identifying individual disbursement categories.
DISC	Standard Text			Blank.
DISC	Internal Category	Checkbox is not checked	System Inferred	Default. If this option is selected, then it indicates that the disbursement category can be used for internal purposes.

Appendix C/Advantage Financial/Configuration Elements /System Options

Table – System Options (SOPT)

CI	Document Name
‹› **CI-124500** - DSD CFGN System Options SOPT IMPLEMENTED	DSD_CFGN_System_Options_SOPT.doc

Table	Field	Value	Source	Comments
SOPT	Expenses			
SOPT	Fiscal Year	2009	System Inferred	Required. The fiscal year associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year. Result from NYTI job.
SOPT	Calculate Penalties on Disbursements	Checkbox is not checked	System Inferred	Default. This field indicates whether or not the system applies penalties to disbursements that are determined to be late. Any penalty amount is added as a line item on the Disbursement document.
SOPT	Penalty Lag Days	0	System Inferred	Default. This field specifies the span of days allowed between the disbursement request date and the actual disbursement date before the disbursement is considered late and eligible for incurring a penalty. Required if Calculate Penalties on Disbursements is selected. Default is zero. The value should not be negative.
SOPT	Penalty Lag Percentage	0.00%	System Inferred	Default. This field specifies the percentage to be used in calculating penalties for late disbursements. Required if Calculate Penalties on Disbursements is selected. Default is zero. The value should not be negative.
SOPT	1099 Backup Withholding	Checkbox is not checked	System Inferred	Default. This field indicates whether or not backup withholding offsets can be processed in the system. If selected, State of CA must enter the backup withholding rate on System Options and Controls, as well as the backup withholding fund, payable account and withholding cash account on the System Special Accounts table. State of CA cannot select the Backup Withholding option on the 1099 Reporting Information table if the 1042-S Reportable option is selected.
SOPT	1099 Backup Withholding Rate	0.00%	System Inferred	Default. This field indicates the percentage value used to calculate backup withholding offsets. Required if the backup withholding flag is selected on System Options and Controls. Default is zero. The value should not be negative.
SOPT	1042-S Withholding	Checkbox is not checked	System Inferred	Default. This field indicates whether or not the system will capture 1042-S Reportable income for non-resident aliens.
SOPT	1042 – S Backup Withholding Rate	0.00%	System Inferred	Default. This field indicates the percentage value used to calculate backup withholding offsets. Required if the backup withholding flag is selected on System Options and Controls. Default is zero. The value should not be negative.

SOPT	System Payment Lag	0	System Inferred	Default.
				This field indicates the number of lag days a voucher can have before payment if no scheduled payment date is entered on the payment.
				Default is zero.
				The value should not be negative.
SOPT	Number of Prenote Days	20	Data Entry	Required.
				This field indicates the number of prenote days that a financial institution has, to notify that the information for a vendor used for EFT is incorrect.
				Default is zero.
				The value cannot be negative.
SOPT	Recalculate Tax from Discount	Checkbox is not checked	System Inferred	Default.
				This field indicates whether or not the tax amount of a disbursement line item is recalculated based on the net amount of the line item less applied discounts.
				Default is cleared.
SOPT	Calculate Interest on Disbursements	Checkbox is not checked	System Inferred	Default.
				This field indicates whether or not interest is accrued and applied to payments that are determined to be late.
				The interest amount is added as an accounting line item on the Disbursement document.
SOPT	Payment Intercept	Checkbox is not checked	System Inferred	Default. This field indicates whether or not intercepts are applied to disbursements. If selected, CDSS must enter an intercept fund, sub-fund, department, unit, balance sheet account and sub-balance sheet account on System Special Accounts.
				The information in these fields is used to add an intercept line on a disbursement document.
SOPT	State Date Disbursements	Checkbox is t checked	System Inferred	Required.
				This field indicates whether or not the system can stale disbursements. If selected, the Stale Date process compares the issue date of outstanding disbursements with the system date and marks stale any disbursements that are outstanding greater than the specified number of stale days.
				If selected, CDSS must enter the number of stale days on System Options and Controls and a stale date payable account on System Special Accounts table.
SOPT	Stale Days	395	System Inferred	Required.
				This field indicates the number of days that can pass before a disbursement is considered stale. Required if the stale date disbursements flag is selected.
				Default is zero.
				The value should not be negative.
				SCO stated that warrants are stale dated after 13 months.
SOPT	Escheat Disbursement	Checkbox is not checked	Data Entry	Default.
				This field indicates whether or not the system can escheat disbursements.
				If selected, the escheat process compares the issue date of outstanding or stale disbursements with the system date and marks escheat any disbursements that are outstanding or stale greater than the specified number of escheat days.
				If selected, you must enter the number of escheat days on System Options and Controls and an escheat payable account on System Special Accounts table.
SOPT	Escheat Days	0	Data Entry	Default.
				This field indicates the number of days that can pass before a disbursement is considered escheat. Required if the escheat disbursements flag is selected.
				Default is zero.
				The value should not be negative.
				SCO stated that warrants are stale dated after 13 months.
SOPT	Disbursement Interest Lag Day	0	System Inferred	Default.
				This field indicates the number of days that can elapse prior to interest accrual for late payments.
				Required if Calculate Interest on Disbursements is selected. Defaults to zero.
				The value should not be negative.

SOPT	Daily Disbursement Interest Rate	0.00%	System Inferred	Default. This field indicates the daily periodic rate used to calculate accrued interest on late payments. Required if Calculate Interest on Disbursements is selected. Defaults to zero. The value should not be negative.
SOPT	Allow Partial Payment of Award Line	Checkbox is not checked	System Inferred	Default. This field is related to Procurement area that will not be used by State of California.
SOPT	Do not Allow Partial Payment of Invoice	Checkbox is not checked	System Inferred	Default. This field is related to Procurement area that will not be used by State of California.
SOPT	Print $0 Amount Check	Checkbox is not checked	System Inferred	Default. When this field is checked, checks that total $0.00 will still be printed for a particular fund code. If this field is unchecked, then the printing of those zero dollar checks is suppressed.
SOPT	Disbursement Options	Checks /EFT	Selected Value	Required. This field indicates the type of disbursements. The valid values in the drop down are Checks/EFT, Standard Warrant, Clearing Fund Warrant, Standard Warrant/EFT or Clearing Fund Warrant/EFT.
SOPT	PR Update Inventory Flag	Checkbox is not checked	System Inferred	Default. This field is related to Procurement and Inventory area that will not be used by State of California.
SOPT	External Disbursement	Checkbox is not checked	System Inferred	Default. This field indicates that disbursements are made by an external system rather than within the Financial component of CMIPS application for a specific fiscal year. Edits and updates concerning Check Number and Check Date are performed differently on disbursement documents when those disbursements are made externally.
SOPT	Vendor Default Disbursement Format	REG	Data Entry	Required. This field defines for a fiscal year, the vendor disbursement format that will be defaulted to VCUST records when left blank. The Disbursement Format table must be populated per to populating this field.
SOPT	Vendor Default EFT	EFT	Data Entry	Required. This field defines for a fiscal year, the vendor EFT format that will be defaulted to VCUST records when left blank.
SOPT	Require UR Accounting	Checkbox is not checked	System Inferred	Default. This field is related to Procurement area that will not be used by CDSS.
SOPT	Auto Submit From UR	Checkbox is not checked	System Inferred	Default. This field is related to Procurement area that will not be used by CDSS.
SOPT	P Card Consolidation Options	Payee	System Inferred	Default. This field is related to Procurement area that will not be used by CDSS.

Appendix C/Advantage Financial/Configuration Elements /Special Accounts

Table – Special Accounts (SPEC)

CI	Document Name
<> **CI-124495** - DSD CFGN Special Accounts SPEC IMPLEMENTED	DSD_CFGN_Special_Accounts_SPEC.doc

Table	Field	Value	Source	Comments
SPEC	Accounts Payable Section			
SPEC	Fiscal Year	2009	System Inferred	Required. The fiscal year associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year. Result of NYTI job.
SPEC	Disbursement Option	Check /EFT	Selected Value	Required. A manual warrant can be one of several types of disbursements, each having a different associated event type. Valid values in drop down are Checks/EFT, Standard Warrant, Clearing Fund Warrant, Standard Warrant/EFT or Clearing Fund Warrant/EFT.
SPEC	Disbursements Payable	2000	Data Entry	Required. The default balance sheet account code used to record the liability when a document requests a payment to be made. The balance sheet account must be a valid liability type balance sheet account and cannot be a memo account.
SPEC	Disbursements Payable Sub Account			Blank.
SPEC	Disbursement Payable Override	Checkbox is not checked	System Inferred	Default. When selected, the accounts payable account can be overridden by an individual fund.
SPEC	Accounts Payable	3000	Data Entry	Required. The balance sheet account code used to record the liability between the accrued expenditure and disbursement. The balance sheet account must be a valid liability type balance sheet account and cannot be a memo account. The code can be inferred by the posting code.
SPEC	Accounts Payable Sub Account			Blank.
SPEC	Accounts Payable Override	Checkbox is not checked	System Inferred	Default. When selected, the accounts payable account can be overridden by an individual fund.
SPEC	Warrant Payable	4000	Data Entry	Required. The balance sheet account code used to record the liability between the warrant issue and the warrant redemption. Required when the disbursement option on the System Options and Controls window is Standard Warrant or Clearing Fund Warrant. The balance sheet account must be a valid liability type balance sheet account and cannot be a memo account.
SPEC	Warrant Payable Sub-Account			Blank.
SPEC	Warrants Payable Override	Checkbox is not checked	System Inferred	Default. When selected, the warrant payable code can be overridden.
SPEC	Warrant Clearing Fund			Blank.
SPEC	Warrant Clearing Sub Fund			Blank.

SPEC	Warrant Clearing Fund Override	Checkbox is not checked	System Inferred	Default. Then selected, the fund or sub-fund associated with warrant clearing can be changed.
SPEC	Payroll Clearing Fund			Blank.
SPEC	Payroll Clearing Sub Fund			Blank.
SPEC	Payroll Clearing Fund Override	Checkbox is not checked	System Inferred	Default. When selected, the fund or sub-fund associated with payroll clearing can be changed.
SPEC	Backup Withholding On			Blank.
SPEC	Backup Withholding Payable			Blank.
SPEC	Backup Withholding Payable Sub Account			Blank.
SPEC	Backup Withholding Payable Override	Checkbox is not checked	System Inferred	Default. An indicator that controls whether a fund can substitute its backup withholding payables account for the system-wide default.
SPEC	Intercept Application On			Blank.
SPEC	Intercept Payable			Blank.
SPEC	Intercept Payable Sub Account			Blank.
SPEC	Intercept Payable Override	Checkbox is not checked	System Inferred	Default. When selected, the intercept payable account can be overridden by an individual fund.
SPEC	Intercept Cash Account			Blank.
SPEC	Intercept Cash Sub Account			Blank.
SPEC	Intercept Cash Override	Checkbox is not checked	System Inferred	Default. When selected, the intercept cash account can be overridden by an individual fund.
SPEC	Retainage Payable			Blank.
SPEC	Retainage Sub Account			Blank.
SPEC	Retainage Payable Override	Checkbox is not checked	System Inferred	Default. Override flag that controls whether a fund can substitute retainage payable for the system-wide default.
SPEC	Stale Dated Payable	5000	Data Entry	Required. A balance sheet account where an amount previously booked to cash (for checks) or warrants payable (for certain warrants) is recorded when a disbursement is put in stale status because it has not been redeemed after a specified number of days. Must be a liability account and cannot be a memo account.
SPEC	Stale Dated Payable Sub Account			Blank.
SPEC	Stale Dated Payable Override	Checkbox is not checked	System Inferred	Default. Override flag that controls whether a fund can substitute stale dated payable for the system-wide default.
SPEC	Escheat Payable	6000	Data Entry	Required. The balance sheet account where an amount previously booked to cash (for checks), warrants payable (for certain warrants) or previously recorded stale payables is recorded to when a disbursement is put in escheat status because the disbursement has not been redeemed after a specified number of days. The balance sheet account must be a valid liability type account and cannot be a memo account.
SPEC	Escheat Payable Sub Account			Blank.

SPEC	Escheat Payable Override	Checkbox is not checked	System Inferred	Default. An indicator that controls whether a fund can substitute its escheat payable account for the system-wide default.
SPEC	Use Tax Payable			Blank.
SPEC	Use Tax Payable Sub Account			Blank.
SPEC	Use Tax Payable Override	Checkbox is not checked	System Inferred	Default. Override flag that controls whether a fund can substitute use tax payable for the system-wide default.
SPEC	Expenditure Offset			Blank.
SPEC	Expenditure Offset Sub Account			Blank.
SPEC	Expenditure Offset Override	Checkbox is not checked	System Inferred	Default. When selected allows the default account to be overridden with a value from the Fund Special Accounts.
SPEC	Undistributed Receipts			Blank.
SPEC	Undistributed Receipts Sub Account			Blank.
SPEC	Undistributed Receipts Override	Checkbox is not checked	System Inferred	Default. An indicator that when selected will allow individual funds to use their default account for undistributed receipts.
SPEC	Cancelled Disbursements Payable			Blank.
SPEC	Cancelled Disbursements Sub Payable			Blank.
SPEC	Cancelled Disbursements Payable Override	Checkbox is not checked	System Inferred	Default. When selected allows the default account to be overridden with a value from the Fund Special Accounts.
SPEC	Miscellaneous Section			
SPEC	Fiscal Year	2009	System Inferred	Required. The fiscal year associated with an account or record. Validated against a Fiscal Year table which contains controls and other attributes of the year. Result of NYTI job.
SPEC	Retained Earnings			Blank.
SPEC	Retained Earnings Sub Account			Blank.
SPEC	Retained Earnings Override	Checkbox is not checked	System Inferred	Default. Override flag that controls whether a fund can substitute retainage earnings for the system-wide default.
SPEC	Fund Balance	8000	Data Entry	Required. The system default Balance Sheet Account used in the annual close process for certain funds.
SPEC	Fund Balance Sub Account			Blank.
SPEC	Fund Balance Override	Checkbox is not checked	System Inferred	Default. When selected, the fund balance account can be overridden by an individual fund.
SPEC	Agency Due To			Blank.
SPEC	Agency Due To Sub Account			Blank.
SPEC	Agency Due To Override	Checkbox is not checked	System Inferred	Default. When selected, the agency due to account can be overridden by an individual fund.
SPEC	Net Assets			Blank.
SPEC	Net Assets Sub Account			Blank.

SPEC	Net Assets Override	Checkbox is not checked	System Inferred	Default. When set to YES, an individual fund code's Net Assets account on Fund Special Accounts will be used instead of the system wide default. If one does not exist, then the system wide default will be used.
SPEC	FASB/GASB	GASB	System Inferred	Default. This is the inferred setting from the same fiscal year on the System Options Table (SOPT). It is used to require the restriction accounts when set to FASB.
SPEC	FASB Unrestricted Assets			Blank.
SPEC	FASB Unrestricted Assets Sub Account			Blank.
SPEC	FASB Unrestricted Assets Override	Checkbox is not checked	System Inferred	Default. Override flag that controls whether or not a fund can substitute its Unrestricted account for the system wide default.
SPEC	FASB Temporarily Restricted Assets			Blank.
SPEC	FASB Temporarily Restricted Assets Sub Account			Blank.
SPEC	FASB Temporarily Restricted Assets Override	Checkbox is not checked	System Inferred	Default. Override flag that controls whether or not a fund can substitute its Temporarily Restricted account for the system wide default.
SPEC	FASB Permanently Restricted Assets			Blank.
SPEC	FASB Permanently Restricted Assets Sub Account			Blank.
SPEC	FASB Permanently Restricted Assets Override	Checkbox is not checked	System Inferred	Default. When selected, the FASB Permanently Restricted Assets account can be overridden by an individual fund.
SPEC	Master Closing Object	9999	Data Entry	Required. During annual closing, expenditure nominal accounts have their balances closed into an appropriate equity or liability account. The offset to this entry uses this Master Closing Object so that the closing year's account balances remain in the fiscal year ledgers.
SPEC	Master Closing Revenue Source			Blank.
SPEC	Annual Closing Offset	9999	Data Entry	Required. Used in the Annual Close process balance journal vouchers when the accounting line limit is exceeded for a Fund, Sub Fund, Fiscal Year and Accounting Period Combination. No account type restriction for this balance sheet account, but it should match the requirement for the Annual Closing Offset posting code used.
SPEC	Miscellaneous Asset 1			Blank.
SPEC	Miscellaneous Asset 1 Sub Account			Blank.
SPEC	Miscellaneous Asset 1 Override	Checkbox is not checked	System Inferred	Default. This option allows users to override the Miscellaneous Asset 1 field to allow a default from the Special Fund Accounts table.
SPEC	Miscellaneous Asset 2			Blank.
SPEC	Miscellaneous Asset 2 Sub Account			Blank.

SPEC	Miscellaneous Asset 2 Override	Checkbox is not checked	System Inferred	Default. This option allows users to override the Miscellaneous Asset 2 field to allow a default from the Special Fund Accounts table.
SPEC	Miscellaneous Liability 1			Blank.
SPEC	Miscellaneous Liability 1 Sub Account			Blank.
SPEC	Miscellaneous Liability 1 Override	Checkbox is not checked	System Inferred	Default. This option allows you to override the Miscellaneous Liability 1 field to allow a default from the Special Fund Accounts table.
SPEC	Miscellaneous Liability 2			Blank.
SPEC	Miscellaneous Liability 2 Sub Account			Blank.
SPEC	Miscellaneous Liability 2 Override	Checkbox is not checked	System Inferred	Default. This option allows users to override the Miscellaneous Liability 2 field to allow a default from the Special Fund Accounts table.
SPEC	Miscellaneous Equity 1			Blank.
SPEC	Miscellaneous Equity 1 Sub Account			Blank.
SPEC	Miscellaneous Equity 1 Override	Checkbox is not checked	System Inferred	Default. This option allows users to override the Miscellaneous Equity 1 field to allow a default from the Special Fund Accounts table.
SPEC	Miscellaneous Equity 2			Blank.
SPEC	Miscellaneous Equity 2 Sub Account			Blank.
SPEC	Miscellaneous Equity 2 Override	Checkbox is not checked	System Inferred	Default. This option allows users to override the Miscellaneous Equity 2 field to allow a default from the Special Fund Accounts table.
SPEC	Payroll Clearing Account			Blank.
SPEC	Payroll Clearing Account Sub Account			Blank.
SPEC	Payroll Clearing Account Override	Checkbox is not checked	System Inferred	Default. This option allows users to override the Payroll Clearing Account field to allow a default from the Special Fund Accounts table.

Appendix C/Advantage Financial/Configuration Elements /Auto Numbering

Table – Auto Numbering (ADNT)

CI	Document Name
‹› **CI-124417** - DSD CFGN Automatic Document Numbering ADNT AdvHR `IMPLEMENTED`	DSD_CFGN_Automatic_Document_Numbering_ADNT_AdvHR.doc

Table	Field	Value	Source	Comments
ADNT	Fiscal Year	2009	Data Entry	Required. The fiscal year associated with the record.
ADNT	Document Code	AD	Data Entry	Required. Document Name. Those in use by Financial component of CMIPS: AD, EFT, DC, JVA, BGEX, IT, PREXC, VCC and VCM.
ADNT	Department	5180	Data Entry	Required. Department used in CMIPS.
ADNT	Prefix	AD	Data Entry	Required. When associated with an Automatic Numbering record, it is the standard set of up to 4 characters and numbers that will appear at the beginning of every generated document ID. When set to "****" there will be no prefix assigned. Financial component of CMIPS will use prefix for some of the documents such as AD, EFT and JVA.
ADNT	Usage	Not Restricted	Selected Value	Required. Defines the usage of a particular fiscal year, document code, and department prefix combination used during the automated document numbering process. Valid values on the drop down are Internal, External or Not Restricted. "Internal" indicates that only Advantage documents can use these parameters. "External" indicates that batch processes and those documents generated through 3rd-party software can use these parameters. "Not Restricted" indicates all documents can use these parameters.
ADNT	Required	Checkbox is not checked	Data Entry	Required. A document prefix designated as "required" cannot be used to begin a manually assigned document ID.
ADNT	Include Date	Checkbox is checked	Data Entry	Required. Include Date option indicates whether the System Date should be used in the auto generated document ID. If the Include Date option is selected, then the Date Format field is required.
ADNT	Date Format	MMDDCCYY	Selected Value	Required. If a date is placed into an automatically numbered document id, then select the date format. Valid values in the drop down are None, YY, CCYY, YYMMDD, CCYYMMDD, DDMMYY, DDMMCCYY, MMDDYY or MMDDCCYY.
ADNT	Number From	1	Data Entry	Required. Starting sequence number for document IDs generated through the automated document numbering process for this particular fiscal year, document code and department prefix combination.
ADNT	Number To	999999	Data Entry	Required. Ending sequence number for document IDs generated through the automated document numbering process for this particular fiscal year, document code, and department prefix combination. Process starts over at sequence number range from value once the sequence number range To value has been used.

ADNT	Format Field Length	20	Data Entry	Required.
				Determines the length of the auto generated document ID.

Appendix C/Advantage Financial/Configuration Elements /Extended Department

Table – Extended Department (DEPTX)

CI	Document Name
<> **CI-124460** - DSD CFGN Extended Department DEPTX IMPLEMENTED	DSD_CFGN_Extended_Department_DEPTX.doc

Table	Field	Value	Source	Comments
DEPTX	General Information Sub Section			
DEPTX	Department	IHSS	Data Entry	Required. The identification code associated with the department. CMIPS is using the department field to record the program and sub sources (IHSS, PCSP, IPO, IPW 1, IPW2, IPW3, IPW4, IPW5, IPW6 and WPCS).
DEPTX	Unit	0131	Data Entry	Required. The identification code associated with the organization or the unit within the department. CMIPS is using the unit field to record the county and district information.
DEPTX	EEO Function	P	Data Entry	Required. The identification code associated with the EEO function. CMIPS is using this field to record a default value of "P" for Provider.
DEPTX	Taxing Entity			Blank.
DEPTX	EEO Employer			Blank.
DEPTX	Earliest Retroactive Pay Date			Blank.
DEPTX	From	01/01 /2009	Data Entry	Required. The date this information becomes effective. This field should be entered in mm/dd/ccyy format.
DEPTX	To	12/31 /9999	Data Entry	Required. The last date for which this information is effective. The default value for the operating system is 12/31/9999, which indicates the latest available date.
DEPTX	Labor Distribution Profile	R0131	Data Entry	Required. The value for the labor distribution profile. Required if Labor Distribution Override Option is used.
DEPTX	Check Distribution			Blank.
DEPTX	EEO Report Type	Not Applicable	System Inferred	Default. Not Applicable is the default for this field. Valid values in the drop down are: EE04, EE05, EE06 and Not Applicable.
DEPTX	Unit within Position Control	Not Applicable	System Inferred	Default. Not Applicable is the default for this field. Valid values in the drop down are EE04, EE05, EE06 and Not Applicable.
DEPTX	Extended Departments Sub Section			
DEPTX	Account Code 1	N/A	System Inferred	Default.
DEPTX	Account Code 2	N/A	System Inferred	Default.
DEPTX	Account Code 3	N/A	System Inferred	Default.

DEPTX	Account Code 4	N/A	System Inferred	Default.
DEPTX	Account Code 5	N/A	System Inferred	Default.
DEPTX	Account Code 6	N/A	System Inferred	Default.
DEPTX	Account Code 7	N/A	System Inferred	Default.
DEPTX	Account Code 8	N/A	System Inferred	Default.

Appendix C/Advantage Financial/Configuration Elements /Labor Distribution Profile

Table – Labor Distribution Profile (LDPR)

CI	Document Name
<> **CI-124473** - DSD CFGN Labor Distribution Profile LDPR `IMPLEMENTED`	DSD_CFGN_Labor_Distribution_Profile_LDPR.doc

Table	Field	Value	Source	Comments
LDPR	Labor Distribution Profile Section			
LDPR	Department	IHSS	Data Entry	Required. The department code to which the labor expense should be distributed. On the Payroll and Leave Events (EVNT) page, if CDSS enter this information, the system overrides the employee's normal accounting attributes and uses the ones specified here for this event type. CMIPS is using the department field to record the program and sub sources (IHSS, PCSP, IPO, IPW 1, IPW2, IPW3, IPW4, IPW5, IPW6 and WPCS).
LDPR	Labor Distribution Profile	R0131	Data Entry	Required. The value for the labor distribution profile.
LDPR	From	01/01 /2009	Data Entry	Required. The date this information becomes effective. This field should be entered in mm/dd/ccyy format.
LDPR	To	12/31 /9999	Data Entry	Required. The last date for which this information is effective. The default value for the operating system is 12/31/9999, which indicates the latest available date.
LDPR	Details Section			
LDPR	Distribution Percent	17.5	Data Entry	Required. The percentage of the payroll expense to be allocated to the specific labor distribution accounting attributes on this line (for example, 100 percent and 20 percent). The total for all lines must equal 100 percent. Here the 100 percent is depicted as "1", and 20 percent would be "0.2".
LDPR	Fund Accounting Sub Section			
LDPR	Fund	0001	Data Entry	Required. The identification code associated with a fund record, which is an essential part of a governmental accounting system. Values may be entered as a chart of account element on a budget or accounting document. The Fund may also be used as a selection criterion on an input parameter. The Fund may be entered to associate rules with a fund that are designated on other tables than the fund table. Lastly, it can be the fund recorded on a historical record.
LDPR	Sub Fund			Blank.
LDPR	Department	5180	Data Entry	Required. The identification code associated with the department. This field is required. Asterisks
LDPR	Unit	IHSS	Data Entry	Required. The identification code associated with the organization or the unit within the department.
LDPR	Sub Unit	0131	Data Entry	Required. Sub Unit is a means of breaking down a unit code into smaller measurements. It is the lowest level of organizational structure and is required or prohibited based on one or more sub unit requirement tables.

LDPR	Appr	1112515	Data Entry	Required. The identification code assigned to a single appropriation unit. An appropriation is a budgeting Chart of Accounts element. The appropriation field may be used as an input field on a document, a selection criteria on a parameter table, a key to a specific business rule on a control table, a field to be inferred on a document or the appropriation value on a historical record.
LDPR	Object			Blank.
LDPR	Sub Object			Blank.
LDPR	Revenue Source			Blank.
LDPR	Sub Revenue Source			Blank.
LDPR	BSA			Blank.
LDPR	Sub BSA			Blank.
LDPR	OBSA			Blank.
LDPR	Sub OBSA			Blank.
LDPR	Dept Object			Blank.
LDPR	Dept Revenue			Blank.
LDPR	Detail Accounting Sub Section			
LDPR	Location			Blank.
LDPR	Sub Location			Blank.
LDPR	Activity			Blank.
LDPR	Sub Activity			Blank.
LDPR	Function			Blank.
LDPR	Sub Function			Blank.
LDPR	Reporting	221R	Data Entry	Required. The reporting code element is a programmatic element that can be used in many different ways for measurement and tracking. It is even used as an informal cost accounting entity at times. It can be used on all accounting documents and is stored in journals and optionally in ledgers.
LDPR	Sub Reporting			Blank.
LDPR	Task			Blank.
LDPR	Sub Task			Blank.
LDPR	Task Order			Blank.
LDPR	Major Program			Blank.
LDPR	Program			Blank.
LDPR	Phase			Blank.

Appendix C/Advantage Financial/Configuration Elements /Disbursement Parameter

Table – Disbursement Parameter (DISPA)

CI	Document Name
⟨⟩ **CI-124447** - DSD CFGN Disbursement Parameter DISPA IMPLEMENTED	DSD_CFGN_Disbursement_Parameter_DISPA.doc

Table	Field	Value	Source	Comments
DISPA	Document Code	AD	Data Entry	Required. The Document Code assigned to this document. Document code AD is used for paper warrant and EFT for EFT.
DISPA	Doc Dept	5180	Data Entry	Required. The Department Code assigned to the AD or EFT document.
DISPA	Disbursement Type	Check	Selected Value	Required. Specifies the format. Valid values in the drop down are Checks for AD document code and EFT for EFT document code.
DISPA	Disbursement Category	REG	Data Entry	Required. The default disbursement category for disbursement request generated for this vendor.
DISPA	Disbursement Priority	99	Data Entry	Required. This is the order in which a disbursement is processed during the Automated Disbursement process.
DISPA	Disbursement Limit			Blank.
DISPA	Bank Account Code	1000	Data Entry	Required. The bank account code used in place of the actual bank account number.
DISPA	Online Disbursement	Checkbox is not checked	System Inferred	Default. When selected, the Automated Disbursement process will only select those Accounting Lines from the Disbursement Request (DISRQ) table that are marked for Online Disbursement Request. Otherwise the Automated Disbursement process will select all eligible Accounting Lines from the Disbursement Request (DISRQ).
DISPA	Active	Checkbox is checked	Data Entry	Required. Indicates whether or not the entity is active for use.
DISPA	From Date	12/04/2008	Data Entry	Required. The From Date is the earliest scheduled payment date criteria for disbursement request selection.
DISPA	To Date	12/16/2008	Data Entry	Required. The To Date is the latest scheduled payment date criteria for disbursement request selection.
DISPA	Check Date	12/16/2008	Data Entry	Required. The date on which the entity becomes effective.
DISPA	Alignment Voids			Blank.
DISPA	Description			Blank.
DISPA	EFT to Hard Copy	Checkbox is not checked.	System Inferred	Optional. This flag will force Disbursement Requests selected as EFT disbursements to generate checks or warrants.
DISPA	EFT to Hard Copy for Intercept	Checkbox is not checked	System Inferred	Default. When selected, an AD is automatically created for an Electronic Payment (EFT) that is intercepted.
DISPA	Zero Dollar EFT to Hardcopy	Checkbox is not checked	System Inferred	Default. When selected, an AD Document is automatically created for zero dollar EFT payments.

DISPA	Lag Days			Optional.
				The number of days after which EFT payments will become effective.
DISPA	Latest Vendor Information on Check			Blank.
DISPA	Credit Memo Consolidation			Blank.

Appendix C/Advantage Financial/Documents

Appendix C/Advantage Financial/Documents/VCC Transaction

Table – VCC Transaction

CI	Document Name
`<>` **CI-124511** - DSD CFGN VCC Transaction `IMPLEMENTED`	DSD_CFGN_VCC_Transaction.doc

Transaction	Field	Value	Source	Comments
VCC	Header Section			
VCC	General Information Sub Section			
VCC	Document Name			Blank.
VCC	Record Date	12/16 /2008	System Inferred	Default. The date the document was submitted successfully.
VCC	Document Description	Court Order Lien	Data Entry	Required. This field is used as a description of why this vendor.
VCC	Never Archive			Blank.
VCC	Extended Description Sub Section			This sub-section will not be used by CDSS.
VCC	Extended Description			Blank.
VCC	Vendor/Customer Section			
VCC	General Information Sub Section			
VCC	Vendor/ Customer	VC0000 000049	System Inferred	Default. The unique identifier assigned to the vendor.
VCC	Auto Generate	Checkbo x is checked	Data Entry	Required. Select this box to auto-generate Vendor Code.
VCC	Legal Name	First Hawaiia n Bank	System Inferred	Default. This field is inferred after the document is saved, if the Organization Type field is Individual, then the Legal Name field is populated with the values in the First Name, Middle Name and Last Name fields. If the Organization Type field is Company, then the Legal Name field is populated with the value in the Company field. The legally defined name of the company or individual represented by this record. The field is used for reporting if defined as not Alias/DBA.
VCC	Alias/DBA	L	Data Entry	Required. The type of vendor. Valid values are: - L - Lien holder - U - Labor Organizations - C - County - O - Others
VCC	Location Name			Blank.
VCC	Department			Blank.
VCC	Unit			Blank.

VCC	Organization Type	Company	Selected Value	Rule Driven. The type of the organization. If this field is Individual, then the Company Name field must be blank and the First and Last Name fields will be required. If this field is Company, then the First, Middle and Last Name fields must be blank and the Company Name field will be required. Valid values in the drop down are Individual and Company.
VCC	First Name			Rule Driven. If the Organization Type is Individual, then the First Name field is used to define the first name associated with the Vendor.
VCC	Middle Name			Rule Driven. If the Organization Type is Individual, then the Middle Name field is used to define the middle name associated with the Vendor.
VCC	Last Name			Rule Driven. If the Organization Type is Individual, then the Last Name field is used to define the last name associated with the Vendor.
VCC	Company Name	First Hawaiia n Bank	Data Entry	Rule Driven. The name of the company associated with the Vendor record. If the Organization Type field is Individual, then this field must be blank. If Company Name is populated, the vendor/customer Legal Name will be derived from the value in this field.
VCC	Active From			Blank.
VCC	Headquarter s Sub Section			This sub-section will not be used by CDSS.
VCC	Headquarter s Account Code			Blank.
VCC	Headquarter s Account Legal Name			Blank.
VCC	Franchise Account	Checkbo x is not checked	System Inferred	Default. Indicates if the vendor record is a franchise.
VCC	Web Address http://			Blank.
VCC	Catalog DUNS			Blank.
VCC	Taxpayer ID Number			Blank.
VCC	Taxpayer ID Number Type			Blank.
VCC	Accounts Indicators Sub Section			This sub-section will not be used by CDSS.
VCC	Restrict Use by Department	Checkbo x is not checked	System Inferred	Default. Indicates whether or not spending is restricted for this record.
VCC	Miscellaneo us Account	Checkbo x is not checked	System Inferred	Default. Indicates this record is for miscellaneous use and does not represent a specific vendor or customer.
VCC	Internal Account	Checkbo x is not checked	System Inferred	Default. Indicates if this account is an internal account (intergovernmental department).
VCC	Inventory Customer	Checkbo x is not checked	System Inferred	Default. If this flag is selected, then it defines the external customer as eligible for Inventory.
VCC	Third Party Only	Checkbo x is not checked	System Inferred	Default. Indicates whether this record is a third party record.
VCC	Third Party Vendor	Checkbo x is not checked	System Inferred	Default. Indicates whether this record can be used as a third party for other vendor records.

VCC	Third Party Customer	Checkbox is not checked	System Inferred	Default. Indicates whether this record can be used as a third party for other customer records.
VCC	Restrict VSS Access	No	System Inferred	Default. When selected, prevents Vendor/Customer records from being displayed in the Vendor Self Service (VSS) application.
VCC	Organization Sub Section			This sub section will not be used by CDSS.
VCC	1099 Classification			Blank.
VCC	1042-S Recipient Code			Blank.
VCC	Number of Employees			Blank.
VCC	Merchant ID			Blank.
VCC	Sex			Blank.
VCC	Date of Birth			Blank.
VCC	Marital Status			Blank.
VCC	Annual Income			Blank.
VCC	IRS Country of Residence			Blank.
VCC	IRS Country Sub Code			Blank.
VCC	Taxpayer ID Number			Blank.
VCC	Taxpayer ID Number Type			Blank.
VCC	1042-S Recipient Account Number			Blank.
VCC	W-8 Form			Blank.
VCC	Tax Profile			Blank.
VCC	Tax Profile Name			Blank.
VCC	EBIC Number			Blank.
VCC	IAEC Number			Blank.
VCC	Web Address http://			Blank.
VCC	Disbursement Options Sub Section			This sub-section is used when vendor receives a paper warrant.
VCC	Category	REG	Data Entry	Rule Driven. The default disbursement category for disbursement request generated for this vendor.
VCC	Description	Regular Payments	System Inferred	Default. Contains the disbursement category description for the associated disbursement category code.
VCC	Default Type	Check	System Inferred	Default. The default disbursement type to be used when generating payments to this vendor/customer.
VCC	Default Priority	99	Data Entry	Rule Driven. This is the order in which a disbursement is processed during the Automated Disbursement process. CMIPS will only have the "99" option for this field.

VCC	Default Format	REG	System Inferred	Default. It specifies the format. The value could be REG or EFT based on the vendor setup.
VCC	Default Format Description	Regular Payment	System Inferred	Default. This field describes the Default Format, specified in the Default Format field, to be used when generating payments for this vendor.
VCC	Scheduled Payment Day			Rule Driven. This field will be Blank for all vendors except Public Authorities and labor organizations who are paid on the first of the month. The specific day of the month for payments to be generated for this record. This field cannot be used in conjunction with the payment lag day's field.
VCC	Single Payment Indicator	Checkbox is not checked	System Inferred	Default. Indicates whether disbursement requests should be combined into a single disbursement.
VCC	Name on Check	Legal Name	Selected Value	Rule Driven. Indicates which name to print on checks. Values in the drop down list are: Alias/DBA, Legal Name, and Both.
VCC	Hold Payment	Checkbox is not checked	System Inferred	Default. Indicates whether future payments should be held for this record.
VCC	Hold Payment Authorized By			Blank.
VCC	Hold Reason			Blank.
VCC	Prevent New Spending			Blank.
VCC	Third Party Code			Blank.
VCC	Third Party Name			Blank.
VCC	Third Party Approved By			Blank.
VCC	Third Party Reason			Blank.
VCC	Prenote /EFT Sub Section			This sub-section is used when vendor receives EFTs.
VCC	Generate EFT Payment	Checkbox is not checked		Rule Driven. Indicates that the vendor/customer accepts EFT.
VCC	ABA Number			Rule Driven. The American Banking Association number assigned to the bank.
VCC	Bank Name			Rule Driven. The name assigned to the banking institution.
VCC	Account Type		Selected Value	Rule Driven. Indicates whether the account is a checking account or a savings account. Values in the drop down list are: Saving and Checking.
VCC	Account Number			Rule Driven. The Account Number is the number of the bank account to be used for EFT payments.
VCC	Routing ID Number			Blank.
VCC	Prenote Return Reason			Blank.

VCC	Prenote Return Reason Message			Blank.
VCC	EFT Format			Rule Driven. The EFT format that is applied to EFT transactions generated for this vendor/customer.
VCC	EFT Format Description			Rule Driven. A text description of the EFT format that a vendor or customer recognizes.
VCC	EFT Status		Selected Value	Rule Driven. The current status of the EFT processing. Valid values in the drop down are N/A, Pre-note Requested, Pre-note Pending, Eligible for EFT, Pre-note Rejected, Not Eligible for EFT and EFT Hold.
VCC	Hold Reason			Blank.
VCC	Prenote Return Reason Explanation			Blank.
VCC	Remittance Advice Sub Section			This sub-section is not used by CDSS.
VCC	Remittance Advice Required	Checkbox is not checked	System Inferred	Default. Indicates whether a hard copy remittance advice for each EFT transaction is needed.
VCC	Remittance Advice Format			Blank.
VCC	Remittance Advice Format Description			Blank.
VCC	Vendor Terms Sub Section			This sub-section will not be used by CDSS.
VCC	Number of Days 1			Blank.
VCC	Discount Percent 1			Blank.
VCC	Discount Always 1	Checkbox is not checked	System Inferred	Default. When selected, indicates that all other subsequent discount terms no longer apply. The discount always applies.
VCC	Number of Days 2			Blank.
VCC	Discount Percent 2			Blank.
VCC	Discount Always 2	Checkbox is not checked	System Inferred	Default. When selected, indicates that all other subsequent discount terms no longer apply. The discount always applies.
VCC	Number of Days 3			Blank.
VCC	Discount Percent 3			Blank.
VCC	Discount Always 3	Checkbox is not checked	System Inferred	Default. When selected, indicates that all other subsequent discount terms no longer apply. The discount always applies.
VCC	Number of Days 4			Blank.
VCC	Discount Percent 4			Blank.

VCC	Discount Always 4	Checkbox is not checked	System Inferred	Default.
				When selected, indicates that all other subsequent discount terms no longer apply.
				The discount always applies.
VCC	Accounts Receivable Sub Section			This sub-section will not be used by CDSS.
VCC	Default Receipt Type			Blank.
VCC	Default Billing Profile			Blank.
VCC	Cost Accounting Funding Type			Blank.
VCC	Credit Card Type			Blank.
VCC	Credit Card Number			Blank.
VCC	Name on Card			Blank.
VCC	Credit Card Expiration Month			Blank.
VCC	Credit Card Expiration Year			Blank.
VCC	Bill Headquarters	Checkbox is not checked	System Inferred	Default.
				Indicates if the bill should be sent to the Head quarter's billing address.
VCC	eMALL Sub Section			This sub-section will not be used by CDSS.
VCC	Ordering DUNS			Blank.
VCC	Internet Catalog			Blank.
VCC	VSS Registered	Checkbox is not checked	System Inferred	Default.
				If selected, this flag indicates that the vendor is registered on the Advantage Vendor Self Service application.
VCC	Preferred Ordering Method			Blank.
VCC	Pcard Acceptance Level			Blank.
VCC	Vendor Preference Level	99	System Inferred	Default.
				The preference level set for the vendor.
				If the Vendor Preference Level value on VCUST is blank, then a default value of 99 will be inferred.
VCC	Location Information Sub Section			This sub-section will not be used by CDSS.
VCC	Verify My Location By	No Password Required	System Inferred	Default.
				Used to store the hint for the password used to verify location.
				Valid values in the drop down are Use My TIN Number, Use My DUNS Number, Create My Own and No Password Required.
VCC	Vendor Verification Based on	No Vendor Verification	System Inferred	Default.
				On the Headquarters table, this field displays the value used by VSS to validate a new vendor record when added to a Headquarters record.
VCC	Vendor Verification Password			Blank.

VCC	Confirm Verification			Blank.
VCC	Address Section			Insert New Line.
VCC	General Information Sub Section			
VCC	Vendor /Customer	VC0000 000049	System Inferred	Default. The unique identifier assigned to the vendor/customer.
VCC	Address Type	Payment	Selected Value	Required. Two Address Types are required to set up a Vendor. Select the following from the drop down value: Payment for the first address line and Ordering for the second address line. Use "Payment" for the initial Address Type for setup and "Ordering" as the second Address Type for setup. Valid values in the drop down are Billing, Other, Payment, Ordering and Web Registrar. A second address line will need to be inserted in order to capture both addresses.
VCC	Division/ Department			Blank.
VCC	Additional Address Info			Blank.
VCC	Active From			Blank.
VCC	Active To			Blank.
VCC	Default Record	Checkbox is not checked	System Inferred	Default. Indicates if this address is the default address for a given address type.
VCC	Mail Returned	Checkbox is not checked	System Inferred	Default. Indicates if mail sent to this address has been returned to sender.
VCC	Bypass Address Validation	Checkbox is not checked	System Inferred	Default. The Bypass Review flag indicates if the batch process that adds records to the system should set the Reviewed flag to Yes.
VCC	Address Information Sub Section			
VCC	Address ID	AD001	System Inferred Upon Submission	Default. The Address Code or ID given to a unique address for a vendor or customer.
VCC	Auto Generate	Checkbox is checked	Data Entry	Required. Select this box to auto-generate Address ID. A new Address ID will be generated for the new address entered.
VCC	Street 1	PO Box 4070	Data Entry	Required. The payment and ordering address will be the same for CMIPS.
VCC	Street 2			Optional. Enter the second line of the street address for the vendor.
VCC	City	Honolulu	Data Entry	Required. Enter the city for the vendor. The payment and ordering address will be the same for CMIPS.
VCC	State /Province	HI	Selected Value	Required. Select the State from the pick list in order for the Country to infer. If the State is not selected from the pick list then error will be issued when the document is submitted.
VCC	Zip/Postal Code	96812	Data Entry	Required. The ZIP code associated with the address.
VCC	Country Phone Code	1	System Inferred Upon Submission	Default. The international dialing code for this country.

VCC	Phone	999-999-9999	Data Entry	Required. Phone Number is a required field. If the Phone Number is not available, then enter 999-999-9999 as a place holder.
VCC	Phone Extension			Blank.
VCC	County			Blank.
VCC	County Name			Blank.
VCC	Country	US	System Inferred	Default. Country is inferred from State/Province selection.
VCC	Prenote /EFT Sub Section			This sub-section will not be used by CDSS. (See Vendor/Customer tab for this information.)
VCC	Generate EFT Payment	Checkbox is not checked	System Inferred	Default. Indicates that the vendor/customer accepts EFT.
VCC	ABA Number			Blank.
VCC	Bank Name			Blank.
VCC	Account Type			Blank.
VCC	Account Number			Blank.
VCC	Routing ID Number			Blank.
VCC	Prenote Return Reason			Blank.
VCC	Prenote Return Reason Message			Blank.
VCC	EFT Format			Blank.
VCC	EFT Format Description			Blank.
VCC	EFT Status			Blank.
VCC	Hold Reason			Blank.
VCC	Prenote Return Reason Explanation			Blank.
VCC	Remittance Advice Sub Section			This sub-section will not be used by CDSS. (See Vendor/Customer tab for this information).
VCC	Remittance Advice Required	Checkbox is not checked	System Inferred	Default. Indicates whether a hard copy remittance advice for each EFT transaction is needed.
VCC	Remittance Advice Format			Blank.
VCC	Remittance Advice Format Description			Blank.
VCC	Contact Information Sub Section			
VCC	Principal Contact ID	PC001	System Inferred Upon Submission	Default. Contact ID for the principal contact name of the person responsible for questions concerning an associated entity.
VCC	Auto Generate	Checkbox is checked	Data Entry	Required. If the Auto Generate field is selected, then Advantage will automatically generate a Contact ID for the record.

VCC	Principal Contact	Kerry Robinson	Data Entry	Required. The vendor's procurement contact.
VCC	English Spoken	Checkbox is checked	System Inferred	Default. Indicates if the primary contact speaks English.
VCC	Correspondence Type			Blank.
VCC	Email	kerryrobinson@hotmail.com	Data Entry	Required. The email address associated with the contact.
VCC	Phone	999-999-9999	Data Entry	Required. Telephone Number of the contact person responsible for answering questions concerning an associated entity.
VCC	Phone Extension			Blank.
VCC	Alternate Phone			Blank.
VCC	Alternate Phone Extension			Blank.
VCC	Fax			Blank.
VCC	Fax Extension			Blank.
VCC	Alternate Fax			Blank.
VCC	Alternate Fax Extension			Blank.
VCC	Contact Address Information Sub Section			This sub-section will not be used by CDSS.
VCC	Street 1	P O Box 4070	System Inferred	Default. The first line of the street address for the Principal Contact.
VCC	Street 2			Blank.
VCC	City	Honolulu	System Inferred	Default. The city name associated with the address of the Principal Contact.
VCC	State /Province	HI	System Inferred	Default. The state or province for the Principal Contact.
VCC	Zip/Postal Code	96812	System Inferred	Default. The ZIP code associated with the address for the Principal Contact.
VCC	County			Blank.
VCC	County Name			Blank.
VCC	Country	US	System Inferred	Default. The unique identification code associated with the Country for the Principal Contact.
VCC	Customer Account Section			This section will not be used by CDSS.
VCC	General Information Sub Section			
VCC	Vendor /Customer			Blank.
VCC	Address ID			Blank.
VCC	Dept			Blank.
VCC	Unit			Blank.
VCC	Billing Profile			Blank.

VCC	Billing Type			Blank.
VCC	Billing Location			Blank.
VCC	Suppress Billing	Checkbox is not checked	System Inferred	Default. Indicates if regular billing should be suppressed.
VCC	Suppress Past Due Billing	Checkbox is not checked	System Inferred	Default. Indicates if past due billing should be suppressed.
VCC	Collection Cycle			Blank.
VCC	Electronic File Type			Blank.
VCC	File Prefix			Blank.
VCC	Third Party Options Sub Section			
VCC	Third Party 1			Blank.
VCC	Address ID			Blank.
VCC	Third Party 2			Blank.
VCC	Address ID			Blank.
VCC	Third Party 3			Blank.
VCC	Address ID			Blank.
VCC	Third Party 4			Blank.
VCC	Address ID			Blank.
VCC	Third Party 5			Blank.
VCC	Address ID			Blank.
VCC	Third Party 6			Blank.
VCC	Address ID			Blank.
VCC	Third Party 7			Blank.
VCC	Address ID			Blank.
VCC	Third Party 8			Blank.
VCC	Address ID			Blank.
VCC	Third Party 9			Blank.
VCC	Address ID			Blank.
VCC	Third Party 10			Blank.
VCC	Address ID			Blank.
VCC	1099 Reporting Information Section			This section will not be used by CDSS.
VCC	Vendor /Customer			Blank.
VCC	Taxpayer ID Number			Blank.
VCC	Taxpayer ID Number Type			Blank.
VCC	Name			Blank.
VCC	Names			Blank.
VCC	Address			Blank.
VCC	City			Blank.
VCC	State			Blank.
VCC	Zip Code			Blank.
VCC	Last Name			Blank.

VCC	Name Control			Blank.
VCC	Backup Withholding	Checkbox is not checked	System Inferred	Default. Indicates whether or not backup withholding offsets can be processed in the system.
VCC	1099 Reporting	Checkbox is not checked	System Inferred	Default. The associated code has been defined as 1099 reportable. All related transactions qualify to be reported to the IRS during the 1099 reporting process.
VCC	Bypass Address Validation	Checkbox is not checked	System Inferred	Default. The Bypass Review flag indicates if the batch process that adds records to the system should set the Reviewed flag to Yes.
VCC	1042-S Reporting Information			
VCC	Vendor /Customer			Blank.
VCC	1042-S Recipient Account Number			Blank.
VCC	Taxpayer ID Number			Blank.
VCC	Taxpayer ID Number Type			Blank.
VCC	Name 1			Blank.
VCC	Name 2			Blank.
VCC	Name 3			Blank.
VCC	Address 1			Blank.
VCC	Address 2			Blank.
VCC	City			Blank.
VCC	State /Province			Blank.
VCC	Zip/Postal Code			Blank.
VCC	IRS Country of Residence			Blank.
VCC	IRS Country Sub Code			Blank.
VCC	1042-S Reportable			Blank.
VCC	Business Type Section			This section will not be used by CDSS.
VCC	Vendor /Customer			Blank.
VCC	Business Type ID			Blank.
VCC	Business Type			Blank.
VCC	Certification Number			Blank.
VCC	Certification Start Date			Blank.
VCC	Certification End Date			Blank.
VCC	Service Area Section			This section will not be used by CDSS.
VCC	Vendor /Customer			Blank.
VCC	Service Area			Blank.

VCC	Service Area Zone			Blank.
VCC	Commodity Section			This section will not be used by CDSS.
VCC	Vendor /Customer			Blank.
VCC	Commodity			Blank.
VCC	Commodity Description			Blank.
VCC	Authorized Dept. Section			This section will not be used by CDSS.
VCC	Vendor /Customer			Blank.
VCC	Department			Blank.
VCC	Authorized By			Blank.
VCC	Prevent Spending Section			This section will not be used by CDSS.
VCC	Vendor /Customer			Blank.
VCC	Department			Blank.
VCC	Authorized By			Blank.
VCC	Certification Section			Insert New Line.
VCC	Vendor /Customer	VC0000 000049	System Inferred from the Header section	Default.
VCC	Certification Status Sub Section			
VCC	Vendor Active Status	Active	Selected Value	Required. The active status of the record. Valid values in the drop-down are Active, Inactive, Suspended, Discontinued, Debarred, Delete and VSS Rejected. Default is Inactive.
VCC	Vendor Approval Status	Complete	Selected Value	Required. The approval status of the record. Valid values in the drop-down are Incomplete, Reviewed and Complete. Default is Incomplete.
VCC	Customer Active Status	Inactive	Selected Value	Default. The active status of the record. Valid values in the drop-down are Active, Inactive, Suspended, Discontinued, Debarred, Delete and VSS Rejected. Default is Inactive.
VCC	Customer Approval Status	Incompl ete	Selected Value	Default. The approval status of the record. Valid values in the drop-down are Incomplete, Reviewed, and Complete. Default is Incomplete.

Appendix C/Advantage Financial/Documents/VCM Transaction

Table – VCM Transaction

CI	Document Name
‹› **CI-124509** - DSD CFGN VCM Transaction `IMPLEMENTED`	DSD_CFGN_VCM_Transaction.doc

Transaction	Field	Value	Source	Comments	
VCM	Header Section				
VCM	General Information Sub Section				
VCM	Vendor/ Customer	VC0000000049	System Inferred	Default. The unique identifier assigned to the vendor. This is the vendor that CDSS wants to modify existing data.	
VCM	Legal Name	FIRST HAWAIIAN BANK	System Inferred	Default. This field is inferred after the document is saved, if the Organization Type field is Individual, then the Legal Name field is populated with the values in the First Name, Middle Name and Last Name fields. If the Organization Type field is Company, then the Legal Name field is populated with the value in the Company field. The legally defined name of the company or individual represented by this record. The field is used for reporting if defined as not Alias/DBA. Valid values in the drop down are Individual and Company.	
VCM	Headquarters Code	VC0000000049	System Inferred	Default. The identification code assigned to the parent account. Parent accounts are used as references from other records to tie smaller entities to larger entities for reporting purposes.	
VCM	Document Name			Blank.	
VCM	Record Date	01/23/2009	System Inferred	Default. The date the document was submitted successfully.	
VCM	Document Description	Changing the address and contact information.	Data Entry	Required. Used as a description for changes made to the vendor data.	
VCM	Tracking Number			Blank. The Tracking Number is used to group changes to vendor customer information	
VCM	Prefix			Blank. The combination of Prefix and the Tracking Number uniquely identifies a change or a group of changes.	
VCM	VSS-Initiated	Checkbox is not checked	System Inferred	Default. This field indicates whether changes were initiated from Vendor Self Service (VSS).	
VCM	Changes Rejected	Checkbox is not checked	System Inferred	Default. This field indicates whether changes submitted on the document have been rejected.	
VCM	Never Archive	Checkbox is not checked	System Inferred	Default. This field indicates whether the vendor/customer record should never be archived	
VCM	Legal Name Change Sub Section				

VCM	Organization Type	Company	System Inferred	Rule Driven. The type of the organization. If this field is Individual, then the Company Name field must be blank and the First and Last Name fields will be required. If this field is Company, then the First, Middle, and Last Name fields must be blank and the Company Name field will be required. Valid values in the drop-down are Individual and Company.	
VCM	Company Name	FIRST HAWAIIAN BANK	System Inferred	Rule Driven. The name of the company associated with the Vendor record. If the Organization Type field is Individual, then this field must be blank. If Company Name is populated, the vendor/customer Legal Name will be derived from the value in this field.	
VCM	First Name			Rule Driven. f the Organization Type is Individual, then the First Name field is used to define the first name associated with the Vendor.	
VCM	Middle Name			Rule Driven. If the Organization Type is Individual, then the Middle Name field is used to define the middle name associated with the Vendor.	
VCM	Last Name			Rule Driven. If the Organization Type is Individual, then the Last Name field is used to define the last name associated with the Vendor.	
VCM	Extended Description Sub Section				
VCM	Extended Description			Blank.	
VCM	Send Comments to Vendor	Checkbox is not checked	System Inferred	Default. his field allows you to indicate whether the contents of the Extended Description field should be sent in an email.	
VCM	Headquarters Section			This section will not be used by CDSS.	
VCM	General Information Sub Section				
VCM	Line Action			Blank.	
VCM	Headquarters			Blank.	
VCM	Headquarters Legal Name			Blank.	
VCM	Catalog DUNS #			Blank.	
VCM	Web Address http://			Blank.	
VCM	1099 Indicator			Blank.	
VCM	Taxpayer ID Number			Blank.	
VCM	Taxpayer ID Number Type			Blank.	
VCM	TIN Updates All Locations			Blank.	
VCM	Franchise Account	Checkbox is not checked	System Inferred	Default. I Indicates if the vendor record is a franchise.	
VCM	Legal Name Changes	Checkbox is not checked	System Inferred	Default. On the Headquarters section of the Vendor Customer Modification (VCM) document, upon Validate/Submit, if the Headquarters Legal Name is different than the Legal Name on the corresponding record on the Headquarters table record then AMS Advantage automatically checks this flag and a warning is issued.	
VCM	Location Information Sub Section				
VCM	Verify My Locations by			Blank.	

VCM	Vendor Verification Based On			Blank.	
VCM	Vendor Verification Password			Blank.	
VCM	Confirm Verification			Blank.	
VCM	Vendor/Customer Section				
VCM	Line Action	Modify	System Inferred	Default. On the Vendor/Customer Modification (VCM) document, the Line Action field can have a value of Modify or Delete. Valid values in the drop-down are Modify and Delete.	
VCM	Vendor/ Customer	VC0000000049	System Inferred	Default. The unique identifier assigned to the vendor.	
VCM	General Information Sub Section				
VCM	Alias/DBA	L	System Inferred	Required. The type of vendor. Valid values are: • L - Lien holder • U - Labor Organizations • C - County • O - Others	
VCM	Location Name			Blank.	
VCM	Legal Name	FIRST HAWAIIAN BANK	System Inferred	Default. This field is inferred after the document is saved, if the Organization Type field is Individual, then the Legal Name field is populated with the values in the First Name, Middle Name and Last Name fields. If the Organization Type field is Company, then the Legal Name field is populated with the value in the Company field. The legally defined name of the company or individual represented by this record. The field is used for reporting if defined as not Alias/DBA.	
VCM	Department			Blank.	
VCM	Unit			Blank.	
VCM	Active From	12/16/2008	System Inferred	Default. The Active From field associated with an Address record for a Vendor/Customer indicates the date the Address can be used.	
VCM	Restrict Use by Department	Checkbox is not checked	System Inferred	Default. Indicates whether or not spending is restricted for this record.	
VCM	Miscellaneous Account	Checkbox is not checked	System Inferred	Default. Indicates this record is for miscellaneous use and does not represent a specific vendor or customer.	
VCM	Internal Account	Checkbox is not checked	System Inferred	Default. Indicates if this account is an internal account (intergovernmental department).	
VCM	Third Party Only	Checkbox is not checked	System Inferred	Default. Indicates whether this record is a third party record.	
VCM	Third Party Vendor	Checkbox is not checked	System Inferred	Default. Indicates whether this record can be used as a third party for other vendor records.	
VCM	Third Party Customer	Checkbox is not checked	System Inferred	Default. Indicates whether this record can be used as a third party for other customer records.	
VCM	Inventory Customer	Checkbox is not checked	System Inferred	Default. If this flag is selected, then it defines the external customer as eligible for Inventory.	

VCM	Restrict VSS Access	No	System Inferred	Default. The value in this field is inferred on the Vendor Customer Creation (VCC) and Vendor Customer Modification (VCM) documents	
VCM	Discontinue – No New Business			Blank.	
VCM	Prevent MA Reference			Blank.	
VCM	Headquarters Sub Section				
VCM	Headquarters Account	Yes	System Inferred	Default. Indicates if this record is a parent account. Parent accounts are used as references from other records to tie smaller entities to larger entities for reporting purposes.	
VCM	Headquarters Account Code	VC0000000049	System Inferred	Default. The identification code assigned to the parent account.	
VCM	Headquarters Account Legal Name	FIRST HAWAIIAN BANK	System Inferred	Default. The legal name for the parent account code.	
VCM	Franchise Account	Checkbox is not checked	System Inferred	Default. Indicates if the vendor record is a franchise.	
VCM	Web Address http://			Blank.	
VCM	Catalog DUNS			Blank.	
VCM	Taxpayer ID Number			Blank.	
VCM	Taxpayer ID Number Type			Blank.	
VCM	Organization Sub Section			This sub section will not be used by CDSS.	
VCM	1099 Organization Type	Company	System Inferred	Default. The type of the organization. If this field is Individual, then the Company Name field must be blank and the First and Last Name fields will be required. If this field is Company, then the First, Middle and Last Name fields must be blank and the Company Name field will be required.	
VCM	1099 Classification			Blank.	
VCM	1042-S Recipient Code			Blank	
VCM	Number of Employees			Blank.	
VCM	Merchant ID			Blank.	
VCM	Sex			Blank.	
VCM	Date of Birth			Blank.	
VCM	Marital Status			Blank.	
VCM	Annual Income			Blank.	
VCM	IRS Country of Residence			Blank.	
VCM	IRSS Country Sub Code			Blank.	
VCM	1099 Indicator	No	System Inferred	Default. The 1099 status of the taxpayer identification number that has been selected.	
VCM	1042-S Indicator			Blank.	
VCM	Taxpayer ID Number			Blank.	
VCM	Taxpayer ID Number Type			Blank.	

VCM	1042-S Recipient Account Number			Blank.	
VCM	W-8 Form			Blank.	
VCM	Tax Profile			Blank.	
VCM	Tax Profile Name			Blank.	
VCM	EBIC Number			Blank.	
VCM	IAEC Number			Blank.	
VCM	Web Address http://			Blank.	
VCM	Disbursement Options Sub Section			This sub-section is used when vendor receives a paper warrant.	
VCM	Category	REG	System Inferred	Rule Driven. The default disbursement category for disbursement request generated for this vendor.	
VCM	Description	Regular Payments	System Inferred	Rule Driven. Contains the disbursement category description for the associated disbursement category code.	
VCM	Default Type	1	System Inferred	Rule Driven. The default disbursement type to be used when generating payments to this vendor /customer.	
VCM	Default Priority	99	System Inferred	Rule Driven. This is the order in which a disbursement is processed during the Automated Disbursement process. CMIPS will only have the "99" option for this field.	
VCM	Default Format	REG	System Inferred	Rule Driven. It specifies the format. The value could be REG or EFT based on the vendor setup.	
VCM	Default Format Description	Regular Payment	System Inferred	Rule Driven. This field describes the Default Format, specified in the Default Format field, to be used when generating payments for this vendor.	
VCM	Scheduled Payment Day		System Inferred	Rule Driven. This field will be Blank for all vendors except Public Authorities and Labor Organizations who are paid on the first of the month. The specific day of the month for payments to be generated for this record. This field cannot be used in conjunction with the payment lag day's field.	
VCM	Single Payment Indicator	Checkbox is not checked	System Inferred	Default. Indicates whether disbursement requests should be combined into a single disbursement.	
VCM	Name on Check	Legal Name	System Inferred	Default. Indicates which name to print on warrants. Valid values in the drop-down are Alias/DBA, Legal Name and Both.	
VCM	Hold Payment	Checkbox is not checked	System Inferred	Default. Indicates whether future payments should be held for this record.	
VCM	Hold Payment Authorized By			Blank.	
VCM	Hold Reason			Blank.	
VCM	Prevent New Spending			Blank.	
VCM	Third Party Code			Blank.	
VCM	Third Party Name			Blank.	

VCM	Third Party Approved By			Blank.	
VCM	Third Party Approved On			Blank.	
VCM	Third Party Reason			Blank.	
VCM	Prenote/EFT Sub Section			This sub-section is used when vendor receives EFTs.	
VCM	Generate EFT Payment	Checkbox is not checked	System Inferred	Rule Driven. Indicates that the vendor/customer accepts EFT. The default is the checkbox is not checked.	
VCM	ABA Number			Rule Driven. The American Banking Association number assigned to the bank.	
VCM	Bank Name			Rule Driven. The name assigned to the banking institution.	
VCM	Account Type		Selected Value	Rule Driven. Indicates whether the account is a checking account or a savings account. Valid values in the drop-down are Savings and Checking.	
VCM	Account Number			Rule Driven. The Account Number is the number of the bank account to be used for EFT payments.	
VCM	Routing ID Number			Blank.	
VCM	Prenote Return Reason			Rule Driven. The code provided by the Automated Clearing House (ACH) Rules book to identify the bank's reason for returning information related to a vendor's pre-note request.	
VCM	Prenote Return Reason Message		System Inferred	Default. The short message provided by the ACH Rules book that is associated with the code used to identify the bank's reason for returning information related to a vendor's pre-note request.	
VCM	EFT Format			Rule Driven. The EFT format that is applied to EFT transactions generated for this vendor /customer.	
VCM	EFT Format Description		System Inferred	Default. A text description of the EFT format that a vendor or customer recognizes.	
VCM	EFT Status		Selected Value	Rule Driven. The current status of the EFT processing. Valid values in the drop-down are N/A, Pre-note Requested, Pre-note Pending, Eligible for EFT, Pre-note Rejected, Not Eligible for EFT and EFT Hold.	
VCM	Hold Reason			Rule Driven. The reason for the pre-note rejection or the EFT hold.	
VCM	Prenote Return Reason Explanation		System Inferred	Default. The extended explanation provided by the ACH Rules book that is associated with the code used to identify the bank's reason for returning information related to a vendor's pre-note request.	
VCM	Remittance Advice Sub Section			This sub-section will not be used by CDSS.	
VCM	Remittance Advice Required	Checkbox is not checked	System Inferred	Default. Indicates whether a hard copy remittance advice for each EFT transaction is needed.	
VCM	Remittance Advice Format			Blank.	
VCM	Remittance Advice Format Description			Blank.	

VCM	Vendor Terms Sub Section			This sub-section will not be used by CDSS.	
VCM	Number of Days 1			Blank.	
VCM	Discount Percent 1			Blank.	
VCM	Discount Always 1	Checkbox is not checked	System Inferred	Default. When selected, indicates that all other subsequent discount terms no longer apply. The discount always applies.	
VCM	Number of Days 2			Blank.	
VCM	Discount Percent 2			Blank.	
VCM	Discount Always 2	Checkbox is not checked	System Inferred	Default. When selected, indicates that all other subsequent discount terms no longer apply. The discount always applies.	
VCM	Number of Days 3			Blank.	
VCM	Discount Percent 3			Blank.	
VCM	Discount Always 3	Checkbox is not checked	System Inferred	Default. When selected, indicates that all other subsequent discount terms no longer apply. The discount always applies.	
VCM	Number of Days 4			Blank.	
VCM	Discount Percent 4			Blank.	
VCM	Discount Always 4	Checkbox is not checked	System Inferred	Default. When selected, indicates that all other subsequent discount terms no longer apply. The discount always applies.	
VCM	Accounts Receivable Sub Section			This sub section will not be used by CDSS.	
VCM	Default Receipt Type			Blank.	
VCM	Default Billing Profile			Blank.	
VCM	Cost Accounting Funding Type			Blank.	
VCM	Credit Card Type			Blank.	
VCM	Credit Card Number			Blank.	
VCM	Name on Card			Blank.	
VCM	Credit Card Expiration Month			Blank.	
VCM	Credit Card Expiration Year			Blank.	
VCM	Bill Headquarters	Checkbox is not checked	System Inferred	Default. Indicates if the bill should be sent to the Head quarter's billing address.	
VCM	eMALL Sub Section			This sub-section is not used by CDSS.	
VCM	Ordering DUNS			Blank.	
VCM	Internet Catalog			Blank.	
VCM	VSS Registered	Checkbox is not checked	System Inferred	Default. If selected, this flag indicates that the vendor is registered on the Advantage Vendor Self Service application.	
VCM	Preferred Ordering Method			Blank.	
VCM	Pcard Acceptance Level			Blank.	

VCM	Vendor Preference Level	99	System Inferred	Default. The preference level set for the vendor. If the Vendor Preference Level value on VCUST is blank, then a default value of 99 will be inferred.	
VCM	Location Information Sub Section			This sub-section is not used by CDSS.	
VCM	Verify My Location By	No Password Required	System Inferred	Default. Used to store the hint for the password used to verify location. Valid values in the drop-down are Use My TIN Number, Use My DUNS Number, Create My Own, and No Password Required.	
VCM	Vendor Verification Based on	No vendor verification password required for verification.	System Inferred	Default. On the Headquarters table, this field displays the value used by VSS to validate a new vendor record when added to a Headquarters record.	
VCM	Vendor Verification Password			Blank.	
VCM	Confirm Verification			Blank.	
VCM	Summary of Approval Modifications				
VCM	Legal Name Changed	Checkbox is not checked.	System Inferred	Default. Upon Validate/Submit, if the Legal Name is different than the Legal Name on the corresponding record on the Vendor/Customer table then this flag is checked.	
VCM	Taxpayer ID Number Changed	Checkbox is not checked.	System Inferred	Default. Upon Validate/Submit, if the Taxpayer ID Number is different than the Taxpayer ID Number on the corresponding record on the Vendor/Customer table then this flag is checked.	
VCM	Taxpayer ID Number Type Changed	Checkbox is not checked.	System Inferred	Default. Upon Validate/Submit, if the Taxpayer ID Number Type is different than the Taxpayer ID Number Type on the corresponding record on the Vendor /Customer table then this flag is checked.	
VCM	1099 Reporting Information Sub Section			This sub-section is not used by CDSS.	
VCM	Line Action			Blank.	
VCM	Vendor /Customer			Blank.	
VCM	Add New Taxpayer Sub Section				
VCM	New Taxpayer ID Number			Blank.	
VCM	New Taxpayer ID Number Type			Blank.	
VCM	Modify Existing Taxpayer Sub Section				
VCM	Existing Taxpayer ID Number			Blank.	
VCM	Existing Taxpayer ID Number Type			Blank.	
VCM	Taxpayer Information Sub Section				
VCM	Name			Blank.	
VCM	Names			Blank.	
VCM	Address			Blank.	
VCM	City			Blank.	
VCM	State			Blank.	
VCM	Zip Code			Blank.	
VCM	Last Name			Blank.	
VCM	Name Control			Blank.	
VCM	Chg affects Prev Yr	Checkbox is not checked	System Inferred	Default. Select when the name or address is changed and the change is a correction to the information reported to the IRS in the previous calendar year. When selected, the affected 1099 reported income records for the previous year are corrected.	

VCM	Backup Withholding	Checkbox is not checked	System Inferred	Default. Indicates whether or not backup withholding offsets can be processed in the system.	
VCM	1099 Reporting	Checkbox is not checked	System Inferred	Default. The associated code has been defined as 1099 reportable. All related transactions qualify to be reported to the IRS during the 1099 reporting process.	
VCM	Bypass Address Validation	Checkbox is not checked	System Inferred	Default. The Bypass Review flag indicates if the batch process that adds records to the system should set the Reviewed flag to Yes.	
VCM	Withholding Allowance			Blank.	
VCM	Summary of Approval Modifications			This sub-section will not be used by CDSS.	
VCM	Legal Address Changed	Checkbox is not checked.	System Inferred	Default. Upon Validate/Submit, if the Address, City, State or ZIP Code fields are different than the Address, City, State or ZIP Code fields on the corresponding record on the 1099 Reporting Information table, then this flag is checked.	
VCM	1042-S Reporting Information Section			This section will not be used by CDSS.	
VCM	Line Action			Blank.	
VCM	Vendor /Customer			Blank.	
VCM	Add Recipient Account				
VCM	New Recipient Account Number			Blank.	
VCM	Modify Recipient Account				
VCM	Existing Recipient Account Number			Blank.	
VCM	Taxpayer Information				
VCM	Taxpayer ID Number			Blank.	
VCM	Taxpayer ID Number Type			Blank.	
VCM	Name 1			Blank.	
VCM	Name 2			Blank.	
VCM	Name 3			Blank.	
VCM	Address 1			Blank.	
VCM	Address 2			Blank.	
VCM	City			Blank.	
VCM	State/Province			Blank.	
VCM	Zip/Postal Code			Blank.	
VCM	IRS Country of Residence			Blank.	
VCM	IRS Country Sub Code			Blank.	
VCM	1042-S Reportable			Blank.	
VCM	Master Address Section			Insert New Line.	
VCM	Line Action	Modify	Data Entry	Required. The Line Action field can have a value of New, Modify or Delete. • New – CMIPS will insert a new record into the appropriate table and section. • Modify – CMIPS will modify an existing record on the appropriate table and section. • Delete – CMIPS will delete an existing record on the appropriate table and section.	

VCM	Headquarters	VC0000000049	System Inferred	Default. The identification code assigned to the parent account. Parent accounts are used as references from other records to tie smaller entities to larger entities for reporting purposes.	
VCM	Add New Master Address Sub Section				
VCM	Address ID			Blank.	
VCM	Auto-Generate	Checkbox is not checked	System Inferred	Default. If the associated ID field is not populated when saving the record and the Auto-Generate option is selected, then Advantage will automatically generate an ID for the associated field.	
VCM	Modify Existing Master Address Sub Section				
VCM	Address ID	AD001	Data Entry	Required. The Address Code or ID of the unique address for the vendor or customer to be modified.	
VCM	Address Information Sub Section				
VCM	Street 1	P O BOX 4070	System Inferred	Rule Driven. Enter the street address for the vendor. The payment and ordering address will be the same for CMIPS.	
VCM	Street 2	Room 250	Data Entry	Rule Driven. Enter the second line of the street address for the vendor.	
VCM	City	HONOLULU	System Inferred	Rule Driven. Enter the city for the vendor. The payment and ordering address will be the same for CMIPS.	
VCM	State/ Province	HI	System Inferred	Rule Driven. Select the State from the pick list in order for the Country to infer. If the State is not selected from the pick list then error will be issued when the document is submitted.	
VCM	Zip/Postal Code	96812	System Inferred	Rule Driven. The ZIP code associated with the address.	
VCM	Country	US	System Inferred	Rule Driven. Country is inferred from State/Province selection.	
VCM	County			Blank.	
VCM	County Name			Blank.	
VCM	Country Phone Code	1	System Inferred	Default. The international dialing code for this country.	
VCM	Phone	999-999-9999	System Inferred	Rule Driven. Phone Number is a required field. If Phone Number is not available, then enter 999-999-9999 as a place holder.	
VCM	Phone Extension			Blank.	
VCM	Bypass Address Validation	Checkbox is not checked	System Inferred	Default. The Bypass Review flag indicates if the batch process that adds records to FACPERT and FACPERD should set the Reviewed flag on FACPERT to Yes.	
VCM	Address Information Section			This section will not be used by CDSS.	
VCM	Line Action			Blank.	
VCM	Vendor/ Customer			Blank.	
VCM	Bypass Address Validation	Checkbox is not checked	System Inferred	Default. The Bypass Review flag indicates if the batch process that adds records to the system should set the Reviewed flag to Yes.	
VCM	Add New Address Sub Section				

VCM	New Address Type			Blank.	
VCM	New Address ID			Blank.	
VCM	Auto-Generate	Checkbox is not checked	System Inferred	Default. If the New Address ID field is not populated when saving the record and the Auto-Generate option is selected, then Advantage will automatically generate an Address ID for the New Address ID field.	
VCM	Modify Existing Address Sub Section				
VCM	Existing Address Type			Blank.	
VCM	Existing Address ID			Blank.	
VCM	Address Information Sub Section				
VCM	Street 1			Blank.	
VCM	Street 2			Blank.	
VCM	City			Blank.	
VCM	State/ Province			Blank.	
VCM	Zip/Postal Code			Blank.	
VCM	Country Phone Code			Blank.	
VCM	Phone			Blank.	
VCM	Phone Extension			Blank.	
VCM	County			Blank.	
VCM	County Name			Blank.	
VCM	Country			Blank.	
VCM	Other Address Information Sub Section				
VCM	Division/ Department			Blank.	
VCM	Additional Address Info			Blank.	
VCM	Default Record	Checkbox is not checked	System Inferred	Default. Indicates if this address is the default address for a given address type.	
VCM	Mail Returned	Checkbox is not checked	System Inferred	Default. Indicates if mail sent to this address has been returned to sender.	
VCM	Active From			Blank.	
VCM	Active To			Blank.	
VCM	Active Address			Blank.	
VCM	Prenote/EFT Sub Section				
VCM	Generate EFT Payment	Checkbox is not checked	System Inferred	Default. Indicates that the vendor/customer accepts EFT.	
VCM	ABA Number			Blank.	
VCM	Bank Name			Blank.	
VCM	Account Type			Blank.	
VCM	Account Number			Blank.	
VCM	Routing ID Number			Blank.	
VCM	Prenote Return Reason			Blank.	

VCM	Prenote Return Reason Message			Blank.	
VCM	EFT Format			Blank.	
VCM	EFT Format Description			Blank.	
VCM	EFT Status			Blank.	
VCM	Hold Reason			Blank.	
VCM	Prenote Return Reason Explanation			Blank.	
VCM	Remittance Advice Sub Section				
VCM	Remittance Advice Required	Checkbox is not checked	System Inferred	Default. Indicates whether a hard copy remittance advice for each EFT transaction is needed.	
VCM	Remittance Advice Format			Blank.	
VCM	Remittance Advice Format Description			Blank.	
VCM	Contact Information Sub Section				
VCM	Principal Contact ID			Blank.	
VCM	Auto Generate	Checkbox is not checked	System Inferred	Default. If the Auto Generate field is selected, then Advantage will automatically generate a Contact ID for the record.	
VCM	Principal Contact			Blank.	
VCM	English Spoken	Checkbox is checked	System Inferred	Default. Indicates if the primary contact speaks English.	
VCM	Correspondence Type			Blank.	
VCM	Email			Blank.	
VCM	Phone			Blank.	
VCM	Phone Extension			Blank.	
VCM	Alternate Phone			Blank.	
VCM	Alternate Phone Extension			Blank.	
VCM	Fax			Blank.	
VCM	Fax Extension			Blank.	
VCM	Alternate Fax			Blank.	
VCM	Alternate Fax Extension			Blank.	
VCM	Contact Address Information Sub Section				
VCM	Street 1			Blank.	
VCM	Street 2			Blank.	
VCM	City			Blank.	
VCM	State/Province			Blank.	
VCM	Zip/Postal Code			Blank.	
VCM	County			Blank.	
VCM	County Name			Blank.	
VCM	Country			Blank.	

VCM	Customer Account Section			This section will not be used by CDSS.	
VCM	Line Action			Blank.	
VCM	Vendor/ Customer			Blank.	
VCM	Add New Customer Account Sub Section				
VCM	Billing Profile			Blank.	
VCM	Dept.			Blank.	
VCM	Unit			Blank.	
VCM	Modify Existing Customer Account Sub Section				
VCM	Billing Profile			Blank.	
VCM	Dept.			Blank.	
VCM	Unit			Blank.	
VCM	Customer Account Information Sub Section				
VCM	Address ID			Blank.	
VCM	Billing Type			Blank.	
VCM	Final Statement			Blank.	
VCM	Billing Location			Blank.	
VCM	Collection Cycle			Blank.	
VCM	Suppress Billing	Checkbox is not checked	System Inferred	Default. Indicates if regular billing should be suppressed.	
VCM	Suppress Past Due Billing	Checkbox is not checked	System Inferred	Default. Indicates if past due billing should be suppressed.	
VCM	Bill Parent			Blank.	
VCM	Electronic File Type			Blank.	
VCM	File Prefix			Blank.	
VCM	Third Party Options Sub Section				
VCM	Third Party 1			Blank.	
VCM	Address ID			Blank.	
VCM	Third Party 2			Blank.	
VCM	Address ID			Blank.	
VCM	Third Party 3			Blank.	
VCM	Address ID			Blank.	
VCM	Third Party 4			Blank.	
VCM	Address ID			Blank.	
VCM	Third Party 5			Blank.	
VCM	Address ID			Blank.	
VCM	Third Party 6			Blank.	
VCM	Address ID			Blank.	
VCM	Third Party 7			Blank.	
VCM	Address ID			Blank.	
VCM	Third Party 8			Blank.	
VCM	Address ID			Blank.	
VCM	Third Party 9			Blank.	
VCM	Address ID			Blank.	
VCM	Third Party 10			Blank.	
VCM	Address ID			Blank.	

VCM	Contacts Section			Insert New Line.	
VCM	Line Action	New	Selected Value	Required. The Line Action field can have a value of New, Modify or Delete. • New – CMIPS will insert a new record into the appropriate table and section. • Modify – CMIPS will modify an existing record on the appropriate table and section. • Delete – CMIPS will delete an existing record on the appropriate table and section.	
VCM	Headquarters			Blank.	
VCM	Add New Contact Sub Section				
VCM	Contact ID			Blank.	
VCM	Auto-Generate	Checkbox is checked	Data Entry	Rule Driven. If the associated ID field is not populated when saving the record and the Auto-Generate option is selected, then Advantage will automatically generate an ID for the associated field.	
VCM	Modify Existing Contact				
VCM	Contact ID			Rule Driven. The identification code assigned to the contact to be modified.	
VCM	Contact Information Sub Section				
VCM	Contact Name	John Smith	Data Entry	Rule Driven. Principal contact name of the person responsible for questions concerning an associated entity.	
VCM	Country Phone Code			Rule Driven. The international dialing code for this country.	
VCM	Phone	916-222-9876	Data Entry	Rule Driven. The Telephone Number associated with the contact.	
VCM	Phone Extension			Rule Driven. The Telephone Number extension associated with the contact.	
VCM	Email	johnsmith@eds.com	Data Entry	Rule Driven. The email address associated with the contact.	
VCM	Alternate Phone			Blank.	
VCM	Alternate Phone Extension			Blank.	
VCM	Fax			Blank.	
VCM	Fax Extension			Blank.	
VCM	Alternate Fax			Blank.	
VCM	Alternate Fax Extension			Blank.	
VCM	Address Information Sub Section				
VCM	Address ID	AD001	Data Entry	Rule Driven. The Address ID generated by the system for this particular address.	
VCM	Street 1	PO BOX 4070	System Inferred	Default. The first line of the street address.	
VCM	Street 2	Room 250	System Inferred	Default. The second line of the street address.	
VCM	City	HONOLULU	System Inferred	Default. The city name associated with the address.	
VCM	State/ Province	HI	System Inferred	Default. The state or province.	

VCM	Zip/Postal Code	96812	System Inferred	Default. The zip code associated with the address.	
VCM	Country	US	System Inferred	Default. The unique identification code associated with the Country.	
VCM	County			Blank.	
VCM	County Name			Blank.	
VCM	Business Type Section			This section will not be used by CDSS.	
VCM	Line Action			Blank.	
VCM	Vendor/ Customer			Blank.	
VCM	Add New Business Type Sub Section				
VCM	Business Type ID			Blank.	
VCM	Business Type			Blank.	
VCM	Modify Existing Business Type Sub Section				
VCM	Business Type ID			Blank.	
VCM	Business Type			Blank.	
VCM	Business Type Information Sub Section				
VCM	Certification Number			Blank.	
VCM	Certification Start Date			Blank.	
VCM	Certification End Date			Blank.	
VCM	Service Area Section			This section will not be used by CDSS.	
VCM	Line Action			Blank.	
VCM	Vendor/ Customer			Blank.	
VCM	Add New Service Area Sub Section				
VCM	Service Area			Blank.	
VCM	Service Area Zone			Blank.	
VCM	Delete Existing Service Area Sub Section				
VCM	Service Area			Blank.	
VCM	Service Area Zone			Blank.	
VCM	Commodity Section			This section will not be used by CDSS.	
VCM	Line Action			Blank.	
VCM	Vendor/ Customer			Blank.	
VCM	Add New Commodity Sub Section				
VCM	Commodity			Blank.	
VCM	Commodity Description			Blank.	
VCM	Delete Existing Commodity Sub Section				
VCM	Commodity			Blank.	
VCM	Commodity Description			Blank.	
VCM	Last Solicited Date			Blank.	

VCM	Last Date Awarded			Blank.	
VCM	Authorized Dept. Section			This section will not be used by CDSS.	
VCM	Line Action			Blank.	
VCM	Vendor/ Customer			Blank.	
VCM	Add New Department Sub Section				
VCM	Department			Blank.	
VCM	Authorized By			Blank.	
VCM	Delete Existing Department Sub Section				
VCM	Department			Blank.	
VCM	Authorized By			Blank.	
VCM	Authorized On			Blank.	
VCM	Last Modified On			Blank.	
VCM	Prevent Spending Section			This section will not be used by CDSS.	
VCM	Line Action			Blank.	
VCM	Vendor/ Customer			Blank.	
VCM	Add New Department Sub Section				
VCM	Department			Blank.	
VCM	Authorized By			Blank.	
VCM	Delete Existing Department Sub Section				
VCM	Department			Blank.	
VCM	Authorized By			Blank.	
VCM	Authorized On			Blank.	
VCM	Last Modified On			Blank.	
VCM	Certification Section				
VCM	Line Action			Blank.	
VCM	Vendor/ Customer			Blank.	
VCM	Certification Status Sub Section				
VCM	Vendor Active Status			Blank.	
VCM	Vendor Approval Status			Blank.	
VCM	Customer Active Status			Blank.	
VCM	Customer Approval Status			Blank.	
VCM	Summary of Approval Modifications				
VCM	Status Changed	Checkbox is not checked	System Inferred	Default. Upon validate/submit, if either the Vendor or Customer Active Status on the Vendor Customer Modification document is not set as Active and the corresponding record on the Vendor Certification table has the Vendor or Customer Active Status as Active then CMIPS automatically checks this flag and a warning is issued.	

Appendix C/Advantage Financial/Documents/CR Transaction

Table – CR Transaction

CI	Document Name
<> **CI-124437** - DSD CFGN CR Transaction IMPLEMENTED	DSD_CFGN_CR_Transaction.doc

Transaction	Field	Sample Value	Source	Comments
CR	Header Section			
CR	General Information Sub Section			
CR	Document Name			Blank.
CR	Record Date	07/01/2009	System Inferred	Default. The record date is the date the document was submitted successfully.
CR	Budget FY	2009	System Inferred	Default. When on the header of a document, this is the default budget fiscal year that will be pushed to all accounting lines. When on any other level of a document, it is just a means of getting the header value to the accounting lines. This default value will become the accounting lines.
CR	Fiscal Year	2009	System Inferred	Default. The fiscal year associated with this document.
CR	Period	1	System Inferred	Default. When on the header of a document, this is the default accounting period that is pushed to all accounting lines. If not manually entered, the field remains until the document is submitted successfully. At this point, it is set to the current accounting period. This field is automatically filled out by the application on any modification or cancellation draft.
CR	Document Description			Blank.
CR	Actual Amount	999,999,999.00	System Inferred	The total dollar amount processed when a document is successfully submitted.
CR	Bank Account	1000	Data Entry	Required. The unique identification code associated with the bank account.
CR	Cash Account			Blank
CR	Cash Account Sub			Blank.
CR	Deposit Ticket			Blank.
CR	Deposit Date			Blank.
CR	Bank Deposit Date			Blank.
CR	Suppress Print			Blank.
CR	Payment Type	Cash	System Inferred	Default. Indicates the type of payment being made.
CR	Extended Description Sub Section			
CR	Extended Description			Blank.
CR	Vendor			This section will not be used by CDSS.12

CR	General Information Sub Section			
CR	Vendor Customer			Blank.
CR	Billing Profile			Blank.
CR	Legal Name			Blank.
CR	Alias/DBA			Blank.
CR	Misc. Account			Blank.
CR	Address Code			Blank.
CR	Address Line 1			Blank.
CR	Address Line 2			Blank.
CR	City			Blank.
CR	State			Blank.
CR	Zip			Blank.
CR	Country			Blank.
CR	County			Blank.
CR	Vendor Contact Id			Blank.
CR	Vendor Contact Name			Blank.
CR	Vendor Contact Phone			Blank.
CR	Vendor Contact Phone Ext			Blank.
CR	Vendor Contact Email			Blank.
CR	Fax			Blank.
CR	Fax Extension			Blank.
CR	Web Address http://:			Blank.
CR	Auto Apply			Blank.
CR	Reserve Cr Balance			Blank.
CR	Line Amount	999,999,999,999.00	System Inferred	Default. Indicates the sum of amounts entered on the account lines.
CR	Line Actual Amount	999,999,999,999.00	System Inferred	Default. Indicates the sum of amounts entered on the account lines.
CR	AR Dept	ALL		Default. Indicates all departments.
CR	AR Unit	ALL		Default. Indicates all departments.
CR	Payment Information Sub Section			
CR	Payment Date			Blank.
CR	Reason			Blank.
CR	Check/EFT Number			Blank.
CR	NSF Fee Amount			Blank.
CR	NSF Check Date			Blank.

CR	Waive NSF Fee			Blank.
CR	Reference Information Sub Section			
CR	Ref Doc Code			Blank.
CR	Ref Doc Dept			Blank.
CR	Ref Doc ID			Blank.
CR	Ref Vendor Line			Blank.
CR	Ref Accounting Line			Blank.
CR	Payment Order Sub Section			
CR	Priority 1 Posting Type	Not Applicable	System Inferred	Default.
CR	Priority 2 Posting Type	Not Applicable	System Inferred	Default.
CR	Priority 3 Posting Type	Not Applicable	System Inferred	Default.
CR	Priority 4 Posting Type	Not Applicable	System Inferred	Default.
CR	Priority 5 Posting Type	Not Applicable	System Inferred	Default.
CR	Credit Card			Blank.
CR	Credit Card Type			Blank.
CR	Credit Card Number			Blank.
CR	Credit Card Expiration Month			Blank.
CR	Credit Card Expiration Year			Blank.
CR	Credit Card Trans Number			Blank.
CR	Card Holder Name			Blank.
CR	Accounting			
CR	General Information Sub Section			
CR	Event Type	AR02	Data Entry	Required. The alpha-numeric identification code assigned to an event type.
CR	Line Type	A	System Inferred	Default. A posting pair ID is a unique ID assigned to a debit and/or credit posting code.
CR	Line Type Name		System Inferred	Default. Full name of the posting pair entered on the line group as defined on the Event Category table.
CR	Accounting Template			Blank.
CR	Line Description			Blank.
CR	Line Amount	999,999,999,999.00	Data Entry	Required. The amount of an individual record of a document component accounting line
CR	Refunded Amount			Blank.
CR	Budget FY	2009	System Inferred	Default. When on the header of a document, this is the default budget fiscal year that will be pushed to all accounting lines. When on any other level of a document, it is just a means of getting the header value to the accounting lines.
CR	Fiscal Year	2009	System Inferred	Default. The fiscal year associated with this document.1

167

CR	Period	1	System Inferred	Default. When on the header of a document this is the default accounting period that is pushed to all accounting lines. If not manually entered, the field remains until the document is submitted successfully.
CR	Reason			Blank.
CR	Reclassification Date			Blank.
CR	Reclassification Held			Blank.
CR	Reference Sub Section			This sub-section is not used by CDSS.
CR	Ref Doc Code			Blank.
CR	Ref Doc Dept			Blank.
CR	Ref Doc ID			Blank.
CR	Ref Vendor Line			Blank.
CR	Ref Accounting Line			Blank.
CR	Ref Type	Partial	System Inferred	Default. The selection of a reference type determines the action taken against the referenced document line.
CR	Fund Accounting			
CR	Fund	0001	Data Entry	Required. The fund code associated with this accounting line. This code must be valid on the Fund table.
CR	Sub Fund			Blank.
CR	Object			Blank.
CR	Sub Object			Blank.
CR	Revenue	9999	Data Entry	Required. The revenue source code associated with this accounting line. This code must be valid on the Revenue Source table.
CR	Sub Revenue			Blank.
CR	Department	5180	Data Entry	Required. The department code associated with this accounting line. This code must be valid on the Department table.
CR	Unit	IHSS	Data Entry	Required. The unit code associated with this accounting line. This code must be valid on the Unit table.
CR	Sub Unit			Blank.
CR	Appr Unit	1112515	Data Entry	Required. The appropriation unit code associated with this accounting line. This code must be valid on the Appropriation table.
CR	BSA			Blank.
CR	Sub BSA			Blank.
CR	OBSA			Blank.
CR	Sub OBSA			Blank.
CR	Dept Object			Blank.
CR	Dept Revenue			Blank.
CR	Detail Accounting Sub Section			
CR	Location			Blank.
CR	Sub Location			Blank.
CR	Activity			Blank.
CR	Sub Activity			Blank.
CR	Function			Blank.
CR	Sub Function			Blank.
CR	Reporting			Blank.
CR	Sub Reporting			Blank.

CR	Task			Blank.
CR	Sub Task			Blank.
CR	Task Order			Blank.
CR	Major Program			Blank.
CR	Program			Blank.
CR	Phase			Blank.
CR	Program Period			Blank.

Appendix C/Configuration Tracking

The table below displays Advantage data elements and documents, and indicates in which section(s) the configuration in maintained. Updates will be applied to each section(s) as applicable.

Table – Configuration Tracking

Table/Document	Maintained in Section(s)
Accounting Period (APD)	Appendix C
Appropriation (APPR)	Appendix C
Appropriation Inference (APPRINF)	Appendix C
Automatic Document Numbering (ADNT – HRM)	Appendix C
Attributes (ATTR)	Section 14 – Advance Pay Recipient Update Authorized Hours Section 17 – Update Person Section 17 – Update Authorized Hours Recipient Section 17 – Create Provider for Special Transactions Section 17 – Assign Case to a Provider Section 17 – 18 Yrs or 21 Yrs ESMT Change
Auto Numbering (ADNT – FIN)	Appendix C
Balance Sheet (BSA)	Appendix C
Balance Sheet Type (BST)	Appendix C
Bank (BANK)	Appendix C
Begin Day	Appendix C
Benefit Type Class (BTCL)	Appendix C
Benefits Enrollment (ENRL)	Appendix C
Benefits Include/Exclude Deduction Category (BPDC)	Appendix C
Benefits Include/Exclude Pay Category (BPPC)	Appendix C
Benefits Policy Type (BPLT)	Appendix C
Cabinet (CAB)	Appendix C
Calendar Date (CLDT – HRM)	Appendix C
Calendar Date (CLDT – FIN)	Appendix C
Category (CATG)	Appendix C
Check Reconciliation (CHREC)	Appendix C
Check Print Parameters (CPRM)	Appendix C
Contact (CNTAC)	Appendix C
Civil Service Status (CIVS)	Appendix C
County (CTY)	Appendix C
CR Transaction	Appendix C
Cycle (CYCL)	Appendix C
Deduction Plan (DPLN)	Appendix C
Deduction Policy (DPOL)	Appendix C
Deduction Policy Type (DDPL)	Appendix C
Deduction Type (DEDT)	Appendix C Section 18 – Use Check Date for Rate
Department (DEPT)	Appendix C
Department Fiscal Year (DEPTFY)	Appendix C

Disbursement Category (DISC)	Appendix C
Disbursement Parameter (DISPA)	Appendix C
Disbursement Format (DISF)	Appendix C
Disbursement Priority (DISP)	Appendix C
EEO Job Category (EEOC)	Appendix C
EEO Job Function (EEOF)	Appendix C
Employee Fringe Benefit Plan (BENP)	Appendix C
Employee Fringe Benefit Type (BENT)	Appendix C Section 18 – Use Check Date for Rate
Employee Status Maintenance (ESMT)	Section 14 – Advance Pay Recipient Update Authorized Hours Section 17 – Update Authorized Hours Recipient Section 17 – Update Worker Number Section 17 – Create Provider for Special Transactions Section 17 – Create Default Provider Section 17 – Assign Case to a Provider Section 17 – Update Provider Status Section 17 – Update Provider Pay Rate Section 17 – 18 Yrs or 21 Yrs ESMT Change
Employee Tax Parameters (TAX)	Appendix C
Employer Fringe Benefits Plan (EFBP)	Appendix C
Employer Fringe Benefits Type (EFBT)	Appendix C Section 18 – Use Check Date for Rate
Employer Fringe Include/Exclude Deduction Category (EFDC)	Appendix C
Employer Fringe Include/Exclude Pay Category (EFPC)	Appendix C
Extended Department (DEPTX)	Appendix C
External Adjustment (EADJ)	Appendix C
Employment Status (EMPS)	Appendix C
Ethnicity (ETHN)	Appendix C
Event (EVNT)	Appendix C
Family Court (FAMC)	Appendix C
FICA Class (FICL)	Appendix C
Fiscal Year (FY)	Appendix C
FLSA and Client Comp Hours (FCHR)	Appendix C
FLSA and Client Comp Work Cycle (FCWK)	Appendix C
FLSA Profile (FLPR)	Appendix C
Fund (FUND)	Appendix C
Garnishment (GARN)	Appendix C
Government Branch (GOVBR)	Appendix C
Grade (GRDE)	Appendix C
Include/Exclude Pay Categories (DPPC)	Appendix C
Journal Voucher Adjustment (JVA)	Section 15 – Create Journal Voucher Adjustment for Walk-in Cash in Financial
Labor Distribution Profile (LDPR)	Appendix C
Leave Category (LPCT)	Appendix C
Leave Policy (LPOL)	Appendix C
Leave Policy Event Type (LPET)	Appendix C

Marginal Tax Rates (DEDX)	Appendix C
Miscellaneous Deduction (MISC)	Appendix C Section 15 – Create/Update/Stop Overpayment Recovery Section 17 – Update Provider DIEC Section 17 – 18 Yrs or 21 Yrs ESMT Change
Name Change Reason (NMCR)	Appendix C
Net Pay Distribution (NPD)	Appendix C
New Year Table Initialization (NYTI)	Appendix C
Object (OBJ)	Appendix C
Object Category (OCAT)	Appendix C
Occupational Group (OCCG)	Appendix C
One-time Deduction (OTDED)	Section 14 – OTDED & STRG for Advance Pay Section 15 – Payment Adjustment Transactions Section 15 – Create One-time Deduction for Share of Cost
One-time Pay (OTPAY)	Appendix C
Online Check Calculation (OCHK)	Section 15 – Send Net Pay for Overpayment Recovery
Pay Class (PYCL)	Appendix C
Pay Group (PYGP)	Appendix C
Pay Period (PERD)	Appendix C
Pay Policy (PPOL)	Appendix C
Pay Policy Event Type (PPET)	Appendix C
Pay Policy Rate Table (PPRT)	Appendix C
Payroll Number (PYNO)	Appendix C
Personnel Action Code (PACT)	Appendix C
Reporting Code (RPT)	Appendix C
Retro Frequency Selection (RSEL)	Appendix C
Revenue Source (RSRC)	Appendix C
Special Accounts (SPEC)	Appendix C
Step (STEP)	Appendix C
Sub Title (STTL)	Appendix C
Sub Unit (SUNIT)	Appendix C
Suffix (SUFX)	Appendix C
Supplemental Trigger (STRG)	Section 14 – EADJ & STRG Advance Pay Batch Section 14 – OTDED & STRG Advance Pay Batch Section 15 – Payment Adjustment Transactions Section 16 – Receive Timesheet
System Options (SOPT)	Appendix C
Tax Class (TAXC)	Appendix C
Tax Levy (LEVY)	Appendix C
Tax Marital Status (TAXM)	Appendix C
Tax Parameters (TAXP)	Appendix C
Tax Reporting (TAXR)	Appendix C
Tax Reporting Description (TAXD)	Appendix C

Taxing Entity (TXEN)	Section 14 – Advance Pay Recipient Create Section 14 – Advance Pay Recipient Update Authorized Hours Section 17 – Recipient Create Section 17 – Recipient Update Authorized Hours Section 17 – Update WPCS Hours Section 17 – Update Person Section 17 – Update Worker Number Section 17 – Update Mailing Address/Update Designee Address
Time Adjustment (TADJ)	Section 14 – Reconciling Timesheet Receive Section 14 – Create Advance Pay TADJ Section 14 – Create Advance Pay TADJ for SOC Section 15 – Payment Adjustment Transactions Section 15 – Send Net Pay for Overpayment Recovery Section 16 – Received Timesheet
Title (TITL)	Appendix C
Unit (UNIT)	Appendix C
VCC Transaction	Appendix C
VCM Transaction	Appendix C
Vendor ABA (VABA)	Appendix C
W-2 Trigger (W2TG)	Appendix C
Work Cycle (WKCY)	Appendix C
Work Day (WDAY)	Appendix C