



ADOA – General Accounting Office
QUICK REFERENCE GUIDE:
CHART OF ACCOUNT
ELEMENTS FOR HRIS
INTEGRATION





CHART OF ACCOUNT ELEMENTS FOR HRIS INTEGRATION

Table of Contents

Create and Modify Chart of Account Elements Related to HRIS Integration 3

Create a Function..... 3

Create a Function Inference..... 5

Update Function Rollup 6

Additional Requirements for the Creation of HRIS Labor Distribution Elements for Agencies 7

 HRIS Activity Mapping for All Agencies except ADOT, EVA, and FOA 7

 ADOT – HRIS Activity Mapping..... 7

 EVA – HRIS Activity Mapping..... 8

 FOA – HRIS Activity Mapping 8

 HRIS Account Category Mapping for All Agencies except ADOT and EVA..... 8

 HRIS Account Category Mapping for ADOT and EVA 9



CHART OF ACCOUNT ELEMENTS FOR HRIS INTEGRATION

Create and Modify Chart of Account Elements Related to HRIS Integration

HRIS Labor Distribution determines how payroll expenditures are posted to AZ360. It is supported by the following HRIS elements:

- Accounting Unit
- Activity
- Account Category

The new AZ360 function code is the primary element for HRIS Labor Distribution and will map to the HRIS accounting unit. From the function code, the majority of Chart of Account elements are inferred.

The mapping of HRIS accounting unit to AZ360 is as follows:

HRIS Accounting Unit = New AZ360 Department (Agency) Code (2) + New AZ360 Function (10)

Example:

Agency/Department = ADA, Function = GAO55221

HRIS Accounting Unit = ADGAO55221

Create a Function

Log in to AZ360 **Home Page**.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FUNC**.
4. In the drop-down menu that generates, select **FUNC Function (Financial)**. The Function screen will generate.

Locate the existing function to be used as an example.

1. In the **Fiscal Year** field, enter *2016*.
2. In the **Department** field, enter the agency 3-digit code.
3. Click **Search**.



Create the new function.

1. Locate the appropriate record to copy.
2. Click the **Line 3-dot** menu and select **Copy**.

Complete the **General Information** section.

1. At a minimum, enter the following information:
 - a. Enter the current fiscal year in the **Fiscal Year** field.
 - b. Enter the three-letter alpha code for the agency in the **Department** field.
 - c. Enter the 10 characters (can be numbers, letters, or a mixture of both) in the **Function** field.

In order to support HRIS integration, the function element must not include spaces in the naming convention. The space needs to be simulated by using underscore or dash characters:

- **GAO 55221 – Is not supported.**
 - **GAO_55221 – Is supported.**
- d. Enter the name in the **Name** field. This field has a 60-character limit and can be numbers, letters, or a mixture of both. Only the first 30 characters will be interfaced to HRIS.
 - e. Enter the value in the **Short Name** field. There is a 15-character limit and it can be numbers, letters, or a mixture of both.
 - f. Select the **Active** checkbox if function will be active.
 - g. Select the **Budgeting** checkbox. *This must always be checked.*

Complete the **Extended Description** section.

1. At a minimum, enter the following information:
 - a. Enter additional comments in the **Extended Description** field.

Review and save the new-copied function.

1. Review the information entered for any errors and correct said errors.
2. Click **Save & Close**.



Create a Function Inference

Log in to AZ360 **Home Page**.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FUNCINF*.
4. In the drop-down menu that generates, select **FUNCINF Function Inference**. The Function Inference screen will generate.

Locate the existing function inference to be used as a template.

1. In the **Fiscal Year** field, enter *2016*.
2. In the **Department** field, enter the agency 3-digit code.
3. Click **Search**.

Create the new function inference.

1. Locate the appropriate record to copy.
2. Click the **Line 3-dot** menu and select **Copy**.

Complete **General Information** section.

1. At a minimum, enter the following information:
 - a. Enter the current fiscal year in the **Fiscal Year** field.
 - b. Enter the three-letter agency reference in the **Department** field.
 - c. Enter the function in the **Function** field.

Complete the **COA** section.

1. When creating the function inference for the function which will be used for HRIS integration (function type is HRIS or HRLG) the user must enter at least the following elements:
 - a. Fund
 - b. Appropriation Unit
 - c. Unit
 - d. Task

2. Also, if the function type is HRIS or HRLG, then the following Chart of Accounts will be disallowed on the Function Inference table:
 - a. Object
 - b. Department Object

Enter other desired elements and click **Save & Close**. The new function inference will populate in the grid.

After the function and function inference are established, the user will update the Rollups section.

Update Function Rollup

Log in to AZ360 **Home Page**.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FUNC**.
4. In the drop-down menu that generates, select **FUNC Function (Financial)**. The Function screen will generate.

Locate the function to update.

1. In the **Fiscal Year** field, enter *2016*.
2. In the **Department** field, enter the agency 3-digit code.
3. In the **Function** field, enter the function value to be updated.
4. Click **Search**.
5. Located the appropriate record. Click the **Line 3-dot** menu and select **Edit**.

Complete the **Rollups** section.

1. At a minimum, enter the following information:
 - a. Enter the function type (**HRIS** or **HRLG**) in the **Function Type** field.
 - i. **HRIS** – The function element will be included in the HRIS interface.
 - ii. **HRLG** – The function element is included in the HRIS and Maximo interface.



Note: The user will not be able to enter the function type until the Function Inference (FUNCINF) is created.

Additional Requirements for the Creation of HRIS Labor Distribution Elements for Agencies

Additional Chart of Accounts elements have been requested to be available for HRIS Time Entry and HRIS Employee Time Entry (ETE). These elements can be entered in addition to the new AZ360 function:

HRIS Activities:

- HRIS Activity = New AZ360 Program (All agencies other than ADOT, EVA, and FOA)
- HRIS Activity = New AZ360 Program and Phase (ADOT)
- HRIS Activity = New AZ360 Location and Sub-Location (EVA)
- HRIS Activity = New AZ360 Activity and Sub-Activity (FOA)

HRIS Account Category:

- HRIS Account Category = New AZ360 Program Period (All agencies other than ADOT and EVA)
- HRIS Account Category = New AZ360 Activity (ADOT and EVA)

HRIS Activity Mapping for All Agencies except ADOT, EVA, and FOA

Activity Formula:

- Activity (15) = New AZ360 Department (Agency) Code (2) + New AZ360 Program (10)

Example:

- Agency/Department = EVA, Program = CHARTADMN
- HRIS Activity = EVCHARTADMN

Currently all programs are interfaced to HRIS. For programs that should be excluded, use program category EXCL in the Rollups section.

The user must utilize the Cost Accounting Setup (CAS) and Cost Accounting Maintenance (CAM) Documents to update the program category.

ADOT – HRIS Activity Mapping

Activity Formula:

- Activity (15) = New AZ360 Department (Agency) Code (2) + New AZ360 Program (10) + New AZ360 Program Phase (1)

Example:

- Agency/Department = DTA, Program = H325001, Phase = C
- HRIS Activity = DTH325001C



Currently all programs and program phases, which exist on the Program/Program Phase table (PHPRG) are scheduled to be interfaced to HRIS. For programs and program phases that should be excluded, use sub account value of NOPR.

The user must utilize the Cost Accounting Setup (CAS) and Cost Accounting Maintenance (CAM) Documents to update sub account value.

EVA – HRIS Activity Mapping

Activity Formula:

- Activity (15) = New AZ360 Department (Agency) Code (2) + New AZ360 Location (6) + “-“ (1) + New AZ360 Sub Location (4)

Example:

- Agency/Department = EVA, Location = 010020, Sub Location = 01
- HRIS Activity = EV010020- or EV010020-01

Location = LOC Page Code

Location Class rollup of HRS must be used by agencies for a location code and sub location code to be available for use in the HRIS.

FOA – HRIS Activity Mapping

Activity Formula:

- Activity (15) = New AZ360 Department (Agency) Code (2) + New AZ360 Activity (6) + “-“ (1) + New AZ360 Sub Activity (4)

Example:

- Agency/Department = FOA, Activity = 85003, Sub Activity = 01
- HRIS Activity = FO85003- or FO85003-01

HRIS Account Category Mapping for All Agencies except ADOT and EVA

Mapping of HRIS Account Category to the new AZ360 will work as follows:

- Account Category (5) = New AZ360 Program Period (5)

Example:

- Agency/Department = ADA, Program Period = FFY15
- HRIS Account Category = FFY15

Program period codes are created by the Cost Accounting Setup (CAS) and Cost Accounting Maintenance (CAM) documents.



HRIS Account Category Mapping for ADOT and EVA

Account Category Formula:

- Account Category (5) = New AZ360 Activity (5)

Example:

- Agency/Department =EVA, EVA Activity = 2ACLA
- HRIS Account Category = 2ACLA

Activity type rollup of HRIS must be used by agencies for an activity code to be available for use in the HRIS.