



ADOA – General Accounting Office

QUICK REFERENCE GUIDE: CREATE A CAM – ADDING A PROGRAM PERIOD (PPC)





Create a CAM – Adding a Program Period

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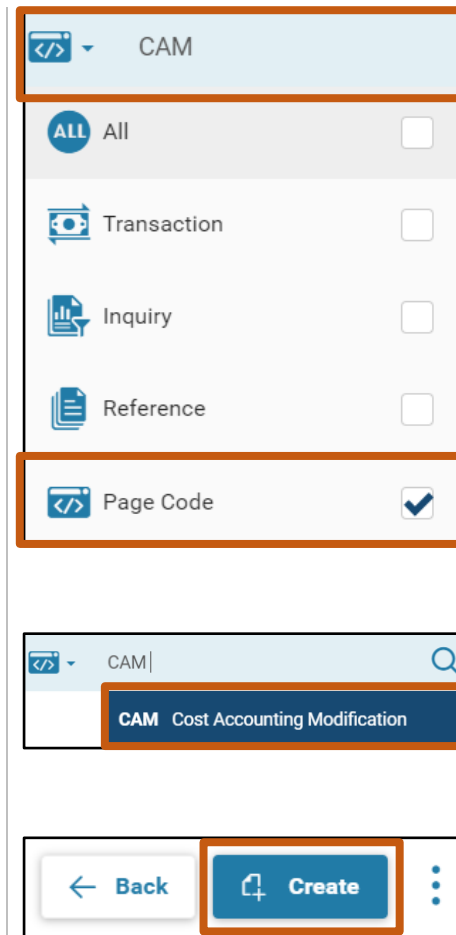
Create a CAM – Adding a Program Period

The purpose of this quick reference guide (QRG) is to provide a step-by-step guide on creating a Cost Accounting Modification (CAM) transaction to add a Program Period (PPC) and Grant ID in accordance with State of Arizona Accounting Manual (SAAM) policy Topic 70 Section 65 – Grants, Cost Structures for Grants. There are screenshots provided for reference, with highlighted boxes around the fields that are discussed in the steps below.

Create a New Cost Accounting Modification (CAM) Transaction

Log in to the AZ360 **Home Page**. Create a CAM.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *CAM*.
4. In the drop down menu that generates, select **CAM Cost Accounting Modification**. The CAM Financial Transaction page will generate.
5. Click the **Create** button.



6. In the **Transaction Department** field, enter the user’s department 3-digit code. In this scenario, enter *ADA*.
7. Select **Auto Numbering** check box.
8. Click **Continue**.



9. A new CAM transaction will generate and opens to the Header tab. Note that the transaction is in **Draft** phase, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Header Tab

The Header tab is not required for the CAM to validate. However, it is encouraged to reflect the reason for creating the CAM in the Transaction Description field to allow the reviewer an understanding of the purpose of the CAM.

1. Enter a description for the purpose of the CAM in either the **Transaction Description** field, or the **Extended Description** field, if more than 60 characters are required.
2. Click the **Major Program** tab.

Major Program Tab

The Major Program tab is required for the transaction to validate.

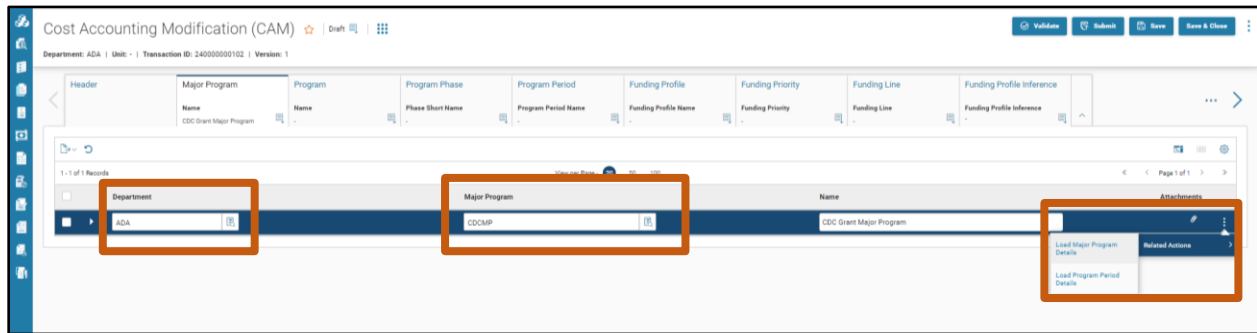
1. On the Blue Line:
 - a. In the **Department** field, enter the user’s department 3-digit code. In this scenario, enter **ADA**.



- b. In the **Major Program** field, enter a code to identify the Major Program. In this scenario, enter *CDCMP*.
- c. Click the **3-dot** menu, **Related Actions**, then click **Load Major Program Details**. All of the current data on the Major Program (MJPRG) reference table for Major Program record CDCMP loads into the CAM. Verify that the Major Program Details have loaded into the CAM by reviewing the data.
If Program Period records for the Major Program need to be updated, a user **must** select Load Program Period Details. All existing Program Period records for that Major Program will be loaded into the Program Period tab of the CAM transaction. If a user does not select Load Program Period Details, they will receive an error stating, **Program Period Sequence is required**.

Note: Do not click the Load Program Period Details button more than once. Clicking the Load Program Period Details option more than once will load all of the PPC records once for each time the option is used, creating duplicate PPC record lines. A CAM transaction will not validate if there duplicate PPCs and the lines will have to be deleted.

2. Click on the **Program Period** tab.



Program Period Tab

1. In the **Tab Level Actions**, click the “+” icon to add a new Program Period line.
2. In the **Line Type** field, select either **Add** or **Modify** from the drop down menu. In this scenario, select **Add**.
 - a. Add – Should be used when creating a new PPC.
 - b. Modify – Should be used when making changes to an existing PPC.
3. In the **Program Period** field (Required), enter a 5-digit code to identify the Program Period. In this scenario, enter *CDC23*.

Note: Once the Program Period code is created, it cannot be changed. Naming convention is determined by the Agency.



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4. In the **Infer From** field (Required), type or select a date (typically the beginning of the award project/grant). In this scenario, enter *05/01/2022*.
5. In the **Infer To** field (Required), type or select a date (typically the end of the award project/grant). The end date will not prevent you from recording transactions to this Program Period; this field is for inferencing purposes and you can manually key the Program Period after the end date. In this scenario, enter *04/30/2040*.

Cost Accounting Modification (CAM) | Draft | Validate | Submit | Save | Save & Close

Department: ADA | Unit: - | Transaction ID: 24000000102 | Version: 1

1 of 1: Transaction validated successfully

Line Type	Department	Major Program	Program Period	Infer From	Infer To	Attachments
Modify	ADA	CDCMP	CDC22	05/01/2021	04/30/2022	
Add			CDC23	05/01/2022	04/30/2040	

6. Click the **Expand** caret on the new Program Period line.
7. In the **General Information** section:
 - a. In the **Program Period Name** field (Required), enter a descriptive name for the Program Period. In this scenario, enter *CDC Grant New Budget Period*.
 - b. In the **Short Name** field (Required), enter a descriptive name for the Program Period. In this scenario, enter *CDC New PPC*.

Cost Accounting Modification (CAM) | Draft | Validate | Submit | Save | Save & Close

Department: ADA | Unit: - | Transaction ID: 24000000102 | Version: 1

1 of 1: Transaction validated successfully

Line Type	Department	Major Program	Program Period	Infer From	Infer To	Attachments
Modify	ADA	CDCMP	CDC22	05/01/2021	04/30/2022	
Add			CDC23	05/01/2022	04/30/2040	

General Information | General Options | Funding Identification

Major Program Name

Program Period Name	Short Name
CDC Grant New Budget Period	CDC New PPC

Active: Yes

Budgeting: Yes

Contact: []

Description: []

8. In the **General Options** section:



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- a. In the Reimbursement Status field, ensure that Allowed for Reimbursement is selected.
- b. In the **Grant ID** field, type the 8-digit code that connects eCivis, AZ360 Grant Lifecycle Management (GLM) and the AZ360 Cost Structure. The Grant ID should represent grant award in both performance period and dollar amount. In this scenario, enter *ADA20064*.

The screenshot displays the 'Cost Accounting Modification (CAM)' interface. At the top, it shows 'Department: ADA | Unit: - | Transaction ID: 24000000102 | Version: 1'. A notification bar indicates '1 of 1: Transaction validated successfully'. Below this, a table lists various fields: Header, Major Program (CDC Grant Major Program), Program, Program Phase, Program Period (2) (CDC Grant New Budget Peri...), Funding Profile, Funding Priority, and Funding Line. A table below shows '1 - 2 of 2 Records' with columns for Line Type, Department, Major Program, Program Period, Infer From, Infer To, and Attachments. The 'Add' row is selected, showing 'CDC23' for Program Period, 'MM/DD/YYYY' for Infer From, and '04/30/2040' for Infer To. Below the table, the 'Funding Identification' section is highlighted with a red box, containing 'Reimbursement Status' (Allowed for Reimbursement) and 'Grant ID' (ADA20064). The 'Grant ID Name' is 'EDC - VIRHEP - Integrated Viral Hepatitis Surveillance and P'.

9. In the **Funding Identification** section:

- a. In the **Federal Catalog Agency** field, type or select the Federal agency that is awarding these funds and it will automatically bring in the Federal Catalog Prefix. In this scenario, select **DCAP** (Centers for Disease Control and Prevention) from the pick list.
- b. Click **OK**. Note that the **Federal Catalog Prefix** field in the Funding Identification Section has automatically updated to **93** based on this selection.
- c. In the **Federal Catalog Suffix** field, type the 3-digit suffix of the CFDA number that should be in the award agreement, if it is Federal. In this scenario, select **270** (Viral Hepatitis Prevention and Control) from the pick list.

Note: A CFDA number is required for ALL Federal Financial Assistance, including pass-thru monies received from another state agency that were originally received from a Federal Entity. This will not be needed if the award is not federal funds.



Line Type	Department	Major Program	Program Period	Infer From	Infer To	Attachments
Add			CDC23	05/01/2022	04/30/2040	

General Information	General Options	Funding Identification
Federal Catalog Agency DCAP	Federal Agency Name DHHS Centers for Disease Control and Prevention	Federal Payment System [Empty Field]
Federal Catalog Prefix 93	SEFA ID [Empty Field]	Common Accounting Number [Empty Field]
Federal Catalog Suffix 270	SEFA Description [Empty Field]	Construction Budgeting Authority Number [Empty Field]
External Account Number [Empty Field]	Letter of Credit Number [Empty Field]	

Attach Grant Award Documentation

Per SAAM 7065, Cost Structures for Grants, "All grant awards for direct or pass-through Federal grants, as well as State grants, must be attached to the cost structure. The Grant agreement should be attached to the cost structure through a CAS/CAM transaction at the Program Period level."

Note: Attached award documentation is critical to validating that the information on the cost structure is accurate. CAS (Cost Accounting Setup transaction)/CAM submissions that lack award documentation on the Program Period section will be followed up on by GAO. CAS/CAM submissions containing award documentation that disagrees with the information in the cost structure will be rejected for corrections.

CAS and CAM transactions allow users to attach documentation at each of the tabs of the CAS or CAM transaction. Attachments to cost structure elements within a CAS or CAM will save to the cost accounting reference tables, where the attachments can be downloaded. SAAM Policy requires that all award documentation be attached at the Program Period tab.

The paperclip icon used to upload award attachments to the Program Period can be found on the Blue Line within the Program Period tab of the CAS (or CAM).

Cost Accounting Modification (CAM) | Draft | [Icons]

Department: ADA | Unit: - | Transaction ID: 24000000102 | Version: 1

1 of 1: Transaction validated successfully

Header	Major Program	Program	Program Phase	Program Period (2)	Funding Profile	Funding Priority	Funding Line
Name	Name	Phase Short Name	Program Period Name	Funding Profile Name	Funding Priority	Funding Line	
CDC Grant Major Program			CDC Grant New Budget Per...				

Line Type	Department	Major Program	Program Period	Infer From	Infer To	Attachments
Modify	ADA	CDCMP	CDC22	05/01/2021	04/30/2022	[Paperclip Icon]
Add			CDC23	MM/DD/YYYY	04/30/2040	[Paperclip Icon]