



ADOA – General Accounting Office
QUICK REFERENCE GUIDE:
CREATE A CAM – MODIFY A
PROGRAM PERIOD (PPC)





Create a CAM – Modify a Program Period

Table of Contents

| | |
|--|----------|
| Create a New Cost Accounting Modification (CAM) Transaction | 3 |
| Header Tab..... | 4 |
| Major Program Tab | 4 |
| Program Period Tab | 5 |



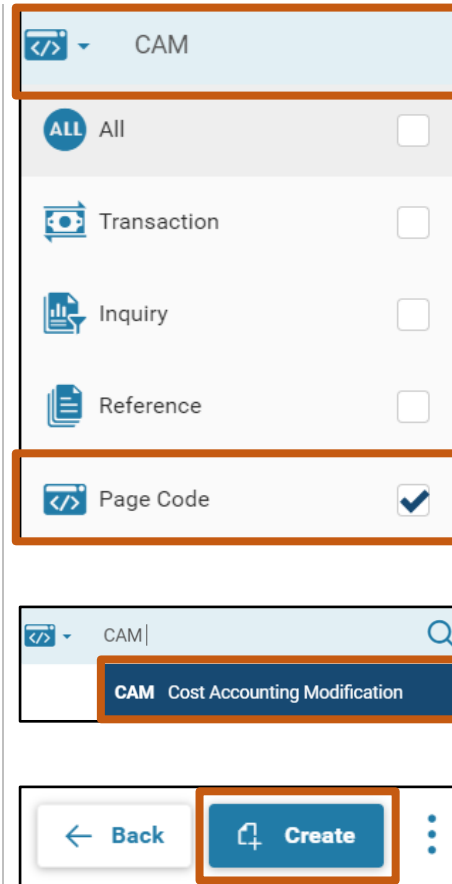
Create a CAM – Modify a Program Period

The purpose of this quick reference guide (QRG) is to provide a step-by-step guide on how to modify a Program Period (PPC) by creating a Cost Accounting Modification (CAM) transaction. This QRG will also explain why users must use a CAM transaction when modifying an existing PPC.

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.

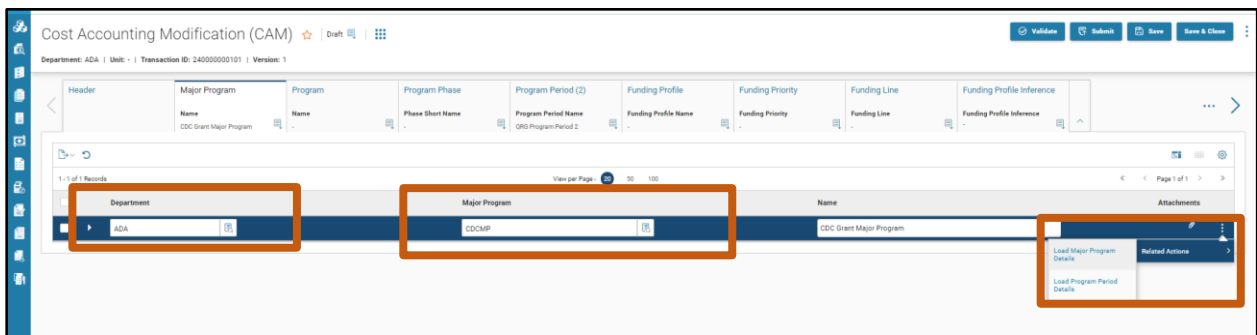
1. On the Blue Line:
 - a. In the **Department** field, enter the user’s department 3-digit code. In this scenario, enter **ADA**.



- 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**.

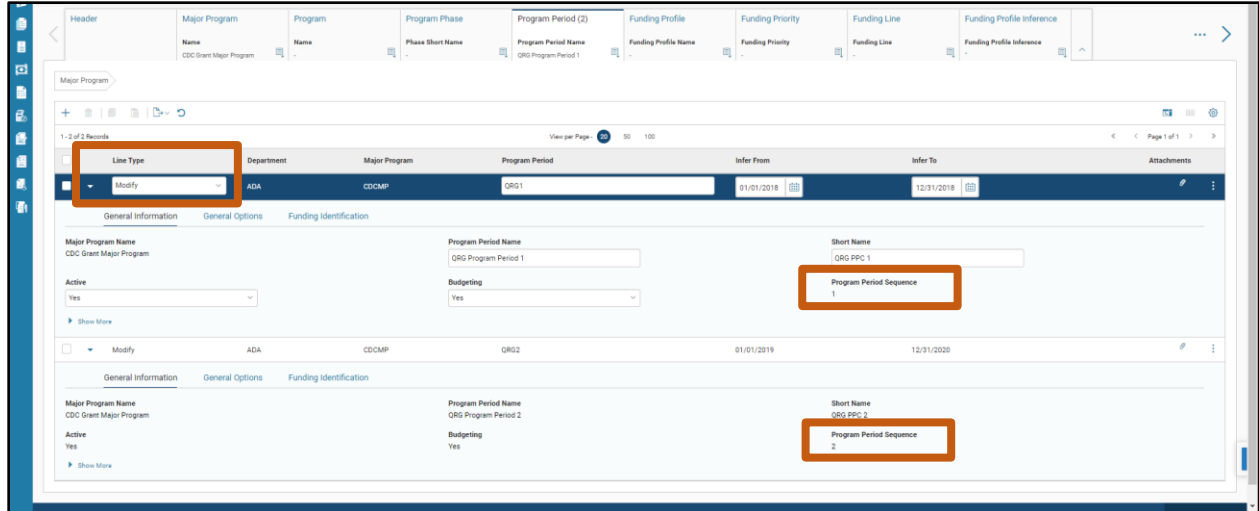
Note: Do not click the Load Program Period Details button more than once. Clicking the Load Program Period Details option more than once will load all of the PPC records once for each time the option is used, creating duplicate PPC record lines. A CAM transaction will not validate if there duplicate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

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



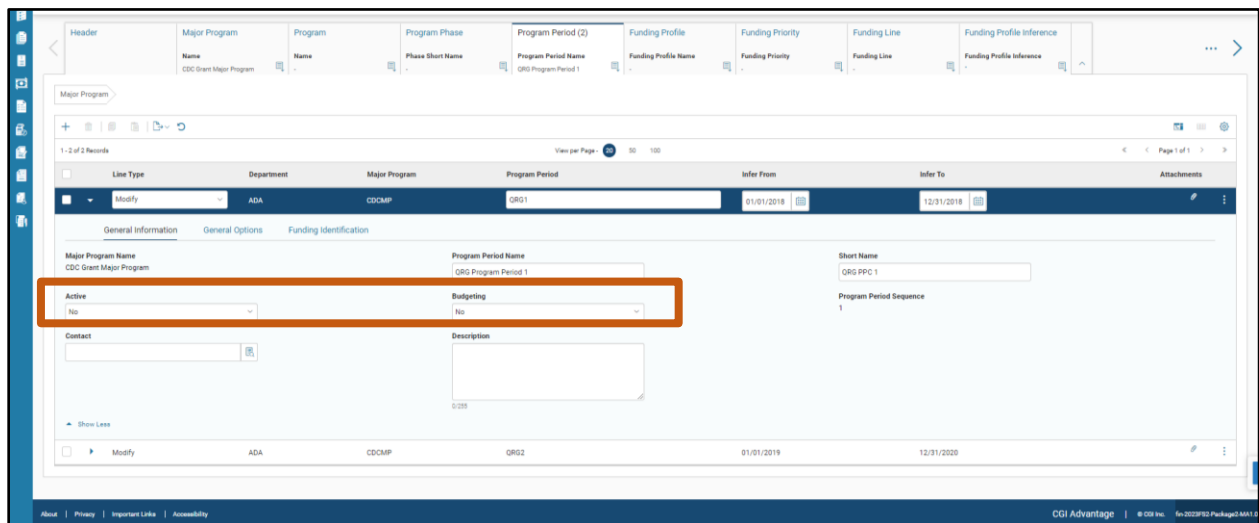
Program Period Tab

Due to selecting the Load Major Program Details option on the Major Program tab, the Program Period tab has populated with a line type of Modify for each Program Period on the PPC table for the selected Major Program.



Note: Program Period Sequence cannot be manually entered into a transaction. Program Period Sequence can only be added to the transaction through use of the Load Program Period Details button.

1. Select the line which corresponds to the Program Period in need of modification.
2. Make the needed field changes to the Program Period.
 - a. For example purposes only: All expenses have been paid and activities completed for the grant represented by Program Period QRG1 (Program Period Sequence 1). Select **No** on the Active and Budgeting drop down menu fields for QRG1 to prevent any future transactions from impacting that PPC.
3. Click **Save**.



4. To modify more than one Program Period, select the line that represents the next Program Period in need of modification.



Quick Reference Guide

5. Make the needed field changes to the next Program Period.
6. Click **Save**.
7. Click the **Validate** button to check for errors.
8. Click **Submit**.

The screenshot shows the 'Cost Accounting Modification (CAM)' interface. At the top, there are buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. Below the header, there are tabs for 'Major Program', 'Program', 'Program Phase', 'Program Period (2)', 'Funding Profile', 'Funding Priority', 'Funding Line', and 'Funding Profile Inference'. The main area displays a table with columns: Line Type, Department, Major Program, Program Period, Infer From, Infer To, and Attachments. A record is highlighted with a blue background, showing 'Modify' as the line type, 'ADA' as the department, 'CDCMP' as the major program, and 'QRG1' as the program period. Below the table, there is a detailed view of the selected record, showing fields for 'Major Program Name', 'Program Period Name', 'Short Name', 'Active', and 'Budgeting'. The 'Active' field is set to 'No' and the 'Budgeting' field is set to 'No'. A red box highlights the 'Active' and 'Budgeting' fields.

Once the CAM has gone through the workflow approval process and is submitted to Final Phase, any changes made to the lines in the Program Period tab of the CAM will be reflected on the corresponding records on the PPC reference table.

The following “After” screenshot shows the record on the PPC reference table after the CAM transaction has been approved to Final Phase. Notice for QRG1, our selected Program Period, both the Active and Budgeting have “No” values, reflecting the changes from the CAM transaction.

The screenshot shows the 'Program Period' interface. It displays a record with the following fields: Department (ADA), Major Program (CDCMP), Major Program Name (CDC Grant Major Program), Program Period Sequence (1), Program Period Name (QRG Program Period 1), Short Name (QRG PPC 1), Program Period Infer From (01/01/2018), Program Period Infer To (12/31/2018), Major Program Effective Start Date, and Major Program Effective End Date. The 'Active' field is set to 'No' and the 'Budgeting' field is set to 'No'. A red box highlights the 'Active' and 'Budgeting' fields.