

Using CITA

Objective

To use the Common Inbound Transaction Architecture (CITA) to create accounting documents in the Minnesota Accounting and Procurement System (MAPS).

Policy

CITA is the process of sending batch transactions to the Accounting Component of MAPS. This can be utilized by agencies for various accounting transactions. CITA is designed to accept batches of documents from agency sub-systems. As CITA receives batches of transactions, certain validations are performed to ensure the integrity of data prior to being passed onto MAPS for processing. Transactions must be sent in the standard MAPS format and code block structure in order to be accepted and processed by CITA. Notification of CITA errors is provided through reports that agencies can view in Document Direct. It is the submitting agency's responsibility to check these reports to ensure that their interface was successfully received by CITA each time a batch is submitted. If errors are noted, the submitting agency will need to correct the errors and resubmit the batch. Batches that pass the CITA validations will be passed to MAPS for further processing.

If the document batch is accepted by CITA, it under-goes the normal on-line validation of the documents. It is possible that the CITA process will accept a batch, but one or more of the documents in the batch may be rejected within the MAPS system. Again, it is the agency's responsibility to ensure that all the submitted documents are accepted into MAPS. If there are errors, the agency has the responsibility to ensure that the errors are corrected via online entry in MAPS, and that the documents are accepted. The rejected documents should not be re-submitted through the CITA process.

CITA requires agency feeder systems to pass transactions in standard MAPS format and code block structure. For each system interfacing with MAPS, an agency must:

- modify its system to function using the new code block structure, or,
- create a process that will crosswalk their existing code block to the MAPS code block, and,
- define and implement a crosswalk between its existing data fields and the data fields required by each MAPS transaction.

Completion of these tasks allows agencies to produce batched transactions in standard MAPS format and code block.

MAPS Transactions Supported Through CITA

This section contains a listing of the MAPS transactions that are supported by CITA.

<i>Function</i>	<i>Trans Code</i>	<i>Transaction</i>
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1.0 Budgeting

1.1	AL	Allotment (Finance only)
1.2	AP	Appropriation (Finance only)
1.3	AT	Anticipated Transfer
1.4	EB	Expense Budget
1.5	RB	Revenue Budget

2.0 Expenditures and Disbursements

2.1	EC	Expenditure Correction
2.2	PV	Payment Voucher
2.3	WR	Warrant Reconciliation (Finance only)

3.0 Revenues

3.1	CR	Cash Receipt
3.2	RE	Receivable
3.3	RM	Receivable Credit Memo

4.0 General Accounting

4.1	JV	Journal Voucher
4.2	J2	Journal Voucher
4.3	PR	Payroll Voucher (Finance only)

5.0 Federal Aid

5.1	FX	Federal Aid Charges
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6.0 Project

6.1	PX	Project Charges
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7.0 Job Cost

7.1	JC	Job Charges
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8.0 Plans

8.1

OB/OBP

Obligation Plans (**Finance only**)

1.0 Budgeting

1.1 Allotment (AL) (Dept of Finance only)

The allotment transaction (AL) is used to create budget records that subdivide appropriation records, by organizational unit. That is, one appropriation may be split into one, two, or more allotments. Using different organizational units, it is possible to prevent requisitions, encumbrances and expenditures from exceeding allotment amounts.

1.2 Appropriation (AP) (Dept of Finance only)

The appropriation transaction (AP) is used to establish appropriation records in MAPS. An appropriation record establishes budget authority for a specific item of appropriation as defined by the legislature. The appropriation record allows various types of budgetary control options to be implemented, and can be used to control pre-encumbrances, encumbrances and expenditures at the appropriated budgetary level.

1.3 Anticipated Transfer (AT)

The anticipated transfer transactions (AT) is used to budget anticipated transfers in/out against an appropriation. Budgetary control options on the appropriation determine how anticipated transfers are calculated into its budget authority.

1.4 Expense Budget (EB)

The expense budget transaction (EB) is used to create budget lines in MAPS. Expense budget lines establish valid accounts and budgeted amounts at the object of the expenditure level. Expense budgets will be used to further break down an allotment amount, and will primarily be used by departments for internal budgetary management.

1.5 Revenue Budget (RB)

The revenue budget transaction (RB) is used to create revenue budget lines in MAPS. Revenue budget lines establish valid accounts and budgeted amounts at the revenue source level. Revenue budgets will also be used to link revenues to appropriations for dedicated receipts.

2.0 Expenditures and Disbursements

2.1 Expenditure Correction (EC)

The expenditure correction (EC) is used to recode expenditures from one account distribution to another. The EC transaction will allow authorized users to credit (reduce) expenditures for single or multiple account distributions and debit (increase) expenditures for single or multiple account distributions. The EC transaction will also allow reductions and increases to offset balance sheet accounts. All expenditure and all balance sheet account entries must balance for this transaction to be accepted. ECs should not be used to correct expenditures originating in SEMA4. Payroll expense transfers are used for payroll corrections.

2.2 Payment Voucher (PV)

A payment voucher authorizes the spending of money and initiates the automated check writing process. MAPS uses the information on a payment voucher transaction for the following:

- Account for expenditure of funds on appropriation, allotment, and expense budgets
- Create vouchers payable and expenditure ledger entries
- Schedule a specific payment date for the voucher
- Reverse "Reserve for Encumbrances" and "Encumbrances", if established purchase order is referenced

- Reverse "Reserve for Pre-Encumbrances" and "Pre-Encumbrances", if established requisition is referenced. .

A "PV" is the transaction code to record a payment voucher using CITA. PV transactions can be used to record purchases or credits from outside vendors, intra-governmental purchases and sales, and governmental refunds.

2.3 Warrant Reconciliation's (WR) (Dept of Finance only)

The WR transaction is used to update the status of a warrant and to create accounting entries to clear the warrant accounts. A program run in the Minnesota Management & Budget creates these transactions.

3.0 Revenues

3.1 Cash Receipts (CR)

A cash receipt recognizes the receipt of cash. This cash can represent revenue, a vendor refund, or deferred revenue. MAPS uses the information on a cash receipt transaction for the following:

- Debit the cash account on the transaction to increase cash
- Credit a revenue account to increase revenue (revenue source code used); or
- Credit an expenditure to decrease it (object code used); or
- Credit a balance sheet account (balance sheet code used); e.g. Accounts Receivable, Loans Receivable, etc.

A "CR" is the transaction code for cash receipts that CITA will use to record cash receipts.

3.2 Receivables (RE)

The receivable transaction is an advanced receivable subsystem transaction used to bill a customer for goods or services provided. MAPS uses the information on a receivable transaction for the following:

- Debit a system billed receivables account
- Credit a revenue account to recognized revenue; or
- Credit an expense when an object code is used; or
- Credit deferred revenue account when a balance sheet account is used.

A "RE" is the transaction code that will be used through CITA to record receivables.

3.3 Receivable Credit Memo (RM)

The receivable credit memo is used to credit a customer's account and acts like a decreasing receivable. Only the line amount of existing receivable lines can be changed using the RM.

Accounting distributions cannot be changed, and new lines cannot be added to existing receivables using the RM. Header information is also protected on the RM. A "RM" is the transaction code that will be used through CITA to record receivable credit memos.

4.0 General Accounting

4.1 Journal Voucher (JV)

The journal voucher transaction (JV) is used to record events that cannot be recorded with any other MAPS transaction. The JV transaction should not be used to record adjustments to previously entered transactions. Adjustments should be made using the transaction type that was used for the original transaction.

4.2 Journal Voucher (J2)

The journal voucher transaction (J2) is similar to a JV, but is used to record events at a summary level.

4.3 Payroll Voucher (PR) (Dept of Finance only)

The payroll voucher transaction provides a means to record in the general ledger, payroll-related expenditures that have been previously distributed. The accrual of liabilities may also be

recorded, but the payroll voucher does not generate actual disbursements. In MAPS, payroll voucher transactions will be able to exceed budget authority for any specific account, appropriation or fund. PR is the transaction that will be supported through CITA to record payroll vouchers. These transactions are passed to MAPS from SEMA4.

5.0 Federal Aid

5.1 Federal Aid Charges (FX)

The FX transaction is used to enter a direct charge against an existing grant. These charges are only reflected in the grant ledger and do not update the accounting general ledger. Charges can be entered as a dollar amount or can be computed as the result of units of measure times a rate defined in the Charge Class table, (CHRG).

6.0 Project

6.1 Project Charges (PX)

The PX transaction is used to enter a direct charge against an existing project. These charges are only reflected in the project ledger and do not update the accounting general ledger. Charges can be entered as a dollar amount or can be computed as the result of units measured times a rate defined in the Charge Class table, (CHRG).

7.0 Job Cost

7.1 Job Charge (JC)

The JC transaction is used to charge against a job. This job charge transaction is a non-accounting transaction. Non-accounting transactions are memo entries only and as such are not posted to the general ledger. The JC transactions provide a mechanism to accumulate such charges against a job such as:

- hours of computer time utilized, and
- mileage charges.

8.0 Planning

8.1 Obligation Plan (OB) (OBP)

The OB transaction is used to record spending targets (expenditures plus projected obligations) by planning period for each user-defined obligation-planning unit.

Forms

[CITA Information Request Form \(FI-00613-01\)](#)

[CITA and ACCI Interface Request Form \(FI-00614-01\)](#)

General Procedures

Step #	Actions to be Performed	Responsible Party
1.	Verify that all documents to be sent to CITA are in the standard CITA format, including the new code block structure.	Agency
2.	Group all documents into batches to prepare them for submission to CITA.	Agency
3.	Place all feeder system documents of the same type into the same batch.	Agency

4.	Upload files by the currently designated time.	Agency
5.	Run CITA job	MMB
6.	Make any necessary corrections in the case that CITA rejects the submitted file due to incorrect format, or if it is unable to validate the number of documents, or total dollar amount.	Agency
7.	Make any necessary corrections online in MAPS in the case where the file passes the CITA, but rejects in MAPS.	Agency