

**AFNS INSTRUCTIONS
APPROPRIATION AND ALLOTMENT**

An "AA" transaction is done to establish a fund's appropriation and allotments. "AA" transactions increase/decrease appropriations and to move amounts from one allotment period to another allotment period.

EXAMPLE OF AA TRANSACTION IN AFNS:

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FUNCTION:                DOCID: AA   AGC   XAGC000000001
STATUS: ACCPT           BATID:                ORG:
H-                      APPROPRIATION AND ALLOTMENT INPUT FORM

APP DATE:              ACCTG PRD:           BUDGET FY: XX
ACTION: A  FUND: 0123  AGENCY: 123        APPR UNIT: 123        ALLOT YR:
NAME:  FINANCE - AFNS                SHORT NAME: AFNS
REV APP AMT:    4,000  I/D AMT:    4,000  TOT ALLOT AMT:    4,000
                                CALCULATED TOT ALLOT AMT:    4,000

REV EST REC:          0  I/D EST REC:          0  BUD AUTH OPT: A
    INPUT ALLOT PRD      REVISED ALLOT AMT      ALLOT INC/DEC AMT
    -----
01-                01                1,000                1,000
02-                02                1,000                1,000
03-                03                1,000                1,000
04-                04                1,000                1,000
05-
  
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FIELD NAME	LENGTH	CODING INSTRUCTIONS
DOCUMENT ID		REQUIRED. There are three fields in the Document ID.
	3	TRAN (Transaction code). Enter AA.
	3	AGENCY. Enter the department's three digit agency code.
	11	ID NUMBER (Identification Number). The first position will be the last digit of the fiscal year, followed by your three-digit agency code. The remaining seven digits are up to the department's discretion. Automatic numbering can be used for "AA" transactions.
APP DATE	6	LEAVE BLANK. Will default to the current date.

ACCT PRD	4	LEAVE BLANK. Will default to the current accounting period.
BUDGET FY	2	REQUIRED. Enter the last two-digits of the budget fiscal year for the appropriation.
ACTION	1	REQUIRED. Enter one of the following: A - Adding a new appropriation and allotment or reactivate an inactive appropriation code. C - To change the amounts for the appropriation, the amounts for the allotment periods, and/or to change the name of the appropriation. D - To deactivate an appropriation. No more obligations can be processed for this appropriation code. Inactive lines will be deleted from next year's budget by NYTI process.
FUND	4	REQUIRED. Enter the AFNS fund number.
AGENCY	3	REQUIRED. Enter the agency code for the Department.
APPR UNIT	9	REQUIRED. Enter the AFNS appropriation unit. (Application B {FBTC} & Application G {FGTC} AGENCIES - BEGIN WITH AGENCY'S 2 DIGIT CHARGE CODE FOLLOWED BY CODE ASSIGNED BY AGENCY.)
ALLOT YR	2	Leave Blank.
NAME	30	REQUIRED. Enter the name of the appropriation. This name will print on reports. If you enter a new name for a previously defined code, the system adopts the new name.

FIELD NAME	LENGTH	CODING INSTRUCTIONS
SHORT NAME	12	REQUIRED. Enter a name that you want to appear on reports when there is not enough room for the full name.
REV APP AMT	12	REQUIRED. Enter the total amount of the appropriation, whether this transaction is a new appropriation or changing the amount of an existing appropriation. DO NOT CODE CENTS. LEAVE BLANK if you are only moving amounts from one allotment period to another allotment period. LEAVE BLANK if deactivating or changing the name.
I/D AMT	12	REQUIRED. Enter the total amount of the appropriation if this transaction is a new appropriation. If you are changing the amount of an existing appropriation, enter the difference between the original amount and the new amount. This is an unsigned field. Do <u>not</u> enter a plus or minus sign and DO NOT CODE CENTS. LEAVE BLANK if you are moving amounts from one allotment period to other allotment periods. LEAVE BLANK if deactivating or changing the name.
TOT ALLOT AMT	12	REQUIRED. Enter the total of the "REVISED ALLOT AMT" column from the line information.

FIELD NAME	LENGTH	CODING INSTRUCTIONS
CALCULATED TOT	12	Do not code this field. It is the ALLOT AMT system's computed total of the revised allotment line amounts.
REV EST REC	12	LEAVE BLANK.
I/D EST REC	12	LEAVE BLANK.
BUD AUTH OPT	1	LEAVE BLANK.
INPUT ALLOT PRD	2	REQUIRED if you are adding or changing allotment periods. QUARTERLY ALLOTMENTS 01 - first quarter 02 - second quarter 03 - third quarter 04 - fourth quarter
REVISED ALLOT AMT	12	REQUIRED. Enter the total amount of the allotments, whether this transaction is setting up new allotments or changing the amounts of existing allotments. DO NOT CODE CENTS. LEAVE BLANK if deactivating or changing the name of the appropriation.

FIELD NAME	LENGTH	CODING INSTRUCTIONS
ALLOT INC/DEC AMT	12	<p>REQUIRED. Enter the total amount of each allotment period when setting up new allotments.</p> <p>When changing the amount of an existing allotment, enter the difference between the original amount and the new amount. This is an unsigned field. Do not enter a plus or minus sign. DO NOT CODE CENTS.</p> <p>LEAVE BLANK if deactivating or changing the name.</p>

Edit (ED) the document and if no error, Run (R) the AA transaction.

NOTES:

- Once the AA transaction has 'Accepted' in AFNS, the AFNS APP2 & ALLT tables will be updated.
- Once an AA transaction has accepted in the AFNS system, if your agency notices an error, the existing AA transaction **cannot** be changed. Instead a new AA transaction will need to be entered.
- AA transactions (entered/processed in AFNS) do not integrate to CAS. Just as CAS Expense Budget transactions (OE) do not integrate to AFNS.

SEE EXPENSE BUDGET (EB) INSTRUCTIONS BEGINNING ON THE FOLLOWING PAGE.

FIELD NAME	LENGTH	CODING INSTRUCTIONS
	11	ID NUMBER (Identification Number). The first position will be the last digit of the fiscal year, followed by the three-digit agency code. The remaining seven digits are up to the department's discretion. Automatic numbering can be used for "EB" transactions.
TRANS DATE	6	LEAVE BLANK. Will default to the current date.
ACCT PRD	4	LEAVE BLANK. Will default to the current accounting period.
BUDGET FY	2	REQUIRED. Enter the last two-digits of the budget fiscal year for the expense budget.
FUND	4	REQUIRED. Enter the AFNS fund number.
AGENCY	3	REQUIRED. Enter the agency code for the department.
TOTAL REVISED EXP AMT	12	REQUIRED. Enter the total of the "REVISED AMOUNT" column from the line information. DO NOT CODE CENTS.
CALCULATED REVISED EXP AMT	12	Do not code this field. It is the system's computed total of the "REVISED AMOUNT" line information.

FIELD NAME	LENGTH	CODING INSTRUCTIONS
LIN ACT	1	<p>REQUIRED. Enter one of the following:</p> <p>A - Adding a new budget line. Reactivate an inactive line.</p> <p>C - To change the amount of an existing budget line or change the description.</p> <p>D - To deactivate a budget line. No more obligations can be processed for this budget line. Inactive lines will be deleted from next year's budget by NYTI process.</p>
ORG	4	REQUIRED if the agency budgets by organization code.
APPR UNIT	9	REQUIRED. Enter the AFNS appropriation code.
ACTV	4	LEAVE BLANK.
FUNC	4	LEAVE BLANK.
OBJ	4	REQUIRED. Enter the major object code.
SUB OPT	1	LEAVE BLANK.
SPD IN	1	LEAVE BLANK.
BUDGET POSTNS	6	LEAVE BLANK.

FIELD NAME	LENGTH	CODING INSTRUCTIONS
REVISED AMOUNT	12	<p>REQUIRED. Enter the total amount of the expense budget line whether this transaction is a new expense budget line or changing the amount of an existing expense budget line. DO NOT CODE CENTS.</p> <p>LEAVE BLANK. If deactivating an expense budget line.</p>
INC/DEC AMOUNT	12	<p>REQUIRED. Enter the total amount of the expense budget line if this transaction is a new expense budget line.</p> <p>If you are changing the amount of an existing expense budget line, enter the difference between the original amount and the new amount.</p> <p>DO NOT CODE CENTS.</p> <p>LEAVE BLANK. If deactivating an expense budget line.</p>
SERIES NUMBER	3	LEAVE BLANK.
REVENUE SOURCE REF1 REF2 REF3	4ea	LEAVE BLANK.
DESCRIPTION	30	LEAVE BLANK.

Edit (ED) the document and if no error, Run (R) the EB transaction.

NOTES :

- Once the EB transaction has 'Accepted' in AFNS, the AFNS ESUM & EXP2 tables will be updated.
- Once a EB transaction has accepted in the AFNS system, if your agency notices an error, the existing EB transaction **cannot** be changed. Instead a new EB transaction will need to be entered.
- EB transactions (entered/processed in AFNS) do not integrate to CAS. Just as CAS Allotment/Appropriation transactions (AL/AP) do not integrate to AFNS.