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## DISCLAIMER STATEMENT

The information in the following examples is fictitious and is only used for training purposes. To view your agency's data in AFNS, please use your agency's account coding (fund, agency, organization code, etc) and transaction numbers.

\*\* This manual lists basic AFNS tables. For a complete listing of AFNS tables, please contact the AFNS Hotline.

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## SECTION ONE: COURSE OBJECTIVES AND OVERVIEW

### A. COURSE OBJECTIVES

- ◆ To show how to enter/process advanced AFNS transactions.
- ◆ To demonstrate techniques which make data entry quicker and easier.
- ◆ To describe several FRMS/AFNS accounting policies and procedures.

---

## B. COURSE OVERVIEW

- ◆ The course teaches the following Data Entry techniques:
  - How to use the duplicate key to copy data from one line on a transaction to another.
  - How to use the utility copy document to establish a template for copying similar transactions.
  
- ◆ The course shows the user how to perform several advanced AFNS transactions, which are commonly handled by senior level accountants and/or department managers. Included are the following:
  1. JOURNAL VOUCHERS
  2. VENDOR REFUND OF A DISBURSEMENT
  3. DEPARTMENT REFUND OF A CASH RECEIPT
  4. MOVING ALLOTTED MONEY
  5. MOVING BUDGET BETWEEN EXPENDITURE OBJECTS

---

## SECTION TWO: DATA ENTRY TECHNIQUES

### A. THE "@" KEY

#### 1. OVERVIEW

- ◆ Used when information is repeated on several lines within a document.
- ◆ Allows the user to copy information from one line to another.
- ◆ Activated by using the "@" key on your keyboard.
- ◆ Allows the user to copy either an entire line or only that part of a line, which is common to another line.
- ◆ The "@" key aids the user in the following ways:
  - Saves key strokes
  - Decreases data entry errors
  - Increases data entry productivity

## 2. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

### Logging onto AFNS

```
STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR LTERM: TCP00863. YOUR IP ADDRESS: 10.133.58.18
***** WARNING *****

This system may contain Government information, which is restricted to
authorized users ONLY. Unauthorized access, use, or modification of
this computer system or of the data contained herein or in transit
to/from this system may subject the individual to Criminal and Civil
penalties. This system and equipment are subject to monitoring to ensure
proper performance of applicable security features or procedures. Such
monitoring may result in the acquisition, recording, and analysis of
all data being communicated, transmitted, processed, or stored in this
system by a user. If monitoring reveals possible evidence of criminal
activity, such evidence may be provided to Law Enforcement Personnel.
ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.
Enter Logon:
d2xcics
```

Type in **"d2xcics"**.

Press **ENTER**.

It is assumed that from this point on, you will remember to press the "Enter" key after completely entering the data for each screen.

**NOTE:** All screen data throughout the course will be in bold face for easy identification. It will not appear that way when entered on the screens.

## The CICS Sign-On Screen

```

SIGN-ON FOR CICS RELEASE 6.6.0                APPLID: D2XCICS
PRODUCTION CICS 4.1
-----
A valid Mainframe Userid and Password is required to access this CICS system.
If you do not have this information, contact your Security Coordinator or RACF
Administrator. For additional help, please call (334) 242-2222. To exit this
screen, press F3 or CLEAR.
-----
Type your Userid and Password, then press ENTER:

    Userid . . . .
    Password . . .

    New Password . . .                (Only for Password change)

F3/CLEAR: Exit
```

Type in your RACF Userid and Password.

Press **ENTER**.

A blank screen will appear.

---

## Blank Screen Returned

f?tc

Type in 'f?tc' (where '?' is your agency's AFNS application).

## Advantage Financial Menu Screen

```
ACTION:L SCREEN: pv USERID: afns

AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEE
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE
AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG GG EE
AAAAAAAA DD DD VV VV AAAAAA NN NN NN TT AAAAAA GG GGGG EEEEE
AA AA DD DD VV VV AA AA NN NNNN TT AA AA GG GG EE
AA AA DDDDDD V AA AA NN NNN TT AA AA GGGGG EEEEE

FFFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM
FF II NNN NN AA AA NNN NN CC II AA AA LL
FFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL
FF II NN NN NN AAAAAA NN NN NN CC II AAAAAA LL
FF II NN NNNN AA AA NN NNNN CC II AA AA LL
FF IIIIIIII NN NNN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLLLL

R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:
( ) MAIN - MAIN MENU
( ) GMSS - GENERAL MESSAGES
( ) AMSS - AGENCY MESSAGES
```

Once the Advantage Financial Menu screen appears, enter "L" in the action and "pv" in the SCREEN ID.

For the USER ID, please enter your AFNS UserID and password.

## The Payment Voucher Input Form

FUNCTION: NEW	DOCID: PV	agc	xagc0000001	
STATUS:	BATID:		ORG:	
H-	PAYMENT VOUCHER INPUT FORM			
PV DATE:	ACCTG PRD:	BUDGET FY:		
ACTION:	PV TYPE:	SCH PAY DATE:		
OFF LIAB ACCT:	FA IND:	DOCUMENT TOTAL:		
EFT IND:	APPLICATION TYPE:	USE TAX AMT:		
		CALC DOC TOTAL:		
VENDOR CODE:	CHECK CATEGORY:	SINGLE CHECK FLAG:		
VENDOR NAME:		TAX CODE:		
ADDR1:				
ADDR2:				
ADDR3:				
FREIGHT IND:	FREIGHT TOT:	FREIGHT I/D:		
TOTAL AMT:	TOT AMT I/D:	CALC TOT AMT:		
TOTAL QTY:	TOT QTY I/D:	CALC TOT QTY:		
SELLER: FUND:	AGCY:	ORG:	SUB-ORG:	
APPR UNIT:	ACTV:	FUNC:	REV SRC:	SUB-REV:
JOB NO:	RCAT:	OBJECT:	SUB-OBJ:	
OFF REC ACCT:	BS ACCT:			

A--\*HD37-TYPE BATID/DOCID & PRESS ENTER

To begin an original entry of a payment voucher, enter the following:

AGENCY: **Your agency's AFNS agency code**  
ID NUMBER: **Your agency's document number**  
(**Example: XAGC0000001**)

Press **Enter**.

**Payment Voucher Data Entry Screen**

**PV Transaction Example:**

```

FUNCTION:                DOCID: PV   AGC   XAGC0000001
STATUS:                  BATID:                ORG:
H-                        PAYMENT VOUCHER INPUT FORM

PV DATE:                ACCTG PRD:            BUDGET FY:
ACTION:                  PV TYPE:                SCH PAY DATE:
OFF LIAB ACCT:          FA IND:                DOCUMENT TOTAL: 350.00
EFT IND:                APPLICATION TYPE:        USE TAX AMT:
                                                                CALC DOC TOTAL:
VENDOR CODE: 630000425 00  CHECK CATEGORY:    SINGLE CHECK FLAG:
VENDOR NAME:                TAX CODE:
  ADDR1:
  ADDR2:
  ADDR3:
FREIGHT IND:            FREIGHT TOT:                FREIGHT I/D:
TOTAL AMT:              TOT AMT I/D:                CALC TOT AMT:
TOTAL QTY:              TOT QTY I/D:                CALC TOT QTY:
SELLER: FUND:            AGCY:                ORG:                SUB-ORG:
APPR UNIT:              ACTV:                FUNC:                REV SRC:                SUB-REV:
JOB NO:                 RCAT:                OBJECT:                SUB-OBJ:
OFF REC ACCT:          BS ACCT:
  
```

```

FUNCTION:                DOCID: PV   AGC   XAGC0000001
STATUS:                  BATID:                ORG:                000-000 OF 000
LN   REFERENCE          COM   VENDOR   INV
NO  CD NUMBER          LN   LN   INVOICE  LN   DESCRIPTION
-----
D          SUB          FUNC          SUB REV SUB
T FUND AGCY ORG ORG APPR UNIT ACTV TION OBJ OBJ SRC REV JOB NO
-----
BS
REPT CAT ACCT          QUANTITY  I/D FREIGHT AMOUNT I/D          AMOUNT          I/D
-----
TAX CODE  TAX AMOUNT          TOTAL AMOUNT  P/F
-----
01- 01
    1234 123  1234    123                0500 09                150.00
02-
  
```

Type in the header and line information, using your agency's information.

Note: The system will not allow coding to be keyed in the 'Appr Unit' (appropriation unit) field. If your agency uses appropriation units, once an edit is performed on the transaction (shown in following pages) the system will automatically bring in the appropriation unit tied to the specific account coding.

**Do not** press enter. Please see the following pages to see how to duplicate data from the previous line.

## Entering Data into the Second Line

### PV Transaction Example:

FUNCTION: <b>ed</b>		DOCID: PV AGC XAGC0000001			
STATUS:		BATID:		ORG: 000-000 OF 000	
LN	REFERENCE	COM	VENDOR	INV	
NO CD	NUMBER	LN LN	INVOICE	LN	DESCRIPTION
-----					
D	SUB		FUNC	SUB REV SUB	
T FUND	AGCY	ORG	APPR UNIT	ACTV TION	OBJ OBJ SRC REV JOB NO
-----					
BS					
REPT CAT	ACCT	QUANTITY	I/D	FREIGHT AMOUNT	I/D AMOUNT I/D
-----					
TAX CODE	TAX AMOUNT	TOTAL AMOUNT	P/F		
-----					
01- 01	1234 123	1234 123		0500 09	150.00
02- 02	@			04	200.00

In this example, the "@" key will be used to duplicate information from the first line of the payment voucher to the second line.

The only difference between the two lines is the line number, sub-object code and the amount of the line.

To begin the duplication process, enter "02" for the new line number on the second line, place the "@" key in the first field that has data. For this example place the "@" key in the fund column below the second line of this document. Enter the new sub-object code and dollar amount.

Now you are ready to edit the document, key "ed" in the function.

#### \*NOTES:

- All data beginning from where the "@" key is placed will be copied from the first line to the second line. Data will not be copied into fields on the second line, which already contain data.
- Any code, which should not be copied from the original line, must be filled in with a new code.
- When all the lines on the screen are full and the next screen is displayed you must enter data on the first line of the new screen and then begin the duplication process again on the second line.

The Document Edited

PV Transaction Example:

FUNCTION:	DOCID: PV	AGC	XAGC0000001	
STATUS: <b>SCHED</b>	BATID:		ORG:	
H-	PAYMENT VOUCHER INPUT FORM			
PV DATE:	ACCTG PRD:	BUDGET FY:		
ACTION: E	PV TYPE: 1	SCH PAY DATE:		
OFF LIAB ACCT:	FA IND:	DOCUMENT TOTAL:	350.00	
EFT IND: N	APPLICATION TYPE:	USE TAX AMT:	0.00	
		CALC DOC TOTAL:	350.00	
VENDOR CODE: 630000425 00	CHECK CATEGORY:	SINGLE CHECK FLAG: N		
VENDOR NAME: ALABAMA POWER		TAX CODE:		
ADDR1: P O BOX 242				
ADDR2:				
ADDR3: BIRMINGHAM	AL 35292 0242			
FREIGHT IND:	FREIGHT TOT:	FREIGHT I/D:		
TOTAL AMT:	TOT AMT I/D:	CALC TOT AMT:		
TOTAL QTY:	TOT QTY I/D:	CALC TOT QTY:		
SELLER: FUND:	AGCY:	ORG:	SUB-ORG:	
APPR UNIT:	ACTV:	FUNC:	REV SRC:	SUB-REV:
JOB NO:	RCAT:	OBJECT:	SUB-OBJ:	
OFF REC ACCT:	BS ACCT:			
<b>A--*HP00-NO ERRORS DETECTED</b>				

The document was scheduled with no errors.

To see if the "@" key properly brought the account codes from the first line of the payment voucher to the second line, press **enter**.

**Results of the Duplicate Key Copy**

**PV Transaction Example:**

FUNCTION:		DOCID: PV		AGC		XAGC0000001			
STATUS: SCHED		BATID:		ORG:		001-002 OF 002			
LN	REFERENCE	COM		VENDOR		INV		DESCRIPTION	
NO	CD	NUMBER	LN	LN	INVOICE	LN			
-----									
D	SUB			FUNC		SUB REV SUB			
T	FUND	AGCY	ORG	APP	UNIT	ACTV	TION	OBJ	OBJ SRC REV JOB NO
-----									
BS									
REPT	CAT	ACCT	QUANTITY		I/D	FREIGHT	AMOUNT	I/D	AMOUNT I/D
-----									
TAX CODE		TAX AMOUNT		TOTAL AMOUNT		P/F			
-----									
01-	01								
	1234	123	1234	123			0500	09	150.00
					150.00				
02-	02								
	<u>1234</u>	<u>123</u>	<u>1234</u>	<u>123</u>			<u>0500</u>	04	200.00
					200.00				

Note that the entire account code structure with the exception of the line number, sub-object code and the amount was duplicated from the first line to the second line of the payment voucher.

## Processing the Payment Voucher

### PV Transaction Example:

FUNCTION: r		DOCID: PV AGC XAGC0000001		STATUS:		BATID:		ORG: 001-002 OF 002					
LN	REFERENCE	COM	VENDOR	INV	DESCRIPTION								
NO	CD	NUMBER	LN	LN	INVOICE	LN							
D		SUB		FUNC	SUB	REV	SUB						
T	FUND	AGCY	ORG	APP	UNIT	ACTV	TION	OBJ	OBJ	SRC	REV	JOB	NO
-----													
BS													
REPT	CAT	ACCT	QUANTITY	I/D	FREIGHT	AMOUNT	I/D	AMOUNT	I/D				
-----													
TAX	CODE	TAX	AMOUNT	TOTAL	AMOUNT	P/F							
-----													
01-	01	1234	123	1234	123			0500	09				
										150.00			
										150.00			
02-	02	1234	123	1234	123			0500	04				
										200.00			
										200.00			

Process the payment voucher by typing an "r", for run document, in the FUNCTION field.

The Document Processed

PV Transaction Example:

FUNCTION:	DOCID: PV	AGC	XAGC0000001
STATUS: <b>ACCP</b>	BATID:		ORG:
H-	PAYMENT VOUCHER INPUT FORM		
PV DATE:	ACCTG PRD:	BUDGET FY:	
ACTION: E	PV TYPE: 1	SCH PAY DATE:	
OFF LIAB ACCT:	FA IND:	DOCUMENT TOTAL:	350.00
EFT IND: N	APPLICATION TYPE:	USE TAX AMT:	0.00
		CALC DOC TOTAL:	350.00
VENDOR CODE: 630000425 00	CHECK CATEGORY:	SINGLE CHECK FLAG: N	
VENDOR NAME: P O BOX 242		TAX CODE:	
ADDR1:			
ADDR2:			
ADDR3: BIRMINGHAM	AL 35292 0242		
FREIGHT IND:	FREIGHT TOT:	FREIGHT I/D:	
TOTAL AMT:	TOT AMT I/D:	CALC TOT AMT:	
TOTAL QTY:	TOT QTY I/D:	CALC TOT QTY:	
SELLER: FUND:	AGCY:	ORG:	SUB-ORG:
APPR UNIT:	ACTV:	FUNC:	REV SRC: SUB-REV:
JOB NO:	RCAT:	OBJECT:	SUB-OBJ:
OFF REC ACCT:	BS ACCT:		
<b>A--*HP20-DOCUMENT ACCEPTED</b>			

The status indicates that the document was processed and accepted, updating the OPVD, OPVH, & OPVL tables.

---

## B. NEW LINE COPY (NLC) OR COPY LINE (CL)

### 1. OVERVIEW

- ◆ Both commands allow the user to copy a line of a document to a new line. Both commands have the same result.
- ◆ Initializes the new line (created by the copy line command) to have the same values as the line that was copied.
- ◆ Activated by keying NLC (New Line Copy) or CL (Copy Line) in the function field of the document and pressing ENTER.

## 2. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

### PV Transaction Example:

FUNCTION: <b>new</b>	DOCID: PV	AGC	<b>XAGC0000002</b>
STATUS: ACCPT	BATID:		ORG:
H-	PAYMENT VOUCHER INPUT FORM		
PV DATE:	ACCTG PRD:	BUDGET FY:	
ACTION: E	PV TYPE: 1	SCH PAY DATE:	
OFF LIAB ACCT:	FA IND:	DOCUMENT TOTAL:	350.00
EFT IND: N	APPLICATION TYPE:	USE TAX AMT:	0.00
		CALC DOC TOTAL:	350.00
VENDOR CODE: 630000425 00	CHECK CATEGORY:	SINGLE CHECK FLAG: N	
VENDOR NAME: P O BOX 242		TAX CODE:	
ADDR1:			
ADDR2:			
ADDR3: BIRMINGHAM	AL 35292 0242		
FREIGHT IND:	FREIGHT TOT:	FREIGHT I/D:	
TOTAL AMT:	TOT AMT I/D:	CALC TOT AMT:	
TOTAL QTY:	TOT QTY I/D:	CALC TOT QTY:	
SELLER: FUND:	AGCY:	ORG:	SUB-ORG:
APPR UNIT:	ACTV:	FUNC:	REV SRC:
JOB NO:	RCAT:	OBJECT:	SUB-REV:
OFF REC ACCT:	BS ACCT:		SUB-OBJ:
A--*HP20-DOCUMENT ACCEPTED			

This is where we left off with the last example.

On this screen enter the following information:

FUNCTION: **"new"**  
DOCUMENT ID NUMBER: **Your agency's document number**  
(Example: **XAGC0000002**)

## Payment Voucher Data Entry Screen

### PV Transaction Example:

```

FUNCTION:          DOCID: PV   AGC   XAGC0000002          STATUS:
BATID:            ORG:
H-                PAYMENT VOUCHER INPUT FORM

PV DATE:          ACCTG PRD:          BUDGET FY:
ACTION:           PV TYPE:              SCH PAY DATE:
OFF LIAB ACCT:    FA IND:              DOCUMENT TOTAL: 300.00
EFT IND:          APPLICATION TYPE:     USE TAX AMT:
VENDOR CODE: 630000425 00 CHECK CATEGORY: SINGLE CHECK FLAG:
VENDOR NAME:                                           TAX CODE:
ADDR1:
ADDR2:
ADDR3:
FREIGHT IND:      FREIGHT TOT:          FREIGHT I/D:
TOTAL AMT:        TOT AMT I/D:          CALC TOT AMT:
TOTAL QTY:        TOT QTY I/D:          CALC TOT QTY:
SELLER: FUND:     AGCY:                ORG:          SUB-ORG:
APPR UNIT:        ACTV:                FUNC:          REV SRC:      SUB-REV:
JOB NO:           RCAT:                OBJECT:        SUB-OBJ:
OFF REC ACCT:    BS ACCT:
  
```

```

FUNCTION: nlc          DOCID: PV   AGC   XAGC0000002
STATUS:              BATID:          ORG:          000-000 OF 000
LN  REFERENCE        COM  VENDOR  INV
NO CD NUMBER        LN  LN    INVOICE  LN    DESCRIPTION
-----
D          SUB          FUNC  SUB REV SUB
T FUND AGCY ORG ORG APPR UNIT ACTV TION OBJ OBJ SRC REV JOB NO
-----
BS
REPT CAT ACCT  QUANTITY  I/D FREIGHT AMOUNT I/D  AMOUNT  I/D
-----
TAX CODE  TAX AMOUNT  TOTAL AMOUNT  P/F
-----
01- 01
    1234 123  1234    123                0500 09
                                150.00
02-
  
```

**After** typing in the header and line information, using your agency's information, key **nlc** (New Line Copy) in the FUNCTION field & press **enter**. This will copy the information from line one to the next line. If the document only has 2 lines showing, the copied line will always be line #2.

**Note:** The system will not allow coding to be keyed in the 'Appr Unit' (appropriation unit) field. If your agency uses appropriation units, once an edit is performed on the transaction (shown in following pages) the system will automatically bring in the appropriation unit tied to the specific account coding.

## The Results of New Line Copy

### PV Transaction Example:

FUNCTION:		DOCID: PV		AGC		XAGC0000002				001-002 OF 002				
STATUS:		BATID:				ORG:								
LN	REFERENCE	COM		VENDOR		INV				DESCRIPTION				
NO	CD	NUMBER	LN	LN	INVOICE	LN								
D			SUB			FUNC	SUB	REV	SUB					
T	FUND	AGCY	ORG	ORG	APPR	UNIT	ACTV	TION	OBJ	OBJ	SRC	REV	JOB	NO
-----														
BS														
REPT	CAT	ACCT	QUANTITY		I/D		FREIGHT	AMOUNT	I/D	AMOUNT		I/D		
-----														
TAX CODE		TAX AMOUNT		TOTAL AMOUNT		P/F								
-----														
01-	01	1234	123	1234	123			0500	09					150.00
02-	01	1234	123	1234	123			0500	09					150.00

The NLC (New Line Copy) or CL (Copy Line) copied line 01 to the next line filling in all lines. Now there are two lines with the same information as line 01.

The number in the top right hand corner of the screen tells what actual line number is displayed on the current screen.



## Scheduling the document

### PV Transaction Example:

FUNCTION:	DOCID: PV	AGC	XAGC0000002	
STATUS: <b>SCHED</b>	BATID:		ORG:	
H-	PAYMENT VOUCHER INPUT FORM			
PV DATE:	ACCTG PRD:	BUDGET FY:		
ACTION: E	PV TYPE: 1	SCH PAY DATE:		
OFF LIAB ACCT:	FA IND:	DOCUMENT TOTAL:	300.00	
EFT IND: N	APPLICATION TYPE:	USE TAX AMT:	0.00	
		CALC DOC TOTAL:	300.00	
VENDOR CODE: 630000425 00	CHECK CATEGORY:	SINGLE CHECK FLAG: N		
VENDOR NAME: ALABAMA POWER		TAX CODE:		
ADDR1: P O BOX 242				
ADDR2:				
ADDR3: EUFAULA	AL 36027			
FREIGHT IND:	FREIGHT TOT:	FREIGHT I/D:		
TOTAL AMT:	TOT AMT I/D:	CALC TOT AMT:		
TOTAL QTY:	TOT QTY I/D:	CALC TOT QTY:		
SELLER: FUND:	AGCY:	ORG:	SUB-ORG:	
APPR UNIT:	ACTV:	FUNC:	REV SRC:	SUB-REV:
JOB NO:	RCAT:	OBJECT:	SUB-OBJ:	
OFF REC ACCT:	BS ACCT:			
A--*HP00-NO ERRORS DETECTED				

The document was scheduled with no errors.

## SECTION THREE: ADVANCED TRANSACTIONS

### A. THE JOURNAL VOUCHER TRANSACTION (JV, J1)

#### 1. OVERVIEW

- ◆ In general, the Journal Voucher Transaction is used to record accounting events that cannot be recorded on any other AFNS transaction.
- ◆ It is commonly used to adjust assets, liabilities, revenues, and expenditures.
- ◆ Some examples of using the Journal Voucher Document include the following:
  - Reclassification of General Ledger Entries (e.g. redistributing revenue from one revenue source to another);
  - Balance Sheet Transactions (e.g. moving money from one cash balance sheet account to another);
  - Expending previously recorded expenditures (usually used for inventory items); and
  - Standard accruals and reversals (e.g. recording month-end accruals and reversing them in the new accounting period).
- ◆ The Journal Voucher cannot be used to adjust documents previously entered through other AFNS transactions (e.g. a payment voucher) unless the warrant has updated the transaction.
  - If possible, previously entered transactions should be adjusted by processing a modification transaction.
- ◆ The Journal Voucher cannot be used to reference and clear previously entered documents (i.e. it cannot be used to record a payment voucher that clears a purchase order). This should be accomplished using

---

one of the other standard AFNS documents. There is not a reference field on the JV screen.

- ◆ The following balance sheet accounts (located on the System Special Accounts {SPEC} table) cannot be used on a journal voucher:

- The system-wide pre-encumbrance account;
- The system-wide encumbrance account;
- The system-wide billed receivables account;  
and
- The system-wide vouchers payable account.

Transactions affecting these accounts should be recorded on the requisition, purchase order, invoice, and payment voucher, respectively.

All other balance sheet accounts can be used on a Journal Voucher Transaction.

- ◆ As a general rule, if the accounting data you are adjusting is maintained on an open items table (i.e. OPRQ, OPOH, OPOL, OPVH, OPVL), it cannot be adjusted using the Journal Voucher.

- ◆ An account type must be specified for each line on the Journal Voucher Transaction. The following account type codes are commonly used:

- 01 Asset
- 02 Liability
- 03 Fund Balance
- 22 Expense/Expenditure
- 23 Expenditure
- 24 Expense
- 31 Revenue

- ◆ Two Absolute Rules for Coding the Journal Voucher Transaction:
  - Debit amounts and credit amounts must be equal within a fund.
  - For every Journal Voucher Transaction coded, total debits must equal total credits before the system will process and accept the document.
  
- ◆ The Document Control Table (DCTL) keeps track of journal voucher transactions processed and accepted by AFNS.

DCTL Table Example:

ACTION: R SCREEN: DCTL USERID: AFNS		
D O C U M E N T   C O N T R O L   I N Q U I R Y		
ACCOUNTING PERIOD	TRANSACTION ID	DATE OF RECORD
=====	=====	-----
01- XX 1 01	JV XAGC0000001	10 03 XX
02- XX 1 01	JV XAGC0000002	10 03 XX

- ◆ The Journal Voucher Transaction is sent to the Comptroller's Accounting system (CAS = FXTC) through integration. A Journal Voucher form must be printed and sent to the Comptroller's Office before the transaction will be processed in CAS. If there are no integration errors, the system will email the journal voucher (to the agency) the next working day after the transaction has processed AFNS.
  
- ◆ Any Journal Voucher Transactions that should not integrate to the Comptroller's system should have "OT" (alpha O, alpha T characters) in the first two positions of the document id.
  
- ◆ Payroll journal vouchers will not integrate to CAS. These journal vouchers begin with BW, MO, SA, and SM. GHRIS sends a separate payroll journal voucher to CAS.



## Journal Voucher Data Entry Screen

### JV Transaction Example:

```

FUNCTION:          DOCID: JV  AGC  XAGC0000001
STATUS:           BATID:          ORG:          000-000 OF 000
H-              JOURNAL VOUCHER INPUT FORM
  JV DATE:       ACCTG PRD:       BUDGET FY:       REVERSAL DATE:
ACTION:         BUDGET OVERRIDE IND:       COMMENTS:
  DEBIT DOC TOTAL: 25.00          CREDIT DOC TOTAL: 25.00
  CALC DEBIT TOTAL:              CALC CREDIT TOTAL:
AC              SUB              FUNC OBJ SUB  BS  JOB
TP FUND AGCY  ORG  ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER
-----
INT  REF  BK      DEBIT          VENDOR / PROVIDER
FUND AGCY CD      AMOUNT        REPT CAT  CODE          NAME
-----
DESCRIPTION              CREDIT    CASH
                          AMOUNT      IND
-----
22  1234  123    1234      123          0800 04
                          25.00
  
```

```

FUNCTION: ed          DOCID: JV  AGC  XAGC0000001
STATUS:           BATID:          ORG:          000-000 OF 001
H-              JOURNAL VOUCHER INPUT FORM
  JV DATE:       ACCTG PRD:       BUDGET FY:       REVERSAL DATE:
ACTION:         BUDGET OVERRIDE IND:       COMMENTS:
  DEBIT DOC TOTAL: 25.00          CREDIT DOC TOTAL: 25.00
  CALC DEBIT TOTAL:              CALC CREDIT TOTAL:
AC              SUB              FUNC OBJ SUB  BS  JOB
TP FUND AGCY  ORG  ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER
-----
INT  REF  BK      DEBIT          VENDOR / PROVIDER
FUND AGCY CD      AMOUNT        REPT CAT  CODE          NAME
-----
DESCRIPTION              CREDIT    CASH
                          AMOUNT      IND
-----
22  1234  123    1234      123          0500 07
                          25.00
  
```

Type in the header information and the data for the first line, using your agency's information.

Note: The system will not allow coding to be keyed in the 'Appr Unit' (appropriation unit) field. If your agency uses appropriation units, once an edit is performed on the transaction (shown in following pages) the system will automatically bring in the appropriation unit tied to the specific account coding.

Press **Enter** to enter the second line of data.

You must code everything that you want coded. A Journal Voucher (JV) does not reference any other documents.

---

## Journal Voucher Data Entry Screen (continued)

Journal Voucher transactions are unique as they don't use line numbers (01, 02 etc). Instead, Account Type Codes (AC TP) **must** be coded on each line (22, 01, 31).

Debits have to equal credits within a fund. For every debit line(s) there must be an equal offsetting credit line(s).

Now you are ready to edit the document, type "ed" in the FUNCTION field and press enter.



---

## SECTION FOUR: ADVANCE TRANSACTION CASE STUDIES

### A. CASE STUDY #1: USING THE JOURNAL VOUCHER TRANSACTION TO RECLASSIFY AN EXPENDITURE

#### 1. CASE STUDY SCENARIO

Your department has just purchased office supplies from Harbins. The warrant has already been sent, and you just realized that the wrong organization was charged for the expenditure.

You know that the warrant was written to the right vendor and for the correct amount, so you don't want to produce another one. However, you would like to change the accounting entry for the expenditure in AFNS.

Is there a way to do this?

Of course there is. Please see the following pages to find out how.

---

## 2. STANDARD PROCEDURE

1. Sign-on to AFNS and go directly to the Open Payment Voucher by Document Number Inquiry Table (OPVD).
2. Enter the payment voucher number and scan the table to find the vendor number for the vendor paid.
3. Leaf to the Open Payment Voucher Header Inquiry Table (OPVH) and then to the Open Payment Voucher Line Inquiry Table (OPVL). Record the accounting information used to make the payment.
4. Leaf to a journal voucher input form.
5. Enter the original accounting information used to make the payment on the first line of the journal voucher transaction and code the amount in the credit field. Use account type "22".
6. Enter the correct accounting information for recording the expenditure on the second line and code the amount in the debit field.
7. Process the transaction and sign off the system.

---

### 3. THE ACCOUNTING MODEL

DR THE NEW EXPENDITURE

CR THE OLD EXPENDITURE

- This reduces the amount recorded for the expenditure using the original accounting distribution.
- It also records the same expenditure amount using the new accounting distribution.

#### 4. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

##### JV Transaction Example:

```

FUNCTION: z opvd          DOCID: JV   AGC   XAGC0000001
STATUS:  SCHED          BATID:                ORG:          001-001 OF 002
H-      JOURNAL VOUCHER INPUT FORM
JV DATE:          ACCTG PRD:          BUDGET FY:          REVERSAL DATE:
ACTION:          BUDGET OVERRIDE IND:          COMMENTS:
DEBIT DOC TOTAL:          25.00          CREDIT DOC TOTAL:          25.00
CALC DEBIT TOTAL:          25.00          CALC CREDIT TOTAL:          25.00
AC      SUB          FUNC OBJ SUB   BS   JOB
TP FUND AGCY  ORG  ORG  APPR UNIT  ACTV TION REV O/R  ACCT  NUMBER
-----
INT  REF  BK          DEBIT          VENDOR / PROVIDER
FUND AGCY CD          AMOUNT          REPT CAT  CODE          NAME
-----
DESCRIPTION          CREDIT          CASH
                   AMOUNT          IND
-----
22  1234  123   1234          123          0800 04
                   25.00

A--*HP00-NO ERRORS DETECTED

```

Key "z opvd" in FUNCTION so that we can scan the Open Payment Voucher by Document Number Inquiry Table.

Note: This case picks up where the last exercise left off. If not done in sequential order, then the user must sign onto the proper AFNS application and go to the Open PV by Document Number Inquiry (OPVD) table.

## Scanning the Open PV by Document Number Inquiry Table (OPVD)

### OPVD Table Example:

ACTION: n SCREEN: OPVD USERID: AFNS

O P E N P V B Y D O C U M E N T N U M B E R I N Q U I R Y	
VOUCHER NUMBER	VENDOR
=====	=====
01- XAGC0000001	23253242203
02- XAGC0000002	04323455806
03- XAGC0000003	04339081607
04- XAGC0000004	63058712401
05- XAGC0000005	63063161401
06- XAGC0000006	22300964800
07- XAGC0000007	63069235800
08- XAGC0000008	63078089900
09- XAGC0000009	20437332100
10- XAGC0000010	63085889601
11- XAGC0000011	42152921200
12- XAGC0000012	42006665100
13- XAGC0000013	41723692300
14- XAGC0000014	42078697500
15- XAGC0000015	42486858700

A function of zoom will take you directly to the Open PV by Document Numbering Inquiry table. The zooming function will not take you to a table with a clean screen. Next, enter "n" in the action to clean the screen off.

**Open PV by Document Number Inquiry Table (OPVD)**

```
ACTION: S SCREEN: OPVD USERID: AFNS

      O P E N   P V   B Y   D O C U M E N T   N U M B E R   I N Q U I R Y

VOUCHER NUMBER      VENDOR
=====
01- XAGC0052211
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
```

Scan the OPVD Table for the Vendor Code by using your agency's Payment Voucher number.

**(Example: XAGC0052211).**

**Open PV by Document Number Inquiry Table (OPVD)**

```
ACTION: L SCREEN: OPVD USERID: AFNS

      O P E N   P V   B Y   D O C U M E N T   N U M B E R   I N Q U I R Y

VOUCHER NUMBER      VENDOR
=====
01- XAGAC0052211    63051265800
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
02-*L008 END OF FILE
```

The Vendor Code 63051265800 will then appear.

After finding the vendor code, now leaf **"L"** to the Open Payment Voucher Header Inquiry Table (OPVH).

**Open Payment Voucher Header Inquiry Table (OPVH)**

**OPVH Table Example:**

```
ACTION: L SCREEN: OPVH USERID: AFNS

  O P E N   P A Y M E N T   V O U C H E R   H E A D E R   I N Q U I R Y

      VENDOR= 63051265800                VOUCHER NUMBER= XAGC0052211

      NAME: HARBINS INC
      ADDRESS: P O BOX 4803
              : 300 S PERRY ST
      CITY: MONTGOMERY                STATE: AL        ZIP: 36103 4803

      VOUCHER DATE: 04 02 XX          VOUCHER TYPE: 1          EFT IND/TYPE: N /
      SCHED PYMT DATE:                BUDGET FY: XX          HOLD PYMT IND:
      OFFSET LIAB ACCT: 2005          ACCTG PRD: 03 XX        FREIGHT IND:
      CHECK CATEGORY:                LAST BATCH NUM:        SINGLE CHECK IND: N

      VOUCHER AMOUNT:                200.00          TOTAL QUANTITY:                0.000
      DISCOUNT AMOUNT:                0.00          FREIGHT AMOUNT:                0.00
      WITHHELD AMOUNT:                0.00          TAX CODE:
      CLOSED AMOUNT:                200.00          USE TAX AMOUNT:                0.00
      OUTSTANDING AMOUNT:                0.00          CLOSED DATE: 04 03 XX
```

From here, leaf "L" to the Open PV Line Inquiry (OPVL).

## Open PV Line Inquiry Table (OPVL)

### OPVL Table Example:

ACTION: e SCREEN: OPVL USERID: AFNS			
O P E N P V L I N E I N Q U I R Y ( 1 O F 2 )			
VENDOR= 63051265800 VOUCHER NO= XAGC0052211			
VENDOR INVOICE=		LINE NO: 01	
DESCRIPTION:			
FUND: 1234	AGENCY: 123	ORG/SUB-ORG: 1234	APPR UNIT: 123
ACTIVITY:	FUNCTION:	OBJ/SUB-OBJ: 0800 06	REV SRC:
SUB-REV:	BS ACCOUNT:	REPT-CATEGORY:	JOB NO:
PROJECT:	FED AID NUMBER:		
QUANTITY:	0.000	VOUCHER LINE AMOUNT:	200.00
DISCOUNT TYPE:		DISCOUNT AMOUNT:	0.00
P/F IND:		WITHHELD LINE AMOUNT:	0.00
		DISBURSED AMOUNT:	200.00
		CLOSED AMOUNT:	200.00
LAST CHECK/MW NO: MW00010056941	DATE: 04 03 XX	NO OF CHECKS WRITTEN:	1
REFERENCE TRANS ID:	LINE:	COMM LINE:	DATE:
REFERENCE VI ID:		COMM LINE:	DATE:

The OPVL table shows that the expenditure was charged to organization 1234, appropriation 123, object 0800, sub-object 06. The expenditure should have been charged to organization 5678 instead of 1234. To correct this, we'll enter a journal voucher.

To get back to the document that we zoomed from, enter an "e" in the action. This will end the Zoom session.

## Creating a Journal Voucher Input Form

### JV Transaction Example:

```
FUNCTION: new          DOCID: JV   AGC   XAGC0000002
STATUS: SCHED        BATID:          ORG:          001-001 OF 002
H- JOURNAL VOUCHER INPUT FORM
  JV DATE:          ACCTG PRD:        BUDGET FY:        REVERSAL DATE:
ACTION:          BUDGET OVERRIDE IND:    COMMENTS:
  DEBIT DOC TOTAL:          25.00    CREDIT DOC TOTAL:          25.00
  CALC DEBIT TOTAL:          25.00    CALC CREDIT TOTAL:          25.00
AC          SUB          FUNC OBJ SUB   BS   JOB
TP FUND AGCY ORG ORG APPR UNIT ACTV TION REV O/R ACCT NUMBER
-----
INT REF BK          DEBIT          VENDOR / PROVIDER
FUND AGCY CD          AMOUNT          REPT CAT CODE          NAME
-----
DESCRIPTION          CREDIT          CASH
                   AMOUNT          IND
-----
22 1234 123 1234    123          0800 04
                   25.00

A--*HP00-NO ERRORS DETECTED
```

Notice how the end action took us back to the document we were previously in.

Enter **"new"** in FUNCTION.

Enter:

AGENCY: **Your agency's AFNS agency code**  
ID NUMBER: **Your agency's document number**  
(**Example: XAGC0000002**)



## Journal Voucher Input Screen (continued)

```

FUNCTION: ed          DOCID: JV  AGC  XAGC0000002
STATUS:             BATID:          ORG:          000-000 OF 001
H-                JOURNAL VOUCHER INPUT FORM
  JV DATE:         ACCTG PRD:       BUDGET FY:       REVERSAL DATE:
ACTION:           BUDGET OVERRIDE IND:  COMMENTS:
  DEBIT DOC TOTAL: 200.00          CREDIT DOC TOTAL: 200.00
  CALC DEBIT TOTAL:                CALC CREDIT TOTAL:
AC                SUB              FUNC OBJ SUB  BS   JOB
TP FUND  AGCY  ORG  ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER
-----
INT  REF  BK      DEBIT              VENDOR / PROVIDER
FUND AGCY CD      AMOUNT            REPT CAT  CODE      NAME
-----
DESCRIPTION              CREDIT    CASH
                          AMOUNT      IND
-----
22  1234  123   5678      123              0800 06
                200.00
  
```

This journal voucher screen only has room for one line per screen. Press **enter** to key the second line of data. Using your agency's information, enter the correct accounting information for recording the expenditure on the second line and code the amount in the debit field.

Note: The system will not allow coding to be keyed in the 'Appr Unit' (appropriation unit) field. If your agency uses appropriation units, once an edit is performed on the transaction (shown in following pages) the system will automatically bring in the appropriation unit tied to the specific account coding.

Process this transaction by keying **"ed"** in the FUNCTION field.  
**Journal Voucher Scheduled**

**JV Transaction Example:**

```

FUNCTION:                DOCID: JV  AGC  XAGC0000002
STATUS: SCHED          BATID:                ORG:                001-001 OF 002
H-                      JOURNAL VOUCHER INPUT FORM
  JV DATE:              ACCTG PRD:          BUDGET FY:          REVERSAL DATE:
ACTION:                BUDGET OVERRIDE IND:  COMMENTS:
  DEBIT DOC TOTAL:      200.00            CREDIT DOC TOTAL:      200.00
  CALC DEBIT TOTAL:     200.00            CALC CREDIT TOTAL:     200.00
AC
TP  FUND  AGCY  ORG  ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER
-----
INT  REF  BK   DEBIT          VENDOR / PROVIDER
FUND AGCY CD   AMOUNT      REPT CAT  CODE          NAME
-----
DESCRIPTION                CREDIT    CASH
                          AMOUNT    IND
-----
22 1234 123  1234      123                200.00
                                0800 06

A--*HP00-NO ERRORS DETECTED

```

The message at the bottom of the screen indicates that JV XAGC0000002 is scheduled for processing by the system.

---

**B. CASE STUDY #2: USING A JOURNAL VOUCHER TRANSACTION TO RECLASSIFY REVENUE RECEIVED**

**1. CASE STUDY SCENARIO**

You are in charge of recording all revenues received by your department using cash receipt transactions. Upon reviewing the on-line general ledger, you realized that all the revenue received during the last month as a reimbursement from other state agencies was recorded to the correct agency and revenue source code, but to the wrong fund.

You want to use the journal voucher transaction to make the correction, but you don't know how.

Please see the following pages to find out.

---

## 2. STANDARD PROCEDURE

1. Sign on to AFNS and leaf into the journal voucher input screen.
2. Enter the transaction identification number for a journal voucher transaction and press ENTER to go to the journal voucher data input screen.
3. In the first line, enter the original accounting information used to record the revenue source and code the amount in the debit field. Use account type "31".
4. In the second line, enter the receiving fund and the receiving cash account used to record the revenue. Code the amount of the revenue in the credit field. Use account type "01".
5. In the third line, enter the correct accounting information for recording the revenue, and code the amount in the debit field. Use account type "01".
6. In the fourth line, enter the correct fund and cash account for recording the revenue source, and code the amount of the revenue in the credit field. Use account type "31".
7. Process the transaction and sign off the system.

---

### 3. THE ACCOUNTING MODEL

DR THE ORIGINAL REVENUE

CR THE ORIGINAL CASH ACCOUNT

- This reduces the amount of revenue recorded using the original accounting distribution.
- It also reduces the cash in that fund.

DR THE CORRECT CASH ACCOUNT

CR THE CORRECT REVENUE

- This increases the cash in the correct fund.
- It also records the new revenue amount using the correct accounting distribution.

#### 4. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

##### JV Transaction Example:

```

FUNCTION: new          DOCID: JV   AGC  XAGC0000003
STATUS: SCHED        BATID:          ORG:          001-001 OF 002
H-                   JOURNAL VOUCHER INPUT FORM
  JV DATE:          ACCTG PRD:      BUDGET FY:      REVERSAL DATE:
  ACTION:          BUDGET OVERRIDE IND:  COMMENTS:
    DEBIT DOC TOTAL:          200.00    CREDIT DOC TOTAL:          200.00
    CALC DEBIT TOTAL:          200.00    CALC CREDIT TOTAL:          200.00
AC
TP FUND  AGCY  ORG  ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER
-----
INT  REF  BK      DEBIT          REPT CAT  CODE          VENDOR / PROVIDER
FUND AGCY CD      AMOUNT
-----
DESCRIPTION          CREDIT          CASH
                     AMOUNT          IND
-----
22 1234 123  1234      123          0800 06
                     200.00

A--*HP00-NO ERRORS DETECTED
  
```

Enter **"new"** in the FUNCTION and the following in DOCUMENT ID:

AGENCY: **Your agency's AFNS agency code**  
 ID NUMBER: **Your agency's document number**  
**(Example: XAGC0000003)**

Note: This case picks up where the last exercise left off. If not done in sequential order, then the user must sign onto the proper AFNS application and go into a JV transaction.

# Journal Voucher Data Entry Screen

## JV Transaction Example:

```

FUNCTION:          DOCID: JV   AGC   XAGC0000003
STATUS:           BATID:          ORG:          000-000 OF 000
H-              JOURNAL VOUCHER INPUT FORM
  JV DATE:        ACCTG PRD:      BUDGET FY:    REVERSAL DATE:
ACTION:          BUDGET OVERRIDE IND:  COMMENTS:
  DEBIT DOC TOTAL: 450.00          CREDIT DOC TOTAL: 450.00
  CALC DEBIT TOTAL:                CALC CREDIT TOTAL:
AC              SUB                FUNC OBJ SUB  BS   JOB
TP FUND AGCY  ORG  ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER
-----
INT  REF  BK      DEBIT                VENDOR / PROVIDER
FUND AGCY CD      AMOUNT          REPT CAT  CODE          NAME
-----
DESCRIPTION                CREDIT    CASH
                              AMOUNT      IND
-----
31  1234  123    1234                6840
                        225.00
  
```

```

FUNCTION:          DOCID: JV   AGC   XAGC0000003
STATUS:           BATID:          ORG:          000-000 OF 001
H-              JOURNAL VOUCHER INPUT FORM
  JV DATE:        ACCTG PRD:      BUDGET FY:    REVERSAL DATE:
ACTION:          BUDGET OVERRIDE IND:  COMMENTS:
  DEBIT DOC TOTAL: 450.00          CREDIT DOC TOTAL: 450.00
  CALC DEBIT TOTAL:                CALC CREDIT TOTAL:
AC              SUB                FUNC OBJ SUB  BS   JOB
TP FUND AGCY  ORG  ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER
-----
INT  REF  BK      DEBIT                VENDOR / PROVIDER
FUND AGCY CD      AMOUNT          REPT CAT  CODE          NAME
-----
DESCRIPTION                CREDIT    CASH
                              AMOUNT      IND
-----
01  1234  123                1005
                        225.00
  
```

Enter the above information using your agency's account coding.

## Journal Voucher Input Screen

### JV Transaction Example:

```

FUNCTION:          DOCID: JV   AGC  XAGC0000003
STATUS:           BATID:          ORG:          000-000 OF 002
H-               JOURNAL VOUCHER INPUT FORM
  JV DATE:        ACCTG PRD:      BUDGET FY:    REVERSAL DATE:
ACTION:          BUDGET OVERRIDE IND:  COMMENTS:
  DEBIT DOC TOTAL: 450.00          CREDIT DOC TOTAL: 450.00
  CALC DEBIT TOTAL:                CALC CREDIT TOTAL:
AC              SUB              FUNC OBJ SUB  BS   JOB
TP FUND  AGCY  ORG  ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER
-----
INT  REF  BK      DEBIT              VENDOR / PROVIDER
FUND AGCY CD      AMOUNT          REPT CAT  CODE          NAME
-----
DESCRIPTION              CREDIT      CASH
                          AMOUNT      IND
-----
01  5678  123              225.00              1005
  
```

```

FUNCTION: ed          DOCID: JV   010  2010000004N
STATUS:           BATID:          ORG:          000-000 OF 003
H-               JOURNAL VOUCHER INPUT FORM
  JV DATE:        ACCTG PRD:      BUDGET FY:    REVERSAL DATE:
ACTION:          BUDGET OVERRIDE IND:  COMMENTS:
  DEBIT DOC TOTAL: 450.00          CREDIT DOC TOTAL: 450.00
  CALC DEBIT TOTAL:                CALC CREDIT TOTAL:
AC              SUB              FUNC OBJ SUB  BS   JOB
TP FUND  AGCY  ORG  ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER
-----
INT  REF  BK      DEBIT              VENDOR / PROVIDER
FUND AGCY CD      AMOUNT          REPT CAT  CODE          NAME
-----
DESCRIPTION              CREDIT      CASH
                          AMOUNT      IND
-----
31  5678  123  5678              225.00              6840
  
```

Continue entering the information from above, using your agency's account coding.

Balance sheet account code 1005 is the cash account of the respective fund. Note this may be different for your agency.

Process this transaction by using **"ed"** in the FUNCTION field.

NOTE: Remember on all journal voucher transactions coded, total debits must equal total credits within a fund before the system will process the document.



---

**C. CASE STUDY #3: REFUNDING REVENUE ALREADY RECEIVED**

**1. CASE STUDY SCENARIO**

A local firm sent in a request to your department's public relations division for ten copies of your annual report. Along with the request, a check for \$100.00 to pay for the copies was also sent. When you received the revenue, you deposited it with the State Treasurer and entered a cash receipt into AFNS to record the revenue.

Due to printing problems you will only be able to send the firm five copies of the report, and the total cost will only be \$50.00. You know that two things have to be done to send the money back to the firm. First of all, you have to reduce the revenue originally recorded to reflect the \$100.00 collected. Secondly, you have to produce a check for the firm to refund \$50.00 of the original amount sent.

Please see the following pages to see how both of these tasks can be accomplished at the same time.

---

## 2. STANDARD PROCEDURE

1. Sign-on to AFNS and leaf into a payment voucher input screen.
2. Enter the transaction identification number for a payment voucher transaction and press ENTER.
3. This will take you to the payment voucher data entry screen.
4. Enter the header data for the revenue refund payment voucher including the vendor to which the payment will be made.
5. Enter the line information for the revenue refund including the accounting information originally used to record the revenue in AFNS.
6. Enter the amount of the refund.
7. Perform an edit of "ed" to make sure all the accounts used are valid in the system.
8. Schedule the revenue refund payment voucher to update AFNS that night. If no integration errors, this will produce a voucher the next day.

---

### 3. THE ACCOUNTING MODEL

DR THE ORIGINAL REVENUE  
CR VOUCHERS PAYABLE

- Records the reduction in the original revenue recorded.
- Sets up Vouchers Payable
- Records the reduction in the corresponding cash account used to record the revenue when the warrant updates AFNS.

#### 4. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

##### Creating a Payment Voucher from the Last Document

##### JV Transaction Example:

```
FUNCTION: new          DOCID: pvq AGC XAGC0000003
STATUS: SCHED        BATID:          ORG:          001-001 OF 004
H-                   JOURNAL VOUCHER INPUT FORM
  JV DATE:          ACCTG PRD:        BUDGET FY:        REVERSAL DATE:
  ACTION:          BUDGET OVERRIDE IND:  COMMENTS:
  DEBIT DOC TOTAL:          450.00    CREDIT DOC TOTAL:          450.00
  CALC DEBIT TOTAL:          450.00    CALC CREDIT TOTAL:          450.00
AC                   SUB              FUNC OBJ SUB  BS   JOB
TP FUND AGCY  ORG  ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER
-----
INT  REF  BK      DEBIT          VENDOR / PROVIDER
FUND AGCY CD      AMOUNT        REPT CAT  CODE          NAME
-----
DESCRIPTION                                CREDIT    CASH
                                AMOUNT      IND
-----
31 1234 123  1234                                6840
                                225.00

A--*HP00-NO ERRORS DETECTED
```

Enter **"new"** in the FUNCTION field.

Enter:

TRAN                   **"pvq"**  
AGENCY:               **Your agency's AFNS agency code**  
ID NUMBER:           **Your agency's document number**  
                      **(Example: XAGC0000003)**

Note: This case picks up where the last exercise left off. If not done in sequential order, then the user must sign onto the proper AFNS application and go into a PVQ transaction.

# Payment Voucher Input Form

## PVQ Transaction Example:

FUNCTION: <b>ed</b>	DOCID: PVQ AGC XAGC0000003		
STATUS:	BATID:	ORG:	000-000 OF 000
H-	QUICK PAYMENT VOUCHER INPUT FORM		
DATE:	ACCT PRD:	BFY:	ACT:
VENDOR CODE: <b>634776891 00</b>			SCH PAY DATE:
NAME:			OFF LIAB ACCT:
ADDRESS:			DOCUMENT TOTAL: 50.00
			CALC DOC TOTAL:
			FA IND:
EFT IND:	APPLICATION TYPE:	SINGLE CHECK FLAG:	CHECK CATEGORY:
LN	COM		
NO REF CD/NUMBER/LN	LN	VI NUMBER/LN	DESCRIPTION
-----			
FUND AGCY	ORG/SUB	APPR UNIT	ACTV FUNC OBJ/SUB
REV/SUB	JOB NO	RCAT	BS ACCT
-----			
DISC TYPE	LINE	AMOUNT	I/D P/F QUANTITY I/D
-----			
01- 01			
	1234 123	1234	0696
		50.00	

Using your agency's information, enter the original accounting information that was coded on the cash receipt on the first line of the payment voucher.

Process this transaction by using an **"ed"** in the FUNCTION field.

NOTE: The OBJ and the SUB OBJ fields will not be coded, but the REV SRC field will be coded with the revenue source code from the cash receipt.

**Payment Voucher Accepted**

**PVQ Transaction Example:**

FUNCTION:	DOCID: PVQ AGC XAGC0000003		
STATUS: <b>SCHED</b>	BATID:	ORG:	001-001 OF 001
H-	QUICK PAYMENT VOUCHER INPUT FORM		
DATE:	ACCT PRD:	BFY:	ACT: E
VENDOR CODE: 634776891 00		SCH PAY DATE:	
NAME: DURBIN AUTO PARTS		OFF LIAB ACCT:	
ADDRESS: 948 SOUTH MEMORIAL DRIVE		DOCUMENT TOTAL:	50.00
		CALC DOC TOTAL:	50.00
	PRATVILLE	AL 36067	FA IND:
EFT IND: N APPLICATION TYPE:	SINGLE CHECK FLAG: N	CHECK CATEGORY:	
LN	COM		NO
REF CD/NUMBER/LN	LN VI NUMBER/LN	DESCRIPTION	-- --
-----			FUND
AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB	JOB NO	RCAT BS ACCT	
-----			
DISC TYPE	LINE AMOUNT	I/D P/F	QUANTITY I/D
-----			
01- 01			
1234 123			0696
	50.00		
<b>A--*HP00-NO ERRORS DETECTED</b>			

The message at the bottom of the screen indicates that PVQ XAGC0000003 is scheduled for off-line processing.

---

**D. CASE STUDY #4: RECORDING A DISBURSEMENT REFUND**

**1. CASE STUDY SCENARIO**

You have just finished reviewing a file of payments made to Harbins for office supplies. Based on the actual goods delivered, your calculations show that Harbins has been overpaid by \$150.00 on the last payment made.

You then call the Harbins manager to discuss the issue, and he concludes the same. He is willing to send a check to return the overpayment immediately.

You are now wondering how you can record a refund of a disbursement in AFNS.

Please see the following pages to see how.

---

## 2. STANDARD PROCEDURE

1. Sign-on to AFNS and leaf into a cash receipt transaction.
2. Enter the transaction identification number for a cash receipt transaction and press ENTER.
3. This will take you to the cash receipt data entry screen.
4. Enter the header data for the disbursement refund including the bank account code to which the refund will be recorded.
5. Enter the line information for the disbursement refund including the accounting information originally used to record the expenditure in AFNS.
6. Enter the amount of the disbursement refund.
7. Perform an edit to make sure all the accounts used are valid in the system.
8. Schedule the disbursement refund cash receipt to update AFNS that night.
9. Print the certificate of deposit (that will be emailed to the agency the next working day, if no integration errors) and send to the State Treasury.

---

### 3. ACCOUNTING MODEL

DR CASH

CR THE ORIGINAL EXPENDITURE

- Records the increase in your cash balance due to the return of cash previously disbursed.
- Records the reduction in the expenditure originally recorded.

#### 4. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

##### Creating a Cash Receipt Transaction

##### PVQ Transaction Example:

```
FUNCTION: new          DOCID: cr   AGC XAGC0000001
STATUS: SCHED        BATID:          ORG:          001-001 OF 001
H- QUICK PAYMENT VOUCHER INPUT FORM
DATE:          ACCT PRD:          BFY:          ACT: E
VENDOR CODE: 634776891 00          SCH PAY DATE:
NAME: DURBIN AUTO PARTS          OFF LIAB ACCT:
ADDRESS: 948 SOUTH MEMORIAL DRIVE          DOCUMENT TOTAL:          50.00
          PRATVILLE          AL 36067          FA IND:          50.00
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: N CHECK CATEGORY:
LN          COM
NO REF CD/NUMBER/LN          LN VI NUMBER/LN          DESCRIPTION
-----
FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT
-----
DISC TYPE LINE AMOUNT I/D P/F QUANTITY I/D
-----
01- 01
1234 123          50.00          0696

A--*HP00-NO ERRORS DETECTED
```

Enter **"new"** in FUNCTION from the last document entered.

ENTER:

```
TRAN:          "cr"
AGENCY:        Your agency's AFNS agency code
ID NUMBER:     Your agency's document number
               (Example: XAGC0000001)
```

Note: This case picks up where the last exercise left off. If not done in sequential order, then the user must sign onto the proper AFNS application and go into a CR transaction.

## Cash Receipt Input Form

### CR Transaction Example:

FUNCTION:	DOCID: CR	AGC	XAGC0000001
STATUS:	BATID:	ORG:	
H-	CASH RECEIPT INPUT FORM		
DEPOSIT DATE:	ACCTG PRD:	BUDGET FY:	
ACTION:	CMIA SCHEDULE DATE:	CASH ACCOUNT:	
COMMENTS:	BANK ACCOUNT CODE: 01		
		DOCUMENT TOTAL: 150.00	
		CALCULATED DOCUMENT TOTAL:	

FUNCTION: ed	DOCID: CR	AGC	XAGC0000001	
STATUS:	BATID:	ORG:		000-000 OF 000
01-				
LINE NUMBER: 01	REFERENCE DOC ID:			REF LINE NO:
VEND/PROV/CUST: 63051265800	NAME:			
BILLING CODE:				
FUND: 1234	AGENCY: 123	ORG/SUB-ORG: 1234		
ACTIVITY:	REV/SUB-REV:	APPR UNIT: 123		
FUNCTION:	OBJ/SUB-OBJ: 0900 02	JOB NUMBER:		
REPT CAT:	BS ACCOUNT:			
DESCRIPTION:				
AMOUNT: 150.00	I/D:	P/F:		

Using your agency's information, enter the accounting information from the original payment voucher on the first line of the cash receipt (CR) document.

**Note:** The system will not allow coding to be keyed in the 'Appr Unit' (appropriation unit) field. If your agency uses appropriation units, once an edit is performed on the transaction (shown in following pages) the system will automatically bring in the appropriation unit tied to the specific account coding.

Enter the vendor code for the vendor refunding the money so that if the vendor has 1099 or W2 information it will be adjusted for the overpayment.

Process this transaction by using **"ed"** in the FUNCTION field.

**NOTE:** The REV SRC field will not be coded, but the OBJT and SUB OBJ fields will be coded with the object codes from the payment voucher.

## Cash Receipt Scheduled

### CR Transaction Example:

FUNCTION:	DOCID: CR AGC XAGC0000001	
STATUS: <b>SCHED</b>	BATID:	ORG:
H-	CASH RECEIPT INPUT FORM	
DEPOSIT DATE:	ACCTG PRD:	BUDGET FY:
ACTION: E	CMIA SCHEDULE DATE:	CASH ACCOUNT:
	BANK ACCOUNT CODE: 01	
COMMENTS:		
	DOCUMENT TOTAL:	150.00
	CALCULATED DOCUMENT TOTAL:	150.00
 <b>A--*HP00-NO ERRORS DETECTED</b>		

The message at the bottom indicates that the CR document has been scheduled for off-line processing.

---

**E. CASE STUDY #5: MODIFYING A CR IN AFNS ONLY**

**1. CASE STUDY SCENARIO**

You receive an email from the Receipts section of the Comptroller's office. The email states that a cash receipt, that was recently entered into AFNS and has integrated to CAS, was changed before being processed in CAS.

You then check the CR and confirm that the amount entered on the CR in AFNS differed from the amount actually deposited. The CR in CAS has now been corrected and processed with the correct amount.

You are now wondering how you can correct the CR in AFNS without it affecting CAS.

Please see the following pages to see how.

---

## 2. STANDARD PROCEDURE

1. Sign-on to AFNS and go to the SUSF table.
2. Key 'NEW' in the function field and enter the Batch Type, AGCY, and Number using Batch 999999, 888888, 777777 or 666666.
3. Using your agency's information, enter the Document Type, AGCY, and Number. Then press enter.
4. This will take you to the Cash Receipt Batch Form.
5. Enter the Quick Cash Receipt Batch Form and press enter.
6. This will take you to the Cash Receipt Input Form.
7. Enter the header data for the modification. Include the action of 'M', Bank Code and Document Total.
8. For the line information key the line number, amount the CR will be increased or decreased by and the I/D indicator. The system will bring in the rest of the coding once edited.
9. In the function type 'EB' for edit batch to ensure there are not any errors.
10. Schedule the cash receipt to update AFNS that night.



## Creating CR Batch from SUSF Screen

ACTION: S SCREEN: SUSF USERID: AFNS  
FUNCTION: **new** ORG:

### D O C U M E N T S U S P E N S E

S	BATCH			DOCUMENT			PROCESS				
E	-----						LAST	LAST	DATE		
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE	USER	(YYMMDD)
-	-----										
	crq	123	999999	crq	123	XAGC0000002					

Enter '**new**' in the FUNCTION.

Enter the following information under the BATCH and DOCUMENT fields.

Batch:

Type: **CRQ**  
AGCY: **Your agency's AFNS agency code**  
Number: **A specific batch number that does not integrate to CAS (Example: 999999)**

Document:

Type: **CRQ**  
AGCY: **Your agency's AFNS agency code**  
NUMBER: **Your agency's document number (Example: XAGC0000002)**

**QUICK CASH RECEIPT BATCH FORM**

FUNCTION:	DOCID: CRQ AGC XAGC0000002		
STATUS:	BATID: CRQ AGC 999999 ORG:		
B-			
	QUICK CASH RECEIPT BATCH FORM		
	BATCH DATE:		
NUMBER OF DOCUMENTS:	1	NET AMOUNT:	42,250.00
ACTUAL BATCH COUNT:		ACTUAL BATCH AMOUNT:	

Type in the Number of Documents and Net Amount.  
Press '**ENTER**' to go into the Quick Cash Receipt Input Form.

**QUICK CASH RECEIPT INPUT FORM**

**CRQ Transaction Example:**

FUNCTION:	DOCID: CRQ AGC XAGC0000002	
STATUS:	BATID: CRQ AGC 999999 ORG: 000-000 OF 000	
H-	QUICK CASH RECEIPT INPUT FORM	
DEPOSIT DATE:	ACCT PRD: BFY: ACTION: <b>m</b>	
BANK CODE: 01	CASH ACCT: COMMENTS:	
	DOCUMENT TOTAL: 42250.00	
	CALCULATED DOCUMENT TOTAL:	
LN	-----REFERENCE-----	REV SUB
NO CD	NUMBER LN FUND AGCY ORG/SUB ACTV SRC/REV APPR UNIT FUNC	
	-----	-----
	OBJ/SUB-OBJ JOB NUMBER REPT CAT BS ACCT VEND/PROVIDER	
	-----	-----
	AMOUNT I/D P/F DESCRIPTION	
	-----	-----
01- 01		1234 123 1234 0697
	42250.00 d	
02-		

Using your agency's information, enter the above data.

Note: The ACTION field in the Header Section has an '**m**' for modify.

## Editing a Batch

### CRQ Transaction Example:

FUNCTION: <b>eb</b>	DOCID: CRQ AGC XAGC0000002	
STATUS:	BATID: CRQ AGC 999999 ORG: 000-000 OF 000	
H-	QUICK CASH RECEIPT INPUT FORM	
DEPOSIT DATE:	ACCT PRD: BFY: ACTION: <b>m</b>	
BANK CODE: <b>01</b>	CASH ACCT: COMMENTS:	
	DOCUMENT TOTAL: 42250.00	
	CALCULATED DOCUMENT TOTAL:	
LN	-----REFERENCE-----	REV SUB
NO CD	NUMBER	LN FUND AGCY ORG/SUB ACTV SRC/REV APPR UNIT FUNC
---	-----	-----
	OBJ/SUB-OBJ JOB NUMBER REPT CAT BS ACCT VEND/PROVIDER	
	-----	-----
	AMOUNT I/D P/F DESCRIPTION	
	-----	-----
01- 01		1234 123 1234 0697
	42250.00 d	
02-		

Enter '**eb**' (edit batch) in the FUNCTION.

Press '**ENTER**'.

**Batch Accepted - CRQ Scheduled**

**CRQ Transaction Example:**

```

FUNCTION:          DOCID: CRQ  AGC  XAGC0000002
STATUS:  ACCPT          BATID: CRQ  AGC  999999  ORG:
B-
                QUICK CASH RECEIPT BATCH FORM

                BATCH DATE:

NUMBER OF DOCUMENTS: 1                NET AMOUNT: 42,250.00
ACTUAL BATCH COUNT: 1                ACTUAL BATCH AMOUNT: 42,250.00
    
```

```

FUNCTION:          DOCID: CRQ  AGC  XAGC0000002
STATUS:  SCHED          BATID: CRQ  AGC  999999  ORG:          001-001 OF 001
H-
                QUICK CASH RECEIPT INPUT FORM
DEPOSIT DATE:          ACCT PRD:          BFY:          ACTION: M
BANK CODE: 01          CASH ACCT:          COMMENTS:
                                DOCUMENT TOTAL: 42,250.00
                                CALCULATED DOCUMENT TOTAL: 42,250.00

LN  -----REFERENCE-----          REV SUB
NO CD    NUMBER      LN FUND AGCY  ORG/SUB  ACTV  SRC/REV  APPR UNIT  FUNC
-----
OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
-----
AMOUNT          I/D P/F DESCRIPTION
-----
01- 01          1234 123  1234          0697
          42,250.00  D
02-
    
```

Notice that the batch header now has a status of ACCPT while the CR document has a status of SCHED.

---

## F. CASE STUDY #6: MOVING ALLOTTED MONEY

### 1. CASE STUDY SCENARIO

You have an invoice that needs to be paid right away against fund 1234 and you realize while checking the Allotment Table (ALLT), there's not enough money left in the second quarter to pay the invoice. The expended amount for the second quarter is \$10,000 and the allotment amount is also \$10,000. It is clear that you have spent everything in the second quarter. How can you get the invoice paid if there are insufficient funds?

You recall that a control option of Q on the Fund Table (FUN2) allows the system to take any remaining balance from the current and previous quarters. If all the money has been expended in the second quarter, then the system should process any transactions up to the remaining balance in the previous quarter.

After checking the ALLT Table you determine that there is \$15,000 left in the first quarter. Since you are in the second quarter, you would like for the system to process the transaction by subtracting the remaining balance from the previous quarter. How can you verify that fund 1234 has a control option of Q and that it will allow you to spend against a previous quarter?

Please see the following pages to find out how.

---

## 2. STANDARD PROCEDURE

1. Sign-on to AFNS and go directly to the FUN2 table to see what the control option for allotment is for your fund 1234.
2. Next go to the Allotment Table.
3. Scan for your agency's allotment.
4. Calculate the remaining balance in the first quarter. This is the amount that we can spend up to.
5. Enter the header data for the payment voucher and the line information.
6. Process a payment voucher for an amount over the second quarter allotment.
7. Perform an edit of "r" for run document to make sure all the account codes used are valid in the system and the document is accepted.



## Scanning the Fund Table (FUN2)

### FUN2 Table Example:

```
ACTION: R SCREEN: FUN2 USERID: AFNS

                                F U N D

FISCAL YEAR= XX                FUND= 1234

    NAME: TEST                  SHORT NAME: TEST
    CLASS:                      CATEGORY:      TYPE: G      GROUP:
    STATE/BOND:                 BANK ACCT CODE: 01

----- CONTROL OPTIONS -----
EXPENSE BUDGET: C              REVENUE BUDGET: N              APPROPRIATION: C
BS ACCT BALANCE: Y            ALLOTMENT: Q                  ALLOTMENT FREQUENCY: Q
    FUND BALANCE:              CASH EDIT IND:                      CASH EDIT POOL FUND:
        SWEEP IND:              MEMO DEPRECIATION: Y          NEGATIVE EQUITY IND: N

SUMB OPTIONS -->  ORG: N APPR:   ACTV: N FUNC: N CLASS: N CATEGORY: N TYPE: N
SUMR OPTIONS -->  ORG: N          ACTV: N          CLASS: N CATEGORY: N TYPE: N

----- ORDER TO PAYMENT TOLERANCE -----
                AMOUNT:          0.00          IND:                      %: 00
```

Scan for the current fiscal year and your agency's AFNS fund.

Notice allotment has a control option of Q for cumulative. This option allows cumulative unexpended amounts to automatically carry over from previous allotment periods.

After the first quarter has ended, it will not be necessary to move the remaining balance. The previous quarter's balance will be available in the next quarter. In other words, the previous quarter's balance will not physically be moved to the next quarterly allotment, but expenditures will be subtracted from the current and previous quarters for that year. Prior year amounts are not considered.

Scanning the Allotment Inquiry Table (ALLT)

FUN2 Table Example:

```
ACTION: n SCREEN: allt USERID: AFNS

                                F U N D

FISCAL YEAR= XX                FUND= 1234

    NAME: TEST                  SHORT NAME: TEST
    CLASS:                      CATEGORY:      TYPE: G      GROUP:
STATE/BOND:                    BANK ACCT CODE: 01

----- CONTROL OPTIONS -----
EXPENSE BUDGET: C              REVENUE BUDGET: N              APPROPRIATION: C
BS ACCT BALANCE: Y            ALLOTMENT: Q                  ALLOTMENT FREQUENCY: Q
    FUND BALANCE:              CASH EDIT IND:                        CASH EDIT POOL FUND:
    SWEEP IND:                 MEMO DEPRECIATION: Y          NEGATIVE EQUITY IND: N

SUMB OPTIONS -->  ORG: N APPR:  ACTV: N FUNC: N CLASS: N CATEGORY: N TYPE: N
SUMR OPTIONS -->  ORG: N                ACTV: N                CLASS: N CATEGORY: N TYPE: N

----- ORDER TO PAYMENT TOLERANCE -----
    AMOUNT:                0.00                IND:                                %: 00
```

Next, type the above data to get to the Allotment Table.

**Allotment Inquiry Table (ALLT)**

```
ACTION: S SCREEN: ALLT USERID: AFNS

                A L L O T M E N T   I N Q U I R Y

BUDGET FY= XX   APPROPRIATION UNIT= 123

PERIOD  ALLOTMENT AMT   PRE-ENCUMBERED AMT   ENCUMBERED AMT   EXPENDED AMT
=====  -----
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
```

Scan the allotment table for **budget current fiscal year** and your agency's AFNS **appropriation unit**.

## The Allotment Inquiry Table (ALLT)

### ALLT Table Example:

```
ACTION: R SCREEN: ALLT USERID: AFNS

          A L L O T M E N T   I N Q U I R Y

BUDGET FY= XX      APPROPRIATION UNIT= 123

PERIOD  ALLOTMENT AMT    PRE-ENCUMBERED AMT    ENCUMBERED AMT    EXPENDED AMT
=====  - - - - -      - - - - -              - - - - -          - - - - -
01- XX1          20,000.00          0.00              0.00              5,000.00
02- XX2          10,000.00          0.00              0.00             10,000.00
03- XX3          10,000.00          0.00              0.00              0.00
04- XX4          10,000.00          0.00              0.00              0.00
05-
06-
07-
08-
09-
10-
11-
12-
13-
05-*L009 HEADER CHANGE
```

As you can see there is \$15,000 left in the first quarter and all of the money has been spent in the second quarter. With the control option being set to cumulative, you will be able to enter any journal voucher or payment voucher up to the remaining balance of the first quarter.

## The Allotment Inquiry Table (ALLT)

### ALLT Table Example:

```
ACTION: e SCREEN: ALLT USERID: AFNS

                A L L O T M E N T   I N Q U I R Y

    BUDGET FY= XX      APPROPRIATION UNIT= 123

    PERIOD  ALLOTMENT AMT    PRE-ENCUMBERED AMT    ENCUMBERED AMT    EXPENDED AMT
    =====  -----
01- XX1           20,000.00             0.00             0.00             5,000.00
02- XX2           10,000.00             0.00             0.00            10,000.00
03- XX3           10,000.00             0.00             0.00              0.00
04- XX4           10,000.00             0.00             0.00              0.00
05-
06-
07-
08-
09-
10-
11-
12-
13-
```

To exit out of the zoom command, key an "e" in the ACTION.

Enter a payment voucher against this appropriation unit to demonstrate the cumulative control option.

## Returning to the Previous Cash Receipt Transaction

### CRQ Transaction Example:

FUNCTION: <b>e susf</b>	DOCID: CRQ AGC XAGC0000002	
STATUS: SCHED	BATID: CRQ AGC 999999	ORG: 001-001 OF 001
H-	QUICK CASH RECEIPT INPUT FORM	
DEPOSIT DATE:	ACCT PRD:	BFY: ACTION: <b>M</b>
BANK CODE: <b>01</b>	CASH ACCT:	COMMENTS:
		DOCUMENT TOTAL: 42,250.00
		CALCULATED DOCUMENT TOTAL: 42,250.00
LN	-----REFERENCE-----	REV SUB
NO CD	NUMBER LN FUND AGCY	ORG/SUB ACTV SRC/REV APPR UNIT FUNC
---	-----	-----
	OBJ/SUB-OBJ JOB NUMBER REPT CAT BS ACCT	VEND/PROVIDER
	-----	-----
	AMOUNT I/D P/F DESCRIPTION	
	-----	-----
01- 01	42,250.00 D 1234 123 1234	0697
02-		

Remember the last document that we zoomed from was a cash receipt.

Instead of creating a new payment voucher from this screen, we will demonstrate how to copy an existing payment voucher on the suspense file.

Key "**e susf**" in the FUNCTION field. This will terminate any action on the cash receipt and take us to SUSF.



## Copying Existing Payment Voucher

### SUSF Screen Example:

ACTION: <b>s</b> SCREEN: SUSF USERID: AFNS											
FUNCTION: <b>copy</b> ORG:											
D O C U M E N T   S U S P E N S E											
S	BATCH			DOCUMENT						PROCESS	
E	-----			-----						DATE	
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	LAST	LAST	(YYMMDD)
	-----			-----				-----		-----	
				<b>pvq</b>	<b>AGC</b>	<b>XAGC0000004</b>					
<b>x</b>	.	.	.	PVQ	AGC	XAGC0000003	SCHED	0000	XX0219	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000005	SCHED	0000	XX0223	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000006	SCHED	0000	XX1230	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000007	SCHED	0000	XX0219	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000008	SCHED	0000	XX0128	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000009	SCHED	0000	XX0219	AFNS	

Using your agency's information, enter the above information to copy an existing document. This copy function will create a new quick payment voucher with the same information as payment voucher number XAGC0000003.

Any information can be changed once the document has been created.

## Processing the New Payment Voucher

### PVQ Transaction Example:

FUNCTION: <b>r</b>	DOCID: PVQ AGC XAGC0000004		
STATUS:	BATID:	ORG:	001-001 OF 001
H-	QUICK PAYMENT VOUCHER INPUT FORM		
DATE:	ACCT PRD:	BFY:	ACT: E
VENDOR CODE: 630000425 00		SCH PAY DATE:	
NAME:		OFF LIAB ACCT:	
ADDRESS:		DOCUMENT TOTAL: <b>14000.00</b>	
		CALC DOC TOTAL:	
		FA IND:	
EFT IND: N APPLICATION TYPE:	SINGLE CHECK FLAG: N	CHECK CATEGORY:	
LN	COM		
NO REF CD/NUMBER/LN	LN VI NUMBER/LN	DESCRIPTION	
-----			
FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB	JOB NO	RCAT BS ACCT	
-----			
DISC TYPE	LINE AMOUNT	I/D P/F	QUANTITY I/D
-----			
01- 01			
1234 123	1234 123		0900 40
	<b>14000.00</b>		

Before we process the payment voucher, remember the allotment amount and expended amount for the second quarter is \$10,000. The first quarter has an unexpended balance of \$15,000.

We will enter a payment voucher for \$14,000, so change the amount to \$14,000. Enter the above data and perform a FUNCTION of **"r"** to update the allotment table immediately.

**Return to the Allotment Inquiry**

**PVQ Table Example:**

```

FUNCTION: e allt          DOCID: PVQ AGC XAGC0000004
STATUS: ACCPT           BATID:                ORG:                001-001 OF 001
H-                      QUICK PAYMENT VOUCHER INPUT FORM
DATE:                   ACCT PRD: 05 XX      BFY: XX      ACT: E
VENDOR CODE: 630000425 00          SCH PAY DATE:
NAME: ALABAMA POWER              OFF LIAB ACCT:
ADDRESS: P O BOX 242              DOCUMENT TOTAL:                14,000.00
                                   CALC DOC TOTAL:                14,000.00
                                   BIRMINGHAM          AL 35292 0242          FA IND:
EFT IND: N APPLICATION TYPE:      SINGLE CHECK FLAG: N CHECK CATEGORY:
LN                                COM
NO REF CD/NUMBER/LN              LN VI NUMBER/LN              DESCRIPTION
-----
FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO  RCAT BS ACCT
-----
DISC TYPE  LINE AMOUNT  I/D P/F  QUANTITY  I/D
-----
01- 01
    1234 123  1234      123              0900 40
           14,000.00
  
```

The payment voucher has been accepted, updating the OPVD, OPVH, & OPVL tables.

Next exit from the payment voucher and go to the allotment table to see how the payment voucher updated the table.

Key "e allt" in the FUNCTION field.

## Results of the Accepted Payment Voucher

### ALLT Table Example:

```
ACTION: R SCREEN: ALLT USERID: AFNS

          A L L O T M E N T   I N Q U I R Y

BUDGET FY= XX   APPROPRIATION UNIT= 123

PERIOD  ALLOTMENT AMT   PRE-ENCUMBERED AMT   ENCUMBERED AMT   EXPENDED AMT
=====  -----
01- XX1          20,000.00             0.00             0.00             5,000.00
02- XX2          10,000.00             0.00             0.00            24,000.00
03- XX3          10,000.00             0.00             0.00              0.00
04- XX4          10,000.00             0.00             0.00              0.00
05-
06-
07-
08-
09-
10-
11-
12-
13-
05-*L009 HEADER CHANGE
```

Scan for the current BFY and your agency's appropriation unit on the allotment table.

Notice how the expended amount is more than the allotted amount for the second quarter. The cumulative control option doesn't physically move the previous quarter's remaining balance, it just allows the system to process expenditures if money is available from previous quarters.

The screen print proves that the cumulative control option works. The allotment and expended amount for the second quarter was \$10,000. The voucher we entered was for \$14,000 and \$15,000 was available from the first quarter, which leaves a balance of \$1,000. Now, the expended amount for the second quarter is \$24,000, which proves the system pulls money from previous quarters.

If we entered another payment voucher for \$2,000, then the payment voucher will reject. But if we entered a payment voucher for \$1,000, it would be accepted.

---

**G. CASE STUDY #7: MOVING BUDGET BETWEEN EXPENDITURE OBJECTS**

**1. CASE STUDY SCENARIO**

When trying to process a payment voucher for \$4,000.00, it rejected due to insufficient funds in expenditure object 0300.

After checking the Expense Budget Inquiry Table (EXP2), you realize you under estimated the amount of expenditures in object 0300 for this year. Luckily, you over estimated your expenditures for object 0500. You need to move the money from object 0500 to object 0300. How would you do this in AFNS?

Please the following pages will tell you how.

---

## 2. STANDARD PROCEDURE

1. Revise Operation Plan and send to Budget Office.
2. Sign-on to AFNS and go to the Expense Budget Inquiry Table (EXP2).
3. Calculate the amount of budget that needs to be transferred.
4. Scan the EXP2 Table for the object that the budget will be transferred from.
5. Subtract the amount of the transfer from the Current Modified Budget Amount. Make sure there is enough budget Uncommitted.
6. Scan the EXP2 Table for the object that the budget will be transferred to.
7. Add the amount of the transfer to the Current Modified Budget Amount.
8. Leaf to an Expense Budget (EB) transaction and press Enter.
9. Enter the Header data for the expense budget.
10. Enter the Line information for the transfer in and the transfer out.
11. Perform a function of RUN DOC ("r") to make sure all the account codes used are valid in the system and the budget is transferred.
12. Process the payment voucher with a function of EDIT DOC ("ed").

NOTE: The ESUM (Expense Budget Summary) Table can be used instead of the EXP2 (Expense Budget Inquiry) Table for calculating the amount of the transfer between budget objects.

### 3. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

#### The Allotment Inquiry Table (ALLT)

#### ALLT Table Example:

```
ACTION: n SCREEN: exp2 USERID: AFNS

                A L L O T M E N T   I N Q U I R Y

BUDGET FY= XX   APPROPRIATION UNIT= 123

PERIOD  ALLOTMENT AMT   PRE-ENCUMBERED AMT   ENCUMBERED AMT   EXPENDED AMT
=====  -----
01- XX1          20,000.00           0.00           0.00           5,000.00
02- XX2          10,000.00           0.00           0.00          24,000.00
03- XX3          10,000.00           0.00           0.00            0.00
04- XX4          10,000.00           0.00           0.00            0.00
05-
06-
07-
08-
09-
10-
11-
12-
13-
05-*L009 HEADER CHANGE
```

We were scanning the Allotment Inquiry in the last example and now we want to go to the Expense Budget Inquiry (EXP2).

Enter "n" in the action and "exp2" in the screen field.

Note: This case picks up where the last exercise left off. If not done in sequential order, then the user must sign onto the proper AFNS application and go to the Expense Budget Inquiry (EXP2) table.

## The Expense Budget Inquiry

```
ACTION: s SCREEN: EXP2 USERID: AFNS

      E X P E N S E   B U D G E T   I N Q U I R Y

      BUDGET FY= XX                FUND= 1234                AGENCY= 123
      ORGANIZATION= 1234            ACTIVITY=                FUNCTION=
      OBJECT= 0300
      DESCRIPTION:
      SUB-OBJECT OPTION:          BUDGETED POSITIONS:          REV SOURCE REF 1:
      STATUS IND:                SPENDING CONTROL IND:        REV SOURCE REF 2:
      APPROPRIATION UNIT:        REV SOURCE REF 3:
      SERIES NUM:

      CURRENT AMOUNTS          BEGIN DAY AMOUNTS
      -----
      APPROVED BUDGET:
      CURRENT MODIFIED BUDGET:
      PRE-ENCUMBERED:
      ENCUMBERED:
      EXPENDED:

      UNOBLIGATED:
      UNCOMMITTED:
```

Scan the table for budget current budget fiscal year, your agency's AFNS fund, your agency's AFNS agency code, your agency's AFNS organization code, and your agency's object code that the budget will be transferred to.

## The Expense Budget Inquiry Table (EXP2)

### EXP2 Table Example:

ACTION: R SCREEN: EXP2 USERID: AFNS		
E X P E N S E   B U D G E T   I N Q U I R Y		
BUDGET FY= XX	FUND= 1234	AGENCY= 123
ORGANIZATION= 1234	ACTIVITY=	FUNCTION=
OBJECT= 0300		
DESCRIPTION: TRAVEL, IN-STATE		
SUB-OBJECT OPTION:	BUDGETED POSITIONS: 0.00	REV SOURCE REF 1:
STATUS IND: A	SPENDING CONTROL IND:	REV SOURCE REF 2:
APPROPRIATION UNIT: 123		REV SOURCE REF 3:
SERIES NUM:		
	CURRENT AMOUNTS	BEGIN DAY AMOUNTS
	-----	-----
APPROVED BUDGET:	25,000.00	
CURRENT MODIFIED BUDGET:	25,000.00	25,000.00
PRE-ENCUMBERED:	3,000.00	3,500.00
ENCUMBERED:	10,000.00	10,000.00
EXPENDED:	11,468.00	11,468.00
UNOBLIGATED:	3,532.00	
UNCOMMITTED:	32.00	

As you can see there is \$25,000.00 in the Current Modified Budget Amount. The payment voucher is for \$4,000.00. If you transfer \$10,000.00 to this object, that will give you \$35,000.00 in the Current Modified Budget and \$10,032.00 in the Uncommitted Amount.

**The Expense Budget Inquiry Table (EXP2)**

```
ACTION: S SCREEN: EXP2 USERID: AFNS

      E X P E N S E   B U D G E T   I N Q U I R Y

      BUDGET FY= XX                FUND= 1234                AGENCY= 123
      ORGANIZATION= 1234            ACTIVITY=                FUNCTION=
      OBJECT= 0500
      DESCRIPTION: REPAIRS AND MAINTENANCE

      SUB-OBJECT OPTION:           BUDGETED POSITIONS:           REV SOURCE REF 1:
      STATUS IND:                 SPENDING CONTROL IND:       REV SOURCE REF 2:
      APPROPRIATION UNIT:         REV SOURCE REF 3:
      SERIES NUM:

      CURRENT AMOUNTS           BEGIN DAY AMOUNTS
      -----
      APPROVED BUDGET:
      CURRENT MODIFIED BUDGET:
      PRE-ENCUMBERED:
      ENCUMBERED:
      EXPENDED:

      UNOBLIGATED:
      UNCOMMITTED:
```

Scan the table for budget current budget fiscal year, your agency's AFNS fund, your agency's AFNS agency code, your agency's AFNS organization code, and your agency's object code that the budget will be transferred from.

## The Expense Budget Inquiry Table (EXP2)

### EXP2 Table Example:

ACTION: R SCREEN: EXP2 USERID: AFNS		
E X P E N S E   B U D G E T   I N Q U I R Y		
BUDGET FY= XX	FUND= 1234	AGENCY= 123
ORGANIZATION= 1234	ACTIVITY=	FUNCTION=
OBJECT= 0500		
DESCRIPTION: REPAIRS AND MAINTENANCE		
SUB-OBJECT OPTION:	BUDGETED POSITIONS: 0.00	REV SOURCE REF 1:
STATUS IND: A	SPENDING CONTROL IND:	REV SOURCE REF 2:
APPROPRIATION UNIT: 123		REV SOURCE REF 3:
SERIES NUM:		
	CURRENT AMOUNTS	BEGIN DAY AMOUNTS
	-----	-----
APPROVED BUDGET:	33,000.00	
CURRENT MODIFIED BUDGET:	33,000.00	33,000.00
PRE-ENCUMBERED:	400.00	400.00
ENCUMBERED:	2,500.00	2,500.00
EXPENDED:	5,600.00	5,600.00
UNOBLIGATED:	24,900.00	
UNCOMMITTED:	24,500.00	

As you can see there is \$33,000.00 in the Current Modified Budget amount. The payment voucher is for \$4,000.00. If you transfer \$10,000.00 from this object, that will leave you \$23,000.00 in the Current Modified Budget and an Uncommitted Amount of \$14,500.00.

**Leaf into an Expense Budget Transaction (EB)**

**EXP2 Table Example:**

ACTION: <b>L</b> SCREEN: <b>eb</b> USERID: AFNS		
E X P E N S E B U D G E T I N Q U I R Y		
BUDGET FY= XX	FUND= 1234	AGENCY= 123
ORGANIZATION= 1234	ACTIVITY=	FUNCTION=
OBJECT= 0500		
DESCRIPTION: REPAIRS AND MAINTENANCE		
SUB-OBJECT OPTION:	BUDGETED POSITIONS: 0.00	REV SOURCE REF 1:
STATUS IND: A	SPENDING CONTROL IND:	REV SOURCE REF 2:
APPROPRIATION UNIT: 123		REV SOURCE REF 3:
SERIES NUM:		
	CURRENT AMOUNTS	BEGIN DAY AMOUNTS
	-----	-----
APPROVED BUDGET:	33,000.00	
CURRENT MODIFIED BUDGET:	33,000.00	33,000.00
PRE-ENCUMBERED:	400.00	400.00
ENCUMBERED:	2,500.00	2,500.00
EXPENDED:	5,600.00	5,600.00
UNOBLIGATED:	24,900.00	
UNCOMMITTED:	24,500.00	

Leaf to an EB transaction by keying "**L**" in action and "**eb**" in the screen field.

# Expense Budget Input Form

```

FUNCTION: NEW          DOCID: EB  AGC  XAGC0000001
STATUS:              BATID:              ORG:          000-000 OF 000
H-                  EXPENSE BUDGET INPUT FORM

TRANS DATE:          ACCTG PRD:          BUDGET FY:
FUND:              AGENCY:              TOTAL REVISED EXP AMT:
CALCULATED REVISED EXP AMT:
LIN                SUB SPD BUDGET
ACT ORG  APPR UNIT ACTV FUNC OBJ  OPT IND POSTNS REVISED AMT  INC/DEC AMT
-----
                SERIES REVENUE SOURCE
                NUMBER REF1 REF2 REF3  DESCRIPTION
                -----
01-
02-
03-
04-
A--*HD37-TYPE BATID/DOCID & PRESS ENTER
  
```

Enter:

AGENCY: **Your agency's AFNS agency code**  
 NUMBER: **Your agency's document number**  
**(Example: XAGC0000001)**





## Exit the Expense Budget Transaction

### EB Transaction Example:

FUNCTION: <b>e exp2</b>	DOCID: EB AGC XAGC0000001	
STATUS: ACCPT	BATID:	ORG: 001-002 OF 002
H-	EXPENSE BUDGET INPUT FORM	
TRANS DATE:	ACCTG PRD:	BUDGET FY: XX
FUND: 1234	AGENCY: 123	TOTAL REVISED EXP AMT: 58,000
		CALCULATED REVISED EXP AMT: 58,000
LIN	SUB SPD BUDGET	
ACT ORG APPR UNIT ACTV FUNC OBJ OPT IND POSTNS REVISED AMT INC/DEC AMT	-----	
	SERIES REVENUE SOURCE	
	NUMBER REF1 REF2 REF3 DESCRIPTION	
01- C 1234 123	0300	35,000 10,000
		TRAVEL, IN-STATE
02- C 1234 123	0500	23,000 10,000
		REPAIRS AND MAINTENANCE
03-		
04-		
A--*HP20-DOCUMENT ACCEPTED		

Key **"e exp2"** in the FUNCTION field to exit the document and see how the EB transaction updated the expense budget inquiry table.

The Expense Budget Inquiry Table (EXP2)

EXP2 Table Example:

```
ACTION: n SCREEN: EXP2 USERID: AFNS

      E X P E N S E   B U D G E T   I N Q U I R Y

      BUDGET FY= XX                FUND= 1234                AGENCY= 123
      ORGANIZATION= 1234          ACTIVITY=                FUNCTION=
      OBJECT= 0100
      DESCRIPTION: PERSONNEL COSTS
      SUB-OBJECT OPTION:          BUDGETED POSITIONS: 0.00    REV SOURCE REF 1:
      STATUS IND: A              SPENDING CONTROL IND:    REV SOURCE REF 2:
      APPROPRIATION UNIT: 123    REV SOURCE REF 3:
      SERIES NUM:

                                CURRENT AMOUNTS          BEGIN DAY AMOUNTS
                                -----
      APPROVED BUDGET:          200,000.00
      CURRENT MODIFIED BUDGET:  200,000.00          200,000.00
      PRE-ENCUMBERED:           0.00                0.00
      ENCUMBERED:               0.00                0.00
      EXPENDED:                 4,000.00          4,000.00

      UNOBLIGATED:             196,000.00
      UNCOMMITTED:             196,000.00
```

Clean the screen by keying "n" in the action.

## The Expense Budget Inquiry Table (EXP2)

```
ACTION: s SCREEN: EXP2 USERID: AFNS

      E X P E N S E   B U D G E T   I N Q U I R Y

      BUDGET FY= XX                FUND= 1234                AGENCY= 123
      ORGANIZATION= 1234            ACTIVITY=                FUNCTION=
      OBJECT= 0300
      DESCRIPTION:
      SUB-OBJECT OPTION:            BUDGETED POSITIONS:        REV SOURCE REF 1:
      STATUS IND:                   SPENDING CONTROL IND:     REV SOURCE REF 2:
      APPROPRIATION UNIT:           REV SOURCE REF 3:
      SERIES NUM:

                                CURRENT AMOUNTS    BEGIN DAY AMOUNTS
                                -----            -----
      APPROVED BUDGET:
      CURRENT MODIFIED BUDGET:
      PRE-ENCUMBERED:
      ENCUMBERED:
      EXPENDED:

      UNOBLIGATED:
      UNCOMMITTED:
```

Key "**s**" in the action to scan for the increased budget of object 0300.

Using your agency's information, key in the information above and press enter.

## The Expense Budget Inquiry Table (EXP2)

### EXP2 Table Example:

ACTION: R SCREEN: EXP2 USERID: AFNS		
E X P E N S E B U D G E T I N Q U I R Y		
BUDGET FY= XX	FUND= 1234	AGENCY= 123
ORGANIZATION= 1234	ACTIVITY=	FUNCTION=
OBJECT= 0300		
DESCRIPTION: TRAVEL, IN-STATE		
SUB-OBJECT OPTION:	BUDGETED POSITIONS: 0.00	REV SOURCE REF 1:
STATUS IND: A	SPENDING CONTROL IND:	REV SOURCE REF 2:
APPROPRIATION UNIT: 123		REV SOURCE REF 3:
SERIES NUM:		
	CURRENT AMOUNTS	BEGIN DAY AMOUNTS
	-----	-----
APPROVED BUDGET:	25,000.00	
CURRENT MODIFIED BUDGET:	35,000.00	25,000.00
PRE-ENCUMBERED:	3,000.00	3,500.00
ENCUMBERED:	10,000.00	10,000.00
EXPENDED:	11,468.00	11,468.00
UNOBLIGATED:	13,532.00	
UNCOMMITTED:	10,032.00	

This is the result of the EB transaction that we just entered. The approved budget was \$25,000 and now the current modified budget amount reflects a budget of \$35,000. The budget has been increased by \$10,000.

Please see the next page to see how the budget updated object 0500.

## The Expense Budget Inquiry Table (EXP2)

### EXP2 Table Example:

```
ACTION: n SCREEN: EXP2 USERID: AFNS

      E X P E N S E   B U D G E T   I N Q U I R Y

      BUDGET FY= XX                FUND= 1234                AGENCY= 123
      ORGANIZATION= 1234           ACTIVITY=              FUNCTION=
      OBJECT= 0300
      DESCRIPTION: TRAVEL, IN-STATE
      SUB-OBJECT OPTION:           BUDGETED POSITIONS: 0.00   REV SOURCE REF 1:
      STATUS IND: A   SPENDING CONTROL IND:              REV SOURCE REF 2:
      APPROPRIATION UNIT: 123     REV SOURCE REF 3:
      SERIES NUM:

                                CURRENT AMOUNTS           BEGIN DAY AMOUNTS
                                -----
      APPROVED BUDGET:           25,000.00
      CURRENT MODIFIED BUDGET:   35,000.00           25,000.00
      PRE-ENCUMBERED:            3,000.00           3,000.00
      ENCUMBERED:                10,000.00          10,000.00
      EXPENDED:                  11,468.00          11,468.00

      UNOBLIGATED:              13,532.00
      UNCOMMITTED:              10,532.00
```

Clean the screen by keying "n" in the action.

**The Expense Budget Inquiry Table (EXP2)**

```
ACTION: s SCREEN: EXP2 USERID: AFNS

      E X P E N S E   B U D G E T   I N Q U I R Y

      BUDGET FY= XX                FUND= 1234                AGENCY= 123
      ORGANIZATION= 1234          ACTIVITY=                FUNCTION=
      OBJECT= 0500
      DESCRIPTION:
      SUB-OBJECT OPTION:          BUDGETED POSITIONS:          REV SOURCE REF 1:
      STATUS IND:                SPENDING CONTROL IND:        REV SOURCE REF 2:
      APPROPRIATION UNIT:        REV SOURCE REF 3:
      SERIES NUM:

                                CURRENT AMOUNTS          BEGIN DAY AMOUNTS
                                -----
      APPROVED BUDGET:
      CURRENT MODIFIED BUDGET:
      PRE-ENCUMBERED:
      ENCUMBERED:
      EXPENDED:

      UNOBLIGATED:
      UNCOMMITTED:
```

Key **"s"** in the action to scan for the increased budget of object 0500.

Using your agency's information, key in the information above and press enter.

**The Expense Budget Inquiry Table (EXP2)**

**EXP2 Table Example:**

ACTION: R SCREEN: EXP2 USERID: AFNS			
E X P E N S E   B U D G E T   I N Q U I R Y			
BUDGET FY= XX	FUND= 1234	AGENCY= 123	
ORGANIZATION= 1234	ACTIVITY=	FUNCTION=	
OBJECT= 0500	DESCRIPTION: REPAIRS AND MAINTENANCE		
SUB-OBJECT OPTION:	BUDGETED POSITIONS: 0.00	REV SOURCE REF 1:	
STATUS IND: A	SPENDING CONTROL IND:	REV SOURCE REF 2:	
APPROPRIATION UNIT: 123		REV SOURCE REF 3:	
SERIES NUM:			
	CURRENT AMOUNTS	BEGIN DAY AMOUNTS	
	-----	-----	
APPROVED BUDGET:	33,000.00		
CURRENT MODIFIED BUDGET:	23,000.00	33,000.00	
PRE-ENCUMBERED:	400.00	400.00	
ENCUMBERED:	2,500.00	2,500.00	
EXPENDED:	5,600.00	5,600.00	
UNOBLIGATED:	14,900.00		
UNCOMMITTED:	14,500.00		

On our EB transaction we transferred \$10,000 from object 0500. The approved budget was \$33,000 and now the current modified budget amount reflects a budget of \$23,000. The budget has been decreased by \$10,000.

## Signing Off AFNS

### EXP2 Table Example:

```
ACTION: e SCREEN: EXP2 USERID: AFNS

      E X P E N S E   B U D G E T   I N Q U I R Y

      BUDGET FY= XX                FUND= 1234                AGENCY= 123
      ORGANIZATION= 1234           ACTIVITY=              FUNCTION=
      OBJECT= 0500

      DESCRIPTION: REPAIRS AND MAINTENANCE
      SUB-OBJECT OPTION:          BUDGETED POSITIONS: 0.00   REV SOURCE REF 1:
      STATUS IND: A              SPENDING CONTROL IND:   REV SOURCE REF 2:
      APPROPRIATION UNIT: 123    REV SOURCE REF 3:
      SERIES NUM:

                                CURRENT AMOUNTS           BEGIN DAY AMOUNTS
                                -----
      APPROVED BUDGET:           33,000.00
      CURRENT MODIFIED BUDGET:   23,000.00           33,000.00
      PRE-ENCUMBERED:            400.00              400.00
      ENCUMBERED:                 2,500.00            2,500.00
      EXPENDED:                   5,600.00            5,600.00

      UNOBLIGATED:               14,900.00
      UNCOMMITTED:                14,500.00
```

Logging off the AFNS accounting system.

Enter 'e' in the ACTION.

Press 'ENTER'

---

Sign Off

off

Enter `off`

Press `ENTER`