

AFNS ERROR REPORT MANUAL

Included in this error manual are instructions for the following error reports:

REPORT NAME

AFNS to CAS, Contract RQ & PO Error Report
AFNS to CAS, RQ & PO Error Report (SNAP)
AFNS to CAS, JV Error Report
Original IN Transaction Error Report
Modifying IN Transaction Error Report
AFNS to CAS, Interfund PV Error Report
AFNS to CAS, PV Interface Error Report

AFNS to CAS CR Line Rejection Report
FRMS Outstanding PO Report
FRMS Outstanding PO MOD Report

REPORT ID

INCBC02B
INCBC03D
INCB003L
INCB003S
INCB003M
FMCB004K
FMCB004B, FMCB04BB, FMCB04B7,
FMCB04B8
FMCBCRIN
FRMSOSPO
FRMSOSPM

CONTACT THE FOLLOWING FOR ASSISTANCE:

AFNS HOTLINE	353-9000
HOTLINE.AFNS@FINANCE.ALABAMA.GOV	
PURCHASING ASSISTANCE	242-4650
CAS	242-4857 242-7061
BUDGET OFFICE	242-7230
PROF SVS CONTRACT RQ/PO	242-4225 or 353-9275

DESCRIPTION OF INTEGRATION ERROR REPORTS

➤ AFNS TO CAS, CONTRACT RQ & PO ERRORS (INCBC02B)

The 2B report is the integration error report for Contract RQ and PO transactions integrating from AFNS to CAS. Information on the Contract RQ and PO transactions in AFNS are checked against the CTPH and CTPL tables in the CAS Contract System to ensure that no changes have been made. If the RQ/PO no longer matches the CAS Contract System, the transaction will appear on the 2B Error Report and will not integrate to CAS. For contract assistance, or to have errors removed from the 2B Error Report, please contact the Fiscal Management section of the Comptroller's Office that handles Professional Service Contract RQ and PO transactions.

➤ AFNS TO CAS, RQ & PO ERROR REPORT (SNAP) (INCBC03D)

This report runs daily as part of the purchase order (PO) and requisition (RQ) interface cycle. It compares the SNAP tables OACG, ORDR, OCAC, and OCHG to the AFNS transactions and ledgers. Differences discovered in the data (e.g. account coding, amounts) between the agency's AFNS transactions and information in SNAP tables will cause the transaction to be flagged. Once the transaction is flagged, integration will not pass it to the next component. The agency will not receive the hard copy of a purchase order until the errors are corrected. It is the agency's responsibility to research any errors. Use SNAP's ORDR and OACG tables to check the data for original purchase orders, and OCHG and OCAC for modifying purchase order transactions.

➤ AFNS TO CAS, JV ERROR REPORT (INCBC03L)

This report runs daily as a part of the journal voucher (JV) interface cycle. Errors that occur during this process will flag the transaction to not allow the data to integrate to CAS. The hard copy of the JV will not print until the error is corrected. Errors will stay on the report until a corrective action is taken.

➤ AFNS TO CAS, ORIGINAL IN TRANSACTION ERROR REPORT (INTERFUND) (INCBC03S)

This report runs daily as part of the invoice (IN) interface cycle. IN transactions that do not integrate to CAS, and therefore do not update the IFSH table in CAS, will show up on this error report until the error is corrected or the invoice is reduced to zero and deleted from the report.

DESCRIPTION OF INTEGRATION ERROR REPORTS

(Continued)

➤ AFNS TO CAS, MODIFYING IN TRANSACTION ERROR REPORT (INTERFUND) (INCBC03M)

This report runs daily as part of the invoice (IN) interface cycle. Modifying IN transactions that do not integrate to CAS and therefore do not update the IFSH table in CAS will show up on this error report until the error is corrected. Please remember, if the original IN transaction did not integrate successfully to CAS, the IN modification will not integrate either.

➤ AFNS TO CAS, INTERFUND PV ERROR REPORT (FMCB004K)

This report runs daily as part of the interfund payment voucher (PV) interface cycle. The 4K report evaluates the payment voucher information on the OPVH & OPVL tables and compares the invoice number, account codes, and line amounts to the IFSH table. When errors or problems are encountered, the transaction(s) will not integrate to CAS and will be placed on the error report. The hard copy of the payment voucher will not print until the error(s) is corrected. Errors that are not corrected will stay on the report until corrective action is taken.

➤ AFNS TO CAS, PV INTERFACE ERROR REPORT (FMCB004B, FMCB04BB, FMCB04B7, & FMCB04B8)

This report runs daily as part of the payment voucher (PV) interface cycle. It compares information on the OPVH table (line amounts, line numbers, etc.,) to information on the OPVL table. The 4B report also checks XWLK records according to the BFY on the OPVH table and account codes on the OPVL table. Transactions with errors that occur during the interface process will not integrate to CAS and will appear on the error report. The hard copy of the payment voucher will not print until the error is corrected. Errors that are not corrected will stay on the report until corrective action is taken.

➤ AFNS TO CAS, CASH RECEIPT LINE REJECTION REPORT(FMBCRIN)

This report runs daily as part of the cash receipt (CR) interface cycle. The CRIN report checks XWLK records according to the BFY on the OCRH table and account codes on the OCRL table. Transactions with errors that occur during the interface process will not integrate to CAS and will appear on the error report. The hard copy of the cash receipt will not print until the error is corrected. Errors that are not corrected will stay on the report until corrective action is taken.

DESCRIPTION OF INTEGRATION ERROR REPORTS

(Continued)

➤ FRMS Outstanding PO Report (FRMSOSPO) & FRMS Outstanding PO MOD Report (FRMSOSPM)

These reports show the purchase orders and the purchase order changes that originated in SNAP, but did **not** flow successfully through integration. The purpose of these reports is to keep SNAP, AFNS, and CAS in sync with each other. If there are transactions on either of these reports, do not be alarmed. Time frames are set aside for each application to process the data during the nightly cycle. If any of these transactions do not meet the time frame it is referred to as "missing the window". Those transactions are held in a batch file and processed the next day. The purchase order transactions are designed to integrate from SNAP to AFNS to CAS and back to SNAP without intervention from the agencies, unless approvals are required in AFNS. Unapproved transactions remain on the report until the approvals are given by the Agency. Any transactions that do not drop off the reports will have to be researched to determine the reason.

Purchase Orders (PO) and Inventory Replenishment Orders (PC) are researched in the same manner. The following instructions will use "purchase order" to include both POs and PCs. The main difference in researching the PCs, are that the Inventory Replenishment orders will update different tables than the purchase orders (POs) in AFNS.

NOTE: Professional Service Contract purchase orders are not included in the FRMS Outstanding PO and PO modification error reports. See 2B Report information on [page 3](#).

The Purchasing Division begins processing the next fiscal year's Purchase Orders in July before the end of the current fiscal year. These purchase orders are updated in SNAP but are **not** sent through integration to AFNS until October. The transactions will appear on the reports with the next fiscal year in the "FY" column. Due to the volume of purchase orders processed, it will take about two weeks for all of them to flow through integration. Monitor these reports with that in mind.

In accordance with accounting regulations, new prior year purchase orders will not be allowed after the fiscal year is closed (September). However, Purchase orders for prior year Capital Outlay will be accepted. Prior year Purchase Orders can be increased or decreased until the end of the 13th accounting period.

***See the following information for more in-depth assistance with each error report.*

AFNS TO CAS, REQUISITION & PURCHASE ORDER ERRORS

(INCB003D)

This report runs daily as a part of the integration cycle. The **3D report** will give errors for Purchase Orders (POs) and Requisitions (RQs) that do **NOT** pass all the integration edits. **These errors must be cleaned up daily.**

The Professional Service Contract purchase orders and their requisitions are not addressed in this report.

EXAMPLE OF THE 3D ERROR REPORT:

RUN DATE: 06/23/11	** STATE OF ALABAMA **		
REPORT ID: INCB003D	AFNS TO CAS, REQUISITION & PURCHASE ORDER ERRORS		
	CAS DEPARTMENT	XXX	DEPARTMENT NAME
RQ NUMBER AE100001	NOT FOUND ON RACG IN SNAP		
	NOT FOUND ON RACG IN SNAP		
PO NUMBER 3431234	, LINE 01 NOT FOUND ON OCAC IN SNAP		
	STATUS CODE 3 NOT FOUND - DATA ENTERED DIRECTLY INTO AFNS		
PC NUMBER 3431235	, LINE 01 NOT FOUND ON OCAC IN SNAP		
	SNAP	AFNS	ACCEPT DATE: 20110518
CHANGE #	01	--	
BATCH #	100001	100001	
FUND	0100	0100	
AGENCY	XXX	XXX	
ORGN	4883	4883	
ACTIVITY	0368	0368	
OBJECT	0100	0118	
SUB OBJECT			
AMOUNT		-28.85	-28.86

REPORT: The report lists the following information for each purchase order and requisition that did not pass the integration edits.

Transaction Code
Transaction Number
Error Message

AFNS TO CAS, REQUISITION & PURCHASE ORDER ERRORS

(INCB003D)

PURCHASE ORDER EDITS

The integration process includes two edits for purchase orders. Listed below is a short explanation of each edit.

First Edit: Changes made on a rejected PO in AFNS.

The integration process compares the AFNS account coding and amount on the purchase order transactions to the data on the following SNAP tables: OACG, ORDR, OCAC and OCHG. Account coding and/or amounts that do not match SNAP's data will create errors. These errors will appear on the **3D report**.

Second Edit: PO transactions **MUST** be created by SNAP.

The integration process checks all AFNS purchase order transactions for a record in SNAP (OACG, ORDR, OCAC OR OCHG). Transactions that are in AFNS and a SNAP record does not exist will create an error, which will print on the **3D report**.

The header information on an original purchase order transaction is taken from data on SNAP's ORDR table. The line information on an original purchase order transaction is taken from SNAP's OACG table. Data on modifying purchase order transactions are taken from SNAP's OCHG for the header and SNAP's OCAC for line information.

ERROR #1: "LINE NOT FOUND ON OCAC IN SNAP" AND/OR
"STATUS CODE 3 NOT FOUND - DATA ENTERED DIRECTLY
INTO AFNS"

ERROR: The Purchase Order line information in AFNS cannot be found in SNAP.

PROBLEM: 1) The integration process discovered differences in the data (i.e. account coding, amounts) between the AFNS purchase order transaction and the data on SNAP tables. The transaction is "flagged" and integration will **not** integrate the purchase order transaction to CAS. The purchase order transaction will be accepted in AFNS but the Agency will not receive the hard copy of the purchase order.

SOLUTION: To verify data on original purchase order transactions, compare AFNS tables OPOH and OPOL to SNAP tables OACG and ORDR. Data on modifying purchase order transactions can be verified by comparing AFNS to SNAP'S OCAC and OCHG tables. To correct, follow the next three steps.

STEP ONE: Enter a purchase order modification in AFNS to reverse the data out of AFNS tables and ledgers. The purchase order modification will appear on the 3D report the **next** working day unless 'AFNS ONLY' is keyed into the description field of the PO. If 'AFNS ONLY' is left off of the description field and the modification shows up on the error report, a request to have the error deleted will need to be sent to the AFNS Hotline staff.

STEP TWO: If the PO appears on the **3D report**, send a request to the AFNS Hotline Office.

STEP THREE: It is the Agency's responsibility to contact PURCHASING ASSISTANCE and request that they correct and resend the (modifying or original) purchase order transaction or inactivate the purchase order (modifying or original) record.

AFNS TO CAS, REQUISITION & PURCHASE ORDER ERRORS

(INCB003D)

REQUISITION EDITS

The integration process includes two edits for requisitions. Listed below is a short explanation of each edit.

First Edit: Changes made on a rejected RQ in AFNS.

The integration process compares the AFNS account coding and amount on the requisition transactions to the data on the following SNAP tables: RACG, HDET, and RNTE. Account coding and/or amounts that do not match SNAP's data will create errors. These errors will appear on the **3D report**.

Second Edit: RQ transactions **MUST** be created by SNAP.

The integration process checks all AFNS requisition transactions for a record in SNAP (RACG, HDET, RNTE). Transactions that are in AFNS and a SNAP record does not exist will create an error, which will print on the **3D report**.

The header and line information on an original requisition transaction is taken from data on SNAP's RACG table.

ERROR #1: "NOT FOUND ON RACG IN SNAP"

DESCRIPTION: The accepted RQ transaction in AFNS does **NOT** agree with SNAP's data on the RACG table.

PROBLEM: 1) The integration process discovered differences in the data (i.e. account coding, amounts) between the AFNS requisition transaction and the data in SNAP tables. At that time the transaction is "flagged" and integration will not pass the requisition transaction to CAS. The requisition transaction will be accepted by AFNS and the only error message that will be received is the **3D report**.

SOLUTION: To verify data on a requisition transaction, compare the OPRQ table in AFNS to the RACG and RQS4 tables in SNAP. Requisition transactions that are on the AFNS SUSF table can be used to compare to SNAP's records. To correct, follow the next three steps.

OPTION ONE: Enter a zero dollar voucher which references the requisition intended for closing. Make sure an "F" is entered in the Partial/Final Indicator (P/F) column, and that there is an 'H' on the SCHED table. Once the PV is accepted, the RQ will no longer appear on the OPRQ table in AFNS.

OPTION TWO: Enter a requisition modification.

STEP ONE: Enter a requisition modification transaction in AFNS to zero out the RQ in the AFNS tables and ledgers. The RQ modification will appear on the 3D report the **next** working day unless 'AFNS ONLY' is keyed into the comment field of the RQ.

STEP TWO: If the RQ appears on the **3D report**, send a request to the AFNS Hotline to have it removed.

STEP THREE: Follow this step only when a requisition has not been issued for the requisition in question. It is the Agency's responsibility to call PURCHASING ASSISTANCE and have Purchasing correct and resend the requisition transaction or inactivate the requisition.

AFNS TO CAS, JOURNAL VOUCHER ERRORS

(INCB003L)

The integration process takes the account codes on the journal voucher transaction in AFNS and converts the AFNS account codes to CAS account codes by reading the three crosswalk tables listed below.

- XWLK Major Account Codes Crosswalk (Fund, Agency, Org., etc.)
- OWLK Object Codes Crosswalk
- BRWK Balance Sheet and Revenue Source Codes Crosswalk

When the account coding on the journal voucher transaction is not located in the crosswalk tables the transaction will print on the **3L error report**.

EXAMPLE OF THE 3L ERROR REPORT:

RUN DATE: 01/07/11	** STATE OF ALABAMA **	PAGE NO: 1														
REPORT ID: INCB003L	AFNS TO CAS, JOURNAL VOUCHER ERRORS															
AFNS DEPARTMENT	XXX DEPARTMENT NAME															
LINE	BFY	FUND	AGY	ORG	ORG	VITY	TYPE	ACCT	BS	O/R	SUB	O/R	SUB	VENDOR	DESCRIPTION	AMOUNT

BATCH DATE: 12/16/10		BATCH NO:		TRANS ID: JV 1XXX0000001		TRANS DATE: 12/16/10										
XXX	2010	0100	XXX	2099	22	0200	01	XXXXX351400	LINE DID NOT XWLK							0.92
BATCH DATE: 12/20/10		BATCH NO:		TRANS ID: JV 1XXX0000002		TRANS DATE: 12/20/10										
XXX	2010	0100	XXX	2099	22	0200	01	XXXXX351400	LINE DID NOT XWLK							0.92CR
BATCH DATE: 01/04/11		BATCH NO:		TRANS ID: JV 1XXX0000003		TRANS DATE: 01/04/11										
XXX	2011	0100	XXX	0099	22	0200	02		LINE DID NOT XWLK							2,297.88
BATCH DATE: 01/06/11		BATCH NO:		TRANS ID: JV 1XXX0000004		TRANS DATE: 01/06/11										
XXX	2011	0100	XXX		31	2077			LINE DID NOT XWLK							3,188.67CR

REPORT: The report lists the following information for each journal voucher that did not pass the integration edits.

- Line Number
- Account Coding
- Amount
- Description --- the description column will list which crosswalk table integration was unable to match the account coding for the JV in question.
- Batch Date
- Transaction ID
- Budget Fiscal Year
- Vendor/Provider
- Batch Number
- Transaction Date

AFNS TO CAS, JOURNAL VOUCHER ERRORS

(INCB003L)

Listed below are instructions on reading the report and examples of some errors and solutions.

ERROR #1: "LINE DID NOT XWLK,"
"LINE DID NOT OWLK," OR
"LINE DID NOT BRWK"

DESCRIPTION: The program did not find the account codes in the XWLK, OWLK, or BRWK tables. Therefore the integration edit was unable to convert the AFNS account codes to CAS account codes. The transaction will be accepted in AFNS but the Agency will not receive the printed hard copy of the journal voucher and the journal voucher will not integrate to the CAS system until this error is corrected.

SOLUTION: Compare the account coding on the journal voucher transaction to the crosswalk (XWLK) tables listed in the description column. To correct the error follow one of the two options listed.

OPTION ONE: Add a new record to the crosswalk table in CAS by following the "Crosswalk Instructions" manual. **REMEMBER, ONLY ADD RECORDS WITH VALID CODES.** Since the transaction is accepted in AFNS, the Agency does not have to perform an edit on the transaction. The integration process will locate the appropriate record during the nightly cycle and integrate the journal voucher to CAS. The **next** working day, the Agency will receive the e-mailed hard copy of the journal voucher and the journal voucher will integrate to CAS.

OPTION TWO: Journal vouchers that have the invalid account coding must be reversed out of AFNS ledgers. Follow the three steps listed below.

STEP ONE: Enter an OT journal voucher (DO NOT ENTER A MODIFYING JV) to reverse the original entry. Credit the coding that was originally debited. Both of these journal vouchers will appear on the 3L report.

STEP TWO: Send the **3L report** to the AFNS HOTLINE, with the original journal voucher transaction ID highlighted. Send a request to the AFNS Hotline staff to remove the transaction from the report.

STEP THREE: Enter a second journal voucher with the correct account coding.

**AFNS TO CAS, ORIGINAL IN TRANSACTION ERROR REPORT
(INTERFUND)
(INCB003S)**

This report runs daily as part of the invoice (IN) interface cycle. IN transactions that do not integrate to CAS and therefore do not update the IFSH table in CAS, will show up on this error report until the error is corrected.

EXAMPLE OF THE 3S ERROR REPORT:

RUN DATE: 05/31/11	** STATE OF ALABAMA **	PAGE: 1
REPORT ID: INCB003S	ORIGINAL IN TRANSACTION INTEGRATION ERROR REPORT CAS DEPARTMENT XXX DEPARTMENT NAME APPLICATION: AFNX	
INVOICE NUMBER= 1XXX0000001	LINE-NO= 01	AMOUNT= 98624.53
ERROR: PROVIDER CODE IS MISSING.		
INVOICE NUMBER= 1XXX0000001	LINE-NO= 02	AMOUNT= 19133.47
ERROR: PROVIDER CODE IS MISSING.		
INVOICE NUMBER= 1XXX0000001	LINE-NO= 03	AMOUNT= 62111.02
ERROR: PROVIDER CODE IS MISSING.		
INVOICE NUMBER= 1XXX0000004	LINE-NO= 01	AMOUNT= 35.00
ERROR: DID NOT BRWK DEPT= XXX FY= 2011 TYPE= B BS/RS= 1025 SUB RS=		

REPORT: The report lists the following information for each invoice that did not pass the integration edits.

Transaction Number	Line Number
Amount	Credit/Debit
Date of Record	Error

AFNS TO CAS, ORIGINAL IN TRANSACTION ERROR REPORT
(INTERFUND)
(INCB003S)

Listed below are instructions on reading the report and examples of some errors and solutions.

ERROR #1: 'PROVIDER CODE IS MISSING.'

DESCRIPTION: The Provider Code was left off of the Invoice; therefore, the IN did **NOT** integrate to CAS.

SOLUTION: **OPTION ONE:** Modify the original IN transaction down to zero without the provider code. Then, enter a new IN with a 'C' in the number (Ex: Original number 01250000001 - new number 0125c000001) using the provider code. If this option is used, the Selling Agency must contact the Buying Agency to let them know the invoice number is changing if the paper copy of the IN has already been mailed to the Buying Agency.

OPTION TWO: Modify the original IN transaction down to zero without the provider code. Then, enter a new IN with the next available number and using the provider code. If this option is used, the Selling Agency must contact the Buying Agency to let them know the invoice number is changing if the paper copy of the IN has already been mailed to the Buying Agency.

ERROR #2: 'BRWK RESULTS DO NOT MATCH.'

DESCRIPTION: IN had multiple lines that did not BRWK to the same coding and the IN did **NOT** integrate to CAS.

SOLUTION: The invoice will need to be modified to zero, and a new invoice will need to be entered. All lines on an Interfund Invoice **MUST** crosswalk to the exact same coding in CAS.

ERROR #3: 'OWLK RESULTS DO NOT MATCH.'

DESCRIPTION: IN had multiple lines that did not OWLK to the same coding and the IN did **NOT** integrate to CAS.

SOLUTION: The invoice will need to be modified to zero, and a new invoice will need to be entered. All lines on an Interfund Invoice **MUST** crosswalk to the exact same coding in CAS.

ERROR #4: 'XWLK RESULTS DO NOT MATCH.'

DESCRIPTION: IN had multiple lines that did not XWLK to the same coding and the IN did **NOT** integrate to CAS.

SOLUTION: The invoice will need to be modified to zero, and a new invoice will need to be entered. All lines on an Interfund Invoice **MUST** crosswalk to the exact same coding in CAS.

**AFNS TO CAS, MODIFYING IN TRANSACTION ERROR REPORT
(INTERFUND)
(INCB003M)**

This report runs daily as part of the invoice (IN) interface cycle. Modifying IN transactions that do not integrate to CAS and therefore do not update the IFSH table in CAS will show up on this error report until the error is corrected. Please remember, if the original IN transaction did not integrate successfully to CAS, the IN modification will not process as well.

EXAMPLE OF THE 3M ERROR REPORT:

RUN DATE: 08/12/11	** STATE OF ALABAMA **	PAGE: 1
REPORT ID: INCB003M	MODIFYING IN TRANSACTION INTEGRATION ERROR REPORT	
	CAS DEPARTMENT XXX DEPARTMENT NAME	
	APPLICATION: AFN2	
INVOICE NUMBER= 1XXX0000008	LINE-NO= 01	AMOUNT= 9.26 CREDIT/DEBIT= D DATE OF RECORD= 20110803
ERROR: IFSH COULD NOT BE FOUND IN CAS - SELLER= XXX INVOICE= 8019MVR0148 BUYER= 012		
INVOICE NUMBER= 1XXX0000009	LINE-NO= 01	AMOUNT= 13.89 CREDIT/DEBIT= D DATE OF RECORD= 20110803
ERROR: IFSH COULD NOT BE FOUND IN CAS - SELLER= XXX INVOICE= 8019MVR0249 BUYER= 012		
INVOICE NUMBER= 1XXX0000007	LINE-NO= 01	AMOUNT= 9.26 CREDIT/DEBIT= D DATE OF RECORD= 20110803
ERROR: IFSH COULD NOT BE FOUND IN CAS - SELLER= XXX INVOICE= 8019MVR0367 BUYER= 012		
ERROR: INVOICE 1XXX0000006 HAS MORE THAN ONE MOD IN ERROR FILE.		
LINE	AMOUNT	FUND AGCY ORGN APPR ACTV OBJ SOBJ BS RSRC DATE OF RECORD
01	13.79-	0100 XXX 0402 20110805
01	4.63-	0100 XXX 0402 20110803
INVOICE NUMBER= 1XXX0000010	LINE-NO= 01	AMOUNT= 4.63 CREDIT/DEBIT= D DATE OF RECORD= 20110803
ERROR: IFSH COULD NOT BE FOUND IN CAS - SELLER= XXX INVOICE= 1XXX0001234 BUYER= XXX		
INVOICE NUMBER= 1XXX0000011	LINE-NO= 01	AMOUNT= 41.80 CREDIT/DEBIT= D DATE OF RECORD= 20110803
ERROR: IFSH COULD NOT BE FOUND IN CAS - SELLER= XXX INVOICE= 1XXX0004321 BUYER= XXX		

REPORT: The report lists the following information for each invoice that did not pass the integration edits.

Transaction Number	Line Number
Amount	Credit/Debit
Date of Record	Error

**AFNS TO CAS, MODIFYING IN TRANSACTION ERROR REPORT
(INTERFUND)
(INCB003M)**

Listed below are instructions on reading the report and examples of some errors and solutions.

ERROR #1: 'PROVIDER CODE IS MISSING.'

DESCRIPTION: The Provider Code was left off of the Invoice; therefore, the IN did **NOT** integrate to CAS.

SOLUTION: **OPTION ONE:** Issue a new invoice number. Modify the original IN transaction down to zero without the provider code. Then, enter a new IN with a 'C' in the number using the provider code. (Ex: Original number 01250000001 - new number 0125c000001)

OPTION TWO: Modify the original IN transaction down to zero without the provider code. Then, enter a new IN with the next available number and using the provider code. If this option is used, the Selling Agency must contact the Buying Agency to let them know the invoice number is changing if the paper copy of the IN has already been mailed to the Buying Agency.

Once the invoice has been corrected, send a request to the AFNS Hotline requesting that the error be removed from the 3M report.

ERROR #2: 'IFSH COULD NOT BE FOUND IN CAS.'

DESCRIPTION: The original IN transaction did not integrate to CAS, so the modification cannot find it on the IFSH table to be able to modify it.

SOLUTION: The invoice will need to be modified to zero, and a new IN will need to be entered. Once the invoice has been modified to zero, send a request to the AFNS Hotline requesting that the error be removed from the 3M report.

ERROR #3: 'XWLK RESULTS DO NOT MATCH.'

DESCRIPTION: IN had multiple lines that did not XWLK to the same coding and the IN did **NOT** integrate to CAS.

SOLUTION: The invoice will need to be modified to zero, and a new invoice will need to be entered. Remember, the invoice can only have multiple lines if all of the lines crosswalk to

the exact same coding. Once the invoice has been modified to zero, send a request to the AFNS Hotline requesting that the error be removed from the 3M report.

ERROR #4: 'INVOICE HAD MORE THAN ONE MOD IN ERROR FILE.'

DESCRIPTION: Original IN did not integrate to CAS, and more than one modification has been sent.

SOLUTION: The invoice will need to be modified to zero, and a new invoice will need to be entered. When the IN mod appears on the 3M report, send a request to the AFNS Hotline requesting that the error be removed. When OINH indicates a zero balance on each of the lines, the AFNS staff will have the error removed from the report.

AFNS TO CAS, INTERFUND PV ERROR REPORT

(FMCB004K)

This report runs daily as part of the interfund payment voucher (PV) interface cycle. The 4K report evaluates the payment voucher information on the OPVH & OPVL tables and compares the invoice number, account codes, and line amounts to the IFSH table in CAS. When errors or problems are encountered, the transactions will not integrate to CAS and will be placed on the error report. The hard copy of the payment voucher will not print until the error(s) is corrected. Errors that are not corrected will stay on the report until corrective action is taken.

EXAMPLE OF THE 4K ERROR REPORT:

RUN DATE: 08/19/11	** STATE OF ALABAMA **	PAGE: 1		
REPORT ID: FMCB004K	AFNS TO CAS, PAYMENT VOUCHERS INTERFUND PAYMENT VOUCHER ERROR REPORT			
DEPARTMENT NAME				
PV DOCUMENT NUMBER	SELLER AGENCY	INVOICE NUMBER	BUYER AGENCY	DESCRIPTION OF ERROR

1XXX0000001	XXX	VENINVN1234	XXX	COULD NOT FIND INTERFUND SELLER HEADER (IFSH) INFORMATION IN CAS.
1XXX0000002	XXX	VENINVN4679	XXX	SELLER AGENCY ACCOUNT INFO IS NOT COMPATIBLE WITH FIRST
1XXX0000003	XXX	VENINVN9123	XXX	INTERFUND TRANSFER DOES NOT BALANCE - GROUP FIELD ON SOB2 IS 'TR'.
1XXX0000004	XXX	VENINVN79461	XXX	REJECTED BECAUSE INVOICE NUMBER WAS FOUND WITH A CHARACTER IN POSITION 12.
1XXX0000005	XXX	VENINVN3573	XXX	PV ACCOUNTING PERIOD YEAR DOES NOT MATCH IFSH FISCAL YEAR.
1XXX0000006	XXX	VENINVN1591	XXX	PV LINE AMOUNT EXCEEDS THE INVOICE AMOUNT ON IFSH IN CAS.

REPORT: The report lists the following information for each payment voucher that did not pass the interface edits.

Transaction Number	Seller Agency
Invoice Number	Buyer Agency
Error Description -	The description column will list a short description of the error that is causing the PV to appear on the error report.

AFNS TO CAS, INTERFUND PV ERROR REPORT

(FMCB004K)

Listed below are instructions on reading the report and examples of some errors and solutions.

ERROR #1: 'COULD NOT FIND INTERFUND SELLER HEADER (IFSH) INFORMATION IN CAS'

DESCRIPTION: Integration edit is comparing the invoice number on the payment voucher to the invoice number on CAS's IFSH table. The invoice number(s) entered on a payment voucher must be identical to IFSH.

SOLUTION: Compare the invoice number on the hardcopy of the invoice to the invoice number on IFSH. When a discrepancy is discovered, contact the Seller and ask which is correct. Follow one of the options below to correct the problem.

OPTION ONE: The invoice has not been keyed as of yet. The Seller agency will need to be contacted to see when the invoice will be keyed. The Buyer agency does not need to do anything because the payment voucher will remain on the error report until the invoice is entered.

If the Seller is a Manual Agency, they will need to contact Jeanne Kennedy (334 -242-7061) or Lilly Dowling (334 -242-7071) for assistance.

OPTION TWO: The invoice keyed on the payment voucher is incorrect and does not match IFSH. If the invoice keyed on the voucher is incorrect, the payment voucher will need to be modified to zero and a new one will need to be entered.

ERROR #2: 'SELLER AGENCY ACCOUNT INFO IS NOT COMPATIBLE WITH FIRST INVOICE'

DESCRIPTION: A payment voucher cannot reference more than one interfund invoice unless **all** of the account coding on IFSH is identical for each invoice.

SOLUTION: Verify each invoice's account coding on IFSH. Invoices that do not have the same coding on IFSH must be put on separate payment vouchers. Enter a modifying payment voucher transaction to zero all lines that do not have the same coding on IFSH. Create a new voucher that contains only invoices with the same account coding on IFSH. This voucher may reject (REJCT) in AFNS with the error "RECORD

ALREADY ON OVIH." When this occurs, contact the AFNS Hotline and request an override . Once the AFNS Hotline researches the payment voucher , the override will be completed and the document will be scheduled (SCHED).

ERROR #3: "INTERFUND TRANSFER DOES NOT BALANCE - GROUP FIELD ON RSR2 IS 'TR'"

DESCRIPTION: The edit is comparing the 'GROUP' field on CAS's Revenue Source (RSR2) table to the 'GROUP' field on the CAS's Sub-Object table (SOB2) or any combination. In other words, both the Buyer's (payment voucher) and the Seller's coding (IFSH) must have 'TR' in the GROUP field or neither code can have 'TR'.

NOTE:

Agencies that cannot determine which coding is correct can contact the following individuals for assistance:

Michael Hudson 242-2193

EMAIL: Michael.hudson@comptroller.alabama.gov

Gwen Barnett 242-2192

EMAIL: Gwen.barnett@comptroller.alabama.gov

SOLUTION: The Buying agency that receives this error can research it by retrieving the revenue source code and/or the object, sub-object codes from the IFSH table and from the accounting line(s) on the payment voucher. Then compare the GROUP field on CAS's RSR2/SOB2 tables for 'TR'. The Seller and Buyer agencies will need to communicate the reasoning for each coding.

OPTION ONE: If the payment voucher coding is wrong, the Buyer will need to modify the voucher line to zero and enter a new line with the correct account coding.

OPTION TWO: If the invoice coding is wrong, the Seller will need to be contacted to modify the invoice line to zero and increase a new line with the correct coding. As the Buyer agency has already entered a payment voucher, the IFSH table has the 'Voucher Pending' field updated. This will prevent the invoice from being modified.

If the Seller is an AFNS agency, they will need to contact the AFNS Hotline to request this field be cleared so that an Invoice modification can be processed. Manual Seller agencies will need to contact Jeanne Kennedy (334-242-7061) or Lilly Dowling (334-242-7071) for assistance.

Once the invoice modification has updated the IFSH table in CAS, the Buyer agency will need to go to the SCHD table in AFNS and remove the 'H' from the Hold Indicator field. This will allow the payment voucher to re-print and integrate to CAS with a new batch number and with the new invoice coding on the transaction.

ERROR #4: 'REJECTED BECAUSE INVOICE NUMBER WAS FOUND WITH A CHARACTER IN POSITION 12'

DESCRIPTION: A vendor invoice **cannot** have more than 11 characters.

SOLUTION: Since the vendor invoice is incorrect, the line of the payment voucher referencing the invoice will need to be modified to zero, and a new line will need to be entered.

ERROR #5: 'PV ACCOUNTING PERIOD YEAR DOES NOT MATCH IFSH FISCAL YEAR'

DESCRIPTION: This error is only for interfund payment vouchers and should only be an issue during the 13th accounting period (October and November). It means that the **accounting period year on the PV does not** match the **fiscal year on the invoice** referenced. The fiscal year of the invoice can be found on the IFSH and XIFS tables in CAS.

SOLUTION: Due to the fact that the accounting period is a "key field" on a payment voucher, the voucher will need to be modified to zero. Once the voucher is modified to zero, go to the SCHD table and key an 'H' in the hold indicator field to prevent this voucher from trying to integrate to CAS.

Before keying a new voucher, go to the IFSH table in CAS and check the FY on the invoice(s) that you are paying. Key a new payment voucher with the **correct accounting period** (Please note that if the accounting period is left blank on the voucher it will default to the current accounting period, which may not match the IFSH table in CAS. As the interfund invoice is being referenced again on the new voucher, it will reject in with the error 'RECORD ALREADY ON OVIH.' Contact the AFNS Hotline to request an 'override' for the new PV.

ERROR #5: 'PV LINE AMOUNT EXCEEDS THE INVOICE AMOUNT ON IFSH IN CAS'

DESCRIPTION: This error is caused when a line on a payment voucher referencing an interfund invoice is greater than the amount on the invoice.

SOLUTION: Enter a payment voucher modification to reduce the line amount on the voucher to the correct amount.

AFNS TO CAS, PAYMENT VOUCHER INTERFACE ERROR REPORT

(INCB004B - NON-INTERFUND PAYMENT VOUCHERS)

The "AFNS to CAS Payment Voucher Interface Error Report" runs daily as a part of the payment voucher interface cycle. The report lists Payment Vouchers (PVs and Pls) that did **NOT** pass the interface edits. **These errors must be corrected daily.**

During the voucher interface process, the account coding on the payment voucher transaction in AFNS converts to the CAS account coding by reading the crosswalk tables. The crosswalk tables used are:

- XWLK Major Account Codes Crosswalk (Fund, Agency, Org., etc.)
- OWLK Object Codes Crosswalk
- BRWK Balance Sheet and Revenue Source Codes Crosswalk

EXAMPLE OF THE 4B ERROR REPORT:

RUN DATE: 01/14/11	** STATE OF ALABAMA **	PAGE: 1	
REPORT ID: FMCB004B	AFNS TO CAS PAYMENT VOUCHER INTERFACE ERROR REPORT		
	APPLICATION DEPARTMENT OF REVENUE		
	OPVH, OPVL MATCH AND MERGE, CROSSWALK ERRORS		
AGENCY: XXX - DEPARTMENT NAME			
*** AFNS OPVL ACCOUNTING DISTRIBUTION ***			
VOUCHER NUM	VENDOR CODE FUND AGY ORGN SO	APPR ACTV OBJT SO BS/RS SRS	ERROR DESCRIPTION
0XXX0019607	XXXXX050100 0100 XXX	M01 9001 0900 02	DELETED FROM BATCH, LINE 02 DID NOT XWLK
1XXX0002576	XXXXX050100 0100 XXX	M01 9001 0900 02	DELETED FROM BATCH, LINE 01 DID NOT XWLK
1XXX0002771	XXXXX050100 0100 XXX	M01 9001 0900 02	DELETED FROM BATCH, LINE 01 DID NOT XWLK
1XXX0001323	XXXXX680500 0100 XXX	M01 1400 02	PROPERTY NBR ERROR, LINE 03
1XXX0001323	XXXXX680500 0100 XXX	M01 1400 02	PROPERTY NBR ERROR, LINE 04
1XXX0001323	XXXXX680500 0100 XXX	M01 1400 02	PROPERTY NBR ERROR, LINE 03
1XXX0001323	XXXXX680500 0100 XXX	M01 1400 02	PROPERTY NBR ERROR, LINE 04

REPORT: The report lists the following information for each payment voucher that did not pass the interface edits.

- Agency
- Vendor Code
- Error Description --
- Voucher Number
- Account Coding
- The description column will list a short description of the error that is causing the PV to appear on the error report.

AFNS TO CAS, PAYMENT VOUCHER INTERFACE ERROR REPORT

(INCB004B - NON-INTERFUND PAYMENT VOUCHERS)

Listed below are instructions on reading the report and examples of some errors and solutions.

ERROR #1: 'DELETED FROM BATCH, LINE ## DID NOT XWLK/OWLK/BRWK'

DESCRIPTION: The voucher interface program did not find the account codes on the XWLK, OWLK or BRWK tables and was unable to convert the AFNS account codes to CAS account codes. The payment voucher transaction has been accepted in AFNS, but the Agency will not receive the printed/e-mailed hard copy of the payment voucher. The payment voucher data will **not** integrate to the CAS system until the error is corrected.

SOLUTION: Compare the account coding on the payment voucher transaction to the crosswalk tables listed in the description column and choose one of the options listed.

OPTION ONE: If the coding used is valid, add a new record to the appropriate crosswalk table by following the "Crosswalk Instructions" manual. **REMEMBER ONLY ADD RECORDS WITH VALID CODES.**

The nightly cycle will process the transaction and the Agency will receive the e-mailed hard copy of the payment voucher the **next** working day. The transaction is accepted in AFNS; therefore the Agency does not have to perform an edit (ED) on the transaction in question. Upon adding the valid codes to the appropriate crosswalk tables, the voucher will automatically print /e-mail the **next** working day.

OPTION TWO: Payment vouchers with the wrong account coding must be reversed out of AFNS ledgers and tables by modifying the payment voucher to zero. Payment vouchers that do not reference a purchase order will drop off the AFNS to CAS Payment Voucher Interface Error Report during the **next** nightly cycle process. Voided vouchers that reference a purchase order will stay on the error report until the Agency places an "H" in the Hold Indicator field on the SCHD table.

ERROR #2: 'PROPERTY NUMB ERROR, LINE XX'

DESCRIPTION: The property number referenced on the voucher is incorrect.

SOLUTION: A zero dollar payment voucher modification, changing **only** the property number in the 'Description' field, will need to be entered following the Property Number guidelines as set by CAS. Once the property number has been corrected, the PV will integrate to CAS.

AFNS TO CAS, CASH RECEIPT LINE REJECTION REPORT

(FMFCB**CRIN**)

The "AFNS to CAS Cash Receipt Line Rejection Report" runs daily as a part of the cash receipt interface cycle. The report lists Cash Receipts (CRs, Cls, and CRQs) that did **NOT** pass the interface edits. **These errors must be corrected daily.**

During the cash receipt interface process, the account coding on the cash receipt transaction in AFNS converts to the CAS account coding by reading the crosswalk tables. The crosswalk tables used are:

- XWLK Major Account Codes Crosswalk (Fund, Agency, Org., etc.)
- OWLK Object Codes Crosswalk
- BRWK Balance Sheet and Revenue Source Codes Crosswalk

EXAMPLE OF THE CRIN ERROR REPORT:

DATE: 03/14/11	** STATE OF ALABAMA **	PAGE: 1			
REPORT ID: FMFCB CRIN	AFNS TO CAS GENLED CASH RECEIPT LINE REJECTION REPORT (REJECTED LINES ONLY)				
AGENCY: XXX	DEPARTMENT NAME				
TRANS-NUMBER	LINE	E/M			
DOLLAR AMOUNT	D/C	ERRORS			
1XXX0000000	05	E	150.00	D	BFY COULD NO BE DETERMINED
1XXX0000001	01	E	10.00	C	NO BRWK
1XXX0000002	02	E	60.00	C	NO OWLK
1XXX0000003	01	E	40.00	C	NO XWLK
1XXX0000004	03	E	10.00	C	STUS ERR

REPORT: The report lists the following information for each cash receipt that did not pass the interface edits.

- | | |
|-----------------------|--|
| Agency | Department Name |
| Transaction Number | Line Number |
| Original or Mod(E/M) | Dollar Amount |
| Debit or Credit (D/C) | |
| Errors- | The errors column will list a short description of the error that is causing the CR to appear on the error report. |

AFNS TO CAS, CASH RECEIPT LINE REJECTION REPORT

(FMCB**CRIN**)

Listed below are instructions on reading the report and examples of some errors and solutions.

ERROR #1: 'BFY COULD NOT BE DETERMINED'

DESCRIPTION: The BFY was not entered on a Capital Outlay CR.

SOLUTION: The CR will need to be modified to zero, and a new CR will **need to be entered, with the BFY** actually keyed on the C R to allow it to integrate to CAS.

ERROR #2: 'NO BRWK', 'NO OWLK', OR 'NO XWLK'

DESCRIPTION: The program did not find the account codes in the BRWK, OWLK, or XWLK tables. Therefore, the integration edit was unable to convert the AFNS account codes to CAS account codes. The transaction will be accepted in AFNS but the Agency will not receive the printed hard copy of the cash receipt and the cash receipt will not integrate to the CAS system until this error is corrected.

For this error, please refer to the below solutions:

OPTION 1: If a line (or lines) of a CR has the **correct** coding, but the CR kicked out on the CRIN Error Report because the coding is not on the Crosswalk table (BRWK, OWLK, or XWLK), once the coding is added to the CAS crosswalk table, the CR will integrate up to CAS.

OPTION 2: If a line (or lines) of a CR has the **incorrect** coding (**but still integrated to CAS**), the line could be modified to zero & a new line could be added with the correct coding, and the CR modification will integrate up to CAS.

OPTION 3: If a line (or lines) of a CR kicked out on the CRIN Error Report because the coding was **incorrect and not** on the Crosswalk table (BRWK, OWLK, or XWLK), the entire CR will need to be modified to zero using a special batch (666666, 777777, 888888, or 999999) so that it will not integrate to CAS. Once the modification has been entered, a new CR will need to be entered.

ERROR #3: 'STUS ERR'

DESCRIPTION: The BRWK, OWLK, or XWLK record for the account coding entered on the CR is on the correct CAS crosswalk table, but the status is not set to ACTIVE (1).

SOLUTION: Pull up the correct crosswalk entry in CAS, change the status code to a "1" for ACTIVE, key a "C" in the ACTION field at the top of the screen, and hit ENTER. A message stating "ALL LINES CHANGED" should appear at the bottom of the screen. No further action is necessary. The CR will integrate to CAS during the following nightly cycle.

FRMS OUTSTANDING PO REPORT

(FRMSOSPO)

The FRMS Outstanding PO Report (FRMSOSPO) runs every Saturday; therefore, this report will be available to the agencies Monday morning. Agencies that do **NOT** have any integration errors will not receive an e-mail with the printout. This report lists the original purchase order transactions that did not flow successfully through the integration cycle. The FRMS Outstanding PO Report will not include purchase order modification transactions.

The Date Transmitted From SNAP column will print the last date that SNAP sent the original purchase order transaction to AFNS. In other words, each time SNAP sends or resends the original purchase order transaction to AFNS, the date will change. Any questions about SNAP dates on the FRMS Outstanding PO Report can be researched in SNAP on the HDET table which will give the Status, the Dates, and the Times of all changes. For additional information on SNAP dates for original purchase orders, contact PURCHASING ASSISTANCE. The User Status column with "AFNS Complete **XX/XX/XX,**" is the date the purchase order transaction was accepted in AFNS.

EXAMPLE OF THE OUTSTANDING PO REPORT:

PO NUMBER	FY	VENDOR	ACTION	DATE TRANSMITTED FROM SNAP	USER STATUS	CAS STATUS
3XXXXX1	11	XXXXX561601	E	08/24/11	AFNS SUSPENSE	*****

FRMS OUTSTANDING PO REPORT

(FRMSOSPO)

Listed below are instructions on reading the report and examples of some errors and solutions.

ERROR #1: Asterisks (*****) in the User Status and CAS Status columns.

DESCRIPTION: "Missed the Window"

A transaction that "missed the window" did not flow through integration from SNAP to AFNS.

SOLUTION: Check the AFNS SUSF table for the purchase order transaction the **next** working day. If the transaction is not on the AFNS SUSF table, check the status of the purchase order on the SNAP OACG and ORD R tables. For a complete history of the purchase order, view the SNAP HDET table. Contact PURCHASING ASSISTANCE when the OACG table in SNAP shows a status of "Being Processed By Accounting" but the purchase order transaction does not appear in AFNS.

ERROR #2: User Status column shows "AFNS SUSPENSE" and the CAS Status column shows (*****).

DESCRIPTION: The transaction did not update AFNS, but **will** be on the AFNS SUSF table as a rejected (REJCT) transaction. The rejected transaction in AFNS may have one or more errors that are covered in the three problems listed on the following pages.

PROBLEM: 1) Budget Problems.

The transaction is rejected in AFNS with one of the following budget errors:

- A) "INCREASE > UNOBLIG EXP BUD", or
- B) "INCREASE > UNOBLIG ALLOT"

SOLUTION: A) "INCREASE > UNOBLIG EXP BUD".

Check the AFNS ESUM and/or AFNS EXP2 tables to determine the budget balance.

This error can be corrected by following one of the four options.

OPTION ONE: Increasing the budget in AFNS.

STEP ONE: Agencies are responsible for doing a budget revision when the changes affect the Operation Plan. Any questions concerning the budget revisions in the Operation Plan should be directed to the BUDGET OFFICE. The agency is responsible for entering the "AA" and "EB" transactions in AFNS. Questions concerning "AA" and "EB" transactions can be directed to the AFNS HOTLINE.

STEP TWO: Once the budget is revised in AFNS, perform an edit (ED) on the rejected purchase order transaction.

OPTION TWO: If a budget revision is **not** feasible, the solution will have to be:

STEP ONE: Delete the purchase order transaction off of the AFNS SUSF table.

STEP TWO: PURCHASING ASSISTANCE will need to be contacted to inactivate the purchase order in SNAP.

OPTION THREE: Changing the account coding. When changing the account coding, please follow the instructions for PROBLEM TWO on **33 nine**.

OPTION FOUR: The agency could un-encumber any purchase orders in that particular accounting structure that they do not anticipate using. This will free up budget authority and allow the transaction to be processed.

STEP ONE: Enter zero dollar vouchers which reference the purchase orders intended for closing. Make sure an "F" is entered in the Partial/Final Indicator column.

STEP TWO: After the zero dollar vouchers are accepted in AFNS and CAS, process the purchase order transaction.

SOLUTION: B) "INCREASE > UNOBLIG ALLOT".

Scan the AFNS ALLT table to determine the allotment balances.

OPTION ONE: In AFNS only, the allotment error can be corrected by moving balances from the future quarter(s) to the current quarter. In most situations this will not affect the Operation Plan; therefore, it only requires an AFNS "AA" transaction. If it does affect the Operation Plan the agency is responsible for the budget revision and should direct any budget questions to the BUDGET OFFICE.

OPTION TWO: The Agency can un-encumber any purchase orders in that particular accounting structure that they do not anticipate using. This will free up budget authority and allow the transaction to be processed.

STEP ONE: Enter zero dollar vouchers which reference the purchase orders intended for closing. Make sure an "F" is entered in the Partial/Final Indicator column.

STEP TWO: After the zero dollar vouchers are accepted in AFNS and CAS, process the purchase order transaction.

PROBLEM: 2) Wrong Account Coding.

SOLUTION: Due to Integration Rules, do not change the purchase order transaction. Follow the two steps listed below.

STEP ONE: Agency will need to delete the rejecting PO from the AFNS SUSF.

STEP TWO: Agency will need to contact PURCHASING ASSISTANCE and have them correct the account coding and resend the purchase order transaction to AFNS, or have PURCHASING ASSISTANCE inactivate the purchase order.

PROBLEM: 3) Budget Fiscal Year Problems.

SOLUTION: Check the SNAP ORD4 table to determine the budget fiscal year Purchasing has recorded.

STEP ONE: Agency will need to delete the rejecting PO from the AFNS SUSF.

STEP TWO: Agency will need to contact PURCHASING ASSISTANCE and request that the budget fiscal year in SNAP be changed and resend the purchase order or inactivate the purchase order record.

ERROR #3: User Status column shows "AFNS COMPLETE" and the CAS Status column shows asterisks (*****).

DESCRIPTION: "Missed the Window"

Transactions that "missed the window" did not flow through integration from AFNS to CAS.

SOLUTION: **OPTION ONE:** Check the CAS SUSF table the **next** working day for the purchase order transaction. If the purchase order transaction is not on the CAS SUSF table, follow OPTION TWO and OPTION THREE listed below.

OPTION TWO: One of the Integration Rules was broken. This error may occur when data has been changed on a rejected transaction in AFNS. To verify if data has been changed, compare AFNS tables OPOH and OPOL to SNAP table OACG (for line information) and SNAP table ORDR (for header information). The 3D report may also be useful in determining if the data has been changed. Upon discovering that data was changed, follow the next three steps to correct.

STEP ONE: Enter a purchase order modification in AFNS to reverse the data out of AFNS tables and ledgers. The purchase order modification will appear on the 3D report the **next** working day unless 'AFNS ONLY' is keyed into the description field of the PO. If 'AFNS ONLY' is left off of the description field and the modification shows up on the error report, a request to have the error deleted will need to be sent to the AFNS Hotline Staff.

STEP TWO: Contact the AFNS HOTLINE to run the PO Table Delete Program for the purchase order in question.

STEP THREE: It is the Agency's responsibility to contact PURCHASING ASSISTANCE and have Purchasing correct and resend the purchase order transaction or inactivate the purchase order.

OPTION THREE: Purchase order transactions that are not on the CAS SUSF table, and data was not changed, the agency needs to check the status on the SNAP OACG and ORDR tables. For a complete history of the purchase order, view the SNAP HDET table. Contact the AFNS HOTLINE when the OACG table in SNAP shows a status of "Being Processed By Accounting" but the purchase order transaction does not appear in CAS.

ERROR #4: User Status column shows "AFNS COMPLETE" and CAS Status column shows "CAS SUSPENSE".

DESCRIPTION: This problem indicates that the transaction is rejected on the CAS SUSF table. The rejected transaction in CAS may have one or more errors that are covered in the following five problems (pages 35-39).

PROBLEM: 1) Budget Problems.

The transaction is rejected in CAS with one of the following budget errors:

- A) "INCREASE > UNOBLIG EXP BUD", or
- B) "INCREASE > UNOBLIG ALLOT"

SOLUTION: A) "INCREASE > UNOBLIG EXP BUD".

Check the CAS EESM or CAS EEX2 tables to determine the budget balance.

OPTION ONE: The Agency could un-encumber any purchase orders in that particular accounting structure that they do not anticipate using. This will free up budget authority and allow the transaction to be processed.

STEP ONE: Enter zero dollar vouchers which reference the purchase orders intended for closing. Make sure an "F" is entered in the Partial/Final Indicator (P/F) column.

STEP TWO: After the zero dollar vouchers are accepted in AFNS and CAS, contact CAS to process the purchase order transaction.

OPTION TWO: This error can be corrected by increasing the budget in CAS or changing the account coding on the purchase order. When changing the account coding, please follow the instruction in **PROBLEM TWO** listed on **page thirty-seven**. Agencies are responsible for doing a budget revision when the changes affect the Operation Plan. Any questions concerning the Operation Plan should be directed to the BUDGET OFFICE. The purchase order transaction will stay on the CAS SUSF table until the budget revision has been accepted. At that time the agency will call CAS and request that the transaction be processed.

OPTION THREE: If a budget revision is not feasible, follow the next steps listed.

STEP ONE: Contact CAS and request that the purchase order transaction be deleted from the CAS SUSF.

STEP TWO: Enter a purchase order modification in AFNS to reverse the data out of AFNS tables and ledgers. The purchase order modification will appear on the 3D report the **next** working day unless 'AFNS ONLY' is keyed into the description field of the PO. If 'AFNS ONLY' is left off of the description field and the modification shows up on the error report, a request to have the error deleted will need to be sent to the AFNS Hotline staff.

STEP THREE: PURCHASING ASSISTANCE will need to be contacted to inactivate the purchase order in SNAP.

SOLUTION: B) "INCREASE > UNOBLIG ALLOT".

Check the CAS EALL table to determine the allotment balance. Choose one of the four options listed below to correct the allotment errors in CAS.

OPTION ONE: If the error occurs close to the end of a quarter, wait until CAS has updated the allotment for the new quarter. The Agency will then contact CAS and request that the transaction be processed. The purchase order transaction will stay on the CAS SUSF table until the allotment increase has been accepted and an edit (ED) is performed on the purchase order transaction.

OPTION TWO: The Agency can work with the BUDGET OFFICE to do an Operation Plan revision. The purchase order transaction will stay on the CAS SUSF table until the budget revision has been accepted in CAS. At that time the agency will call CAS and request that the transaction be processed. It is the agency's responsibility to enter the budget revision in AFNS.

OPTION THREE: The Agency could un-encumber any purchase orders in that particular accounting structure that they do not anticipate using. This will free up budget authority and allow the transaction to be processed.

STEP ONE: Enter zero dollar vouchers which reference the purchase orders intended for closing. Make sure an "F" is entered in the Partial/Final Indicator (P/F) column.

STEP TWO: After the zero dollar vouchers are accepted in AFNS and CAS, contact the CAS staff to process the rejecting purchase order transaction.

OPTION FOUR: When a Budget revision is not feasible, follow the three steps listed on the next page.

STEP ONE: Contact CAS and request that the CAS staff delete the purchase order transaction.

STEP TWO: Enter a purchase order modification in AFNS to reverse the data out of AFNS tables and ledgers. The purchase order modification will appear on the 3D report the **next** working day unless 'AFNS ONLY' is keyed into the description field of the PO. If 'AFNS ONLY' is left off of the description field and the modification shows up on the error report, a request to have the error deleted will need to be sent to the AFNS Hotline staff.

STEP THREE: PURCHASING ASSISTANCE will also need to be contacted to inactivate the purchase order in SNAP.

PROBLEM: 2) Incorrect Account Coding on the PO transaction.

SOLUTION: When the problem is incorrect account coding, it is the Department's responsibility to do the following four steps.

STEP ONE: Contact CAS staff to delete the transaction off the CAS SUSF table.

STEP TWO: Enter a purchase order modification in AFNS to reverse the data out of AFNS tables and ledgers. The purchase order modification will appear on the 3D report the **next** working day unless 'AFNS ONLY' is keyed into the description field of the PO. If 'AFNS ONLY' is left off of the description field and the modification shows up on the error report, a request to have the error deleted will need to be sent to the AFNS Hotline Staff.

STEP THREE: Contact the AFNS HOTLINE and request that the PO Table Delete Program be processed for the purchase order in question.

STEP FOUR: The Agency is responsible for contacting PURCHASING ASSISTANCE and requesting that Purchasing change the account coding in SNAP and resend the purchase order or inactivate the purchase order.

PROBLEM: 3) Wrong Account Coding caused by an invalid XWLK table.

SOLUTION: The agency must view the XWLK table (which can be accessed from AFNS or CAS applications) to verify if AFNS account codes are converting to the correct CAS account codes. When a XWLK table record is set up incorrectly, the agency is

responsible for correcting the Purchase Order coding by following the next three steps.

STEP ONE: Contact CAS and request that the CAS staff delete the purchase order transaction from CAS SUSF.

STEP TWO: The agency has to reverse the transactions out of AFNS **BEFORE** the XWLK is changed. This is accomplished by:

- 1) Enter a purchase order modification in AFNS to reverse the data out of AFNS tables and ledgers. The purchase order modification will appear on the 3D report the **next** working day unless 'AFNS ONLY' is keyed into the description field of the PO. If 'AFNS ONLY' is left off of the description field and the modification shows up on the error report, a request to have the error deleted will need to be sent to the AFNS Hotline Staff.
- 2) Contact the AFNS HOTLINE to run the PO Table Delete Program for the purchase order in question.
- 3) After the reversing transaction is 'accepted' in AFNS and one nightly cycle has run, the agency will correct the XWLK table in CAS. It is very important that nightly cycle runs **before** the XWLK table is changed in CAS.

STEP THREE: After the crosswalk table is updated in CAS, the agency has to request that Purchasing resend the purchase order transaction. Purchasing does not have to change the SNAP OACG or ORDR tables since AFNS account coding is correct and only CAS account coding was incorrect.

PROBLEM: 4) Wrong Budget Fiscal Year.

SOLUTION: View the SNAP ORD4 table to determine the budget fiscal year Purchasing has recorded. Follow the four steps listed below to correct the budget fiscal year.

STEP ONE: Contact CAS and ask them to delete the purchase order transaction off the CAS SUSF table.

STEP TWO: Enter a purchase order modification in AFNS to reverse the data out of AFNS tables and ledgers. The purchase order modification will appear on the 3D report the **next** working day unless 'AFNS ONLY' is keyed into the description field of the PO. If 'AFNS

ONLY' is left off of the description field and the modification shows up on the error report, a request to have the error deleted will need to be sent to the AFNS Hotline staff.

STEP THREE: Contact the AFNS HOTLINE to run the PO Table Delete Program for the purchase order in question.

STEP FOUR: It is the agency's responsibility to contact SNAP and request the budget fiscal year be changed and to resend the PO with the correct coding.

ERROR #5: User Status column shows "AFNS COMPLETE" and the CAS Status column shows "CAS COMPLETE."

DESCRIPTION: "Missed the Window"

The purchase order transaction has updated AFNS and CAS, but did not complete the integration cycle back to SNAP. The hard copy of the purchase order will not print until the transaction makes the complete cycle back to SNAP.

SOLUTION: The purchase order transaction that "missed the window" should process the next night. When your office has not received the hard copy of the purchase order within two to three working days, please contact PURCHASING ASSISTANCE.

FRMS OUTSTANDING PO MOD REPORT

(FRMSOSPM)

The FRMS Outstanding PO MOD Report runs every Saturday, therefore this report will be available to the agencies Monday morning. This report lists only the purchase order modification transactions (purchase order changes) that did not complete the integration cycle. This report does not include original entries of SNAP purchase orders (transactions that set up the purchase order).

An explanation of each column is given below:

NET \$ MOD - SNAP column will contain the purchase order changes that have a SNAP status code of "BEING PROCESSED BY ACCOUNTING". It does not contain any purchase order changes that have completed the integration cycle or has a status of "INACTIVE".

NET \$ MOD AFNS LEDGER column will contain the net amount of **all** the purchase order modification transactions accepted in the AFNS ledger for the purchase order in question.

NET \$ MOD AFNS SUSPENSE column will contain the net amount of **all** the purchase order modification transactions (rejected, accepted and held) that are on the AFNS SUSPENSE table for the purchase order in question.

NET \$ MOD CAS LEDGER column will contain the net amount of **all** the purchase order modification transactions accepted in the CAS ledger for the purchase order in question.

NET \$ MOD CAS SUSPENSE column will contain the net amount of **all** the purchase order modification transactions (rejected, accepted and held) that are on the CAS SUSPENSE table for the purchase order in question.

EXAMPLE OF THE OUTSTANDING PO MOD REPORT:

PO NUMBER	LINE NO	FY	VENDOR	NET \$ MOD - SNAP	NET \$ MOD AFNS LEDGER	NET \$ MOD AFNS SUSPENSE	NET \$ MOD CAS LEDGER	NET \$ MOD CAS SUSPENSE
3XXXXX4	01	11	XXXXX427100	5,000.00	11,500.00	.00	11,500.00	.00
3XXXXX1	02	11	XXXXX426201	500.00	400.00	500.00-	400.00	.00

In these instructions, the term "transaction" will refer to modifying purchase order transactions and not original transactions.

FRMS OUTSTANDING PO MOD REPORT

(FRMSOSPM)

The following are instructions on reading the report and examples of some errors and solutions.

ERROR #1: Only NET \$ MOD - SNAP column has an amount.

DESCRIPTION: This error indicates that the transaction "missed the window" and did not flow through integration from SNAP to AFNS.

SOLUTION: Check the AFNS SUSF table for the purchase order transaction the **next** working day. If the transaction is still not on the AFNS SUSF table, check the status of the purchase order change on the SNAP OCAC and OCHG tables. For a complete history of the purchase order, view SNAP's HDET table. Contact PURCHASING ASSISTANCE when OCAC and OCHG tables in SNAP show a status of "Being Processed By Accounting" but the purchase order transaction does not appear in AFNS.

ERROR #2: Only NET \$ MOD AFNS LEDGER column and the NET \$ MOD - SNAP column have amounts.

DESCRIPTION: This scenario indicates two problems:

- 1) "Missed the Window"
- 2) Data changed on the purchase order transaction.

PROBLEM: 1) "Missed the Window"

When the amounts in these two columns are equal, it is an indication the purchase order transaction "missed the window". The transaction has updated AFNS, but did not integrate to CAS.

SOLUTION: Check the CAS SUSF table for the purchase order transaction the **next** working day. If the transaction is not on the CAS SUSF table, check the status of the purchase order change in SNAP'S OCAC and OCHG tables. For a complete history of the purchase order, view SNAP's HDET table. Contact the AFNS HOTLINE, when OCAC and OCHG tables in SNAP shows a status of "Being Processed By Accounting" and the purchase order transaction does not appear in CAS.

PROBLEM: 2) Data changed on the purchase order transaction.

This error will occur when data has been changed on a rejected transaction in AFNS. One of the Integration Rules was broken. To verify if data has been changed, compare AFNS to SNAP's OCAC and OCHG tables. If the transaction is on the AFNS SUSF table, you can use it to compare to SNAP's records. When the transaction is no longer on the AFNS SUSF table, try using the AFNS EXPD, DXRF, or the OLGL table. Examples of changes done on a rejected purchase order transaction are account coding or purchase order amounts.

SOLUTION: If altered data is discovered, proceed with the following two steps.

STEP ONE: Enter a purchase order modification in AFNS to reverse the data out of AFNS tables and ledgers. The purchase order modification will appear on the 3D report the **next** working day unless 'AFNS ONLY' is keyed into the description field of the PO. If 'AFNS ONLY' is left off of the description field and the modification shows up on the error report, a request to have the error deleted will need to be sent to the AFNS Hotline staff.

STEP TWO: It is the Agency's responsibility to contact PURCHASING ASSISTANCE to correct and resend or inactivate the purchase order change.

ERROR #3: Amounts in the NET \$ MOD AFNS SUSPENSE column.

DESCRIPTION: The NET \$ MOD AFNS SUSPENSE column contains the net amount of all transactions (rejected, accepted and held) that are on the AFNS SUSF table for the purchase order in question. All transactions that are accepted are correct and no action is necessary. The rejected or held transactions **must** be corrected to receive the hard copy of the purchase order change and to clear the error off the report.

Some of the errors that create a rejected and held transaction are listed in the two following problems.

PROBLEM: 1) Budget Problems.

The transaction is rejected in AFNS with one of the following budget errors:

- A) "INCREASE > UNOBLIG EXP BUD", or
- B) "INCREASE > UNOBLIG ALLOT"

SOLUTION: A) "INCREASE > UNOBLIG EXP BUD"

Check AFNS ESUM and/or AFNS EXP2 tables to determine the budget balance. To correct, follow one of the four options listed.

OPTION ONE: Changing the account coding. Purchase order modifications that have account coding which does not agree with the original purchase order will reject on the AFNS SUSF file. Follow the instructions in **PROBLEM TWO** on [page forty-four](#).

OPTION TWO: The Agency could un-encumber any purchase orders in that particular accounting structure that they do not anticipate using. This will free up budget authority and allow the transaction to be processed.

STEP ONE: Enter a zero dollar voucher which references the purchase orders intended for closing. Make sure an "F" is entered in the Partial/Final Indicator (P/F) column.

STEP TWO: After the zero dollar vouchers are accepted in AFNS and CAS, the purchase order transaction can be processed.

OPTION THREE: Increasing the budget in AFNS.

STEP ONE: Agencies are responsible for doing a budget revision when the changes affect the Operation Plan. Any questions concerning a budget revision should be directed to the BUDGET OFFICE. The agency is responsible for entering the "AA" and "EB" transactions in AFNS. Questions concerning the "AA" and "EB" transactions can be directed to the AFNS HOTLINE.

STEP TWO: Perform an edit (E D) on the rejected purchase order transaction.

OPTION FOUR: If a budget revision is not feasible, follow the steps listed below.

STEP ONE: Delete the purchase order transaction off the AFNS SUSF table.

STEP TWO: The Agency must contact PURCHASING ASSISTANCE to request that the purchase order status be changed to an inactive status in SNAP.

SOLUTION: B) "INCREASE > UNOBLIG ALLOT".

Check AFNS ALLT table to determine the allotment balances. Follow one of the two options listed below to correct.

OPTION ONE: In AFNS only, the allotment error can be corrected by moving balances from the future quarter(s) to the current quarter. In most situations this will not affect the Operation Plan; therefore, it only requires an AFNS "AA" transaction. If it does affect the Operation Plan the agency is responsible for the budget revision and should direct any budget questions to the BUDGET OFFICE.

OPTION TWO: The Agency could un-encumber any purchase orders in that particular accounting structure that they do not anticipate using. This would free up budget money and allow the transaction to be processed.

STEP ONE: Enter zero dollar vouchers which reference the purchase orders intended for closing. Make sure an "F" is entered in the Partial/Final Indicator (P/F) column.

STEP TWO: After the zero dollar vouchers are accepted in AFNS and CAS, the purchase order transaction can be processed.

PROBLEM: 2) Wrong Account Coding.

SOLUTION: Purchase order modifications that have account coding which does not agree with the original purchase order will reject on the AFNS SUSF file. To correct wrong account coding follow step one and two listed below.

STEP ONE: The purchase order transaction must be deleted off the AFNS SUSF table.

STEP TWO: It is the Agency's responsibility to contact SNAP and have Purchasing correct the account coding in SNAP and resend to AFNS or have SNAP inactivate the purchase order change.

ERROR #4: The NET \$ MOD CAS LEDGER column, the NET \$ MOD AFNS LEDGER column and the NET \$ MOD - SNAP columns have amounts.

PROBLEM: 1) "Missed the Window"

DESCRIPTION: When the amounts in the NET \$ MOD CAS LEDGER column and the NET \$ MOD AFNS LEDGER column are the same, this indicates that the transaction "missed the window." The transaction has updated AFNS and CAS but did not complete the integration cycle back to SNAP. The hard copy of the purchase order change will not print until the transaction makes the complete cycle back to SNAP. Remember the NET \$ MOD - SNAP column only has the purchase order changes that have a status of "BEING PROCESSED BY ACCOUNTING". Therefore the SNAP column could or could not be the same as the two ledger columns.

SOLUTION: The transaction that "missed the window" should complete the integration cycle the **next** night. If the hard copy of the purchase order change has not been received by your office within two to three working days, contact PURCHASING ASSISTANCE.

PROBLEM: 2) The amounts in the NET \$ MOD CAS LEDGER column and the NET \$ MOD AFNS LEDGER column are not equal but the NET \$ MOD CAS SUSPENSE column shows the difference between the ledgers.

SOLUTION: Follow the instructions for "Amounts in the NET \$ MOD CAS SUSPENSE column" below.

PROBLEM: 3) The NET \$ MOD CAS LEDGER column and the NET \$ MOD AFNS LEDGER column do **not** equal and the NET \$ MOD CAS SUSPENSE column is zero. Remember that if the transaction "missed the window" it will integrate to CAS the **next** day. After checking the CAS SUSF table the next day and the purchase order transaction is still not located indicates that:

The purchase order transaction was deleted off the CAS SUSF table.

The purchase order transaction was **not** reversed out of AFNS.

SNAP was **not** informed to inactivate the purchase order change record or for SNAP to change data on the purchase order record and resend.

SOLUTION: It is the Agency's responsible to follow the steps listed below.

STEP ONE: Enter a purchase order modification in AFNS to reverse the data out of AFNS tables and ledgers. The purchase order modification will appear on the 3D report the **next** working day unless 'AFNS ONLY' is keyed into the description field of the PO. If 'AFNS ONLY' is left off of the description field and the modification shows up on the error report, a request to have the error deleted will need to be sent to the AFNS Hotline staff.

STEP TWO: It is the Agency's responsibility to call Purchasing Assistance and have Purchasing correct and resend the purchase order transaction if the purchase order is valid. For invalid purchase orders request that the status be changed to "Inactive".

ERROR #5: Amounts in the NET \$ MOD CAS SUSPENSE column.

DESCRIPTION: The NET \$ MOD CAS SUSPENSE column contains the net amount of **all** transactions (rejected, accepted and held) that did not pass the accounting edits for the purchase order in question. These transactions will be on the CAS SUSF table. Listed below are two problems that will cause amounts to appear in this column.

PROBLEM: 1) Budget Problems.

The transaction is rejected in CAS with one of the following budget errors:

- A) "INCREASE > UNOBLIG EXP BUD", or
- B) "INCREASE > UNOBLIG ALLOT"

SOLUTION: A) "INC GREATER THAN UNOB BUDT".

Check CAS EESM and/or CAS EEX2 tables to determine the budget balance. Follow one of the three options listed to correct the rejected transaction.

OPTION ONE: The Agency could un-encumber any purchase orders in that particular accounting structure that they do not anticipate using. This will free up budget authority and allow the transaction to be processed.

STEP ONE: Enter zero dollar vouchers which reference the purchase orders intended for closing. Make sure an "F" is entered in the Partial/Final Indicator (P/F) column.

STEP TWO: After the zero dollar vouchers are accepted in AFNS and CAS, contact CAS to process the purchase order transaction.

OPTION TWO: This error can be corrected by increasing the budget in CAS. Agencies are responsible for doing a budget revision when the changes affect the Operation Plan. Any questions concerning the budget revisions should be directed to the BUDGET OFFICE. The purchase order transaction will stay on the CAS SUSF table until the budget revision has been accepted. At that time the agency must call CAS and request that the transaction be processed. It is the responsibility of the Agency to enter the budget revision in AFNS.

OPTION THREE: If a budget revision is not feasible, follow the next three steps listed to correct.

STEP ONE: Contact CAS and ask the CAS staff to delete the transaction off CAS SUSF table.

STEP TWO: Enter a purchase order modification in AFNS to reverse the data out of AFNS tables and ledgers. The purchase order modification will appear on the 3D report the **next** working day unless 'AFNS ONLY' is keyed into the description field of the PO. If 'AFNS ONLY' is left off of the description field and the modification shows up on the error report, a request to have the error deleted will need to be sent to the AFNS Hotline Staff.

STEP THREE: PURCHASING ASSISTANCE will also need to be contacted to inactivate the purchase order in SNAP.

SOLUTION: B) "INCREASE > UNOBLIG ALLOT".

Check CAS EALL table to determine the allotment balance. Follow one of the four options listed to correct the rejected transaction.

OPTION ONE: If the error occurs close to the end of a quarter, the agency can wait until CAS has updated the new quarter allotment amounts. The purchase order transaction will stay on the CAS SUSF table until the allotment increase has been accepted. At that time, the agency must call CAS and request that the transaction be processed.

OPTION TWO: The Agency can work with the BUDGET OFFICE to do an Operation Plan revision. The purchase order transaction will stay on the CAS SUSF table until the budget revision has been accepted in CAS. At that time the agency must call CAS and request that the transaction be

processed. Remember that any bud get revisions are entered in AFNS by the Agency.

OPTION THREE: The Agency could un -encumber any purchase orders in that particular accounting structure that they do not anticipate using. This would free up budget authority and allow the transaction to be processed.

STEP ONE: Enter zero dollar vouchers which reference the purchase orders intended for closing. Make sure an "F" is entered in the Partial/Final Indicator (P/F) column.

STEP TWO: After the zero dollar vouchers are accepted in AFNS and CAS, contact CAS to process the purchase order transaction.

OPTION FOUR: When a budget revision is **not** feasible, follow the steps below:

STEP ONE: Contact CAS and request that the CAS staff delete the purchase order transaction.

STEP TWO: Enter a purchase order modification in AFNS to reverse the data out of AFNS tables and ledgers. The purchase order modification will appear on the 3D report the **next** working day unless 'AFNS ONLY' is keyed into the description field of the PO. If 'AFNS ONLY' is left off of the description field and the modification shows up on the error report, a request to have the error deleted will need to be sent to the AFNS Hotline staff.

STEP THREE: PURCHASING ASSISTANCE will also need to be contacted to inactivate the purchase order in SNAP.

PROBLEM: 2) Wrong Account Coding caused by an invalid Crosswalk table (XWLK).

SOLUTION: The Agency needs to view the X WLK table (which can be accessed from AFNS or CAS applications) to verify that AFNS account codes are converting to the correct CAS account codes. The Agency is responsible for correcting the XWLK records that are not correct in CAS.

STEP ONE: The Agency must reverse the transaction out of AFNS BEFORE the XWLK is changed. This is accomplished by:

1) Enter a purchase order modification in AFNS to reverse the data out of AFNS tables and ledgers. The purchase order modification will appear on the 3D report the **next** working day unless 'AFNS ONLY' is keyed into the description field of the PO. If 'AFNS ONLY' is left off of the description field and the modification shows up on the error report, a request to have the error deleted will need to be sent to the AFNS Hotline staff.

2) After the reversing transaction is 'accepted' in AFNS and one nightly cycle has run, the agency will correct the XWLK table in CAS. It is very important that nightly cycle runs **before** the XWLK table is changed in CAS.

STEP TWO: After the crosswalk (XWLK) table is updated in CAS, the Agency has to request Purchasing to resend the purchase order modification transaction. Purchasing does not have to change SNAP'S OCAC or OCHG tables since AFNS account coding is correct and only CAS account coding was incorrect.