

AFNS NEWSLETTER

QUARTERLY STATISTICS

JULY—SEPT 2008
Calls: 2,554

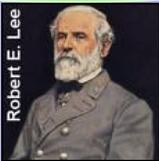
Upcoming State Holidays:



Dec 25



Jan 1



Jan 18



Feb 15

AFNS Agency Assistance - SMART Business Systems
(334) 242-2686 hotline.afns@finance.alabama.gov

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DECEMBER 2009

HOURS FOR AFNS HOTLINE CHANGING:

Effective **December 1, 2009** AFNS staff will answer hotline questions and return calls/emails **from 1:00 – 5:00 p.m. daily (Mon – Fri)**. This will allow AFNS staff to work on the many outstanding hotline problems and requests from the approx 110 AFNS user agencies. For those agencies that have outstanding problems and requests, someone from the AFNS staff will be contacting you with the status of these projects and obtain updated information.

An AFNS staff member will return the hotline calls/emails daily in the order in which they were received. Each agency's designated AFNS System Administrator and/or AFNS System Administrator Backup may contact the ANFS Hotline at **(334) 242-2686** or via email at Hotline.AFNS@Finance.alabama.gov. Please leave your **name, phone number**, and a **brief description** of the problem [including transaction number(s)]. By stating the problem, an AFNS staff member can work on the solution before returning the call.

We appreciate your patience as we strive to better meet the needs of all AFNS agencies.

QUARTERLY QUICK TIP—Payment Voucher Modifications

If a voucher has been green slipped for one of the following reasons—

1. Vendor number used is incorrect/no longer valid
2. BFY referenced is incorrect
3. Accounting Period referenced is incorrect

The following steps must be taken to correct the voucher to be able to pay the vendor—

1. Modify the original voucher to zero
2. Run the modification
3. Enter a brand new voucher with the correct vendor number/BFY/accounting period
4. The new voucher will need to be attached to the green slipped voucher and sent to Accounts Payable with a note attached stating that the new voucher is replacing the green slipped voucher.

REMINDER: Header information on transactions can not be changed. If any header information is incorrect the entire transaction will have to be modified to zero and new transaction entered.

For many routine AFNS instructions and information, click on our link in the drop down menu under Procedures on the Comptroller's website at: www.comptroller.alabama.gov

The following links can be accessed through the Comptroller's website to obtain current AFNS instructions and information:

BOARD OF ADJUSTMENT

[Board of Adjustment Payments for Interfund](#)

[Board of Adjustment Payments for Non-interfund](#)

BAD CHECK INSTRUCTIONS

[Bad Check Instructions](#)



HOTLINE Q & A

QUESTION: What is the difference in the error reports I receive?

BACKGROUND: To assist agencies with integration problems, AFNS created multiple error reports. Each report is based on specific transaction types.

ANSWER: The following is a list of the AFNS error reports:

- 2B—this report lists all integration errors on contract subsystem generated RQs & POs
- 3D—this report lists all integration errors on SNAP generated RQs & POs
- 3L—this report lists all JV integration errors
- 3S—this report lists all integration errors for Invoices—original entries only
- 3M—this report lists all integration errors for Invoices—modifications only
- 4B—this report lists all PV integration errors
- 4K—this report lists all integration errors for Interfund PV documents

The AFNS staff recommends that agency staff members familiarize themselves with all daily and monthly reports to assist in their daily duties and tasks.

Remember AFNS and CAS reports should always be kept in balance.

NOTE: If you have a question that you would like to see in the Newsletter, please email us at Hotline.AFNS@finance.alabama.gov or contact the AFNS Hotline @ (334) 242-2686.