

AFNS NEWSLETTER

AFNS Agency Assistance - SMART Business Systems

(334) 242-2686

hotline.afns@finance.alabama.gov

VOLUME 1 ISSUE 5

JUNE 2009

QUARTERLY STATISTICS

JAN—MAR 2009

Calls: 2,022

Upcoming State Holidays:



July 4
Independence Day



Sept 7
Labor Day

YEAR END is upon us!

What to look for:

- CAS YEAR END Memo posted to Comptroller's website
- AFNS YEAR END memo will be emailed to all AFNS Agencies, as well as posted to the Comptroller's website.
- Email reminders sent from AFNS staff when major deadlines are approaching.
- AFNS staff will resume answering hotline questions and return calls/emails from 8:00 – 5:00 p.m. daily (Mon – Fri) on **July 1**.

REMEMBER:

- Deadlines for changes/corrections begin in June (updates to Crosswalk tables and AFNS master tables).
- Read over both the CAS & AFNS YEAR END memos, as they contain important dates, information and deadlines.
- Keep a calendar for deadline reminders.
- AFNS deadlines are at least one day before the CAS deadline to allow for integration.
- ALL YEAR END reminders/information will be emailed **only** to the Agency's AFNS Administrator and AFNS Administrator Backup. If additional employees need the information enclosed in the emails, we ask that the Administrator and/or Administrator Backup forward the information to those employees.



QUARTERLY QUICK TIP

Moving Around in AFNS

NEXT (N) table action - Allows the user to move to another table.

SCAN (S) allows the user to search for a specific record in a table from a specific point in the table.

REFILL (R) the screen with new records - Allows the user to continue the scan action. After a scan action, the 'R' automatically appears in the action field of the action line. To use the refill action, press 'ENTER'.

LEAF (L) to another table - Allows the user to go directly to a related table or to go directly to a non-related table.

Go **BACK (B)** to the previous screen - Allows the user to go back to the previous screen used.

LESS THAN (<) sign - Allows the user to go back to a maximum of four screens within the same table. The screens must have been displayed for this action to work.

Steps to Begin New Fiscal Year ...

Clean up SUSF. It is imperative that all previous fiscal year transactions, with special attention focused on requisitions and purchase orders, be processed and/or deleted before October 1.

BBAL (Balance Sheet Account Codes) Clean up

- ◆ Look in both systems (AFNS & CAS)
 - * 1215 Bad Checks Receivable, 2005 Vouchers Payable, 7941 Third Party Refund due Employees, 7947 Third Party Refund due Employer, 9050 Salary Refunds Payable, & 9051 Flex Plan Refund Payable - **should be zero by Sept. 30th**
 - * 2901 Voucher Payables Adjustments - **should be zero by Nov 30th**
 - * 1206 Advance Travel (**Prior year must be zero by Nov 30th**)
 - * 1203 & 1207 Due From Other Funds
 - * 2003 & 2007 Due To Other Funds
- ◆ A quick reference will be to compare the AFNS & CAS BBAL tables, along with the AFNS A65B Report & the CAS A613 Report.

NOTE: Balance sheet codes in AFNS may vary by agency.

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:

CROSSWALK INSTRUCTIONS

[Crosswalk Instructions](#)

BAD CHECK INSTRUCTIONS

[Bad Check Instructions](#)

REMINDER:

Our HOTLINE email address has changed to:

Hotline.AFNS@finance.alabama.gov

Please make the necessary changes to update your records.