

# AFNS NEWSLETTER

AFNS Agency Assistance - STATE Business Systems

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VOLUME I ISSUE 9

JUNE 2010

## QUARTERLY STATISTICS

JAN—MAR 2010

Calls: 2392

## Upcoming State Holidays:



July 4  
Independence Day



Sept 6  
Labor Day

## YEAR END is coming soon!

### 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. We recommend that YEAR END related emails sent from the AFNS staff/hotline NOT BE DELETED, but saved in a sub-folder either in your inbox or on your computer hard-drive for quick access.
- AFNS staff will resume answering hotline questions and return calls/emails from 8:00 a.m. – 5:00 p.m. daily (Mon – Fri) on **July 1**.

### REMEMBER:

- Review CAS crosswalk tables and AFNS Master tables beginning in June as the 'rollover' from 2010 to 2011 for active records will occur around June 21, 2010. *Any new records added to the tables after June 21st will have to be added for BFY 2010 and 2011.*
- Read over both the CAS & AFNS YEAR END memos, as they contain important dates, information and deadlines.
- Keep a calendar for AFNS & CAS deadlines—set reminder notices.
- 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 AFNS Administrator/Backup forward the information to those employees.



### QUARTERLY QUICK TIP Valid Account Types

<u>ACCT TYPE</u>	<u>ACCOUNT NAME</u>
01	Assets
02	Liabilities
03	Fund Balance
21	Encumbrances
22	Expenditures/Expenses
23	Expenditures
24	Expenses
31	Revenue
*41	Expense Budget
*42	Appropriated Budget
*43	Allotted Budget

\*Account Types are not allowed on a JV

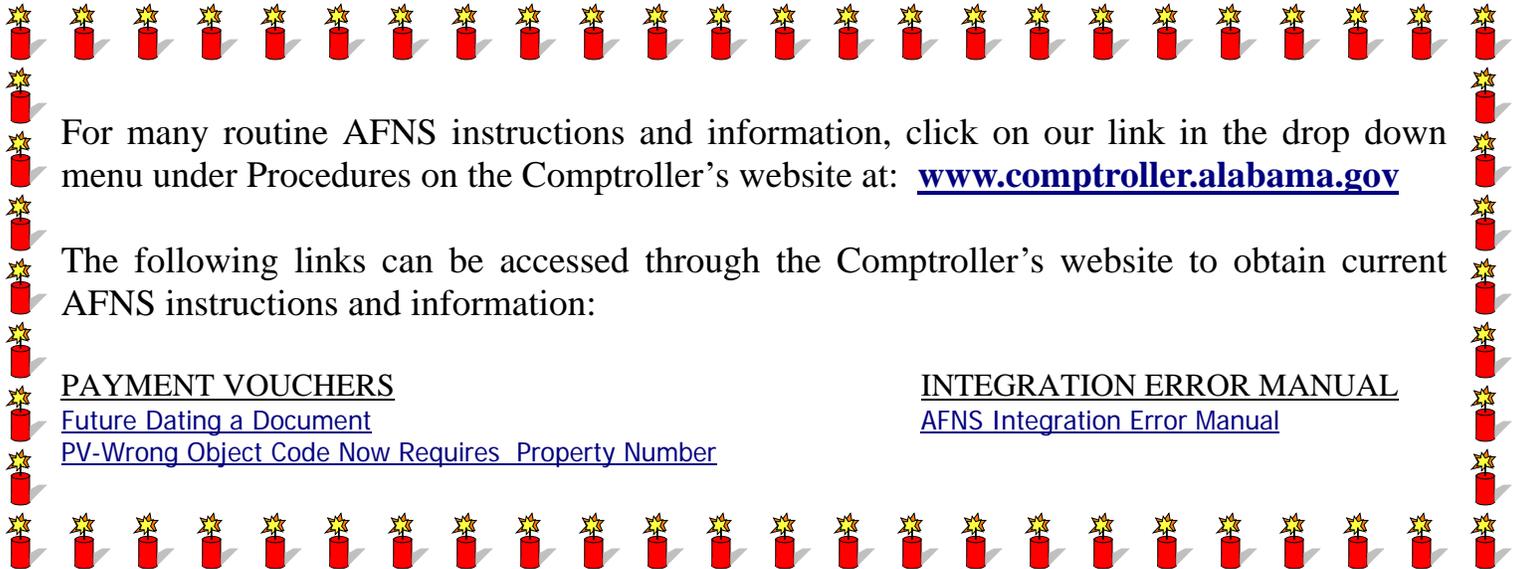


## Steps to Begin New Fiscal Year ...

**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 (AFNS only), 7941 Insurance Refund due Employees, 7947 Insurance 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:** If your agency doesn't use the same AFNS balance sheet codes as listed above, please verify that your agency's equivalent AFNS balance sheet code is zero by **Nov 30<sup>th</sup>**.



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](http://www.comptroller.alabama.gov)

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

PAYMENT VOUCHERS  
[Future Dating a Document](#)  
[PV-Wrong Object Code Now Requires Property Number](#)

INTEGRATION ERROR MANUAL  
[AFNS Integration Error Manual](#)

Please forward our newsletters and any information emailed from the AFNS staff to other employees in your agency that could benefit from the information our office provides.