

# AFNS NEWSLETTER

AFNS Agency Assistance - State Business Systems

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## YEAR END It's almost here



### What to look for:

- AFNS Year End Memo will be emailed to all AFNS Agencies, as well as posted to the SBS website.
- CAS Year End Memo will be posted to the Comptroller's website
- Email reminders sent from AFNS staff when deadlines are approaching. We recommend all Year End related emails sent from the AFNS office not be deleted, but saved for quick access/review.

### REMEMBER:

- Review CAS crosswalk tables and AFNS master tables beginning in June as the 'rollover' from BFY 2014 to BFY 2015 for active records will occur around **June 20, 2014**. *Any new records added to the tables after **June 20** will have to be added for BFY 2014 and BFY 2015.*
- Read over both the CAS & AFNS Year End memos, as they contain important dates, information, and deadlines.
- Keep a calendar for AFNS and CAS deadlines—*set reminder notices*.
- AFNS deadlines are at least one day before the CAS deadline to allow for integration.
- Please keep in mind, **only** the Agency's AFNS Administrator **and** AFNS Administrator Backup will receive the AFNS Year End memo/reminders/information via email. If additional agency employees need the emailed information, the AFNS Administrator/Backup will need to forward the information to the appropriate employees.

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### Quarterly Quick Tip:

The vendor tables (VEN2, VEND, VNAME, etc) are CAS tables. However, the tables can be viewed in AFNS. Any changes/additions to the vendor tables are made in CAS. Before adding a record to the vendor file (CAS VREQ table), please verify that the vendor code/address is not already on the CAS vendor tables.

\*Note: Typically employee vendors are added to the CAS VEN2 table by a GHRIS (payroll) upload. If the employee is not listed on the CAS VEN2 table, please contact the Agency Distribution section of the Comptroller's office for assistance with getting the vendor added to the CAS vendor tables.



The AFNS staff will resume answering hotline questions and returning calls/emails from 8:00 a.m. – 5:00 p.m. daily (Mon – Fri) on **JULY 1**.



## QUARTERLY STATISTICS

JAN-MAR 2014  
Calls/E-mails: 1,737

### Upcoming State Holidays:

**July 4**  
Independence Day



**Sept 1**  
Labor Day



## Steps to Begin New Fiscal Year ...

**Clean up SUSF screen.** It is imperative that all previous fiscal year transactions, with special attention focused on requisitions and purchase orders, be processed 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 September 30th**
  - \* 2098 Travel Vouchers Payable, 1006 Cash—Reductions for Bad Checks, & 2901 Voucher Payables Adjustments – **should be zero by November 28th**
  - \* 1206 Advance Travel - **Prior year must be zero by November 28th**
- ◆ 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 does not use the same AFNS balance sheet codes as listed above, please verify that your agency's equivalent AFNS balance sheet code is zero by the appropriate deadline date.

To find our interactive page that has many routine AFNS instructions, training materials, prior Newsletters, Year End Memos, and FAQs, click on the AFNS link on the State Business System's website at: [www.sbs.alabama.gov](http://www.sbs.alabama.gov) .

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.