

# AFNS NEWSLETTER

## QUARTERLY STATISTICS

OCT—DEC 2008

Calls: 2,324

Upcoming State Holidays:



**Apr 27**  
Confederate Memorial Day



**May 25**  
National Memorial Day



**June 1**  
Jefferson Davis' Birthday

AFNS Hotline

(334) 242-2686

hotline.afns@finance.alabama.gov

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## NOTICE:

Our HOTLINE email address has changed to:

[Hotline.AFNS@finance.alabama.gov](mailto:Hotline.AFNS@finance.alabama.gov)



Please make the necessary changes to update your records.

### QUARTERLY QUICK TIP

#### Copying a document



When needing to reverse or modify an existing document that is still on SUSF, you can copy the original document.

**Example** — A JV was entered with incorrect account coding and it needs to be reversed and re-entered with the correct coding. To copy the original JV, go to the SUSF screen in AFNS and pull the JV document up on SUSF (do not go into the document). In the FUNCTION field, at the top of the SUSF screen, key in the word 'COPY'. Then tab down to the blank line and key in 'JV' in the Document Type field, then key the AGCY number in the DOCUMENT AGCY field, then key the document number in the DOCUMENT NUMBER field (if your Agency uses automatic numbering then key the document number the same when using automatic numbering). Once all the info is keyed then tab down to the line that has the original document that needs to be copied and key an 'X' in the SEL column and press enter. Now you can make any necessary changes and perform an edit on the new document.

Remember: Copying a document can save time and can also be used for IN, CR, PV, & AEPO transactions. **Copying can only be used if the transaction needing to be copied is on SUSF**, if the transaction is not on SUSF then the new document will need to be manually keyed as normal.



## HOTLINE Q & A

QUESTION: How do I find what created the INCEPTION TO DATE total on my A65B report?

BACKGROUND: The A65B report lists balance sheet account codes for the current period and inception to date. It lists all transactions with account type 01, 02, 03 and 23 (if applicable).

ANSWER: AFNS can run a program that pulls all transactions that referenced the specific FUND, AGCY & BS ACCT that is in question and puts the information into an Excel spreadsheet format. The Excel spreadsheet can then be emailed to the Agency requesting the information.

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





















 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:
 


 <u>INTERFUND</u>  <a href="#">How to Look up a Provider Code</a>  <a href="#">IN Transaction</a>	 <u>AFNS ACCESS INFORMATION</u>  <a href="#">AFNS Access Information Form</a>   
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