AFNS NEWSLETTER

AFNS Hotline

(334) 242-2686 hotline.afns@comptroller.alabama.gov

VOLUME I ISSUE 2 SEPTEMBER 2008

QUARTERLY STATISTICS

APR—JUN 2008

Calls: 1,590

Reports

AFNS emailed monthly reports should always be saved and stored off of the email system for future audit

OCT 13th is Columbus Day

NOV 2nd will be time to:

A FEW YEAR END REMINDERS:

AFNS - Sept 17 is the deadline to have all APJVs completed —
In order for these journal vouchers to be reversed, code "09 30 08" in the reversal date field. If 09 30 08 is not keyed in the reversal date field, the agency will be required to manually enter the reversal journal vouchers and the expenditures on the monthly reports will be overstated.

Sept 30 is the deadline to have all AA/EB/RB transactions processed

BBAL TABLE (BALANCE SHEET ACCOUNT CODES) CLEANUP

Look in both systems (AFNS & CAS)

- 1215 Bad Checks Receivable, 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.**

CAS system will go down at 5:00 pm on September 26, 2008

AFNS system will go down at 1:00 pm on September 30, 2008

BOTH systems will be back online October 1, 2008 at 7:00 am

For many routine AFNS instructions and information, click on our link 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:

JOURNAL VOUCHERS
Account Types for JVs

PAYMENT VOUCHERS
Future Dating a Document

YEAR END MEMOS

INTEGRATION
Crosswalk Instructions (PDF)

HOTLINE

Q & A

QUESTION: How do I perform an edit on a document when it has the following error messages:

A--*HS72-DOCUMENT IN USE

A--*HS60-DOCUMENT MARKED FOR READ ONLY

ANSWER: You will need to 'FREE' the document. Go to SUSF and bring the document up (do not go back into it). In the FUNCTION field type the word FREE, then tab down to the line that has your document number and put an 'X' in the SEL column. Press enter, at the bottom of the screen a message will appear stating that the document has been freed.

NOTE: If you have a question that you would like to see in the Newsletter, please email us and let us know.