

## CR Integration Rules

- CR will not integrate up to CAS if:
    - 1) First two characters in the transaction number = OT.
    - 2) Fifth character in the transaction number = 9.
    - 3) Batch number = '666666' '777777' '888888' '999999'
    - 4) If only line of CR references cash (example BS 1005). Also, for CRs with multiple lines – if any line references cash (BS 1005) the line will not integrate to CAS. \***Note**: Once a CR is accepted, the system automatically creates an off-setting line (behind the scenes) for cash (BS 1005). Therefore, cash (BS 1005) should not be referenced on a CR.
  
  - AFNS and CAS will need to stay in sync. If there is a change made to a CR in CAS the same change/update will need to be made in AFNS as well.
  
  - Whenever new coding is being used on a CR transaction, be sure to update the crosswalk tables in CAS.
  
  - There is a **99 line limit** on the number of lines a CR transaction can have.
  
  - 13<sup>th</sup> Accounting Period Information:
    - Any new money will need to be processed in the new BFY.
    - Only modifications and refunds against disbursements should be coded to the BFY that has just ended.
      - Refunds against disbursements should be only be coded to the BFY and not 13<sup>th</sup> accounting period.
      - Modifications that only deal with multiple funds should be coded to the BFY and not 13<sup>th</sup> accounting period.
      - Modifications that deal with one fund should be coded to the BFY and 13<sup>th</sup> accounting period.
- \* Additional detailed instructions on how to code CR transactions during the 13<sup>th</sup> accounting period can be found in the CAS Year End Memo as well as the Fiscal Policy and Procedures Manual.