

Description of AFNS Monthly Reports

A104 DETAIL LISTING OF OBLIGATIONS VS. BUDGET

Description:

This report lists pre-encumbrances, encumbrances, and expenditures against your budget by fund, lowest organization level and major object code and shows the unobligated budget balance. The obligations on the report show year-to-date totals from the beginning of the fiscal year as well as monthly totals. There should be an **A104** for the current budget fiscal year only. This report has up to twelve reports based on the number of organization levels maintained in the Organization Table (ORGN).

The report shows all expenditures that have been accepted on or before the last day of the month specified. The report reflects charges against a fiscal budget, and does not reflect when the expenditure actually occurred. In other words, the **A104** report for budget fiscal year 20XX reflects all charges to the fiscal year 20XX budget regardless of when they occurred. The expenditures will show on this report even if a warrant has not been issued.

A203 DETAIL LISTING OF REVENUES VS. BUDGET

*Used by some stand alone agencies that chose to keep using this report

Description:

The **A203** report lists revenue recognized and cash collected for the current period and the fiscal year-to-date. It also lists the budgeted amount and the unrecognized budget balance for each revenue source. Any cash receipt, payment voucher, or journal voucher that affects account type "31" will be listed.

The A203 report includes invoices in the Revenue Recognized column. Journal Vouchers and Payment Vouchers (including Interfund Payment Vouchers) updated the Revenue Recognized column. Regular Cash Receipt transactions update the Revenue Recognized and Cash Collected columns. The report does not include any Interfund Cash Receipt transactions.

Interfund Cash Receipts – How they post the A203 and C203:

First

The agency enters an Invoice Transaction (IN) in AFNS and the following accounting entries are created in the ledgers:

Debit	Accounts Receivable BS	AT 01
Credit	Revenue Source Code	AT 31

The A203 report includes IN transactions.

CAS does not record IN transactions in their accounting system. In other words, CAS does not record IN transactions in any of the ledgers. However, the accounting system uses the data from the IN transactions to create a records on the IFSH table.

Second

The system creates a Cash Receipt transaction to update the AFNS accounting system for every Interfund PV that is processed in CAS. Listed below are the accounting entries that update the ledgers:

Debit	BS for Cash	AT 01
Credit	Accounts Receivable BS	AT 01

Note: A CR transaction that references an invoice does not create AT 31 entries. However, the C203 program recognizes these CR transactions and pulls in the accounting information from the OINL table to update the C203 report. This feature of the report allows AFNS to balance to CAS.

**A651
AGED OPEN PAYMENT VOUCHERS**

Description:

This report shows outstanding payment vouchers by vendor and payment voucher number. This report indicates how long it has been since the payment voucher was entered into the system from 0-30 days or 15-30 days, 31-60 days, 61-120 days and over 120 days. The payment voucher amount, the cleared amount, and the outstanding amounts are all shown. This report can assist each agency in knowing the payment vouchers that need to be cleaned up in AFNS. This report can be ran three ways, depending on how the LDAT is entered. If application wants report to sort by fund first, the word 'FUND' must be typed in the last four positions of the MISC PARM field on LDAT. If application wants report to sort by agency first, the word 'AGCY' must be typed in the last four positions of the MISC PARM field on LDAT.

A65A
AFNS CASH EXPENDITURE REPORT BY ORGANIZATION

Description:

The **A65A** report lists all cash expenditures (warranted vouchers) by agency fund, budget fiscal year, organization, object code and sub-object code. Any journal voucher or cash receipt that affects account type "22" and "23" will also be included. The report gives period totals and year-to-date totals. If a department does not use organizations in their accounting structure, then this report will be in the same format as the **A65K**.

A65B
DETAIL LISTING OF BALANCE SHEET ACCOUNT CODES

Description:

The **A65B** report lists transactions that have posted to balance sheet account codes for the current period and inception to date for debits and credits. It lists all transactions with account type 01, 02, 03, & 23. However, if the balance sheet account code is on the AFNS SPEC or AFNS BANK table, detail will not be listed – only summary totals for the monthly and inception to date. The report is sorted by agency, fund, and balance sheet. The report reads the GENLED and YTDLED ledgers.

A65I
YTD DISBURSEMENT REPORT BY VENDOR

Description:

The **A65I** report lists all vendors that are vouchered by the department in the current fiscal year. In other words, both warranted and outstanding vouchers will be listed. Vouchers that have not been warranted will have blank Warrant Number and Warrant Date fields. The report combines all budget fiscal years together that were keyed in the current fiscal year. This report is in alphabetical order by vendor name with a total for each vendor and lists the organization code, purchase order number, if applicable, invoice number, amount, payment voucher number and date, and warrant number and date.

A65K
AFNS CASH EXPENDITURE REPORT

Description:

The **A65K** report gives a detail listing of all warranted expenditures by fund, budget fiscal year, object, sub-object, and organization. Any journal voucher or cash receipt that affects account type "22" or "23" will also be listed. The report gives vendor name, payment voucher number, warrant number and date, purchase order number, and invoice number. The report gives period totals and year-to-date totals by sub-object code. Summary totals are also given by major object code and by fund. (For summary totals by organization see **A65A**.)

There should be an **A65K** for the current budget fiscal year and any previous budget fiscal years that have activity. The report reflects charges against a fiscal budget, and does not distinguish the fiscal year when the expenditure actually occurred. For example, a payment voucher with the date field left blank but referencing a prior year purchase order, will be in the prior year section of the report.

A65P
AFNS DEPARTMENTAL STATUS REPORT

Description:

The **A65P** report provides monthly totals and fiscal year-to-date totals for cash expenditures by Agency, Fund, Object and Sub-Object. Any journal voucher or cash receipt that affects account type '22' and '23' will also be included. The **A65P** report gives totals by agency, fund, budget fiscal year, object code and sub-object code. Summary totals are given by major object code. No detail information is provided. (See **A65K** for detail information.)

A671
AGED OPEN INVOICES

Description:

The **A671** report generates a list of outstanding invoices by provider name and invoice number. This report indicates the number of days outstanding and the remaining balance due (0 to 30 days, 31 to 60 days, 61 to 120 days, and over 120 days old). This report also indicates the invoice date, invoice amount, cleared amount and outstanding amount of the invoice.

671A
ACCOUNTS RECEIVABLE AGED TRAIL BALANCE

The **671A** is an alternate version of the A671 report. This report lists all invoices that have an open status. The report sorts by fund, vendor, and invoice number. The report indicates the number of days outstanding and the remaining balance due (0 to 30 days, 31 to 60 days, 61 to 120 days, and over 120 days old).

C203
DETAIL LISTING OF CASH VS. BUDGET

*Used by generic agencies and some stand alone agencies that chose to use this report

Description:

The **C203** report is a copy of the AFNS A203 with changes to create a cash report instead of a revenue report. The C203 report gives totals by budget fiscal year, agency, fund, organization and revenue source code. Totals for prior budget fiscal year include only data from transactions that occurred in this fiscal year. Report gives monthly and fiscal year to date totals for Revenue Recognized and Cash Collected. The Revenue recognized column includes account type 31s from the following types of transactions: CRs, JVs and PVs. The amounts in the Cash Collected column only include CRs transactions with an account type 31. Interfund Cash Receipts and Interfund Payment Vouchers are an exception to the above statements. Interfund Cash Receipts update the Revenue Recognized and the Cash Collected columns. The **C203** report does not include invoices. The **C203** report gives totals by revenue source code.

Interfund Cash Receipts – How they post the A203 and C203:

First

The agency enters an Invoice Transaction (IN) in AFNS and the following accounting entries are created in the ledgers:

Debit	Accounts Receivable BS	AT 01
Credit	Revenue Source Code	AT 31

The A203 report includes IN transactions.

CAS does not record IN transactions in their accounting system. In other words, CAS does not record IN transactions in any of the ledgers. However, the accounting system uses the data from the IN transactions to create a records on the IFSH table.

Second

The system creates a Cash Receipt transaction to update the AFNS accounting system for every Interfund PV that is processed in CAS. Listed below are the accounting entries that update the ledgers:

Debit	BS for Cash	AT 01
Credit	Accounts Receivable BS	AT 01

Note: A CR transaction that references an invoice does not create AT 31 entries. However, the C203 program recognizes these CR transactions and pulls in the accounting information from the OINL table to update the C203 report. This feature of the report allows AFNS to balance to CAS.

**GEAL
ENCUMBRANCE AND LIQUIDATION REPORT**

Description:

The **GEAL** report lists all outstanding purchase orders in AFNS. The report includes SNAP POs, Professional Services POs and Agency's POs. The contracts and agency's POs are handled exactly like SNAP POs. Closed purchase orders will print one month with an outstanding balance of zero, then drops off the report. However, purchase orders that are reopened will be reinstated on the report. AFNS is designed for agencies to record accounting events to the lowest detail that is required to meet the Department's needs. Therefore, the AFNS GEAL report might have more breakdowns per account coding than CAS's GEAL report.

PDEL
DECENTRALIZED PURCHASE ORDER
ENCUMBRANCE AND LIQUIDATION REPORT
*Only for agencies that use the AFNS inventory sub-system

Description:

This report lists all outstanding decentralized purchase orders (PD) in AFNS. The report lists PD date, budget fiscal year, agency, fund, appropriation, vendor code, PD number, PD line number, original amount of purchase order, voucher amount, revision amount and the outstanding balance. All vouchers that referenced the purchase order are listed as well as any modifications made to the purchase order. Purchase orders are listed by PD number with a total for the PD Amount, Voucher Amount, PD Revision Amount, and Amount Outstanding.

Note:

Use of PD transactions in AFNS: If a state agency is paying/ordering items from another state agency the PD can be for any amount as long as it is for goods and services. PDs cannot be for Professional Services, as they are handled by contract.

REV1
REVENUE DETAIL/BALANCING REPORT FOR A203
(Detail version of the AFNS A203)

Description:

The **REV1** report lists revenue recognized and cash collected for the current period. Any cash receipt, payment voucher, or journal voucher that affects account type "31" will be listed. The report gives period totals and year-to-date totals by revenue source code.

Any payment vouchers against receipts that are not warranted will show up in the Unwarranted Voucher Amount. If the voucher is warranted in the current month, then it will show in the Month AFNS Revenue Column. The report shows all account type 31 transactions that have been accepted on or before the last day of the month specified.

The **REV1** report is the same as the **A203** report, except the **REV1** report lists detailed transaction information. The **REV1** report lists each transaction for the month of the report.

REV2
REVENUE DETAIL/BALANCING FOR C203
(Detail version of the AFNS C203)

Description:

The REV2 report is a detail report that lists all activity for the current month and has year-to-date totals. It lists revenue recognized and cash collected for the current period. The report gives period totals and year-to-date totals by revenue source code.

Any payment vouchers against receipts that are not warranted will show up in the Unwarranted Voucher Amount. If the voucher is warranted in the current month, then it will show in the Month AFNS Revenue Column. The report shows all account type 31 transactions that have been accepted on or before the last day of the month specified.

The **REV2** report has the same layout as the **REV1** report. The only change is to print every transaction that is included in the Current Period columns on the **C203** report.

Both REV2 & C203 reports - (1) Will not pick up 'IN' transactions. (2) Does not check BFY. (3) Checks date of record instead of accounting period or acceptance date. (4) Will read the AFNS SPEC table & pull Balance Sheet Code from 'Billed Recv' field. (5) Will pick up CR's with Account type 01 if the CR references an 'IN'. Only pull the Side of the transaction that has the same BS Code as 'Billed Recv' field on the AFNS SPEC table. (6) CR transactions that reference 'INs' will be changed (according to the following criteria) before adding them to the REV2/C203 work file: (a) CRs that are pulled following number 5 edits will need to be changed as follows: (1) First read the AFNS OINL table record (using the invoice number from the reference number field and the invoice line number field) and if the RSRC field is blank do not keep. (2) If the RSRC field is greater than blank (has data) then change the CR's account coding to the coding from the OINL record. Do not change the amount. (3) Change the account type from 01 to 31.