

## AFNS YEAR END - NEW YEAR INSTRUCTIONS

The procedures and deadlines included have been established for closing the fiscal year ending **September 30, 2010** and opening the new fiscal year beginning **October 1, 2010**. By now you should have received the End of Year memorandum from the Finance Department dated June 3, 2010. Your agency should set AFNS deadlines to ensure that all electronic files are passed to CAS by the required dates and CAS deadlines are met. Please allow ample time for correcting errors. Attached you will find items to be considered which will assist you in meeting the required deadlines. These procedures do **not** include every CAS deadline, only the ones where transactions have to pass through integration and deadlines specific for AFNS.

Due to our limited technical staff we have established the schedule in this instruction pamphlet. This schedule will assist agencies in ending this fiscal year and beginning the new fiscal year. The jobs listed will be run for your department upon request, but you **must** request the job **before** the scheduled dates. For example, if a job is scheduled to run August 2 - August 10, you must request that job **before** August 10. Attached is an "AFNS NEW YEAR INITIALIZATION" form to complete and return to:

Regular mail:

**Carolyn Thompson**

**State Business Systems Division**

**AFNS Agency Assistance**

**110 North Union, Suite 298**

**Montgomery, AL 36130-2602**

Hand-Mail:

**Carolyn Thompson**

**AFNS Agency Assistance**

**Suite 298**

**Montgomery AL 36130-2602**

If you have any questions, please call the AFNS Hotline (242-2686) or email at [Hotline.AFNS@Finance.alabama.gov](mailto:Hotline.AFNS@Finance.alabama.gov). Look for AFNS Instructions and other detailed information online at [www.comptroller.state.al.us](http://www.comptroller.state.al.us).

**NOTICE:** Plans are to bring the AFNS system down at 1:00 pm September **30, 2010**. The System will be back up for processing October **1, 2010** at 7:00 a.m. **It is essential that no ROSCOE programs or monthly reports are run against AFNS on September 30, 2010.** The CAS Office will bring down CAS at 5:00 p.m. on September **28, 2010**. CAS will not be available until 7:00 a.m. on October **1, 2010**. This helps our staff avoid late hours associated with year-end.

June 1 - 18

**NEW YEAR TABLE INITIALIZATION (NYTI)**

The NYTI program creates the crosswalk and master tables for the new fiscal year based on current fiscal year.

**CAS: REVIEW CROSSWALK TABLES (XWLK, OWLK & BRWK)**

Review the FY 10 crosswalk tables for your agency. Any additions or changes must be completed in CAS (FXTC). The XGFS table may be used as a convenient reference for the XWLK table.

The following tables must be used for your additions or changes in CAS (FXTC), and the status code must be changed to '9' on all records that are no longer valid and new records added must have status of '1':

XWLK - fund/agency/orgn/appr/actv

OWLK - object/sub-object

BRWK - revenue source/balance sheet

Additional detailed crosswalk instructions can be located on the CAS webpage under AFNS Instructions, Integration, and Crosswalk Instructions.

**NOTE**: Any new records added to the crosswalk tables for FY 10 after the new year initialization program has been run for CAS will also have to be added for FY 11. FY 11 crosswalk records will be available on **June 21<sup>st</sup>**.

**AFNS: REVIEW AFNS MASTER TABLES**

Review the FY 10 AFNS master tables (chart of accounts, grant tables, etc.) for your agency. The AFNS table listing is on the CAS webpage under AFNS Instructions - AFNS tables.

**NOTE**: On **June 21<sup>st</sup>**, the new FY 11 AFNS master tables will be available. Any new records added to the AFNS master tables for FY 10 after the new year initialization program has been run for AFNS, will also have to be added for FY 11. Changes, additions and deletions made by the agency can be made to the fiscal year (FY) 11 records beginning on **June 21<sup>st</sup>**.

Delete any records from the AFNS OBJ2 & SOBJ tables that are no longer valid in the new year (2011). However, these codes **must** remain active for one year to allow manual warrants (MW) to process without intervention.

## June 21

### **PURCHASE ORDERS**

The Purchasing Division begins processing the next fiscal year's Requisitions and Purchase Orders at the end of June before the end of the current fiscal year (10). These transactions are updated in SNAP but are **not** sent through integration to AFNS until the first working day in October. The transactions will appear on the 3D error report with the next fiscal year (11) in the "FY" column. Due to the volume of requisitions and purchase orders processed, it will take about two weeks for all of them to flow through integration. Monitor these reports with that in mind.

In accordance with accounting regulations, new prior year purchase orders will **not** be allowed after the fiscal year is closed in **September**. Purchase orders for prior year Capital Outlay will be accepted. Prior year Purchase Orders can be increased until the end of the 13th accounting period (**last working day in November**).

#### **Reminder: COST OVERRUNS ON PURCHASE ORDERS**

Departments will be required to submit a Purchase Order Change (FD-PUR 1200 Exhibit 4-7-1) to State Purchasing if the cost overrun exceeds \$100.00. All freight charges (prepaid or added by vendor) must reference the Purchase Order (PO) number on the voucher.

Any cost overrun of less than \$100 per purchase order should be liquidated by referencing the proper PO number, and using the 'F' in the final indicator column. (Please remember this is for SNAP Purchase Orders only, not Contract Purchase Orders.)

However, after the close of the 13th accounting period, cost overruns to prior year purchase orders **cannot** be paid. The PO overrun tolerance is set to zero after the close of the 13th Accounting Period. It is imperative that each agency increase the PO amount

relating to cost overruns in shipment or freight charges before the close of the 13th accounting period. After the close of the 13th accounting period the vendor will be required to file a claim with the Board of Adjustment to cover any amount not on purchase order.

August 2 - 10

**BUDGET PERCENT TABLE (BPCT)**

The Budget Percent Table must be set up with the correct data before the BPEX process is run. The purpose of updating this table is to load the Budget Report Table (BRPT) with zero dollar amounts. **The NYTI program creates the master tables (including BPCT) for the new fiscal year.** The agency is responsible for updating this table only if any new objects or revenue source codes are required. Below is the process used to update the BPCT table:

ACTION: A SCREEN: <b>BPCT</b> USERID:						
B U D G E T P E R C E N T						
BUDGET	EXP/REV	-- OBJ/REV --	PERCENT			
FY	IND	CLASS SOURCE	ADJUSTMENT	I/D		
=====	=====	=====	-----	---		
01-						
03-						
04-						
06-						

- 1) "BUDGET FY" field. Enter 11.
- 2) "EXP/REV IND" field.  
To build "AA" and "EB" transactions enter an "E".  
To build "RB" transactions enter an "R".
- 3) "OBJ/REV SOURCE" field.  
Enter a record for each major object and/or revenue source code that will have a budget.
- 4) "PERCENT ADJUSTMENT" field.  
Enter 110.00 for 110%.
- 5) "I/D" (increase/decrease) field.  
Enter a "D".

If you are interested in using the revenue budget option, check the yes column for BPRV on the "AFNS New Year Initialization" form. If it is not included, add BPRV to the New Year Initialization form.

## BUDGET REPORT TABLE INITIALIZATION (BPEX)

This process reads the Expense Budget Table (EXP2) for the current budget fiscal year (BFY) and then creates the Budget Report Table (**BRPT**) so that you may key in your next year's budget amounts without reentering the account coding structure. It also reads the Revenue Budget Inquiry (REV2) table for the current budget fiscal year (BFY) and then creates the Revenue Budget Report Table (**RRPT**) so that you may key in your next year's Revenue budget amounts without reentering the account coding structure.

Account coding that is valid for BFY **10**, but will not be used in BFY **11** accounting structure, must have a FY **11** record. This will allow the warrants to process without human intervention when a prior year voucher is warranted.

September 10 at 5:00 p.m. is the deadline for agencies to enter their Operation Plan into the BRPT table and their Revenue Budget into the RRPT table. Coding instructions for the BRPT/RRPT tables and the resulting AA and EB transactions are located in the DETAILED INSTRUCTIONS FOR THE NEW FISCAL YEAR packet on **pages 15-24**. Fund records with "Expense Budget Control" set to "N" will not create BRPT records. Agencies that need "AAs", "EBs" and "RBs" must change the controls to "P" on the FUN2 table for the night that BPEX is run. Then change the controls back to "N" the next morning before any data is entered into AFNS.

Review the data which was entered on BRPT by inquiring on the Budget Report Summary Table (**BRSM**). Review the data which was entered on RRPT by inquiring on the Revenue Budget Report Summary Table (**RRSM**) to display totals enter an "S" in the Action field and a "Y" in the Total Indicator field. This table allows you to view and check the data that was entered on BRPT.

After all budget information is entered and checked on the BRSM & RRSM tables, AA, EB & RB transactions will be created (see September 1 - 10).

**NOTE:** The agency must call the AFNS Hotline when the BRPT/RRPT tables have been loaded. Multi-year organizations cannot use the BRPT/RRPT tables. Agencies are responsible for entering AA, EB and RB transactions for any new multi-year organizations.

Starting August 13 (CAS Deadline - Starting August 16)

**PAYMENT VOUCHERS REFERENCING 09 PURCHASE ORDERS/CONTRACTS**

All payment vouchers referencing FY **09** purchase orders/contracts must be placed in separate batches from all other payment vouchers. The batch must be clearly labeled "**09**" in red letters. To ensure that these vouchers are in separate batches, use a separate check category code. Check category codes are listed on the CCAT table in AFNS.

August 26 (CAS Deadline - August 27)

**PAYMENT VOUCHERS (REFERENCING 09 PURCHASE ORDERS AND PROFESSIONAL SERVICES CONTRACTS)**

All payment vouchers referencing 09 purchase orders/contracts (complete with supporting documentation) must be received by the CAS Office by **3:30 p.m. August 27<sup>th</sup>**.

To meet the CAS deadlines for vouchers consider the following: (1) crosswalk errors, (2) the time it takes to assemble vouchers, (3) the time it takes to deliver vouchers to the CAS Office, and (4) **August 26<sup>th</sup>** nightly cycle will move the electronic file to CAS to meet the **August 27<sup>th</sup>** deadline.

August 31

**10 PURCHASE ORDER MODS**

**August 31<sup>st</sup>** is the last day to process any FY **10** purchase order modifications in this fiscal year. Remember, State Purchasing will not process any FY **10** purchase order changes from September 1 - September 30, **2010**. However, beginning October 1<sup>st</sup> through November **30<sup>th</sup>** (13<sup>th</sup> accounting period) agencies can enter purchase order changes for FY **10**.

**Note:** Please refer to the **June 21<sup>st</sup>** deadline reminder regarding Cost Overruns on Purchase Orders.

August 31 (CAS Deadline - September 1)

**10 REQUISITIONS MUST BE CONVERTED TO A PURCHASE ORDER  
(EXCEPT CAPITOL OUTLAY)**

All 10 requisitions and purchase orders must have updated AFNS, CAS and sent flag back to SNAP by **September 1<sup>st</sup>**. On **August 31<sup>st</sup>**, check the AFNS and CAS suspense file (SUSF) for any rejected purchase orders and requisitions that need to be fixed. Remember to also check your integration reports.

September 1 - 10

**CREATE EB, AA AND RB TRANSACTIONS - PROGRAM (BPTR)**

This process creates "AA", "EB" and "RB" transactions from the information you entered on the BRPT table and the RRPT table. Instructions on how to process the AAs, EBs & RBs are in the DETAILED INSTRUCTIONS FOR THE NEW FISCAL YEAR packet on **pages 15-20 (AA), 21-24 (EB) and 25-28 (RB)**.

Fund records with Expense Budget Control (EXP BUD) Option of "N" or fund records with Revenue Budget Control (REV BUD) set to "N" will not create "EB", "AA", or "RB" transactions. Agencies that need these transactions must change the controls to "P" on the FUN2 table for the night that BPTR is run. Then change the controls back to "N" the next morning before any data is entered into AFNS.

Remember to contact the AFNS Hotline when all the BFY **11** AA, EB, and RB transactions are accepted. **October 1<sup>st</sup>** the AFNS staff will change the control so the system will keep the approved budget amount and update any changes to the current modified budget amount.

Starting September 3

**PURCHASE ORDER ROLLOVER (NYPO)**

This process will select only BFY 09 open purchase orders and create purchase order transactions to modify the outstanding balances to zero (including capital outlay purchase orders). Since capital outlay purchase orders need to be open for the new fiscal year, agencies with capital outlay have **two options**:

**Option 1:**

Agencies can let capital outlay purchase orders be modified to zero. Then the agency **must** copy the decreasing purchase order transaction on the suspense file and reverse the entries to reinstate the purchase order.

**Option 2:**

Agencies that do NOT want capital outlay purchase orders modified to zero should put approvals on PO transactions before the NYPO process is run. The following working day the agency should remove the approval flag, delete the capital outlay transactions and perform an edit (ED) on all other PO transactions.

To determine which purchase orders were cleared, look at the INCB003D & INCBC02B reports. Retain these reports for your records. The AFNS staff will automatically delete these transactions from these reports.

**NOTE:** If a PO modification rejects in AFNS & has to be edited/processed by your agency, please enter 'AFNS ONLY' in the Description field of the PO; this will keep the PO modification from showing up on the INCB003D or INCBC02B error reports. If 'AFNS ONLY' isn't entered in the Description field, please notify the AFNS Hotline to request the PO error be deleted from the INCB003D or INCBC02B reports. This needs to be made after one Nightly Cycle has passed.

CAS will run a similar program to clear all the BFY **09** purchase orders from CAS tables on **September 3, 2010**.

**NEW YEAR REQUISITION TABLE CLEARING (NYRQ)**

This process will close every outstanding BFY **10** requisition by creating a decreasing RQ transaction. Any **10** requisitions that have not become purchase orders must be reentered into SNAP as BFY **11** requisitions.

Requisitions that were closed by NYRQ will be listed on the INCB003D & INCBC02B reports. Retain these reports for your records. The AFNS staff will automatically delete these transactions from these reports.

**NOTE:** If a RQ modification rejects in AFNS & has to be edited/processed by your agency, please enter 'AFNS ONLY' in the Comment field of the RQ; this will keep the RQ modification from showing up on the INCB003D or INCBC02B error reports. If 'AFNS ONLY' isn't entered in the Comment field, please notify the AFNS Hotline to request the RQ error be deleted from the INCB003D or INCBC02B reports. This needs to be made after one Nightly Cycle has passed.

CAS will run a similar program to clear BFY 10 requisitions from CAS tables on **September 3, 2010**.

September 9 (CAS Deadline - September 10)

**PAYMENT VOUCHERS (OTHER THAN VOUCHERS REFERENCING BFY 09 PO/CONTRACTS)**

Payment vouchers (complete with supporting documentation) must be received by the CAS Office by **3:30 p.m. September 10<sup>th</sup>**. Note that September 9<sup>th</sup>'s Nightly Cycle will produce the hard copy of the voucher. Remember to allow ample time for crosswalk errors, the time it takes to assemble vouchers, and the time it takes to deliver vouchers to the CAS Office.

September 10

**BUDGET REPORT TABLE (BRPT) & REVENUE BUDGET REPORT (RRPT)**

**September 10 at 5:00 pm** is the deadline for entering the Operation Plan into the BRPT table and the Revenue Budget into the RRPT table (see **pages 5 and 6** for further information).

September 14 (CAS Deadline - September 15)

**JOURNAL VOUCHERS (OTHER THAN ACCOUNTS PAYABLE JOURNAL VOUCHERS)**

All journal vouchers (other than the year-end accounts payable journal vouchers) must be entered into AFNS by 5:00 p.m. on September 14, to pass through integration to CAS. The hard copy of the journal voucher with the necessary backup must be at CAS **by 5:00 p.m.** on September 15. Remember to allow ample time for crosswalk errors.

September 16 (CAS Deadline - September 17)

**YEAR-END ACCOUNTS PAYABLE JOURNAL VOUCHERS**

Each accounts payable journal voucher must be:

- 1) Entered and accepted no later than September 16<sup>th</sup> in AFNS. JVs require one nightly cycle to integrate data to CAS. Every journal voucher must follow the numbering scheme outlined in the procedures memo from the Finance Department, dated June 3, 2010 on page 8. Since an "E" must be in the last position of the document identification number, automatic numbering **cannot** be used for these transactions.

In order for these journal vouchers to be reversed, code "09 30 10" in the reversal date field. If 09 30 10 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.

- 2) Accounts payable journal vouchers must successfully complete the integration cycle. Enter accounts payable journal vouchers in ample time to fix crosswalk errors (XWLK, OWLK and BRWK) and budget problems.
- 3) Account type 22 **cannot** be entered on the APJV with a credit amount (as if reversing the entry). CAS will not process the JV with an Account Type 22 credit entry. If the APJV was entered incorrectly and the document accepted in AFNS, an OTJV will have to be entered into AFNS to reverse the entry out of AFNS ONLY. The OTJV must have an 'E' on the end of the JV number. A new APJV will then have to be entered with the correction information.

**NOTE:** The following **should be** included on the APJV:

- Invoices that have **not** been received;
- Obligations that an invoice has **not** been received such as travel claims, utility bills, & phone bills;
- Vouchers that are Green Slipped and will **not** be paid until October (the new fiscal year);
- Professional Services Contracts that have **not** created a PO;

- Purchase Order Modifications that have **not** updated CAS; and
- Any telephone authorizations (they do **not** encumber the money).

September 16 (CAS Deadline - September 17)

#### GREEN SLIPPED VOUCHERS

All green slipped vouchers must be returned **by 12:00 noon** on this date to insure processing in this fiscal year. Note: green slipped payment vouchers that have to be reprinted **must** be completed in the AFNS system by **September 16, 2010** in order to meet the CAS deadline.

**Any payment vouchers rejected, green slipped, or otherwise not completed must be included in the year-end accounts payable journal vouchers. These payment vouchers must be modified to zero in the AFNS system.**

Starting September 20 (Before October 1<sup>st</sup>)

#### RECURRING JV'S AND PV'S IN AFNS

EXPR DATE field on Recurring JV (REJV) and PV (REPV) tables need to be updated. Records with and EXPR date less than or equal to the "TO DATE" on the LDAT table will be deleted from REPV and REJV tables. If the expiration date is **not** updated on a timely basis, all information is deleted by the system.

Recurring JVs and PVs generate documents on a monthly, bimonthly, or quarterly basis. Agencies add new JV/PV numbers, set start and expiration dates, and **must** be updated each year. If expiration date is **not** updated on a timely basis, all information is deleted. Remember, you will **not** be able to do this until the new year (FY **11**) budgets are in place.

When the budgets are in place, those agencies that use Recurring Journal Vouchers or Recurring Payment Vouchers need to access the REJV and/or REPV tables. Search for your JV/PV number. Place an "A" in the action field (add). Enter the JV/PV number(s) to reflect a new number for the current year (ex: **0** to a **1**). Update the START DATE and EXPR DATE fields. Blank out the last date field and press enter. Remember this will need to be done for each screen.

The screen will not roll. If the information is **not** updated before **October 1, 2010**, all information is deleted by the system.

Records with EXPR date less than or equal to the "TO DATE" on the LDAT table will be deleted from REPV and REJV tables. **\*Don't change the LDAT table!**

#### **AUTOMATIC DOCUMENT NUMBERING**

Update the Automatic Numbering Table (ADNT) prior to entering any transactions. This can be updated in September after all **10** vouchers have been entered.

#### **ENTERING NEW FISCAL YEAR PAYMENT VOUCHERS BEFORE OCTOBER 1st**

After the ADNT (Automatic Document Numbering) table has been updated for **FY 11**, agencies can enter payment vouchers dated with a future process date on SUSF.

**Note:** The future dated payment vouchers will begin to be processed during nightly cycle on **October 1, 2010**.

The transaction date may be left blank or **10 01 10** can be entered. Follow the instructions given in the Finance Department's letter dated **June 3, 2010** on **page 11 - 12** for the correct accounting period and BFY.

Do not perform a function of edit (ed) or run (r) on the document. Enter an 'S' in the function. No edits will be performed until the nightly cycle; however, the transaction status will show 'SCHED' (scheduled).

After all vouchers are entered for the day, the future process date must be entered in the format of YYMMDD on the SUSF table. For this scenario, vouchers should have a future process date of **101001** or greater.

**This year during the first week in October there will be no limit on the number of vouchers each agency can schedule to run per night. However, we do request that if any given night your agency needs to process more than 500 vouchers, please notify the AFNS office.**

## September 28

### CASH RECEIPTS

**September 28<sup>th</sup>** is the last day the Treasurer's Office will accept & process FY **10** transactions. In order for FY **10** Cash Receipts to be accepted & processed, the Cash Receipts must be received by the Treasurer's Office by 11:00 am on **September 28<sup>th</sup>**.

Deposits made after 11:00 am on **September 28<sup>th</sup>** will be processed as FY **11** transactions. Cash Receipt document numbers for FY **11** should begin with a '1' (**one**).

## September 30

### ACCOUNTS PAYABLE REVERSAL JOURNAL VOUCHERS (RESJ)

The accounts payable journal vouchers will be reversed to restore your spending authority for the thirteenth accounting period. The AFNS staff is responsible for running the RESJ.

## September 30

### BBAL TABLE (BALANCE SHEET ACCOUNT CODES) CLEANUP

Look in both systems (AFNS & CAS)

- 1215 Bad Checks Receivable, 7941 Insurance Refund due Employees, 7947 Insurance Refund due Employer, 9050 Salary Refunds Payable, & 9051 Flex Plan Refund Payable - **should be zero by Sept. 30<sup>th</sup>**.

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 doesn't use the same AFNS balance sheet codes as listed above, please verify that your agency's equivalent AFNS balance sheet code is zero by **Sept 30<sup>th</sup>**.

Starting **September 30**

#### **CLEANING UP OUTSTANDING PV, RQ, PO, PC, & PD TRANSACTIONS**

AFNS staff will begin running programs to list any outstanding payment vouchers, requisitions, and purchase order transactions. This step has been implemented due to CAS maintaining the vendor file. The list(s) for your agency along with instructions on how to clean up these transactions will be forwarded to each agency.

Beginning **October 1**

#### **Adjusting AFNS Allotments**

It is recommended that agencies adjust their **BFY 10** allotment budget in AFNS to agree with the allotment budget in CAS. This allows budget problems, during the 13th accounting period, to be detected in AFNS instead of waiting on a green slip from CAS. Follow these steps:

Beginning the first working day of October the agency can retrieve the total allotment budget from the **EALL** table and the total appropriation budget from the **EAP2** table in CAS. Subtract the amount from the EALL table from the amount on the EAP2 table. Use this amount to reduce only the 4th quarter allotment budget in AFNS by entering an 'AA' transaction. Do **NOT** reduce the appropriation.

#### **AGENCIES PAYING RISK MANAGEMENT INVOICES**

When paying Risk Management invoices, remember that the account coding on the IFSH table in CAS **must** be checked for each invoice before paying more than one invoice on a single payment voucher. **The account coding on IFSH for each invoice number must be identical before multiple invoices can be paid on one payment voucher.**

**Rule of Thumb:** If Risk Management invoices start with AL or GL - they can be paid on a single payment voucher. If the Risk Management invoices start with EA or EI - they can be paid on a single payment voucher. However, if the Risk Management invoice begins with FB, AP, or PR these will **each** have to be paid on a separate payment voucher.

## **FY 10 PURCHASE ORDER MODS**

Prior year Purchase Orders (**FY 10**) can be increased until the end of the 13th accounting period (**October 1<sup>st</sup> thru November 30<sup>th</sup>**).

**Note:** Please refer to the **June 21<sup>st</sup>** deadline reminder regarding Cost Overruns on Purchase Orders.

## **FY 10 PAYMENT VOUCHERS (NOT REFERENCING PURCHASE ORDERS)**

All **FY 10** payment vouchers (not referencing purchase orders) must be placed in separate batches from all other payment vouchers. The batch must be clearly labeled "10" in red letters. To ensure that these vouchers are in separate batches, use a separate check category code. Check category codes are listed on the CCAT table in AFNS.

## **October 1**

### **CHANGING CONTROLS FOR EXPENSE BUDGET LINES**

*Control Options are found on the FUN2 Table.*

Full Control - Full Control (C) will NOT allow you to overspend the line item budget (major object code) and requires that a record be built by an EB transaction.

Presence Control - Presence Control (P) requires that the line item record (major object code) be built by an EB transaction but allows the line item budget to overspend.

No Control - No Control (N) does NOT check the line item budget and does NOT require that a record be built by an EB transaction.

Cumulative - Cumulative (Q) is for allotments ONLY. Allows unobligated amounts from prior periods to be used in the current period.

## CHANGING CONTROLS FOR 2010 (PRIOR FISCAL YEAR)

On October 1<sup>st</sup>, CAS will change the 2010 controls to allow the agencies to overspend the major object code budgets. However, CAS will continue to have full control edits on the allotments.

## CHANGING CONTROLS FOR 2011 (NEW FISCAL YEAR)

Agencies that would like to change the new fiscal year controls can do so at this time. Agencies can change AFNS controls so that they are the same as CAS controls. **If there are no changes to the control options, then no action is necessary.**

November 16 (CAS Deadline - November 17)

### **FY 10 PAYMENT VOUCHERS NOT REFERENCING PURCHASE ORDERS**

All **FY 10** payment vouchers not referencing purchase orders (accounts payable) and their supporting documentation must be received by the CAS Office by **3:30 p.m.** on **November 17<sup>th</sup>**. In order to meet the CAS deadline, these vouchers must be entered into the AFNS system by **November 16, 2010**.

November 23 (CAS Deadline - November 24)

### **GREEN SLIPPED VOUCHERS**

All green slipped vouchers must be returned **by 12:00 noon** on this date to insure processing in the thirteenth accounting period. Note: green slipped payment vouchers that have to be reprinted must be completed in the AFNS system by **November 23, 2010** in order to meet the CAS deadline.

November 30

### **FY 10 PURCHASE ORDER MODS**

Last day to process PO changes for prior year purchase orders.

**Note:** Please refer to the **June 21<sup>st</sup>** deadline reminder regarding Cost Overruns on Purchase Orders.

## November 30

### **BBAL TABLE (BALANCE SHEET ACCOUNT CODES) CLEANUP**

Look in both systems (AFNS & CAS)

- 2901 Voucher Payables Adjustments & 1006 Cash-Reductions for Bad Checks - **should be zero by Nov 30<sup>th</sup>.**
- 1206 Advance Travel - **Prior year must be zero by Nov 30<sup>th</sup>.**

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 doesn't use the same AFNS balance sheet codes as listed above, please verify that your agency's equivalent AFNS balance sheet code is zero by **Sept 30<sup>th</sup>.**

## November 30

Thirteenth accounting period closes.

**AFNS NEW YEAR INITIALIZATION FORM**  
**2010-2011**

Application E

	YES	NO
BPEX		
BPTR		
NYPO		
NYRQ		
RESJ		

SYSTEM ADMINISTRATOR \_\_\_\_\_

DATE \_\_\_\_\_

PHONE \_\_\_\_\_