

# AFNS YEAR END - NEW YEAR INSTRUCTIONS

The procedures and deadlines included have been established for closing the fiscal year ending **September 30, 2012** and opening the new fiscal year beginning **October 1, 2012**. By now you should have received the End of Year memorandum from the Finance Department dated **June 6, 2012**. 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 during the scheduled dates. Attached is a Control Options Form to complete and return to:

Regular mail:

**Carolyn Thompson**  
State Business Systems Division  
AFNS Agency Assistance  
100 North Union, Suite 277  
Montgomery, AL 36130-2602

Hand-Mail:

**Carolyn Thompson**  
AFNS Agency Assistance  
Suite 277  
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.sbs.alabama.gov](http://www.sbs.alabama.gov).

**NOTICE:** Plans are to bring the AFNS system down at 1:00 pm September **28, 2012**. The System will be back up for processing October **1, 2012** at 7:00 a.m. The CAS Office will bring down **CAS** at 5:00 p.m. on September **26, 2012**. **CAS** will not be available until 7:00 a.m. on October **1, 2012**. This helps our staff avoid late hours associated with year-end.

June 1 - 15

**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 12 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 12 after the new year initialization program has been run for CAS will also have to be added for FY 13. FY 13 crosswalk records will be available on **June 18<sup>th</sup>**.

**AFNS: REVIEW AFNS MASTER TABLES**

Review the FY 12 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 18<sup>th</sup>**, the new FY 13 AFNS master tables will be available. Any new records added to the AFNS master tables for FY 12 after the new year initialization program has been run for AFNS, will also have to be added for FY 13. Changes, additions and deletions made by the agency can be made to the fiscal year (FY) 13 records beginning on **June 18<sup>th</sup>**.

**NOTE**: For agencies using the AFNS Grant Management system - if possible, please add FY 13 grant information by entering GM transactions into AFNS. The GM will load the grant information, on the grant

tables, as 12. However, when the NYTI program is ran, the grant information will be rolled over to FY 13.

If your agency is unable to load the FY 13 grant information before the NYTI is ran, please enter the GM transactions as soon as possible. Please review the RPTG table to ensure the codes are listed for 12 and 13 if payments will be made for both Budget Fiscal Years. If a reporting category code is not listed for a specific BFY, please send a listing of the codes along with the correct BFY needed, to the AFNS Hotline.

## June 18

### **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 (12). 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 (13) 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 1 - 9

#### **BUDGET PERCENT TABLE (BPCT) [For agencies that use Revenue Budgets]**

BPCT is a part of the automatic new year budget preparation feature.

Agencies that currently use the revenue budget feature must provide a list of all revenue source codes used for year 2012 on item four on the attached form.

Agencies that will begin using the revenue budget feature in 2013 must provide a list of all revenue source codes to be used on item five on the attached form.

The attached form should be completed and returned to Carolyn Thompson by August 3, 2012.

#### **BUDGET REPORT TABLE INITIALIZATION PROGRAM (BPEX)**

This program reads the Expense Budget Table (EXP2) for the current budget fiscal year (BFY) and then creates the Budget Report Table (BRPT) so that next year's budget amounts can be entered without reentering the account coding structure. Account coding that is valid for BFY 12, but will not be used in BFY 13, must still have a FY 13 record. This will allow the warrants to process without human intervention when a prior year voucher is warranted.

Agencies will be notified by e-mail when the BRPT table is created and can then begin entering the 2013 Operation Plan. The deadline for completion is September 4 at 5:00 p.m. Coding instructions for the BRPT table and the resulting AA and EB transactions are located in the DETAILED INSTRUCTIONS FOR THE NEW FISCAL YEAR packet on pages 15-20 and 21-24.

Review the data that was entered on BRPT by inquiring on the Budget Report Summary Table (BRSM). To display totals enter an "S" in the Action field and a "Y" in the Total Indicator field. If errors are found, corrections must be made on the BRPT table.

After all budget information is entered and checked, AA and EB transactions will be created (see September 4 - September 12). Review your agency's fund numbers on the **FUN2** table. Records that have an Expense Budget Control Option of "N" will **NOT** create AA and EB transactions. Agencies that wish to have budgets created for these funds must complete item 1-(A) on the attached form and return it to **Carolyn Thompson** by August 3, 2012. See **page 17** for an explanation of control options. The attached form to change the control options is on **pages 20 and 21**.

**NOTE:** Multi-year organizations **cannot** use the BRPT table. Agencies are responsible for entering AA and EB transactions for any new multi-year organizations.

#### **REVENUE BUDGET TABLE INITIALIZATION PROGRAM (BPRV)**

This process reads the Revenue Budget Table (REV2) for the current budget fiscal year 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.

Agencies will be notified by e-mail when the RRPT table is created and can then begin entering the 2013 Revenue Budget. The deadline for completion is September 4 at 5:00 p.m. Fund records with Revenue Budget Control (REV BUD) set to "N" will **not** create RRPT records. Coding instructions for the RRPT table and the resulting RB transactions are located in the DETAILED INSTRUCTIONS FOR THE NEW FISCAL YEAR packet on **pages 25-28** and **37-39**.

Review the data which was entered on RRPT by inquiring on the Revenue 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 RRPT.

After all budget information is entered and checked, RB transactions will be created (see September 4 - September 12).

Review your agency's fund numbers on the FUN2 table. Fund numbers with a Revenue Budget (REV BUD) Control Option of "N" will **not** create RB transactions. If budgets are necessary for these fund numbers it is required that number 1-(B), on the attached form, be completed and returned to **Carolyn Thompson** by **August 3<sup>rd</sup>**.

Starting August 10 (CAS Deadline - Starting August 13)

#### **PAYMENT VOUCHERS REFERENCING 11 PURCHASE ORDERS/CONTRACTS**

All payment vouchers referencing FY **11** purchase orders/contracts **must** be placed in separate batches from all other payment vouchers. The batch **must** be clearly labeled "**11**" 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 23 (CAS Deadline - August 24)

#### **PAYMENT VOUCHERS (REFERENCING 11 PURCHASE ORDERS AND PROFESSIONAL SERVICES CONTRACTS)**

All payment vouchers referencing **11** purchase orders/contracts (complete with supporting documentation) must be received by the CAS Office by **3:30 p.m. August 24<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 23<sup>rd</sup>** nightly cycle will move the electronic file to CAS to meet the **August 24<sup>th</sup>** deadline.

August 31

#### **12 PURCHASE ORDER MODS**

**August 31<sup>st</sup>** is the last day to process any FY **12** purchase order modifications in this fiscal year. Remember, State Purchasing will **not** process any FY **12** purchase order changes from September 1 - September 30. 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 **12**.

**Note:** Please refer to the **June 18<sup>th</sup>** deadline reminder regarding Cost Overruns on Purchase Orders.

September 4

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

**September 4 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 4 and 5** for further information).

September 4 - 12

**CREATE AA, EB 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.

The AFNS staff is responsible for running this program. Revenue budget transactions (RB) will only be built for those agencies that request revenue budgets be created on item 1-(B) on the attached form.

The BPTR program builds the appropriation portion (header information) of the AA transaction, but does not build the allotment section (quarterly amounts). The system will require approvals on these transactions to allow the agencies to insert the quarterly allotment amounts. (See an example of a pending AA transaction below.)

FUNCTION:	DOCID: <b>AA</b>		
STATUS: <b>PEND1</b>	BATID:	ORG:	
<b>H-</b>	<b>APPROPRIATION AND ALLOTMENT INPUT FORM</b>		
APP DATE:	ACCTG PRD:	BUDGET FY:	
ACTION: FUND:	AGENCY:	APPR UNIT:	ALLOT YR:
NAME:		SHORT NAME:	
REV APP AMT:	I/D AMT:	TOT ALLOT AMT:	
		CALCULATED TOT ALLOT AMT:	
REV EST REC:	I/D EST REC:	BUD AUTH OPT:	
	<b>INPUT ALLOT PRD</b>	<b>REVISED ALLOT AMT</b>	<b>ALLOT INC/DEC AMT</b>
	-----	-----	-----
01-			
02-			

Agencies will receive an e-mail or phone call to inform them when the AA transactions have been loaded to the SUSF file with a status of pending (PEND1 - awaiting approval). After the agency receives the e-mail, they must go into the AA transaction and enter the quarterly allotments. There **must** be a record for each quarter.

Approval flags will be removed by AFNS staff to allow the agencies to process their AA transactions. AAs **must** be processed with a function of "R" before

EBs/RBs can be accepted. Immediately following the processing of the AA transaction, the agency must process the EB/RB transactions with an "R" (run).

**NOTE:** It is important that all AA, EB and RB transactions be processed (updated) by the deadline, **September 28<sup>th</sup> at 12:00 noon.** Instructions on how to process the AAs (**pages 15-20**), EBs (**pages 21-24**) and RBs (**pages 25-28**) are in the DETAILED INSTRUCTIONS FOR THE NEW FISCAL YEAR packet.

**September 5** (CAS Deadline - September 6)

**12 REQUISITIONS MUST BE CONVERTED TO A PURCHASE ORDER (EXCEPT CAPITAL OUTLAY)**

All **12** requisitions and purchase orders **must** have updated AFNS, CAS and sent a flag back to SNAP by **September 6<sup>th</sup>.** On **September 5<sup>th</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 6** (CAS Deadline - September 7)

**PAYMENT VOUCHERS (OTHER THAN VOUCHERS REFERENCING BFY 11 PO/CONTRACTS)**

Payment vouchers (complete with supporting documentation) must be received by the CAS Office by **3:30 p.m. September 7<sup>th</sup>.** Remember to allow ample time for crosswalk errors, the time it takes to assemble vouchers, the time it takes to deliver vouchers to the CAS Office and the **September 6<sup>th</sup> Nightly Cycle** will move the electronic file to CAS to meet the **September 7<sup>th</sup>** deadline.

**Starting September 7**

**PURCHASE ORDER ROLLOVER PROGRAM (NYPO)**

This process will select only BFY **11** open purchase orders and create purchase order transactions to modify the outstanding balances to zero.

This process will also close capital outlay purchase orders. Agencies that do **NOT** want capital outlay purchase orders modified to zero need to list these purchase order numbers on item two of the attached form and return to **Carolyn Thompson** by **August 3.** The AFNS staff will reopen these records.

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 11 purchase orders from CAS tables on September 7, 2012.

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

This process will close every outstanding BFY 12 requisition by creating a decreasing RQ transaction. Any 12 requisitions that have not become purchase orders must be reentered into SNAP as BFY 13 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 12 requisitions from CAS tables and CAS ledgers on September 7, 2012.

September 11 (CAS Deadline - September 12)

**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 11<sup>th</sup>, 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 12<sup>th</sup>. Remember to allow ample time for crosswalk errors.

September 13 (CAS Deadline - September 14)

**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 **13, 2012** 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.

September 13 (CAS Deadline - September 14)

**YEAR-END ACCOUNTS PAYABLE JOURNAL VOUCHERS**

Each accounts payable journal voucher must be:

- 1) Entered and accepted no later than **September 13<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 6, 2012 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 28 12" in the reversal date field. If 09 28 12 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 corrected 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;
- Any telephone authorizations (they do **not** encumber the money); and
- AE Purchase Orders.

Starting **September 20**

#### **RECURRING PV'S IN AFNS**

Recurring PVs generate documents on a monthly, bimonthly, or quarterly basis. New payment voucher numbers are added and set up with start and expiration dates. Each year this information must be updated after the budgets for the new year have been established in AFNS. EXPR DATE field on Recurring PV (REPV) table **must** be updated for each transaction starting on **September 20** - to be completed before **October 1<sup>st</sup>** or the first working day in October. If the expiration date is not updated on a timely basis, all information will be deleted by the system.

When the budgets are in place, those agencies that use Recurring Payment Vouchers need to access the REPV tables. Search for your PV number. Place an "A" in the action field (add). Enter the PV number(s) to reflect a new number for the current year (ex: **2** to a **3**). 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, 2012**, all information will be deleted by the system.

#### **AUTOMATIC NUMBERING**

For agencies currently using automatic numbering, the Automatic Document Numbering table (ADNT) will be updated starting **September 20** by AFNS staff. Check the ADNT table to verify that the changes have been made. If the Document Number Prefix field begins with a **3** or if the Last Document Number Used has a **three** in the second position then ADNT has been updated.

If you currently do not use automatic numbering but wish to start, please contact the AFNS Hotline.

#### **ENTERING NEW FISCAL YEAR PAYMENT VOUCHERS BEFORE OCTOBER 1<sup>st</sup>**

After the ADNT (Automatic Document Numbering) table has been updated for **FY 13**, 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, 2012**.

The transaction date may be left blank or **10 01 12** can be entered. Follow the instructions given in the Finance Department's letter dated **June 6, 2012** 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 **121001** or greater.

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 25 (CAS Deadline - September 26)

#### CASH RECEIPTS

**September 26<sup>th</sup>** is the last day the Treasurer's Office will accept & process FY **12** transactions. In order for FY **12** Cash Receipts to be accepted & processed, the Cash Receipts **must** be received by the Treasurer's Office by 10:00 am on **September 26<sup>th</sup>**.

To meet the CAS deadlines for cash receipts consider the following: (1) crosswalk errors, (2) the time it takes to assemble cash receipts, (3) the time it takes to deliver cash receipts to the Treasurer's Office (please ensure the agency's runner is aware of the **September 26<sup>th</sup>** at 10:00 am deadline), and (4) **September 25<sup>th</sup>** nightly cycle will move the electronic file to CAS to meet the **September 26<sup>th</sup>** deadline.

**Note:** The last day to enter/correct Cash Receipt transactions in AFNS and have them integrate to CAS is **September 25<sup>th</sup>**. However, your agency must ensure that the Cash Receipt documentation is received by the Treasurer's office by 10:00 am on **September 26<sup>th</sup>**.

CAS goes down for Year End Processing on **September 26<sup>th</sup>**. Part of the CAS Year End processing is to delete transactions from the CAS SUSF screen. *Therefore*, any Cash Receipt transactions that integrate to CAS *on the night of September 25<sup>th</sup>* that are not received at the Treasurer's office by 10:00 am on **September 26<sup>th</sup>** will be deleted from the CAS SUSF screen.

Deposits made after 10:00 am on **September 26<sup>th</sup>** will be processed as FY **13** transactions. Cash Receipt document numbers for FY **13** should begin with a '3' (**three**). Therefore, cash receipts for **FY 13** should **not** be entered until after Automatic Numbering for cash receipts has been updated on the AFNS ADNT table (your agency will be notified by AFNS once this has been done). Please note that the future dating feature should be utilized with keying **FY 13** Cash Receipts.

## ENTERING NEW FISCAL YEAR CASH RECEIPTS BEFORE OCTOBER 1<sup>st</sup>

After the ADNT (Automatic Document Numbering) table has been updated for **FY 13**, agencies can enter cash receipts dated with a future process date on SUSF.

**Note:** The future dated cash receipts will begin to be processed during nightly cycle on **October 1, 2012**.

The transaction date may be left blank or **10 01 12** can be entered.

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 cash receipts are entered for the day, the future process date must be entered in the format of YYMMDD on the SUSF table. For this scenario, cash receipts should have a future process date of **121001** or greater.

### September 28

#### 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.

#### 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. 28<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.

For questions regarding CAS BBAL balances, please contact Gwen Barnett (phone 334-242-2192 or email [Gwen.Barnett@Comptroller.alabama.gov](mailto:Gwen.Barnett@Comptroller.alabama.gov)) of the Financial Reporting section of the Comptroller's office.

## Starting September 28

### CLEANING UP OUTSTANDING PV, RQ, & PO TRANSACTIONS

AFNS staff will begin running programs to list any prior year **outstanding** payment vouchers, requisitions, and purchase order transactions. 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 12** 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 more than one invoice can be paid on the same payment voucher.**

**Rule of Thumb:** 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 AL, AP, FB, GL, or PR these will **each** have to be paid on a separate payment voucher.

## **FY 12 PURCHASE ORDER MODS**

Prior year Purchase Orders (**FY 12**) 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 18<sup>th</sup>** deadline reminder regarding Cost Overruns on Purchase Orders.

## **FY 12 PAYMENT VOUCHERS (NOT REFERENCING PURCHASE ORDERS)**

All **FY 12** payment vouchers (not referencing purchase orders) must be placed in separate batches from all other payment vouchers. The batch must be clearly labeled "**12**" 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.

## **PAYMENT VOUCHERS REFERENCING INTERFUND INVOICES**

For any payment voucher referencing Interfund invoices, the payment voucher 'ACCT PRD' (Account Period) Year **must** match the CAS 'Invoice AFY' year for the invoice as indicated on the IFSH table in CAS.

## **INTERFUND INVOICES**

Any Invoices entered for BFY **12** will need to be **manually backdated** to a date in September (example: 09 **28 12**), BFY **12** & ACT PD 13 **12**. This will ensure that the invoices are loaded with the **correct** Accounting Period FY (**FY 12**) to the CAS IFSH table. The invoicing program reads the 'INV DATE' to infer the FY when loading invoices to the CAS IFSH table.

## **CASH RECEIPTS**

Please key a separate Cash Receipt when multiple BFYs are involved. For example, when referencing invoices from prior year and current year, two separate Cash Receipts need to be entered. One cash receipt referencing prior year invoices (**FY 12**) and a separate Cash Receipt referencing current year invoices (**FY 13**).

## 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 2012 (PRIOR FISCAL YEAR)

On October 1<sup>st</sup>, AFNS & CAS will change the 2012 (or prior year) controls to allow the agencies to overspend the major object code budgets. However, Fill Control edits will continue to be on the allotments. **If your agency does not want this control changed during the 13<sup>th</sup> accounting period, please contact the AFNS Hotline at 334-242-2686 or email at [Hotline.AFNS@Finance.alabama.gov](mailto:Hotline.AFNS@Finance.alabama.gov) by August 3, 2012.**

## CHANGING CONTROLS FOR 2013 (NEW FISCAL YEAR)

Agencies that would like to change the 2013 (new fiscal year) controls need to fill out **item four** on the attached form and return to **Carolyn Thompson** by August 3. The new fiscal year controls can remain with full control or presence control. However, some agencies may wish to change AFNS controls to agree with CAS. **If there are no changes to the control options, then no action is necessary. To view these controls, sign onto AFNS and view your agency's Fund number on the FUN2 table.**

November 13 (CAS Deadline - November 14)

**FY 12 PAYMENT VOUCHERS NOT REFERENCING PURCHASE ORDERS**

All **FY 12** 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 14<sup>th</sup>**. In order to meet the CAS deadline, these vouchers must be entered into the AFNS system by **November 13, 2012**.

November 20 (CAS Deadline - November 21)

**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 20, 2012** in order to meet the CAS deadline.

November 30

**FY 12 PURCHASE ORDER MODS**

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

**Note:** Please refer to the **June 18<sup>th</sup>** deadline reminder regarding Cost Overruns on Purchase Orders.

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

Look in both systems (AFNS & CAS)

- 2901 Voucher Payables Adjustments, 1006 Cash-Reductions for Bad Checks, & 2098 Travel Voucher Payable - **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.

For questions regarding CAS BBAL balances, please contact Gwen Barnett (phone 334-242-2192 or email [Gwen.Barnett@Comptroller.alabama.gov](mailto:Gwen.Barnett@Comptroller.alabama.gov)) of the Financial Reporting section of the Comptroller's office.

## **PRIOR YEAR (FY 12) & NEW YEAR (FY 13) INVOICES**

After the end of the 13<sup>th</sup> accounting period, all **FY 12** invoices need to be modified down to zero.

If the invoice has been replaced or is no longer needed, it will have to be modified to zero. If the invoice should have been paid and your agency is **not** allowed to write it off, your agency must modify the invoice to zero and reenter in the current fiscal year (**FY 13**) referencing the original budget fiscal year (**FY 12**) in the description field.

After the end of the 13<sup>th</sup> accounting period, any new invoices keyed will need to be for the current year (**FY 13**).

## **THIRTEENTH ACCOUNTING PERIOD**

Thirteenth accounting period closes. JVs for correction of material errors will be accepted through early January 20**13**.

# CONTROL OPTIONS FORM

THIS FORM SHOULD BE RETURNED BY **AUGUST 3, 2012**

AGENCY NAME: \_\_\_\_\_ AGENCY CODE \_\_\_\_\_

PHONE: \_\_\_\_\_ APPLICATION (B OR G) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MAIL FORM TO **Carolyn Thompson**, AFNS AGENCY ASSISTANCE, 100 N. UNION STREET, SUITE 277, MONTGOMERY, AL 36130-2602

1. A. If there are fund numbers which have expense budget control option of "N" and your agency would like to have AAs and EBs created, list the fund number below.

_____	_____	_____
_____	_____	_____
_____	_____	_____

- B. If there are fund numbers which have revenue budget control option of "N" and your agency would like to have RBs created, list the fund number below.

_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Capital outlay purchase order numbers that do **not** need to be closed. List the purchase order numbers below.

**Note:** Only closing our prior year Capital Outlay Purchase Orders (example **2011** or prior).

_____	_____	_____
_____	_____	_____
_____	_____	_____

## CONTROL OPTIONS FORM

3. Now is the time to change the control options on the FY **13** fund numbers, if needed. List the AFNS fund numbers below and **circle** the appropriate control for your agency. Refer to **page 16** for an explanation of the control options.

Full Control = **C**                      Presence Control = **P**  
 No Control = **N**                        Cumulative = **Q**

----- CONTROL OPTIONS -----

**FUND:** \_\_\_\_\_

EXPENSE BUDGET: C    P    N                      APPROPRIATION: C    P    N

ALLOTMENT: Q    C    P    N                      REVENUE BUDGET: P    N

----- CONTROL OPTIONS -----

**FUND:** \_\_\_\_\_

EXPENSE BUDGET: C    P    N                      APPROPRIATION: C    P    N

ALLOTMENT: Q    C    P    N                      REVENUE BUDGET: P    N

----- CONTROL OPTIONS -----

**FUND:** \_\_\_\_\_

EXPENSE BUDGET: C    P    N                      APPROPRIATION: C    P    N

ALLOTMENT: Q    C    P    N                      REVENUE BUDGET: P    N

4. Agencies that currently use the Revenue Budget feature must provide a list of all revenue source codes used for **2012**.

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
 \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

5. Agencies that will begin using Revenue Budgets in **2013**, list the revenue source codes that will be used.

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
 \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_