

# AFNS YEAR END - NEW YEAR INSTRUCTIONS

The procedures and deadlines included have been established for closing the fiscal year ending **September 30, 2014** and opening the new fiscal year beginning **October 1, 2014**. By now you should have received the End of Year memorandum from the Finance Department dated **June 4, 2014**. 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 1 - August 8**, you must request that job **before August 8**. Attached is an "AFNS NEW YEAR INITIALIZATION" form to complete and return to:

Regular mail:

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

Hand-Mail:

**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 **30, 2014**. The System will be back up for processing October **1, 2014** at 7:00 a.m. **It is essential that no ROSCOE programs or monthly reports are run against AFNS on September 30, 2014.** The CAS Office will bring down CAS at 5:00 p.m. on September **26, 2014**. CAS will not be available until 7:00 a.m. on October **1, 2014**. This helps our staff avoid late hours associated with year-end.

June 1 - 20

**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 14 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 14 after the new year initialization program has been run for CAS will also have to be added for FY 15. FY 15 crosswalk records will be available on June 23.

**AFNS: REVIEW AFNS MASTER TABLES**

Review the FY 14 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.

**NOTES**:

1) On June 23, the new FY 15 AFNS master tables will be available. Any new records added to the AFNS master tables for FY 14 after the new year initialization program has been run for AFNS, will also have to be added for FY 15. Changes, additions and deletions made by the agency can be made to the fiscal year (FY) 15 records beginning on June 23.

2) If possible, please add FY **15** grant information by entering GM transactions into AFNS. The GM will load the grant information, on the grant tables, as **14**. However, when the NYT program is ran, the grant information will be rolled over to FY **15**.

If your agency is unable to load the FY **15** grant information before the NYT is ran, please enter the GM transactions as soon as possible. Please review the RPTG table to ensure the codes are listed for **14** and **15** 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.

Delete any records from the AFNS OBJ2 & SOBJ tables that are no longer valid in the new year (**2015**). However, these codes **must** remain active for one year to allow manual warrants (MW) to process without intervention.

June 23

#### **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 (**14**). 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 (**15**) 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 - 8**

**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: BPCT 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 **15**.
- 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 100.00 for 100%.
- 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.

#### **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. Account coding that is valid for BFY **14**, but will not be used in BFY **15** accounting structure, must have a FY **15** record. This will allow the warrants to process without human intervention when a prior year voucher is warranted.

**September 5** at **5:00 p.m.** is the deadline for agencies to enter their Operation Plan into the **BRPT table**. 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 10-39**. Fund records with "Expense Budget Control" set to "N" will not create BRPT records. Agencies that need "AAs" and "EBs" 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 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. 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 table, AA and EB transactions will be created (see **September 5 - 12**).

**NOTE:**

A zero dollar Cost of Goods Sold (COGS - balance sheet) budget will need to be set up for **each** agency warehouse (the balance sheet tied to the COGS - used during the Inventory Unfreeze process - can be found on the AFNS WHS2 table). Also, a zero dollar adjustment code (object code) budget will need to be set up for **each** agency warehouse (the object code tied to the adjustment code -

used during the Inventory Unfreeze process - can be found on the AFNS ADJC table).

**NOTE:** The agency **must** call the AFNS Hotline when the BRPT table has been loaded. 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 (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.

**September 5 at 5:00 p.m.** is the deadline for agencies to enter their revenue budget into the **RRPT table**. Fund records with Revenue Budget Control (REV BUD) set to "N" will not create RRPT records. If the agency needs "RBs" they must change the control to "P" for the night that BPRV is run. Then change the control back to "N" the next morning before any data is entered into AFNS.

Review the data that 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 5 - 12**). The agency **must** call the AFNS Hotline when the RRPT table has been loaded.

**Starting August 8** (CAS Deadline - Starting August 11)

#### **PAYMENT VOUCHERS REFERENCING FY 13 PURCHASE ORDERS/CONTRACTS**

All payment vouchers referencing FY **13** purchase orders/contracts **must** be placed in separate batches from all other payment vouchers. The batch **must** be clearly labeled "**13**" 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 21 (CAS Deadline - August 22)

**PAYMENT VOUCHERS (REFERENCING FY 13 PURCHASE ORDERS AND PROFESSIONAL SERVICES CONTRACTS)**

All payment vouchers referencing FY 13 purchase orders/contracts (complete with supporting documentation) must be received by the CAS Office by **3:30 p.m. August 22**.

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 21** nightly cycle will move the electronic file to CAS to meet the **August 22** deadline.

August 29

**FY 14 PURCHASE ORDER MODS**

**August 29** is the last day to process any **FY 14** purchase order modifications in this fiscal year. Remember, State Purchasing will not process any **FY 14** purchase order changes from **September 2 - September 30**. However, beginning **October 1** through **November 28** (13<sup>th</sup> accounting period) agencies can enter purchase order changes for **FY 13**.

**Note:** Please refer to the **June 23** deadline reminder regarding Cost Overruns on Purchase Orders.

Beginning September 2

**STOCK REQUISITIONS (SR)**

DOC will need to establish a cutoff date for institutions to enter SRs for **FY 14** and a begin date for institutions to begin entering SRs for new **FY 15** to allow adequate time for processing. **FY 15** SRs cannot be processed after **September 30, 2013**.

**NOTE:**

SRs keyed after the cutoff date, but before **October 1**, will encumber budget for **BFY 14**. However, if the CI document is processed on or after **October 1**, the transaction 'Accounting Period' field will need to be changed to **13 14** and the transactions 'BFY' field will need to be changed to **14**. This will allow expenditures to be charged to **BFY 13**. If agency tries to process the CI for **BFY 14**, the transaction will reject with the following error - 'Prior Year Ref SR Not Allowed'. If

the SR/CI transactions need to be processed for the BFY **15**, the SRs will need to be keyed and future dated.

After the ADNT (Automatic Document Numbering) table has been updated for FY **15**, agencies can enter SRs dated with a future process date on SUSF.

**Note:** The future dated SRs will begin to be processed during nightly cycle on **October 1**. The transaction date may be left blank or **10 01 14** 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 SRs 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 **141001** or greater.

#### **CENTRALIZED PURCHASE ORDERS (PC)**

DOC will need to make sure the 'Delivery Date' on new PCs is equal to or greater than the date that new PCs will load to the AFNS SUSF.

**September 3** (CAS Deadline - September 4)

#### **TRAVEL PAYMENT VOUCHERS - SEPTEMBER 16 PAYCHECK**

All travel payment vouchers for the **September 16** paycheck must be submitted to the CAS Office by **3:30 p.m.**

**September 4**. 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 3** Nightly Cycle will move the electronic file to CAS to meet the **September 4** deadline.

**September 4** (CAS Deadline - September 5)

#### **FY 14 REQUISITIONS MUST BE CONVERTED TO A PURCHASE ORDER (EXCEPT CAPITAL OUTLAY)**

All FY **14** requisitions and purchase orders must have updated AFNS, CAS and sent a flag back to SNAP by **September 5**. On **September 4**, 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 4** (CAS Deadline - September 5)

**PAYMENT VOUCHERS (OTHER THAN VOUCHERS REFERENCING BFY 13  
PO/CONTRACTS OR TRAVEL PAYMENT VOUCHERS)**

Payment vouchers (complete with supporting documentation) must be received by the CAS Office by **3:30 p.m. September 5**. Note that **September 4** 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 5**

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

**September 5 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).

**NOTE:** A zero dollar Cost of Goods Sold (COGS - balance sheet) budget will need to be set up for **each** agency warehouse (the balance sheet tied to the COGS - used during the Inventory Unfreeze process - can be found on the AFNS WHS2 table). Also, a zero dollar adjustment code (object code) budget will need to be set up for **each** agency warehouse (the object code tied to the adjustment code - used during the Inventory Unfreeze process - can be found on the AFNS ADJC table).

**September 5 - 12**

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

ACI only processes the EB and RB transactions. This program creates "EB" and "RB" transactions from the information you entered on the BRPT table and the RRPT table. Instructions on how to process the EBs are in the DETAILED INSTRUCTIONS FOR THE NEW FISCAL YEAR packet on **pages 15-20; 29-33 (AA), 21-24; 34-36 (EB) and 25-28; 37-39 (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" or "RB" transactions. If the agency needs "EBs" or "RBs" they must change the controls to "P" 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 **15** EB and RB transactions are accepted. **October 1** 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 5

#### **PURCHASE ORDER ROLLOVER (NYPO)**

This process will select *only* BFY **13** 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 error 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 **13** purchase orders from CAS tables around **September 5**.

## NEW YEAR REQUISITION TABLE CLEARING (NYRQ)

This process will close every outstanding BFY **14** requisition by creating a decreasing RQ transaction. Any BFY **14** requisitions that have not become purchase orders must be reentered into SNAP as BFY **15** 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 error 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 **14** requisitions from CAS tables and CAS ledgers around **September 5**.

**September 9** (CAS Deadline - September 10)

## 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 9**, 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 10**. Remember to allow ample time for crosswalk errors.

September 10 (CAS Deadline - September 11)

**TRAVEL PAYMENT VOUCHERS - OCTOBER 1 PAYCHECK**

All travel payment vouchers for the **October 1** paycheck must be submitted to the CAS Office by **3:30 p.m.**

**September 11**. 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 10** Nightly Cycle will move the electronic file to CAS to meet the **September 11** deadline.

All FY **14** travel payment vouchers not processed in CAS by **September 11** will not be processed until after **October 1** and will need to be processed during the 13<sup>th</sup> accounting period.

September 11 (CAS Deadline - September 12)

**YEAR-END ACCOUNTS PAYABLE JOURNAL VOUCHERS**

Each accounts payable journal voucher must be:

- 1) Entered and accepted no later than **September 11** 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 4, 2014** on page **7**. 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 14" in the reversal date field. If 09 30 14 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);
- AE Purchase Orders;
- PD transactions.

**IMPORTANT:** ACI/DOC **must** take approvals off of journal vouchers on the FDOC table before the system is brought down at **1:00 p.m. on *September 30* (reversal date)**. The "doc approvals" field for JVs must be changed to "NNNNN". When the system comes down, the accounts payable journal voucher reversal will be processed. This approval control must be changed to allow this procedure to occur.

**September 11** (CAS Deadline - September 12)

#### **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 11*** 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.**

Beginning September 12

**FLEET MANAGEMENT PURGE PROCESS (FMPR)(1<sup>ST</sup> of Two-part process)**

ACI must ensure all vehicles to be purged are changed to status of '95' (SOLD) on the ERAC table by this date. Make sure all associated work orders are closed on EQWO table. AFNS will send a list of records to be purged along with the Miscellaneous Work Order numbers that are associated with the Fleet records to the technical staff. Totals from each table that were purged along with a grand total of records purged will be emailed to the agency.

Starting September 19 (Before **October 1**)

**AUTOMATIC DOCUMENT NUMBERING**

Update the Automatic Numbering Table (ADNT) prior to entering any transactions. This can be updated in September after all FY **14** vouchers have been entered.

**Note:** Do not delete/change the "BAT" entry under the AFNS ADNT table 'Document Type' field. If this entry is deleted/changed, CX (warrant cancellation) transactions will not work correctly.

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

After the ADNT (Automatic Document Numbering) table has been updated for FY **15**, 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**.

The transaction date may be left blank or **10 01 14** can be entered. Follow the instructions given in the Finance Department's letter dated **June 4, 2014** on **page 10 - 13** 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 **141001** 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 22

### WORK ORDER YEAR END (IBME-OSRW & PTWO)

The IBME-OSRW program purges the OSRW table & updated the WSYS table.

The PTWO program purges the PTWO table.

## Starting September 22

### INVENTORY UNFREEZE

If an Inventory Unfreeze is ran any time during the last week in September (**September 22 thru September 30**), please contact the AFNS Hotline (before 5:00 p.m.) and request the AFNS technical staff run the IN70 report to ensure there are no problems with the unfreeze. This will help prevent a problem with nightly cycle.

## September 25 (CAS Deadline - September 26)

### CASH RECEIPTS

**September 26** is the last day the Treasurer's Office will accept & process FY **14** transactions. In order for FY **14** Cash Receipts to be accepted & processed, the Cash Receipts **must** be received by the Treasurer's Office by 10:00 am on **September 26**.

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** at 10:00 am deadline), and (4) **September 25** nightly cycle will move the electronic file to CAS to meet the **September 26** deadline.

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

CAS goes down for Year End Processing on **September 26**. 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** that are *not* received at the Treasurer's office by 10:00 am on **September 26** will be deleted from the CAS SUSF screen.

Deposits made after 10:00 am on **September 26** will be processed as FY **15** transactions. Cash Receipt document numbers for FY **15** should begin with a '5' (**five**). Therefore, cash receipts for FY **15** should **not** be entered until after Automatic Numbering for cash receipts has been updated on the AFNS ADNT table. Please note that the future dating feature should be utilized with keying FY **15** Cash Receipts.

#### **ENTERING NEW FISCAL YEAR CASH RECEIPTS BEFORE OCTOBER 1**

After the ADNT (Automatic Document Numbering) table has been updated for FY **15**, 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, 2014**.

The transaction date may be left blank or **10 01 14** 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 **141001** or greater.

### **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.

Deletes obsolete records from closed year and creates future year records from fleet management tables.

**WORK ORDER NEW YEAR INITIALIZATION (WKNY)**

Deletes obsolete records and creates future year records from work order tables.

**WORK ORDER YEAR END (WKYE) (Final step to Fleet Purge)**

Archives inactive work orders and updates the current year fields on the work order.

**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 September 30.**

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 **September 30.**

For questions regarding CAS BBAL balances, please contact the Financial Reporting section of the Comptroller's office.

**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. 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 **14** 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 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 **14** PURCHASE ORDER MODS

Prior year Purchase Orders (FY **14**) can be increased until the end of the 13th accounting period (**October 1 thru November 28**).

**Note:** Please refer to the **June 23** deadline reminder regarding Cost Overruns on Purchase Orders.

## FY **14** PAYMENT VOUCHERS (NOT REFERENCING PURCHASE ORDERS)

All FY **14** payment vouchers (not referencing purchase orders) must be placed in separate batches from all other payment vouchers. The batch must be clearly labeled "**14**" 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 **14** will need to be **manually backdated** to a date in September (example: 09 **30 14**), BFY **14** & ACT PD 13 **14**. This will ensure that the invoices are loaded with the **correct** Accounting Period FY (FY **14**) 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 **14**) and a separate Cash Receipt referencing current year invoices (FY **15**).

#### **UPDATE THE OX.INMATES PROGRAM**

On or after **October 1** DOC needs to log into the OX.INMATES program in ROSCOE & press/hit the PF12 key. This will allow the organization codes to roll over for the new year BFY **15**.

**NOTE:** If DOC chooses to use a new organizational structure for the new year, please notify AFNS. This will affect the agency's warehouse reports.

#### **UPDATE THE WOPC TABLE**

ACI needs to be sure to update the automatic numbering table for work orders on WOPC.

#### **UPDATE THE LDAT TABLE FOR PROGRAM ID FMNT**

Program ID FMNT is for a fleet management program that performs maintenance functions on equipment records.

The LDAT screen must be updated by ACI by **October 1** or the first working day in October as indicated on next page for Program ID FMNT.

ACTION: R SCREEN: **LDAT** USERID:

A P P L I C A T I O N   D A T E S

PROGRAM ID= FMNT

**FROM DATE:** **14** 10 01

TO DATE:

CURR ACCTG PERIOD:

PREVIOUS ACCTG PERIOD:

CURR PLAN PERIOD:

NEXT PLAN PERIOD:

**BUDGET FY:** **15**

PRIOR FY:

BUDGET PREP YEAR:

USER NAME: \*NIGHTLY CYCLE UPDATE\*

MISC PARAMETERS: ALL

8            9            0            1            2            3            4  
23456789012345678901234567890123456789012345678901234567890

Change only the year in the 'FROM DATE' field (YYMMDD) to **14**.

Change the 'BUDGET FY' field to **15**.

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 2014 (PRIOR FISCAL YEAR)**

On **October 1**, CAS will change the **2014** (or prior year) 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 2015 (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 10** (CAS Deadline - November 12)

**FY 14 PAYMENT VOUCHERS NOT REFERENCING PURCHASE ORDERS**

All FY **14** 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 12**. In order to meet the CAS deadline, these vouchers must be entered into the AFNS system by **November 10**.

**November 18** (CAS Deadline - November 19)

**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 18** in order to meet the CAS deadline.

**November 28**

**FY 14 PURCHASE ORDER MODS**

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

**Note:** Please refer to the **June 23** 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 November 28.**
- 1206 Advance Travel - **Prior year must be zero by November 28.**

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 **November 28.**

For questions regarding CAS BBAL balances, please contact the Financial Reporting section of the Comptroller's office.

## PRIOR YEAR (FY 14) & NEW YEAR (FY 15) INVOICES

After the end of the 13<sup>th</sup> accounting period, all FY 14 invoices (***Interfund and Non-Interfund***) 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 15) referencing the original budget fiscal year (FY 14) 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 14).

## THIRTEENTH ACCOUNTING PERIOD

Thirteenth accounting period closes.

AFNS NEW YEAR INITIALIZATION

2014-2015

ACI/DOC  
Application 6

	YES	NO
BPEX		
BPRV		
BPTR - EB - RB		
NYPO		
NYRQ		
FMPR		
RESJ		
FMNY		
WKNY		
WKYE		

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

DATE \_\_\_\_\_

PHONE \_\_\_\_\_