

AFNS YEAR END - NEW YEAR INSTRUCTIONS

The procedures and deadlines included have been established for closing the fiscal year ending **September 30, 2015** and opening the new fiscal year beginning **October 1, 2015**. By now you should have received the End of Year memorandum from the Finance Department dated **June 12, 2015**. Your agency should set AFNS deadlines to ensure that all electronic files are passed to CAS/STAARS by the required dates and CAS/STAARS 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/STAARS 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 3 - 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:

**State Business Systems Division
AFNS Agency Assistance
100 North Union, Suite 500
Montgomery, AL 36130-2602**

Hand-Mail:

**AFNS Agency Assistance
Suite 500
Montgomery AL 36130-2602**

If you have any questions, please call the AFNS Hotline (242-2686) or email at Hotline.AFNS@Finance.alabama.gov. Look for AFNS Instructions and other detailed information online at www.sbs.alabama.gov.

NOTICE: Plans are to bring the AFNS system down at 1:00 pm September **30, 2015**. The System will be back up for processing October **1, 2015** at 7:00 a.m. **It is essential that no ROSCOE programs or monthly reports are run against AFNS on September 30, 2015.** The CAS Office will bring down CAS at 5:00 p.m. on September **25, 2015**. **CAS/STAARS** will not be available until 7:00 a.m. on October **5, 2015**.

June 1 - 19

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 15 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 15 after the new year initialization program has been run for CAS will also have to be added for FY 16. FY 15 crosswalk records will be available on June 22.

AFNS: REVIEW AFNS MASTER TABLES

Review the FY 15 AFNS master tables (chart of accounts, grant tables, etc.) for your agency. The AFNS table listing is on the SBS webpage under AFNS Agency Assistance - Training Material - AFNS tables.

NOTE: On June 22, the new FY 16 AFNS master tables will be available. Any new records added to the AFNS master tables for FY 15 after the new year initialization program has been run for AFNS, will also have to be added for FY 16. Changes, additions and deletions made by the agency can be made to the fiscal year (FY) 16 records beginning on June 22.

Delete any records from the AFNS OBJ2 & SOBJ tables that are no longer valid in the new year (2016). However, these codes **must** remain active for one year to allow manual warrants (MW) to process without intervention.

June 22

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 (15). 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 (16) 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 Professional Services 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.

Note: Due to CAS converting to STAARS October 2015 all FY 16 requisition/purchase orders will require a sub-object.

August 3 - 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: 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 **16**.
- 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. 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 **15**, but will not be used in BFY **16** accounting structure, must have a FY **16** record. This will allow the warrants to process without human intervention when a prior year voucher is warranted.

September 4 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 10-39**. 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 4 - 11**).

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.

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 4 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 4 - 11**). The agency **must** call the AFNS Hotline when the RRPT table has been loaded.

Starting **August 7** (CAS Deadline - Starting August 10)

PAYMENT VOUCHERS REFERENCING FY 14 PURCHASE ORDERS/CONTRACTS

All payment vouchers referencing FY **14** purchase orders/contracts **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.

August 20 (CAS Deadline - August 21)

PAYMENT VOUCHERS (REFERENCING FY 14 PURCHASE ORDERS AND PROFESSIONAL SERVICES CONTRACTS)

All payment vouchers referencing FY 14 purchase orders/contracts (complete with supporting documentation) must be received by the CAS Office by **3:30 p.m. August 21**.

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

August 27

OPEN FY 15 & MULTI-YEAR PROFESSIONAL SERVICES CONTRACT PURCHASE ORDERS

Due to CAS converting to STAARS in October 2015 all FY 15 & multi-year Professional Services contract purchase orders will need to be changed to include sub-objects. **This will need to be done by 08/27/15**. Please review current FY 15 & multi-year purchase orders to ensure they have sub-objects. If not, please coordinate adding the sub-objects with the Fiscal Management section of the Comptroller's office. Contact Randy Head at (334) 353-9275 or randy.head@comptroller.alabama.gov.

Note: Sub-objects will also need to be added on future Professional Services contract encumbrances. Purchase orders for professional services in STAARS will be a "DOP1".

August 28

FY 15 PURCHASE ORDER MODS

August 28 is the last day to process any FY 15 purchase order modifications in this fiscal year. Remember, State Purchasing will **not** process any FY 15 purchase order changes from **September 1 - September 30**. However, beginning **October 1** through **November 30** (13th accounting period) agencies can enter purchase order changes for FY 15.

Note: Please refer to the **June 22** deadline reminder regarding Cost Overruns on Purchase Orders.

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 3 (CAS Deadline - September 4)

PAYMENT VOUCHERS (OTHER THAN VOUCHERS REFERENCING BFY 14 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 4**. Note that **September 3** 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 4

BUDGET REPORT TABLE (BRPT) & REVENUE BUDGET REPORT (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 5 and 6** for further information).

September 4 - 11

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. Instructions on how to process the AAs, EBs & RBs 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", "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 **16** AA, 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 4

PURCHASE ORDER ROLLOVER (NYPO)

This process will select *only* BFY **14** 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 **14** purchase orders from CAS tables around **September 4**.

NEW YEAR REQUISITION TABLE CLEARING (NYRQ)

This process will close every outstanding BFY **15** requisition by creating a decreasing RQ transaction. Any BFY **15** requisitions that have not become purchase orders must be reentered into SNAP as BFY **16** requisitions.

Note: Due to CAS converting to STAARS October 2015 all **FY 16 requisition/purchase orders will require a sub-object.**

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 **15** requisitions from CAS tables around **September 11**.

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)

**FY 15 REQUISITIONS MUST BE CONVERTED TO A PURCHASE ORDER
(EXCEPT CAPITAL OUTLAY)**

All FY 15 requisitions and purchase orders must have updated AFNS, CAS and sent flag back to SNAP by **September 11**. On **September 10**, 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 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 15 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 13th accounting period.

September 10 (CAS Deadline - September 11)

YEAR-END ACCOUNTS PAYABLE JOURNAL VOUCHERS
(preferably one per agency)

Each accounts payable journal voucher must be:

- 1) Entered and accepted no later than **September 10** 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 12, 2015** 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 15" in the reversal date field. If

09 30 15 is not keyed in the reversal date field, the agency will be required to manually enter the reversal journal vouchers and cause the expenditures to 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; and
- Any telephone authorizations (they do **not** encumber the money);
- Comptroller charges (invoices not paid);
- Travel Claims not processed by the Comptroller's Office in September
(Please Note: Travel that will be paid on the October 1st payday will not need to be encumbered).

September 10 (CAS Deadline - September 11)

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 10** 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 18 (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 **15** 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 5

After the ADNT (Automatic Document Numbering) table has been updated for FY **16**, 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 5**.

The transaction date of **10 05 15** will need to be entered. Follow the instructions given in the Finance Department's letter dated **June 12, 2015** 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 YYYYMMDD on the SUSF table. For this scenario, vouchers should have a future process date of **151005** 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 24 (CAS Deadline - September 25)

CASH RECEIPTS

September 25 is the last day the Treasurer's Office will accept & process FY **15** transactions. In order for FY **15** Cash Receipts to be accepted & processed, the Cash Receipts **must** be received by the Treasurer's Office by 10:00 am on **September 25**.

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 25** at 10:00 am deadline), and (4) **September 24** nightly cycle will move the electronic file to CAS to meet the **September 25** deadline.

Note: The last day to enter/correct Cash Receipt transactions in AFNS and have them integrate to CAS is **September 24**. 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 25**. 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 24** that are *not* received at the Treasurer's office by 10:00 am on **September 25** *will be deleted* from the CAS SUSF screen.

Deposits made after 10:00 am on **September 25** will be processed as FY **16** transactions. Cash Receipt document numbers for FY **16** should begin with a '6' (**six**). Therefore, cash receipts for FY **16** 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 **16** Cash Receipts.

ENTERING NEW FISCAL YEAR CASH RECEIPTS BEFORE OCTOBER 5

After the ADNT (Automatic Document Numbering) table has been updated for FY **16**, 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 5**.

The transaction date of **10 05 15** will need to 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 **151005** or greater.

Note: Due to CAS converting to STAARS in October 2015 cash receipts will now be required to have the following:

- The Deposit Ticket will need to be keyed in the cash receipt "Comments" field in AFNS.
- The appropriate Treasury bank code will need to be keyed in the cash receipt "Bank Account Code" field in AFNS.

September 26

OPEN SNAP FY **15 & MULTI-YEAR/CAPITAL OUTLAY PURCHASE ORDERS**

Due to CAS converting to STAARS in October 2015 all FY **15** & multi-year/capital outlay purchase orders will need to be changed to include sub-objects. Before **10/01/15** purchase order changes will need to be entered for purchase orders that do **not** have sub-objects. The existing line(s) without sub-objects will need to be decreased & new line(s) added with sub-objects.

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.

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 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 **15** 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

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 15 PURCHASE ORDER MODS

Prior year Purchase Orders (**FY 15**) can be increased until the end of the 13th accounting period (**October 1 thru November 30**).

Note: Please refer to the **June 22** deadline reminder regarding Cost Overruns on Purchase Orders.

Note: **Due to CAS converting to STAARS October 2015 all FY 16 requisition/purchase orders will require a sub-object.**

FY 15 PAYMENT VOUCHERS (NOT REFERENCING PURCHASE ORDERS)

All FY 15 payment vouchers (not referencing purchase orders) must be placed in separate batches from all other payment vouchers. The batch must be clearly labeled "15" 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 Account Period on the invoice. *If the invoicing agency did not provide this information, please contact the agency for this information.*

INTERFUND INVOICES

Any Invoices entered for BFY 15 will need to be **manually backdated** to a date in September (example: 09 30 15), BFY 15 & ACT PD 13 15. This will ensure that the invoices are loaded with the **correct** Accounting Period FY (FY 15).

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 15) and a separate Cash Receipt referencing current year invoices (FY 16).

Note: Due to CAS converting to STAARS in October 2015 cash receipts will now be required to have the following:

- The Deposit Ticket will need to be keyed in the cash receipt "Comments" field in AFNS.
- The appropriate Treasury bank code will need to be keyed in the cash receipt "Bank Account Code" field 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 2015 (PRIOR FISCAL YEAR)

On **October 1**, STAARS will change the **2015** controls to allow the agencies to overspend the major object code budgets. However, STAARS will continue to have full control edits on the allotments.

CHANGING CONTROLS FOR 2016 (NEW FISCAL YEAR)

Agencies that would like to change the new fiscal year controls can do so at this time. A reason an agency would change AFNS controls would be to have AFNS controls the same as STAARS controls. **If there are no changes to the control options then no action is necessary.**

November 10 (STAARS Deadline - November 12)

FY 15 PAYMENT VOUCHERS NOT REFERENCING PURCHASE ORDERS

All FY **15** payment vouchers not referencing purchase orders (accounts payable) and their supporting documentation must be received by the Comptroller's Office by **3:30 p.m.** on **November 12**. In order to meet the STAARS deadline, these vouchers must be entered into the AFNS system by **November 10**.

November 17 (STAARS Deadline - November 18)

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 17** in order to meet the STAARS deadline.

November 30

FY 15 PURCHASE ORDER MODS

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

Note: Please refer to the **June 22** deadline reminder regarding Cost Overruns on Purchase Orders.

Note: Due to CAS converting to STAARS October 2015 all **FY 16 requisition/purchase orders will require a sub-object.**

BBAL TABLE (BALANCE SHEET ACCOUNT CODES) CLEANUP

Look in both systems (AFNS & CAS/STAARS)

- 2901 Voucher Payables Adjustments, 1006 Cash-Reductions for Bad Checks, & 2098 Travel Voucher Payable - **should be zero by November 30.**
- 1206 Advance Travel - **Prior year must be zero by November 30.**

A quick reference will be to compare the AFNS BBAL table to the CAS BBAL/STAARS BBALD tables, along with the AFNS A65B Report & the CAS A613 Report/STAARS AFIN-GA-001 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 30.**

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

PRIOR YEAR (FY 15) & NEW YEAR (FY 16) INVOICES

After the end of the 13th accounting period, all FY 15 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 16) referencing the original budget fiscal year (FY 15) in the description field.

After the end of the 13th accounting period, any new invoices keyed will need to be for the current year (FY 16).

THIRTEENTH ACCOUNTING PERIOD

Thirteenth accounting period closes.

AFNS NEW YEAR INITIALIZATION

2015-2016

Forestry
Application 3
Agency 009

	YES	NO
BPEX		
BPRV		
BPTR		
NYPO		
NYRQ		
RESJ		

SYSTEM ADMINISTRATOR _____

DATE _____

PHONE _____