

**AFNS
DETAILED INSTRUCTIONS
FOR THE NEW FISCAL YEAR**

Enclosed you will find information concerning procedures for starting the new fiscal year. Use this manual as a guideline to ensure your agency is ready for the new fiscal year. The last three sets of coding instructions are for the appropriation and allotment (AA), expense budget (EB), and revenue budget (RB) transactions. These instructions can be used throughout the year to adjust your appropriations, allotments, and budget lines.

If you have any questions, please contact the AFNS hotline. We look forward to supporting you throughout the coming year.

These instructions should be retained for future use. Please note latest revision date in the footer.

Steps to Begin New Fiscal Year

Following the steps listed below will ensure that AFNS is ready for the new fiscal year.

1. **Clean up SUSF.** It is imperative that all previous fiscal year requisitions and purchase orders be processed and/or deleted before October 1.
2. **BBAL (Balance Sheet Account Codes)**
Look in both systems (AFNS & CAS)
 - 1215 Bad Checks Receivable, 2005 Vouchers Payable, 7941 Third Party Refund due Employees, 7947 Third Party Refund due Employer, 9050 Salary Refunds Payable, & 9051 Flex Plan Refund Payable - **should be zero by Sept. 30th**
 - 2901 Voucher Payables Adjustments, 1006 Cash- Reductions for Bad Checks, & 2098 Travel Voucher Payable - **should be zero by Nov 30th**
 - 1206 Advance Travel (**Prior year must be zero by Nov 30th**)
 - 1203 & 1207 Due From Other Funds
 - 2003 & 2007 Due To Other Funds

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 specified deadlines.

3. **Set up new fund numbers (if applicable) in AFNS.** Stand-alone agencies will set up their own fund numbers.
4. Agencies that require **new account coding for the new fiscal** year must set up organization tables and add these to the BRPT table. There are guidelines that must be followed when creating new or inactivating organization tables. Refer to **page 5** for 'Organization Master Table Instructions'. Adding new records to the BRPT table, refer to **page 11** for 'Tips for Updating the BRPT Table'. Remember to add new organization codes to the FY **16** XWLK table.
5. Enter **next year's Operations Plan (BRPT)** following the guidelines listed in the 'AFNS New Year Instructions'.
6. The AA, EB and RB transactions must be scheduled or accepted by the cut-off date and time indicated on the 'AFNS NEW YEAR INSTRUCTIONS'. The **AA transaction instructions** 'Processing Allotments and Appropriations' are located on **pages 15 - 20**.
7. After the AA transactions are processed and accepted, follow the **EB transaction instructions** 'Processing Expense Budget Transactions' located on **pages 21 - 24** and/or the RB transaction instructions 'Processing Revenue Budget Transactions' on **pages 25 - 28**.

8. Stand Alone agencies are required to update their own ADNT table. Any document can be set up for automatic numbering. Listed on **page 40** are several documents with required and suggested formats.

NOTE: Agencies that miss the deadline for entering the Operations Plan in the BRPT table need to follow the detail instructions for AAs, EBs and RBs beginning on **page 29**. Do not enter on the BRPT table after the deadline given on the AFNS New Year Instructions. In the event budgets are delayed, the deadline will be extended. Each agency will be notified via email if the AFNS deadlines are extended.

STEP 1

CLEAN UP SUSF

Before October 1, process or delete all requisitions and purchase orders so that they are **not** on the SUSF table for the new fiscal year. Requisitions and Purchase Orders have batch numbers assigned and each year the batch number starts over. If the transactions remain on SUSF when the new year starts, the current fiscal year Requisitions and Purchase Orders will reject because of duplicate batch numbers. **It is imperative that all previous fiscal year requisitions and purchase orders be processed or deleted before October 1.**

STEP 2

SET UP NEW FUND NUMBERS IN AFNS

Set up new fund numbers (if applicable) in AFNS. Stand-alone agencies will set up their own fund numbers.

STEP 3

ORGANIZATION MASTER TABLE INSTRUCTIONS

Agencies whose organizational structure **has not changed** for the new fiscal year, can skip to step four. The NYTI process will create the new fiscal year organization table for you.

Agencies whose organizational structure **has changed** for the new fiscal year will need to follow the instructions below.

1. The following points may help you establish your organizational structure in the AFNS system.

Organizations are breakdowns of departments/agencies. Agencies can be divided into any number of organizations. This table defines valid organization codes and assigns organizational relationships. The table allows the definition of a twelve-level hierarchy among organizations.

- A. Draw an organization "tree" representing the levels of authority among the organizations in your Department.
 - B. Assign a code to each box (organization) in your tree. Each box represents a separate entry in the organization Master Table.
 - C. Starting at the top, assign a level (1 through 12) to each line of boxes (thereby assigning a reporting level to each organization). You are limited to twelve levels.
2. The "Organization Table coding Instructions" beginning on **page 6** tell you how to enter the records into the AFNS system.

REMEMBER: All new organizations for the new fiscal year **must** be added to the crosswalk table.

3. Organization codes not valid in the new fiscal year will have to follow the rules listed below:

ORGANIZATION MASTER TABLE RULES

"Organization codes which are valid in this fiscal year, but not valid in the new fiscal year, will need to remain active in the new fiscal year. This will allow warrants to be processed without human intervention when a prior year voucher is warranted."

"Do NOT inactivate ORG2 or EXP2 table entries until the last warrant has been accepted with the prior year organization codes."

ORGANIZATION TABLE CODING INSTRUCTIONS

ACTION: S SCREEN: **ORG2** USERID: AFNS

O R G A N I Z A T I O N

```

FISCAL YEAR=          AGENCY=          ORGANIZATION=

      NAME:                          MANAGER:

LEVEL IND:      MULTI-YEAR IND:      GRANT IND:  EXCLUDE BUDGET PREP:
      FUND:      ACTIVITY:          FUNCTION:      PROJECT:
STATUS:        APPROVAL:          BUYER:        INVENTORY IND:

JOB NUMBER REQD ON EXPENSE:          SUB-ORG REQD ON EXPENSE:
JOB NUMBER REQD ON REVENUE:        SUB-ORG REQD ON REVENUE:

----- BUDGETING ORGANIZATION LEVELS -----
EXPENSE BUDGET ORG LEVEL:          REVENUE BUDGET ORG LEVEL:
APPROPRIATION ORG LEVEL:          ALLOTMENT BUDGET ORG LEVEL:

----- REPORTING ORGANIZATIONS -----
ORG  1:          ORG  2:          ORG  3:          ORG  4:
ORG  5:          ORG  6:          ORG  7:          ORG  8:
ORG  9:          ORG 10:          ORG 11:          ORG 12:
    
```

| FIELD | LENGTH | EXPLANATION |
|--------------------------------|--------|---|
| FISCAL YEAR | 2 | REQUIRED. Enter the last two digits of the applicable fiscal year. |
| AGENCY | 3 | REQUIRED. Enter your Department's agency code. |
| ORGANIZATION | 4 | REQUIRED. Adding a new organization code, enter a code that is unique within your agency. |
| ORGANIZATION NAME | 30 | OPTIONAL. Enter the name of the organization or unit. This name will be printed on all reports for this organization. |
| ORGANIZATION MANAGER'S NAME | 12 | OPTIONAL. Enter the name of the organization or unit manager. This name will appear on SELECT reports for this organization. |

| FIELD LEVEL INDICATOR | LENGTH 2 | EXPLANATION REQUIRED. Enter the name value for the level in which this organization appears on your tree. Choose one of the valid codes listed below: |
|--------------------------|-------------|---|
| | | <p>"01" if the organization being defined in this record does not report up to any other organization.</p> |
| | | <p>"02" if the organization being defined in this record reports to only one organization above itself.</p> |
| | | <p>"03" if the organization being defined in this record reports to two organizations above itself.</p> |
| | | <p>"04" if the organization being defined in this record reports to three organizations above itself.</p> |
| | | <p>"05" if the organization being defined in this record reports to four organizations above itself.</p> |
| | | <p>"06" if the organization being defined in this record reports to five organizations above itself, etc.</p> |
| MULTI-YEAR INDICATOR | 1 | <p>Enter 'Y' if organizational budget spans fiscal years and it supports multiple budgeting and accounting years. When multi-year budget has expired must be changed to BLANK so the account can close to Fund Balance. Otherwise, LEAVE BLANK if the organization is not a multi-year orgn.</p> |

| FIELD | LENGTH | EXPLANATION |
|----------------------------|---------------|---|
| GRANT INDICATOR | 1 | LEAVE BLANK when the organization code does NOT represent Grants. "Y" when organization code represents grants. |
| EXCLUDE BUDGET PREP | 1 | LEAVE BLANK |
| FUND | 4 | LEAVE BLANK |
| ACTIVITY | 4 | LEAVE BLANK |
| FUNCTION | 4 | LEAVE BLANK |
| PROJECT | 4 | LEAVE BLANK |
| STATUS | 1 | LEAVE BLANK |
| APPROVAL | 1 | LEAVE BLANK |
| BUYER | 2 | LEAVE BLANK |
| INVENTORY INDICATOR | 1 | LEAVE BLANK |
| JOB REQUIRED OPT-EX | 1 | LEAVE BLANK |
| JOB REQUIRED OPT-RV | 1 | LEAVE BLANK |
| SUB ORG REQUIRED OPT-EX | 1 | LEAVE BLANK |
| SUB ORG REQUIRED OPT-RV | 1 | LEAVE BLANK |
| EXPB ORG LEVEL | 2 | REQUIRED. Enter the level of the expense budget organization to which this organization reports. |
| APPROP ORG LEVEL | 2 | LEAVE BLANK. |

| FIELD | LENGTH | EXPLANATION |
|------------------|---------------|--|
| ALLOT ORG LEVEL | 2 | LEAVE BLANK. |
| REVB ORG LEVEL | 2 | REQUIRED. Enter the level of the revenue budget organization to which this organization reports. If your Department does not use revenue budgets, enter the same level that was entered on the EXPB ORG LEVEL. |
| REPORTING ORG 1 | 4 EACH | REQUIRED. Enter the appropriate organization codes for the higher level of organizations to which this organization reports, as defined by your organizational tree. For example, if this is a level "04" organization, enter the organization codes for level organization "01", "02", "03", "04" in the ORG1, ORG2, ORG3 and ORG4 fields. |
| REPORTING ORG 2 | | |
| REPORTING ORG 3 | | |
| REPORTING ORG 4 | | |
| REPORTING ORG 5 | | |
| REPORTING ORG 6 | | |
| REPORTING ORG 7 | | |
| REPORTING ORG 8 | | |
| REPORTING ORG 9 | | |
| REPORTING ORG 10 | | |
| REPORTING ORG 11 | | |
| REPORTING ORG 12 | | |

STEP 4

BUDGET REPORT MASTER TABLE (BRPT) & REVENUE BUDGET REPORT TABLE (RRPT) INSTRUCTIONS

The AFNS New Year Instructions gives the deadline for entering the Operation Plan on the BRPT table and Revenue budgets on the RRPT table.

The BRPT table is used to record the Agencies' Operation Plan for the next fiscal year's budget. This table will create the budget transactions (AAs and EBs) which will be processed in AFNS to set up the beginning budget balances. Until the budget transactions are accepted in AFNS, no other expense transactions (i.e. PV, JV, and PO) can be processed.

The RRPT table is used to record the Agencies' Revenue budget for the next fiscal year's budget. This table will create RB budget transaction which will be processed in AFNS to set up the beginning revenue budget balances.

The BRPT/RRPT tables are only used once a year during the period of August and September to initially set up the budget for the new fiscal year. Beginning October, agencies will then have to enter AA, EB and/or RB transactions to add or modify budgets in AFNS.

The BPEX program will create the BRPT/RRPT tables with zero in the Adopted Budget field. Agencies need to ignore all other amount fields because the program that creates the AA, EB and/or RB transactions will ignore these amounts. Amounts may appear in the other fields, but they should not be changed or deleted.

Agencies whose account coding structure **does not change** for the new fiscal year only have to enter budgeted dollar amount in the Adopted Budget field by object code or revenue source code.

Agencies whose account coding structure **changes**, will have to make additions, changes or deletions to the BRPT/RRPT tables. Follow the instructions on **pages 11 - 12** 'Tips for Updating the BRPT/RRPT Tables'.

REMEMBER: Anytime there are new account coding structures the agency must add, change or inactivate the crosswalk table (XWLK).

Account coding structures that were valid in **FY 14** and left valid in **FY 15** to process prior year expenditures **must** be deleted off the BRPT table **before** the BPTR program is ran that creates the AA & EB transactions for **FY 16**.

A list of the account coding structure as it appears on BRPT will be sent to each agency (if requested).

TIPS FOR UPDATING THE BRPT/RRPT TABLES

SCAN

To scan for your agency's first record, key in the following:

| | |
|-----------|------------------------------------|
| ACTION | "S" |
| FISC YEAR | The New Fiscal Year. Ex: 16 |
| FUND | The AFNS fund number |
| AGENCY | The department's agency number |

Press Enter

CHANGE

Listed below are the instructions for entering the budget amounts or changing any result fields on the BRPT/RRPT tables. After displaying and entering the 'Adopted Budget' amount on the first record, follow the procedures below:

| | |
|--------|-----|
| ACTION | "C" |
|--------|-----|

Key in the appropriate amount from the Operations Plan/Revenue Budget in the adopted budget field. Enter the amount in the form of 10000.00 or 1000000 for \$10,000.00. **ENTER WHOLE DOLLARS WITH "00" FOR THE CENTS.** Also, changes to any other result field can be made using this method.

Press Enter

| | |
|--------|-----|
| ACTION | "R" |
|--------|-----|

Press Enter

The next record will be displayed. Continue until the complete budget has been entered on the BRPT/RRPT tables.

TIPS FOR UPDATING THE BRPT/RRPT TABLES

ADD

To add a new budget line, follow the procedures below:

| | |
|--------|--|
| ACTION | "A" |
| | Enter in the new account coding (i.e. new organization) |
| | Key in the appropriate amount from the Operations Plan/Revenue Budget in the adopted budget field. Enter the amount in the form of 10000.00 or 1000000 for \$10,000.00. ENTER WHOLE DOLLARS WITH "00" FOR THE CENTS. |
| | Press Enter |

DELETE

Only delete the records that will not be used to pay current or prior year expenditures or record revenue.

To delete records that will not be valid, get the record by keying:

| | |
|--------------|------------------------------------|
| ACTION | "G" |
| BUDGET FY | The New Fiscal Year. Ex: 16 |
| FUND | The AFNS fund number |
| AGENCY | The department's agency number |
| ORGANIZATION | The department's organization code |
| OBJECT | The object code |

Press Enter

If only one record needs to be deleted make sure the screen displays one record.

| | |
|--------|--------------|
| ACTION | "D" |
| | Press Enter. |

BUDGET REPORT MASTER TABLE (BRPT) CODING INSTRUCTIONS

| | | |
|-------------------------------------|-----------------------|-----------------------|
| ACTION: S SCREEN: BRPT USERID: AFNS | | |
| B U D G E T R E P O R T | | |
| BUDGET FY= | | |
| 01- | FUND= | AGENCY= |
| | ACTIVITY= | ORGANIZATION= |
| | LINE DESCRIPTION: | FUNCTION= |
| | SPENDING CONTROL IND: | OBJECT= |
| | CURR YEAR EST EXP: | APPR: |
| | REQUESTED BUDGET: | SERIES NUM: |
| | RECOMMENDED BUDGET: | SUB-OBJECT OPTION: |
| | ADOPTED BUDGET: | PRIOR YEAR EXP: |
| | | CURR YEAR APRV AMT: |
| | | CURR MODIFIED BUDGET: |
| | | YTD ACTUAL EXP: |
| 02- | FUND= | AGENCY= |
| | ACTIVITY= | ORGANIZATION= |
| | LINE DESCRIPTION: | FUNCTION= |
| | SPENDING CONTROL IND: | OBJECT= |
| | CURR YEAR EST EXP: | APPR: |
| | REQUESTED BUDGET: | SERIES NUM: |
| | RECOMMENDED BUDGET: | SUB-OBJECT OPTION: |
| | ADOPTED BUDGET: | PRIOR YEAR EXP: |
| | | CURR YEAR APRV AMT: |
| | | CURR MODIFIED BUDGET: |
| | | YTD ACTUAL EXP: |

| | | |
|------------------|----|--|
| BUDGET FY | 2 | REQUIRED. Enter the last two digits of the fiscal year that budgets are being built. This field will become the budget fiscal year on the EB and AA transactions. |
| FUND | 4 | REQUIRED. Enter the four-digit AFNS fund number. |
| AGENCY | 3 | REQUIRED. Enter the agency code. |
| ORGANIZATIION | 4 | OPTIONAL. If budgeting by organization, enter your AFNS organization code. |
| ACTIVITY | 4 | LEAVE BLANK. |
| FUNCTION | 4 | LEAVE BLANK. |
| OBJECT | 4 | REQUIRED. Enter the four-digit major object code. |
| LINE DESCRIPTION | 30 | REQUIRED. Enter the name of the object code if field is blank. This description will also be displayed on the ESUM table. |

| | | |
|----------------------|----|---|
| APPR | 9 | REQUIRED. Enter the AFNS appropriation code associated with the fund. |
| SPENDING CONTROL IND | 1 | LEAVE BLANK. |
| SERIES NUM | 3 | LEAVE BLANK. |
| SUB-OBJECT OPTION | 1 | LEAVE BLANK. |
| CURR YEAR EST EXP | 14 | DO NOT USE. * Amount may appear in this field - Do not change or delete. |
| PRIOR YEAR EXP | 14 | DO NOT USE. * Amount may appear in this field - Do not change or delete. |
| REQUESTED BUDGET | 14 | DO NOT USE. * Amount may appear in this field - Do not change or delete. |
| CURR YEAR APRV AMT | 14 | DO NOT USE. * Amount may appear in this field - Do not change or delete. |
| RECOMMENDED BUDGET | 14 | DO NOT USE. * Amount may appear in this field - Do not change or delete. |
| CURR MODIFIED BUDGET | 14 | DO NOT USE. * Amount may appear in this field - Do not change or delete. |
| ADOPTED BUDGET | 14 | Enter the budget amount from the Operation Plan associated with the object code. Enter the amount in the form of 10000.00 or 1000000 for \$10,000.00. ENTER WHOLE DOLLARS WITH "00" FOR THE CENTS. |
| YTD ACTUAL EXP | 14 | DO NOT USE. * Amount may appear in this field - Do not change or delete. |

STEP 5

PROCESSING ALLOTMENTS AND APPROPRIATIONS

```
ACTION: S  SCREEN: SUSF  USERID: AFNS
FUNCTION:                ORG:

                D O C U M E N T   S U S P E N S E

S      BATCH              DOCUMENT
E -----
L TYPE AGCY NUMBER TYPE AGCY  NUMBER  STAT  APPRV  LAST   LAST   PROCESS
  -----  -----  -----  -----  -----  -----  -----  -----  -----
  DATE   USER   (YYMMDD)
  -----  -----  -----
                AA   AGC
```

All the AA transactions **must** be processed, with a function of "R" (run), before the EB transactions can be accepted. The AA transactions will create the APP2 and ALLT tables which the EB transactions will be validated against.

Each appropriation needs to be broken down into the quarterly allotments.

Scan the SUSF table by putting an "S" in the ACTION, "AA" in the DOCUMENT TYPE column and your agency code in the AGCY column.

Press Enter.

This will show the Document ID Numbers for the AA transactions that were built from the BRPT table. Turn the page for the procedures on updating the AA transactions.

B. ESTABLISHING QUARTERLY ALLOTMENTS

```

FUNCTION: IL                DOCID: AA AGC BP000000001
STATUS:                BATID:                ORG:                001-001 OF 001
H-                    APPROPRIATION AND ALLOTMENT INPUT FORM

APP DATE:                ACCTG PRD:                BUDGET FY: 16
ACTION: A FUND: 1234 AGENCY: 123                APPR UNIT: 123                ALLOT YR:
NAME: AFNS AGENCY                SHORT NAME: AFNS
REV APP AMT: 40,000                I/D AMT: 40,000                TOT ALLOT AMT: 40,000
                                CALCULATED TOT ALLOT AMT:
REV EST REC:                I/D EST REC:                BUD AUTH OPT:
    INPUT ALLOT PRD                REVISED ALLOT AMT                ALLOT INC/DEC AMT
    -----                -----                -----
01-
02-
03-
04-
05-
06-
07-
09-
10-

A--*CQ93-DOCUMENT REJECTED                H--*S401-READY FOR APPROVAL 1
H--*S402-READY FOR APPROVAL 2                H--*S403-READY FOR APPROVAL 3
H--*F053-DOCUMENT NOT APPROVED
    
```

The header information was generated from the Operations Plan you entered on the BRPT table.

You must fill in the TOT ALLOT AMT (Total Allotment Amount) field with the total appropriation amount.

To enter the quarterly allotments, a line must be inserted into this document. Enter "IL" into the FUNCTION field, and put your cursor in the header section.

Press Enter.

C. ESTABLISHING QUARTERLY ALLOTMENTS CONTINUED

```

FUNCTION:          DOCID: AA  AGC  BP000000001
STATUS:           BATID:          ORG:          001-001 OF 001
H-               APPROPRIATION AND ALLOTMENT INPUT FORM

APP DATE:        ACCTG PRD:        BUDGET FY: 16
ACTION: A FUND: 1234 AGENCY: 123   APPR UNIT: 123       ALLOT YR:
NAME: AFNS AGENCY          SHORT NAME: AFNS
REV APP AMT: 40,000        I/D AMT: 40,000     TOT ALLOT AMT:      40,000
                                CALCULATED TOT ALLOT AMT:

REV EST REC:          I/D EST REC:          BUD AUTH OPT:
      INPUT ALLOT PRD      REVISED ALLOT AMT      ALLOT INC/DEC AMT
      -----
01-          01          10000          10000
02-          02          10000          10000
03-          03          10000          10000
04-          04          10000          10000
05-
06-
07-
09-
10-
  
```

Enter lines 01-04 with the quarterly amounts. Press Enter.

The appropriation can be broken into any quarterly amounts. AFNS allows agencies to spend from the previous quarters.

Agencies that record the total budget in the first quarter and will have expenditures throughout the year, **MUST** build quarters 02, 03 and 04 with a zero budget. See the example below:

```

FUNCTION:          DOCID: AA  AGC  BP000000001
STATUS:           BATID:          ORG:          001-004 OF 004
H-               APPROPRIATION AND ALLOTMENT INPUT FORM

APP DATE:        ACCTG PRD:        BUDGET FY: 16
ACTION: A FUND: 1234 AGENCY: 123   APPR UNIT: 123       ALLOT YR:
NAME: AFNS AGENCY          SHORT NAME: AFNS
REV APP AMT: 40000        I/D AMT: 40000     TOT ALLOT AMT:
                                CALCULATED TOT ALLOT AMT:

REV EST REC:          I/D EST REC:          BUD AUTH OPT:
      INPUT ALLOT PRD      REVISED ALLOT AMT      ALLOT INC/DEC AMT
      -----
01-          01          40000          40000
02-          02           0           0
03-          03           0           0
04-          04           0           0
  
```

PROCESSING AA TRANSACTION CONTINUED

| | | | |
|----------------------|--|---------------------------|----------------|
| FUNCTION: R | DOCID: AA AGC BP000000001 | | |
| STATUS: | BATID: | ORG: | 001-001 OF 001 |
| H- | APPROPRIATION AND ALLOTMENT INPUT FORM | | |
| APP DATE: | ACCTG PRD: | BUDGET FY: 16 | |
| ACTION: A FUND: 1234 | AGENCY: 123 | APPR UNIT: 123 | ALLOT YR: |
| NAME: AFNS AGENCY | | SHORT NAME: AFNS | |
| REV APP AMT: 40,000 | I/D AMT: 40,000 | TOT ALLOT AMT: | 40,000 |
| | | CALCULATED TOT ALLOT AMT: | |
| REV EST REC: | I/D EST REC: | BUD AUTH OPT: | |
| INPUT ALLOT PRD | REVISED ALLOT AMT | ALLOT INC/DEC AMT | |
| ----- | ----- | ----- | |
| 01- | 01 | 10000 | 10000 |
| 02- | 02 | 10000 | 10000 |
| 03- | 03 | 10000 | 10000 |
| 04- | 04 | 10000 | 10000 |
| 05- | | | |
| 06- | | | |
| 07- | | | |
| 09- | | | |
| 10- | | | |

Enter **"R"** (run) in the function to process the transaction. The AA must have a status of ACCPT before the EB transaction will process.

Press Enter.

PROCESSING AA TRANSACTION CONTINUED

```

FUNCTION:          DOCID: AA  AGC BP000000001
STATUS:  ACCPT    BATID:          ORG:          001-001 OF 001
H-                APPROPRIATION AND ALLOTMENT INPUT FORM

APP DATE:          ACCTG PRD:          BUDGET FY: 16
ACTION: A FUND: 1234 AGENCY: 123      APPR UNIT: 123      ALLOT YR:
NAME: AFNS AGENCY          SHORT NAME: AFNS
REV APP AMT:          40,000  I/D AMT:          40,000  TOT ALLOT AMT:          40,000
CALCULATED TOT ALLOT AMT:          40,000

REV EST REC:          0 I/D EST REC:          BUD AUTH OPT:
INPUT ALLOT PRD      REVISED ALLOT AMT      ALLOT INC/DEC AMT
-----
01-                  01                  10,000                  10,000
02-                  02                  10,000                  10,000
03-                  03                  10,000                  10,000
04-                  04                  10,000                  10,000
05-
06-
07-
09-
10-
    
```

The AA transaction has updated the Appropriation Table (APP2) and the Allotment Table (ALLT).

To retrieve the next AA, enter "G" (GET) in the function and key in the next AA transaction number in the ID Number field.

Press Enter.

Continue following the procedures from **Page 17** Section "B. ESTABLISHING QUARTERLY ALLOTMENTS" until all of your agencies' AA transactions are accepted.

To go back to the Suspense File (SUSF) enter "E SUSF" in the function to verify that all AAs have a status of ACCPT.

Once all of the AAs have been accepted then you are ready to process your Expense Budget (EB) transactions.

STEP 6

PROCESSING EXPENSE BUDGET TRANSACTIONS

ACTION: s SCREEN: SUSF USERID: AFNS
FUNCTION: ORG:

D O C U M E N T S U S P E N S E

| S | BATCH | | DOCUMENT | | | PROCESS | | | | | |
|---|-------|------|----------|------|------|---------|------|-------|-------|------|----------|
| E | ----- | | ----- | | | LAST | LAST | DATE | | | |
| L | TYPE | AGCY | NUMBER | TYPE | AGCY | NUMBER | STAT | APPRV | DATE | USER | (YYMMDD) |
| - | ----- | | ----- | | | ----- | | | ----- | | |
| | | | EB | AGC | | | | | | | |

The EB transactions will create the EXP2 table.

Scan the SUSF table by putting "EB" in the DOCUMENT TYPE column and the agency code in the AGCY column.

Press Enter.

This will show the Document ID numbers for the EB transactions that were built from the BRPT table. Turn the page for the procedures on updating the EB transactions.

A. SCANNING FOR EB TRANSACTIONS

```

ACTION: S SCREEN: SUSF USERID: AFNS
FUNCTION:                ORG:

                D O C U M E N T   S U S P E N S E

S      BATCH                DOCUMENT                PROCESS
E -----
L TYPE AGCY NUMBER  TYPE AGCY  NUMBER  STAT  APPRV  LAST  LAST  DATE
-----
      .      .      EB  AGC  BP000000001  REJCT 00000  150911  OFF-
      .      .      EB  AGC  BP000000002  REJCT 00000  150911  OFF-
      .      .      EB  AGC  BP000000003  REJCT 00000  150911  OFF-
  
```

Enter an "S" (scan) in the Action field and move the cursor on the line of the transaction to be processed.

Press Enter.

B. PROCESSING EB TRANSACTIONS

| | | | |
|---------------------------------|-------------|-----------------------------|----------------------|
| FUNCTION: R | | DOCID: EB AGC BP000000001 | |
| STATUS: REJCT | | BATID: | ORG: 001-004 OF 004 |
| H- | | EXPENSE BUDGET INPUT FORM | |
| TRANS DATE: | | ACCTG PRD: | BUDGET FY: 16 |
| FUND: 1234 | AGENCY: 123 | TOTAL REVISED EXP AMT: | 40,000 |
| LIN | | CALCULATED REVISED EXP AMT: | |
| ACT ORG APPR UNIT ACTV FUNC OBJ | | SUB SPD BUDGET | |
| ----- | | ----- | |
| SERIES | | REVENUE SOURCE | |
| NUMBER | | REF1 REF2 REF3 DESCRIPTION | |
| ----- | | ----- | |
| 01- | A 1234 123 | 0100 | 7,000 7,000 |
| 02- | A 1234 123 | 0200 | 10,000 10,000 |
| 03- | A 1234 123 | 0300 | 3,000 3,000 |
| 04- | A 1234 123 | 0300 | 20,000 20,000 |
| A--*CQ93-DOCUMENT REJECTED | | 01-B160E-INVALID APPR UNIT | |
| 02-B160E-INVALID APPR UNIT | | 03-B160E-INVALID APPR UNIT | |
| 04-B160E-INVALID APPR UNIT | | | |

The EB transaction rejected due to the AA document not being processed which was completed in the previous step. The error message 'Invalid Appr Unit' will no longer be a valid error since the AA created the appropriation table (APP2).

Enter an **"R"** (run) in the Function to process the transaction.

Press Enter.

C. PROCESSING EB TRANSACTION

```

FUNCTION:          DOCID: EB AGC BP000000001
STATUS: ACCPT     BATID:          ORG:          001-004 OF 004
H-               EXPENSE BUDGET INPUT FORM

TRANS DATE:      ACCTG PRD:          BUDGET FY: 16
FUND: 1234       AGENCY: 123         TOTAL REVISED EXP AMT:    40,000
                                           CALCULATED REVISED EXP AMT: 40,000
LIN              SUB SPD BUDGET
ACT ORG  APPR UNIT ACTV FUNC OBJ  OPT IND POSTNS REVISED AMT  INC/DEC AMT
-----
                SERIES REVENUE SOURCE
                NUMBER REF1 REF2 REF3  DESCRIPTION
-----
01-  A 1234 123          0100          7,000      7,000
02-  A 1234 123          0200         10,000     10,000
03-  A 1234 123          0300          3,000      3,000
04-  A 1234 123          0300         20,000     20,000
A--*HS60-DOCUMENT MARKED FOR READ ONLY

```

The EB transaction has updated your Expense Budget Table (EXP2).

Enter "G" (GET) in the function and key the next EB transaction number in the ID Number field.

Press Enter.

Continue following the procedures from the previous page entitled "B. PROCESSING EB TRANSACTIONS" until all your agencies' EB transactions are processed.

The system is now ready to process transactions for the new fiscal year. However, these transactions will need to be scheduled for future processing (with a date of the first working day in October).

PROCESSING REVENUE BUDGET TRANSACTIONS

ACTION: S SCREEN: SUSF USERID: AFNS
 FUNCTION: ORG:

D O C U M E N T S U S P E N S E

| S | BATCH | DOCUMENT | | | | | | PROCESS | | | |
|---|-------|----------|--------|------|------|--------|------|---------|------|------|----------|
| E | ----- | | | | | | | DATE | | | |
| L | TYPE | AGCY | NUMBER | TYPE | AGCY | NUMBER | STAT | APPRV | DATE | USER | (YYMMDD) |
| - | ----- | | | | | | | | | | |
| | | | | RB | AGC | | | | | | |

The RB transactions will create the RSUM/REV2 tables.

Scan the SUSF table by putting "RB" in the DOCUMENT TYPE column and the agency code in the AGCY column.

Press Enter.

This will show the Document ID numbers for the RB transactions that were built from the RRPT table. Turn the page for the procedures on updating the RB transactions.

D. SCANNING FOR RB TRANSACTIONS

```

ACTION: S SCREEN: SUSF USERID: AFNS
FUNCTION:                ORG:

                D O C U M E N T   S U S P E N S E

S      BATCH          DOCUMENT
E -----
L TYPE AGCY NUMBER  TYPE AGCY   NUMBER  STAT  APPRV  LAST   LAST   PROCESS
-----
      .   .          RB   AGC   BP000000001  REJCT 00000 150911 OFF-
      .   .          RB   AGC   BP000000002  REJCT 00000 150911 OFF-
      .   .          RB   AGC   BP000000003  REJCT 00000 150911 OFF-
  
```

Enter an "S" (scan) in the Action field and move the cursor on the line of the transaction to be processed.

Press Enter.

E. PROCESSING RB TRANSACTIONS

| | | | | | | | |
|----------------------------|-----|-------------|----------------------------|-----------------------------------|-----------|-------------|-------------|
| FUNCTION: R | | | DOCID: RB AGC BP000000001 | | | | |
| STATUS: REJCT | | | BATID: ORG: 000-000 OF 000 | | | | |
| H- | | | REVENUE BUDGET INPUT FORM | | | | |
| TRANS DATE: | | ACCTG PRD: | | BUDGET FY: 16 | | | |
| FUND: 0123 | | AGENCY: 123 | | TOTAL REVISED REVENUE AMT: 40,000 | | | |
| | | | | CALCULATED REVISED REVENUE AMT: | | | |
| LIN | ACT | ORGN | ACTV | REV SRCE | APPR UNIT | REVISED AMT | INC/DEC AMT |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DESCRIPTION | | | | | | | |
| 01- | A | 1234 | | 0690 | 123 | 7,000 | 7,000 |
| 02- | A | 1234 | | 0691 | 123 | 10,000 | 10,000 |
| 03- | A | 1234 | | 0692 | 123 | 3,000 | 3,000 |
| 04- | A | 1234 | | 0692 | 123 | 20,000 | 20,000 |
| A--*CQ93-DOCUMENT REJECTED | | | | 01-B160E-INVALID APPR UNIT | | | |
| 02-B160E-INVALID APPR UNIT | | | | 03-B160E-INVALID APPR UNIT | | | |
| 04-B160E-INVALID APPR UNIT | | | | | | | |

The RB transaction rejected due to the AA document not being processed which was completed in a previous step. The error message 'Invalid Appr Unit' is no longer a valid error since the AA created the appropriation table (APP2).

Enter an **"R"** (run) in the Function to process the transaction.

Press Enter.

F. PROCESSING RB TRANSACTION

| | | | | | | | |
|--|-----|---------------------------|------|--|-----------|-------------|-------------|
| FUNCTION: | | DOCID: RB AGC BP000000001 | | | | | |
| STATUS: ACCPT | | BATID: | | ORG: 000-000 OF 000 | | | |
| H- | | REVENUE BUDGET INPUT FORM | | | | | |
| TRANS DATE: | | ACCTG PRD: | | BUDGET FY: 16 | | | |
| FUND: 0123 | | AGENCY: 123 | | TOTAL REVISED REVENUE AMT: 40,000 | | | |
| | | | | CALCULATED REVISED REVENUE AMT: 40,000 | | | |
| LIN | ACT | ORGN | ACTV | REV SRCE | APPR UNIT | REVISED AMT | INC/DEC AMT |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DESCRIPTION | | | | | | | |
| 01- | A | 1234 | | 0690 | 123 | 7,000 | 7,000 |
| 02- | A | 1234 | | 0691 | 123 | 10,000 | 10,000 |
| 03- | A | 1234 | | 0692 | 123 | 3,000 | 3,000 |
| 04- | A | 1234 | | 0692 | 123 | 20,000 | 20,000 |
| A--*HS60-DOCUMENT MARKED FOR READ ONLY | | | | | | | |

The RB transaction has updated your Revenue Budget Tables (RSUM/REV2).

Enter "G" (GET) in the function and key the next RB transaction number in the ID Number field.

Press Enter.

Continue following the procedures from the previous page entitled "PROCESSING RB TRANSACTIONS" until all your agencies' RB transactions are processed.

The system is now ready to process transactions for the new fiscal year. However, these transactions will need to be scheduled for future processing (with a date of the first working day in October).

APPROPRIATION AND ALLOTMENT

An "AA" transaction is done to establish a fund's appropriation and allotments. AFNS can set up allotments monthly, quarterly or yearly. "AA" transactions are also done to increase/decrease appropriations and to move amounts from one allotment period to another allotment period.

| FIELD NAME | LENGTH | CODING INSTRUCTIONS |
|-------------|--------|---|
| DOCUMENT ID | | REQUIRED. There are three fields in the Document ID. |
| | 3 | TRAN (Transaction code). Enter AA. |
| | 3 | AGENCY. Enter the department's three digit agency code. |
| | 11 | ID NUMBER (Identification Number). The first position will be the last digit of the fiscal year, followed by your three-digit agency code. The remaining seven digits are up to the department's discretion. Automatic numbering can be used for "AA" transactions. |
| APP DATE | 6 | LEAVE BLANK. Will default to the current date. |
| ACCT PRD | 4 | LEAVE BLANK. Will default to the current accounting period. |
| BUDGET FY | 2 | REQUIRED. Enter the last two-digits of the budget fiscal year for the appropriation. |
| ACTION | 1 | REQUIRED. Enter one of the following: A - Adding a new appropriation and allotment or reactivate an inactive appropriation code. C - To change the amounts for the appropriation, the amounts for the allotment periods, and/or to change the name of the appropriation. |

| FIELD NAME | LENGTH | CODING INSTRUCTIONS |
|-------------|--------|--|
| | | D - To deactivate an appropriation. No more obligations can be processed for this appropriation code. Inactive lines will be deleted from next year's budget by NYTI process. |
| FUND | 4 | REQUIRED. Enter the AFNS fund number. |
| AGENCY | 3 | REQUIRED. Enter the agency code for the Department. |
| APPR UNIT | 9 | REQUIRED. Enter the AFNS appropriation unit. |
| ALLOT YR | 2 | Leave Blank. |
| NAME | 30 | OPTIONAL, but suggested. Enter the name of the appropriation. This name will print on reports. If you enter a new name for a previously defined code, the system adopts the new name. |
| SHORT NAME | 12 | OPTIONAL, but suggested. Enter a name that you want to appear on reports when there is not enough room for the full name. |
| REV APP AMT | 12 | REQUIRED. Enter the total amount of the appropriation, whether this transaction is a new appropriation or changing the amount of an existing appropriation. DO NOT CODE CENTS. |

| FIELD NAME | LENGTH | CODING INSTRUCTIONS |
|--------------------------|--------|--|
| | | <p>LEAVE BLANK if you are only moving amounts from one allotment period to another allotment period.</p> <p>LEAVE BLANK if deactivating or changing the name.</p> |
| I/D AMT | 12 | <p>REQUIRED. Enter the total amount of the appropriation if this transaction is a new appropriation.</p> <p>If you are changing the amount of an existing appropriation, enter the difference between the original amount and the new amount. This is an unsigned field. Do not enter a plus or minus sign and DO NOT CODE CENTS.</p> <p>LEAVE BLANK if you are moving amounts from one allotment period to other allotment periods.</p> <p>LEAVE BLANK if deactivating or changing the name.</p> |
| TOT ALLOT AMT | 12 | <p>REQUIRED. Enter the total of the "REVISED ALLOT AMT" column from the line information.</p> |
| CALCULATED TOT ALLOT AMT | 12 | <p>Do not code this field. It is the system's computed total of the revised allotment line amounts.</p> |
| REV EST REC | 12 | <p>LEAVE BLANK.</p> |
| I/D EST REC | 12 | <p>LEAVE BLANK.</p> |
| BUD AUTH OPT | 1 | <p>LEAVE BLANK.</p> |

| FIELD NAME | LENGTH | CODING INSTRUCTIONS |
|-------------------|--------|--|
| INPUT ALLOT PRD | 2 | <p>REQUIRED if you are adding or changing allotment periods.</p> <p>QUARTERLY ALLOTMENTS</p> <p>01 - first quarter</p> <p>02 - second quarter</p> <p>03 - third quarter</p> <p>04 - fourth quarter</p> <p>YEARLY ALLOTMENTS</p> <p>01 - one allotment period</p> <p>MONTHLY ALLOTMENTS</p> <p>01 - First Fiscal Month</p> <p>02 - Second Fiscal Month</p> <p>03 - Third Fiscal Month</p> <p>•</p> <p>•</p> <p>•</p> <p>12 - Twelfth Fiscal Month</p> <p>13 - Thirteenth Accounting Period</p> |
| REVISED ALLOT AMT | 12 | <p>REQUIRED. Enter the total amount of the allotments, whether this transaction is setting up new allotments or changing the amounts of existing allotments. DO NOT CODE CENTS.</p> <p>LEAVE BLANK if deactivating or changing the name of the appropriation.</p> |
| ALLOT INC/DEC AMT | 12 | <p>REQUIRED. Enter the total amount of each allotment period when setting up new allotments.</p> <p>When changing the amount of an existing allotment, enter the difference between the original amount and the new amount.</p> |

FIELD NAME

LENGTH

CODING INSTRUCTIONS

This is an unsigned field. Do not enter a plus or minus sign. DO **NOT** CODE CENTS.

LEAVE BLANK if deactivating or changing the name.

EXPENSE BUDGET

An Expense Budget Transaction (EB) is done to establish a budget line for each major object code that will have activity. Expense Budget transactions are also done to increase/decrease the expense budget lines.

| FIELD NAME | LENGTH | CODING INSTRUCTIONS |
|-------------|--------|---|
| DOCUMENT ID | | REQUIRED. There are three fields in the Document ID. |
| | 3 | TRAN (Transaction code). Enter EB. |
| | 3 | AGENCY. Enter the department's three digit agency code. |
| | 11 | ID NUMBER (Identification Number). The first position will be the last digit of the fiscal year, followed by your three-digit agency code. The remaining seven digits are up to the department's discretion. Automatic numbering can be used for "EB" transactions. |
| TRANS DATE | 6 | LEAVE BLANK. Will default to the current date. |
| ACCT PRD | 4 | LEAVE BLANK. Will default to the current accounting period. |
| BUDGET FY | 2 | REQUIRED. Enter the last two-digits of the budget fiscal year for the expense budget. |
| FUND | 4 | REQUIRED. Enter the AFNS fund number. |
| AGENCY | 3 | REQUIRED. Enter the agency code for the department. |

| FIELD NAME | LENGTH | CODING INSTRUCTIONS |
|-------------------------------|--------|--|
| TOTAL REVISED EXP AMT | 12 | REQUIRED. Enter the total of the "REVISED AMOUNT" column from the line information. DO NOT CODE CENTS. |
| CALCULATED REVISED EXP AMT | 12 | Do not code this field. It is the system's computed total of the "REVISED AMOUNT" line information. |
| LIN ACT | 1 | REQUIRED. Enter one of the following: A - Adding a new budget line. Reactivate an inactive line. C - To change the amount of an existing budget line or change the description. D - To deactivate a budget line. No more obligations can be processed for this budget line. Inactive lines will be deleted from next year's budget by NYTI process. |
| ORG | 4 | REQUIRED if the agency budgets by organization code. |
| APPR UNIT | 9 | REQUIRED. Enter the AFNS appropriation code. |
| ACTV | 4 | LEAVE BLANK. |
| FUNC | 4 | LEAVE BLANK. |
| OBJ | 4 | REQUIRED. Enter the major object code. |
| SUB OPT | 1 | LEAVE BLANK. |

| FIELD NAME | LENGTH | CODING INSTRUCTIONS |
|----------------------------------|--------|---|
| SPD IN | 1 | LEAVE BLANK. |
| BUDGET POSTNS | 6 | LEAVE BLANK. |
| REVISED AMOUNT | 12 | <p>REQUIRED. Enter the total amount of the expense budget line whether this transaction is a new expense budget line or changing the amount of an existing expense budget line. DO NOT CODE CENTS.</p> <p>LEAVE BLANK. If deactivating an expense budget line.</p> |
| INC/DEC AMOUNT | 12 | <p>REQUIRED. Enter the total amount of the expense budget line if this transaction is a new expense budget line.</p> <p>If you are changing the amount of an existing expense budget line, enter the difference between the original amount and the new amount. DO NOT CODE CENTS.</p> <p>LEAVE BLANK. If deactivating an expense budget line.</p> |
| SERIES NUMBER | 3 | LEAVE BLANK. |
| REVENUE SOURCE REF1 REF2 REF3 | 4ea | LEAVE BLANK. |
| DESCRIPTION | 30 | LEAVE BLANK. |

REVENUE BUDGET

A Revenue Budget Transaction (RB) is done to establish a budget line for each revenue source code that will have activity. Revenue Budget transactions are also done to increase/decrease the revenue budget lines.

| FIELD NAME | LENGTH | CODING INSTRUCTIONS |
|-------------------|---------------|--|
| DOCUMENT ID | | REQUIRED. There are three fields in the Document ID. |
| | 3 | TRAN (Transaction code). Enter RB . |
| | 3 | AGENCY. Enter the department's three digit agency code. |
| | 11 | ID NUMBER (Identification Number). The first position will be the last digit of the fiscal year, followed by your three-digit agency code. The remaining seven digits are up to the department's discretion. Automatic numbering can be used for "RB" transactions. |
| TRANS DATE | 6 | LEAVE BLANK. Will default to the current date (MM DD YY). |
| ACCT PRD | 4 | LEAVE BLANK. Will default to the current accounting period (FM FY). |
| BUDGET FY | 2 | REQUIRED. Enter the last two-digits of the budget fiscal year for the revenue budget (YY). |
| FUND | 4 | REQUIRED. Enter the AFNS fund number. |
| AGENCY | 3 | REQUIRED. Enter the agency code for the department. |

| FIELD NAME | LENGTH | CODING INSTRUCTIONS |
|-----------------------------------|---------------|--|
| TOTAL REVISED REVENUE AMT | 12 | REQUIRED. Enter the total of the "REVISED AMOUNT" column from the line information. DO NOT ENTER CENTS. |
| CALCULATED REVISED REVENUE AMT | 12 | Display only. This field is system computed from the "REVISED AMOUNT" line information. |
| LIN ACT | 1 | REQUIRED. Enter one of the following: A - Adding a new budget line. Reactivate an inactive line. C - To change the amount of an existing budget line and to change description. D - To deactivate a budget line. No more obligations can be processed for this budget line. Inactive lines will be deleted from next year's budget by NYTI process. |
| ORG | 4 | REQUIRED if the agency budgets by organization code. |
| ACTV | 4 | LEAVE BLANK. |
| REVENUE SOURCE | 4 | REQUIRED. Enter the revenue source code |
| APPR UNIT | 9 | REQUIRED. Enter the AFNS appropriation code. |
| REVISED AMOUNT | 12 | REQUIRED. Enter the total amount of the revenue budget line whether this transaction is a new revenue budget line or changing the amount of an existing revenue budget line. DO NOT ENTER CENTS. |

| FIELD NAME | LENGTH | CODING INSTRUCTIONS |
|----------------|--------|---|
| INC/DEC AMOUNT | 12 | <p data-bbox="678 212 1406 281">LEAVE BLANK. If deactivating a revenue budget line.</p> <p data-bbox="678 348 1406 506">REQUIRED. ADDING new revenue budget line. Enter the total amount of the revenue budget line. DO NOT ENTER CENTS.</p> <p data-bbox="678 573 1406 772">Changing the amount of an existing revenue budget line. Enter the difference between the original amount and the new amount. DO NOT ENTER CENTS.</p> <p data-bbox="678 835 1406 890">LEAVE BLANK. If deactivating a revenue budget line.</p> |
| DESCRIPTION | 30 | LEAVE BLANK. |

STEP 7

Automatic Numbering

Stand Alone agencies are required to update their own ADNT table. Any document can be set up for automatic numbering. Listed below are several documents with required and suggested formats.

Payment Vouchers - Eleven digits. The first position will be the last digit of the fiscal year, followed by your three-digit agency code. The remaining seven digits are up to the department's discretion.

Journal vouchers, cash receipts, AA, EB, & RB use the same format as the payment voucher.