AFNS
YEAR END - NEW YEAR INSTRUCTIONS

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

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

Regular mail:
Carolyn Thompson
State Business Systems Division
AFNS Agency Assistance
110 North Union, Suite 298
Montgomery, AL 36130-2602

Hand-Mail:
Carolyn Thompson
AFNS Agency Assistance
Suite 298
Montgomery AL 36130-2602

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

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

June 1 - 18

NEW YEAR TABLE INITIALIZATION (NYTI)

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

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

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

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

XWLK – fund/agency/orgn/appr/actv
OWLK – object/sub-object
BRWK – revenue source/balance sheet

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

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

AFNS: REVIEW AFNS MASTER TABLES

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

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

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

August 2 - 10

BUDGET PERCENT TABLE (BPCT)

The Budget Percent Table must be set up with the correct data before the BPEX process is run. The purpose of updating this table is to load the Budget Report Table (BRPT) with zero dollar amounts. **The NYTI program creates the master tables (including BPCT) for the new fiscal year.** The agency is responsible for updating this table **only** if any new objects or revenue source codes are required. The following 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 ***11***.

2) "EXP/REV IND" field.
   To build "AA" and "EB" transactions enter an "E". To build "RB" transactions enter an "R".

3) "OBJ/REV SOURCE" field.
   Enter a record for each major object and/or revenue source code that will have a budget.

4) "PERCENT ADJUSTMENT" field.
   Enter 110.00 for 110%.

5) "I/D" (increase/decrease) field.
   Enter a "D".

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

BUDGET REPORT TABLE INITIALIZATION (BPEX)

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

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

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

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

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

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

September 1 - 10

CREATE EB, AA AND RB TRANSACTIONS – PROGRAM (BPTR)

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

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

Remember to contact the AFNS Hotline when all the BFY ***11*** AA, EB, and RB transactions are accepted. **October 1st 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.**

September 10

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

September 10 at 5:00 pm is the deadline for entering the Operation Plan into the BRPT table and the Revenue Budget into the RRPT table (see **page 4** for further information).

October 1

CHANGING CONTROLS FOR EXPENSE BUDGET LINES

Control Options are found on the FUN2 Table.

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

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

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

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

CHANGING CONTROLS FOR 2010 (PRIOR FISCAL YEAR)

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

CHANGING CONTROLS FOR 2011 (NEW FISCAL YEAR)

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

AFNS NEW YEAR INITIALIZATION FORM
2010-2011
Local Funds
Application A

	YES	NO
BPEX		
BPTR		

SYSTEM ADMINISTRATOR _____

DATE _____

PHONE _____