

AFRS - Biennium End - 2005

Processing and Transaction Codes

Today's Agenda

- Biennium End Processing
 - OMWBE Cutoff
 - Batch Type X
 - AFRS Edits
 - Wildcard: For HRISD Payroll, Master Index, Reporting
 - Project Purge
 - Reconciliation needed/Budget Type M Funds
 - Biennial Roll
- Biennium End Transaction Code Usage

OMWBE Processing

To receive OMWBE credit for FY05:

- AFRS vendor payments by warrant/EFT must have a payment register date of 6/30/05 or before.
- An AFRS payment writing tran code (such as 210) must be input by Wed., 6/29 for warrants and 6/27 for EFT.
- Above batches must have current due date and be error free.

Batch Type X_

- Is reversed as Batch Type 'Y'
- Is **not** used for accrual transactions in **FM24** as they would be reversed in **FM01** vs. new biennium appropriations
- **Is not allowed in FM 25**
- If submitted **FM01**, is reversed **FM02**

AFRS Edits

Document Date & AI Table Edits

- Document date must be within beginning & ending date specified on AI Table.
- Document date may represent liability date or processing date.
- Agencies may adjust AI Table ending date to accommodate either liability date or processing date.

AFRS Edits - cont'd

- Appropriations on any transaction (except allotments):

If end in 1 can only post to **FM 01-12, 99.**

If end in 2 can only post to **FM 13-25.**

AI Wildcard for Payroll & Other Interfaces

- Appropriation Index (AI) wildcard available for transactions interfaced to AFRS from the HRISD payroll system and other systems.
 - Enter Wildcard (*) in 3rd position of AI field in HRISD payroll system or other system
 - Only AI's for GF-State Operating Approps.
 - AI's must match appropriation codes
 - AFRS assigns AI based on input FY

Master Index - Wildcard

- Allows one Master Index for Yr.1 & Yr.2 AI's
 - Wildcard (*) Option on Master Index Screen
 - Wildcard (*) in 3rd position of AI field
 - Only AI's for GF-State Operating Approps.
 - AI's must match appropriation codes
 - System assigns AI based on input FY

On-Demand Reporting- Wildcard

- Wildcard (*) for most limiter fields in screens RD.1 and RD.1.1.
- Yr. 1, may limit reports to approp. **1 & **0.
- Yr. 2, may limit reports to approp. **2 & **0.
- Approp. limiters are best for Allotment Option 2, where appropriations are identified by object.

Reconciliation Needed for Funds with Budget Type M (Mixed)

- Master File Inquiry Screens MI.1 & 2 should be reconciled vs. ending balances on General Ledger Inquiry Screen MI.3 for 6505, 6510, 6560, 6410.
- Reports MAP/MCP350A, 355A, should be reconciled vs. MAP/MCP410A for expenditure/expense & encumbrance balances.

Note: AFRS allotted tran codes control posting to the appropriation and allotment files which supply the balances for the above screens/reports. AFRS edits requiring the use of allotted tran codes for allotted funds do not apply to mixed funds which may be partially unallotted. So, the above screens/reports need to be reconciled to screens/reports whose files are automatically posted regardless of whether allotted or nonallotted tran codes were used.

Project Purge Process

- Runs weekly on Saturdays
- Sat., 6/25, is the last chance to purge old projects before their balances are rolled to new biennium.
- Check Screen **TM.P** for old Projects. This Screen lists all Projects with financial data in the files.
- Use this screen to select old projects & their tables for purging.
- Projects in Biennium 05 after 7/1/2005 will require Biennium 07 entries in tables D42, D43, & D44 for reporting.

AFRS Biennial Roll Process

- Runs on the Thursday 6/30.
- Will allow AFRS to be available on Fri., 7/1.
- Opens the files for new biennium
- Rolls a copy of old biennium balances forward to new biennium files for:
 - G/L & Subsid. Files (real accounts only)
 - Operating File (project balances only)

Biennial Roll & AFRS Rpts.

- G/L Trial Balance Report MWP150A for fiscal months in 05 Biennium will be out of balance until automated closing of 0305 Biennium nominal accounts - 12/2005.
- CAF1003, 3A, 4 (crosswalk reports between the G/L Trial Bal. & Bal. Sheet) will be in balance as they combine data from both bienniums.

FM 25 Posting Affects 07 Bien.Rpts.

- **General Ledger & Subsidiary Reports:**

Changes in 05 Bien. ending balances will be reflected in 07 Bien. beginning balances.

- **Project-to-date reports:**

Changes in 05 Bien. ending balances will be reflected in 07 Bien. ending balances for most project summary reports & beginning balances on project general ledger reports.

AFRS Closing Dates & Reports

- FM24 7/15
- FM25 - Phase 1 7/29
8/1-9/13 Posting to FM25 - Phase 2*
- FM01 8/15 *Schedule On-Demand for FM25
- FM25 - Phase 2 9/13
9/14-10/11 Posting to FM 25 -Phase 3**
- FM02 9/15 **Schedule On-Demand for FM25
9/16-10/10 Posting to FM 25-Phase 3***
- FM25 - Phase 3 10/11 ***Schedule On-Demand for FM25

Tran Code Usage at Biennium End

- **Revenues**
 - **NO** - New yr. reversal 3205/3210
- **Expenditures/Expenses**
 - **NO** - New yr. reversal 6510/6505 (**All approp.**)

Tran Code Usage - Revenue

To record revenues earned but not received by June 30.

Mid Biennium

FORM	TRAN CODE	DR	CR	DR	CR	FISCAL YEAR
JV-A7	012	1312	3205			Concluding
CRJS - A8	062	7110	1312	3205	3210	Ensuing

Biennium End

FORM	TRAN CODE	DR	CR	DR	CR	FISCAL YEAR
JV-A7	012	1312	3205			Concluding
CRJS - A8	090	7110	1312 V			Ensuing

Legend for General Ledger Accounts

1312 = Accounts Receivable

3205 = Accrued Revenue

3210 = Cash Revenue

7110 = Receipts-in-Process

Tran Code Usage-Expenditures/Exp.

- AFRS warrant/EFT & IAP payment processes can be used to post your accruals during FM 24/25.
- Post tran code 210/640 (etc.) to **FM24** through the FM24 closing of 7/15/05.
- Post tran code 210/640 (etc.) to **FM25** from 7/16/05 through 7/29/05 (Phase 1, FM25 cutoff).
- See examples on next two pages.

Biennium End

To record the accrual of actual expenditures/expenses for goods and services received but not paid for by June 30.

PAYMENT TYPE	TRAN CODE	DR	CR	DR	CR	FISCAL YEAR
AFRS Payment	210	6505	5111			Concluding
	818	5111	7120			Ensuing
"	237	6505	51__v			Concluding
	815	51__v	7120			Ensuing
"	221	6505	51__v	9510	6410	Concluding
	815	51__v	7120			Ensuing
AGENCY Warrant	212 AND	6505	51__v			Concluding
	808	51__v	7120			Ensuing
AGENCY Local Fund	212 AND	6505	5111v			Concluding
	809	5111	1110			Ensuing

Legend for General Ledger Accounts

- 51__v = Variable Payable
- 5111 = Accounts Payable
- 6410 = Encumbrances
- 6505 = Accrued Expenditures/Expenses
- 6510 = Cash Expenditures/Expenses
- 7120 = Warrants in-Process
- 9510 = Reserve for Encumbrances

During the Year

To record cash expenditures/expenses for goods and services received and paid for during the fiscal year (July 1 through June 30).

PAYMENT TYPE	TRAN CODE	DR	CR	DR	CR	FISCAL YEAR
AFRS Payment	210 398	6505 5111	5111 7120	6510	6505	Concluding "
"	237 395	6505 51__v	51__v 7120	6510	6505	Concluding "
"	221 395	6505 51__v	51__v 7120	9510 6510	6410 6505	Concluding "
AGENCY Warrant	208 OR 739	6510	7120			Concluding
AGENCY Local Fund	308 OR 737	6510	1110			Concluding

Legend for General Ledger Accounts

- 51__v = Variable Payable
- 5111 = Accounts Payable
- 6410 = Encumbrances
- 6505 = Accrued Expenditures/Expenses
- 6510 = Cash Expenditures/Expenses
- 7120 = Warrants in-Process
- 9510 = Reserve for Encumbrances

AFRS Interagency Payments (IAP)

During the Year

For goods/services received and paid by AFRS 6/29/05 cutoff.

INPUT TRAN CODE*	IAP TRAN CODE* & WRAP	DR	CR	DR	CR	FISCAL YEAR
210 OR 640	640	6505	5154			Concluding
	650	5154	7140	6510	6505	"

Biennium End

For goods/services received by 6/29 & NOT paid by 6/29/05 cutoff.

INPUT TRAN CODE*	IAP TRAN CODE* & WRAP	DR	CR	DR	CR	FISCAL YEAR
210 OR 640	640	6505	5154			Concluding
	651	5154	7140			Ensuang

Legend for General Ledger Accounts

- 5154 = Due to Other Agency
- 6505 = Accrued Expenditures/Expenses
- 6510 = Cash Expenditures/Expenses
- 7140 = Journal Vouchers-in-Process

Note: IAP Transactions require the use of statewide vendor numbers.
G/L 5154 requires a valid subsidiary entry in the D-32 table

Tran Code Usage - Other Accruals

To record accrued expenditures/expenses for goods and services received but not paid for during the fiscal year (July 1 - June 30) when you do not have data necessary to input the accrual using AFRS payment process tran codes as of FIM 24 closing on 7/15.

FORM	TRAN CODE	DR	CR	DR	CR	FISCAL MONTH
JV-A7	310	6505	5111			24
JV-A7	310R	5111	6505			25
AFRS	210	6505	5111			25
Warrant	818	5111	7120			01 OR 02

Legend for General Ledger Accounts

- 5111 = Accounts Payable
- 6505 = Accrued Expenditures/Expenses
- 6510 = Cash Expenditures/Expenses
- 7120 = Warrants in-Process

Inter-Fund Transfer (IFT)

- FY 05 AFRS Cutoff for IFT JV's is 6/29.
- FY 05 Treasurer's Cutoff for manual Inter-fund, JV's is 6/30, 3:00 pm.
- IFT Tran Codes are not allowed in FM 25.
- If the above cutoffs are missed for transfer of FY 05 funds.
 - Set up due to/due from in FM 25.
 - Liquidate due to/due from & transfer funds in new biennium.

Inter-Fund Transfer (IFT)

During the Year

Expenditure transfers for FY 05 before AFRS 6/29/05 cutoff.

TYPE OF JV	TRAN CODE*	DR	CR	DR	CR	FISCAL YEAR
IFT (Pay. Fund)	669	6510	7140			Concluding
IFT (Rec. Fund)	670	7140	6510			Concluding

Biennium End

Expenditure transfers for FY 05 after AFRS 6/29/03 cutoff.

TYPE OF JV	TRAN CODE*	DR	CR	DR	CR	FISCAL YEAR
Accrual (Pay. Fund)	253	6505	* 5153			Concluding
Accrual (Rec. Fund)	271	*1353	6505			Concluding
IFT (Pay. Fund)	025	*5153V	7140			Ensuing
IFT (Rec. Fund)	026	7140	*1353V			Ensuing

Legend for General Ledger Accounts

- 1353 = Due from Other Funds
- 5153 = Due to Other Funds
- 6505 = Accrued Expenditures/Expenses
- 6510 = Cash Expenditures/Expenses
- 7140 = Journal Vouchers-in-Process

Notes: * G/L 1353 and 5153 require valid subsidiary entries in the D-32 tab
OST does not need a copy of IFT JV.

Where to get more information

- Refer to blue handout.
- Print new copies of Tran Code Reports.
 - Main Menu, select TM
 - Tables Menu, select 8.
 - On TM.8, select function P & [Enter].
 - On TM.8.1, select type, bien. & [Enter].
- Call AFRS Helpline: 664-7725.