Foundation Financial Information System

Budget Execution

Quick Reference Guide

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Fund Codes Used by ARS

Fund Code	Description	Fund Type	Single, Multi or No Year
01	Direct Appropriation	General	Single Year
02	Hazardous Waste – Dept. Parent/ARS Child	General	No Year
07	Department Rental Payments	General	No Year
08	Reimbursable	Reimbursable	Single Year
42	Transfer Money from USAID for Collaborative Research	General	No Year
43	USAID Transfer to ARS for Collaborative Research	General	Multi – Year (2 years)
44	NAL WIC Training	General	No Year
51	Construction Fund	General	No Year
53	Buildings and Facilities – ARS Parent/CSREES Child	General	No Year
56	Land Sale Receipt Account	Receipt Account	No Year
57	APHIS Buildings and Facilities – APHIS Parent/ARS Child	General	No Year
63	Buildings and Facilities	General	No Year
68	General Fund Proprietary Receipts	Receipt Account	No Year

Fund Code	Description	Fund Type	Single, Multi or No Year
70	Fine, Penalties, and Forfeitures	Receipt Account	No Year
71	Forfeitures of Unclaimed	Receipt Account	No Year
72	General Fund Proprietary Interest	Receipt Account	No Year
73	Letter of Credit Suspense	Clearing Account	No Year
74	Proceeds from Sale of Property	Receipt Account	No Year
84	Collect Cancelled Authority	Receipt Account	No Year
87	Concession Fees and Volunteer Services	Trust	No Year
88	Patent Culture Collection	Reimbursable	No Year
89	Revocable Permits and Easement Collections	Reimbursable	No Year
90	Budget Clearing Account (Federal)	Deposit Suspense	No Year
91	Technology Transfer (CRADA)	Trust	No Year
92	Technology Transfer and Licensing Receipts	Trust	No Year
93	Miscellaneous Contributed Funds	Trust	No Year
94	Proceeds from Sale of Property	Deposit	No Year

Fund Code	Description	Fund Type	Single, Multi or No Year
95	Gifts & Bequests - Dept. Parent/ARS Child	Trust	No Year

Fund Codes Used by ARS, *continued*

Fund Code	Description	Fund Type	Single, Multi or No Year
96	Budget Clearing Account (Foreign)	Deposit	No Year
97	Budget Clearing Account (non-federal)	Deposit Suspense	No Year
98	Budget Clearing Account (BARD Department)	Deposit Suspense	No Year
99	Miscellaneous Fines	Receipt Account	No Year

Establishing ARS Budget using FFIS Documents

To establish the budget at the level of:	Create the document(s) below:
Appropriation/Apportionment	• AA document to post • PA document to approve
Allocation	BE document
Allotment	BL document
Suballotment	SA document

Spending Controls

Fund ID	Budget Control Options					
	Appropriation	Apportionment	Allocation	Suballocation	Allotment	Suballotment
Fund 01	C	C	P	I	P	N
Fund 02	C	C	P	I	P	N
Fund 07	C	C	P	I	P	N
Fund 08	C	C	P	I	P	N
Fund 42	C	C	P	I	P	N
Fund 43	C	C	P	I	P	N
Fund 44	C	C	P	I	P	N
Fund 51	C	C	P	I	P	N
Fund 53	C	C	P	I	P	N
Fund 56	N	N	N	I	N	N
Fund 57	C	C	P	I	P	N
Fund 63	C	C	P	I	P	N
Fund 68	N	N	N	I	N	N
Fund 70	N	N	N	I	N	N
Fund 71	N	N	N	I	N	N
Fund 72	N	N	N	I	N	N
Fund 73	N	N	N	I	N	N

Fund ID	Budget Control Options					
	Appropriation	Apportionment	Allocation	Suballocation	Allotment	Suballotment
Fund 74	N	N	N	I	N	N
Fund 84	C	C	P	I	P	N
Fund 87	N	N	N	I	N	N
Fund 88	C	C	P	I	P	N
Fund 89	C	C	P	I	P	N
Fund 90	N	N	N	I	N	N
Fund 91	C	C	P	I	P	N
Fund 92	C	C	P	I	P	N
Fund 93	C	C	P	I	P	N
Fund 94	N	N	N	I	N	N
Fund 95	C	C	P	I	P	N
Fund 96	N	N	N	I	N	N
Fund 97	N	N	N	I	N	N
Fund 98	N	N	N	I	N	N
Fund 99	N	N	N	I	N	N

Budget Control Legend	
C	Full Control
P	Presence Control
I	Ignore
N	No Control

Document Numbering Scheme, Budget Documents

Document Name	Trans Code	Document Numbering Scheme	Source (automatic or user-entered)
Appropriation/ Apportionment Document	AA	Position 1: BFY Positions 2 – 3: FUND Positions 4 – 5: Sequential No Positions 6: Alteration, if necessary	User User User User
Apportionment/ Approval Document	PA	Position 1: BFY Positions 2 – 3: FUND Positions 4 – 5: Sequential No Positions 6: Alteration, if necessary	User User User User
Allocation Budget Execution Document	BE	Position 1: BFY Positions 2 – 3: FUND Positions 4 – 5: BAS # Positions 6: Alteration, if necessary	User User User User

Document Name	Trans Code	Document Numbering Scheme	Source (automatic or user-entered)
Allotment Budget Execution Document	BL	Position 1: BFY Positions 2 – 3: FUND Positions 4 – 7: Location Code Positions 8 – 11: Sequential No & alteration, if necessary The automatic numbering feature does not use alpha characters	User User User User or auto
Suballotment Document	SA	Position 1: BFY Positions 2: Fund Type i.e., G, T, etc. (see table below) Positions 3 – 9: Last seven digits of Program (MU) Positions 10 – 11: Sequential No	User User User User

The following fund types will be used in the SA document numbering scheme. These values are stored on the Fund Type Reference Table (FTYP)

Fund Type	Fund Type Name
G	General Fund
B	Reimbursable
1	Receipt Account
C	Clearing Account/Deposit Suspense
T	Trust Fund
D	Deposit Fund

Appropriation/Apportionment Document (AA)

FFIS uses this document to:

- Enter and update appropriations
- Enter and update pending apportionments
- Apportion transfer amounts
- Record estimated reimbursements

This document updates the following tables:

- Appropriation Table (APPR)
- Apportionment Table (APOR)
- Fiscal Year Appropriation Table (FAPP)
- Fiscal Year Apportionment Table (FAPR)
- General Ledger Balance Table (GLBL)
- General Ledger Detail Balance Table (GLDB)
- Monthly Summary General Ledger Balance Table (MSGL)

When the original budget has been officially approved and entered in FFIS, BPMS will notify the FFIS Functional Administrator.

The Functional Administrator will change the *Budget Indicator* on the Fiscal Year Reference Table (FSYR) to "Y." This change will not allow further updates to the original budget amounts, only updates to the approved budget amounts.

This affects all funds that fall in the category of General Funds.

Required Fields for AA Document – General Funds

#	Field Name	Data	
1	**DOCID**	• Trans Code	AA (Type of Document)
		• Sec1 Code	01 (Division Code)
		• Document #	BFY+Fund+Sequential #+Alteration (e.g., 20101A)
2	**ACCTG PD**	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	**ACTION**	A for Add C for Change OR D for Deactivate	
4	**BUDGET FYS**	2-digit Budget Fiscal Year	
5	**FUND**	Valid Fund Code from FUND table	
6	**APPROP TR TYPE**	01 for new entries and modifications except for rescissions RC for rescissions	
7	**APPROP INC/ DEC AMOUNT**	• Total appropriation, if this is an Add, or • The signed amount of increase/decrease, if this is a Change	
8	**APPORTIONMENT PD 1-4 TRANS TYPE**	PN	

```
 COMMND:          DOCID: 1                          04/17/01 15:57:28
 STATUS:          BATID:                   SEC2:
                   APPROPRIATION AND APPORTIONMENT DOCUMENT
 TRANS DATE:             ACCTG PD: 2
 ACTION: 3            BUDGET FYS: 4      FUND: 5      TOT APPOR AMT:
                                                   TOT APPOR FTES:
               TR TYPE  REVISED AMOUNT  INC/DEC AMOUNT
               ------- --------------- ---------------
       APPROP:     6                                              7
IND:
  EST REIMBUR:                                              OPTION:
  EST RECOVER:
     STAT RES:                                             PUB LAW:
    APPR FTES:
  APPORTIONMENT PD 1-4 TRANS TYPE: 8  APPORTIONMENT DEFERRED TRANS TYPE:
APPOR PERIOD PENDING APPOR AMT  APPOR INC/DEC AMT  APPOR FTES  FTE INC/DEC
------------ -----------------  -----------------  ----------- -----------
      1                                9
      2
      3
      4
```

9	**APPOR INC/DEC AMT**	• Apportionment amount, if this is an Add, or • Increase/decrease amount, if this is a Change

Create an AA Document (General Funds)

Step	Action
1	FROM A TABLE: Type L in the ACTION field of a table. In the TABLEID field type AA. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the AA and type division code in the SEC1 field (e.g., 01).
	FROM WITHIN A DOCUMENT: Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type AA. Tab to the SEC1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number (e.g., **20101A**).
3	Press Enter.
4	Tab to ACCTG PD and enter accounting period.
5	In the ACTION field type A for add.
6	In the BUDGET FYS field type the 2-digit budget fiscal year.
7	Tab to FUND, and type in a valid fund code from the FUND table.
8	Tab to APPROP TR TYPE, and type 01 for entries or modifications. Or type RC for a rescission.

Step	Action
9	Tab to APPROP INC/DEC AMOUNT and enter dollar amount (include two decimals).
10	Tab to APPORTIONMENT PD 1-4 TRANS TYPE and type PN.
11	Tab to APPOR INC/DEC AMT (APPOR PERIOD 1), and enter dollar amount (include two decimals).
To check for errors and process…	
12	Press HOME key, and type E in the COMMND field.
13	Press Enter.
14	If there are no error messages at the bottom of the screen and the document status is “SCHED”, press HOME key, and type R in the COMMND field.
15	Press Enter. If there are error messages at the bottom of the screen, the document status is “REJCT.” If there are no errors, the status is “ACCPT.”

Before creating an AA document, review the APPR and APOR tables to determine the current funding level for that fund.

After creating an AA document, review on the APPR and APOR tables the amounts that have been posted and are awaiting approval.

Required Fields for AA Document – Reimbursable Funds

#	Field Name	Data	
1	**DOCID**	• Trans Code	AA (Type of Document)
		• Sec1 Code	01 (SEC1 Code)
		• Document #	BFY+Fund+Sequential #+Alteration (e.g., 20801A)
2	**ACCTG PD**	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	**ACTION**	A for Add C for Change, or D for Deactivate	
4	**BUDGET FYS**	2-digit Budget Fiscal Year	
5	**FUND**	Valid Fund Code from FUND table	
6	**EST REIMBUR TR TYPE**	WC	
7	**EST REIMBUR INC/ DEC AMOUNT**	• Total appropriation, if this is an add, or • Signed amount of the increase/decrease, if this is a change	
8	**OPTION**	E (includes estimated reimbursements in limiting budget authority)	
9	**APPORTIONMENT PD 1-4 TRANS TYPE**	PN	
10	**APPOR INC/DEC AMT**	• Apportionment, if this is an add, or • Increase/decrease amount, if this is a change	

```
COMMND:                    DOCID: 1
STATUS:                   BATID:                    SEC2:
                   APPROPRIATION AND APPORTIONMENT DOCUMENT
TRANS DATE:                ACCTG PD: 2
ACTION: 3     BUDGET FYS: 4       FUND: 5        TOT APPOR AMT:
                                                  TOT APPOR FTES:
               TR TYPE  REVISED AMOUNT  INC/DEC AMOUNT
               ------- --------------- ---------------
      APPROP:                                                IND:
 EST REIMBUR:    6                              7         OPTION: 8
 EST RECOVER:
    STAT RES:                                            PUB LAW:
   APPR FTES:
 APPORTIONMENT PD 1-4 TRANS TYPE:  9    APPORTIONMENT DEFERRED TRANS TYPE:
APPOR PERIOD  PENDING APPOR AMT  APPOR INC/DEC AMT  APPOR FTES  FTE INC/DEC
------------- -----------------  -----------------  ----------  -----------
     1                                  10
     2
     3
     4
```

Create an AA Document (Reimbursable Funds)

Step	Action
1	FROM A TABLE: Type L in the **ACTION** field of a table. In the **TABLEID field** type AA. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the AA and type the 2-digit SEC1 code (e.g., 01).
	FROM WITHIN A DOCUMENT: Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type AA. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number (e.g., 20801A).
3	Press Enter.
4	Tab to ACCTG PD and enter accounting period.
5	In the ACTION field type A for add.
6	In the BUDGET FYS field, type the 2-digit budget fiscal year.
7	Tab to FUND, and type in a valid fund code from the FUND table.
8	Tab to EST REIMBUR TR TYPE, and type WC.
9	Tab to EST REIMBUR INC/DEC AMOUNT, and enter the dollar amount.

Step	Action
10	Tab to OPTION, and type E for estimate.
11	Tab to APPORTIONMENT PD 1-4 TRANS TYPE, and type PN.
12	Tab to APPOR INC/DEC AMT (APPOR PERIOD 1), and enter the dollar amount.
To check for errors and process…	
13	Press HOME key, and type E in the COMMND field.
14	Press Enter.
15	If there are no error messages at the bottom of the screen and the document status is “SCHED”, press HOME key, and type R in the COMMND field.
16	Press Enter. If there are error messages at the bottom of the screen, the document status is “REJCT.” If there are no errors, the status is “ACCPT.”

Before creating an AA document, review the APPR and APOR tables to determine the current funding level for that fund.

After creating an AA document, review on the APPR and APOR tables the amounts that have been posted and are awaiting approval.

Required Fields for AA Document – Trust & Special Funds

#	Field Name	Data	
1	**DOCID**	• Trans Code	AA (Type of Document)
		• Sec1 Code	01 (SEC1 Code)
		• Document #	BFY+Fund+Sequential #+Alteration (e.g., 29301A)
2	**ACCTG PD**	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	**ACTION**	A for Add. C for Change. OR D for Deactivate	
4	**BUDGET FYS**	2-digit Budget Fiscal Year	
5	**FUND**	Valid Fund Code from FUND table	
6	**EST REIMBUR TR TYPE**	AN	
7	**EST REIMBUR INC/ DEC AMOUNT**	• Total appropriation if this is an add, or • Signed amount of the increase/decrease if this is a change	
8	**OPTION**	E (includes estimated reimbursements in limiting budget authority)	
9	**APPORTIONMENT PD 1-4 TRANS TYPE**	PN	

```
COMMND:                DOCID: 1
STATUS:                BATID:                  SEC2:
                  APPROPRIATION AND APPORTIONMENT DOCUMENT
TRANS DATE:             ACCTG PD: 2
ACTION: 3     BUDGET FYS: 4       FUND: 5       TOT APPOR AMT:
                                                TOT APPOR FTES:
               TR TYPE  REVISED AMOUNT  INC/DEC AMOUNT
               ------- --------------- ---------------
      APPROP:                                                IND:
  EST REIMBUR:    6                          7             OPTION: 8
  EST RECOVER:
     STAT RES:                                            PUB LAW:
    APPR FTES:
  APPORTIONMENT PD 1-4 TRANS TYPE:  9   APPORTIONMENT DEFERRED TRANS TYPE:
APPOR PERIOD  PENDING APPOR AMT  APPOR INC/DEC AMT  APPOR FTES  FTE INC/DEC
------------- -----------------  -----------------  ----------  -----------
      1                                 10
      2
      3
      4
```

10	**APPOR INC/DEC AMT (APPOR PD 1)**	• Apportionment, if this is an add, or • Increase/decrease amount, if this is a change

Create an AA Document (Trust & Special Funds)

Step	Action
1	FROM A TABLE: Type L in the ACTION field of a table. In the TABLEID field type AA. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the AA and type the 2-digit SEC1 code (e.g., 01).
	FROM WITHIN A DOCUMENT: Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type AA. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number (e.g., 29301A).
3	Press Enter.
4	Tab to ACCTG PD and enter accounting period.
5	In the ACTION field type A for add.
6	Tab to BUDGET FYS, and type the 2-digit budget fiscal year.
7	Tab to FUND, and type in a valid fund code from the FUND table.
8	Tab to EST REIMBUR TR TYPE, and type AN.
9	Tab to EST REIMBUR INC/DEC AMOUNT, and enter amount.

Step	Action
10	Tab to OPTION, and type E.
11	Tab to APPORTIONMENT PD 1-4 TRANS TYPE, and type PN.
12	Tab to APPOR INC/DEC AMT (APPOR PERIOD 1), and enter amount.
To check for errors and process…	
13	Press HOME key and type E in the COMMND field.
14	Press Enter.
15	If there are no error messages at the bottom of the screen and the document status is “SCHED”, press HOME key, and type R in the COMMND field.
16	Press Enter. If there are error messages at the bottom of the screen, the document status is “REJCT.” If there are no errors, the status is “ACCPT.”

Before creating an AA document, review the APPR and APOR tables to determine the current funding level for that fund.

After creating an AA document, review on the APPR and APOR tables the amounts that have been posted and are awaiting approval.

Apportionment Approval Document (PA)

FFIS uses this document to:

- Approve and post pending apportionment amounts.

This document updates the following tables:

- Appropriation Table (APPR)
- Apportionment Table (APOR)
- Fiscal Year Appropriation Table (FAPP)
- Fiscal Year Apportionment Table (FAPR)
- General Ledger Balance Table (GLBL)
- General Ledger Detail Balance Table (GLDB)
- Monthly Summary General Ledger Balance Table (MSGL)

Required Fields for PA Document

#	Field Name	Data	
1	**DOCID**	Trans Code	PA (Type of Document)
		Sec1 Code	01 (SEC1 Code)
		Document #	BFY+Fund+Sequential #+Alteration (e.g., 20101A)
2	**ACCTG PD**	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	**DOC ACTION**	1 to approve amounts, or 2 to reject amounts	
4	**POST IND**	Y to post YTD budget authority	
5	**BUDGET FY**S	The 2-digit Budget Fiscal Year	
6	**FUND**	Valid Fund Code from FUND table	
7	**APPOR PERIOD**	1	
8	**TRANS TYPES -APPROVED PERIOD 1-4**	AP	
9	**TOTAL AMOUNT**	Total apportionment amount. (NOTE: This field is optional and if left blank, all pending authority for a fund will be Approved)	
10	**TRANS TYPES POSTED PERIOD 1-4**	01	

```
COMMND:                  DOCID: 1
STATUS: ACCPT            BATID:                  SEC2:

                          APPORTIONMENT APPROVAL DOCUMENT

            TRANS DATE:                            ACCTG PD: 2

       DOC ACTION:    3    (1 - APPROVE PENDING AMOUNTS)       POST IND: 4
                           (2 - REJECT AND CLEAR PENDING AMOUNTS)

         BUDGET FYS:  5                 TRANS TYPES - PERIOD 1-4   DEFERRED
               FUND:  6                 -----------   ----------  ----------
       APPOR PERIOD:  7                      APPROVED:    8
       TOTAL AMOUNT:  9                        POSTED:   10
```

Create a PA Document

One PA document is needed to approve and post apportionments for a single fund.

Step	Action
1	FROM A TABLE: Type L in the ACTION field of a table. In the TABLEID field type PA. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the PA and type the 2-digit SEC1 code (e.g., 01).
	FROM WITHIN A DOCUMENT: Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type PA. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number (e.g., 20101A).
3	Press Enter.
4	Tab to ACCTG PD and enter accounting period.
5	In the DOC ACTION field type 1 to approve amounts.
6	In the POST IND field type Y.
7	Tab to BUDGET FYS, and type the 2-digit budget fiscal year.
8	Tab to FUND, and type the valid fund code derived from the FUND table.

Step	Action
9	Tab to APPOR PERIOD, and type 1.
10	In the TRANS TYPE APPROVED PERIOD 1-4 type AP.
11	Tab to TOTAL AMOUNT and type the dollar amount or leave blank. (NOTE: This field is optional and if left blank, all pending authority for a fund will be Approved)
12	Tab to TRANS TYPE POSTED PERIOD 1-4, and type 01.
To check for errors and process…	
13	Press HOME key, and type E in the COMMND field.
14	Press Enter.
15	If there are no error messages at the bottom of the screen and the document status is “SCHED”, press HOME key, and type R in the COMMND field.
16	Press Enter. If there are error messages at the bottom of the screen, the document status is “REJCT.” If there are no errors, the status is “ACCPT.”

Before creating a PA document, review on the APPR and APOR tables the current funding level for the fund and amounts that have / have not been approved.

After creating a PA document, review on the APPR and APOR tables the amounts that have been approved.

Appropriation Transfer Document (TA)

FFIS uses this document to:

- Enter pending appropriation transfers and pending appropriations (reappropriations) that require Treasury approval.

This document updates the following tables:

- Appropriation Transfer Header Table (ATHT)
- Appropriation Transfer Line Table (ATLT)
- General Ledger Balance Table (GLBL)
- General Ledger Detail Balance Table (GLDB)
- Monthly Summary General Ledger Balance Table (MSGL)

Required Fields for TA Document

#	Field Name	Data	
1	**DOCID**	Trans Code	Type TA (Type of Document)
		Sec1 Code	Division Code (e.g., 01).
		Document #	Type in BFY+Funds (from and to)+Sequential #+Alteration (e.g., 2950101A)
2	**ACCTG PD**	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	**DOLLAR TRANSFER TOT**	Enter the total amount of the transfer	
4	**ACTION**	A (to add a new appropriation transfer), or C (to change an anticipated appropriation transfer)	
5	**DOCUMENT TYPE**	The type of appropriation transfer: 1 (Budget Authority), or 2 (Unobligated Balance), or 3 (Reappropriation)	
6	**TRANSFER AUTHORITY**	The identification for the authority to transfer money between appropriations. Usually, the public law or SF-1152.	
7	**LN**	If *adding* a transfer, the line number associated with the reappropriation If *changing* a transfer, the line number from the original TA document stored in the Appropriation Transfer Line Table (ATLT)	
8	**FROM TR TP**	The transaction type that identifies the appropriate type of transfer *out*: CY for current year authority transfers PY for prior year balance transfers	
9	**FROM BFYS**	Enter last two digits of BFY(s) for the transfer *out*	
10	**FROM FUND**	Enter fund for the transfer *out*	
11	**TO TR TP**	The transaction type that identifies the appropriate type of transfer *in*: CY for current year authority transfers PY for prior year balance transfers	
12	**TO BFYS**	The **BFY**(s) for the transfer *in*	
13	**TO FUND**	The fund for the transfer *in*	

```
COMMND: NEW              DOCID: 1
 STATUS:                  BATID:                  SEC2:
 H-
                      ANTICIPATED APPROPRIATION TRANSFER DOCUMENT

      TRANS DATE:            ACCTG PD: 2
      DOLLAR TRANSFER TOT: 3                FTE TRANSFER TOT:
      ACTION:  4   OMB APPROVAL DATE:            DOCUMENT TYPE: 5
      TRANSFER AUTHORITY: 6
         ------------ FROM -------------  -------------- TO ---------------
         TR                              TR
     LN  TP  BFYS  FUND   GUEST SYMBOL    TP  BFYS   FUND   GUEST SYMBOL
     --- -- ----- ------ ---------------  -- -----  ------  ---------------
 01-  7   8   9    10                    11   12     13
     DOLLAR AMOUNT:         14      FTE COUNT:               I/D: 15
 02-
     DOLLAR AMOUNT:                 FTE COUNT:               I/D:
 03-
     DOLLAR AMOUNT:                 FTE COUNT:               I/D:
 04-
     DOLLAR AMOUNT:                 FTE COUNT:               I/D:
```

14	**DOLLAR AMOUNT**	If *adding* a transfer, enter the total transfer amount. If *changing* a transfer, enter the unsigned amount that the appropriation increases or decreases.
15	**I/D**	If increasing a transfer, enter I If decreasing a transfer, enter D

Create a TA Document

Step	Action
1	<u>FROM A TABLE:</u> Type L in the **ACTION** field of a table. In the **TABLEID field** type TA, and press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the TA and type the 2-digit SEC1 code (division code, e.g., 01).
	<u>FROM WITHIN A DOCUMENT:</u> Type NEW in the **COMMND** field of a document. Tab to the TRANS CODE field and type TA. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number – 2950101A.
3	Press Enter.
In the Header screen . . .	
4	Tab to ACCTG PD and enter accounting period.
5	In DOLLAR TRANSFER TOT enter the total transfer amount.
6	Tab to ACTION, and type A for add.
7	Tab to DOCUMENT TYPE, and type 1.
8	In the TRANSFER AUTHORITY field type the identification for the authority to transfer money between appropriations. Usually, the public law or SF-1152.
In the Line screen . . .	

Step	Action
9	Tab to LN, and enter the line number associated with the reappropriation, (e.g., 001).
10	Tab to FROM TR TP and enter the transaction type that identifies the appropriate type of transfer *out* – CY for current year authority transfers, or PY for prior year balance transfers.
11	In the FROM BFYS field enter the budget fiscal year for the transfer *out.*
12	Tab to FROM FUND and enter the fund for the transfer *out* (e.g., 95*).*
13	Tab to TO TR TP and enter the transaction type that identifies the appropriate type of transfer *in* – CY for current year authority transfers, or PY for prior year balance transfers.
14	In the TO BFYS field enter the budget fiscal year for the transfer *in.*
15	Tab to TO FUND and enter the fund for the transfer *in* (e.g., 01*).*
16	Tab to DOLLAR AMOUNT and enter the total transfer amount.
17	Tab to I/D and indicate whether this is a decrease (D) or an increase (I). Defaults to I.
To check for errors and process…	
18	Press the HOME key and type E in the COMMND field.
19	Press Enter.
20	If there are no error messages at the bottom of the screen and the document status is “SCHED”, press HOME key, and type R in the COMMND field.

Step	Action
21	Press Enter. If there are error messages at the bottom of the screen, the document status is “REJCT.” If there are no errors, the status is “ACCPT.”

Appropriation Transfer Approval Document (TC)

FFIS uses this document to:

- Approve or reject pending appropriation transfers.

This document updates the following tables:

- Appropriation Table (APPR)
- Fiscal Year Appropriation Table (FAPP)
- Appropriation Transfers Header Table (ATHT)
- General Ledger Balance Table (GLBL)
- General Ledger Detail Balance Table (GLDB)
- Monthly Summary General Ledger Balance Table (MSGL))

Required Fields for TC Document

#	Field Name	Data	
1	**DOCID**	Trans Code	TC (Type of Document)
		Sec1 Code	Division Code (e.g., 01).
		Document #	Type in BFY+Funds (from and to)+ Sequential #+Alteration (e.g., 2950101A)
2	**ACCTG PD**	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	**ACTION**	1 (to approve anticipated amounts), or 2 (to reject and clear the anticipated amounts)	
4	**TRANSFER DOC ID**	The document ID of the approved or rejected Appropriation Transfer Document (TA)	
5	**TREASURY VOUCHER #**	The Treasury Voucher Number	
6	**TRANSFER TOTAL**	The total amount for the transfer document being approved or rejected	

```
COMMND: NEW             DOCID: 1
STATUS:                 BATID:                  SEC2:

                    APPROPRIATION TRANSFER APPROVAL DOCUMENT

 TRANS DATE:                                ACCTG PD: 2

      ACTION: 3     ( 1-APPROVE ANTICIPATED AMOUNTS         )
                    ( 2-REJECT AND CLEAR ANTICIPATED AMOUNTS)

TRANSFER DOC ID:     4
TREASURY VOUCHER #:  5
TRANSFER TOTAL:      6
```

Create a TC Document

Step	Action
1	FROM A TABLE: Type L in the ACTION field of a table. In the TABLEID field type TC. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the TC and type the 2-digit SEC1 code (division code, e.g., 01).
	FROM WITHIN A DOCUMENT: Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type TC. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number (e.g., 2950101A).
3	Press Enter.
4	Tab to ACCTG PD and enter accounting period.
5	In the ACTION field type 1 to approve anticipated amounts.
6	In the TRANSFER DOC ID field enter the document ID of the approved or rejected TA document.

Step	Action
7	Tab to TREASURY VOUCHER #, and enter the treasury voucher number for the transfer.
8	Tab to TRANSFER TOTAL, and enter the total amount for the transfer document being approved or rejected.
To check for errors and process…	
9	Press the HOME key and type E in the COMMND field.
10	Press Enter.
11	If there are no error messages at the bottom of the screen and the document status is “SCHED”, press HOME key, and type R in the COMMND field.
12	Press Enter. If there are error messages at the bottom of the screen, the document status is “REJCT.” If there are no errors, the status is “ACCPT.”

Budget Execution Document (BE) for Allocations

FFIS uses this document to:

- Post year-to-date budget authority directly, without the need to enter pending and approving documents
- Budget to the allocation budget level (Areas)

This document updates the following tables:

- Appropriation Table (APPR)
- Apportionment Table (APOR)
- Allocation Table (ALOC)
- Fiscal Year Appropriation Table (FAPP)
- Fiscal Year Apportionment Table (FAPR)
- Monthly Summary General Ledger Balance Table (MSGL)
- General Ledger Balance Table (GLBL)
- General Ledger Detail Balance Table (GLDB)

Header/Line Screen Required Fields for
BE Document

#	Field Name	Data	
1	**DOCID**	Trans Code	BE (Type of Document)
		Sec1 Code	Division Code (e.g., 01)
		Document #	Type in BFY+Fund+BAS #+Alteration (e.g., 20103A)
2	**ACCTG PD**	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	**APPRV TR TYPE**	AP	
4	**POSTED TR TYPE**	01	
5	**BUDGET FYS**	2-digit Budget Fiscal Year	
6	**FUND**	Valid Fund Code from FUND table	
7	**APPOR PERIOD**	1 (Period through which you post authority)	
8	**BUDGET LEVEL**	2-letter code indicating budget level: AC = allocation	
9	**ACT**	A for Add C for Change, OR D for Deactivate	
10	**DIV**	Valid division code from the DVSN table	

```
COMMND:                    DOCID: 1
STATUS: ACCPT              BATID:                    SEC2:
H-
                             BUDGET EXECUTION DOCUMENT

    TRANS DATE:            ACCTG PD: 2   APPRV TR TYPE: 3   POSTED TR TYPE: 4
    BUDGET FYS 5       FUND: 6       HEADER ACTION IND:   APPOR PERIOD: 7
    TOTAL REVISED AMT:                       BUDGET LEVEL: 8
    A
    C                                TRANS TYPE  P
    T DIV    ORG    PROGRAM  BOC  APPRV POST  D   YTD AMT      INC/DEC AMT
    - ---- ------- --------- ---- ----- ----  - -------------- ------------
01- 9   10                                      1                      11
    SPENDING IND:                               2
                                                3
          DESCRIPTION                           4

       SUBALLOT OPTNS                                REVISED
       ORG PGM BOC SPN                  TR TYPE     AMOUNT      INC/DEC AMT
       --- --- --- ---                  ------- -------------- ------------
```

11	**INC/DEC AMT PD 1**	• Total appropriation, if this is an Add, or • Signed amount of the increase/decrease, if this is a Change

Create a BE Document

Step	Action
1	<u>FROM A TABLE:</u> Type L in the ACTION field of a table. In the TABLEID field type BE. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the BE and type the 2-digit SEC1 code (division code, e.g., 01).
	<u>FROM WITHIN A DOCUMENT:</u> Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type BE. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number – 20103A.
3	Press Enter.
In the Header screen . . .	
4	Tab to ACCTG PD and enter accounting period.
5	In the APPRV TR TYPE field type AP.
6	In the POSTED TR TYPE field type 01.
7	Tab to BUDGET FYS, and type the 2-digit budget fiscal year.
8	Tab to FUND, and type in a valid fund code from the FUND table.
9	Tab to APPOR PERIOD and type 1.

Step	Action
10	Tab to BUDGET LEVEL, and type AC for allocation.
In the Line screen . . .	
11	In the ACT field type A for Add.
11	In the DIV field type a valid division code from the DVSN table.
13	Tab to INC/DEC AMT PD 1, and type the dollar amount to add to or subtract from the budget.
To check for errors and process…	
14	Press the HOME key and type E in the COMMND field.
15	Press Enter.
16	If there are no error messages at the bottom of the screen and the document status is “SCHED”, press HOME key, and type R in the COMMND field.
17	Press Enter. If there are error messages at the bottom of the screen, the document status is “REJCT.” If there are no errors, the status is “ACCPT.”

<u>Before</u> creating a BE document, review on the APPR, APOR, and ALOC tables the amounts that have been allocated to the area level.

<u>After</u> creating a BE document, review on the APPR, APOR, and ALOC tables the change in the amounts that have been allocated.

Budget Execution Clone Document (BL) for Allotments

FFIS uses this document to:

- Post year-to-date budget authority directly, without the need to enter pending and approving documents
- Allot funds to the program code

This document updates the following tables:

- Appropriation Table (APPR)
- Apportionment Table (APOR)
- Allocation Table (ALOC)
- Allotment Inquiry Table (ALLT)
- Fiscal Year Appropriation Table (FAPP)
- Fiscal Year Apportionment Table (FAPR)
- Fiscal Year Allotment Table (FALT)
- General Ledger Balance Table (GLBL)
- General Ledger Detail Balance Table (GLDB)
- Monthly Summary General Ledger Balance Table (MSGL)

Header/Line Screen Required Fields for BL Document

#	Field Name	Data	
1	**DOCID**	Trans Code	BL (Type of Document)
		Sec1 Code	Division Code (e.g., 01).
		Document #	BFY+Fund+Location Code +User Defined or System-Generated Sequential No (Examples: User defined = 201620203A, system-generated = 20162020003)
2	**ACCTG PD**	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	**APPRV TR TYPE**	AP	
4	**POSTED TR TYPE**	01	
5	**BUDGET FYS**	2-digit Budget Fiscal Year	
6	**FUND**	Valid Fund Code from FUND table	
7	**APPOR PERIOD**	1 (Period through which you post authority)	
8	**BUDGET LEVEL**	2-letter code indicating budget level: AL = allotment	
9	**ACT**	A for Add C for Change, OR D for Deactivate	
10	**DIV**	Valid division code from the DVSN table	
11	**PROGRAM**	Valid program code from the PGMT table	
12	**INC/DEC AMT PD 1**	• Total appropriation, if this is an Add, or • Signed amount of the increase/decrease, if this is a Change	
13	**SUBALLOT OPTNS ORG**	Type N	
14	**SUBALLOT OPTNS PGM**	Type Y	
15	**SUBALLOT OPTNS BOC**	Type Y	
16	**SUBALLOT OPTNS SPN**	Type N	

```
COMMND:                    DOCID: 1
 STATUS: ACCPT              BATID:                    SEC2:
 H-
                              BUDGET EXECUTION DOCUMENT

     TRANS DATE:          ACCTG PD: 2    APPRV TR TYPE: 3   POSTED TR TYPE: 4
     BUDGET FYS 5      FUND: 6       HEADER ACTION IND:      APPOR PERIOD: 7
     TOTAL REVISED AMT:                      BUDGET LEVEL: 8
     A
     C                              TRANS TYPE  P
     T DIV    ORG   PROGRAM  BOC  APPRV POST  D   YTD AMT       INC/DEC AMT
     - ---- ------ --------- ---- ----- ----  - --------------- ------------
 01- 9  10             11                      1                        12
     SPENDING IND:                             2
                                               3
          DESCRIPTION                          4

        SUBALLOT OPTNS                                  REVISED
        ORG PGM BOC SPN                  TR TYPE      AMOUNT      INC/DEC AMT
        --- --- --- ---                  ------- --------------- ------------
               13   14   15   16
```

Create a BL Document

Step	Action
1	FROM A TABLE: Type L in the ACTION field of a table. In the TABLEID field type BL. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the BL and type the 2-digit SEC1 code (division code, e.g., 01).
	FROM WITHIN A DOCUMENT: Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type BL. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number (e.g., 201620203A). If using system-generated number, type the budget fiscal year, the fund, the location code, the pound sign (#).
3	Press Enter.
In the Header screen . . .	
4	Tab to ACCTG PD and enter accounting period.
5	In the APPRV TR TYPE field type AP.
6	In the POSTED TR TYPE field type 01.
7	Tab to BUDGET FYS, and type the 2-digit budget fiscal year.
8	Tab to FUND, and type in a valid fund code from the FUND table.
9	Tab to APPOR PERIOD and type 1.

Step	Action
10	Tab to BUDGET LEVEL, and type AL for allotment.
In the Line screen . . .	
11	In the ACT field type A for Add.
12	In the DIV field type a valid division code from the DVSN table.
13	In the PROGRAM field type a valid program code from the PGMT table.
14	Tab to INC/DEC AMT PD 1, and type the dollar amount to add to or subtract from the budget.
15	In the SUBALLOT OPTNS ORG field type N.
16	In the SUBALLOT OPTNS PGM field type Y.
17	In the SUBALLOT OPTNS BOC field type Y.
18	In the SUBALLOT OPTNS SPN field type N.
To check for errors and process…	
19	Press the HOME key and type E in the COMMND field.
20	Press Enter.
21	If there are no error messages at the bottom of the screen and the document status is “SCHED”, press HOME key, and type R in the COMMND field.
22	Press Enter. If there are error messages at the bottom of the screen, the document status is “REJCT.” If there are no errors, the status is “ACCPT.”

Before creating a BL document, review on the ALOC and ALLT tables the amounts that have been allotted to programs.

After creating a BL document, review on the ALOC and ALLT tables the change in the amounts that have been allotted.

Suballotment Document (SA)

FFIS uses this document to:

- Post year-to-date budget authority directly, without the need to enter pending and approving documents
- Suballot to BOCs

This document updates the following tables:

- Suballotment Spending Control Inquiry Table (SASP)
- Suballotment Forward Reference Table (SAFR)
- Suballotment Inquiry Table (SAIN)
- Allotment Inquiry Table (ALLT)
- General Ledger Balance Table (GLBL)
- General Ledger Detail Balance Table (GLDB)
- Monthly Summary General Ledger Balance Table (MSGL)

Header/Line Screen Required Fields for SA Document

#	Field Name	Data	
1	**DOCID**	Trans Code	SA (Type of Document)
		Sec1 Code	Division Code (e.g., 01)
		Document #	BFY+Fund Type+last seven digits of Program Code+two-digit sequential # (e.g., 2T620210001)
2	**ACCTG PD**	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	**TR TYPE**	01	
4	**FUND**	Fund Code from the FUND Table	
5	**BUDGET FYS**	2-digit Budget Fiscal Year	
6	**ACT**	A for Add C for Change. OR D for Deactivate	
7	**LVL**	Level for this suballotment 01	
8	**BUDG TYPE**	D for Dollars	
9	**DIV**	Division Code from the DVSN Table	
10	**PROGRAM**	Program Code from the PGMT Table	
11	**BOC**	Budget BOC	
12	**SUBALLOT INC/DEC AMT**	Suballotment amount	

```
COMMND:                  DOCID: 1                          07/21/00 08:45:24
STATUS: ACCPT            BATID:                 SEC2:          001-001 OF 032
H-
                              SUBALLOTMENT DOCUMENT

    TRANS DATE:              ACCTG PD: 2         TR TYPE: 3
    FUND: 4       BUDGET FYS: 5     TOT REV SUBALLOT AMT:
        EST REIM TRANS TYPE:       TOT REV SUBALLOT FTES:
              BUDG                                                  SPN
    ACT  LVL  TYPE  DIV     ORG    REF ORG   PROGRAM   BOC   OVR
    ---  ---  ----  ----  -------  -------  ---------  ----  ---
01-  6    7    8     9                        10       11
              DESCRIPTION:
                                 SUBALLOT        SUBALLOT        FTE
    QTR    SUBALLOT AMT      INC/DEC AMT        FTES        INC/DEC
    ---   ---------------  ---------------  ------------  ------------
     1                          12
     2
     3
     4
    EST REIM TT:    REVISED AMT - INC/DEC AMT:
```

Create an SA Document

Step	Action
1	<u>FROM A TABLE:</u> Type L in the ACTION field of a table. In the TABLEID field type SA. Press the spacebar twice to clear possible remaining data. Press Enter. Tab twice to the field following the SA and type the 2-digit SEC1 code (division code, e.g., 01).
	<u>FROM WITHIN A DOCUMENT:</u> Type NEW in the COMMND field of a document. Tab to the TRANS CODE field and type SA. Tab to the SEC 1 code and type division code (e.g., 01).
2	Tab to the next field, and type the document number (e.g., 2T620210001).
3	Press Enter.
In the Header screen . . .	
4	Tab to ACCTG PD and enter accounting period.
5	In the TR TYPE field type 01.
6	In the FUND field type the valid Fund Code from the FUND table.
7	Tab to BUDGET FYS, and type the 2-digit Budget Fiscal Year.
In the Line screen . . .	
8	Tab to ACT, and type A to add or C to change.

Step	Action
9	Tab to LVL and enter 01.
10	Tab to BUDG TYPE and type D.
11	Tab to DIV, and type 2 digit Division Code.
12	In the PROGRAM field type a valid program code from the PGMT table.
13	Tab to BOC and enter the BOC.
14	Tab to SUBALLOT INC/DEC AMT QTR 1, and type the dollar amount.
To check for errors and process…	
15	Press the HOME key and type E in the COMMND field.
16	Press Enter.
17	If there are no error messages at the bottom of the screen and the document status is “SCHED”, press HOME key, and type R in the COMMND field.
18	Press Enter. If there are error messages at the bottom of the screen, the document status is “REJCT.” If there are no errors, the status is “ACCPT.”

<u>Before</u> creating a SA document, review on the ALLT, SASP and SAIN tables the amounts that have been suballotted to the BOCs.

<u>After</u> creating a SA document, review on the ALLT, SASP and SAIN tables the change in the amounts that have been suballotted.