

Back of the Bill Item Adjustments (Crosswalk) Instructions

Annually, the General appropriation act states that the joint legislative budget committee (JLBC) shall determine and the department of administration (ADOA) shall allocate to each agency or department the amount(s) for the statewide appropriation adjustments.

Agency allocations can be found in the Annual JLBC Appropriations Report located at <http://www.azleg.gov/jlbc/budgetupdates.htm>, in the 'Crosswalk of General Appropriation Act to Appropriations Report Totals' sections.

Back of the bill item adjustment (crosswalk adjustment) loads must be entered in AFIS and submitted to the GAO for processing using a BGA90 document.

Back of the Bill Items and Adjustments must be processed as follows:

- All transactions will be completed using Appropriation and Allotment Budget Document (BGA90), and entered and submitted electronically through AFIS by August 31 of each fiscal year. The documents will be reviewed on a first come, first serve basis.
- Back of the Bill Items and Adjustments should be entered at the full amount stated in the Annual JLBC Appropriations Report.
- Back of the Bill Items and Adjustments should be entered using the following guidelines:
Appropriation and Allotment Level section (for crosswalk adjustments)
 - Action = Modify
 - Event Type = BG03
 - Start Date = Leave Blank
 - End Date = Leave Blank
 - Description = Crosswalk (must begin with "Crosswalk", can add more info.)
 - House Bill Number = Leave Blank
- The general fund portion of any lump sum appropriations should be entered by quarter in the following order: 30%, 22%, 22%, and 26%. All other funding sources and line items should be 25% for each of the four quarters, unless an allotment exception was approved.
- Only documents in 'Final' status are complete.

Additional appropriation load instructions are available in the Appropriation Budgets section of the AFIS Budgetary Control training guide.

If you have any questions or need additional information, please contact your AFIS liaison.