

## **FY18 Appropriation Adjustments Instructions**

Annually, the General appropriation act, as well as other budget bills, are passed and create new current year appropriations and adjustments to current year appropriations. These appropriation loads must be entered in AFIS and submitted to the GAO for processing using a BGA90 document.

- For current year adjustments that modify existing appropriations (BGA90 Action = Modify), the appropriation and allotment level should be entered using the following guidelines. The below examples relate to FY18 appropriations. The fields should be adjusted accordingly to reflect the proper dates, descriptions and house bill reference, depending on the FY and bill.

### **Appropriation and Allotment Level section**

Action = Modify

Event Type = BG03

Start Date = Leave Blank

End Date = Leave Blank

Description = 18532R276SB1520111 (last three digits is the section number of the bill so it will change per agency).

House Bill Number = Leave Blank

- For current year adjustments that create new appropriations (BGA90 Action = New), the appropriation and allotment level should be entered using the following guidelines:

### **Appropriation and Allotment Level section**

Action = New

Event Type = BG01

Start Date = Day entered

End Date = 06/30/2019 (unless other date specifically stated in the bill)

House Bill Number = 18532R276SB1520111 (last three digits is the section number of the bill so it will change per agency).

- **House Bill Number** has been standardized and is required to be entered in the given format with character limits given behind each requirement. The format is: calendar year (2), legislative session (2), session type (2), chapter (3), bill number (6) and section. Please note the last three digits will be different for each agency based on their section number of the bill (3). The following is an example from FY18 appropriations: 18532R276SB1520111.
- Allotments should be loaded with period 4 at 100% and period 5 at 0%.
- Only documents in 'Submitted' status are complete. Any other status may require further action to complete the load.

Additional appropriation load instructions are available in the Appropriation Budget section of the AFIS Budget training materials.

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