

# ARIZONA

DEPARTMENT OF ADMINISTRATION  
GENERAL ACCOUNTING

## Fund Form Instructions

### Fund Group (FGRP)

1. Fund Group: Unique four digit sequence, which usually is used as part of the fund to link the two together. Verify FGRP # is open for use in the AZ360 "Global Search:" FGRP screen.
2. Name: Name of the fund per legislation. 60 character limit. Please do not abbreviate.
3. Short Name: Abbreviated version of the fund group name. 15 character limit. This field can be used for reporting purposes.
4. Subject to legislative appropriation: Select yes if the phrase 'subject to legislative appropriation' is used in the legislation or select no if not. Select partial if the fund has a part that is appropriated and has a part that is non-appropriated.
5. Report, Reversion, Repeal: Check and add due dates per legislation.
6. Agency Administrator: Select the AZ360 agency code for the agency that is the administrator of the fund per legislation.

### Fund (FUND)

1. Fiscal Year: Fiscal year fund is being established.
2. Fund Group: The four digit fund group # that the fund will roll up to.
3. Fund: Six digit sequence. First two letters of the AZ360 agency code followed by the unique four digit sequence. For example AAA 2000 would be AA2000. Verify fund # is open for use in the AZ360 "Global Search:" FUND screen.
4. Name: Name of the fund identified by the agency usually matches the fund group name it rolls up to. 60 character limit. Please do not abbreviate.
5. Short Name: Abbreviated version of the fund name. 15 character limit. This field can be used for reporting purposes.
6. Bank/EFT Bank/Master Bank: Default is BK01.
7. Fund Control: Controls fund balance at the fund level. On will cause errors in AZ360 documents preventing the fund balance from going negative. Warning will cause warning code(s) in AZ360 documents that would cause the fund balance to go negative or further negative, but allows AZ360 documents to process and allows negative fund balances. Overridable will cause errors in AZ360 documents but allows an authorized user to override the errors and process the document. Off allows negative balances.
8. FFP: Federal fund participation. This is used to track funds which contain federal participation.

### Sub Fund (SFUND)

1. Fiscal Year: Fiscal year sub fund is being established.
2. Fund: The six digit fund # that the sub fund will roll up to.
3. Sub Fund: Up to a six digit sequence identified by the agency.
4. Name: Name of the sub fund identified by the agency. This field has a 60 character limit.
5. Short Name: This is an abbreviated version of the fund name and is limited to 15 characters. This field can be used for reporting purposes.
6. Cash Control:
  - a. **On** means all sub funds (including BLNK) under a fund will be set to have a Cash Balance Error Severity of "Overrideable Error" and a Balance Control of "Detail" on the CBALD page in AZ360. Each sub fund will only be allowed to expend the cash that is available at the individual sub fund level. *No sub fund or fund level cash balance will be allowed to go negative.*
  - b. **Off** means all sub funds (including BLNK) under a fund will be set to have a Cash Balance Error Severity of "Overrideable Error" and a Balance Control of "Summary" on the CBALD page in AZ360. Each sub fund listed under a fund will be allowed to expend more cash than what is available at the individual sub fund level. However, sub funds will not be allowed to expend more cash than what is available at the fund level. Sub fund cash balances will be allowed to go negative under this option until the total cash at the fund level reaches a balance of \$0. *No fund level cash will be allowed to go negative under this option.*
7. Fund Control: Controls fund balance at the sub fund level. On will cause errors in AZ360 documents preventing the sub fund balance from going negative. Warning will cause warning code(s) in AZ360 documents that would cause the fund balance to go negative or further negative, but allows AZ360 documents to process and allows negative fund balances. Overridable will cause errors in AZ360 documents but allows an authorized user to override the errors and process the document. Off allows negative balances.
8. FFP: Federal fund participation. This is used to track funds which contain federal participation.

### Explanation (Required)

Summary of why the agency is requesting the fund group, fund, or sub fund. Note: Please attach any supporting documentation (Interagency Service Agreements, etc.) that may assist with the fund request. Laws Reference: enter the enacting legislation specific to the fund (found on the front page of the chaptered bill). A.R.S. (Fund Category): Arizona Revised Statute number that pertains to the fund. Found near the section heading in the bill or current Arizona Revised Statutes online.

Save, email to [gaoafr@azdoa.gov](mailto:gaoafr@azdoa.gov)

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GENERAL ACCOUNTING

## Fund Authorization Form

Agency		Date	
Submitted by		EIN	

Fund Group (FGRP)				Fund (FUND)				Sub Fund (SFUND)			
<input type="checkbox"/> Add	<input type="checkbox"/> Change	<input type="checkbox"/> Inactivate		<input type="checkbox"/> Add	<input type="checkbox"/> Change	<input type="checkbox"/> Inactivate		<input type="checkbox"/> Add	<input type="checkbox"/> Change	<input type="checkbox"/> Inactivate	
Fund Group		Fiscal Year		Fund Group		Fiscal Year		Fund			
Name		Fund		Sub Fund							
Short Name		Name		Name							
Subject to Legislative Appropriation		Short Name		Short Name							
<input type="checkbox"/> Report	Date	Bank/EFT Bank/Master Bank <b>BK01</b>				Cash Control (See instructions. This is for all sub funds under a fund)		<input type="checkbox"/> Off	<input type="checkbox"/> On		
<input type="checkbox"/> Reversion	Date	Fund Control (Default is off)				Fund Control (Default is off)					
<input type="checkbox"/> Repeal	Date	<input type="checkbox"/> Off <input type="checkbox"/> Warning <input type="checkbox"/> Overridable <input type="checkbox"/> On				<input type="checkbox"/> Off <input type="checkbox"/> Warning <input type="checkbox"/> Overridable <input type="checkbox"/> On					
Agency Administrator		<input type="checkbox"/> Federal Fund Participation (FFP)				<input type="checkbox"/> Federal Fund Participation (FFP)					

**Explanation Need/purpose of Fund** (Required)

**Laws Reference** (When applicable)

Laws	Legislature	Session	Chapter	Bill	Section
A.R.S. (Fund Category)		Effective Start Date		Effective End Date	

**GAO Only**

<b>GAAP Group</b>		<input type="checkbox"/> Responsibility Center Posting		<b>Funding Sources</b>	
<input type="checkbox"/> Component Unit		<input type="checkbox"/> Allow Override of Responsibility Center Posting		<input type="checkbox"/> AZ State Government	
<input type="checkbox"/> Major Fund	<input type="checkbox"/> GCA Fund	<input type="checkbox"/> Invest/Divest	<input type="checkbox"/> Restricted	<input type="checkbox"/> Federal Government	
<b>Close Fund</b>		<b>Expired Warrants</b>		<input type="checkbox"/> Gifts & Donations	
<input type="checkbox"/> Equity (3050)		<input type="checkbox"/> Revert to Fund	<input type="checkbox"/> Unclaimed Property	<input type="checkbox"/> Grants	<input type="checkbox"/> Fines <input type="checkbox"/> Fees
<input type="checkbox"/> Fund Balance (3060)		AFR Fund Type		<input type="checkbox"/> Interest Income	<input type="checkbox"/> Court Collections
Fund Class		Notes	Other Funding Sources		
Fund Type					
CAFR Fund Type					

Reviewed by  Budget  GAAP  FCAT

**Budget Manager Approval**

Signature	EIN	Date
Name	Title	Phone

**State Comptroller/SW Accounting Admin Approval**

Signature	EIN	Date
Name	Title	Phone