FY19 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 FY19 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 = 19541R263HB2747001 (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 = 06/30/2020 (unless other date specifically stated in the bill)
- House Bill Number = 19541R263HB2747001 (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 FY19 appropriations: 19541R263HB2747001.

- 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.