HAWAII/FAMIS PROCEDURES MANUAL

VOLUME II - SYSTEM MAINTENANCE MANUAL

CHAPTER X

MAINTENANCE PROGRAMS

The FAMIS maintenance programs perform routine functions for accounting events which are normally time dependent. Certain accounting events are recorded and system functions performed as one accounting period ends and another begins. System functions supporting the process of moving from one period to another include automatic reversion and lapsing of budgetary balances, generation of closing and carryforward entries, and the merging and purging of records from the master files. At the quarter end for example, most unencumbered allotment balances in the General Fund are automatically reverted. Another example is the automatic closing of Revenues and Expenditures to Fund Balance at the end of the fiscal year. These and many other time dependent accounting events are recorded by the maintenance programs. This chapter describes the functions and features of these maintenance programs. The discussion comprises six major functional areas:

- o Expiration, Reversion and Lapse;
- o Closing and Carryforward;
- o Posting Rules;
- o Rollover Rules;
- o Merge/Purge Rules; and
- o Report Extract Criteria.

Each of these are described in the following paragraphs.

EXPIRATION, REVERSION AND LAPSE

The expiration, reversion and lapse routines cancel budgetary balances whose authorization has terminated. The expiration function cancels claims encumbrances, the reversion function returns allotment balances to the appropriation level, and the lapse function extinguishes the spending authority of an appropriation. The action date for these functions is based

on statutory limits as well as administrative policy. For example, one administrative policy requires the reversion of prior quarter allotment balances for encumbered amounts that are not fully expended. Logic related to policies and legal requirements such as the one mentioned above are included in the maintenance programs. Some of the functions are performed on a daily basis, while others are performed on a monthly, quarterly or annual basis. The daily functions are performed automatically, the monthly, quarterly and annual processes must be scheduled by central accounting. The remainder of this chapter discusses the expiration, reversal and lapse rules by time period of occurrence.

Daily Reversion Function

The daily reversion function returns unencumbered allotment balances to the appropriation level. As a general rule, this reversion is made whenever there is payment in the current quarter against an encumbrance recorded in a prior quarter and the payment amount is less than the encumbrance amount. On a daily basis the most recent day's activity is reviewed. All encumbrance related payments are inspected to identify all final payments. If any final payment transactions have expenditure charges less than the related encumbrance credit, an available allotment balance is created. In such instances, the system must determine whether or not to revert the available balance.

This decision to revert the available allotment balance is based on the status of four data elements:

- the Appropriation Type Indicator;
- the Reversion Indicator;
- the fiscal year of the Appropriation Symbol; and
- the quarter or year in which the encumbrance was established.

Both the Appropriation Type Indicator and the Reversion Indicator are carried in the Appropriation Account Code Table. These indicators describe various characteristics of the appropriation symbol to which they are assigned. These indicators enable the system to distinguish, for instance, between capital project accounts and operating accounts, or between quarterly accounts and non-quarterly accounts. The specific values and definitions for all Appropriation Type Indicators are presented in Exhibit X-1 and Reversion Indicators are presented in Exhibit X-2. These indicators are important, not only for the daily reversion, but for all other maintenance program functions as well.

In determining whether or not to revert the available balance, the reversion routine treats current year accounts differently than prior year accounts. If the account is a current year account, the available balance is reverted if the following conditions are met:

- Lapse Date is greater than SM Current Processing Date;
- Appropriation Type equals 'A', '1' or '2' (i.e., account subject to quarterly allotment process);
- Reversion Indicator does not equal to '1' or '2'; and
- the payment is made in a quarter later than the quarter of encumbrance establishment.

If the above criteria are met, then current year encumbrance payments which are less than the encumbrance liquidations result in the generation of an allotment reversion entry. The transaction code generated is TC 373. The transaction amount for TC 373 is the difference between the amount of the encumbrance liquidation and the expenditure.

The logic for prior year accounts is somewhat different. Their available balances are reverted if the following conditions are met:

EXHIBIT X-1

APPROPRIATION TYPES

TYPE	DESCRIPTION	APPRN. CONTROL	ALLOT. CONTROL	CASH CONTROL
	SPECIAL FUNDS			
A	FEDERAL OPERATING ALLOTMENT	YES	QTR	YES
2	STATE OPERATING ALLOTMENT	YES	QTR	YES
B	STATE CIP	YES	OTHER	YES
C	FEDERAL CIP	YES	NONE	YES
D	REVOLVING & OHA	NO	NONE	YES
E	STATE OPERATING APPROPRIATION (JUDICIARY)	YES	NONE	YES
F	FEDERAL OPERATING APPROPRIATION (JUDICIARY)	YES	NONE	YES
	TRUST FUNDS			
3	OPERATING TRUST	NO	NONE	YES
	BOND FUNDS			
4	G.O. BONDS	YES	OTHER	NO
5	REVENUE BONDS	YES	OTHER	YES
	GENERAL FUNDS			
1	OPERATING ALLOTMENT	YES	QTR	NO
6	OPERATING APPROPRIATION	YES	NONE	NO
G	GENERAL CIP	YES	OTHER	NO
	ALL FUNDS			
0	PSEUDO CODES	N/A	N/A	N/A

EXHIBIT X-2

REVERSION INDICATOR VALUES AND DEFINITIONS

Value	Description
Blank	Account follows standard reversion, lapse, closing and carryforward rules.
1	Account not subject to any automated expiration, reversion, lapse, closing and carryforward rules.
2	Account not subject to daily, monthly or quarterly automated entries. Annual closing and carryforward entries are generated.

- o Appropriation Type does not equal 'D', '0', '3', 'C', 'E', 'F', or '6';
- o Reversion Indicator does not equal '1' or '2'; and
- o the Lapse Date is less than or equal to the Current Processing Date.

As with current year accounts, if the above conditions are met, TC 373 is generated to revert the available balance

In summary, the daily reversion routine reverts prior period available allotment balances which have been created by posting an expenditure that is less than the encumbered amount. Exhibit X-3 presents a summary of the logic for daily reversions. As indicated in the exhibit, this routine reads the History file to find expenditure transactions in which the encumbrance liquidation exceeds the payment amount. Such transactions result in the generation of transaction code 373. It should be noted that the daily reversion routine is based solely on expenditure transactions. Available allotment balances that are the result of other types of accounting entries, such as Journal Voucher transfers, are not reverted on a daily basis. Such reversions are posted during the monthly, quarterly and annual closing cycles described below. Moreover, the daily reversion routines are executed every processing cycle except for cycles when either the monthly, quarterly or annual cycle is executed. Finally, the generated transactions post the allotment reversions in both the central files and the departmental files.

Monthly Expiration, Reversion and Lapse

The monthly expiration, reversion and lapse routine performs three functions:

- o certain encumbrances are cancelled;
- o unencumbered allotment balances are reverted; and
- o appropriations are lapsed.

EXHIBIT X-3

CENTRAL AND DEPARTMENTAL
DAILY ALLOTMENT REVERSION RULES

FILE USED: HISTORY FILE

T/C GENERATED: 373

TRANSACTION AMOUNT: ENCUMBRANCE LIQUIDATION MINUS PAYMENT AMOUNT

SELECTION CRITERIA:

IF TRANSACTION REDUCES ENCUMBRANCE BALANCE

and if LAPSE DATE IS GREATER THAN SM-CURR-PROC DATE
and if APPN TYPE = 'A', '1' or '2'
and if REVER IND NOT = TO '1' or '2'
and if PAYMENT NOT IN SAME QUARTER AS ENCUMBRANCE
and if LIQUIDATION IS GREATER THAN PAYMENT

or

and if LAPSE DATE FY EQUAL SM-PFY
and if SM-PFY IS OPEN
and if APPN TYPE = 'A', '1' or '2'
and if REVER IND NOT = TO '1' or '2'
and if PAYMENT NOT IN SAME FISCAL QUARTER AS ENCUMBRANCE
and if LIQUIDATION IS GREATER THAN PAYMENT

or

and if APPN TYPE NOT EQUAL TO 'D', '0', '3', 'C', 'E', 'F', or '6'
and if REVER IND NOT EQUAL TO '1' or '2'
and if LAPSE DATE IS LESS THAN OR EQUAL TO CURR PROC DATE
and if LIQUIDATION IS GREATER THAN PAYMENT

Then generate T/C 373.

CLASSIFICATION ELEMENTS: APPROPRIATION SYMBOL; MAJOR AND MINOR OBJECT; COST CENTER; PROJECT AND PHASE; AND DEPARTMENTAL ACTIVITY AS CONTAINED IN HY RECORD.

The monthly routine performs these functions for prior year appropriation accounts only. The following sections present the logic for each of the monthly routines.

Monthly Encumbrance Expiration

The monthly encumbrance expiration applies only to capital project related encumbrances. These encumbrances are cancelled in May when the monthly expiration, reversion and lapse routine is run for April. The system reverses the encumbrances with transaction code 353. This transaction code is generated for all claims encumbrances on the Document File related to a capital project account if the lapse date has been reached and the encumbrance has been closed. In addition, any encumbrances that are over six years old are also reversed. If central accounting approves an extension for any of the reversed encumbrances, they must be re-established with transaction code 622. Lump sum encumbrances are not cancelled by this routine as they are not contained on the Document File. Automated reversal of operating account claims encumbrances is performed by the annual routine, rather than the monthly routine.

Monthly Allotment Reversion

The monthly allotment reversion routine returns available allotment balances to the appropriation for prior year accounts only. The allotment reversion transaction code (TC-592) is generated for all prior year accounts with an available allotment balance. Other conditions which must be satisified are:

- The Lapse Date has been passed;
- Appropriation Type = 'A', '1', '2', 'B', 'G', '4', or '5'; and
- Reversion Indicator not equal to '1' or '2'.

Unlike the daily reversion routine, the monthly routine reverts all available allotment balances regardless of underlying cause. The transaction amount for TC-592 is the available allotment balance.

Monthly Appropriation Lapse

As with other monthly routines, the monthly appropriation lapse routine applies only to prior year accounts. The appropriation lapse transaction code (TC-491) is generated for all prior year accounts which are appropriated if the following conditions are satisfied:

- Appropriation Type not equal to 'D', '3' or '0';
- Reversion Indicator not equal to '1' or '2'; and
- the Lapse Date has been passed.

Other types of appropriation accounts are not subject to monthly lapsing. The monthly lapse routine functions the same in a quarter ending month as it does for all other months.

Summary of Monthly Routines

As stated previously, the monthly routines support three functions:

- encumbrance expiration;
- allotment reversion; and
- appropriation lapse.

The logic underlying these functions is summarized in Exhibit X-4. This exhibit also includes the logic for quarterly routines as well because the two routines perform similar functions. Exhibit X-4 displays the selection criteria in its center column. The selection criteria defines which accounts are subjected to a particular action. To the right of the selection criteria

are the related transaction codes, input files, and transaction amount computation numbers. The transaction amount computation numbers are cross-referenced to the specific algorithms contained in Exhibit X-5.

Quarterly Reversion

The quarterly reversion routine returns available quarterly allotment balances to the appropriation for current year accounts only. The allotment reversion transaction code (TC-592) is generated if the following conditions are satisfied:

- Reversion Indicator not equal to '1' or '2';
- Lapse Date is greater than SM-Current Processing Date;
- Appropriation Type equals to 'A', '1' or '2'; and
- the month being closed is a quarter ending month for the first three quarters.

The logic for the quarterly reversion is summarized in Exhibit X-4. As stated in the previous section, Exhibit X-4 applies to monthly routines as well as the quarterly reversion routine.

In conclusion, it should be emphasized that the fourth quarter closing routines are different than regular routines. The processing logic for the fourth quarter is included in the annual closing routines presented in the next section.

Annual Expiration, Reversion and Lapse

Just as with the monthly routines, the annual routine performs three functions:

- encumbrance expiration;
- allotment reversion; and
- appropriation lapse.

Each of these functions is explained in detail below.

EXHIBIT X-4

CENTRAL MONTHLY AND QUARTERLY CLOSING

ACCOUNTING BALANCE	SELECTION CRITERIA	T/C GENERATED	FILE	TRANS-AMT COMPUTATION NO.
ENCUMBRANCES	o If REVER IND NOT EQUAL TO 1 or 2, and If APPN-TYPE = B, C, G, 4 or 5, and If lapse date is less than SM-CURR-PROC-DATE, and If SM-CFM = 11, and If Close Date is less than SM-CURR-PROC-DATE.	353	DF	100
	o If REVER IND NOT EQUAL TO 1 or 2, and If APPN-TYPE = B, C, G, 4 or 5, and If Create Date FY is less than (SM-CFY less 5).	353	DF	100
	o If above conditions not met, then no transactions generated.			
ALLOTMENT REVERSION	o If REVER IND NOT EQUAL TO 1 or 2, and If APPN-TYPE = A, 1, 2, B, G, 4, or 5, and If Lapse Date is less than or equal to SM-CURR-PROC-DATE	592	AL	101
	o If REVER IND NOT EQUAL TO 1 or 2, and If APPN-TYPE = A, 1, or 2, and If Lapse Date is greater than SM-CURR-PROC-DATE, and			
	oo If SM-PFM = 03	592	AL	103
	oo If SM-PFM = 06	592	AL	104
	oo If SM-PFM = 09	592	AL	105
	o If above conditions not met, then no transactions generated.			
APPROPRIATION LAPSE	o If REVER IND NOT EQUAL TO 1 or 2, and If APPN-TYPE NOT EQUAL TO D, 3, or 0, and If Lapse Date is less than SM-CURR-PROC-DATE	491	AP	106
	o If above conditions not met, then no transactions generated.			

EXHIBIT X-5

TRANSACTION AMOUNT COMPUTATION RULES

COMPUTATION NUMBER	COMPUTATION ALGORITHM
100	Trans-Amt = Document Amount + Adjustments + Liquidation
101	Trans-Amt = (Continuing Allotments + Allotment Qtr 1 + Allotment Qtr 2 + Allotment Qtr 3 + Allotment Qtr 4 + Allotment Other + Allotment Transfers +Encumbrance Contracts + Encumbrance Claims + Expenditures + Allotment Reversions) x-1
102	Trans-Amt = (Continuing Allotments + Allotment Qtr 1 + Allotment Qtr 2 + Allotment Qtr 3 + Allotment Qtr 4 + Allotment Other + Allotment Transfers + Encumbrance Contracts + Expenditures + Allotment Reversions) x-1
103	Trans-Amt = (Continuing Allotments + Allotment Qtr 1 + Allotment Reversions + Expenditures + Encumbrance Contracts + Encumbrance Claims + Allotment Restrictions + Allotment Transfers) x-1
104	Trans-Amt = (Continuing Allotments + Allotment Qtr 1 + Allotment Qtr 2 + Allotment Reversions + Expenditures + Encumbrance Contracts + Encumbrance Claims + Allotment Restrictions + Allotment Transfers) x-1
105	Trans-Amt = (Continuing Allotments + Allotment Qtr 1 + Allotment Qtr 2 + Allotment Qtr 3 + Allotment Reversions + Expenditure + Encumbrance Contracts + Encumbrance Claims + Allotment Restriction + Allotment Transfers) x-1
106	Trans-Amt = (Continuing Appropriations + Original Appropriations + Appropriation Transfers + Lapsed Appropriations + Encumbrance Contracts + Encumbrance Claims + Expenditures) x-1
107	Trans-Amt = (Continuing Appropriations + Original Appropriations + Appropriation Transfers + Lapsed Appropriations + Encumbrance Contracts + Expenditures) x-1
108	Trans-Amt = (Original Appropriations) x-1

COMPUTATION NUMBER	COMPUTATION ALGORITHM
109	Trans-Amt = Restricted Appropriations
111	Trans-Amt = Lapsed Appropriations
112	Trans-Amt = (Continuing Appropriations) x-1
113	Trans-Amt = (Appropriation Transfers) x-1
114	Trans-Amt = Appropriation Transfers
115	Trans-Amt = Cash Balance
116	Trans-Amt = (Allot Qtr 1) x-1
117	Trans-Amt = (Allot Qtr 2) x-1
118	Trans-Amt = (Allot Qtr 3) x-1
119	Trans-Amt = (Allot Qtr 4) x-1
120	Trans-Amt = (Other Allotment) x-1
121	Trans-Amt = (Continuing Allot) x-1
122	Trans-Amt = Allotment Reversion
123	Trans-Amt = Allotment Restriction
124	Trans-Amt = (Allotment Transfers) x-1
125	Trans-Amt = Allotment Transfers

COMPUTATION NUMBER	COMPUTATION ALGORITHM
126	Trans-Amt = (Revenues) x-1
127	Trans-Amt = (Accrued Revenue Attainments) x-1
128	Trans-Amt = Estimated Revenue
129	Trans-Amt = (Estimated Revenue Adjustments) x-1
130	Trans-Amt = Estimated Revenue Adjustments
131	Trans-Amt = Expenditures
132	Trans-Amt = Accrued Expenditures
133	Trans-Amt = (Estimated Special Appropriations) x - 1
140	Trans-Amt = Encumbrance Contracts + Encumbrance Claims
144	Trans-Amt = (Original Appropriations + Appropriation Transfers + Expenditures + Lapsed Appropriations + Continuing Appropriations) x-1
145	Trans-Amt = (Allotment Other + Allotment Transfers + Continuing Allotments + Expenditures + Allotment Investments + Encumbrance Contracts + Encumbrance Claims) x-1
150	Trans-Amt = (Beginning Balance + Increases + Decreases) x-1
151	Trans-Amt = (Beginning Balance + Increases + Decreases)

COMPUTATION NUMBER	COMPUTATION ALGORITHM
153	Trans-Amt = (Cash Balance + Expenditures) x-1
154	Trans-Amt = (Allot Qtr 1 + Allot Qtr 2 + Allot Qtr 3 + Allot Qtr 4 + Allot Other + Continuing Allotments + Allotment Transfers + Allotment Reversions + Expenditures) x-1
155 through 159	Reserved for future use.
160	Trans-Amt = (SOY + Debts + Credits)

NOTE: If any Trans-Amt computations are negative, then place an 'R' in the IN-RECORD Reverse field. This applies to all computations except #152.

Annual Encumbrance Expiration

The annual encumbrance expirations applies to Trust Fund, Revolving Fund and all operating accounts. Transaction code 353 is generated to reverse the operating account encumbrances. This transaction is generated for all State operating accounts with an Appropriation Type of 'E', '1', '2' or '6' as long as the Lapse Date has been passed by more than one year. Therefore, all encumbrances for Appropriation Type 'E', '1', '2' or '6' accounts are cancelled by the time they have been on file at least twelve months past the lapse date. On the other hand, Trust Fund, Revolving Fund and Federal Operating encumbrances are reversed only if funded by an appropriation account over 5 years old.

The annual encumbrance expiration routine does not affect lump sum encumbrances. The lump sum encumbrances are not affected because they are not supported in the Document File. Therefore, the reversal of lump sum claims encumbrances must be made by manual accounting entry.

Annual Allotment Reversion

The annual allotment reversion routine applies to all accounts whose lapse date has been reached. At the end of the year, the annual allotment reversion routine returns the available allotment balances to the appropriation if the following conditions are satisfied:

- Lapse Date is less than current processing date;
- Appropriation Type equal to 'A', 'B', 'G', '1', '2', '4', or '5'; and
- Reversion Indicator not equal to '1'.

In addition to the above logic, the reversion routine takes into account the impact of annual encumbrance expirations. The annual encumbrance expiration, allotment reversion and appropriation lapse are processed in the same cycle. Therefore, each routine must take into account the impact of the other

routines as though they had already posted. The allotment reversion logic also assumes the manual reversion of lump sum encumbrances as appropriate (i.e., one year past the lapse date). These annual allotment reversions are posted with transaction code 592.

Annual Appropriation Lapse

The annual appropriation lapse is performed for all accounts which receive certain types of Appropriations whose Lapse Date is passed. Several accounts do not have Appropriations and therefore are not subject to the automated lapse process. The appropriation lapse transaction code (TC-491) is generated if the following conditions are met:

- o Lapse Date is less than the current fiscal year or processing date;
- o Appropriation Type is not equal to '0', 'D' or '3'; and
- o Reversion Indicator is not equal to '1'.

Just as with the annual allotment reversion routine, the appropriation lapse routine contains special logic to recognize the impact of the annual encumbrance expiration.

Summary of Annual Expiration, Reversion and Lapse

As stated previously, the annual automated routine includes three functions:

- o encumbrance expiration;
- o allotment reversion; and
- o appropriation lapse.

The logic underlying these functions is summarized in Exhibit X-6. The left hand column lists the function while the center column defines the selection criteria. The selection criteria identifies which accounts are subject to a particular action. To the right of the selection criteria are the related

EXHIBIT X-6

CENTRAL ANNUAL ENCUMBRANCE EXPIRATION,
ALLOTMENT REVERSION, AND APPROPRIATION LAPSE

ACCOUNTING BALANCE	SELECTION CRITERIA	T/C GENERATED	FILE	TRANS-AMT COMPUTATION NO.
ENCUMBRANCES	o REVER IND NOT = 1, and If APPN-TYPE = E, 1, 2, or 6, and If Lapse Date is less than SM-PFY	661	DF	100
	o If REVER IND NOT = 1, and If APPN-TYPE = A or F, and If Lapse Date is less than (SM-CFY less 6)	661	DF	100
	o If above conditions not met, then no transactions generated.			
ALLOTMENT REVERSION	o If REVER IND NOT = 1, and If APPN-TYPE = 1 or 2, and oo If Lapse-Date = SM-PFY	592	AL	101
	oo If Lapse Date is less than the SM-PFY	592	AL	102
	o If REVER IND NOT = 1, and If APPN-TYPE = A, and oo If Lapse Date is greater than or equal to (SM-CFY less 6)	592	AL	101
	oo If Lapse Date is less than (SM-CFY less 6)	592	AL	102
	o If REVER IND NOT = 1, and If APPN-TYPE = B, G, 4, or 5, and If Lapse Date is less than SM-CURR-PROC-DATE	592	AL	101
	o If above conditions not met, then no transactions generated.			
APPROPRIATION LAPSE	o If REVER IND NOT = 1, and If APPN-TYPE = E, 1, 2, or 6, and			
	oo If Lapse Date = SM-PFY	491	AP	106
	oo If Lapse Date is less than SM-PFY	491	AP	107

ACCOUNTING BALANCE	SELECTION CRITERIA	T/C GENERATED	FILE	TRANS-AMT COMPUTATION NO.
APPROPRIATION LAPSE (cont'd.)	o If REVER IND NOT = 1, and If APPN-TYPE = A, or F, and			
	oo If Lapse Date is greater than or equal to (SM-CFY less 6)	491	AP	106
	oo If Lapse Date is less than (SM-CFY less 6)	491	AP	107
	o If REVER IND NOT = 1, and If APPN-TYPE = B, C, G, 4, or 5, and If Lapse Date is less than SM-CURR-PROC-DATE	491	AP	106
	o If above conditions not met, then no transactions generated.			

transaction codes, input files, and transaction amount computation numbers. The transaction amount computation amounts are cross-referenced to the specific algorithms contained in Exhibit X-5.

Departmental Expiration and Reversion

The Departmental Allotment file is also updated by the maintenance programs. As far as encumbrance expirations and daily reversions are concerned, the same process that updates the central files also updates the Departmental Allotment file. However, the process for the monthly, quarterly and annual reversions for the Departmental Allotment file is slightly different.

The three key differences are:

- the input file is the Allotment Department File instead of the Allotment File;
- the transaction codes have a zero balance impact on the General Ledger; and
- the transaction codes are posted at optional levels of departmental classification detail.

Appropriation lapses are not included in the Departmental File routine as appropriation balances are not supported in the Department Allotment File. Finally, the Project File is not included in the encumbrance expiration, allotment reversion and appropriation lapse routines because the Project File records gross inception to date information.

Although the processing logic for the Departmental Allotment File has several differences from the central files, the basic logic such as the selection criteria and the transaction amount computations remain the same. The processing logic for the Department Allotment File is presented in Exhibits X-7 and X-8. As in other such exhibits, the first column lists the accounting event and the center column presents the selection criteria. The right hand columns present the related transaction codes, file, and

EXHIBIT X-7

DEPARTMENTAL MONTHLY AND QUARTERLY CLOSING

ACCOUNTING BALANCE	SELECTION CRITERIA	T/C GENERATED	FILE	TRANS-AMT COMPUTATION NO.
ALLOTMENT	o If 053 ALLOT-REV-IND = Y If REVER IND NOT EQUAL TO 1 or 2, and If APPN-TYPE = A, 1, 2, B, G, 4 or 5, and If Lapse Date is less than or equal to SM-CURR-PROC-DATE	358	AD	101
	o If 053 ALLOT-REV-IND = Y If REVER IND NOT EQUAL TO 1 or 2, and If APPN-TYPE = A, 1, or 2, and If Lapse Date is greater than SM-CURR-PROC-DATE, and			
	oo If SM-PFM = 03	358	AD	103
	oo If SM-PFM = 06	358	AD	104
	oo If SM-PFM = 09	358	AD	105
	o If above conditions not met, then no transactions generated.			

EXHIBIT X-8

DEPARTMENTAL ANNUAL ALLOTMENT REVERSION

ACCOUNTING BALANCE	SELECTION CRITERIA	T/C GENERATED	FILE	TRANS-AMT COMPUTATION NO.
ALLOTMENT REVERSION	o If 053 ALLOT-REV-IND = Y If REVER IND NOT = 1, and If APPN-TYPE = 1 or 2, and			
	oo If Lapse Date = SM-PFY	358	AD	101
	oo If Lapse Date is less than or equal to SM-PFY	358	AD	102
	o If 053 ALLOT-REV-IND = Y If REVER IND NOT = 1, and If APPN-TYPE = A, and			
	oo If Lapse-Date is greater than or equal to (SM-CFY less 6)	358	AD	101
	oo If Lapse-Date is less than or equal to (SM-CFY less 6)	358	AD	102
	o If 053 ALLOT-REV-IND = Y If REVER IND NOT = 1, and If APPN-TYPE = B, G, 4, or 5, and If Lapse Date is less than SM-CURR-PROC-DATE	358	AD	101
	o If above conditions not met, then no transactions generated.			

transaction amount computation number. The transaction amount computation number is cross-referenced to Exhibit X-5.

ANNUAL CLOSING AND CARRYFORWARD

The annual closing and carryforward routine generates the normal budgetary reversal and operating account closing entries as well as the entries to carryforward allotments and appropriations. These entries are the last entries in the annual accounting cycle to be automatically generated by the FAMIS maintenance programs. The annual closing and carryforward is executed after the fourth quarter closing routine has been performed and its results reviewed. After the annual closing and carryforward is executed, FAMIS reports should be reviewed and reconciled. Manual entries may be required to make a few special adjustments or to correct errors. Upon successful posting of the final adjusting entries, the final reports as of June 30th should be printed. At this time, FAMIS is prepared for merge/purge to be run and the prior year to be closed. The remaining sections present the closing and carryforward routines in greater detail.

Annual Closing

At the end of the annual accounting cycle certain entries are made to reduce nominal accounts to a zero balance. There are two major types of nominal accounts: budgetary accounts and operating accounts. The budgetary accounts include accounts such as Original Appropriations and Quarterly Allotments. The entries to reduce the budgetary accounts to zero are simple reversal entries. Therefore, the total balance accumulated during the entire year is completely reversed leaving a final impact of zero on the Trial Balance. On the other hand, operating accounts such as Expenditures and Operating Transfers In are closed to Fund Balance. The total balance

accumulated in the operating account during the year is reversed, bringing the account balance to zero. The other half of the closing entry is made to Fund Balance.

The system generates 26 closing entries for the central files, 12 closing entries for departmental files and 8 closing entries for the General Ledger and Subsidiary files. The closing entries for the central files are identified in Exhibit X-9 while the departmental file closing entries are identified in Exhibit X-10. Each of these exhibits presents the accounting balance in the left hand column with the selection criteria in the center column. The selection criteria identifies the conditions necessary for a particular balance to be closed. The right hand columns indicated the transaction code to be generated, the file that the balances are taken from and the transaction amount computation number. The transaction amount computation numbers are cross-referenced to Exhibit X-5.

Certain budgetary accounts are not shown in Exhibits X-9 and X-10 as they are not subject to automatic closing. These accounts include:

- o Long Term Investments;
- o Short Term Investments;
- o Cash Loans In and Out; and
- o Departmental Budget.

The investment and loan related accounts are not automatically closed because they are memo accounts that correspond to either (a) a real asset balance or (b) a quasi asset or (c) a liability account balance. The Departmental Budget balance is not closed because it is carried on an inception to date basis in the Project File.

EXHIBIT X-9

CENTRAL ANNUAL CLOSING OF
APPROPRIATION AND ALLOTMENT FILES

ACCOUNTING BALANCE	SELECTION CRITERIA	T/C GENERATED	FILE	TRANS-AMT COMPUTATION NO.
ORIGINAL APPROPRIATION	ALL RECORDS	320	AP	108
RESTRICTED APPROPRIATIONS	ALL RECORDS	321	AP	109
APPROPRIATION LAPSE	ALL RECORDS	322	AP	111
CONTINUING APPROPRIATION	ALL RECORDS	323	AP	112
APPROPRIATION TRANSFERS	o All records with negative balance in AP index 12	324	AP	113
	o All records with positive balance in AP index 12	325	AP	114
CASH BALANCE	ALL RECORDS	326	AP	115
1ST QTR ALLOTMENTS	ALL RECORDS	327	AL	116
2ND QTR ALLOTMENTS	ALL RECORDS	328	AL	117
3RD QTR ALLOTMENTS	ALL RECORDS	329	AL	118

EXHIBIT X-9 (Continued)

CENTRAL ANNUAL CLOSING OF
APPROPRIATION AND ALLOTMENT FILES

ACCOUNTING BALANCE	SELECTION CRITERIA	T/C GENERATED	FILE	TRANS-AMT COMPUTATION NO.
4TH QTR ALLOTMENTS	ALL RECORDS	330	AL	119
OTHER ALLOTMENTS	ALL RECORDS	331	AL	120
CONTINUING ALLOTMENTS	ALL RECORDS	332	AL	121
ALLOTMENT REVERSIONS	ALL RECORDS	333	AL	122
ALLOTMENT RESTRICTIONS	ALL RECORDS	334	AL	123
ALLOTMENT TRANSFERS	o All records with negative balance in AL 13	335	AL	124
	o All records with positive balance in AL 13	336	AL	125
REVENUES	ALL RECORDS	337	AP	126
ACCRUED REVENUES	ALL RECORDS	338	AP	127
EST. REVENUES	ALL RECORDS	339	AP	128
EST. REVENUE ADJ	All Records with AP Index 29 Negative Balance	340	AP	129
	All records with AP Index 29 Positive Balance	341	AP	130

EXHIBIT X-9 (Continued)

CENTRAL ANNUAL CLOSING OF
APPROPRIATION AND ALLOTMENT FILES

ACCOUNTING BALANCE	SELECTION CRITERIA	T/C GENERATED	FILE	TRANS-AMT COMPUTATION NO.
EXPENDITURES	ALL RECORDS	342	AL	131
ACCRUED EXPENDITURES	ALL RECORDS	343	AL	132
ESTIMATED SPECIAL APPROPRIATIONS	ALL RECORDS	351	AP	133

EXHIBIT X-10

DEPARTMENTAL ANNUAL CLOSING

ACCOUNTING BALANCE	SELECTION CRITERIA	T/C GENERATED	FILE	TRANS-AMT COMPUTATION NO.
1ST QTR ALLOTMENTS	ALL RECORDS	361	AD	116
2ND QTR ALLOTMENTS	ALL RECORDS	362	AD	117
3RD QTR ALLOTMENTS	ALL RECORDS	363	AD	118
4TH QTR ALLOTMENTS	ALL RECORDS	364	AD	119
OTHER ALLOTMENTS	ALL RECORDS	365	AD	120
CONTINUING ALLOTMENTS	ALL RECORDS	366	AD	121
ALLOTMENT REVERSIONS	ALL RECORDS	367	AD	122
ALLOTMENT RESTRICTIONS	ALL RECORDS	368	AD	123
ALLOTMENT TRANSFERS	o All records with negative balance in AD 13	369	AD	124
	o All records with positive balance in AL 13	370	AD	125
EXPENDITURES	ALL RECORDS	371	AD	131
ACCRUED EXPENDITURES	ALL RECORDS	372	AD	132

The special closing entries for the General Ledger and Subsidiary Ledger are identified in Exhibit X-11. This exhibit presents the transaction code, General Ledger account and transaction amount computation number. The transaction computation number is cross-referenced to Exhibit X-5.

Annual Carryforward

Certain appropriation allotment and cash equity balances can be carried forward from one year to the next depending on certain legal and administrative restrictions. For example, some funds can carryforward unencumbered balances under certain conditions while others cannot. The basis for determining whether or not an amount is carried forward is based on the status of three data elements. These three elements are:

- o Lapse Date;
- o Appropriation Type; and
- o Reversion Indicator.

Each of the elements is contained on the Appropriation Account Table. The Lapse Date indicates the date after which an account must be encumbered to prevent funds from lapsing. The Appropriation Type identifies specific characteristics of an appropriation symbol such as type of cash control or type of allotment. The Reversion Indicator identifies special processing considerations for closing and carryforward related to a particular appropriation symbol. The valid values for Appropriation Type and the Reversion Indicator are presented in Exhibits X-1 and X-2. The carryforward rules for allotments, appropriation and cash equity balances are described in the following paragraphs.

EXHIBIT X-11

GENERAL LEDGER AND SUBSIDIARY FILE CLOSING ENTRIES

FILE	G/L ACCT	TITLE	TRANS AMT COMPUTATION NO.	TC
SF	830	Operating Transfers-In	150	346
SF	840	Residual Transfers-In	150	347
SF	880	Operating Transfers-Out	151	344
SF	890	Residual Transfers-Out	151	345
GL	900	Department Budget	160	354
GL	920	Prior Year Estimated Revenue	160	355
GL	921	Estimated Revenue-Ensuing Year	160	356
GL	922	Estimated Revenue-Bienium	160	357

Allotment Carryforward

The annual carryforward routine generates a transaction that posts eligible allotment amounts to the Continuing Allotments account. The allotment carryforward transaction code is TC 349. Transaction code 349 is generated whenever the following conditions are met:

- o Appropriation Type equals A, 1, 2, B, G, 4 or 5;
- o Reversion Indicator not equal to '1'; and
- o Carryforward amount not equal to zero.

The calculation of the carryforward amount varies depending on Appropriation Type, Reversion Indicator and Lapse Date. The selection logic for the amount calculations applied to a specific type of account is presented in Exhibit X-12 for central files and Exhibit X-13 for departmental files. The exhibits present the: selection criteria; transaction code; input file; and transaction amount computation. The transaction amount computation is cross-referenced to Exhibit X-5.

Appropriation Carryforward

The annual carryforward routine generates a transaction that posts available appropriation balances to the Continuing Appropriations account. The appropriation carryforward transaction code is TC 348. Transaction code 348 is generated for all accounts whenever the following conditions are met:

- o Appropriation Type does not equal D, 3, or 0
- o Reversion Indicator not equal to '1'; and
- o Carryforward amount not equal to zero.

The appropriation amount carried forward varies depending on Appropriation Type, Reversion Indicator and Lapse Date. The selection logic for the amount calculations is presented in Exhibit X-12. The exhibits present the: selection criteria; transaction code; input file; and transaction amount

computation. The transaction amount computation is cross-referenced to Exhibit X-5.

Cash Equity Carryforward

The annual carryforward routine generates a transaction that posts unexpended cash equity amounts to the credit of accounts in the new fiscal year. The cash equity carryforward transaction code is TC 359. Transaction code 358 is generated whenever the following conditions are met:

- Reversion indicator not equal to '1';
- Appropriation type equals A, E, F, 2, B, C, 5, D or 3; and
- Carryforward amount not equal to zero.

The selection logic for the amount calculations applied to a specific type of account is presented in Exhibit X-12 for central files and Exhibit X-12 for the departmental file. The exhibits present the: selection critera; transaction code; input file; and transaction computation. The transaction amount computation is cross-referenced to Exhibit X-5.

EXHIBIT X-12

CENTRAL ANNUAL CARRYFORWARD
APPROPRIATION AND ALLOTMENT FILES

ACCOUNTING BALANCE	SELECTION CRITERIA	T/C GENERATED	FILE	TRANS-AMT COMPUTATION NO.
APPROPRIATION CARRYFORWARD	o If REVER IND NOT = 1, and IF APPN-TYPE NOT = D, 3, or 0, and			
	oo If Lapse Date is less than or equal to SM-CURR-PROC-DATE	348	AP	140
	oo If Lapse Date is greater than SM-CURR-PROC-DATE	348	AP	144
	o If above conditions not met, then no transactions generated.			
ALLOTMENT CARRYFORWARD	o If REVER IND NOT = 1, and If APPN-TYPE = A, 1, 2, B, G, 4, or 5, and			
	oo If Lapse Date is less than or equal to SM-CURR-PROC-DATE	349	AL	140
	oo If Lapse Date is greater than SM-CURR-PROC-DATE	349	AL	154
	o If above conditions not met, then no transactions generated.			
CASH CARRYFORWARD	o If REVER IND NOT = 1, and If APPN-TYPE = A, E, F, 2, B, C, 5, D, or 3	359	AP	153
	o If above conditions not met, then no transactions generated.			

NOTE: ALL CALCULATIONS AGAINST PY-0.

EXHIBIT X-13

DEPARTMENTAL ANNUAL CARRYFORWARD

ACCOUNTING BALANCE	SELECTION CRITERIA	T/C GENERATED	FILE	TRANS-AMT COMPUTATION NO.
ALLOTMENT CARRYFORWARD	o If REVER IND NOT = 1, and If APPN-TYPE = A, 1, 2, B, G, 4, or 5, and			
	oo If Lapse Date is less than or equal to SM-CURR-PROC-DATE	360	AD	140
	oo If Lapse Date is greater than SM-CURR-PROC-DATE	360	AD	154
	o If above conditions not met, then no transactions generated.			

NOTE: ALL CALCULATIONS AGAINST PY-0.

POSTING RULES

Posting to FAMIS files is driven primarily by the posting indicators contained in the Transaction Code Decision Table. The posting indicators identify which financial balance accumulator to update with a debit or credit entry. Examples of financial balance accumulators include: Original Appropriations, Allotment Reversions and Expenditures.

There is a financial balance accumulator for each unique balance recorded in the various files supported by FAMIS. In turn, each of the financial balance accumulators are comprised of five, and in certain cases, six periodic value fields. The periodic value fields track the values of a financial balance accumulator for multiple periods. For instance, a particular periodic value field tracks the balance of Revenue for the current year as of the end of the prior month, while another one tracks the cumulative to date balances. The various periodic fields support dual period reporting as well as dual period funds checks in FAMIS.

Each of the periodic value fields is identified by a three-digit designation. The designations and their descriptions are defined as follows:

- o CM-0 - the cumulative-to-date balance as of the most recent processing cycle;
- o CM-1 - the cumulative-to-date balance as of the end of the prior fiscal month (i.e., the current month beginning balance);
- o CM-2 - the cumulative-to-date balance as of the end of the second prior month (i.e., the prior month beginning balance);
- o PY-0 - the cumulative-to-date balance as of the end of the prior fiscal year; and
- o PY-1 - the cumulative-to-date balance as of the end of the second prior year.

In addition to the five period value fields, several other accumulators are maintained in the Operating File and General Ledger File for specialized reporting purposes. The additional Operating File Fields are:

- o Fiscal Month Balances - thirteen separate accumulations for fiscal month activity (used for reporting monthly activity and trend analysis);
- o PY-2 - the cumulative-to-date balance as of the end of the third prior year (used for revenue reporting); and
- o All Years Balance - cumulative-to-date balance through the end of the prior year (used for project reporting).

The additional General Ledger File field is: SOY - the start of year debit or credit balance of the General Ledger account balance. As described in subsequent sections of this chapter, special rollover and merge/processing are required to properly maintain these balances from one accounting period to the next.

With two exceptions, the above balances represent fiscal year-to-date balances. One exception is the 1099-Payments, W2-Payments, and Other Payments financial fields maintained in the Vendor Financial File. These fields are maintained on a calendar year basis. The second exception pertains to all financial elements contained in the Project File which are maintained on a cumulative project-to-date basis.

While posting to the financial balance fields is controlled by the Transaction Code Decision Table, posting to the periodic value fields is controlled by the 'Current-Prior' segment of the System Management File and the Fiscal Month contained on the input transaction (from the batch header). The Current-Prior segment contains the following data elements:

- o Current Fiscal Month (SM-CFM): identifies the current fiscal month open for posting (e.g., 01 = July, 02 = August, etc.);

- o Prior Fiscal Month (SM-PFM): identifies the prior fiscal month. The prior fiscal month must equal the current fiscal month minus one unless the prior fiscal month equals 12. If the prior fiscal month equals 12, the current fiscal month must equal 01;
- o Prior Month Open: an indicator that identifies if the prior fiscal month is open for posting. For example, it will be necessary to keep the prior month open to post closing transactions affecting the prior period;
- o Current Fiscal Month (SM-CFY): identifies the current fiscal year;
- o Prior Fiscal Year (SM-PFY): identifies the prior fiscal year;
- o Prior Fiscal Year Open: an indicator that identifies if the prior fiscal year is open for posting. For example, it will be necessary to keep the prior fiscal open for some period of time into the new year to post closing transactions.

The posting rules for the financial files are illustrated in Exhibit X-13. As illustrated in Exhibit X-14, accounting transactions may be entered into FAMIS with a fiscal month from 01 to 14. Fiscal months 01-12 correspond to the specific fiscal month affected by the transaction. Fiscal month 13 transactions are regular prior year entries recorded after July has been opened, and fiscal month 14 transactions are prior year closing entries. Finally, it should also be noted that separate records for current year and prior year activity are maintained on the General Ledger, Subsidiary and Operating Files until the annual close, carryforward and merge/purge processing is complete.

EXHIBIT X-14

POSTING RULES

POSTING PERIOD[1]	FILES = AP; AL; AD; PF; CL; DF; VF[2]					FILES = GL; SF; OF[3]									
						CURRENT YEAR RECORD					PRIOR YEAR RECORD				
	CM0	CM1	CM2	PY0	PY1	CM0	CM1	CM2	PY0	PT1	CM0	CM1	CM2	PY0	PY1
IT-FM = SM-CFM	X					X									
IT-FM = SM-PFM & PFM OPEN & PFM = 12 & PFY OPEN[2]	X	X		X							X	X		X	
& PFY CLOSED	ERROR														
& PFM ≠ 12	X	X				X	X								
& PFM CLOSED	ERROR														
IT-FM = 13 & PFY OPEN & SM-CFM = 01[2]	X	X		X							X	X		X	
& SM-CFM ≠ 01[2]	X	X	X	X							X	X	X	X	
& PFY CLOSED	ERROR														
IT-FM = 14 & PFY OPEN & SM-CFM = 01	X										X				
& SM-CFM = 02	X	X									X	X			
& SM-CFM ≠ 02	X	X	X								X	X	X		
& PFY CLOSED	ERROR														

1 Posting Period Abbreviations: IT-FM is Internal Accounting Transaction Fiscal Month; SM-CFM is System Management File-Current Fiscal Month; SM-PFM is System Management File-Prior Fiscal Month; PFM is System Management File-Prior Fiscal Year Indicator; and PFY is System Management File - Prior Fiscal Year Indicator.

2 The VF postings identified above pertain to the FY-Payment financial balance accumulators. IF IT-FM=12 and SM-PFM=12, post to CM1 and PY0. If IT-FM=13 and SM-CFM=01, post to CM1 and PY0. If IT-FM=13 and SM-CFM=02, post to CM2 and PY0. If IT-FM=13 and SM-CFM>02, post to PY0. All updates to 1099, W2, and Other financial balance accumulators are always posted to CM0 only.

3 The OF updates also post to the corresponding FM activity accumulator for months 01 thru 13. FM=14 transactions do not post to OF. Posting to the ALL-YEARS-BALANCE is based on the INDEX contained in the TD-Table.

ROLLOVER RULES

The rollover process adjusts the periodic value fields to allow the system to pass from one accounting period to another. The rollover process accomplishes this task by moving a balance from each periodic value field to its next successive field. The operations for the monthly rollover are:

- o move the balance in CM-1 to CM-2; and
- o move the balance in CM-0 to CM-1.

In addition to the two operations listed above, the annual and calendar year rollovers have two more operations. They are:

- o move the balance inn PY-0 to PY-1; and
- o move the balance in CM-0 to PY-0.

The rollovers are executed upon instructions from central accounting to EDPD. The effect of the rollover process on all files based on fiscal year operations with only five periodic value fields is presented in Exhibit X-15. The Vendor Financial File which is based on fiacal year balances for the Fiscal-YTD-Payments financial field and on the calendar year for the 1099, W-2, and Other Payment financial fields, has five periodic value fields and is presented in Exhibit X-15a. The Operating File which consists of fiscal year-to-date balances, and has six periodic value fields, is presented in Exhibit X-16. As illustrated in Exhibit X-15 and Exhibit X-16, the rollover process is the same for each of the first eleven fiscal months, but the final annual roll has some additional operations. Likewise, as illustrated in Exhibit X-15a, the rollover process is the same for each of the first eleven calendar year months, but the calendar year roll has additional operations. Although there is a difference between the regular monthly rollover and the annual and calendar year rollovers, central accounting does not have to provide special instructions for the end of fiscal or calendar year rollovers. Special instructions are not required because the system determines when the annual or

EXHIBIT X-15

ROLLOVER RULES

FILES AFFECTED:

AP-File	CL-File
AL-FILE	GL-File
AD-File	SF-File
PF-File	DF-File

MONTHLY ROLLOVER:

	CM-0	CM-1	CM-2	PY-0	PY-1
1. Move CM-1 to CM-2	X	X	X		
2. Move CM-0 to CM-1					

ANNUAL ROLLOVER:[1]

1. Move PY-0 to PY-1	X	X	X	X	X
2. Move CM-0 to PY-0					
3. Move CM-1 to CM-2					
4. Move CM-0 to CM-1					

1 The annual rollover is automatically performed if the SM-CFM=12. Otherwise, the monthly rollover is executed.

EXHIBIT X-15a

VENDOR FINANCIAL FILE ROLLOVER RULES

FILE AFFECTED: VF-File

MONTHLY ROLLOVER:

	CM-0	CM-1	CM-2	PY-0	PY-1
1. Move CM-1 to CM-2	X	X	X		
2. Move CM-0 to CM-1					

ANNUAL/CALENDAR YEAR ROLLOVER:[1]

1. Move PY-0 to PY-1	X	X	X	X	X
2. Move CM-0 to PY-0					
3. Move CM-1 to CM-2					
4. Move CM-0 to CM-1					

[1] The annual rollover is automatically performed for the Fiscal-YTD-Payments financial field if the SM-CFM=12. This rollover will move zero's to the Fiscal-YTD-Payments CM-0 balance field in the Vendor Financial File, and the monthly rollover will be performed for the 1099, W-2, and Other Payments fields. The calendar year rollover is automatically performed for the 1099, W-2, and Other Payments financial fields if the SM-CFM=06. This rollover will move zero's to the 1099, W-2, and Other Payments CM-0 balance fields in the Vendor Financial File, and the monthly rollover will be performed for the Fiscal-YTD-Payments field.

EXHIBIT X-16

OPERATING FILE ROLLOVER RULES

MONTHLY ROLLOVER:

1. Move CM-1 to CM-2
2. Move CM-0 to CM-1

ANNUAL ROLLOVER:[1]

1. Move PY-1 to PY-2
2. Move PY-0 to PY-1
3. Move CM-0 to PY-0
4. Move CM-1 to CM-2
5. Move CM-0 to CM-1

[1] The annual rollover is automatically performed if the SM-CFM=12. Otherwise, the monthly rollover is executed.

calendar rollover should be executed instead of the regular monthly rollover. This determination is based on the value in the System Management File Current Fiscal Month. If the value is equal to '12', then the annual cycle is executed. If the value is equal to '6', then the calendar year cycle is executed only in the Vendor Financial File.

MERGE/PURGE RULES

Efficient operation of FAMIS requires that the master files be periodically purged of records that are closed or otherwise no longer needed for financial reporting. In some cases, however, it may be necessary or desirable to merge information or data from the record being deleted onto a current record. In this way, the size of the financial files can be properly managed and processing efficiency and response times will not be adversely affected.

The rules for merging and purging records from the various master files are illustrated in Exhibit X-17. Central accounting notifies EDPD that the Merge/Purge process should be performed. It should be noted that the merge process should only be performed after all other year end processing is complete. Old records are purged only after the balances are merged as appropriate.

REPORT EXTRACT CRITERIA

The posting, rollover, and merge/purge rules described in the preceding sections affect the extract criteria for the financial reports and the computational rules followed for determining reported balances. The specific rules followed for any financial report should be determined by reviewing the appropriate report specification. General rules for extracting data and computing balances for each of the financial files are illustrated in the following exhibits:

- Exhibit X-18 - Appropriation, Allotment, Allotment Department, Vendor Financial, Contract Ledger and Document File Reporting Rules;

EXHIBIT X-17

FINANCIAL FILE MERGE/PURGE RULES

FINANCIAL FILE	PURGE RULES		MERGE RULES
	FREQUENCY	PURGE CRITERIA	
Appropriation File	Annual	Appropriation File records are purged at the end of the fiscal year as a part of the closing process. If the amount in the CM-0, CM-1, CM-2, and PY-0 balance fields for all financial elements in the record equal zero, the record is purged.	Appropriation File records are not merged.
Allotment File and Allotment Department File	Annual	The Allotment File and Allotment Department File records are purged at the end of the fiscal year as a part of the closing process. If the amount in the CM-0, CM-1, CM-2, and PY-0 balance fields for all financial elements in the record equal zero, the record is purged.	Allotment File and Allotment Department File records are not merged.
Vendor Financial File	Annual	Vendor Financial File records are purged at the end of the fiscal year as a part of the closing process. These records are purged if both the CM-0 and PY-0 balances equal zero for all financial elements.	Vendor Financial File records are not merged.
Vendor Payment File	Monthly	If the fiscal month on the vendor payment record is over 3 months old, the record is purged. (Note: The 3 month purge criteria may be adjusted based on file sizes, availability of disk space, response times and information needs.	Vendor Payment File records are not merged.
Project File	Annual	Project File records are purged at the end of the fiscal year as a part of the closing process. Project File records with an Active/Inactive Indicator=I, are purged. Both the header and associated trailor records are purged.	Project File records are not merged.

EXHIBIT X-17 (Cont'd.)

FINANCIAL FILE	PURGE RULES		MERGE RULES
	FREQUENCY	PURGE CRITERIA	
Document File	Daily	If a transaction is posted with a Reverse Code=R and all periodic field balances equal zero for all financial elements, the record is purged.	Document File records are not merged.
	Monthly	If the Close Date is greater than 60 days old and the Document Balance (i.e. Document Amount + Adjustments + Liquidations) in the CM-0 periodic value field equals zero, the record is purged. (Note: The 60 day criteria may be adjusted based on file sizes availability of disk space, response time and information needs.)	
Contract Ledger	As requested by DAGS, Central Accounting	If the Contract Table Purge Indicator = Y, the Contract Balance (ie. Encumbrance Amount + Adjustments + Liquidations) equals zero, and the last update to the Contract Ledger File is greater than 365 days old, the header record and the associated trailor records are purged. (Note: The frequency is based on file sizes, availability of disk space, response time and information needs.)	Contract Ledger File records are not merged.
General Ledger File	Annual	General Ledger File records are purged at the end of the fiscal year as part of the closing process. These records are purged if the TRANS-YEAR in the control key is less than SM-CFY.	For all prior year records: 1. Sum SOY and CUR-BAL-CM-0 for each record and add the sum to the SOY and PY-0 field in the current year record (all data elements in the control key, with the exception of TRANS-YEAR must be the same.) If no matching record is found, one should be created.

EXHIBIT X-17 (Cont'd.)

FINANCIAL	PURGE RULES		MERGE RULES
FILE	FREQUENCY	PURGE CRITERIA	
General Ledger File (Cont'd.)			2. Move the PY-0 balance field in the prior year record to the PY-1 balance field in the new year record.
Subsidiary File	Annual	Subsidiary File records are purged at the end of the fiscal year as a part of the closing process. These records are purged if the TRANS-YEAR in the control key is less than the SM-CFY.	For all prior year records, move balances into the current year record with the same control key (exclusive of TRANS-YEAR) as follows: 1. Sum BEG-BAL-CM-0, ADJ-BAL-CM-0, INC-BAL-CM-0, and DEC-BAL-CM-0 and add the result to the current year record BEG-BAL. If SM-CFM=01, add to CM-0 only. IF SM-CFM= 02, add to CM-0 and CM-1. If SM-CFM is greater than 02, add to CM-0, CM-1 and CM-2. 2. Move the PY-0 and PY-1 balance fields in the prior year record (all financial elements) to the PY-0 and PY-1 balance fields in the new year record.
Operating File	Annual	Operating File records are purged at the end of the fiscal year as a part of the closing process. These records are purged if the TRANS-YEAR in the control key is less than the SM-CFY.	For all prior year records, move balances into the current year record with the same control key (exclusive of TRANS-YEAR) as follows:

EXHIBIT X-17 (Cont'd.)

FINANCIAL FILE	PURGE RULES		MERGE RULES
	FREQUENCY	PURGE CRITERIA	
Operating File (Cont'd.)			1. Move PY-PY-0 to CY-PY-0. 2. Move PY-PY-1 to CY-PY-1. 3. Add PY-PY-0 to PY-ALL-YRS-BAL and move total to CY-ALL-YRS-BAL. If a matching current year record is not found, then one should be created.

EXHIBIT X-18

APPROPRIATION, ALLOTMENT, ALLOTMENT DEPARTMENT, VENDOR FINANCIAL, CONTRACT LEDGER AND DOCUMENT FILE REPORTING RULES

SM-CLOSE IND 1	REPORT OPTION	SM-FILE STATUS	MONTHLY ACTIVITY	YTD BALANCE
blank	CM	SM-CFM=01	CM-0 minus PY-0	CM-0 minus PY-0
		SM-CFM≠01	CM-0 minus CM-1	CM-0 minus PY-0
	PM	SM-PFM≠12	CM-1 minus CM-2	CM-1 minus PY-0
		SM-PFM=12	CM-1 minus CM-2	PY-0
	PY	Any value	N/A	PY-0
C or M	CM	SM-CFM=01	CM-0 minus CM-1	CM-0
		SM-CFM≠01	CM-0 minus CM-1	CM-0
	PM	SM-PFM=12	CM-1 minus CM-2	CM-1
		SM-PFM≠12	CM-1 minus CM-2	CM-1
	PY	Any value	N/A	PY-0

1 b=Blank, close not run
C=Closed, closing transactions generated
M=Merged, merge/purge process complete

- Exhibit X-19 - General Ledger, Subsidiary and Operating File Reporting Rules; and
- Exhibit X-20 - Project File Reporting Rules.

As illustrated in the report extract criteria exhibits, there are three report options based on time period. The options are:

- CM - Current Month;
- PM - Prior Month; and
- PY - Prior Year.

The extract criteria to produce reports for the various options changes are based on the value in the System Management File (SM) Close Indicator. The valid values of the Close Indicators and their definitions are:

- B = Blank; close and carryforward not run;
- C = Closed; closing and carryforward transactions recorded; and
- M = Merged; merge/purge process completed.

Report programs read the SM File to obtain the current value of the close indicator. Based on the value obtained, the report programs perform the different logical steps identified in Exhibits X-18, X-19 and X-20 to extract and compute balances.

EXHIBIT X-19

GENERAL LEDGER, SUBSIDIARY AND OPERATING FILE REPORTING RULES

SM-CLOSE IND 1	REPORT OPTION	SM-FILE STATUS	TRANS YR	MONTHLY ACTIVITY	YTD BALANCE
B or C	CM	SM-CFM=01	SM-CFY	CM-0 minus CM-1	CM-0
		SM-CFM=01	SM-CFY	CM-0 minus CM-1	CM-0
	PM	SM-PFM=12	SM-CFY	CM-1 minus CM-2	CM-1
		SM-PFM=12	SM-PFY	CM-1 minus CM-2	PY-0
	PY	Any value	SM-PFY	N/A	PY-0
M	CM	SM-CFM=01	SM-CFY	CM-0 minus CM-1	CM-0
		SM-CFM=01	SM-CFY	CM-0 minus CM-1	CM-0
	PM	SM-PFM=12	SM-CFY	CM-1 minus CM-2	CM-1
		SM-PFM=12	SM-CFY	N/A	PY-0
	PY	Any value	SM-CFY	N//A	PY-0

1 B=Blank, close not run
C=Closed, closing transactions recorded
M=Merged, merge/purge process complete

EXHIBIT X-20

PROJECT FILE REPORTING RULES

REPORT OPTION	MONTHLY ACTIVITY	YTD ACTIVITY	PROJECT-TO-DATE BALANCE
CM	CM-0 minus CM-1	CM-0 minus PY-0	CM-0
PM	CM-1 minus CM-2	CM-1 minus PY-0	CM-1
PY	N/A	PY-0 minus PY-1	PY-0