

Field Descriptions for Form FI-00519
Appropriation Entry (AP)

<u>Document Identification Number:</u>	Enter the eleven digit document number assigned to the transaction in MAPS. Finance Use Only.
<u>Agency Name:</u>	Enter the Name of the Agency
<u>Date:</u>	No Entry, system defaults to the date of entry.
<u>Accounting Period:</u>	No Entry, system defaults to current Accounting Period.
<u>Budget FY:</u>	Enter Budget fiscal year of appropriation
<u>Fund:</u>	Enter MAPS accounting fund of the appropriation
<u>Agency:</u>	Enter the three-digit MAPS agency number of the appropriation
<u>Organization:</u>	Enter the 4-character organization code of the appropriation accounts that are affected by this request. The organization must be an "appropriation" organization on the Organization (ORG2) table in MAPS.
<u>Net Appropriation Amount:</u>	Enter the dollar amount change to all appropriations on this form, if applicable, or leave blank.
<u>Action:</u>	Enter "A" if this is a new appropriation to be added or to activate an inactive account. Enter "M" if this is an existing appropriation to be modified. Only the appropriation unit and the fields to be changed should be completed. Enter "D" if this is an existing appropriation to be deactivated. Only the appropriation unit must be completed.
<u>Appr Unit:</u>	Enter the three-digit appropriation unit.
<u>Appr Type:</u>	Regular (01) – Cancels at the end of the year. Continuing (02) – Spans multiple years and never cancels (unless requested). Mainly used for capital projects. Supplemental (03) – New appropriations authorized in law to supplement an existing program or purpose. Uncommitted funds will cancel at the end of the year. Special (04) – Always carries forward. General characteristics associated with the use of this code include: <ul style="list-style-type: none">- originate from dedicated receipts whose accounts are set up with no appropriated amounts- legal citation is a Minnesota Statute,- often in funds other than general fund, and- budget authority other than "Appropriation Only". Biennial (05) – Always carries forward. General characteristics associated with the use of this code include: <ul style="list-style-type: none">- originate from direct appropriations,- legal citation is a Session Law,- identical account in following year coded as "Regular", and- budget authority code of "Appropriation Only". Open (06) – Allows spending necessary to fund a program (as defined in statute). Appropriated amount will be reduced to equal actual expenditures at the end of the year Note: The general characteristics listed above are only general guidelines. There may be a need to set up accounts that differ from the above guidelines. These requests will be reviewed on a case by case basis.
<u>End Date:</u>	Enter the End Date of the appropriation if different than the last day of the appropriation fiscal year. Continuing (02) appropriations are an example where you would enter the date.
<u>Appr Amount:</u>	Enter the dollar amount change to the appropriation, if applicable, or leave blank.
<u>I/D:</u>	Used to indicate if this entry is an Increase or a Decrease to an existing appropriation. <ul style="list-style-type: none">- Enter an (I) for Increase or a (D) for a Decrease
<u>AP Opt:</u>	Appropriation Option. Required if the document appropriation amount represents and adjustment to beginning cash balance, a reduction or a cancellation. <ul style="list-style-type: none">- Values are <u>R</u>eduction, <u>C</u>ancellation or <u>A</u>ppropriation (default option)
<u>Appropriation Name:</u>	Enter the name of the appropriation on new appropriations or where the name is to be modified on existing appropriations, limited to 30 characters.
<u>Short Name:</u>	Enter a short name for the appropriation limited to 12 characters.
<u>SSEQ:</u>	Section/Sequence Code--A three character code assigned by the Dept of Finance, Budget Operations. The first position indicates an agency's relative position within omnibus appropriation bills and the last two indicate its sequence in the budget system documents.
<u>P/G:</u>	Select N for Not Required (Default) P for project/job required G for grant required B for both project and grant required 1 for warning message, grant not coded 2 for warning message, project/job not coded 3 for warning message, both grant and project/job not coded
<u>B/A:</u>	Budget Authority Option, this option indicates the calculation for budget/encumbrance and spending authority. Valid values include: <ul style="list-style-type: none">- Appropriation only (N) – no receipts- Encumber estimated/spend actual (O)- Greater of actual or estimated (G) – requires Federal Cash Flow Request (FI-00367) or Request For Cash Flow Assistance (FI-00398)- Actual receipts (A)- Estimated receipts (E)- Lesser of actual or estimated (L) Note: The top three codes on the list are recommended. There may be a need to set up accounts that use one of the other codes. These requests will be reviewed on a case by case basis.

Ded Receipt Cap:
I/D:

Enter the dollar amount change to the limit of dedicated receipts that may be spent by this appropriation, if applicable, or leave blank.
- Enter an (I) for Increase or a (D) for a Decrease

Legal Citation:

This field indicates the legal authority that allows the account to be set up. Below are sample formats for this field.

If the account references a session law the citation should appear as follows (two examples provided):

	Y	Y	S*	_	C	H	P	_	A	R	_	S	E	C	_	S	U	B	_	F	N	D
Regular session	0	7	_	_	2	1	6	_	0	1	_	0	0	5	_	0	4	A	_	1	0	0
Special session*	0	7	1	_	0	0	5	_	0	1	_	0	0	3	_	0	0	4	_	1	0	0

If the account references a statutory legal citation it should appear as follows (three examples provided):

	M	S	_	C	H	A	P	_	S	E	C	T	_	S	U	B
	M	S	_	6	1	1	A	_	_	3	2	_	0	0	1	
	M	S	_	0	1	6	A	_	_	0	4	8	_	0	0	2
	M	S	_	0	0	4	_	_	_	0	7	_	0	0	3	

LLBC Code (memo field 1):

This field is required if the appropriation is in one of the following funds:

100, 150, 170, 171, all in class 180 (180 - 18Z), 190, 220, 221, 222, all in class 230 (230 - 23Z), 245, 270, 280, 320, 330, 331, 340, 341, 342, 350, 351, 352, 353.

The legal level of budgetary control is defined as: *"The level at which an agency's management may not reallocate resources without special approval."*
The legal level of control must be coded at the appropriation account level. There are four possible legal levels of budgetary control, which are represented by the following codes:

- 00 - Agency (agencies can move unrestricted money between programs)
- 01 - Program (money is restricted at the program level)
- 02 - Budget Activity (money is restricted at the budget activity level)
- 03 - Appropriation (riders or statutes restrict movement of money)

Program (memo field 2):

This field is required if the LLBC Code is 01. Two digit program code from your agency's current biennial budget programmatic structure.

Budget Activity (memo field 3):

This field is required if the LLBC Code is 02. Two digit budget activity code from your agency's current biennial budget programmatic structure.

Note:

-These codes should be entered unless an appropriation includes more than one budget activity (then just the F132 would be coded) or if it includes more than one program (then neither field needs to be coded).

Secondary Legal Cite:

This field allows an additional legal authority for increases, reductions and other modifications in the same format as the legal citation above.

Explanation:

Provide an explanation of the account or attach other supporting documentation.