

SECTION 6: REVENUE

Change Agency Receipts

INTRODUCTION

Change Agency Receipts provides procedures for changing information in established agency receipt open items. If an agency receipt is on the Open Item File, a 210-20: Change Agency Receipts or 210-21: Change Agency Receipts - Miscellaneous Accounts transaction can be recorded to add or change descriptive data and references; increase or decrease the original placed amount; change the liquidation rule and amounts; and add, change, or delete financial lines.

Agency receipt open items remain outstanding on the Open Item File until matched to a treasury receipt open item and liquidated by a treasury journal entry. If an agency receipt is liquidated in error (the wrong line or the wrong item liquidated), an agency journal entry and/or treasury journal entry transaction is recorded to reverse the liquidation and record the liquidation for the correct line or open item. It may also be necessary to process a change agency receipts and/or a change treasury receipts transaction to reestablish the open item liquidated in error. For more information, refer to the procedures for *Treasury Journal Entry* and *Change Treasury Receipts* in this Section.

If an agency receipt incorrectly liquidates an encumbered revenue or accounts receivable open item, use an agency journal entry to record the liquidation for the correct open item. Refer to *Section 9: Journal Entries* for more information.

Change agency receipts transactions modify agency receipts on the Open Item File. The changes can be viewed online through IO - Open Item Inquiry (enter AG in the OPEN ITEM TYPE field, select DETAIL, and enter the OPEN ITEM NUMBER on the Open Item Inquiry - Selection screen). If the change transaction affects a current year agency receipt, financial activity is recorded as an increase or decrease to the ADJUST TO PLACED and to the CURRENT BALANCE of the agency receipt open item. For change transactions affecting prior year agency receipts, all financial activity is posted to TOTAL LIQUIDATIONS.

For more information on agency receipts, refer to *Add Agency Receipts* in this Section.

AKSAS TRANSACTIONS

210-20: Change Agency Receipts - Use to change an agency receipt using only revenue accounts.

210-21: Change Agency Receipts - Miscellaneous Accounts - Use to change an agency receipt using any account.

The screens listed above are identical, but the account types entered in each transaction differ. One screen image and one Field Entry Table are included at the end of this procedure. The *210-20/21: Change Agency Receipts Screen* and *Field Entry Table* contain detailed information for fields on both screens.

PROCEDURES

I. Receive notification of a change to an Agency Receipt open item.

An agency may need to process changes to an agency receipt open item due to:

- Additional cash collections to be included in the deposit.
- Additional reference information to be included in the open item.
- Errors in the financial coding in the open item.
- Changes to reference data in the open item.

II. Process a 210-20: Change Agency Receipts or a 210-21: Change Agency Receipts - Miscellaneous Accounts transaction.

For more information on entering this transaction, refer to the *210-20/21: Change Agency Receipts Screen and Field Entry Table* following this procedure.

- A. From the AKSAS Main Menu, access **IO** - Open Item Inquiry to display the agency receipt open item you want to modify. Make a screen print as a reference for entering changes.
- B. From the AKSAS Main Menu, start (or restart) a financial batch. On the Financial Data Entry Menu:
 - 1. Enter **AG** (Agency Receipts) in the **SELECTION** field to change agency receipts using only revenue accounts or **AM** (Agency Receipts - Misc) to change agency receipts using any account type. Enter **C** (change) in the **ACTION** field.
 - 2. If your agency uses an easytran shell for changing an agency receipt open item, enter the easytran number for the transaction in the **EASYTRAN NUM** field.
 - 3. Press <Enter> to display the 210-20: Change Agency Receipts or 210-21: Change Agency Receipts - Miscellaneous Accounts transaction screen.

***NOTE:** The 210-20 and 210-21 transaction screens are identical. Only the types of accounts used in each transaction differ.*

- C. Enter data in the following fields as required to modify the agency receipt open item. **Do not enter data in an optional field if you are not changing or overwriting data shown on the screen print.** For more detailed information on these fields, refer to *Section 4: Financial Transactions & Batch Processing*.
 - 1. **AGY RECEIPT NUMBER** - Enter the seven-digit agency receipt number of the open item you want to modify. The AGY RECEIPT NUMBER of the open item cannot be changed.

***NOTE:** If an incorrect agency receipt number was used, reduce the incorrect open item to zero and process a new 210-10 or 210-11: Add Agency Receipts transaction with the correct AGY RECEIPT NUMBER. Refer to Add Agency Receipts in this Section.*
 - 2. **ADDITIONAL AUTH RD** - If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.
 - 3. **DOCUMENT NUMBER** - Defaults to the batch and sequence number assigned by AKSAS. No entry necessary.
 - 4. **DEPOSIT DATE** - If the date the funds were received should be changed, enter the date as **MM DD CCYY**.
 - 5. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record change agency receipt transactions, enter a SOURCE RD CODE as authorized according to department procedures.
 - 6. **DATE ESTABLISHED** - Leave blank unless the original date established for the agency receipt is not correct. To correct the original date, enter the date as **MM DD CCYY**.

SECTION 6: REVENUE, CHANGE AGENCY RECEIPTS

7. **CHANGE AMOUNT** - Enter an increase or decrease to the current balance of the agency receipt. For an **increase**, enter the amount as a positive number. For a **decrease**, enter the amount with a leading minus (-) sign.
 8. **SPREAD AMT (Y/N)** - Defaults to **N** (enter change amounts by financial line). Enter **Y** to spread the CHANGE AMOUNT across all financial lines.
 9. **DESCRIPTION SHORT** - The short description should be the treasury receipt number that corresponds to this agency receipt. If the short description was entered incorrectly, enter **TR** followed by the correct seven-digit treasury receipt number for this agency receipt.
 10. **DESCRIPTION LONG** - To overwrite the existing long description of the agency receipt, enter the new description.
 11. **FISCAL PERIOD CODE** - Defaults to **C** (current fiscal year). If the default value is not correct for this transaction, enter a new FISCAL PERIOD CODE as defined in the *AKSAS Handy Guide*.
 12. **LIQ RULE** - If the liquidation rule for the open item should be changed, enter **LN** (line number), **FR** (fractional), **NB** (net balance), or **PL** (placed).
 13. **DENOMINATOR** - If SPREAD AMT = Y, LIQ RULE = FR, and/or values will be entered in the NMR fields, enter the sum of the NMR fields.
 14. **RETENTION (Y/N)** - If the retention indicator for the open item should be changed, enter **N** (no, do not retain this record on the Open Item File after all activity is complete) or **Y** (yes, retain this record).
- D. Add, change, or delete **REFERENCE** lines for the open item. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about reference fields.
1. **To add a new reference line:** Use the open item screen print to determine the next available unused reference line number. In the first blank reference line displayed on the screen, enter **A** (add) in the unlabeled column immediately following the REF line number. In the **LINE** field, enter the line number on which this reference line should be added. Enter new reference line information in the remaining fields. Refer to the *Add Agency Receipts* procedure in this Section for information on adding reference line fields.
 2. **To change an existing reference line:** Use the open item screen print to determine the line number of the reference to be changed. In the next blank reference line displayed on the screen, enter **C** (change) in the unlabeled column immediately following the REF line number. In the **LINE** field, enter the line number of the reference line to be changed. Tab to the fields requiring change and enter new data. **Do not enter data in fields you do not want to change.**
 - a. To delete data from numeric fields, enter all **9s** to completely fill the field.
 - b. To delete data from text fields, enter an * (asterisk) in the first space of each text field to be deleted.

SECTION 6: REVENUE, CHANGE AGENCY RECEIPTS

3. **To delete an existing reference line:** Use the open item screen print to determine the line number of the reference to be deleted. In the next blank reference line displayed on the screen, enter **D** (delete) in the unlabeled column immediately following the REF line number. In the **LINE** field, enter the line number of the reference line to be deleted. No further entries are required to delete a line.

NOTE: Reference type TR (treasury receipt number) is mandatory and cannot be deleted.

- E. Add, change, or delete **FINANCIAL** lines on the open item. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.

1. **To add a new financial line:** Enter the new financial information in the financial line fields. If the new financial line should be added on a specific line number, enter the line number in the **LINE** field. Refer to the *Add Agency Receipts* procedure in this Section for information on adding financial line fields.
2. **To change the AMOUNT of an existing financial line:** Tab to the **LINE** field and enter the line number of the line to be changed. If SPREAD AMT = Y, leave blank. If SPREAD AMT = N, enter the increase or decrease to the current balance of the financial line in the **AMOUNT** field. For an **increase**, enter the amount as a positive number. For a **decrease**, enter the amount with a leading minus (-) sign.

*NOTE: If the SY, CC, PGM, LC, ACCT, FY, and/or the OPEN ITEM fields need to be changed: Reduce the financial line AMOUNT field to zero by entering the amount shown on the screen print for the line with a leading minus (-) sign. Then **add** a new financial line with the correct financial coding.*

3. **To delete an existing financial line:** Enter **D** (delete) in the unlabeled column immediately following the FIN line number. In the **LINE** field, enter the line number of the financial line to be deleted.

NOTE: To delete a line, the financial line AMOUNT must be zero (see Step E.2).

- F. Press <Enter> to display online errors. Correct errors until the message NO ONLINE ERRORS TO DISPLAY is received. Press <Enter> again to submit the transaction for certification and processing. Refer to the *Appendix* for a list of online errors, warning messages, and corrective actions.

NOTE: Review any WARNING messages displayed. If these messages do not require correction, press <PF3> to override.

III. Submit the transaction for certification.

Change agency receipts transactions require certification. Submit the transaction and associated backup to the appropriate individual in your agency for certification according to department procedures. Refer to *Section 2: AKSAS Security & Authorities, Certifying Officer Authority* for more information.

IV. Verify the transaction processed.

For more information regarding batch maintenance, refer to *Section 4: Financial Transactions & Batch Processing*.

SECTION 6: REVENUE, CHANGE AGENCY RECEIPTS

- A. The next morning, check DM - Maintain Batches to determine if the change agency receipts transaction processed successfully. If the transaction did not process, view the transaction and determine the corrective action. If necessary, resubmit the corrected transaction for certification and processing. Refer to the *Appendix* for a list of error messages and corrective actions.
- B. Once the transaction has processed successfully, review the Financial Transaction (FTP) Register to verify all processed information for the transaction is correct. If the results of the processed transaction are not as intended, correct the error using a 210-20: Change Agency Receipts or a 210-21: Change Agency Receipts - Miscellaneous Accounts transaction.

V. Archive/file processed transactions.

Maintain copies of the processed transactions and related backup according to department procedures.

SECTION 6: REVENUE, CHANGE AGENCY RECEIPTS

ACCOUNTING ENTRIES

The following table shows the actual accounting entries recorded in AKSAS as a result of processing a 210-20: Change Agency Receipts or 210-21: Change Agency Receipts - Miscellaneous Accounts transaction. Accounting entries with a financial source code of UD (user-defined) are entered in the transaction by the user. Posting type 00 indicates the 210-20 and 210-21 transactions have no financial effect in AKSAS.

A change agency receipts transaction can add, change, or delete financial lines in the open item to increase or decrease the current balance on the Open Item File. The transaction has no financial effect until the agency receipt open item is matched to the corresponding treasury receipt open item and liquidated with a treasury journal entry transaction. When the treasury journal entry processes, the agency receipt open item is liquidated and the fund/appropriation associated with the financial coding entered in the agency receipt transaction is increased. For accounting entries resulting from a treasury journal entry transaction, refer to *Treasury Journal Entry* in this Section.

210-20: Change Agency Receipts

	Collocation Code	Account	Posting Type	Financial Source
Add, change, or delete financial line				
No financial effect	Entered by user	Restricted or Unrestricted Revenue	00	UD

210-21: Change Agency Receipts - Miscellaneous Accounts

	Collocation Code	Account	Posting Type	Financial Source
Add, change, or delete financial line				
No financial effect	Entered by user	Asset, Liability, Fund Equity, Restricted Revenue, Unrestricted Revenue, Expenditure	00	UD

NOTE: Agency receipts are recorded as posting type 00. GENEVA views can use this posting type to report on agency receipts. Refer to the Accounting Procedures Manual, GENEVA Reporting.

SECTION 6: REVENUE, CHANGE AGENCY RECEIPTS

210-20/21: Change Agency Receipts Screen																	
FDE 210-20: CHANGE AGENCY RECEIPTS ①										B 1298799 S 0001							
AGY RECEIPT NUMBER _____			ADDITIONAL AUTH RD _____														
DOCUMENT NUMBER _____			DEPOSIT DATE ____ _														
SOURCE RD CODE _____			DATE ESTABLISHED ____ _														
CHANGE AMOUNT _____			SPREAD AMT(Y/N) N														
DESCRIPTION SHORT _____			_____														
DESCRIPTION LONG _____			_____														
FISCAL PERIOD CODE C			LIQ RULE ____			DENOMINATOR _____			RETENTION(Y/N) _								
REF	LINE	TYPE	REFERENCE NUMBER	AMOUNT	DATE	MORE REFS	N										
1	_____	_____	_____	_____	_____	_____	_____										
	COMMENTS _____																
2	_____	_____	_____	_____	_____	_____	_____										
	COMMENTS _____																
3	_____	_____	_____	_____	_____	_____	_____										
	COMMENTS _____																
FIN	LINE	AMOUNT	SY	CC	PGM	LC	ACCT	FY	NMR	MORE FINS	N						
1	_____	_____	_____	_____	_____	_____	_____	_____	_____	---	OPEN ITEM---						
2	_____	_____	_____	_____	_____	_____	_____	_____	_____	---	OPEN ITEM---						
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																	
UPDAT QUIT			SUBMT ERRS			BASE FINS			REFS			PFKYS			HELP		

① The 210-20 and 210-21 screens are identical, with the exception of the FDE line, which displays the transaction code. The 210-21 screen displays FDE 210-21: Change Agency Receipts - Miscellaneous Accounts.

SCREEN ACCESS

Use the 210-20: Change Agency Receipts transaction screen to modify an agency receipt open item using only restricted/unrestricted revenue accounts in AKSAS. Use the 210-21: Change Agency Receipts - Miscellaneous Accounts transaction screen to modify an agency receipt open item using any account type in AKSAS.

1. At the AKSAS Main Menu, enter **DS** (Start/Restart Batch) in the **SELECTION** field. Press <Enter> to display the Start/Restart Batch - Selection screen.
2. At the Start/Restart Batch - Selection screen, enter **F** (Financial) in the **BATCH TYPE** field. Press <Enter> to display the Financial Data Entry Menu.
3. At the Financial Data Entry Menu, enter **AG** (Agency Receipts) or **AM** (Agency Receipts - Miscellaneous Accounts) in the **SELECTION** field.
4. Enter **C** (Change) in the **ACTION** field. Press <Enter> to display the 210-20: Change Agency Receipts or 210-21: Change Agency Receipts - Miscellaneous Accounts transaction screen.

SECTION 6: REVENUE, CHANGE AGENCY RECEIPTS

210-20/21: Change Agency Receipts Field Entry Table		
Field Name	Field Value	Comments
FDE	DISPLAY ONLY	Displays the financial data entry transaction code for this open item.
B	SYSTEM-ASSIGNED	System-assigned batch number.
S	SYSTEM-ASSIGNED	System-assigned sequence number for this batch.
AGY RECEIPT NUMBER	REQUIRED Enter the 7-digit agency receipt number of the open item you want to modify.	Identifying number used to change, liquidate, and report on an agency receipt open item.
ADDITIONAL AUTH RD	OPTIONAL If this transaction requires additional authorization, enter the RD code of the person who will authorize this transaction.	Identifies an approval authority associated with this change agency receipts transaction.
DOCUMENT NUMBER	REQUIRED, defaults to the batch and sequence number assigned by AKSAS if left blank. An agency-assigned processed document identifier, up to 13 alphanumeric characters, may be entered.	Processed document identifier.
DEPOSIT DATE	OPTIONAL To correct the date the revenue was received, enter the date as MM DD CCYY .	The date the revenue was received.
SOURCE RD CODE	REQUIRED, defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record change agency receipts transactions, enter a SOURCE RD CODE as authorized according to department procedures.	Identifies the person authorized to record this transaction.
DATE ESTABLISHED	OPTIONAL, if the original date established is not correct. To correct the original date established, enter the date as MM DD CCYY .	The date the agency receipt open item was created. Do not change this date if the original date established for the open item is correct.
CHANGE AMOUNT	OPTIONAL Enter an increase or decrease in the current balance of this open item. For an increase , enter the amount as a positive number. For a decrease , enter the amount with a leading minus (-) sign. Up to 13 digits (11 to the left of the decimal, 2 to the right).	This field must equal the sum of the financial line AMOUNT fields.
SPREAD AMT (Y/N)	REQUIRED, defaults to N. N No, do not spread the CHANGE AMOUNT. Enter dollar amounts by financial line. Y Yes, spread the CHANGE AMOUNT across all financial lines.	Indicates whether the CHANGE AMOUNT should be entered by financial line (N) or automatically spread across all financial lines (Y). Values entered in the DENOMINATOR and NMR fields determine how the amount is distributed.

SECTION 6: REVENUE, CHANGE AGENCY RECEIPTS

210-20/21: Change Agency Receipts Field Entry Table		
Field Name	Field Value	Comments
DESCRIPTION SHORT	OPTIONAL The short description should be the treasury receipt number corresponding to this agency receipt. If the short description is not correct, enter TR followed by the 7-digit treasury receipt number.	A description of the transaction as it should appear on reports.
DESCRIPTION LONG	OPTIONAL To overwrite the existing long description, enter a new description, up to 120 characters, for this transaction.	Additional descriptive information for the transaction.
FISCAL PERIOD CODE	REQUIRED, defaults to C (current fiscal year). If the default value is not correct for this transaction, enter a new FISCAL PERIOD CODE as defined in the <i>AKSAS Handy Guide</i> .	Identifies the state fiscal year (chart of accounts year) associated with this transaction.
LIQ RULE	OPTIONAL Enter one of the following if the liquidation rule for the open item should be changed. LN Line number FR Fractional NB Net balance PL Placed	Identifies how liquidations of the open item will be distributed across financial lines.
DENOMINATOR	REQUIRED, if SPREAD AMT = Y or LIQ RULE = FR, and/or values will be entered in the NMR fields. Enter the sum of the NMR fields.	With the NMR, defines the percentage or portion of the CHANGE AMOUNT to be distributed to or liquidated from this financial line.
RETENTION (Y/N)	OPTIONAL N No, do not retain this open item on the Open Item File. Y Yes, retain this open item.	If this indicator is set to N, the open item is deleted from the Open Item File once the balance is zero. The open item is deleted based on the number of days from the date of last activity as specified on the SMF Open Item Purge Parameters Table (SPO).
<p>Reference Line Fields - The following fields contain reporting cross-reference information. Reference fields allow access to open item information by identifiers other than the open item number such as check, bank account, wire transfer, or treasury receipt number. Reference type TR (treasury receipt number) is required and cannot be deleted. For additional information about reference fields, refer to Section 4: Financial Transactions & Batch Processing.</p> <p>To delete data from a numeric field, enter all 9s to completely fill the field. To delete data from a text field, enter an * (asterisk) in the first space of each text field to be deleted.</p>		
REF	SYSTEM-ASSIGNED	Reference line number.
—	REQUIRED, to add, change, or delete a line. Enter the appropriate action for the reference line being added, changed, or deleted. A Add a new line. C Change information in an existing line. D Delete an existing line.	Identifies the action to be taken on the reference line. Reference type TR (treasury receipt number) is mandatory and cannot be deleted.

SECTION 6: REVENUE, CHANGE AGENCY RECEIPTS

210-20/21: Change Agency Receipts Field Entry Table		
Field Name	Field Value	Comments
LINE	REQUIRED, to add, change, or delete a line. Enter the line number of the reference line being added, changed, or deleted. Must be an unused reference line in the existing open item for an add.	Identifies the unused reference line on which to add a new reference or the existing line number of the reference line to be changed or deleted.
TYPE	REQUIRED, to add a reference line. Add or change a reference TYPE for this open item. For a list of reference types, press <PF12-Help> on the AKSAS Main Menu. On the System Table Inquiry screen, select VALID/MANDATORY REFERENCES and press <Enter>. In the ENTER OPEN ITEM TYPE field, enter AG and press <Enter> to display valid reference types.	Identifies a reporting reference such as agency subaccount or wire transfer number.
REFERENCE NUMBER	REQUIRED, to add a reference line. Add or change the identifier, up to 22 alphanumeric characters, associated with the reference TYPE.	The identifier associated with the reference TYPE. If the reference TYPE refers to an AKSAS file (such as RD code, vendor number, etc.), AKSAS verifies the REFERENCE NUMBER entered is valid.
AMOUNT	REQUIRED, to add a reference line. Add or change the deposit amount associated with the reference TYPE. Up to 11 digits (9 to the left of the decimal, 2 to the right).	Dollar amount associated with the reference TYPE.
DATE	REQUIRED, to add a reference line. Add or change the deposit date associated with the reference TYPE as MM DD CCYY.	The deposit, notification, or transmittal date associated with the reference TYPE.
COMMENTS	OPTIONAL Add or change additional descriptive information, up to 30 characters, for the reference.	Additional descriptive information for the reference.
<p>Financial Line Fields - The following fields define the accounting structures to which receipts are recorded when deposited by Treasury. The deposit amount is not available for agency spending until matched to the corresponding treasury receipt open item and liquidated with a treasury journal entry. For additional information about financial fields, refer to Section 4: Financial Transactions & Batch Processing.</p>		
FIN	DISPLAY ONLY	Financial line number.
—	REQUIRED, to delete a financial line. Enter D to delete an existing financial line. To delete a financial line, the current balance must be zero.	Identifies the action to be taken on the financial line indicated in the LINE field. No entry is made to add or change an existing financial line.
LINE	REQUIRED, to change or delete a financial line. Enter the line number of the line to be added, changed, or deleted.	Identifies the financial line number being added, changed, or deleted. When adding a new financial line, this field may be left blank if the new line does not need to be recorded on a specific line number.

SECTION 6: REVENUE, CHANGE AGENCY RECEIPTS

210-20/21: Change Agency Receipts Field Entry Table		
Field Name	Field Value	Comments
AMOUNT	<p>REQUIRED, to add a financial line.</p> <p>If SPREAD AMT = Y, leave blank. If SPREAD AMT = N:</p> <p>Add a line: Enter the deposit amount for this financial line as a positive number. Up to 11 digits (9 to the left of the decimal, 2 to the right).</p> <p>Change a line: Enter the increase or decrease to the current balance for this financial line. For an increase, enter the amount as a positive number. For a decrease, enter the amount with a leading minus (-) sign.</p>	The increase or decrease to the current balance of this financial line.
<p>If the SY, CC, PGM, LC, ACCT, and/or FY fields in a financial line need to be changed: Reduce the financial line AMOUNT field to zero by entering the current amount for the line with a leading minus (-) sign. Then add a new financial line with the correct financial coding.</p>		
SY	<p>REQUIRED, to add a financial line. Defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made.</p> <p>If the default value is not correct, enter the 2-digit set-up year associated with the collocation code.</p>	Identifies the set-up year associated with the collocation code. The set-up year must be valid for the FISCAL PERIOD CODE entered.
CC	<p>REQUIRED, to add a financial line.</p> <p>Enter the 8-digit collocation code for this financial line.</p>	With the set-up year, identifies the accounting structure (fund, appropriation, organization, internal program) for this financial line.
PGM	<p>OPTIONAL</p> <p>Enter a 5-digit program code if required by your agency for this financial line.</p>	Identifies the external program for this financial line.
LC	<p>OPTIONAL</p> <p>Enter an 8-digit ledger code if required by your agency for this financial line.</p>	Identifies a combination of project, contract, and/or grant for this financial line.
ACCT	<p>REQUIRED, to add a financial line.</p> <p>Enter a 5-digit account authorized for the transaction code:</p> <p>TRANS CODE MINOR = 10: Enter a restricted revenue (50000 and LLs) or unrestricted revenue (60000 and LLs) account.</p> <p>TRANS CODE MINOR = 11: Enter an account from any account group.</p>	Identifies the account to which this financial line will be recorded.
FY	<p>REQUIRED, to add a line. Defaults to the current federal fiscal year if no entry is made.</p> <p>If a federal fiscal year is required by your agency and the default value is not correct, enter the 2-digit federal fiscal year.</p>	Identifies the federal fiscal year if a federal program is associated with this financial line.

SECTION 6: REVENUE, CHANGE AGENCY RECEIPTS

210-20/21: Change Agency Receipts Field Entry Table		
Field Name	Field Value	Comments
NMR	<p>REQUIRED, if SPREAD AMT = Y and/or LIQ RULE = FR.</p> <p>Add a line: Enter the percentage or portion of the CHANGE AMOUNT to be distributed to or liquidated from this financial line.</p> <p>Change a line: Enter the amount of the increase as a positive number or the amount of the decrease with a leading minus (-) sign.</p>	<p>With the DENOMINATOR, defines the percentage or portion of the CHANGE AMOUNT to be distributed to or liquidated from this financial line.</p>
<p>Open Item Fields - If the OPEN ITEM fields in a financial line need to be changed: Reduce the financial line AMOUNT field to zero by entering the current amount for the line with a leading minus (-) sign. Then add a new financial line with the correct financial coding. For additional information about open item fields, refer to Section 4: Financial Transactions & Batch Processing.</p>		
TYPE	<p>REQUIRED, for financial lines liquidating open items.</p> <p>Enter the open item type to be liquidated by this financial line.</p> <p>EN Encumbered Revenue RC Accounts Receivable</p>	<p>Identifies the type of open item to be liquidated by this financial line.</p>
NUM	<p>REQUIRED, for financial lines liquidating open items.</p> <p>Enter the 7-digit open item number of the open item to be liquidated by this financial line.</p>	<p>Identifies the specific open item to be liquidated by this financial line.</p>
LINE	<p>REQUIRED, for financial lines liquidating open items.</p> <p>Enter the financial line number of the open item to be liquidated by this financial line. To liquidate all financial lines in the open item by the amount of this financial line, enter 999.</p>	<p>Identifies the financial line number being liquidated.</p>
LINE DESC	<p>OPTIONAL</p> <p>Press <PF6> and add or change descriptive information, up to 40 characters, for this financial line.</p> <p>To delete a line description, enter an * (asterisk) in the first space of the field.</p>	<p>Additional descriptive information for the financial line.</p>