

SECTION 46. CIVILIAN PAY INTERFACE SUBSYSTEM**46.1 GENERAL.**

a. Biweekly output from the Civilian Pay System is in the form of diskette and magnetic tape. This data is accepted in batch or scheduled mode for processing by the support systems integration. The system updates disk records and generates data for OBL/AL and MAFR.

b. The disk records updated include FSRs, PSRs, and DSRs. The data produces a reject/pass list and a transaction register from simulator/recovery. Also, provision is made for acceptance of by-others MAFR transactions produced by the civilian pay system.

46.2 AFO RESPONSIBILITIES.

a. The Civilian Pay System sends timely data for interface into the General A&F System. The civilian pay area corrects errors found by the interface system attributable to the Civilian Pay System before the next biweekly processing cycle.

b. The accounts control area Reports and Analysis Division schedules the interface process. Reports and Analysis Division also:

(1) Sends printed output to the proper offices.

(2) Analyzes error conditions found by the reject/pass list and notifies civilian pay to make corrections over the remotes.

46.3 DATA FORMAT.

All data from the Civilian Pay System is either expense or disbursement data. Expense data is identified by record code C in position 1, disbursement data, by record code F in position 1. The exact record format varies, depending on whether the transaction affects the AF operating budget, AF nonoperating budget, or other than AF funds. Input is by tape, diskette, or remote device. The positions shown in the formats are comparable to former column. When the Civilian Pay System makes payments or accrues expenses for others, the output is generated and forwarded by the civilian pay section to the accountable AFO where these transactions become by-others interface transactions. The following figures show the input record format for civilian pay in each category:

a. Figure 46-1 - Expense, AF Operating Budget.

b. Figure 46-2 - Expense, AF Nonoperating Budget.

c. Figure 46-3 - Expense, Other than AF.

d. Figure 46-4 - Disbursements For-Self, AF Operating Budget.

e. Figure 46-5 - Disbursements For-Self, AF Nonoperating Budget.

f. Figure 46-6 - Disbursements For-Self, Other than AF.

g. Figure 46-7 - Disbursements For-Others, AF Operating Budget.

- h. Figure 46-8 - Disbursements For-Others, AF Nonoperating Budget.
- i. Figure 46-9 - Disbursements For-Others, Other than AF.
- j. Figure 46-10 - Expense By-Others (Transaction Input), all types of funds.
- k. Figure 46-11 - Disbursements By-Others (Transaction Input), all types of funds.

46.4 TYPES OF CIVILIAN PAY INTERFACE TRANSACTIONS.

Processing of the Civilian Pay System transactions by the interface system uses tape, diskette, and lists, which serve as source input over the remotes. The following types of transactions are processed when any of the media is encountered:

a. For-Self. This pay data concerns those employees paid by the host, using host funds. The employees' master pay record ADSNs are the same as the host's ADSN as entered in a constant transaction used in processing civilian pay. All expense and disbursement transactions are processed on tape.

b. For-Others. This pay data concerns those employees who are paid by the host, using other than host funds (paying ADSN different from the accountable ADSN). Expense and disbursement transactions are created and sent to the accountable AFO to become the by-others input (paragraph c). Disbursement transactions only are created in tape format and used as input to the Civilian Pay Interface Subsystem.

c. By-Others. These are the for-others transactions described in paragraph b, which the accountable AFO receives and uses as input to the Civilian Pay Interface Subsystem.

d. AF Form 896, Personnel Loaned and Borrowed by Cost Center. Process these transactions only within the same OAC and OBAN. The lending cost center prepares this form and sends it with the organizational time and attendance report. Personnel on loan for periods of less than 5 consecutive working days are not considered in a loan status, unless the lending or borrowing cost center is subject to a cost accounting system (e.g., Civil Engineer). In these cases, loan status is figured based on the provisions of the proper cost accounting manuals.

(1) The AF Form 896 serves as the basic source document for preparation of TRTs. Enter these cost transfers through the remote device at the AEP stage with MAFR code A. Use EEIC 398 for charges and EEIC 399 for credits.

(2) The civilian pay PC reviews all AF Forms 896 to see if cost transfers are within an MFP (e.g., 08) or are between MFPs. If between MFPs, treat the cost transfer as an appropriation refund and prepare a JV as prescribed in DFAS-DE 7010.1-R.

46.5 FILE ESTABLISHMENT AND MAINTENANCE.

Establish fund, program, and document summary records per paragraph 13.15 and figures 13-1 through 13-3.

46.6 SYSTEM OPERATIONS.

a. Civilian Pay System Biweekly Pay Calculation. The biweekly pay calculation is usually performed on the Tuesday following the end of the pay period. As each employee's pay is calculated, a record is produced with the pay and deduction elements, coded information concerning the type of employee, and appropriation coding except for the first three positions of the EEIC. The EEIC is determined from a combination of the type of employee and the element of pay, and added to the data previously generated. Summarize this data by the appropriation coding down through the 3-digit EEIC. It becomes the database for expense and disbursement data transmitted to the interface system in the form of C and F records, respectively.

b. Expense Data. Expense data comes from the disbursement information computed during the pay calculation process described in paragraph a. For each disbursement record, a matching record is created with the same appropriation coding for the exact amount of the disbursement. Two additional expense records are created if accruals are required:

(1) An accrual expense record is created that matches the appropriation coding and shows a positive amount equal to the accruals. See paragraph 46.8c for how to determine the amount of the accruals.

(2) An expense record is generated identical to the expense record in subparagraph (1), except that the amount is negative. This expense record is used to reverse the accruals.

c. File Identity AFQP5AUNTT10. The tape file is created by the Civilian Pay System. The disbursement, expense, unpaid accrual, and accrual reversal records maintain their separate identity on AFQP5AUNTT10. This is the file used as input to the interface programs.

d. Reformatting Expense and Disbursement Records. Reformatting satisfies two basic requirements:

(1) It identifies data elements in the C and F records to match specific data elements in the summary and detail PSRs.

(2) It applies logic to the existing data elements transmitted to assign the post codes and add other data to process the interface.

e. Record Formats. Figures 46-1 through 46-11 show the data appearing in the expense and disbursement records. FSR, PSR, and DSR addresses are extracted from the disk files and are part of the reformatted records as explained in paragraphs 46.8d(1)(a) and 46.8d(2).

(1) As shown in paragraph 46.8d, each C record for AF operating budget is reformatted twice: one represents a detail expense transaction, and the other a summary expense transaction.

(2) The Civilian Pay System produces for-others C records in transaction format. The civilian pay PC sends the transactions (figure 46-10) to the accountable ADSN, where they are input to the Civilian Pay Interface Subsystem. If volume is low, do not initiate the Civilian Pay Interface Subsystem. Remote devices, as explained in paragraph 46.6j, can input the data.

(3) For other than AF operating budget, a single detail transaction is generated for each C record.

(4) F records are created if the transaction is for-others. Positions 25-30 of the input record contain the for-others ADSN, if the transaction is a for-others transaction; otherwise, these positions are blank. A for-others transaction shows action code MM, and post code *X (* = AFO-ID code) in the reformatted record. For-others transactions are sent by the paying civilian pay PC to the accountable ADSN civilian pay PC (figure 46-11). (If low volume, data may be input by remote.)

f. Scheduling. Reports and Analysis Division schedules the processing of the civilian pay input files. Schedule processing promptly to permit completion of record update and correction of any prior rejects:

(1) For expense accruals, the earliest due-out date of the Status of Funds Database Transmission, RCS HAF-ACF(AR)7801.

(2) For disbursements and collections, the due-out date for the Cycle Report of Vouchers For- and By-Others, RCS HAF-ACF(W)7112, and the Monthly Package Report of Disbursements and Collection Transactions, RCS HAF-ACF(M)7113.

g. Edits and Rejects. The reformatted expense and disbursement records are passed to the A&F system, which updates the disk-stored records whose addresses are included in the reformatted records. Accrued expenditures paid and unpaid transactions are entered with override action code. Therefore, rejects for fund availability checks should not occur. There is a possibility rejects could occur during the update process for lack of FSR, PSR, DSR, computer malfunctions or a change to data elements in disk stored summary records after transactions-in records were created. Normal reject notices are printed, if applicable.

h. Outputs. Two output transactions are given to the AFO: reject/pass list and pseudo remote list (paragraphs 45.6 and 45.8, respectively). They are produced in batch mode and sent no later than beginning of business of the first workday after being run. Reports and Analysis Division reviews the reject/pass list, investigates rejected transactions shown, and takes corrective action. The pseudo remote list is created later in the processing sequence and may have rejected transactions, which were shown as accepted on the

reject/pass list. Mark the reject/pass list and pseudo remote list with memorandum of actions taken, and file.

i. Corrections.

(1) Many types of corrective actions may be needed because of error notices, management notices, and rejections created in the batch processing of input from the Civilian Pay System.

(a) Transactions identified NPS (figure 45-2) in the reject/pass list require one of these actions:

1 Ask the servicing civilian pay PC to correct data elements in pay system files and reenter the corrected current month rejected transactions.

2 Set up PSRs or DSRs and reenter the current month rejected transactions. **NOTE:** Give special attention to rejected transactions with ** (any alpha)** in the MAFR field. If not corrected promptly, the rejections may cause a variance in accountability.

(b) Reject notices appearing on the pseudo remote list need one of these actions:

1 Reenter the transaction.

2 Ask the servicing civilian pay PC to correct data elements and reenter the transaction.

3 Change the disk-stored summary record image and reenter the transaction.

(2) Take corrective action before running the reports. Process corrections needing:

(a) Adjustment to cost records (particularly those identified as MAFR) before running the Status of Funds Database Transmission, RCS HAF-ACF(AR)7801.

(b) Adjustment to disbursement or collection records in which the voucher was processed during the month and before production of the RCS HAF-ACF(M)7113.

(c) Changes to Civilian Pay System records before running the next pay period's input file.

(3) Correct as described in the following paragraphs:

(a) Process rejections to the Civilian Pay System through a remote device. Use the reject/pass list and the pseudo remote list as the input source. Determine summary record addresses from the address directory, or the open item list for document summary records. Alternate emergency procedures are available by using the batch

processing, direct input, nonremote subsystem. Do not reenter corrections through the Civilian Pay Interface Subsystem.

1 Civilian pay expenses for the operating budgets (including fund code 29) are recorded in a rather unique manner, by use of two sets of PSRs (detailed and summary). Two expense transactions are created by the computer for each single expense transaction (paragraph 46.8d(1)). All rejects, except those appearing on the reject/pass list with reject code-ID, are generated after creation of the two expense transactions (detail and summary). Either or both may create two or more expense transactions. Correct as shown in (b) and (c). And make sure the correction is entered in the detail or summary records.

2 The detail set has no open DSRs, unless a remote type entry was made previously with Bal-ID U (e.g., XP, XU). Use PSR and FSR addresses when correcting detail records.

3 The summary set always has action DSRs, unless this is the first transaction ever processed requiring a DSR with different data elements. So, corrective entries contain the PSR and DSR address. Failure to use a DSR address, if a DSR was previously established, results in creation of a second DSR with the same data elements.

(b) For C and F rejects, other than those with reject code-ID, enter one correction for each reject, using the post codes shown on the reject/pass list. The computer assigns these post codes per paragraphs 46.8d through f, and uses the detail and summary records technique for processing expense (C records) and disbursement (F records) transactions.

(c) Special analysis is needed for rejects shown on the reject/pass list with reject code-ID (no record code).

1 If the reject is an AF operating budget expense transaction (meant to be C record), the reject was generated before creation of the two expense transactions (detailed and summary). Accordingly, two correction transactions must now be entered, in the same amount, using the post codes in paragraph 46.8 for C record, AF operating budget (detail and summary).

2 All other expense (meant to be C records) and disbursement transactions (meant to be F records) are corrected by using the post codes in paragraph 46.8f (other than C record, AF operating budget).

j. By-Others Transactions. These are received from the paying AFO and can be put in the accounting records by the standard or optional method. Use the optional method only when the volume is low and initiation of the Civilian Pay Interface Subsystem is not warranted.

(1) Standard Processing.

(a) Expense (C) and disbursement (F) transactions are received in format shown by figures 46-10 and 46-11. This transaction has three distinct sets:

1 Expense transactions for current pay period and expense transactions for estimated accruals covering remaining part of the month--C in position 1 and payment date in positions 72-75.

2 Accrual reversal transactions for next pay period--C in position 1, negative indicator in position 5, and blank in positions 72-75. Except for having negative amounts, these are identical to estimated accrual transactions covering the remaining portion of the month.

3 Disbursement transactions for current pay period--F in position 1, blank in positions 64-71 and 72-75.

(b) Sort out the accrual reversal transactions (C) and the disbursement transactions (F), both blank in positions 72-75. Hold the accrual reversal transactions for processing with the next pay period data. Get accrual reversal transactions from previous pay period. Enter the payment date in positions 72-75 (same as the date in positions 72-75 of the current pay period expense transactions described in paragraph (a)1 in the accrual reversal (C) transactions only. Hold the disbursement (F) transactions until the by-others register is received from DFAS-DE.

(c) Process the expense transactions from paragraph (a)1 and the accrual reversal transactions from paragraph (b) through the Civilian Pay Interface Subsystem, using the transaction input described in paragraphs 45.12 and 45.14.

(d) When the by-others register with the paid voucher arrives from DFAS-DE, get the disbursement (F) transactions held from paragraph (b). Enter the by-others register cycle and line number in positions 64-71 (instead of voucher number) and processing date in positions 72-75. Process through the Civilian Pay Interface Subsystem (paragraph (c)).

(2) Optional Processing--Unpaid Accrual Accounting Requested for Each Pay Cycle:

(a) Transactions are received per paragraph (1)(a). Sort out the accrual reversed transaction (C) and the disbursement transaction (F) as explained in paragraph (1)(b). Hold the accrual reversal transactions for next pay cycle, and the F transaction for processing per paragraph (c). Remaining transactions represent total earnings for the current pay period plus the remainder of the month. Enter these transactions through the remote, using action code "0*," (* = P or D, as applicable), and post code "XU", document type I, and document number C. For AF operating budget transactions, address the detail records; e.g., detail RC/CC, EEIC, and MFP. Use the same action code "0*," and the same post code "XU", but do not enter document type. In document number field, use CIV PAY or a locally

assigned number other than IC to identify civilian pay input by remote device.

(b) Obtain accrual reversal transactions from previous pay cycle. Enter these transactions through the remote, using action code "RD," and post code "UX". Use the appropriate DSR or PSR address established when the accruals were generated; (e.g., when the process described in paragraph (a) was executed for previous pay cycle).

(c) When by-others register arrives from DFAS-DE (paragraph (1)(d)), get the F transactions from paragraph (a). Enter these amounts through the remote, using action code "RD," and post code "UE". For Air Force operating budgets, data in the F transactions cannot be used directly since the F transactions are summarized by MFP. So, select from the C transactions used in paragraph (b) only those which represent expenses for the current pay period. The total of these transactions must equal the total of the F transactions. (For further verification, the remaining C transactions, which are not to be used at this time, must correspond one-to-one to the accrual reversal transactions created for next pay cycle.) Enter these amounts through the remote using action code "RD," and post code "UE", addressing the detail records (e.g., by detail RC/CC, EEIC, and MFP). Whatever the type of funds being recorded, use the appropriate DSR and PSR addresses used when accruals were established. For the document number, use by-others register cycle and line number prescribed in paragraph (1)(d).

(d) Any unpaid AF operating budget balances establish over remotes must be liquidated by use of the remotes. Interface (Standard) programs will not properly adjust remote-created (Optional) Balances.

(3) Optional Processing--Unpaid Accrual Accounting Required Only for Last Full Pay Cycle of the Month.

(a) Transactions are received and sorted as described in paragraph (2)(a).

(b) Enter the amounts shown on the F transactions by remote, using action code "OD," and post code "XU". Use IC as document type and number. For AF operating budgets, the F records do not contain data by detail RC/CC; they must be obtained as explained in paragraph (2)(c). Enter these amounts by remote, using action code "OD," and post code "XU", addressing the detail records (e.g., detail RC/CC, EEIC, and MFP). Leave document type blank and use document number CIV PAY or a locally assigned number other than IC to identify civilian pay input by remote device. This establishes unpaid accruals for the earnings of the current pay period.

(c) When the by-others register is received from DFAS-DE, enter the same amounts as in paragraph (b) by remote, using action code "RD," and post code "UE". This reverses the unpaid accruals and replaces them with paid amounts. Use the appropriate DSR and PSR addresses established by recording the accruals in paragraph (b). As document number, enter the by-others register cycle and line number.

(d) For the last full pay period recorded in any month, select the C records described in paragraph (1)(a)1. These have the earnings for the current pay period plus the unpaid estimated accruals for the remainder of the month. Enter by remote as described in paragraph (2)(a). Hold the corresponding accrual reversals until receipt of C and F records for the next pay cycle and then process the held accrual reversals as described in paragraph (2)(b). Continue with procedures shown in paragraphs (a), (b), and (c).

(e) The procedures in paragraph (2)(d), for AF operating budget transactions, also apply to this subparagraph.

46.7 VOUCHER DEDUCTION COLLECTIONS.

For civilian pay voucher deductions, process collections and appropriation refunds to locally maintained deposit funds as follows:

a. Civilian pay PC prepares a TRT from the DD Form 592, Payroll for Personnel Services (Certification and Summary).

b. Send the TRT with the DD Form 592 to P&CA.

c. Enter on TRT for remote input to update fund type K summary records (paragraphs 46.8, 13.14, and section 19).

46.8 BIWEEKLY PAY CYCLE DATA.

a. Process the biweekly pay cycle data through the civilian pay interface considering:

(1) Number of workdays to be accrued from the end of the pay period to monthend.

(2) Type of funds involved: AF operating budget, AF nonoperating budget, and non-AF.

(3) Assignment of post codes.

(4) Reformatting and revision of the data received from the C and F records.

(5) Assignment of dates to the C and F records.

b. Accrue all amounts disbursed first. Next, process the disbursements against accruals. Each pay period of 14 calendar days includes 10 workdays. Subsequent reference is to the 10 workdays, and not to the 14 calendar days. It is more convenient to refer to a portion of a pay period in terms of tenths. Under this concept, accruals consist of two types: those that are paid in the current pay period, and those that represent unpaid accruals for the remaining portion of the month. Both types of accruals are created while processing each pay period. Paid accruals are in C record and used to expense current pay period costs. Unpaid accruals are created to expense estimated costs for the remainder of the month and to record a corresponding obligation. The number of unpaid days accrued is the

number of workdays between the prime date (pay period ending date) and the end of the month. The amount for all unpaid days accrued is always reversed out during the next biweekly processing cycle. Accruals are recorded as positive amounts in the C record. The reversal of accruals is done by use of the C record, using negative amounts. The C records containing the negative amounts are referred to as accrual reversals.

c. Accruals are computed from data generated by the pay calculation run within the Civilian Pay System. The results of the pay calculation for each employee are summarized by appropriation coding down through the element of expense. If the number of unpaid days accrued is four, the summarized data is multiplied by 40 percent, and this amount represents the accrual in the C record and is sent to the civilian pay interface. At the same time, an identical record is created with a negative amount, offsetting the positive amount. This accrual reversal is kept with the civilian pay system data files and released to the interface system during the next biweekly processing cycle.

d. The processing of the amount sent to the interface system is affected by the type of funds involved.

(1) Accruals. If AF operating budget (including fund code 29), each C record is reformatted into two separate C records:

(a) Detail Transaction. The detail record is assigned action code "OP," and post code "XE", if positive, and matched against a detail PSR. If a detail PSR is found, the addresses of the FSR and detail PSR are entered in the detail transaction record (reformatted C record). The action code "OP," and post code "XE" records an expenditure which is offset by the summary transaction described in paragraph (b). The transaction is rejected if a detail PSR is not found and the message NPS appears on the reject/pass list.

(b) Summary Transaction. The summary transaction is basically the same as the detailed transaction except:

1 Action code "OD," and post code "EU" are assigned instead of "OP," and "XE".

2 The matching and address extraction are done by use of summary PSRs and DSRs. At this point, an expenditure has been established by the detailed transaction (OP, XE) and the summary transaction has established an expenditure in a negative amount and an accrual for a positive amount (O*, EU). The net effect is the establishment of an accrual. The positive expenditure and the negative expenditure eventually cancel out. (Keeping the positive and offsetting negative expenditure data is required for updating purposes in the disk files.)

(2) Disbursement Transactions. The disbursement transaction is processed against the summary records by use of the F record. This disbursement transaction is assigned action code "R*," and post code "UE", if positive, and matched against a summary PSR. If a summary PSR is found, then a search is made for a summary DSR. If a summary

DSR is found, the addresses of the summary PSR and summary DSR are entered in the disbursement transaction record (reformatted F record). If a summary PSR is found, but a summary DSR is not found, the addresses of the FSR and summary PSR are entered in the disbursement transaction record. In this instance, the transaction rejects in pseudo processing with reject message INVALID POST CODE. The transaction is rejected if a summary PSR is not found, and the message NPS appears on the reject/pass list. The use of action code "R*," and post code "UE" decreases the accruals established by the summary transaction in paragraph (1)(b), and records the expenditure. The net effect of processing the F record is as follows:

(a) Accruals. Assuming that 4 days were accrued, the accrual amounts established by processing the C record represent 14 days of unpaid costs. The F record always reduces the accrual by 10 days, leaving the desired 4 days of accruals in the accounting records. These 4 days accrued are always reversed out by the accrual reversals during the next biweekly processing cycle.

(b) Expenditures. The F record always establishes the actual disbursements for the pay period.

e. Subparagraph d applies to AF operating budget funds. The processing for Air Force F nonoperating budget and non-Air Force funds are the same except:

(1) C Records. Only a detailed transaction is created. The action code 0* and post code XU are used instead of OP and XE if the amount is positive. (An expenditure is not established with a detail expense record and then offset by a summary record.)

(2) F Records. No difference.

f. The processing of negative amounts on the C and F records is the same as positive amounts except for the assignment of the action and post codes:

	<u>POSITIVE</u>	<u>NEGATIVE</u>
C Record, AF Operating Budget:		
Detail Transaction	OP, XE	RP, EX
Summary Transaction	O*, EU	R*, UE
C Record, AF Nonoperating Budget	0*, XU	R*, UX
C Record, Non-AF	0*, XU	R*, UX
	<u>POSITIVE</u>	<u>NEGATIVE</u>
F Record, AF Operating Budget	R*, UE	0*, EU
F Record, AF Nonoperating Budget	R*, UE	0*, EU

F Record, Non-AF

R*, UE

0*, EU

g. Transactions accepted by the interface system are documented by their appearance on the accepted items portion of the reject/pass list. Separate control totals are recorded for both positive and negative amounts for each change in record type, OAC, OBAN or ASN, fund code, FY, OBAN year, and appropriation symbol. A major control total is generated upon a change in record code. A record count is also included based upon the number of records reformatted. (Each AF operating budget accrual is reformatted twice.) Positive and negative amounts are recorded on the control total lines identified by a T1/ and T2/, respectively, in the left margin.

(1) Accrual Reversals. Accrual reversals are recorded on line T2/ with amount identity U. The amount appearing here must equal the accruals from the last biweekly processing cycle. **NOTE:** Accrual reversals are always transmitted as negative amounts and assigned action code "RP," and post code "EX" or "UE" if AF operating budget; otherwise, action code "RD," and post code "UX".

(2) Accruals. Accruals are recorded on line T1/ for the accruals in the C records, action code "0*," and post "EU", if AF operating budget; otherwise, action code "0*," and post code "XU".

(a) If there are no unpaid days accrued, the entries for the U amount on lines T1/ of the C record and T2/ of the F record are equal. The E amount on line T1/ of the C record must equal the U amount on either line T1/ of the C record or T2/ of the F record.

(b) If there are both paid and unpaid days accrued, the entry for the U amount on line T1/ of the C record must be greater than the U amount on line T2/ of the F record. The difference consists of the amounts of the unpaid accruals computed as provided in paragraph b. When verifying the amounts of the unpaid accruals, consider any civilian pay items not subject to unpaid accrual computation (e.g., lump-sum payments, awards, etc.) that are included in the paid accruals or Bal-ID U totals of the C and F records. This difference is the amount of the unpaid accrual reversals for the next biweekly processing cycle. The E amount on line T1/ of the C record must equal the U amount on line T1/ of the C record.

(c) When applying the above checks, any rejects must be added to their respective T1/ and T2/ totals.

(d) The relationships cited in paragraphs (a) and (b) apply when AF operating budget funds are involved after allowing for the additional E amounts generated, because two transaction records are generated with action code "0*," -- one with a post code of "EU" and the other with a post code of "XE". The additional E amount equals the U amount portion accompanying the "0*, EU" transaction.

46.9 ADJUSTMENT OF CIVILIAN PAY ACCOUNTING RECORDS BY REMOTE DEVICES.

Recording of civilian pay accounting data is primarily geared to automated interface processing. Some unique techniques are used which interface programs are equipped to handle. Attempts to enter

accounting data through remote devices in the normal manner, however, can result in erroneous records. This paragraph contains instructions for remote input. Because of expected transaction volume differences, remote input methods are typed by transactions. Yearend adjustments to civilian pay accruals are required before close of records for known variables such as lump-sum leave payable to separated employees, new hires, incentive awards, etc.

a. Remote Processing of By-Others Transactions. See paragraphs 46.6j(2) and (3).

b. Remote Processing of Voucher Deduction Collections. See paragraph 46.7.

c. Remote Processing of Expense Data for Personnel Loaned and Borrowed. See paragraph 46.4.

d. Remote Processing of Miscellaneous Transactions--Other Than AF Operating Budget. In general, civilian pay transactions affect either AEU, AEP, or both. The following examples cover most situations. Permanent DSRs were established for these transactions. However, DSR and PSR addresses are used (unless research shows a permanent DSR was not previously established for some reason).

(1) Establishing or Increasing AEU. Select appropriate DSR and PSR addresses. If a permanent DSR was not previously established, use the PSR and FSR addresses instead, and enter X in the document save indicator position. Use action code "0*, XU", document type I, and document number C. Enter through remote in the normal manner.

(2) Reducing an AEU--No Payment Involved. Select appropriate DSR and PSR addresses. Use action code RD and post UX, document number C. Enter through remote in the normal manner.

(3) Recording AEP and Reducing AEU by a Corresponding Amount. Select the DSR and PSR addresses created when this unpaid accrual was established. Use action code "RD," and post code "UE", DOV number, and appropriate MAFR code. Leave document type blank. Enter by remote in the normal manner.

(4) Recording AEP--No AEU Previously Established. Select appropriate PSR and FSR addresses. (Since unpaid accruals were never established, a permanent DSR is not addressed.) Use action code "OP," and post code "XE", DOV number, and appropriate MAFR code. Leave document type blank. Enter by remote in the normal manner.

e. Remote Processing of Miscellaneous Transactions--AF Operating Budget.

(1) General. As with other types of funds, these civilian pay transactions affect either AEU, AEP, or both; but, accounting for these funds is essentially expense-oriented and requires expense accumulation in great detail. The method of recording AF operating budget civilian pay transactions was designed to satisfy the detailed expense accounting and reporting requirements, fund control

requirements and MAFR reporting requirements, and do so with a minimum amount of permanent records in internal memory. Thus, two sets of records were created: detail set and summary set. A brief explanation of each is provided in paragraphs (a) and (b). Posting to these sets of records varies with type of transaction. Examples covering most normally encountered situations are given in paragraphs (2), (3), (4), and (5). **NOTE:** Treatment of these transactions by the interface program is discussed in paragraph 46.8.

(a) Detail records are established to accumulate civilian pay expenses by detail RC/CC and EEIC (paragraph 13.15) for establishment of permanent files. FSRs and PSRs are originally created and retained. Permanent DSRs, however, are not established. All posting to these records is at the AEP stage, or treated as paid amounts, regardless of whether actually paid or unpaid. All civilian pay expenses, paid or unpaid, are posted to these detail records.

(b) Summary records are established for fund control and MAFR reporting purposes. Permanent DSRs are created (paragraph 13.15). Posting to these records is by EEIC and MFP or BPAC; thus, greater consolidation of data is permitted. Unpaid accruals are recorded as AEU, and paid amounts recorded as AEP. To offset the paid amounts recorded in the detail records, a reverse (negative) AEP amount must also be entered in the summary records for each entry made in the detail records.

(2) Establishing or Increasing AEU.

(a) Select the proper PSR and FSR addresses for the detail records. Use action code "OP," and post code "XE", document number CIV ACC, and MAFR code 9. Enter through remote in the normal manner.

(b) Select the proper DSR and PSR addresses for the summary records. If no DSR was previously established, use the PSR and FSR addresses and enter X in the document save indicator position. Use action code "O*," and post code "EU", document type I, document number C, and MAFR code 9.

(3) Reducing AEU--No Payment Involved.

(a) Select the proper PSR and FSR addresses for the detail records, using action code RP and post code EX, document number CIV ACC, and MAFR code 9. Enter through remote in the normal manner.

(b) Select the DSR and PSR addresses used when the accrual was established in the summary records. Use action code "RD," and post code "UE", document type I, document number C, and MAFR code 9. Enter by remote in the normal manner.

(4) Recording AEP and Reducing AEU by a Corresponding Amount. Select the PSR and DSR addresses used when this unpaid accrual was established in the summary records. Use action code "RD," and post code "UE", DOV number, and appropriate MAFR code (not 9). Leave document type blank. Enter by remote in the normal manner. **NOTE:** It

is not necessary to post to the detail records, since the expense was already recorded when the AEU was established.

(5) Recording AEP--No AEU Previously Established. Select the proper PSR and FSR addresses for the detail records. Use action code "OP," and post code "XE", DOV number, and appropriate MAFR code (not 9). Leave document type blank. Enter by remote in the normal manner. **NOTE:** Since this transaction was not entered in the accounting records, paid or unpaid, the detail records must be updated for expense accumulation. Transactions will be included in MAFR reports by virtue of the MAFR code. Summary records need not be posted.

46.10 INTERFACE SYNOPSIS AND EXAMPLES.

During civilian pay processing, an output disk file is created to update the General A&F System. This Civilian Pay System output disk file (AHKI2TUNDD30) is created each pay cycle and contains the following entries:

<u>RECORD CODE</u>	<u>TYPE RECORD</u>	<u>TYPE TRANSACTION</u>	<u>MAFR</u>
F	Summary	Disbursement	Yes
C	Detail	Expense Equal to Disbursement	No
C	Detail	Accruals	No
C	Detail	Accrual Reversals	No

NOTE 1: The civilian pay PC enters the proper accrual data depending upon the need for establishing accruals for ensuing pay cycles. Accrual and reversal may or may not be present.

NOTE 2: Each MAFR transaction has a matching expense transaction (equal dollar amounts) including the detail RC/CC and record code C, and an accrual reversal with RC/CC.

a. The General A&F System interface programs read the disk file (AHKI2TUNDD30) and assign post codes based on the record code and fund code. At the same time, the incoming C and F records are reformatted into a C or F record compatible with the General A&F System detail and summary PSRs.

<u>TRANSACTION IN</u>		<u>TRANSACTION CREATED</u>				<u>ACTION CODES AND POST CODES</u>	
<u>RECORD CODE</u>	<u>TYPE TRANSACTION</u>	<u>MAFR CODE</u>	<u>RECORD CODE</u>	<u>TYPE DOC CODE</u>	<u>MAFR</u>	<u>DETAIL PSR</u>	<u>SUM PSR</u>
F	Disbursements	Yes	F	IC	Yes	-0-	R*, UE/ 0*, EU
C	Expense Equal to F	No	C	Civ Acc IC	9	OP, XE/ RP, EX	O*, EU/ R*, UE

C	Accruals	No	C	Civ Acc	9	OP, XE/ IC	O*, EU/ R*, UE
C	Reversals	No	C	Civ Acc	9	RP, EX/ IC	R*, UE/ O*, EU

NOTE: The detail PSR has the detail RC/CC and is always updated by the exact amount disbursed from the C expense record, or accruals and reversals.

b. The interface programs create a transaction out tape (ABQE4AUNTT20) with reformatted records, which is input to the General A&F System to update the applicable disk records.

c. The following examples set forth the relationship between the Civilian Pay System and the General A&F System.

EXAMPLE 1--CONVERSION:

Assume 10 days, accruals were establish as of the end-of-month, and all MAFR transactions were input before conversion. (The civilian pay section provides a transaction of A position 80 reversal for use at next pay cycle.) Conversion processing creates the following entries (from G, H, and Z transactions) on disk records:

<u>DOLP</u>	<u>RECORD CODE</u>	<u>TYPE CODE</u>	<u>DOC</u>	<u>DETAIL PSR</u>		<u>SUMMARY PSR</u>	
				<u>MAFR</u>	<u>ACTION CODE AND POST CODE</u>	<u>AMT</u>	<u>POST CODE</u>
EOM	C	Civ Acc		9	OP, XE	10	
EOM	C	IC		9			O*, EU 10

EXAMPLE 2--FIRST PAY PERIOD, NEXT MONTH:

During this pay cycle an AHKI2TUNDD30 disk file is created including an accrual for the remaining days in the month. Assume accrual of 20 days, a disbursement for 10 days, and an equal expense transaction for 10 days. **NOTE:** There would be no accrual reversals since diskette (A position 80) were produced from previous month pay cycle. Also, accrual reversals for 20 days are established in the civilian pay system for processing with the next pay cycle.

The AHKI2TUNDD30 disk file contains the following entries:

<u>RECORD CODE</u>	<u>TYPE TRANSACTION</u>	<u>MAFR</u>	<u>AMOUNT</u>
F	Disbursement	Yes	10
C	Expense Equal to Disbursement	No	10
C	Accrual	No	20

A&F converts the A position 80 transactions, created for pay cycle before conversion, to C record format and batch inputs these

transactions before processing the disk file (AHKI2TUNDD30) to update the disk records.

Interface processing updates the detail and summary PSRs:

<u>SOURCE</u>	<u>DOLP</u>	<u>RECORD CODE</u>	<u>TYPE DOC CODE</u>	<u>MAFR</u>	<u>ACTION CODE AND DETAIL POST CD</u>	<u>PSR AMT</u>	<u>ACTION CODE AND SUMMARY POST CD</u>	<u>PSR AMT</u>
Conv Reversal Transactions	Prior PP	C	Civ Acc	9	RP, EX		10	-0-
Conv Reversal Transactions	Prior PP	C	IC	9	-0-		RD, UE	10
ABQE9A	Current PP	F	IC	Yes	RD, UE		10	-0-
ABQE4A	Current PP	C	Civ Acc	9	OP, XE	10		
ABQE4A	Current PP	C	IC	9	-0-		0*, EU	10
ABQE4A	Current PP	C	Civ Acc	9	OP, XE	20	-0-	
ABQE4A	Current PP	C	IC	9	-0-		0*, EU	20

The net effect to the disk records at this point is:

<u>SOURCE</u>	DETAIL PSR	<u>AMT</u>	SUMMARY	PSR
	ACTION CODE <u>AND POST CODE</u>		<u>POST CODE</u>	<u>AMT</u>
Balance at Conversion	OP, XE	10	0*, EU	10
Conversion Pay Period/ Reversals	RP, XE	10	RD, UE	10
First Pay Period Disbursements			RD, UE	10
First Pay Period Expense	OP, XE	10	0*, EU	10
First Pay Period Expense	OP, XE	20	0*, EU	20
Balance Forward	OP, XE	30	0*, EU	20

Example 3--Second Pay Period, Next Month:

The second pay period processing in the current month (after conversion) creates the following entries in the AHKI2TUNDD30 disk file, assuming 10 days disbursement and 15 days accruals; i.e., 10 days for next pay cycle plus 5 days for payment in the next month. An accrual reversal for the 20 days from the first pay period processing are also included with this AHKI2TUNTT30 tape.

<u>RECORD</u>	<u>TYPE TRANSACTION</u>	<u>MAFR</u>	<u>AMOUNT</u>
C	Reversal	No	20
F	Disbursement	Yes	10
C	Expense Equal to Disbursement	No	10
C	Accrual	No	15

Batch processing through the interface system creates an ABQE4AUNTT20 tape from the disk file (AHKI2TUNDD30) with the following entries:

<u>SOURCE</u>	<u>DOLP</u>	<u>RECORD CODE</u>	<u>TYPE DOC CODE</u>	<u>MAFR</u>	ACTION	<u>PSR AMT</u>	SUMMARY	<u>PSR AMT</u>
					CODE AND DETAIL <u>POST CODE</u>		ACTION CODE AND <u>POST CODE</u>	
ABQE4A	Last PP	C	Civ Acc	9	RP, EX	20	-0-	
ABQE4A	Last PP	C	IC	9	-0-		RD, UE	20
ABQE4A	Current PP	F	Civ Acc	9	OP, XE	10	-0-	
ABQE4A	Current PP	C	IC	9	-0-		0*, EU	10
ABQE4A	Current PP	C	Civ Acc	9	OP, XE	15	-0-	
ABQE4A	Current PP	C	IC	9	-0-		0*, EU	15
ABQE4A	Current PP	C	IC	9	-0-		0*, EU	15

Upon processing the ABQE4AUNTT20 tape, the disk records are updated to this position:

<u>SOURCE</u>	<u>DETAIL PSR ACTION CODE AND POST CODE</u>	<u>AMT</u>	<u>SUMMARY CODE AND ACTION CODE AND POST CODE</u>	<u>AMT</u>
Balance from previous PP	OP, XE	30	0*, EU	20
Last PP reversals	RP, XE	20	RD, UE	20
Second PP Disbursements	-0-		RD, UE	10
Second PP Expense	OP, XE	10	0*, EU	10
Second PP Accruals	OP, XE	15	0*, EU	15
Balance Forward	OP, XE	35	0*, EU	15

The EOM detail PSR disk record balance (expense) is made up of the actual 20 days paid. For example, 10 days of conversion cycle and 10 days for first cycle in the new month plus the 15 days accrual for the second pay cycle in the new month (10 days) and that portion which will be paid in the next month (5 days). **NOTE:** The detail (expense) records are updated only by an E (AEP) transaction; expense reporting is obtained from these detail PSR records. Only the 15 days accrual will appear in the summary PSR disk records to permit recording balances for fund reporting.

INPUT RECORD FORMAT FOR CIVILIAN PAY EXPENSE,
AF OPERATING BUDGET

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
Record Code	1	Always C.
	2	Blank.
AFO-ID	3	
	4	Blank.
Amount	5-14	In transactions, appropriate negative indicator in high-order position indicates negative.
Fund Code	15-16	
Fiscal Year Designator	17	
	18	Blank.
OAC	19-20	
OBAN	21-22	
MFP	23-24	
	25-30	Blank.
Site Code	31-32	
	33-38	Blank.
EEIC	39-43	
	44-53	Blank.
Detail RC/CC	54-59	
PC Code	60	Always V.

Figure 46-1. Input Record Format for Civilian Pay Expense, AF Operating Budget.

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
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Budget Emergency/Special Project Code	61-62	If applicable.
	63-71	Blank.
Julian Date	72-75	YDDD. Expense records for the current pay period and accrual reversals from the previous pay period contain the last date of the current pay period.
	76-80	Blank.

Figure 46-1. Input Record Format for Civilian Pay Expense,
AF Operating Budget. (Cont'd)

INPUT RECORD FORMAT FOR CIVILIAN PAY EXPENSE,
AF NONOPERATING BUDGET

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
Record Code	1	Always C.
	2	Blank.
AFO-ID	3	
Cost System Indicator	4	Blank, if not applicable.
Amount	5-14	In transactions, appropriate negative indicator in high-order position indicates negative.
Fund Code	15-16	
Fiscal Year Designator	17	
	18	Blank.
OAC	19-20	
ASN	21-22	
	23-30	Blank.
Site Code	31-32	
Budget Project or MAP Project	33-36	
Subproject	37-38	If applicable.
EEIC	39-43	
	44-53	Blank.
Detail RC/CC	54-59	
PC Code	60	Always V.

Figure 46-2. Input Record Format for Civilian Pay Expense,
AF Nonoperating Budget.

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
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Budget Emergency/ Special Project Code	61-62	If applicable.
	63-71	Blank.
Julian Date	72-75	YDDD. Expense records for the current pay period and accrual reversals from the previous pay period contain the last date of the current pay period.
	76-80	Blank.

Figure 46-2. Input Record Format for Civilian Pay Expense,
AF Nonoperating Budget. (Cont'd)

INPUT RECORD FORMAT FOR CIVILIAN PAY EXPENSE,
OTHER THAN AF

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
Record Code	1	Always C.
	2	Blank.
AFO-ID	3	
Cost Systems Indicator	4	Blank, if not applicable.
Amount	5-14	In transactions, appropriate negative indicator in high-order position indicates negative.
Fund Code	15-16	This code is used only for computer identification of non-AF funds. Applicable codes are found in Air Force Data Dictionary, ADE FU-515, under subheading Miscellaneous--Non-AF.
	17-18	Blank.
OAC	19-20	If applicable.
ASN	21-22	If applicable.
	23-30	Blank.
Site Code	31-32	
Army or Navy Project	33-38	
Object Class	39-43	
	44	Blank.
Appropriation Code	45-58	
	59	Blank.

Figure 46-3. Input Record Format for Civilian Pay Expense, Other than AF.

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
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PC Code	60	Always V.
Budget Emergency and Special Project Code	61-62	If applicable.
	63-71	Blank.
Julian Date	72-75	YDDD. Expense records for the current pay period and accrual reversals from the previous pay period contain the last date of the current pay period.
	76-80	Blank.

Figure 46-3. Input Record Format for Civilian Pay Expense,
Other Than AF. (Cont'd)

INPUT RECORD FORMAT FOR CIVILIAN PAY, DISBURSEMENTS FOR-SELF,
AF OPERATING BUDGET

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
Record Code	1	Always F.
	2	Blank.
AFO-ID	3	
	4	Blank.
Amount	5-14	In transactions, appropriate negative indicator in high-order position indicates negative.
Fund Code	15-16	
Fiscal Year Designator	17	
	18	Blank.
OAC	19-20	
OBAN	21-22	
MFP	23-24	
	25-30	Blank.
Site Code	31-32	
	33-38	Blank.
EEIC	39-43	
	44-59	Blank.
PC Code	60	Always V.
Budget Emergency and Special Project Code	61-62	

Figure 46-4. Input Record Format for Civilian Pay, Disbursements For-Self, AF Operating Budget.

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
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	63	Blank.
Voucher Number	64-71	
Julian Date	72-75	YDDD. Actual disbursement voucher date.
	76-79	Blank.
MAFR Code	80	A if AF for-self; B if AFIF.

Figure 46-4. Input Record Format for Civilian Pay, Disbursements For-Self, AF Operating Budget. (Cont'd)

INPUT RECORD FORMAT FOR CIVILIAN PAY, DISBURSEMENTS FOR SELF,
AF NONOPERATING BUDGET

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
Record Code	1	Always F.
	2	Blank.
AFO-ID	3	
Cost Systems Indicator	4	Blank, if not applicable.
Amount	5-14	In transactions, appropriate negative indicator in high-order position indicates negative.
Fund Code	15-16	
Fiscal Year Designator	17	
	18	Blank.
OAC	19-20	
ASN	21-22	
	23-30	Blank.
	31-32	
Budget or MAP Project	33-36	
Subproject	37-38	If applicable.
EEIC	39-43	
	44-53	Blank.
Detail RC/CC	54-59	
PC Code	60	Always V.

Figure 46-5. Input Record Format for Civilian Pay, Disbursements For-Self, AF Nonoperating Budget.

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
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Budget Emergency and Special Project Code	61-62	
	63	Blank.
Voucher Number	64-71	
Julian Date	72-75	YDDD. Actual disbursement voucher date.
	76-79	Blank.
MAFR Code	80	A if AF for-self; B if AFIF.

Figure 46-5. Input Record Format for Civilian Pay, Disbursements For-Self, AF Nonoperating Budget. (Cont'd)

INPUT RECORD FORMAT FOR CIVILIAN PAY, DISBURSEMENTS FOR-SELF,
OTHER THAN AF

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
Record Code	1	Always F.
	2	Blank.
AFO-ID	3	
Cost Systems Indicator	4	Blank, if not applicable.
Amount	5-14	In transactions, appropriate negative indicator in high-order position indicates negative.
Fund Code	15-16	This code is used only for computer identification of non-AF funds. Applicable codes are found in Air Force Data Dictionary, ADE FU-515, under subheading Miscellaneous--Non-AF.
	17-18	Blank.
OAC	19-20	If applicable.
ASN	21-22	If applicable.
	23-30	Blank.
Site Code	31-32	
Army or Navy Project	33-38	
Object Class	39-43	
	44	Blank.
Appropriation Code	45-58	
	59	Blank.

Figure 46-6. Input Record Format for Civilian Pay, Disbursements For-Self, Other than AF.

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
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PC Code	60	Always V.
Budget Emergency and Special Project Code	61-62	
	63	Blank.
Voucher Number	64-71	
Julian Date	72-75	YDDD. Actual disbursement voucher date.
	76-79	Blank.
MAFR Code	80	Always B.

Figure 46-6. Input Record Format for Civilian Pay, Disbursements
For-Self, Other Than AF. (Cont'd)

INPUT RECORD FORMAT FOR CIVILIAN PAY, DISBURSEMENTS FOR OTHERS,
AF OPERATING BUDGET

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
Record Code	1	Always F.
	2	Blank.
AFO-ID	3	
	4	Blank.
Amount	5-14	In transactions, appropriate negative indicator in high-order position indicates negative.
Fund Code	15-16	
Fiscal Year Designator	17	
	18	Blank.
OAC	19-20	
	21-22	Blank.
MFP	23-24	
ADSN	25-30	
Site Code	31-32	
	33-59	Blank.
PC Code	60	Always V.
Budget Emergency and Special Project Code	61-62	
	63	Blank.
Voucher Number	64-71	

Figure 46-7. Input Record Format for Civilian Pay, Disbursements For-Others, AF Operating Budget.

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
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Julian Date	72-75	YDDD. Actual disbursement voucher date.
	76-79	Blank.
MAFR Code	80	Always C.

Figure 46-7. Input Record Format for Civilian Pay, Disbursements For-Others, AF Operating Budget. (Cont'd)

INPUT RECORD FORMAT FOR CIVILIAN PAY, DISBURSEMENTS FOR OTHERS,
AF NONOPERATING BUDGET

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
Record Code	1	Always F.
	2	Blank.
AFO-ID	3	
Cost Systems Indicator	4	
Amount	5-14	In transactions, appropriate negative indicator in high-order position indicates negative.
Fund Code	15-16	
Fiscal Year Designator	17	
	18	Blank.
OAC	19-20	
	21-24	Blank.
ADSN	25-30	
Site Code	31-32	Site-ID. See note.
Budget or MAP Project	33-36	
Subproject	37-38	Present, if applicable.
	39-59	Blank.
PC Code	60	Always V.
Budget Emergency and Special Project Code	61-62	
	63	Blank.

Figure 46-8. Input Record Format for Civilian Pay, Disbursements For-Others, AF Nonoperating Budget.

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
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Voucher Number	64-71	
Julian Date	72-75	YDDD. Actual disbursement voucher date.
	76-79	Blank.
MAFR Code	80	Always C.

Figure 46-8. Input Record Format for Civilian Pay, Disbursements For-Others, AF Nonoperating Budget. (Cont'd)

INPUT RECORD FORMAT FOR CIVILIAN PAY, DISBURSEMENTS FOR OTHERS,
OTHER THAN AF

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
Record Code	1	Always F.
	2	Blank.
AFO-ID	3	
	4	Blank.
Amount	5-14	In transactions, appropriate negative indicator in high-order position indicates negative.
Fund Code	15-16	This code is used only for computer identification of non-AF funds. Applicable codes are found in Air Force Data Dictionary, ADE FU-515, under subheading Miscellaneous--Non-AF.
	17-18	Blank.
OAC	19-20	
	21-24	Blank.
ADSN	25-30	
Site Code	31-32	
Army or Navy Project	33-38	
	39-44	Blank.
Appropriation Code	45-58	
	59	Blank.
PC Code	60	Always V.

Figure 46-9. Input Record Format for Civilian Pay, Disbursements For-Others, Other than AF.

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
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Budget Emergency and Special Project Code	61-62	
	63	Blank.
Voucher Number	64-71	
Julian Date	72-75	YDDD. Actual disbursement voucher date.
	76-79	Blank.
MAFR Code	80	Always C.

Figure 46-9. Input Record Format for Civilian Pay, Disbursements
For-Others, Other than AF. (Cont'd)

INPUT FORMAT FOR CIVILIAN PAY, EXPENSE, BY OTHERS,
AF OPERATING BUDGET/AF NONOPERATING BUDGET
NON-AF FUNDS

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
Record Code	1	Always C.
	2	Blank.
AFO-ID	3	Host = 0; Satellite = 1-9.
Cost Systems Indicator	4	Blank, if not applicable.
Amount	5-14	Appropriate negative indicator position 05 for negative amount.
Fund Code	15-16	90-99, if non-AF funds.
Fiscal Year Designator	17	Blank, if non-AF funds.
	18	Blank.
OAC	19-20	
OBAN or ASN	21-22	OBAN, if AF operating budget.
	23-30	Blank.
Site Code	31-32	
Blank or MAP Project and Subproject or Army or Navy Project	33-38	AF operating budget. Non-AF funds.
EEIC or Object Class	39-43	Object class, if non-AF funds.
	44	Blank.
Appropriation or Detail RC/CC	45-59	If non-AF funds, positions 45-58 = appropriation, position 59 = blank. If AF funds, positions 44-53 = blank, positions 54-59 = detail RC/CC.

Figure 46-10. Input Format for Civilian Pay, Expense, By-Others.

<u>DATE ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
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PC Code	60	Always V.
Budget Emergency and Special Project	61-62	Blank, if not applicable.
	63-71	Blank.
Julian Date	72-75	YDDD. Transaction for current pay period expense already con- tain the ending date of the cur- rent pay period. Accrual rever- sal transactions are blank upon receipt and the ending date of the next pay period must be entered before processing the transactions together with next pay period expense transactions.
	76-80	Blank.

Figure 46-10. Input Format for Civilian Pay, Expense, By-Others.
(Cont'd)

INPUT FORMAT FOR CIVILIAN PAY, DISBURSEMENTS, BY OTHERS,
AF OPERATING BUDGET/AF NONOPERATING BUDGET

NON-AF FUNDS

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
Record Code	1	Always F.
	2	Blank.
AFO-ID	3	
Cost Systems Indicator	4	Blank, if not applicable.
Amount	5-14	Appropriate negative indicator in position 05 for negative amount.
Fund Code	15-16	90-99, if non-AF funds.
Fiscal Year Designator	17	Blank, if non-AF funds.
	18	Blank.
OAC	19-20	
OBAN or ASN	21-22	ASN if other than operating budget.
	23-30	Blank.
Site Code	31-32	
Summary RC/CC or Budget/ MAP Project-Subproject or Army or Navy Project	33-38	AF operating budget AF nonoperating budget. Non-AF funds.
EEIC or Object Class	39-43	Object class if non-AF.
	44	Blank.

Figure 46-11. Input Format for Civilian Pay, Disbursements, By-Others.

<u>DATA ELEMENTS</u>	<u>POSITIONS</u>	<u>REMARKS</u>
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	45-59	If non-AF funds, positions 45-58 = appropriation, position 59 = blank. If AF nonoperating budget, positions 45-53 = blank; positions 54-59 = detail RC/CC. If AF operating budget, positions 54-59 = detail RC/CC.
PC Code	60	Always V.
Budget Emergency and Special Project	61-62	Blank, if not applicable.
	63	Blank.
By-Others Register Cycle and Line Number	64-71	Entered by the receiving station instead of the voucher number.
Julian Date	72-75	Processing date--entered by the receiving station.
	76-78	Blank.
By-Others Identifier	79	Always alpha O.
MAFR Code	80	Either A or B.

Figure 46-11. Input Format for Civilian Pay, Disbursements, By-Others. (Cont'd)