

## AMA Attachments

Agency staff with the Budget Journal Entry role can upload an attachment on the *Edit* screen to qualifying transactions in AMA.

### Qualifying Transactions

#### 1. Requesting “G” Budget Authority for Non-Federal Fund Appropriation

AMA allows “G” budget authority to be selected for non-federal fund appropriations, but a Cash Flow Assistance Request Form is required to be attached to the AMA transaction requesting “G” budget authority before it can be sent for approval.

- This type of transaction is prompted when a type “04” appropriation for a non-federal fund is entered and the “G - Greater of Budget or Collected” authority is selected from the budget authority dropdown on the Entry Screen.
- On the edit screen, an attachment is required in order for this transaction to be sent for approval.
- **Note:** If the agency is adding a new appropriation or establishing an appropriation in a new budget period and the appropriation needs cash flow assistance, but the completed Cash Flow Assistance Form is not ready to attach, the appropriation transaction will need to be submitted as budget authority “E” and a modifying transaction changing the appropriation budget authority to “G” submitted at a later date.

#### 2. Request to Open Closed-Year Appropriation

AMA is used for opening an appropriation in a prior budget period. If MMB is requiring the Open Closed Year Appropriation and/or Reinstatement Cancelled Money Form be provided to open a closed year appropriation, the agency must attach the form to the AMA transaction.

- This type of transaction is prompted when an agency changes the budget status from “Hold” to “Open” for a closed-year appropriation.
- An attachment is not required to send the transaction to approval; however, if the Open Closed Year Appropriation and/or Reinstatement Cancelled Money Form is required to process the budget status change by the EBO, the agency must attach the completed form to the budget status change transaction.

SWIFT Transactions where agencies would request to open a closed-year appropriation

- Reduce a prior budget period cancellation and increase an expenditure or purchase order.
- Increase a purchase order in a prior budget period.
- Increase an expenditure in a prior budget period without referencing a purchase order with same accounting string.

#### 3. Requesting to Open Conditional Appropriation

AMA is used for changing the budget status of a conditional appropriation from “Hold” to “Open”. If the condition for which the appropriation is on “Hold” is satisfied and approved by MMB, the approval email or documentation should be attached to the AMA budget status change transaction.

- This type of transaction is prompted when a user changes the budget status from “Hold” to “Open”.
- An attachment is not required to send the transaction to approval; however, attaching the MMB approval email or documentation indicating the appropriation has satisfied the conditions is considered best practice for efficiency in the approval process. For capital fund appropriations, agencies are encouraged to include documentation demonstrating MMB Debt Management’s approval of the fulfilled conditions with each AMA transaction.

#### 4. Requesting to Add or Modify Capital Fund Appropriation

Many capital fund appropriations have conditions that must be met before an agency can release funds for a capital project or capital programs with conditions. "Capital fund appropriation" is defined in the AMA [Glossary](#).

- This type of transaction is prompted when a user adds or modifies a capital fund appropriation.
- The attachment function is available for all capital fund appropriations. While attaching a file to a capital fund AMA transaction is not mandatory, it is considered best practice for efficiency in the approval process. Agencies are encouraged to include documentation demonstrating MMB Debt Management's approval of the fulfilled conditions with each AMA transaction.
  - For example, a named capital project may have conditions that require it to be set up with the budget status of "Hold." As conditions are met for the project, the agency will change the budget status to "Open" in AMA.
  - Another example is a capital program requiring two separate appropriations for the program: the first with the total amount appropriated and a budget status of "Hold", and the second with \$0 and a budget status of "Open". As each project is selected for the program and conditions are met for each project, the agency will process an increase in the appropriation that is open and decrease in the appropriation that is on hold in AMA (for the same amount, to net zero).

#### Attachment File Details

- Only **PDF file-types** can be attached.
- Only **one file** can be attached per transaction.
- File size cannot exceed 30 MB.
- Attachments are managed on the edits screen only. The user roles of Agency Approval, EBO, MMB Capital Coordinator/Debt Management Division (capital appropriations only), SWIFT Module Support, and MMB Budget Operations (Bud Admin) have read or view access to attachments and can't edit or remove the attachment.
- There are two attachment icons. The closed folder indicates no item is attached; the open folder indicates an attachment is available.



- Any user role can see the attachment details in the Alternate View. Details include the File Name and Description, the name and User ID of the individual who uploaded the file, and the time and date the file was uploaded.