

Opening an AMA Appropriation in a Prior Budget Period

The Appropriation Maintenance Application (AMA) is used for opening an appropriation in a prior budget period. However, not all SWIFT transaction types require that an appropriation have an “Open” budget status.

Only transactions that increase obligations require the budget status be changed to “Open”. For example, vouchers against purchase orders (PO) do not require changing the budget status to open because expenditures that are up and encumbrances that are down are net zero to the obligation amount.

The table below lists AMA transaction types and whether the prior budget year appropriation needs to have an “Open” status for the transaction to be processed:

Transaction Type and Description	Open Budget Status?
Reduce a prior budget period cancellation and increase an expenditure or PO	Yes
Increase a PO in a prior budget period	Yes
Increase an expenditure in a prior budget period without referencing a PO with same accounting string	Yes
Appropriation transfer to Roll Back RFW amounts to a prior budget period while on hold	No
Appropriation transfer while appropriation(s) on hold	No
Increase or decrease a prior budget period appropriation amount	No
Increase or decrease a prior budget period cancellation	No
Decrease a PO in a prior budget period	No
Increase expenditures in a prior budget period referencing a PO with same accounting string and amount	No
Decrease an expenditure in a prior budget period	No
Revision of receipts collected in prior budget period	No
Increase or decrease revenue or expense budgets in prior budget period	No
Moving expenditures between Projects or Grants but referencing the same expense budget	No

Note: Only transactions that increase obligations within an expense budget (expenditures or encumbrances) receive a “Budget on Hold” error.