

## **Spreadsheet Definition & Data Instructions**

A list of AFS Funds will be provided to each Agency on a Fund Mapping Spreadsheet. The FM Team has assigned the proposed new fund numbers. The fund numbers will be finalized once the responses from the agencies are received and all clarifications have been made.

Please refer to Funds Agency Implementation Guide (AIG) on website for additional information on funds and fund structure.

Below are requirements that must be followed when completing the Fund Mapping Spreadsheet:

1. All funds listed on the Funds Mapping Spreadsheet, except for Federal, should have a proposed LaGov fund. Please review all Funds listed for your agency. If a Fund is no longer valid for your agency, please write 'delete' in Comments field. If a Fund has been omitted on worksheet, the agency needs to add the fund at the bottom of spreadsheet to ensure all funds are accounted for.
2. For mapping purposes, General Fund, IAT and Self Generated funds are considered 'non restricted' funds. If any GF, IAT & Self Generated monies are 'restricted' funds for your agency, please indicate in Comments column and list each 'restricted' MOF on the Restricted Funds worksheet.
3. Federal funds will be non-agency specific. Two grant and two non-grant funds will be shared by all agencies.

**Note: At this time, Federal MOF will not have a proposed LaGov fund number indicated on spreadsheet. The LaGov Grants Team is in the process of gathering data from agencies, and upon completion of this data, the FM Team will assign the LaGov federal fund number.**

The following tables list the fields contained in the spreadsheets and indicates who has the responsibility to complete:

### **Agency Funds – Worksheet #2**

<b>Legacy System Data</b>	
<b>Agency Number</b>	LaGov to complete
<b>Agency Name</b>	LaGov to complete
<b>Fund Name</b>	LaGov to complete
<b>Appropriation Number</b>	LaGov to complete

### **LaGov Data**

<b>Agency Number</b>	LaGov to complete
<b>Agency Name</b>	LaGov to complete
<b>Fund Name</b>	LaGov to complete
<b>Appropriation Number</b>	LaGov to complete

<b>LaGov Data</b>	
<b>LaGov Proposed Fund Number</b>	LaGov to complete
<b>LaGov Proposed Fund Name</b>	LaGov to complete
<b>Restricted/Non Restricted</b>	LaGov to complete.
<b>Comments</b>	Agency to complete, if applicable

**Restricted Funds – Worksheet #3**

<b>Legacy System Data</b>	
<b>Agency Number</b>	Agency to complete
<b>Agency Name</b>	Agency to complete
<b>Restricted Fund Name</b>	Agency to complete
<b>Restricted MOF (GF,IAT,SG, etc)</b>	Agency to complete
<b>Appr # in Legacy System</b>	Agency to complete
<b>Comments</b>	Agency to complete, if applicable

<b>LaGov Data</b>	
<b>LaGov Proposed Fund Number</b>	LaGov to complete
<b>LaGov Proposed Fund Name</b>	LaGov to complete

SAMPLE				Agency Funds			
AFS				LaGov			
Agy #	Agency Name	Fund Name	Appr #	LaGov Proposed Fund	LaGov Proposed Name	Restricted Non Restricted	Comments
100	Executive Office	General Fund (Direct)	000	1000000000	EXEC-EXECUTIVE OFFICE-OPERATI	N	
100	Executive Office	Fees and Self-generated Revenue	002	1000000000	EXEC-EXECUTIVE OFFICE-OPERATI	N	<b>Some Restricted</b> (click on Restricted Funds worksheet to complete required information.)
100	Executive Office	Interagency Transfers	003	1000000000	EXEC-EXECUTIVE OFFICE-OPERATI	N	
100	Executive Office	Federal Funds	006	<b>To be determined by LaGov FM Team at a later date</b>			<b>Refer to #3 on Instructions for further information.</b>
100	Executive Office	Disability Affairs Trust Fund	P09	1000024700	P-SD-DISABILITY AFFAIRS TRUST FD	R	
100	Executive Office	Oil Spill Contingency Fund	V01	1000039200	V-SD-LA ENVIRONMENTAL EDUCATIO	R	

SAMPLE			Restricted Funds					
AFS					LaGov			
Agy #	Agency Name	Restricted MOF Name	Restricted MOF (GF, IAT, SG, etc)	Appr # in Legacy System	Comments	LaGov Proposed Fund	LaGov Proposed Name	
SAMPLE (Some of SG Funds are Restricted)								
100	Executive Office	Governor's Office	SG	002		To be assigned by LaGov FM Team	To be assigned by LaGov FM Team	