

Worksheet for the 62 Appropriation Financial Inquiry

AGENCY: INDEX: PCA:

1. Look up the INDEX shown above on the **24** profile.

Find the elements on the profile and write them down if available.

ORG CODE: _____
APPROP NUMB: _____
FUND: _____

2. Look up the PCA shown above on the **26** profile.

Find the elements on the profile and write them down if available.

PROGRAM CODE: _____
APPN NUMB: _____
FUND: _____

3. Look up the FUND (if any) recorded in Steps 1 or 2 on the **D23** profile

Find the FUND LEVELS. . . -- APPROPRIATION indicator on the profile.

- If indicator = 1, write the APPROPRIATED FUND from **D23** in the **62 AP FUND** field.

-OR-

- If indicator = 2, write the **D23 FUND** in the **62 FUND** field.

4. Look up the APPROP NUMB: from Step 1 or APPN NUMB: from Step 2 on the **20** profile.

Find the elements on the profile and write them down if available.

APPN LEVEL -- ORGANIZATION: _____

APPN LEVEL -- PROG: _____

If ORGANIZATION in Step 4 = 0, skip this step and go to Step 6.

5. Look up the ORG CODE (if any) from Step 1 on the **D03** profile and compare the ORG LEVEL to the APPN LEVEL -- ORGANIZATION in Step 4.

- If equal, write down the ORG CODE recorded in Step 1. _____

- If not equal, write down the **D03 ORGANIZATION CODE** at the level indicated by APPN LEVEL -- ORGANIZATION in Step 4. _____

- Enter the appropriate code on the **62** screen in the ORG CD field.

If PROG in Step 4 = 0, skip this step.

6. Look up the PROGRAM CODE (if any) from Step 1 on the **D04** profile and compare the PROGRAM LEVEL to the APPN LEVEL -- PROG in Step 4.

Compare the PROG LEVEL to APPN LEVEL -- PROG in Step 4 above.

- If equal, write down the PROGRAM CODE recorded in Step 4. _____

- If not equal, write down the **D04 PROGRAM CODE** at the level indicated on the APPN LEVEL -- PROG in Step 4. _____

- Enter the appropriate Code on the **62** screen in the PRG CD: field.