

# AFRS

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Agency Financial Reporting System

**TABLE MAINTENANCE:  
TM.1.2 TRANSACTION CODE  
TABLE QUICK GUIDE**

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## Accessing the Transaction Code (TC) Decision Maintenance Screen

To access the Transaction Code Decision table, on the AFRS Primary Menu, type your agency number and on the Select Function input line type **TM** and press Enter.

```
==== AFRS ===== PRIMARY MENU ===== C105P05A ====
  TM -- TABLES                IN -- INPUT/CORRECTION
  MI -- MASTER FILE INQUIRY    VE -- VENDOR/PAYMENT/CANCELLATION
  RD -- ON-DEMAND REPORTING    RR -- REPORT REQUEST
  BI -- BATCH INTERFACE LOG    OM -- OMWBE SUB-CONTRACTOR REPORTING
  SS -- SYSTEM SECURITY        IR -- IRS 1099 MENU
  CL -- HELP PHONE LIST
  EX -- EXCHANGE DATA SETS

                                AGENCY:
                                SELECT FUNCTION: 

                                PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
PRIVACY NOTICE:
THE AFRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.
SAFEGUARDING/DISPOSITION OF AFRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.
```

On the Table Maintenance menu, on the Select Function input line type **1** and press Enter or from any other AFRS screen, in the TR:\_\_\_(transfer field) type **TM.1** and press Enter.

```
==== AFRS =(TM)===== TABLE MAINTENANCE MENU ===== C105P05C ====
TR: _____

                                1 -- ONLINE TABLES
                                2 -- CODING TABLES
                                3 -- SYSTEM CONTROLS
                                4 -- FEDERAL TABLES
                                5 -- IRS TABLES
                                6 -- COST ALLOCATION SYSTEM (CAS)

                                SELECT FUNCTION: 1

                                PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

On the Online Tables menu, on the Select function input line type 2 and press Enter or, from any other AFRS screen, in the TR:\_\_\_\_\_ (transfer field) type TM.1.2 and press Enter.

```

===== AFRS =(TM.1)===== ONLINE TABLES ===== C105P051 =====
TR: _____

1 -- DESCRIPTOR MAINTENANCE
2 -- TRANSACTION CODE DECISION MAINTENANCE
3 -- PAYMENT CARD
4 -- PAYMENT EXCEPTION CODE TABLE

SELECT FUNCTION: 2

F3=RETURN, F12=MESSAGE, CLEAR=EXIT

```

The Transaction Code Decision Maintenance screen displays.

```

===== AFRS =(TM.1.2)===== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 =====
TR: _____ LAST UPDATE: _____
FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

AGENCY: 9990 TRANS CODE: _____ TITLE: _____
GLA 1D: _____ 1C: _____ 2D: _____ 2C: _____ 3D: _____ 3C: _____ 4D: _____ 4C: _____
WRAP CURRENT: ... PRIOR: ... IAP TC: _____
WARRANT CANCEL CURR: .... PRIOR: .... ACH RETURN CURR: .... PRIOR: ....

AGENCY: _ ORG IX: _ APPN IX: _ FUND: _ FUND DT: _ PROG IX: _
S-OBJ: _ SOURCE: _ PROJ: _ VEND NO: _ VEND NM: _ VEND AD: _ INV: _
C DOC: _ R DOC: _ GL ACCT: _ MOD: _ SUBS-DR: _ SUBS-CR: _

+/- FF MATCH GLA PDN +/- FF MATCH GLA PDN
DF: - - - - - - - - - - PERIOD IND: -
AP: - - - - - - - - - - RESTRICT: -
AL: - - - - - - - - - - VALID FD: -
CC: - - - - - - - - - - POST SEQ: -
GP: - - - - - - - - - - REG IND: -
SF: - - - - - - - - - - PAYMENT: -
OF: - - - - - - - - - -
VF: - - - - - - - - - - 1099 USE: -

F3=RETURN, F5=WRAP CONTROL, F12=MESSAGE, CLEAR=EXIT

```

# Transaction Code Decision Table De-Coder

**Wrap tran code** is system generated for all AFRS Warrant/EFT/IAP payments.

**GLA = General Ledger Account**

```

===== AFRS (TM.1.2) ===== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 =====
TR: _____ LAST UPDATE: 04/12/02
FUNCTION: V (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

AGENCY: 9990 TRANS CODE: 210 TITLE: RCRD ACCT/VOU PAY-NO ENCUMB (TREA)
WRAP CURRENT: 398 PRIOR: 818 CANCEL CURRENT: 451 PRIOR 455 IAP TC: 640
GLA 1D: 6505 1C: 5111 2D: _____ 2C: _____ 3D: _____ 3C: _____ 4D: _____ 4C: _____

AGENCY: R ORG IX: _____ APPN IX: R FUND: R FUND DT: _____ PROG IX: R
S-OBJ: R SOURCE: N PROJ: _____ VEND NO: _____ VEND NM: R VEND AD: R INV: R
C DOC: R R DOC: _____ GL ACCT: N MOD: N SUBS-DR: N SUBS-CR: N

+/- FF MATCH GLA PDN +/- FF MATCH GLA PDN
DF: - 01 _____ 2 1
AP: + 11 _____
AL: + 04 _____
CC: _____ - -
GP: + 04 _____
SF: _____
OF: + 01 _____ 1
VF: _____ - -

PERIOD IND:
RESTRICT:
VALID FD: 1
POST SEQ: 7
REG IND: 6
PAYMENT: 1
DRS USE: _____
1099 USE: _____

PF3=RETURN, PF5=WRAP CONTROL, PF12=MESSAGE, CLEAR=EXIT
RECORD FOUND AND DISPLAYED Note: PF5 is restricted to OFM
                
```

**IAP TC = Interagency Payment Tran Code**  
Designates a TC comparable to 210 that will be used for inter-agency payments when a statewide vendor number is used to pay an agency signed up for IAP.

**Document File Posting**  
TC 210 is posting the current document # (PDN1) to the document file (note # in FF for DF) for general ledger (GLA) in position 2 (5111 accounts payable). Liquidation TC's for encumbrance or payable, may require reference document # to MATCH current document # of original transaction.

**File Posting**  
TC's for allotted funds for expenditures/ expenses & encumbrances (G/L's 6505, 6510, 6560, 6410) have file posting indicators FF for Files AP and AL.

TC's for **non-allotted** funds do not have these & do have N/AL, N/ALL in TC title.

**Transaction Edit Indicators**  
(R=Required, N=Not Allowed, blank=Optional)

Screen TM.1.2	AFRS Field Name
AGENCY	= Agency Number
ORG IX	= Organization Index
APPN IX	= Appropriation Index
FUND	= Accounting Fund
FUND DT	= Fund Detail
PROG IX	= Program Index
S-OBJ	= Sub-Object
SOURCE	= Major Group & Major Source
PROJ	= Project Number
VEND NO	= Vendor Number
VEND NM	= Vendor Name
VEND AD	= Vendor Address
INV	= Invoice Number
C DOC	= Current Document #
R DOC	= Reference Document #
GL ACCT	= General Ledger Account #
MOD	= Modifier
SUBS-DR	= Subsidiary Account Debit
SUBS-CR	= Subsidiary Account Credit

**Summary Financial Files**

DF	= Document File
AP	= Appropriation File
AL	= Allotment File
CC	= Cash Control File
GP	= Grant/Project File
SF	= Subsidiary File
OF	= Operating File
VF	= Not used

Note: General Ledger File is automatically posted.

**Indicators**

+	= Add/Debit
-	= Subtract/Credit
FF	= Financial Field updated
Match	= M= Match Required N= Match Not Allowed
GLA	= For a Tran Code on Screen TM.1.2, position of General Ledger Account Positions available = 1-8.
PDN	= Posting Document Indicator 1=Current Document #, 2=Reference Document #

**Miscellaneous Indicators:**

PERIOD IND (Valid Fiscal Months for Tran Code)	= Blank = all months	E = 13-24, 25
	A = 1-12	F = 25
	B = 1-12, 99	G = 1-24
	C = 99	H = 25 or 99
	D = 13-24	L = Invalid
RESTRICT	= O = Restricted to OFM T = Restricted to Treasurer	
VALID FD	= 1 = Treasury /Treas. Trust Fund 3 = Local Fund	
POST SEQ	= Posting Sequence of Transaction	
REG IND	= Register for Transactions	
PAYMENT	= <b>Creates</b> 0 = NO Warrant/EFT 1 = Warrant/EFT 3 = Credit Memo Warrant/EFT 7 = Inter-agency Payment (IAP) 8 = IAP Credit Memo C = Cancellation of Credit Memo for warrant D = Cancellation of warrant 4 = Inter-fund Transfer IFT - dr 7140/cr 2222 5 = Inter-fund Transfer IFT - dr 2222/cr 7140	
DRS USE	= .1 = Disbursement transaction eligible for extraction to Disbursement Reporting Sys.	
1099 USE	= .1 = Remittance Transaction eligible for 1099 summarization in DRS	

## TRANSACTION CODE TABLE

JA: AFRS Basics-Transaction Code Table Quick Guide  
Updated: 5.19.2015

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## How AFRS Converts a Regular Payment Tran Code to an Interagency Payment Tran Code

```

===== AFRS =(TM.1.2)===== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 =====
TR:                                     LAST UPDATE: 12/04/08
FUNCTION: V (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

AGENCY: 9990 TRANS CODE: 210 TITLE: RCRD ACCT/VOU PAY-NO ENCUMB(TREA)
GLA 1D: 6505 1C: 5111 2D:      2C:      3D:      3C:      4D:      4C:
WRAP CURRENT: 398 PRIOR: 818 IAP TC: 640
WARRANT CANCEL CURR: 451 PRIOR: 455 ACH RETURN CURR: 255 PRIOR: 083

AGENCY: R  ORG IX:  APPN IX: R  FUND: R FUND DT:  PROG IX: R
S-OBJ: R  SOURCE: N  PROJ:  VENDOR NO:  VENDOR NM: R VENDOR AD: R  INV: R
C DOC: R  R DOC:  GL ACCT: N  MOD: N SUBS-DR: N SUBS-CR: N

      +/-  FF  MATCH  GLA  PDN  +/-  FF  MATCH  GLA  PDN
DF: -   01  -      2    1    -   -   -      -    -    PERIOD IND: -
AP: +   11  -      -    -    -   -   -      -    -    RESTRICT: -
AL: +   04  -      -    -    -   -   -      -    -    VALID FD: 1
CC: -   -   -      -    -    -   -   -      -    -    POST SEQ: 7
GP: +   04  -      -    -    -   -   -      -    -    REG IND: 6
SF: -   -   -      -    -    -   -   -      -    -    PAYMENT: 1
OF: +   01  -      1    -    -   -   -      -    -
VF: -   -   -      -    -    -   -   -      -    -
      F3=RETURN, F5=WRAP CONTROL, F12=MESSAGE, CLEAR=EXIT
RECORD FOUND AND DISPLAYED
  
```

In the Function type **V (=View)** and in the Tran Code field type **210** and press Enter.

**Note:** IAP Tran Code 640 is the comparable Interagency Payment Tran Code to Tran Code 210 being viewed on above screen. If you:

- Enter a regular payment transaction code **210** on an AFRS transaction **and**
- Select a statewide vendor number for another state agency from the IAP Vendor List (PF5 from an input screen or, on the Vendor/Payment Menu (VE), select function **8**)

### The AFRS system will:

- Substitute the comparable IAP tran code (**640** in this example).
- Automatically enter the following information for the transaction:
  - Y general ledger **5154** (Due to Other Agencies) or **5153** (Due to Other Funds) if paying your own agency.
  - Y **credit subsidiary number** of the state agency being paid. This must also be in your D-32 Table.
  - Y the **billing agency fund**.
- If no overnight errors are found, generate a payment and an **IAP wrap** transaction (with tran code of **650** or **651**).

```

===== AFRS =(TM.1.2)===== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 ===
TR: _____ LAST UPDATE: 05/26/04
FUNCTION: V (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

AGENCY: 9990 TRANS CODE: 640 TITLE: INTER-AGENCY PAYMENT _ NO ENCUMB
GLA 1D: 6505 1C: _____ 2D: _____ 2C: _____ 3D: _____ 3C: _____ 4D: _____ 4C: _____
WRAP CURRENT: 650 PRIOR: 651 IAP TC: _____
WARRANT CANCEL CURR: _____ PRIOR: _____ ACH RETURN CURR: _____ PRIOR: _____

AGENCY: R ORG IX: _ APPN IX: R FUND: R FUND DT: _ PROG IX: R
S-OBJ: R SOURCE: N PROJ: _ VEND NO: _ VEND NM: R VEND AD: R INV: R
C DOC: R R DOC: _ GL ACCT: R MOD: N SUBS-DR: N SUBS-CR: R

+/- FF MATCH GLA PDN +/- FF MATCH GLA PDN
DF: - 01 - 2 1 - - - - PERIOD IND: -
AP: + 11 - - - - - - RESTRICT: -
AL: + 04 - - - - - - VALID FD: 1
CC: - - - - - - POST SEQ: 7
GP: + 04 - - - - - - REG IND: 6
SF: - - - - - 03 - 2 PAYMENT: 7
OF: + 01 - 1 - - - - 1099 USE: -
VF: - - - - - -

F3=RETURN, F5=WRAP CONTROL, F12=MESSAGE, CLEAR=EXIT
RECORD FOUND AND DISPLAYED

```

## How to Print AFRS Transaction Code Decision Table(s)

On the Transaction Code Decision table, in the Function field type **P (Print)** and press Enter.

```

===== AFRS =(TM.1.2)===== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 ===
TR: _____ LAST UPDATE: _____
FUNCTION: P (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

AGENCY: 9990 TRANS CODE: _____ TITLE: _____
WRAP CURRENT: ... PRIOR: ... CANCEL CURRENT: ... PRIOR: ... IAP TC: _____
GLA 1D: _____ 1C: _____ 2D: _____ 2C: _____ 3D: _____ 3C: _____ 4D: _____ 4C: _____

T ORG: _ ORG IX: _ APPN IX: _ FUND: _ FUND DT: _ PROG IX: _
E S-OBJ: _ SOURCE: _ PROJ: _ VEND NO: _ VEND NM: _ VEND AD: _ INV: _
I C DOC: R DOC: GL ACCT: MOD: SUBS-DR: SUBS-CR:

+/- FF MATCH GLA PDN +/- FF MATCH GLA PDN
F DF: - - - - - - PERIOD IND: -
P AP: - - - - - - RESTRICT: -
I AL: - - - - - - VALID FD: -
CC: - - - - - - POST SEQ: -
GP: - - - - - - REG IND: -
SF: - - - - - - PAYMENT: -
OF: - - - - - - DRS USE: -
VF: - - - - - - 1099 USE: -

PF3=RETURN, PF5=WRAP CONTROL, PF12=MESSAGE, CLEAR=EXIT

```

The print selection screen (below) will display.

- In the Function field, type **Y** (=Yes).
- In the Biennium field type **C** (=Current).
- In the Select field (to the left of each report), type **S** (=Select) to indicate reports you wish to order.
- Press Enter.

```

=== AFRS =(TM.1.2.A)= TRANSACTION CODE DECISION TABLE REPORTS ===== C105P181 ===
TR: _____
----- TABLE PRINT REQUEST -----
FUNCTION: Y ENTER "Y" TO SUBMIT REPORT(S)      BIEN: C (C=CURRENT, P=PREVIOUS)
SELECT USING "S" NEXT TO EACH REPORT DESIRED

S -OTHER REPORTS-                -FUND TYPE REPORTS-
A = NUMERIC BY TC (NO FILE POSTINGS)  _ L = AA - GENERAL FUND
B = DEBITS BY GL (NO FILE POSTINGS)   _ M = BA - SPECIAL REVENUE
C = CREDITS BY GL (NO FILE POSTINGS)  _ N = CA - DEBT SERVICE
X = TYPE A,B,C ABOVE                  _ O = DA - CAPITAL PROJECTS
D = MOST COMMON TRAN CODES EXPLAINED _ P = EA - PERMANENT FUNDS
E = NUMERIC BY TC (WITH FILE POSTINGS) _ Q = FA - ENTERPRISE
F = SPECIAL SORT BY 1ST/2ND GL CODE    _ R = GA - INTERNAL SERVICE
   (WITH FILE POSTINGS)                _ S = HA - EXPENDABLE TRUST
G = ALLOTMENT TRAN CODES               _ T = HB - NONEXPENDABLE TRUST
H = WARRANT WRAP TRAN CODE LISTING    _ U = HC - PENSION TRUST
J = VARIABLE GLS BY FUND & TRAN CODE  _ V = HD - AGENCY FUNDS
K = IAP TRANSACTION CODE               _ W = IA - GEN. FIXED ASSETS
   WHEN CREATING MULTIPLE REPORTS THE   _ Y = JA - GEN. L-T OBLIGATIONS )
   RECOMMENDED SUBMIT JOB CLASS IS "E" _ Z = ALL FUND TYPES (600+ PAGES

                                PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

```

Upon pressing Enter, a Batch Job Submission screen will display. Change the default values as needed, and press Enter to submit the report request job. Refer to the **Batch Job Submission** screen document for additional instructions.

**Note:** When requesting multiple reports, the recommended job class is E (overnight).

```

=== AFRS ===== BATCH JOB SUBMISSION ===== C105U100 ===
                                                    9990
          TRAN CODE DECISION RPTS - AA-GENERAL FUND

----- JOB PARAMETERS -----
CLASS: E (H=HOT, A=PRIORITY, D=TODAY, E=TONIGHT, C=SCHED)
CONTACT: Name & Mailstop _ (PERSON OUTPUT IS DIRECTED TO)
SENDOUTPUT TO: LOCAL _____ (LOCAL, R###, CLUSTER ID, FICHE, EXCHANGE, IOF)
BIN NUMBER: 00
LOCATION:  _ ← May use location to refer to location code set up on Screen RR.3
for mailing label address.
LOGONID: XXXX999   COPIES: 01
JOB ID: AFR (FIRST 3 CHARACTERS OF JOB NAME)

(ENTER=SUBMIT, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT)
CHANGE THE DEFAULT VALUES AS NEEDED AND PRESS ENTER TO SUBMIT THE BATCH JOB.

```