

OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

Agency Financial Reporting System

Descriptor Table

Screen TM.1

October 2005

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What is the Descriptor Table?

The **Descriptor Table** is a non-financial file in AFRS that stores:

- ◆ Valid codes for the AFRS chart of accounts and data classification scheme. The Descriptor Table codes are used to validate the coding elements of financial transactions.
- ◆ Titles for the AFRS chart of accounts and data classification scheme. The Descriptor Table titles print on AFRS and Enterprise Reporting (Fastrack) reports.
- ◆ Valid coding element relationships for hierarchical codes and the index table codes for both statewide and agency specific coding.
- ◆ Financial Statement sort and processing codes.
- ◆ Data for other control & edit tables.

The AFRS Descriptor Table is comprised of many sub-tables, each of which is assigned a TABLE ID number. The maintenance code indicates whether agencies (A) or OFM (S=statewide) maintain each table.

Maint.	ID#	TITLE	TABLE PURPOSES AND RELATIONSHIPS
A	01	AGENCY	Defines agency code. If last character is other than zero, defines a sub-agency code.
A	02	DIVISION	Provides level one of organization hierarchy. Defines relationship of division to agency. Must add this table and descriptor tables 03-06 (if used) before organization index may be added.
A	03	BRANCH	Provides level two of organization hierarchy. Defines relationship of branch to division.
A	04	SECTION	Provides level three of organization hierarchy. Defines relationship of section to branch.
A	05	UNIT	Provides level four of organization hierarchy. Defines relationship of unit to section.
A	06	COST CENTER	Provides level five of organization hierarchy. Defines relationship of cost center to unit.
A	07	APPROPRIATION	Code related to spending authority. Must add this table before adding the appropriation code to the appropriation index (AI) table.
S	08	APPROPRIATION TYPE	Categorizes an appropriation as being state, federal, local, unanticipated, etc.
S	09	APPROP. CHARACTER	Categorizes an appropriation as being capital or operating.
S	10	OBJECT	Categorizes expenditures and encumbrances. In AFRS files, this is a 2-digit field. Report programs convert it to a one-position, alpha code.
S	11	SUB-OBJECT	Provides level two of object hierarchy. Defines relationship between object and sub-object. Comprised of alpha object & sub-object.
A/S	12	SUB-SUB-OBJECT (Statewide table input on AD.C)	Provides level three of object hierarchy. Defines relationship between sub-object and sub-sub-object. Sub-sub-objects beginning with 'SW' are statewide codes used in the Human Resource Management System (HRMS).
A	13	BUDGET UNIT	Code for tracking appropriation at lower level. Legislature requires some agencies to use for budget, allotments and expenditures. Available for use by any agency.
S	14	REPORT NUMBER	List of all AFRS daily, weekly, monthly reports. Numbering scheme appears in Report Request manual. Examples of monthly summary reports appear in MAP & MCP Reports manual. Examples of monthly transaction reports appear in MWP Reports manual.
S	15	FUNCTION	Provides level one of program hierarchy. Defines whether program is operating, capital or non-budgeted. Used in relationship edits between programs and appropriation codes/characters.
A	16	PROGRAM	Provides level two of program hierarchy. Defines relationship of program to function. Must add this table and descriptor tables 17-20 (if used) before program index may be added.
A	17	SUB-PROGRAM	Provides level three of program hierarchy. Defines relationship of sub-program to program.
A	18	ACTIVITY	Provides level four of program hierarchy. Defines relationship of activity to sub-program.
A	19	SUB-ACTIVITY	Provides level five of program hierarchy. Defines relationship of sub-activity to activity.
A	20	TASK	Provides level six of program hierarchy. Defines relationship of task to sub-activity.
S	21	GAAP FUND	Defines the Generally Accepted Accounting Principles (GAAP) classification of funds. One alpha character, same as field 25.
S	22	FUND / ACCOUNT	Defines each Fund / Account in terms of GAAP fund, fund type, rollup fund, cash type, budget type and administering agency. (Input on screen AD.B)
S	23*	FUND DETAIL (NOT USED)	Defines the relationship of account detail to account, and provides indicators to control account posting. (NOT CURRENTLY USED)
S	24	CASH TYPE	Defines where the control of the account is: Treasurer or Bank.

Maint.	ID#	TITLE	TABLE PURPOSES AND RELATIONSHIPS
S	25	FUND TYPE	Defines the Generally Accepted Accounting Principles (GAAP) classification of funds. Two alpha characters, same as field 21.
S	26	STATEWIDE SOURCE OF FUNDS	Defines valid relationship between agency, fund / account, appropriation, appropriation type, and appropriation character for all agency appropriations. (Data comes from OFM Budget, viewed on screen AD.6)
S	27	STATEWIDE PROGRAM	Defines valid relationship between agency, function, and program for most agency programs. Non-budgeted programs 850 and 880 are not included on this table. (Data comes from OFM Budget)
S	28*	STATEWIDE SUB-PROGRAM (NOT USED)	Defines valid relationship between agency, function, program and sub-program for agencies that are required to report at the sub-program level. (NOT CURRENTLY USED)
S	29	WARRANT WRAP CONTROL	Table of payment transaction codes and their associated payment wrap transaction codes for the current & prior periods. (Input on screen AD.5)
S	30**	INTERFACE JOB NAME	Stores interface job control data. (Input on screen AD.4)
S	31	GENERAL LEDGER (GL) ACCOUNT	Contains a normal balance indicator (for debit/credit), a closing indicator (for nominal/real), general ledger sort codes, and income summary sort codes. Also indicates fund types for which each GL account is valid.
A	32	SUBSIDIARY CODE	Defines the relationship of subsidiary code to general ledger account. Required for all due to or due from other agency or fund / account GL codes.
S	33	MEMORANDUM CODE	Contains statistical information such as FTE (staff month) accounts, adjusted allotment accounts, approved allotments accounts by object (for option 1 agencies which allot objects separate from source of funds). This last set of accounts is stored by the system in artificial fund / account 000.
S	34	MAJOR GROUP	Provides level one of the revenue hierarchy, separating revenues into main categories. (ADDS = Major Source)
S	35	MAJOR SOURCE	Provides level two of the revenue hierarchy, defining the relationship between major group and major source. (ADDS = Source)
A	36	SUB-SOURCE	Provides level three of the revenue hierarchy. Defines the relationship between major source and sub-source.
S	37	COUNTIES	Provides numeric code for each county in the state.
S	38	CITIES & TOWNS	Provides numeric code for each city/town in the state.
S	39	BUDGET TYPE	Categorizes a fund / account as appropriated, budgeted, mixed, or non-budgeted.
A	40	WORKCLASS	Identifies an activity or a group of activities charged to an agency by legislative or administrative authority. (Available for use by any agency.)
S	41	PROJECT TYPE	Provides alphanumeric code for type of project.
A	42	PROJECT	Provides level one of project hierarchy.
A	43	SUB-PROJECT	Provides level two of project hierarchy. Defines relationship between project and sub-project.
A	44	PROJECT PHASE	Provides level three of project hierarchy. Defines relationship between sub-project and phase.
S	45	WARR CANCEL TC ASSIGN	Provides suggested warrant cancellation transaction codes used in the AFRS Automated Warrant Cancellation process. (Input on screen AD.5)
A	46	FEDERAL CATALOG	Defines federal catalog number. Required before federal catalog number can be used on project control table.
A	47	FEDERAL AGENCY	Defines federal agency number. Required before federal agency can be used on project control table.
A	48	MULTI FUND / ACCOUNT IAP BREAKOUT	Billing agency assigns and defines multi fund / acct breakout code for Inter-Agency Payment (IAP). Code is referenced by Statewide Vendor Number to determine funds / accounts to be credited for the billing agency. (Input on screen TM.B)
S	49**	PAYMENT IN PROCESS WRAP CONTROL	Defines agency-specific exceptions to rules for generating warrant wraps in terms of data elements retained or cleared. (Input on TM.8.2)
A	50	AFRS/CAMS INTERFACE	Defines sub-objects that will trigger display of AFRS/CAMS interface screen

Maint.	ID#	TITLE	TABLE PURPOSES AND RELATIONSHIPS
S	51	ERROR CODE MESSAGE	Provides code and description for errors detected by the system during online and overnight editing. Refer to correction instructions in error manual.
S	52	ERROR CORRECTION ELEMENT	Identifies and defines each field on the financial transaction to facilitate batch error correction. Contains information on correction element level, location, and length. (Used only by DSHS. All other error correction is online.)
S	53	AGENCY CONTROL	Provides information about each agency; defines agency function such as general government-executive, education-other, etc.; budget type; provides certain control indicators. (Input on screen AD.1)
S	54	GENERAL LEDGER SORT	Provides valid sort codes for all general ledger accounts when preparing GAAP balance sheet.
S	55	INCOME STATEMENT SORT	Provides valid sort codes for objects of expenditure and sources of revenue when preparing GAAP income statement reports.
S	56	VARIABLE TRANSACTION GENERAL LEDGER	Provides valid general ledger codes for transaction codes that require a variable general ledger code to be entered.
S	57	STMT. OF ACTIVITIES	Defines Objects used on Statement Of Activities - Expenditures
S	58	STMT. OF ACTIVITIES	Defines Sources used on Statement Of Activities – Revenues
S	59	STMT. OF NET ASSETS	Defines general ledger accounts used on Government Wide Financial Statements
S	60	CLOSING GL	Provides closing transaction codes for the AFRS automated biennial closing process for the General Ledger master file.
TREAS-7900	62	TREASURER REPORTING	Agency specific.
A	63	ALLOCATION CODE	Defines allocation codes used in OFM's Cost Allocation System or in agency unique allocation systems.
DSHS	65	PROGRAM INDEX- ORGANIZATION INDEX	Agency specific. Stores data for DSHS Edit 2: valid Program Index / Org Index combinations. (Input on screen TM.D.2)
S	66	REVENUE/OTHER SOURCES	Provides sort codes for Schedule of Revenues and Other Sources.
S	67	REVENUE/OTHER SOURCES	Provides titles of sort codes for Schedule of Revenues and Other Sources.
S	68	CASH FLOW SORT CODE TITLES	Provides titles of sort codes for Cash Flow Statement.
DRS	70	DRS STATEMENTS	Agency specific. Provides G/L sort codes for preparation of DRS financial statements.
DSHS	71	DSHS PI CROSSWALK	Agency specific. Provides PI conversion data for first payroll of biennium. (Input on screen TM.D.5 for DSHS.)
DSHS	72	PGM/SUB-PGM/AI EDIT	Agency specific. Stores data for DSHS Edit 1: valid combinations of Program/Sub-program/Appropriation Index codes. (Input on screen TM.D.1)
A	73*	AGENCY FINANCIAL STATEMENTS (NOT USED)	Agency specific. Provides sort codes for preparation of financial statements. (NOT CURRENTLY USED)
DSHS	74	DSHS OI CROSSWALK	Agency specific. Provides OI conversion data for first payroll of biennium. (Entered on screen TM.D.7 for DSHS.)
S	80	PAYROLL DATES CONTROL	Stores due date information for third party payroll payments (Input on screen AD.D).
S	81**	IRS AGENCY CONTROL	Stores valid taxpayer ID's & names for agencies that pay IRS withholding taxes through payroll EFTPS (Input on screen AD.E).
A	90	TRANSACTION EDIT CNTRLS	Stores data entered on screens TM.A.1, TM.A.2, TM.A.3, and TM.A.4.
A	91	BATCH TYPE CONTROLS	Stores data entered on Payment Process Controls screen VE.6.
S	92	BANK HOLIDAY-EFT	Stores state and bank holiday dates for calculating EFT deposit dates (Input on screen AD.2).
DSHS	93	DSHS MO. OF SERVICE EDIT	Agency specific. Stores data for DSHS Month of Service Edit. (Input on screen TM.D.4)
A	94	AGENCY FLAG - VENDOR RECORD	Allows agencies to define valid agency flags that may be used on the AFRS agency vendor maintenance, transaction input and DRS screens.
S	95**	DESCRIPTOR TABLE LIST	Stores titles and record limits for each descriptor table.
A	96	IAP RECEIPT BATCH CNTRL	Agencies receiving payments by IAP may request receipt batches be system-generated using the information on this table. (Input on screen TM.C)

* Indicates NOT USED. **Indicates table not biennialized. Use biennium 00 to view records.

SORTED BY TABLE ID # (* = NOT USED)

A=Agency S=Statewide	ID#	TITLE	CLASSIFICATION GROUP
A	01	AGENCY	AGENCY
A	02	DIVISION	ORGANIZATION
A	03	BRANCH	ORGANIZATION
A	04	SECTION	ORGANIZATION
A	05	UNIT	ORGANIZATION
A	06	COST CENTER	ORGANIZATION
A	07	APPROPRIATION	APPROPRIATION
S	08	APPROPRIATION TYPE	APPROPRIATION
S	09	APPROPRIATION CHARACTER	APPROPRIATION
S	10	OBJECT	OBJECT OF EXPENDITURE/EXPENSE
S	11	SUB-OBJECT	OBJECT OF EXPENDITURE/EXPENSE
A/S	12	SUB-SUB-OBJECT	OBJECT OF EXPENDITURE/EXPENSE
A	13	BUDGET UNIT	OTHER
S	14	REPORT NUMBER	SYSTEM
S	15	FUNCTION	PROGRAM
A	16	PROGRAM	PROGRAM
A	17	SUB-PROGRAM	PROGRAM
A	18	ACTIVITY	PROGRAM
A	19	SUB-ACTIVITY	PROGRAM
A	20	TASK	PROGRAM
S	21	GAAP FUND	FUND
S	22	FUND / ACCOUNT (AD.B)	FUND
S	23 *	NOT USED - FUND / ACCOUNT DETAIL	FUND
S	24	CASH TYPE	FUND
S	25	FUND TYPE	FUND
S	26	STATEWIDE SRC OF FUNDS (AD.6)	AGENCY/FUND/APPROPRIATION
S	27	STATEWIDE PROGRAM	AGENCY/FUNCTION/PROGRAM
S	28 *	NOT USED - STATEWIDE SUB-PROGRAM	AGENCY/FUNCTION/PROG/SUB-PROG
S	29	WARRANT WRAP CONTROL (AD.5)	PAYMENT
S	30	INTERFACE JOB NAME (AD.4)	INTERFACE
S	31	GENERAL LEDGER ACCOUNT	ACCOUNTS
A	32	SUBSIDIARY ACCOUNT	ACCOUNTS
S	33	MEMORANDUM ACCOUNT	ACCOUNTS
S	34	MAJOR GROUP	REVENUE
S	35	MAJOR SOURCE	REVENUE
A	36	SUB-SOURCE	REVENUE
S	37	COUNTIES	OTHER
S	38	CITIES & TOWNS	OTHER
S	39	BUDGET TYPE	FUND
A	40	WORKCLASS	OTHER
S	41	PROJECT TYPE	PROJECT
A	42	PROJECT	PROJECT
A	43	SUB-PROJECT	PROJECT
A	44	PROJECT PHASE	PROJECT
S	45	WARRANT CANCEL -TC ASSIGNED (AD.5)	WARRANT CANCEL
A	46	FEDERAL CATALOG	PROJECT
A	47	FEDERAL AGENCY	PROJECT
A	48	IAP MULTI FUND BREAKOUT (TM.B)	VENDOR
S	49	PAYMENT IN PROCESS WRAP CTL. (TM.8.2)	PAYMENT/TRAN CODE
A	50	SUB-OBJECTS FOR AFRS/CAMS INTERFACE	CAMS ELIGIBLE SUB-OBJECTS
S	51	ERROR CODE MESSAGE	SYSTEM
S	52	ERROR CORRECTION ELEMENT	SYSTEM
S	53	AGENCY CONTROL (AD.1)	AGENCY
S	54	GENERAL LEDGER SORT	FINANCIAL STATEMENTS
S	55	INCOME STATEMENT SORT	FINANCIAL STATEMENTS
S	56	VARIABLE TRANSACTION GENERAL LEDGER	FINANCIAL STATEMENTS

A=Agency S=Statewide	ID#	TITLE	CLASSIFICATION GROUP
S	57	STMT. OF ACTIVITIES – OBJECTS	FINANCIAL STATEMENTS
S	58	STMT. OF ACTIVITIES- SOURCES	FINANCIAL STATEMENTS
S	59	STATEMENT OF NET ASSETS – GOVT. WIDE	FINANCIAL STATEMENTS
S	60	CLOSING GL	FINANCIAL STATEMENTS
TREAS- 7900	62	OST REPORT DATA SELECTION	AGENCY SPECIFIC
A	63	ALLOCATION CODE	OTHER
DSHS	65	DSHS PI-OI (TM.D.2)	AGENCY SPECIFIC
S	66	REVENUE/OTHER SOURCES	FINANCIAL STATEMENTS
S	67	REVENUE/OTHER SOURCES TITLES	FINANCIAL STATEMENTS
S	68	CASH FLOW SORT CODE TITLES	FINANCIAL STATEMENTS
DRS	70	DRS FINANCIAL STATEMENTS	FINANCIAL STMTS./AGY. SPECIFIC
DSHS	71	DSHS PI CROSSWALK (TM.D.5)	AGENCY SPECIFIC
DSHS	72	DSHS PGM/SUB-PGM/AI EDIT (TM.D.1)	AGENCY SPECIFIC
	73 *	NOT USED - AGY FINANCIAL STATEMENTS	FINANCIAL STMTS/AGY. SPECIFIC
DSHS	74	DSHS ORG. INDEX CROSSWALK (TM.D.7)	AGENCY SPECIFIC
S	80	PAYROLL DATES CONTROL (AD.D)	EFT
S	81	IRS AGENCY CONTROL (AD.E)	EFT
A	90	TRANSACTION EDIT CONTROLS (TM.A)	OTHER
A	91	BATCH TYPE CONTROLS (VE.6)	PAYMENT
S	92	BANK HOLIDAY-EFT (AD.2)	EFT
DSHS	93	DSHS MONTH OF SERVICE EDIT (TM.D.4)	AGENCY SPECIFIC
A	94	AGENCY FLAG - VENDOR RECORD	VENDOR
S	95	DESCRIPTOR TABLE TITLES	SYSTEM
A	96	IAP RECEIPT BATCH CNTRL (TM.C)	OTHER

SORTED BY TITLE (* = NOT USED)

A=Agency S=Statewide	ID#	TITLE	CLASSIFICATION GROUP
A	18	ACTIVITY	PROGRAM
A	01	AGENCY	AGENCY
S	53	AGENCY CONTROL (AD.1)	AGENCY
A	94	AGENCY FLAG - VENDOR RECORD	VENDOR
A	63	ALLOCATION CODE	OTHER
A	07	APPROPRIATION	APPROPRIATION
S	09	APPROPRIATION CHARACTER	APPROPRIATION
S	08	APPROPRIATION TYPE	APPROPRIATION
S	92	BANK HOLIDAY-EFT (AD.2)	EFT
A	91	BATCH TYPE CONTROLS (VE.6)	PAYMENT
A	03	BRANCH	ORGANIZATION
S	39	BUDGET TYPE	FUND
A	13	BUDGET UNIT	OTHER
S	68	CASH FLOW SORT CODE TITLES	FINANCIAL STATEMENTS
S	24	CASH TYPE	FUND
S	38	CITIES & TOWNS	OTHER
S	60	CLOSING GL	FINANCIAL STATEMENTS
A	06	COST CENTER	ORGANIZATION
S	37	COUNTIES	OTHER
S	95	DESCRIPTOR TABLE TITLES	SYSTEM
A	02	DIVISION	ORGANIZATION
DRS	70	DRS FINANCIAL STATEMENTS	FINANCIAL STMTS./AGY. SPECIFIC
DSHS	93	DSHS MONTH OF SERVICE EDIT (TM.D.4)	AGENCY SPECIFIC
DSHS	74	DSHS ORG. INDEX CROSSWALK (TM.D.7)	AGENCY SPECIFIC
DSHS	72	DSHS PGM/SUB-PGM/AI EDIT (TM.D.1)	AGENCY SPECIFIC
DSHS	71	DSHS PI CROSSWALK (TM.D.5)	AGENCY SPECIFIC
DSHS	65	DSHS PI-OI (TM.D.2)	AGENCY SPECIFIC
S	51	ERROR CODE MESSAGE	SYSTEM
S	52	ERROR CORRECTION ELEMENT	SYSTEM
A	47	FEDERAL AGENCY	PROJECT
A	46	FEDERAL CATALOG	PROJECT
S	15	FUNCTION	PROGRAM
S	22	FUND / ACCOUNT (AD.B)	FUND
S	25	FUND TYPE	FUND
S	21	GAAP FUND	FUND
S	31	GENERAL LEDGER ACCOUNT	ACCOUNTS
S	54	GENERAL LEDGER SORT	FINANCIAL STATEMENTS
A	48	IAP MULTI FUND BREAKOUT (TM.B)	VENDOR
A	96	IAP RECEIPT BATCH CNTRL (TM.C)	OTHER
S	55	INCOME STATEMENT SORT	FINANCIAL STATEMENTS
S	30	INTERFACE JOB NAME (AD.4)	INTERFACE
S	81	IRS AGENCY CONTROL (AD.E)	EFT
S	34	MAJOR GROUP	REVENUE
S	35	MAJOR SOURCE	REVENUE
S	33	MEMORANDUM ACCOUNT	ACCOUNTS
	73 *	NOT USED - AGY FINANCIAL STATEMENTS	FINANCIAL STMTS./AGY. SPECIFIC
S	23 *	NOT USED - FUND / ACCOUNT DETAIL	FUND
S	28 *	NOT USED - STATEWIDE SUB-PROGRAM	AGENCY/FUNCTION/PROG/SUB-PROG
S	10	OBJECT	OBJECT OF EXPENDITURE/EXPENSE
TREAS-7900	62	OST REPORT DATA SELECTION	AGENCY SPECIFIC
S	49	PAYMENT IN PROCESS WRAP CTL. (TM.8.2)	PAYMENT/TRAN CODE
S	80	PAYROLL DATES CONTROL (AD.D)	EFT
A	16	PROGRAM	PROGRAM
A	42	PROJECT	PROJECT

A=Agency S=Statewide	ID#	TITLE	CLASSIFICATION GROUP
A	44	PROJECT PHASE	PROJECT
S	41	PROJECT TYPE	PROJECT
S	14	REPORT NUMBER	SYSTEM
S	66	REVENUE/OTHER SOURCES	FINANCIAL STATEMENTS
S	67	REVENUE/OTHER SOURCES TITLES	FINANCIAL STATEMENTS
A	04	SECTION	ORGANIZATION
S	59	STATEMENT OF NET ASSETS - GOVT. WIDE	FINANCIAL STATEMENTS
S	27	STATEWIDE PROGRAM	AGENCY/FUNCTION/PROGRAM
S	26	STATEWIDE SRC OF FUNDS (AD.6)	AGENCY/FUND/APPROPRIATION
S	57	STMT. OF ACTIVITIES - OBJECTS	FINANCIAL STATEMENTS
S	58	STMT. OF ACTIVITIES- SOURCES	FINANCIAL STATEMENTS
A	19	SUB-ACTIVITY	PROGRAM
S	11	SUB-OBJECT	OBJECT OF EXPENDITURE/EXPENSE
A	50	SUB-OBJECTS FOR AFRS/CAMS INTERFACE	CAMS ELIGIBLE SUB-OBJECTS
A	17	SUB-PROGRAM	PROGRAM
A	43	SUB-PROJECT	PROJECT
A	32	SUBSIDIARY ACCOUNT	ACCOUNTS
A	36	SUB-SOURCE	REVENUE
A/S	12	SUB-SUB-OBJECT	OBJECT OF EXPENDITURE/EXPENSE
A	20	TASK	PROGRAM
A	90	TRANSACTION EDIT CONTROLS (TM.A)	OTHER
A	05	UNIT	ORGANIZATION
S	56	VARIABLE TRANSACTION GENERAL LEDGER	FINANCIAL STATEMENTS
S	45	WARRANT CANCEL -TC ASSIGNED (AD.5)	WARRANT CANCEL
S	29	WARRANT WRAP CONTROL (AD.5)	PAYMENT
A	40	WORKCLASS	OTHER

Descriptor Maintenance

The **Descriptor Maintenance** screen (TM.1) allows an agency to update its descriptor tables and view or print both agency and statewide tables. It provides the following capabilities:

Agency descriptor tables:

- Add, change, delete, view, scroll, and print functions

Statewide descriptor tables:

- View, scroll, and print functions for agency staff
- Add, change, delete functions for OFM staff
- All statewide tables are updated by the OFM Accounting Division except Descriptor Tables 26 and 27 which are controlled by the OFM Budget Division.

To access the **Descriptor Maintenance** screen (TM.1):

Type *TM* on the **AFRS Primary Menu**;
Select *1* on the **Table Maintenance Menu**.

-- OR --

From other AFRS screens, type *TM.1* in the transfer field **TR:**___ and press [Enter].

The following screen will display:

```
=== AFRS =(TM.1)===== DESCRIPTOR MAINTENANCE ===== C105P100 ===
TR: _____ LAST UPDATE:

      FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)

      AGENCY: 9990
TABLE ID NUMBER: ___
      BIENNIUM: ___
TABLE ENTRY KEY: _____
      TITLE: _____
REFERENCE DATA: _____
                -----1-----2-----3-----

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

Functions: The function codes are as follows:

A = Add a new descriptor table record. Reference Field Names section below for information about each field on this screen. Add function requires:

- *Table ID Number* (from chart on page 11)
- *Biennium* (05 = 03-05 Biennium; 07 = 05-07 Biennium)
- *Table Entry Key* (from chart on page 11)
- *Title*. Abbreviate as much as possible as the length that appears on AFRS reports varies by report and is much less than the 50 characters allowed on this screen.

Reference Data should be left blank except for statewide tables and special agency tables.

V = View a descriptor table record. View function requires:

- *Table ID Number* (from chart on page 11)
- *Biennium* (05 = 03-05 Biennium; 07 = 05-07 Biennium)
- *Table Entry Key* (from your chart of accounts; format from chart starting on page 11)

N = Next descriptor table record in alphanumeric sequence. *N* can be used to find the first record on a specific descriptor table by typing in the *Table ID Number* with or without the *Biennium*. *N* can also be used with a specific *Table ID Number*, *Biennium*, and a partial *Table Entry Key* to find the next record.

P = Print a listing of descriptor table records. Requires the following:

- *Table ID Number*:
 - Type specific table ID number (from chart on page 11) to print one agency or statewide table
 - Leave field **BLANK** to print **ALL** agency tables
 - Type **ST** to print **all statewide** tables
- *Biennium* (05 = 03-05 Biennium; 07 = 05-07 Biennium)

Table Entry Key, *Title* and *Reference Data* must be left blank.

Upon pressing [Enter], a **Batch Job Submission** screen will display. Change the default values as needed, and press [Enter] to submit the batch job. Refer to **Batch Job Submission Screen** User Instructions manual for assistance.

C = Change the title or reference data on a descriptor table record. You must view the descriptor table record before changing it.

D = Delete a descriptor table record. You must view the record before deleting it. Change the function to *D* and press [Enter]. To Delete the descriptor table record, press [Enter] a second time.

Maint.	Ref.	ID #	Title	Table Entry Key
S		60	CLOSING GL	NNN NNNN Transaction Code General Ledger Account
TREA		62	TREASURER REPORTING	XXXX XXXXXX XXX XX G/L Code or Trans Code Report Number Blank Data File Name
A		63	ALLOCATION CODE	XXXX Allocation Code
DSHS	R	65	PROGRAM INDEX- ORGANIZATION INDEX (DSHS Edit 2)	XXXXX XXXX Program Index Organization Index Data stored in this table should be entered/viewed on screen TM.D.2.
S	R	66	REVENUE/OTHER SOURCES	NN NN Major Group -Major Source
S	R	67	REVENUE/OTHER SOURCES TITLES	AA Rev/Other Sources Sort
S		68	CASH FLOW SORT CODE TITLES	AA Financial Statement Sort
DRS	R	70	DRS STATEMENTS	NNNN NN NN XXXXXX AA XXXX G/L Code Major Group Major Source Sub-Source Sub-object Sub-Sub-object Note: Major Source/Source/Sub-Source (positions 5-14) only used with G/L codes 32xx, 9210 and 960x. Sub-object and Sub-Sub-object (positions 15-20) only used with G/L codes 65xx.
DSHS		71	DSHS PI CROSSWALK	XXXXX PI-Ending Biennium Data stored in this table should be entered/viewed on screen TM.D.5.
DSHS		72	PGM/SUB-PGM/AI EDIT DSHS Edit 1	NN XXX XX XXX Function Program Sub-program Appropriation Index Data stored in this table should be entered/viewed on screen TM.D.1.
AGY		73	AGY FINANCIAL STATEMENTS (NOT USED)	AAA Sort Code
DSHS		74	DSHS ORG IDX CROSSWALK	XXXX OI-Ending Biennium Data stored in this table should be entered/viewed on screen TM.D.7.
S		80	PAYROLL DATES CONTROL Input by OFM on AD.D	NNNNNNNN Pay Date (CCYYMMDD)
S		81	IRS AGENCY CONTROL Input by OFM on ADE	NNNNNNNNN Taxpayer ID Number

Maint.	Ref.	ID #	Title	Table Entry Key
A		90	TRANSACTION EDIT	No Table Entry Key. Data stored in these tables should be entered/viewed on TM.A menu.
A		91	BATCH TYPE CONTROLS	XX -----Batch Type Data stored in this table should be entered/viewed on screen VE.6.
S		92	BANK HOLIDAY – EFT Input by OFM on AD.2	NNNNNNNN -----Holiday Date (CCYMMDD)
DSHS		93	DSHS MO. OF SERVICE EDIT	XXX XXX X XXXX -----Program -----Appropriation Index -----Fiscal Year (1 or 2) -----Allocation Code Data stored in this table should be entered/viewed on screen TM.D.4.
A		94	AGENCY FLAG	XX -----Agency Flag
S		95	DESCRIPTOR TABLE LIST	ANN -----Descriptor Table Number
A		96	IAP RECEIPT BATCH CNTRL	AAANNNNNNNNN -----Statewide Vendor # Data stored in this table should be entered/viewed on screen TM.C.

APPENDICES

- Appendix A** **Reference Data Field Chart for Statewide and Agency-Specific Descriptor Tables**
- Appendix B** **Supporting Documentation to Reference Data Fields Chart for Descriptor Tables 31 and 33**
- Appendix C** **Supporting Documentation to Reference Data Fields Chart for Descriptor Table 66**

APPENDIX A

Reference Data Field Chart for Statewide and Agency-Specific Descriptor Tables

Note: OFM maintains the Reference Data fields
except for some agency-specific tables

Table 11 - Sub-Object

The reference data provides the AFRS numeric object code that corresponds with the alpha object code and indicates, for each fund type and report, the Income Statement sort code (if applicable).

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-2	Object	Numeric object code (see table D10)	32-33
3-4	General Fund	Income Statement sort code (see table D55)	34-35
5-6	Special Revenue Fund	Income Statement sort code (see table D55)	36-37
7-8	Debt Service Fund	Income Statement sort code (see table D55)	38-39
9-10	Capital Project Fund	Income Statement sort code (see table D55)	40-41
11-12	Permanent Fund	Income Statement sort code (see table D55)	42-43
13-14	Enterprise Fund	Income Statement sort code (see table D55)	44-45
15-16	Internal Service Fund	Income Statement sort code (see table D55)	46-47
17-18	Private-Purpose Trust Fund	Income Statement sort code (see table D55)	48-49
19-20	Investment Trust Fund	Income Statement sort code (see table D55)	50-51
21-22	Pension Trust Fund	Income Statement sort code (see table D55)	52-53
23-24	Agency Fund – <i>not applicable</i>	Not used	54-55
25-26	Capital Assets	Income Statement sort code (see table D55)	56-57
27-28	Long Term Obligation	Income Statement sort code (see table D55)	58-59
29-30	Budget vs Actual - Governmental	Sort code for Budget versus Actual Financial Statements - Governmental Funds (not currently used)	64-65
35-36	Budget vs Actual - Proprietary	Sort code for Budget versus Actual Financial Statements - Proprietary Funds (not currently used)	66-67
37-39	Filler	Filler	68-70

Table 12 - Sub-Sub-object

The reference data provides sort codes for producing agency-specific financial statements. (Created for use by Health Care Authority, but not currently in use.) Statewide records input on Screen AD.C.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-3	Sort Codes	Agency-defined financial statement sort codes (refer to table D73)	32-34
4	Used Indicator	N = Not Used; Y = Used. Established for statewide sub-sub-objects to prevent deletion of codes that have been used.	35

[NOTE: Data currently exists in positions 1-3 for agencies 0010 and 1070, but there are no corresponding D73 records. The reference data may have been carried over during the table roll process.]

Table 14 - Report Number

The reference data provides information about the availability of reports, monthly report runs and data files accessed for each report.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-8	Old Report number	Report number assigned prior to 1987	32-39
9	Report Indicator (RI)	Indicates which report number (old or new) is used to run requested report. 0 or 1 = use new report number; 2 = use old report number	40
10	Report Request (RR)	Indicates whether report is available from Report Request (RR.1) screen.	41
11	Report On-Demand (RD)	Indicates whether report is available from On-Demand (RD.1) screen.	42
12-19	Job Name	Job name under which monthly report runs are grouped.	43-50
20	Blank	n/a	51
21-31	Data Files	Shows the data files that are accessed to obtain the information needed for the requested report.	52-62
32-39	New Report number	New Report number or extract job.	63-70

Table 22 – Fund / Account

The reference data provides information used to summarize statewide information for reporting at the account level. Input on Screen AD.B.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	GAAP Fund Type	Indicates the OFM-defined GAAP fund type. (A=General Fund, etc.) Reference table D21.	32
2-3	CAFR Fund Type	Indicates the GAAP fund classification type. (AA=General Fund, etc.) Reference table D25.	33-34
4	Cash Type	Indicates the cash type. (1=Treasury Fund, etc.) Reference table D24.	35
5-7	Roll-up Fund	Indicates roll up fund for CAFR purposes.	36-38
8	Inactive Indicator	Indicates if this fund is inactive. (I=Inactive; blank = Active)	39
9	Budget Type	Indicates the Budget Type of a fund/account (A= Appropriated, B=Nonappropriated/ Allotted, M=Mixed, N=Nonappropriated/ Nonallotted, H=Higher Education)	40
10-13	Administering Agency	Indicates the agency assigned by OFM to monitor the activities within a fund/account.	41-44
14-25	Enabling Statute	Indicates the statute establishing the fund.	45-56
26	Government-wide Fund Type	Indicates the fund type for the government wide financial statements. 1= Governmental, 2 = Business type, Blank = N/A	57
27-28	Fund statement rollup fund code	Indicates the rollup fund for the fund financial statements	58-59
29-39	Beginning budgetary fund balance	Used in the budget versus actual financial statement	59-60

Table 23 - Account Detail (NOT USED)

The reference data provides posting indicators for various files. The Account Detail field is currently not in use.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	Allotment Level	Code used to determine if account detail will post to the allotment file. (0=Does not post, 1=Posts)	32
2	Appropriation Level	Code used to determine if account detail will post to the appropriation file. (0=Does not post, 1=Posts)	33
3	Cash Control Level	Code used to determine if account detail should post to the cash control file. (0=Does not post, 1=Posts) Cash control is not currently used. Valid indicator = 0.	34
4	Grant Project Level	Code used to determine if account detail will post to the grant project file. (0=Does not post, 1=Posts) Grant project is not currently used. Valid indicator = 0.	35

Table 26 - Statewide Source of Funds Table

The reference data on this table is uploaded to this table from OFM Budget. Updates are either uploaded or input on screen AD.6. Use screen AD.6 to view records.

Table 29 - Warrant Wrap Control

The reference data on this table is loaded and viewed from screen AD.5 along with table D45 reference data.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-3	Current Biennium Warrant Wrap	Indicates the transaction code that will be assigned to the system-generated warrant wrap transaction when original transaction (accrual) and wrap transaction (cash) post to same biennium.	32-34
4-6	Prior Biennium Warrant Wrap	Indicates the transaction code that will be assigned to the system-generated warrant wrap transaction when original transaction (accrual) posts to the biennium prior to the wrap transaction (cash).	35-37

Table 30 - Interface Job Name

The reference data on this table is loaded and viewed from screen AD.4.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-4	Submitting Agency	Agency that submits interface job. Note: jobs that are submitted by other statewide systems (AR, TVS, FTbx, Payroll, etc.) are set up under agency 0000.	32-35
5-7	Retention Period	Number of days the back-ups for submitted jobs will be retained.	36-38
8-11	Batch Agency	Agency to which transactions post. Note: if submitting agency is 0000, batch agency is generally also 0000.	39-42
12	Interface Process Indicator	Indicates which interface process to use and where to store batch. FA=send batch to ONLN.FA file; BH=header is included in file and file is in 950 byte layout; BC=header is in separate batch control file and file is not in 950 byte layout so needs to be converted. BH and BC batches are stored in EXAFRS.FOURDAY files.	43-44
13-14	Batch Status Indicator	Used for batches that are sent to ONLN.FA file. Indicates batch status to apply to batch. R = Release IF batch contains no errors; H = Hold IF batch contains no errors; O = apply R (Release) status whether or not batch has errors.	45
15-26	Additional Batch Agency	Some interface jobs contain transactions for multiple agencies. Up to 3 additional batch agencies may be stored here.	46-57

Table 31 - General Ledger Code

The reference data indicates the normal balance for each General Ledger, whether the account closes at the end of each biennium (nominal accounts) and, for each fund type, the Balance Sheet or other Financial Statement sort code (if applicable).

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	Debit/Credit	Indicates the normal balance (debit or credit)	32
2	Closing Indicator	Indicates whether or not the GL account will close at biennium end. (1=do not close, 2=close)	33
3-4	General Fund	Balance Sheet sort code (see table D54)	34-35
5-6	Special Revenue Fund	Balance Sheet sort code (see table D54)	36-37
7-8	Debt Service Fund	Balance Sheet sort code (see table D54)	38-39
9-10	Capital Project Fund	Balance Sheet sort code (see table D54)	40-41
11-12	Permanent Fund	Balance Sheet sort code (see table D54)	42-43
13-14	Enterprise Fund	Balance Sheet sort code (see table D54)	44-45
15-16	Internal Service Fund	Balance Sheet sort code (see table D54)	46-47
17-18	Private-Purpose Trust Fund	Balance Sheet sort code (see table D54)	48-49
19-20	Investment Trust Fund	Balance Sheet sort code (see table D54)	50-51
21-22	Pension Trust Fund	Balance Sheet sort code (see table D54)	52-53
23-24	Agency Fund	Balance Sheet sort code (see table D54)	54-55
25-26	Capital Asset Subsidiary Acct.	Balance Sheet sort code (see table D54)	56-57
27-28	Long Term Oblig Subsid Acct	Balance Sheet sort code (see table D54)	58-59
29-30	GAAP-Modified Accrual Basis	Sort code for Combining Financial Statements for Fund Types using modified accrual basis (General, Special Revenue, Debt Service, Capital Project, and Permanent)	60-61
31-32	GAAP-Full Accrual Basis	Sort code for Combining Financial Statements for Fund Types using full accrual basis (Enterprise, Internal Service, Private-Purpose Trust, Pension Trust & Investment Trust Funds)	62-63
33-34	Budget vs Actual - Governmental	Sort code for Budget versus Actual Financial Statements - Governmental Funds	64-65
35-36	Budget vs Actual - Proprietary	Sort code for Budget versus Actual Financial Statements - Proprietary Funds (not currently used)	66-67
37	General Ledger Report Group	Indicates the nature of the GL account for proper placement on reports by DSHS. Reference Appendix B of this document.	68
38	Funds Balance Indicator – Proprietary Funds	Indicates whether or not to include GL in calculation of budgetary Fund Balance. (Y = include in calculation; N = exclude from calculation)	69
39	Funds Balance Indicator – Governmental Funds	Indicates whether or not to include GL in calculation of budgetary Fund Balance. (Y = include in calculation; N = exclude from calculation)	70

Table 33 - Memorandum Code

The reference data provides the normal balance, the report group and the type of account for each memorandum code listing.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	Debit/Credit	Indicates the normal balance (debit or credit)	32
2	General Ledger Report Group	Indicates the nature of the GL account for proper placement on reports by DSHS. See Appendix B of this document.	33
3	Unit Code	Indicates type of account: 1=Dollars, 2=FTE's, 9=Other	34

Table 35 - Major Source

The reference data provides the Income Statement sort code (if applicable) for each fund type.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	Source indicator	S=State, F=Federal, L=Local	32
2	Must be blank		33
3-4	General Fund	Income Statement sort code (see table D55)	34-35
5-6	Special Revenue Fund	Income Statement sort code (see table D55)	36-37
7-8	Debt Service Fund	Income Statement sort code (see table D55)	38-39
9-10	Capital Project Fund	Income Statement sort code (see table D55)	40-41
11-12	Permanent Fund	Income Statement sort code (see table D55)	42-43
13-14	Enterprise Fund	Income Statement sort code (see table D55)	44-45
15-16	Internal Service Fund	Income Statement sort code (see table D55)	46-47
17-18	Private-Purpose Trust Fund	Income Statement sort code (see table D55)	48-49
19-20	Investment Trust Fund	Income Statement sort code (see table D55)	50-51
21-22	Pension Trust Fund	Income Statement sort code (see table D55)	52-53
23-24	Capital Assets *	Income Statement sort code (see table D55)	54-55
25-26	Long Term Obligation *	Income Statement sort code (see table D55)	56-57
27-28	Budget vs Actual - Governmental	Sort code used when needed to override G/L sort code for Schedule of Revenues, Expenditures and Other Financing Sources - Budget vs. Actual	58-59
29-30	Budget vs Actual - Proprietary	Sort code used when needed to override G/L sort code for Schedule of Appropriated Expenses - Budget vs. Actual	60-61
31-39	Filler	Filler	62-70

** Changes to this table are in progress at the time of publishing this document. Reference Issue # 1316.*

Table 36 - Sub-Source

The reference data provides sort codes for producing agency-specific financial statements. (Created for use by Health Care Authority, but not currently in use.)

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-3	Sort Code	Agency-defined financial statement sort codes (see table D73)	32-34

[NOTE: Data currently exists in positions 1-3 for agencies 0010 and 1070, but there are no corresponding D73 records. The reference data may have been carried over during the table roll process.]

Table 51 - Error Code Message

The reference data provides information about the data element field that is in error and the type of error that has occurred.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-2	Element Number	The number assigned to the Data Element that needs to be corrected. (See table D52)	32-33
3-4	Length	Indicates the number of characters in the Data Element that needs to be corrected.	34-35
5	Severity Indicator	Indicates the type of error (B=Batch Error, E=Field and Data Element Error, F=Fund and File Control Error). These are all Fatal errors.	36
6-25	Element Name	The name of the data element that is in error.	37-56

Table 52 - Error Correction Element

The reference data provides information regarding the length, location and level of the correction for each Correction Element. (Used only by DSHS for batch error correction process.)

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-2	Length	Indicates the number of characters in the data element that needs to be corrected.	32-33
3-5	Location	Indicates the beginning position in the header or detail record of the data element to be corrected.	34-36
6	Level	Indicates the level of detail being corrected (B=Batch, D=Detail transaction, G= Group, H=Header)	37
7-9	Detail Location	<i>not used</i>	

Table 53 - Agency Function

The reference data provides agency type and budget type sort code and control indicators for some other processes. The data on this table is loaded and viewed from screen AD.1.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-2	Function	Defines agency function by type (11=General Government-Legislative, etc.). See State Administrative & Accounting Manual (SAAM), 75.20.30, for valid codes.	32-33
3-4	Budget Function	Provides agency budget type sort code, F1-F5 (F1=General Government, etc. - see table D55), for preparation of Governmental Statement of Revenues and Expenditures.	34-35
5-10	Creation Date	Date agency was created (MMDDYY)	36-41
11-16	Inactivation Date	Date agency was inactivated (MMDDYY)	42-47
17	Closed Indicator	Indicates whether the agency is closed for posting. Y = Yes, N = NO	48
18	Filler	Filler	49
19-20	Government wide code	Indicates program function for the agency for the statement of net assets.	50-51
21	Not Used		52
22	SOL Warrant Indicator	Indicates whether or not to automatically generate SOL warrant transactions. Y = Yes, N = No	53

Table 57 – Statement of Activities – Expenditures

The reference data is used to produce the government wide statement of activities report and cash flow report.

Pos. on TM.1	Data Element	DT File Pos.
1-2	Governmental activities	32-33
3-4	Workers' Compensation Fund (FFB)	34-35
5-6	Unemployment Compensation Fund (FFG)	36-37
7-8	Higher Education Student Services Fund (FFH)	38-39
9-10	Health Insurance Fund (FFJ)	40-41
11-12	All Other Business Type Funds	42-43
13-24	Filler	44-55
25-26	Cash Flow Statement Sort Code (See table D68)	56-57

Table 58 - Statement of Activities – Revenue

The reference data is used to produce the government wide statement of activities report and cash flow report.

Pos. on TM.1	Data Element	DT File Pos.
1-2	Governmental activities	32-33
3-4	Workers' Compensation Fund (FFB)	34-35
5-6	Unemployment Compensation Fund (FFG)	36-37
7-8	Higher Education Student Services Fund (FFH)	38-39
9-10	Health Insurance Fund (FFJ)	40-41
11-12	All Other Business Type Funds	42-43
13-24	Filler	44-55
25-26	Cash Flow Statement Sort Code (See table D68)	56-57

Table 59 - Financial Statement Reporting

The reference data is used to produce the government wide statement of net assets report and cash flow report.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-2	Not used	Not used	32-33
3-4	Governmental activities	Balance Sheet sort code (see table D54)	34-35
5-6	Business Type activities	Balance Sheet sort code (see table D54)	36-37
7-16	Filler		38-47
17-18	Cash Flow Statement Sort Code	Positive Amounts (see table D68)	48-49
19-20	Cash Flow Statement Sort Code	Negative Amounts (see table D68)	50-51
21-22	Filler		52-53
23-24	Cash Flow Statement Sort Code	Reconciliation Report (see table D68)	54-55

Table 65 – Program Index – Organization Index

This table is currently used only by DSHS and the reference data field contains Budget Unit. The reference data on this table is loaded and viewed from screen TM.D.2. If a Budget Unit is not input on a transaction when an appropriation index is used, the system will edit the entry using this table to check for a valid program index-organization index combination and will enter the budget unit from the reference data field as input.

Table 66 - Revenue/Other Sources

The reference data provides, for each fund type, the sort code used for preparation of the Schedule of Revenues and Other Sources (if applicable).

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-2	General Fund	Schedule of Revenues and Other Sources sort code. See Appendix B of this document.	32-33
3-5	Filler	n/a	34-36
6-7	Special Revenue	Schedule of Revenues and Other Sources sort code. See Appendix B of this document.	37-38
8-10	Filler	n/a	39-41
11-12	Debt Service	Schedule of Revenues and Other Sources sort code. See Appendix B of this document.	42-43
13-15	Filler	n/a	44-46
16-17	Capital Project	Schedule of Revenues and Other Sources sort code. See Appendix B of this document.	47-48
18-20	Filler		49-51
21-22	Permanent Funds	Schedule of Revenues and Other Sources sort code. See Appendix B of this document.	52-53
23-25	Filler		54-56
26-27	Proprietary Funds		57-58
28-30	Filler		59-61
31-32	Fiduciary Funds		62-63

Table 67 - Revenue/Other Sources Sort Code Titles

No reference data.

Table 68 - Cash Flow Sort Code Titles

Provides titles for Cash Flow Statement.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	Column Code	Unsure as to use.	32

Table 70 - DRS Statements

The reference data field is currently used only by Department of Retirement Systems (DRS). It provides sort codes for various internal financial reports. The codes are defined and maintained by DRS.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-2	Balance Sheet - Fund Level	Sort code for agency balance sheet at fund level. Sort codes defined by agency.	32-33
3-4	Income Statement - Fund Level	Sort code for agency income statement at fund level. Sort codes defined by agency.	34-35
5-7	Income Statement - Reserve Level	Sort code for agency income statements at reserve level. Sort codes defined by agency.	36-38

Table 71 - DSHS PI Crosswalk

The reference data on this table is loaded and viewed from screen TM.D.5.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-5	Program Index	Provides valid Program Index for first payroll of new biennium. Program Index in table entry key will be converted to this PI.	32-36

Table 74 - DSHS OI Crosswalk

The reference data on this table is loaded and viewed from screen TM.D.7.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-4	Organization Index	Provides valid Organization Index for first payroll of new biennium. Organization Index in table entry key will be converted to this OI.	32-35

Table 80 – Payroll Date Control

The reference data on this table is loaded and viewed from screen AD.D. The payments referenced by this table are Third Party Payroll payments.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	Payroll Type Indicator	Indicates if this is a regular (R) or Off-Cycle (O) payroll.	32
2-7	IRS EFTPS Effective Date	Date payments for payroll taxes withheld are due to the IRS. This date is the Effective Entry Date in the ACH payment file (AFR3). [Format for all dates on this table is YYMMDD.]	33-38
8-13	Savings Bond ACH Effective Date	Date payments for savings bonds are due to the Federal Reserve Bank. This date is the Effective Entry Date in the ACH payment file (AFR5).	39-44
14-19	VFF EFTPS Effective Date	Date payments for payroll taxes withheld for Volunteer Fire Fighters are due to the IRS. This date is the Effective Entry Date in the ACH payment file (AFR4).	45-50
20-25	IAP/Warrant Due Date	Date IAP and warrant payments will be generated for third party payroll payments. These payments will be dated on payday.	51-56
26-31	IRS Alert Date	Date by which AFRS should have received from DOP and processed third party payments for respective pay date. If payments to the IRS have not been processed by this date, AFRS consultants receive a report notifying them to take action.	57-62
32-37	Third Party ACH Effective Date	Date payments for all other third party payroll payees are due. This date is the Effective Entry Date in the ACH payment file (AFR6) and will generally be the same as the pay date.	63-68

Table 81 – IRS Agency Control

The reference data on this table is loaded and viewed from screen AD.E. Each payroll unit (agency or sub-agency) that submits payroll taxes must register with the IRS in order to send payments electronically using EFTPS (Electronic Federal Tax Payment System). OFM must pre-note the taxpayer ID before sending actual payments. The reference data ensures that a pre-note has been completed prior to sending actual payments.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-4	Agency Number	Agency number registered for EFTPS under this taxpayer ID number.	32-35
5	Pre-note Send Flag	Indicates whether or not to send an ACH pre-note during NAPS. (Y = Yes, send pre-note; N = No, do not send pre-note). The 'Y' indicator is automatically changed to 'N' once a pre-note is sent.	36
6	Pre-note Status Flag	Indicates the current status of the pre-note: I = In-Process; C = Completed; E = Error. Note: this field can only be updated by the system.	37
7-14	Pre-note Status Date	Indicates the date the status flag was last changed. Note: this field can only be updated by the system.	38-45

Table 90 - Transaction Edit

The reference data on this table is loaded and viewed from screens TM.A.1, TM.A.2 and TM.A.3, TM.A.4.

Table 91 - Batch Type Controls

The reference data on this table is loaded and viewed from screen VE.6. Note: the batch message entered on screen VE.6 is stored in a separate file (VSAM.FSMG105.AFPROD.REMTMSG).

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	Warrant Type Indicator	Indicates the type of warrants to generate for this batch type (I = Inserted; R = Regular). Note: this only applies to transactions for which the vendor record has not already established the payment type.	32
2-11	Contact Phone Number	The phone number that will be printed on warrants and remittance advices for all payments using this batch type. Format = area code/prefix/suffix	33-41

Table 92 - Bank Holiday - EFT

The reference data on this table is loaded and viewed from screen AD.2. This table is used for determining EFT Deposit Dates for regular vendor payments. It is also used to calculate system-generated dates for descriptor table D80 – Payroll Control Dates.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	Holiday Indicator	Indicates that date entered is a holiday (H).	32
2-39	Holiday Type/Title	Indicates if holiday is: <ul style="list-style-type: none"> • State = State holiday, but not banking • Bank = Bank holiday, but not State • Both = State and Bank holiday Name of the holiday.	33-70

Table 93 - DSHS Month of Service Edit

The reference data on this table is loaded and viewed from screen TM.D.4.

Table 96 – IAP Receipt Batch Control

The reference data on this table is loaded and viewed from screen TM.C.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-2	Batch Type for IAP Receipts	Indicates the batch type to be generated for IAP receipts paid to table entry key vendor number.	32-33
3-5	Transaction Code	Indicates transaction code to be used on system-generated receipt batch.	34-36
6-13	Master Index	Indicates master index to be used on system-generated receipt batch.	37-44
14-16	Appropriation Index	Indicates appropriation index to be used on system-generated receipt batch.	45-47
17-21	Program Index	Indicates program index to be used on system-generated receipt batch.	48-52
22-23	Sub-Object	Indicates sub-object to be used on system-generated receipt batch.	53-54
24-27	Sub-Sub-Object	Indicates sub-sub-object to be used on system-generated receipt batch.	55-58
28-29	Major Group	Indicates major group to be used on system-generated receipt batch.	59-60
30-31	Major Source	Indicates major source to be used on system-generated receipt batch.	61-62
32-37	Sub-Source	Indicates sub-source to be used on system-generated receipt batch.	63-68

APPENDIX B

Supporting Documentation To Reference Data Fields Chart, Tables 31 and 33

GENERAL LEDGER REPORT GROUPS

<u>Code</u>	<u>GL Report Group</u>	<u>GL Codes</u>	<u>Memo Codes</u>
A	Accrued Revenue	3205, 3260	
B	Actual Revenue	3210	
C	Cash-Basis Estimated Revenue		0001
D	Accrual-Basis Estimated Revenue	3110	
E	Allotted Dollars	6210-6215	
F	Disbursed Dollars	6510	
G	Accrued Dollars	6505, 6560	
H	Encumbered Dollars	6410	
I	Allotted FTE's		0110-0111
J	Disbursed FTE's		0120, 0140
K	Accrued FTE's		0130
L	Liability Liquidations		0159
R	Receivable Liquidations		0139
Z	Other	1110-2620 3211-32258 4310-6120 6310 6511-6525 7110-9998	0002-0006

APPENDIX C

Supporting Documentation To Reference Data Fields Chart, Table 66

REVENUE AND OTHER SOURCES SORT CODES

<u>Code</u>	<u>Title</u>
AB	Retail Sales
AC	Use (Compensating)
AD	Other Tax Credits
BA	Business and Occupation
BB	Business and Occupation
CA	Property
DA	Motor Vehicle Excise
DB	Other Excise
EA	Motor Vehicle and Fuel
FA	"Liquor, Beer, and Wine"
FB	Cigarette and Tobacco
FC	Insurance Premiums
FD	Public Utility
FE	Pari-mutuels and Amusements
FF	Gift and Inheritance
FG	Other Taxes
GA	Business and Professions
GB	Hunting and Fishing
GC	Motor Vehicles
GD	Motor Vehicle Operators
GE	Other Fees
HA	Dept. of Health and Human Services
HB	Dept. of Labor
HC	Dept. of Agriculture
HD	Dept. of Transportation
HE	Dept. of Education
HF	Other Federal Grants-In-Aid
IA	Tuition and Student Fees
IB	Other Charges
JA	Earnings on Investments
JB	Property and Timber Management
JC	Fines and Forfeitures
JD	Contributions and Grants
JE	Other
ND	Bond Sale Proceeds
NE	Proceeds of Refunding Bonds
NF	Payment to Refunded Bond Escrow Agent
NG	Note Proceeds
TR	Operating Transfers In & Out
TT	Capital Lease Acquisitions