



# Office of Financial Management

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## *Agency Financial Reporting System*

### Descriptor Table

Screen TM.1.1

*August 2020*

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# What is the Descriptor Table?

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

- ◆ 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 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.

## Descriptor Maintenance

The **Descriptor Maintenance** screen (TM.1.1) 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 SWA or OFM IT staff
- The statewide tables are updated by one of the following:
  - OFM Statewide Accounting (SWA)
  - OFM IT
  - OFM Budget controls Tables 26 and 27

To access the **Descriptor Maintenance** screen (TM.1.1):

Type *TM* on the **AFRS Primary Menu**;

Select *1* on the **Table Maintenance Menu**;

Select *1* on the **Online Tables Menu**;

This will take you to the **Descriptor Maintenance Menu**.

-- *OR* --

From any other AFRS screens that has a transfer field, type *TM.1.1* or *TM11* in the transfer field **TR:\_\_\_** and press [Enter].

The following screen will display:

```
=== AFRS =(TM.1.1)===== 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-----+-----

F3=RETURN, F12=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* ( 17 = 15-17; 19 = 17-19)
- *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* ( 17 = 15-17; 19 = 17-19)
- *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* ( 17 = 15-17; 19 = 17-19)

*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 complete the deleting process simply press [Enter] a second time.

The AFRS Descriptor Table is comprised of many sub-tables, each of which is assigned a TABLE ID number. The maintenance codes below indicate whether the table is maintained at the agency (A) or statewide (S) level and who to contact regarding the statewide tables, as follows:

- S-OFM = OFM-Statewide Accounting (SWA)
- S-IT = OFM IT
- S-BUD = OFM-Budget

Maint. Code	ID#	TITLE	TABLE PURPOSES AND RELATIONSHIPS
	01*	CURRENTLY NOT USED	CURRENTLY NOT USED
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-OFM	08	APPROPRIATION TYPE	Categorizes an appropriation as being state, federal, local, unanticipated, etc.
S-OFM	09	APPROP. CHARACTER	Categorizes an appropriation as being capital or operating.
S-OFM	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-OFM	11	SUB-OBJECT	Provides level two of object hierarchy. Defines relationship between object and sub-object. Comprised of alpha object & sub-object.
S-OFM	12	SUB-SUB-OBJECT	Provides level three of object hierarchy. Defines relationship between sub-object and sub-sub-object. (Input on screen AD.1.5.A)
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-IT	14	REPORT NUMBER	List of all AFRS daily, weekly, monthly reports that have not been moved to Enterprise Reporting.
S-OFM	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. <b>(Note: D27 must be updated first by OFM Budget.)</b>
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.

Maint. Code	ID#	TITLE	TABLE PURPOSES AND RELATIONSHIPS
A	20	TASK	Provides level six of program hierarchy. Defines relationship of task to sub-activity.
S-OFM	21	GAAP FUND	Defines the Generally Accepted Accounting Principles (GAAP) classification of funds. One alpha character, same as Table 25.
S-OFM	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.1.5.B)
S-OFM	23	BIENNIUM CLOSE RULES	Defines the Biennium Close Rules as directed by OFM Statewide Accounting. (Input on screen AD.1.5.C)
S-OFM	24	CASH TYPE	Defines where the control of the account is: Treasurer or Bank.
S-OFM	25	CAFR FUND TYPE & STATEMENT CODE	Defines the Generally Accepted Accounting Principles (GAAP) classification of funds. Two alpha characters, same as Table 21. Also defines the CAFR roll-up funds for reporting purposes.
S-BUD	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.1.5.D)
S-BUD	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)
A/ S-IT	28	PAYMENT PROCESS CONTROLS	Defines Batch Type payments at the Agency and Statewide Level. Allows for remittance messages, contact information and defining of payment type.
S-OFM	29	PAYMENT WRAP CONTROL	Table of payment transaction codes and their associated payment wrap transaction codes for the current & prior periods. (Input on screen AD.4)
S-IT	30**	INTERFACE JOB NAME	Stores interface job control data. (Input on screen AD.1.1.B)
S-OFM	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-OFM	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-OFM	34	MAJOR SOURCE	Provides level one of the revenue hierarchy, separating revenues into main categories.
S-OFM	35	SOURCE	Provides level two of the revenue hierarchy, defining the relationship between major source and source. Also indicates fund types for which each revenue source is valid.
A	36	SUB-SOURCE	Provides level three of the revenue hierarchy. Defines the relationship between major source and sub-source.
S-OFM	37	COUNTIES	Provides numeric code for each county in the state.
S-OFM	38	CITIES & TOWNS	Provides numeric code for each city/town in the state.
S-OFM	39	BUDGET TYPE	Categorizes a fund / account as appropriated, budgeted, mixed, or non-budgeted.



<b>Maint. Code</b>	<b>ID#</b>	<b>TITLE</b>	<b>TABLE PURPOSES AND RELATIONSHIPS</b>
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-OFM	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-OFM	45	WARR CANCEL/ACH RETURN TC ASSIGN	Provides suggested warrant cancellation transaction codes used in the AFRS Automated Warrant Cancellation process and ACH Returns. (Input on screen AD.4)
	46*	CURRENTLY NOT USED	CURRENTLY NOT USED
	47*	CURRENTLY NOT USED	CURRENTLY NOT USED
A	48	IAP MULTI FUND / ACCOUNT 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.3.4.B)
S-OFM	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.1.2.B)
A	50	AFRS TO CAMS INTERFACE SUB OBJECT	Defines sub-objects and batch types that will trigger display of AFRS/CAMS interface screen. (Input on screen TM.3.5 )
S-IT	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. (Input on screen AD.1.5.E)
S-IT	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-OFM	53	AGENCY CONTROL	Defines and provides information about each agency; defines agency function such as general government, education transportation, etc.; budget function; provides sort codes for GAAP income statements and other control indicators. (Input on screen AD.1.1.A)
S-OFM	54	GENERAL LEDGER SORT	Provides valid sort codes and titles of sort codes used on table 31-General Ledger accounts. Sort codes are used for preparing CAFR Balance Sheet and Statement of Net Position.
S-OFM	55	INCOME STATEMENT SORT	Provides valid sort codes and titles of sort codes used on tables 11-Sub-objects and 35-Sources. Sort codes are used for preparing CAFR income statements.
S-OFM	56	VARIABLE TRANSACTION GENERAL LEDGER	Provides valid general ledger codes for transaction codes that require a variable general ledger code to be entered.
S-OFM	57	STMT. OF ACTIVITIES – OBJECTS	Provides sort codes by Object/Sub-object for CAFR Statement of Activities and Cash Flow Statements.
S-OFM	58	STMT. OF ACTIVITIES - SOURCES	Provides sort codes by Source for CAFR Statement of Activities and Cash Flow Statements.
S-OFM	59	STMT. OF NET ASSETS	Provides sort codes by General Ledger account for CAFR Statement of Net Position and Cash Flow Statements.

Maint. Code	ID#	TITLE	TABLE PURPOSES AND RELATIONSHIPS
S-OFM	60	CLOSING GL	Provides valid general ledger codes for biennium closing transaction codes that require a variable general ledger code to be entered. Used for the AFRS automated biennial closing process.
TREAS-7900	62	OST REPORT DATA SELECTION	Agency specific.
A	63	ALLOCATION CODE	Defines allocation codes used in OFM's Cost Allocation System or in agency unique allocation systems.
A	65	PROGRAM INDEX-ORGANIZATION INDEX	Specific agencies upon request. Validates Program Index / Org Index combinations. (Input on screen TM.6.2 or TM.1.1)
	66*	CURRENTLY NOT USED	CURRENTLY NOT USED
	67*	CURRENTLY NOT USED	CURRENTLY NOT USED
S-OFM	68	STMT OF ACTIVITIES & CASH FLOW SORT CODE TITLES	Provides valid sort codes and titles of sort codes for tables 57-Statement of Activities-Objects and 58-Statement of Activities-Sources. Sort codes are used for CAFR Statement of Activities and Cash Flow Statement.
DRS	70	DRS STATEMENTS	Agency specific. Provides G/L sort codes for preparation of DRS financial statements.
DSHS HCA	71	PI CROSSWALK	Specific agencies. Provides PI conversion data for first payroll of biennium. (Input on screen TM.6.4.)
DSHS HCA	72	PGM/SUB-PGM/AI EDIT	Specific agencies. Edit 1: valid combinations of Program/Sub-program/Appropriation Index codes. (Input on screen TM.6.1)
	73*	NOT CURRENTLY USED	NOT CURRENTLY USED
DSHS HCA	74	OI CROSSWALK	Specific agencies. Provides OI conversion data for first payroll of biennium. (Input on screen TM.6.5.)
S-IT	75	OMWBE TYPE	Defines OMWBE Type that designate transaction are OMWBE Reportable and is part of the IRS Type table process used by the D78 table. (Input on screen AD.1.3.A)
S-IT	76	IRS BOX	Defines IRS Box per the 1099 requirements for reportable income. This is part of the IRS Type table process used by the D78 table (Input on screen AD.1.3.B)
S-IT	77	VENDOR TYPE	Defined Vendor Types per the 1099 requirements for reportable income. Vendor Types are entered on the Statewide Vendor Table and Vendor Types are defined in documentation on the OFM IT Systems website titled "Definitions for New Vendor Types." This is part of the IRS Type table process used by the D78 table (Input on screen AD.1.3.C)
S-IT	78	IRS TYPE	This table determines the IRS box and OMWBE type based on 1099-MISC requirements for reportable income and applies them to the transaction. To determine if the transaction has reportable income the AFRS system applies rules based on the combination of Sub-Object, Sub-Sub Object, & Vendor Type. (Input on Screen AD.1.3.D) Agencies can view this table on screen TM.5. Agencies can override the table by manually entering the IRS Box or OMWBE Type if the payment does not fit the Standard Reportable type of income.
S-IT	80	PAYROLL DATES CONTROL	Stores due date information for third party payroll payments (Input on screen AD.1.4.A).
S-IT	81**	IRS AGENCY CONTROL	Stores valid taxpayer ID's & names for agencies that pay IRS withholding taxes through payroll EFTPS (Input on screen AD.1.4.B).
A	90	TRANSACTION EDIT CNTRLS	Stores data entered on screens TM.3.2.B, and TM.3.2.C.

<b>Maint. Code</b>	<b>ID#</b>	<b>TITLE</b>	<b>TABLE PURPOSES AND RELATIONSHIPS</b>
A/ S-IT	91	BATCH TYPE CONTROLS	Stores data entered on Payment Process Controls screen VE.6.
S-IT	92	BANK HOLIDAY-EFT	Stores state and bank holiday dates for calculating EFT deposit dates (Input on screen AD.1.4.C).
A	93	MONTH OF SERVICE EDIT	Specific agencies. Stores data for Month of Service Edit. (Input on screen TM.6.3)
	94*	CURRENTLY NOT USED	CURRENTLY NOT USED
S-IT	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.3.4.A)
S-IT	97	UNIQUE IDENTIFIER (UI) TABLE	The Unique Identifier allows OFM to capture, manage, use and report relevant facility inventory data collected for preparation of the Annual State Facilities Inventory Report and the biennial Six-Year Facilities plan. The identifier is created by the Facilities Planning Management Tool (FPMT).

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

**SORTED BY TABLE ID # (\* = NOT USED)**

<b>Maint. Code</b>	<b>ID#</b>	<b>TITLE</b>	<b>CLASSIFICATION GROUP</b>
	01*	CURRENTLY NOT USED	CURRENTLY NOT USED
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-OFM	08	APPROPRIATION TYPE	APPROPRIATION
S-OFM	09	APPROPRIATION CHARACTER	APPROPRIATION
S-OFM	10	OBJECT	OBJECT OF EXPENDITURE/EXPENSE
S-OFM	11	SUB-OBJECT	OBJECT OF EXPENDITURE/EXPENSE
S-OFM	12	SUB-SUB-OBJECT (AD.1.5.A)	OBJECT OF EXPENDITURE/EXPENSE
A	13	BUDGET UNIT	OTHER
S-IT	14	REPORT NUMBER	SYSTEM
S-OFM	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-OFM	21	GAAP FUND	FUND
S-OFM	22	FUND / ACCOUNT (AD.1.5.B)	FUND
S-OFM	23	BIENNIUM CLOSE RULES (AD.1.5.C)	FUND
S-OFM	24	CASH TYPE	FUND
S-OFM	25	CAFR FUND TYPE & STATEMENT CODE	FUND
S-BUD	26	STATEWIDE SRC OF FUNDS (AD.1.5.D)	AGENCY/FUND/APPROPRIATION
S-BUD	27	STATEWIDE PROGRAM	AGENCY/FUNCTION/PROGRAM
A/S-IT	28	PAYMENT PROCESS CONTROL	PAYMENT
S-OFM	29	PAYMENT WRAP CONTROL (AD.4)	PAYMENT
S-IT	30	INTERFACE JOB NAME (AD.1.1.B)	INTERFACE
S-OFM	31	GENERAL LEDGER ACCOUNT	ACCOUNTS
A	32	SUBSIDIARY ACCOUNT	ACCOUNTS
S-OFM	33	MEMORANDUM ACCOUNT	ACCOUNTS
S-OFM	34	MAJOR GROUP	REVENUE
S-OFM	35	MAJOR SOURCE	REVENUE
A	36	SUB-SOURCE	REVENUE
S-OFM	37	COUNTIES	OTHER
S-OFM	38	CITIES & TOWNS	OTHER
S-OFM	39	BUDGET TYPE	FUND
A	40	WORKCLASS	OTHER
S-OFM	41	PROJECT TYPE	PROJECT
A	42	PROJECT	PROJECT
A	43	SUB-PROJECT	PROJECT
A	44	PROJECT PHASE	PROJECT
S-OFM	45	WARRANT CANCEL/ACH RETURN -TC ASSIGNED (AD.4)	CANCELLATION/ACH RETURN - TC

Maint. Code	ID#	TITLE	CLASSIFICATION GROUP
	46*	CURRENTLY NOT USED	CURRENTLY NOT USED
	47*	CURRENTLY NOT USED	CURRENTLY NOT USED
A	48	IAP MULTI FUND BREAKOUT (TM.3.4.B)	VENDOR
S-OFM	49**	PAYMENT IN PROCESS WRAP CTL. (TM.1.2.B)	PAYMENT/TRAN CODE
A	50	AFRS TO CAMS INTERFACE SUB OBJECT	CAMS ELIGIBLE SUB-OBJECTS
S-IT	51	ERROR CODE MESSAGE (AD.1.5.E)	SYSTEM
S-IT	52	ERROR CORRECTION ELEMENT	SYSTEM
S-OFM	53	AGENCY CONTROL (AD.1.1.A)	AGENCY
S-OFM	54	GENERAL LEDGER SORT	FINANCIAL STATEMENTS
S-OFM	55	INCOME STATEMENT SORT	FINANCIAL STATEMENTS
S-OFM	56	VARIABLE TRANSACTION GENERAL LEDGER	FINANCIAL STATEMENTS
S-OFM	57	STMT. OF ACTIVITIES – OBJECTS	FINANCIAL STATEMENTS
S-OFM	58	STMT. OF ACTIVITIES- SOURCES	FINANCIAL STATEMENTS
S-OFM	59	STATEMENT OF NET ASSETS – GOVT. WIDE	FINANCIAL STATEMENTS
S-OFM	60	CLOSING GL	FINANCIAL STATEMENTS
TREAS-7900	62	OST REPORT DATA SELECTION	AGENCY SPECIFIC
A	63	ALLOCATION CODE	OTHER
A	65	PI-OI (TM.6.2 OR TM.1.1)	SPECIFIC AGENCIES
	66*	CURRENTLY NOT USED	CURRENTLY NOT USED
	67*	CURRENTLY NOT USED	CURRENTLY NOT USED
S-OFM	68	STMT OF ACTIVITIES & CASH FLOW SORT CODE TITLES	FINANCIAL STATEMENTS
DRS	70	DRS FINANCIAL STATEMENTS	FINANCIAL STMTS. /AGY. SPECIFIC
DSHS HCA	71	PI CROSSWALK (TM.6.4)	SPECIFIC AGENCIES
DSHS HCA	72	PGM/SUB-PGM/AI EDIT (TM.6.1)	SPECIFIC AGENCIES
	73*	CURRENTLY NOT USED	CURRENTLY NOT USED
DSHS HCA	74	ORG. INDEX CROSSWALK (TM.6.5)	SPECIFIC AGENCIES
S-IT	75	OMWBE TYPE (AD.1.3.A)	OTHER
S-IT	76	IRS BOX (AD.1.3.B)	OTHER
S-IT	77	VENDOR TYPE (AD.1.3.C)	OTHER
S-IT	78	IRS TYPE (AD.1.3.D)	OTHER
S-IT	80	PAYROLL DATES CONTROL (AD1.4.A)	EFT
S-IT	81	IRS AGENCY CONTROL (AD.1.4.B)	EFT
A	90	TRANSACTION EDIT CONTROLS (TM.3.2.B & TM.3.2.C)	OTHER
A/S-IT	91	BATCH TYPE CONTROLS (VE.6)	PAYMENT
S-IT	92	BANK HOLIDAY-EFT (AD.1.4.C)	EFT
A	93	MONTH OF SERVICE EDIT (TM.6.3)	SPECIFIC AGENCIES
	94*	CURRENTLY NOT USED	CURRENTLY NOT USED
S-IT	95	DESCRIPTOR TABLE LIST	SYSTEM
A	96	IAP RECEIPT BATCH CNTRL (TM3.4.A)	OTHER
S-IT	97	UNIQUE IDENTIFIER (UI) TABLE	LEASE

**SORTED BY TITLE (\* = NOT USED)**

<b>Maint. Code</b>	<b>ID#</b>	<b>TITLE</b>	<b>CLASSIFICATION GROUP</b>
A	18	ACTIVITY	PROGRAM
A	50	AFRS TO CAMS INTERFACE SUB OBJECT	CAMS ELIGIBLE SUB-OBJECTS
S-OFM	53	AGENCY CONTROL (AD.1.1.A)	AGENCY
A	63	ALLOCATION CODE	OTHER
A	07	APPROPRIATION	APPROPRIATION
S-OFM	09	APPROPRIATION CHARACTER	APPROPRIATION
S-OFM	08	APPROPRIATION TYPE	APPROPRIATION
S-IT	92	BANK HOLIDAY-EFT (AD.1.4.C)	EFT
A/S-IT	91	BATCH TYPE CONTROLS (VE.6)	PAYMENT
S-OFM	23	BIENNIUM CLOSE RULES (AD.1.5.C)	FUND
A	03	BRANCH	ORGANIZATION
S-OFM	39	BUDGET TYPE	FUND
A	13	BUDGET UNIT	OTHER
S-OFM	25	CAFR FUND TYPE & STATEMENT CODE	FUND
S-OFM	68	STMT OF ACTIVITIES & CASH FLOW SORT CODE TITLES	FINANCIAL STATEMENTS
S-OFM	24	CASH TYPE	FUND
S-OFM	38	CITIES & TOWNS	OTHER
S-OFM	60	CLOSING GL	FINANCIAL STATEMENTS
A	06	COST CENTER	ORGANIZATION
S-OFM	37	COUNTIES	OTHER
	01*	CURRENTLY NOT USED	CURRENTLY NOT USED
	46*	CURRENTLY NOT USED	CURRENTLY NOT USED
	47*	CURRENTLY NOT USED	CURRENTLY NOT USED
	66*	CURRENTLY NOT USED	CURRENTLY NOT USED
	67*	CURRENTLY NOT USED	CURRENTLY NOT USED
	73*	CURRENTLY NOT USED	CURRENTLY NOT USED
	94*	CURRENTLY NOT USED	CURRENTLY NOT USED
S-IT	95	DESCRIPTOR TABLE LIST	SYSTEM
A	02	DIVISION	ORGANIZATION
DRS	70	DRS FINANCIAL STATEMENTS	FINANCIAL STMTS. /AGY. SPECIFIC
S-IT	51	ERROR CODE MESSAGE (AD.1.5.E)	SYSTEM
S-IT	52	ERROR CORRECTION ELEMENT	SYSTEM
S-OFM	15	FUNCTION	PROGRAM
S-OFM	22	FUND / ACCOUNT (AD.1.5.B)	FUND
S-OFM	21	GAAP FUND	FUND
S-OFM	31	GENERAL LEDGER ACCOUNT	ACCOUNTS
S-OFM	54	GENERAL LEDGER SORT	FINANCIAL STATEMENTS
A	48	IAP MULTI FUND BREAKOUT (TM3.4.B)	VENDOR
A	96	IAP RECEIPT BATCH CNTRL (TM.3.4.A)	OTHER
S-OFM	55	INCOME STATEMENT SORT	FINANCIAL STATEMENTS
S-IT	30	INTERFACE JOB NAME (AD.1.1.B)	INTERFACE
S-IT	81	IRS AGENCY CONTROL (AD.1.4.B)	EFT (ACH)
S-IT	76	IRS BOX (AD.1.3.B)	OTHER
S-IT	78	IRS TYPE (AD.1.3.D)	OTHER
S-OFM	34	MAJOR GROUP	REVENUE
S-OFM	35	MAJOR SOURCE	REVENUE

Maint. Code	ID#	TITLE	CLASSIFICATION GROUP
S-OFM	33	MEMORANDUM ACCOUNT	ACCOUNTS
A	93	MONTH OF SERVICE EDIT (TM.6.3)	SPECIFIC AGENCIES
S-OFM	10	OBJECT	OBJECT OF EXPENDITURE/EXPENSE
S-IT	75	OMWBE TYPE (AD.1.3.A)	OTHER
DSHS HCA	74	ORG. INDEX CROSSWALK (TM.6.5.)	SPECIFIC AGENCIES
TREAS- 7900	62	OST REPORT DATA SELECTION	AGENCY SPECIFIC
S-OFM	45	WARRANT CANCEL/EFT (ACH) RETURN -TC ASSIGNED (AD.4)	CANCELLATION/ACH RETURN - TC
S-OFM	49	PAYMENT IN PROCESS WRAP CTL. (TM.1.2.B)	PAYMENT/TRAN CODE
A/S-IT	28	PAYMENT PROCESS CONTROL	PAYMENT
S-OFM	29	PAYMENT WRAP CONTROL (AD.4)	PAYMENT
S-IT	80	PAYROLL DATES CONTROL (AD1.4.A)	EFT
DSHS HCA	72	PGM/SUB-PGM/AI EDIT (TM.6.1)	SPECIFIC AGENCIES
DSHS HCA	71	PI CROSSWALK (TM.6.4)	SPECIFIC AGENCIES
A	65	PI-OI (TM.6.2)	SPECIFIC AGENCIES
A	16	PROGRAM	PROGRAM
A	42	PROJECT	PROJECT
A	44	PROJECT PHASE	PROJECT
S-OFM	41	PROJECT TYPE	PROJECT
S-IT	14	REPORT NUMBER	SYSTEM
A	04	SECTION	ORGANIZATION
S-OFM	59	STATEMENT OF NET ASSETS	FINANCIAL STATEMENTS
S-BUD	27	STATEWIDE PROGRAM	AGENCY/FUNCTION/PROGRAM
S-BUD	26	STATEWIDE SRC OF FUNDS (AD1.5.D)	AGENCY/FUND/APPROPRIATION
S-OFM	57	STMT. OF ACTIVITIES – OBJECTS	FINANCIAL STATEMENTS
S-OFM	58	STMT. OF ACTIVITIES- SOURCES	FINANCIAL STATEMENTS
A	19	SUB-ACTIVITY	PROGRAM
S-OFM	11	SUB-OBJECT	OBJECT OF EXPENDITURE/EXPENSE
A	17	SUB-PROGRAM	PROGRAM
A	43	SUB-PROJECT	PROJECT
A	32	SUBSIDIARY ACCOUNT	ACCOUNTS
A	36	SUB-SOURCE	REVENUE
S-OFM	12	SUB-SUB-OBJECT (AD.1.5.A)	OBJECT OF EXPENDITURE/EXPENSE
A	20	TASK	PROGRAM
A	90	TRANSACTION EDIT CONTROLS (TM.3.2.B & TM.3.2.C)	OTHER
A	05	UNIT	ORGANIZATION
S-IT	97	UNIQUE IDENTIFIER (UI) TABLE	LEASE
S-OFM	56	VARIABLE TRANSACTION GENERAL LEDGER	FINANCIAL STATEMENTS
S-IT	77	VENDOR TYPE (AD.1.3.C)	OTHER
A	40	WORKCLASS	OTHER

## CHART OF TABLE ENTRY KEYS

### LEGEND

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Maintenance Codes:   **A** = Agency Maintained  
                               **S-OFM** = OFM-Statewide Accounting  
                               **S-IT** = OFM IT  
                               **S-BUD** = OFM-Budget (**D26 & D27**)

Reference Data:       **R** = Reference Data may be required. Refer to Appendix A.

Table Entry Keys:     **A** = Alpha  
                               **N** = Numeric  
                               **X** = Alphanumeric

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Maint.	Ref.	ID#	Title	Table Entry Key
A		02	DIVISION	XX └──────────────────────────Division
A		03	BRANCH	XX XX └──┬──────────────────────────Division └──────────────────────────Branch
A		04	SECTION	XX XX XX └──┬──┬──────────────────────────Division └──┬──────────────────────────Branch └──────────────────────────Section
A		05	UNIT	XX XX XX XX └──┬──┬──┬──────────────────────────Division └──┬──┬──────────────────────────Branch └──┬──────────────────────────Section └──────────────────────────Unit
A		06	COST CENTER	XX XX XX XX XX └──┬──┬──┬──┬──────────────────────────Division └──┬──┬──┬──────────────────────────Branch └──┬──┬──────────────────────────Section └──┬──────────────────────────Unit └──────────────────────────Cost Center
A		07	APPROPRIATION	XXX └──────────────────────────Appropriation
S-OFM		08	APPROPRIATION TYPE	X └──────────────────────────Appropriation Type
S-OFM		09	APPROPRIATION CHARACTER	N └──────────────────────────Approp. Character
S-OFM		10	OBJECT	X └──────────────────────────Object
S-OFM	R	11	SUB-OBJECT	AA └──────────────────────────Sub-object
S-OFM	R	12	SUB-SUB-OBJECT	AA XXXX └──┬──────────────────────────Sub-object └──────────────────────────Sub-sub-object
A		13	BUDGET UNIT	XXX └──────────────────────────Budget Unit
S-IT	R	14	REPORT NUMBER	XXXXXXXX └──────────────────────────Report Number
S-OFM		15	FUNCTION	NN └──────────────────────────Function
A		16	PROGRAM	NN XXX └──┬──────────────────────────Function └──────────────────────────Program



Maint.	Ref.	ID#	Title	Table Entry Key
A		17	SUB-PROGRAM	NN XXX XX    -----Function  -----Program  -----Sub-program
A		18	ACTIVITY	NN XXX XX XX    -----Function  -----Program  -----Sub-program  -----Activity
A		19	SUB-ACTIVITY	NN XXX XX XX XX    -----Function  -----Program  -----Sub-program  -----Activity  -----Sub-activity
A		20	TASK	NN XXX XX XX XX XX    -----Function  -----Program  -----Sub-program  -----Activity  -----Sub-activity  -----Task
S-OFM		21	GAAP FUND	A  -----GAAP Fund
S-OFM	R	22	FUND / ACCOUNT (AD.1.5.B)	XXX  -----Fund/Account
S-OFM		23	BIENNIUM CLOSE RULES (AD.1.5.C)	XX NNNN XXX NN NNN bbb NNNN N  -----Rule type/level  -----Owner agency  -----Fund/fund type  -----special indicator (or)  -----Program (optional)  -----Sub-program (optional)  -----blank (3 spaces)  -----General ledger account  -----Debit (D)/Credit (C)
S-OFM		24	CASH TYPE	N  -----Treasury Type
S-OFM		25	CAFR FUND TYPE & STATEMENT CODE	AA  -----Fund Type Identifier
S-BUD		26	STATEWIDE SRC OF FUNDS	XXXX XXX XXX X N  -----Agency  -----Fund/Account  -----Appropriation  -----Appropriation Type  -----Approp. Character
S-BUD		27	STATEWIDE PROGRAM	XXXX XX XXX  -----Agency  -----Function  -----Program
A/S-IT		28	PAYMENT PROCESS CONTROL	
S-OFM		29	PAYMENT WRAP CONTROL (AD.4)	NNN X  -----Pymt Transaction Code  -----Reversal (Optional)
S-IT		30	INTERFACE JOB NAME (AD.1.1.B)	XXXXXXXXNN  -----Interface Job Name

Maint.	Ref.	ID#	Title	Table Entry Key
S-OFM	R	31	GENERAL LEDGER ACCT.	NNNN  -----General Ledger Account
A		32	SUBSIDIARY ACCOUNT	NNNN XXXXXX  -----General Ledger Account  -----Subsidiary Code
S-OFM	R	33	MEMORANDUM ACCOUNT	NNNN  -----Memorandum Code
S-OFM		34	MAJOR SOURCE	NN  -----Major Source
S-OFM	R	35	SOURCE	NN NN  -----Major Source  -----Source
A	R	36	SUB-SOURCE	NN NN XXXXXX  -----Major Source  -----Source  -----Sub-source
S-OFM		37	COUNTIES	NNN  -----County
S-OFM		38	CITIES & TOWNS	NNNN  -----City or Town
S-OFM		39	BUDGET TYPE	A  -----Budget Type
A		40	WORKCLASS	XXX  -----Work class
S-OFM		41	PROJECT TYPE	X  -----Project Type
A		42	PROJECT	XXXX  -----Project
A		43	SUB-PROJECT	XXXX XX  -----Project  -----Sub-project
A		44	PROJECT PHASE	XXXX XX XX  -----Project  -----Sub-project  -----Project Phase
S-OFM		45	WARRANT CANCEL/ACH RETURN - TC ASSIGN (AD.4)	NNN NNN  -----Warrant Wrap Tran Code  -----Payment Tran Code
A		48	IAP MULTI FUND BREAKOUT (TM.3.4.B)	XXXX  -----Multi Fund Code
S-OFM		49	PAYMENT PROCESS WRAP CONTROL (TM.1.2.B)	NNN XXXX  -----Payment Tran Code  -----Agency
A		50	AFRS TO CAMS INTERFACE SUB OBJECT (TM.3.5)	XX  -----Sub-objects valid for CAMS/AFRS Interface
S-IT	R	51	ERROR CODE (AD.1.5.E)	XXX  -----Error Code
S-IT	R	52	CORRECTION ELEMENT	XXXXXXXXXXXXXXXXXXXXX (Variable length)  -----Correction Element
S-OFM	R	53	AGENCY CONTROL (AD.1.1.A)	XXXX  -----Agency Number
S-OFM		54	GENERAL LEDGER SORT	XX  -----General Ledger Sort
S-OFM		55	INCOME STATEMENT SORT	XX  -----Income Statement Sort

Maint.	Ref.	ID#	Title	Table Entry Key
S-OFM		56	VARIABLE TRANSACTION GENERAL LEDGER	NNN NNNN Transaction Code General Ledger Account
S-OFM	R	57	STATEMENT OF ACTIVITIES	Objects - Same as D11
S-OFM	R	58	STATEMENT OF ACTIVITIES	Sources - Same as D35
S-OFM	R	59	STATEMENT OF NET ASSETS	General Ledgers - Same as D31
S-OFM		60	CLOSING GL	NNN NNNN Transaction Code General Ledger Account
TREAS-7900		62	OST REPORT DATA SELECTION	XXXX XXXXXX XXX XX G/L Code or Trans Code Report Number Blank Data File Name
A		63	ALLOCATION CODE	XXXX Allocation Code
A	R	65	PROGRAM INDEX-ORGANIZATION INDEX (DOC, DSHS, & HCA)	XXXXX XXXX Program Index Organization Index  Data stored in this table should be entered or viewed on screen TM.6.2.
S-OFM		68	STMT OF ACTIVITIES & CASH FLOW SORT CODE TITLES	AA Financial Statement Sort
DRS	R	70	DRS STATEMENTS	NNNN NN NN XXXXXX AA XXXX G/L Code Source Major Source Sub-Source Sub-object Sub-Sub-object  <b>Note:</b> 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 HCA		71	PI CROSSWALK (TM.6.4)	XXXXX PI-Ending Biennium
DSHS HCA		72	PGM/SUB-PGM/AI EDIT - Edit 1 (TM.6.1)	NN XXX XX XXX Function Program Sub-program Appropriation Index
DSHS HCA		74	ORG INDEX CROSSWALK (TM.6.5)	XXXX OI-Ending Biennium
S-IT		78	IRS TYPE (AD.1.3.D)	XXA IRS Box OMWBE Type IRS Withholding
S-IT		80	PAYROLL DATES CONTROL (AD.1.4.A)	NNNNNNNN Pay Date (CCYYMMDD)
S-IT		81	IRS AGENCY CONTROL (AD.1.4.B)	NNNNNNNNNN Taxpayer ID Number



## **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 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
29-37	Filler	Filler	60-67
38	FPMT Unique Identifier (UI)	Account for Lease activity (Valid codes are Y=Required, N=Not Allowed, or O=Optional)	68
39	Inactive Indicator	Indicates if a code is inactive. (I=inactive, blank=active)	70

Table 12 - Sub-Sub-object

*The reference data displays the Used Indicator showing the agency has used a Statewide Sub-Sub-Object. Statewide records input on Screen AD.1.5A.*

Pos. on TM.1	Data Element	Comments	DT File Pos.
1-2	Filler	Filler	32-33
3	FPMT Unique Identifier (UI)	Account for Lease activity (Valid codes are Y=Required, N=Not Allowed, or O=Optional)	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
5	Inactive Flag	' ' = Blank and not Inactive; I = Inactive. Established for ability to turn off a statewide sub-sub-object when it is no longer being used or needed.	

**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.1.5.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. Reference Table D25	58-59
29-32	Default Closing GL	Indicates the Fund Balance or Net Position General Ledger to which cash, revenues, and expenditures/expenses close at the end of each biennium	60-63

**Table 23 – Biennium Close Rules**

*The reference data provides posting indicators for Biennium Close Rules per agencies request to OFM Statewide Consultants. OFM maintains these rules on the AD.1.5.C.*

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	Post To Level	Code used to determine agency to post the closing transaction to. (P=Posting Agency, A=Admin Agency B=Both)	32
2-4	Transaction Code – Posting Agency (non-cash)	Transaction Code used for Posting Agency non-cash transaction during the biennium closing process.	33-35
5-7	Transaction Code – Posting Agency (cash)	Transaction Code used for Posting Agency Cash transactions during the biennium closing process.	36-38
8-10	Transaction Code – Admin Agency (cash)	Transaction Code used for Administrative Agency cash transactions during the biennium closing process.	38-41
11-12	Account Type	Identifies the type of Fund (Account) to apply this Biennium close rule to.	42-43

**Table 25 – CAFR Fund Type and Statement Code**

*The reference data provides information used in the verification of the Biennium Closing Rules on descriptor table 23.*

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	Fund Type or Stmt Code	Indicates if the record is a CAFR Fund Type or a CAFR Statement Code. Only the fund types are used to verify the Biennium Closing Rules table. 1 = CAFR Fund Type 2 = CAFR Statement Code	32
2	GLs to Close	Indicates which types of GLs will close out during the biennium close process: B = Both cash and nominal GLs C = Cash GLs only N = Nominal GLs only	33

**Table 26 - Statewide Source of Funds Table**

*The reference data on this table is uploaded to this table from OFM Budget. Use screen AD.1.5.D to view records.*



**Table 29 - Payment Wrap Control**

*The reference data on this table is loaded and viewed from screen AD.4 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.1.1.B*

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 Account**

*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 the type of GL, such as real, nominal, fund balance, etc. Used to identify General Ledgers that affect the biennium closing.	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 ( <b>not currently used</b> )	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 - 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
23-26	Filler	Filler	54-57
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	62-69
39	Inactive Indicator	Indicates if a code is inactive. (I=inactive, blank=active)	70

**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. Can be entered/viewed on AD.1.5.E by OFM IT.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	Allow EFT	<b>The Statewide Vendor number will allow EFT (ACH) or block EFT (ACH) because of the error code received on a returned ACH Payment.</b>	32

**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/HCA 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 Control**

*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.1.1.A*

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	Create Date	Date agency was created (MMDDYY)	36-41
11-16	Inactivate 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	Statement code	Indicates program function for the agency for the government-wide statement of net assets.	50-51
21	Filler	Filler	52
22	SOL Warrant Indicator	Indicates whether or not to automatically generate SOL warrant transactions. Y = Yes, N = No	53
23-25	Closing Options	Allows agency to request their data to close a lower level. Request must be sent to SWA prior to Biennium Roll.	54-56

**Table 57 – Statement of Activities – Objects**

*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	Guaranteed Education Tuition (FFK)	40-41
11-12	Other Business Type Activities (FFE, FFI)	42-43
13-14	<b><i>Not Currently Used</i></b>	44-45
15-16	Lottery Fund (FFD)	46-47
17-24	Filler	48-55
25-26	Cash Flow Statement Sort Code (See table D68)	56-57

**Table 58 - Statement of Activities – Sources**

*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	Column Indicator (for Statement of Activities)	32
2-3	Governmental activities	33-34
4-5	Workers' Compensation Fund (FFB)	35-36
6-7	Unemployment Compensation Fund (FFG)	37-38
8-9	Higher Education Student Services Fund (FFH)	39-40
10-11	Guaranteed Education Tuition (FFK)	41-42
12-13	Other Business Type Activities (FFE, FFI)	43-44
14-15	<b><i>Not Currently Used</i></b>	45-46
16-17	Lottery Fund (FFD)	47-48
18-23	Filler	49-54
24-25	Cash Flow Statement Sort Code (See table D68)	55-56

**Table 59 - Statement of Net Assets**

*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 by DOC, DSHS & HCA and the reference data field contains Budget Unit. The reference data on this table is loaded and viewed from screen TM.6.2. 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 68 – Statement of Activities and Cash Flow Sort Code Titles

*Provides titles for the Cash Flow Statement.*

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	Column Indicator	Indicates the column in which this item is reported on the government-wide Statement of Activities	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 – PI Crosswalk

*The reference data on this table is loaded and viewed from screen TM.6.4.*

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 – OI Crosswalk

*The reference data on this table is loaded and viewed from screen TM.6.5.*

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 75 – OMWBE Type

*The reference data on this table is loaded and viewed from screen AD.1.3.A.*

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	Federal Identification Number Required	Indicates whether a valid Taxpayer Identification number is required to apply proper OMWBE certification credit.	32

**Table 78 – IRS Type**

The reference data on this table is loaded and viewed from screen AD.1.3.D. Agencies can view the D78 table on TM.5.

Pos. on TM.1	Data Element	Comments	DT File Pos.
1	IRS Box	The default IRS Box that will be populated on the transaction for this combination of vendor type and subobject. Reference the D76 table	32
2	OMWBE Type	The default OMWBE Type that will be populated on the transaction for this combination of vendor type and subobject. Reference the D75 table	33
3	IRS Withholding	Field currently not used as this was part of the project to apply the 3% withholding. ( <i>Currently Not Used.</i> )	34

**Table 80 – Payroll Date Control**

The reference data on this table is loaded and viewed from screen AD.1.4.A. 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).  <b>[Format for all dates on this table is YYMMDD.]</b>	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 OFM IT 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.1.4.B. 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 IT 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 Controls**

The reference data on this table is loaded and viewed from screens that are accessed via the Agency Transaction Edit Control Menu – TM.3.2

TM.3.2.B = Agency Vendor Number Edit

TM.3.2.C = Agency Invoice Date Control Edit

**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.1.4.C. 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"><li>• State = State holiday, but not banking</li><li>• Bank = Bank holiday, but not State</li><li>• Both = State and Bank holiday</li></ul> Name of the holiday.	33-70

### Table 93 – Month of Service Edit

The reference data on this table is loaded and viewed from screen TM.6.3.

### Table 96 – IAP Receipt Batch Control

The reference data on this table is loaded and viewed from screen TM.3.4.A.

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