AFRS: Selecting Transaction Codes

Practice Scenarios

Instruction

Work through the practice scenarios on pages 1-4. Once you have completed all scenarios, check your answers against the answer key on pages 5-7. Note that each scenario may have numerous Transaction Code options.

Scenario Example

You receive a check for services and determine there is no previous receivable entry.

Questions:

Choose the ACCOUNTING TYPE	⚬ Payable
	⚬ Encumbrance
	⚬ Warrant Cancellation
	þ Revenue
Choose the TYPE OF ENTRY	þ Original Entry
	⚬ Related Entry
Enter TRANSACTION CODE	**Enter the related GENERAL LEDGER ACCOUNT NUMBERS**
Transaction Code: 001 RCT-RCRD REVENUE (TREA)	7110/3210

Scenario #1   Your agency is to pay an invoice from Department of Corrections-Correctional Industries (agency number 310) for furniture and fixtures ordered.

Notes: This is an interagency payment. The V=variable GL is 5154 and requires the subsidiary account for the Department of Corrections, which is 310. The payment is made using the automated Interagency Payment (IAP) process with an IAP transaction code for an expenditure (640).

Questions:

Choose the ACCOUNTING TYPE	⏺ Payable ⏺ Encumbrance ⏺ Warrant Cancellation ⏺ Revenue
Choose the TYPE OF ENTRY	⏺ Original Entry ⏺ Related Entry
Enter TRANSACTION CODE	**Enter the related GENERAL LEDGER ACCOUNT NUMBERS**
Transaction Code:	

Scenario #2   You receive a check from a vendor. The documentation indicates it is a refund of an overpayment your agency made to that vendor. (Payment was made with TC 210.)

Questions:

Choose the ACCOUNTING TYPE	⏺ Payable ⏺ Encumbrance ⏺ Warrant Cancellation ⏺ Revenue
Choose the TYPE OF ENTRY	⏺ Original Entry ⏺ Related Entry
Enter TRANSACTION CODE	**Enter the related GENERAL LEDGER ACCOUNT NUMBERS**
Transaction Code:	

Scenario #3   You receive an invoice for a contract and find that it was encumbered by a previous document. You want to pay the non-agency vendor.

Questions:

Choose the ACCOUNTING TYPE	◕ Payable ◕ Encumbrance ◕ Warrant Cancellation ◕ Revenue
Choose the TYPE OF ENTRY	◕ Original Entry ◕ Related Entry
Enter TRANSACTION CODE	**Enter the related GENERAL LEDGER ACCOUNT NUMBERS**
Transaction Code:	

Scenario #4   You have some invoices to pay in the new fiscal year that were accrued in the previous year. The invoices were accrued in GL 5199.

Questions:

Choose the ACCOUNTING TYPE	◕ Payable ◕ Encumbrance ◕ Warrant Cancellation ◕ Revenue
Choose the TYPE OF ENTRY	◕ Original Entry ◕ Related Entry
Enter all applicable TRANSACTION CODE(S)	**Enter the related GENERAL LEDGER ACCOUNT NUMBERS**
Transaction Code:	
Transaction Code:	

Scenario #5   You are asked to issue a revenue refund to a customer as they overpaid taxes to Fund 001, Source 0101.

Questions:

Choose the ACCOUNTING TYPE	⊙ Payable ⊙ Encumbrance ⊙ Warrant Cancellation ⊙ Revenue
Choose the TYPE OF ENTRY	⊙ Original Entry ⊙ Related Entry
Enter TRANSACTION CODE	**Enter the related GENERAL LEDGER ACCOUNT NUMBERS**
Transaction Code:	

AFRS: Selecting Transaction Codes

Practice Scenarios Answer Key

Scenario #1   Your agency is to pay an invoice from Department of Corrections-Correctional Industries (agency number 310) for furniture and fixtures ordered.

Notes: This is an interagency payment. The V=variable GL is 5154 and requires the subsidiary account for the Department of Corrections, which is 310. The payment is made using the automated Interagency Payment (IAP) process with an IAP transaction code for an expenditure (640).

Questions:

Choose the ACCOUNTING TYPE	þ Payable o Encumbrance o Warrant Cancellation o Revenue
Choose the TYPE OF ENTRY	þ Original Entry o Related Entry
Enter TRANSACTION CODE	**Enter the related GENERAL LEDGER ACCOUNT NUMBERS**
Transaction Code: 210 RCRD ACCT/VOU PAY- NO ENCUMB (TREA)	6505/5154

Scenario #2   You receive a check from a vendor. The documentation indicates it is a refund of an overpayment your agency made to that vendor. (Payment was made with TC 210.)

Questions:

Choose the ACCOUNTING TYPE	○ Payable
	○ Encumbrance
	○ Warrant Cancellation
	● Revenue
Choose the TYPE OF ENTRY	○ Original Entry
	● Related Entry
Enter TRANSACTION CODE(S)	**Enter the related GENERAL LEDGER ACCOUNT NUMBERS**
Transaction Code: 265 RCT REDUCE EXPEN (TREA)	7110/6510

Scenario #3   You receive an invoice for a contract and find that it was encumbered by a previous document. You want to pay the non-agency vendor.

Questions:

Choose the ACCOUNTING TYPE	○ Payable
	● Encumbrance
	○ Warrant Cancellation
	○ Revenue
Choose the TYPE OF ENTRY	○ Original Entry
	● Related Entry
Enter TRANSACTION CODE	**Enter the related GENERAL LEDGER ACCOUNT NUMBERS**
Transaction Code: 211 RCRD ACCT/VOU PAY-W/ENCUMB (TREA)	6505/5111 9510/6410

Scenario #4   You have some invoices to pay in the new fiscal year that were accrued in the previous year. The invoices were accrued in GL 5199.

Questions:

Choose the ACCOUNTING TYPE	þ Payable
	● Encumbrance
	● Warrant Cancellation
	● Revenue
Choose the TYPE OF ENTRY	● Original Entry
	þ Related Entry
Enter all applicable TRANSACTION CODE(S)	**Enter the related GENERAL LEDGER ACCOUNT NUMBERS**
Transaction Code: 951 REQUEST WARRANT NON-EXPENDITURE	Variable 5199/5111
Transaction Code: 955 REQUEST WARRANT	Variable 5199/5111

Scenario #5   You are asked to issue a revenue refund to a customer as they overpaid taxes to Fund 001, Source 0101.

Questions:

Choose the ACCOUNTING TYPE	● Payable
	● Encumbrance
	● Warrant Cancellation
	þ Revenue
Choose the TYPE OF ENTRY	● Original Entry
	þ Related Entry
Enter TRANSACTION CODE	**Enter the related GENERAL LEDGER ACCOUNT NUMBERS**
Transaction Code: 198 REFUND RCRDED AS REVENUE (TREA)	3205/5111