Washington State Department of
Enterprise Services

Exception Code Table

Transition from Pseudo number to Exception Code

Exception Code Table

- Exception Code Table was presented to the Agency Advisory Group (AAG) as a way to process:
  - Payments that are exempt from the new IRS 3% reporting rules
  - Payments (legitimately) without a TIN
  - Backup withholding
- The Exception Code Table is currently in Testing and is scheduled to be promoted to production sometime in November 2011
- SWA will enter the new codes so agencies can stop using V0D0/V0D1 (pseudo numbers)

Exception Code continued

- The Exception Code is a two (2) character field (numeric only)
- Agencies can view the codes on a new screen within the Tables (TM)
  - TM.1.4 – Payment Exception Code Table
- Enter an ‘N’ into the function field and then hit enter. This will bring up the first exception code.

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




                         1 -- DESCRIPTOR MAINTENANCE

                         2 -- TRANSACTION CODE DECISION MAINTENANCE

                         3 -- PAYMENT CARD

                         4 -- PAYMENT EXCEPTION CODE TABLE




                             SELECT FUNCTION: _


                       F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

```
=== AFRS =(TM.1.4)====== PAYMENT EXCEPTION CODE TABLE ============ C105P215 ===
 TR: ______                                                                1050

        FUNCTION: _ (V=VIEW, N=NEXT, B=BACK)

  EXCEPTION CODE: __  BIENNIUM: 13

           TITLE: ____________________________________________
     DESCRIPTION: ____________________________________________

    TIN REQUIRED: _  RATE TYPE: __  1099 MISC REPORTABLE: _

                   EXCEPTION CODE CRITERIA

  GENERAL LEDGER: _                                         (F5 TO VIEW MORE)
      SUB OBJECT: _                                         (F6 TO VIEW MORE)
  ACCOUNT (FUND): _                                         (F7 TO VIEW MORE)
          AGENCY: _                                         (F8 TO VIEW MORE)

        INACTIVE: _ (Y/N)                 DATE: ________
                                                MMDDCCYY

                        F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

```
=== AFRS =(TM.1.4)====== PAYMENT EXCEPTION CODE TABLE ============ C105P215 ===
 TR: ______                                                                1050

       FUNCTION: N (V=VIEW, N=NEXT, B=BACK)

 EXCEPTION CODE: 05  BIENNIUM: 13

          TITLE: GRNT________________________________________
    DESCRIPTION: DIRECT_GRANT_PAYMENTS_-_ONE-TIME____________

   TIN REQUIRED: O  RATE TYPE: 01  1099 MISC REPORTABLE: N

                  EXCEPTION CODE CRITERIA

 GENERAL LEDGER: N
     SUB OBJECT: Y NA NZ
 ACCOUNT (FUND): N
         AGENCY: Y 1050 2450

       INACTIVE: N (Y/N)                  DATE: ________
                                                MMDDCCYY

                       F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

Exception Code continued

- Fields
  - Function = Allows the user to view (v) a specific exception code, see the next (n) exception code, or go back (b) to the previous exception code
  - Exception Code = This will be a two digit field from 01-99.
  - Biennium = Current will be the default.

Exception Code continued

- Fields
  - Title = Name of the Exception Code
  - Description = Short explanation of the purpose of the exception code.
  - TIN Required = There are three potential codes available for this field
    - Y = TIN is required
    - N = TIN is not required
    - O = TIN is optional

Exception Code continued

- Fields
  - Rate Type = This tells the user what type of tax rate is applicable to these payments. The types currently available are:
    - 01 – 0% tax
    - 02 – 28% tax

    Note: This is currently hard coded within the program and the automated process for taking the tax will not be functioning until sometime next year.
  - 1099 Misc Reportable = This tells the system when a transaction is or is not 1099-MISC reportable.
    - Y (yes) = Transaction will be assigned appropriate IRS Box
    - N (no) = Transaction will be assigned an IRS Box of ‘0’

Exception Code continued

- Fields
  - Exception Code Criteria = Allows the exception code to be refined to only allow specific types of transaction by using one of the following:
    - General Ledger
    - Sub Object
    - Account (FUND)
    - Agency
  - Inactive = OFM Statewide Consultants have the ability to inactivate any of the exception codes by simply changing the ‘N’ (no) to a ‘Y’ (yes). They then must enter a date of when it will be inactive.

Exception Code continued

- Exception Code Criteria will show a predetermined number of codes, if there is more codes for one of the exception code criteria an ‘F’ key will be displayed that you will use to see all the associated criteria.
- Hit the ‘F’ key and you will be taken to a new screen to see the full listing of either General Ledgers, Subobjects, Accounts (Fund), or Agencies.

Exception Code continued

- The following are the potential ‘F’ keys that would be available:
  - F5 = General Ledgers
  - F6 = Subobjects
  - F7 = Accounts (Fund)
  - F8 = Agencies.

```
=== AFRS =(TM.1.4)====== PAYMENT EXCEPTION CODE TABLE ============ C105P215 ===
 TR: ______                                                           1050

       FUNCTION: N (V=VIEW, N=NEXT, B=BACK)

 EXCEPTION CODE: 01  BIENNIUM: 13

          TITLE: REFS________________________________________
    DESCRIPTION: REVENUE_REFUNDS_ONLY________________________

   TIN REQUIRED: O  RATE TYPE: 01  1099 MISC REPORTABLE: N

                  EXCEPTION CODE CRITERIA

 GENERAL LEDGER: Y 32** 5111 5191 5192 5193 5194 5291 5292 (F5 TO VIEW MORE)
     SUB OBJECT: N
 ACCOUNT (FUND): N
         AGENCY: N

       INACTIVE: Y (Y/N)                  DATE: ________
                                                MMDDCCYY

                       F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

```
=== AFRS =(TM.1.4.A)=== PAYMENT EXCEPTION CODE GENERAL LEDGER ==== C105P216 ===
TR: ______                                                                1050

   EXCEPTION CODE: 01  TITLE: REFS
         BIENNIUM: 13
GENERAL LEDGER(S):

32**  5111  5191  5192  5193  5194  5291  5292  5293

                       F3=RETURN, F12=MESSAGE, CLEAR=EXIT
GENERAL LEDGERS DISPLAYED
```

Exception Code continued

- Payments can be made using the Exception Code through the following:
  - Online entry
    - IN.1.1, Expanded General Accounting Transaction Input
    - IN.2, Expenditure Accounting Transaction Input
    - Expanded General Accounting Transaction Input for Error & Browse feature on the IN.3
  - Toolbox entry
    - Updating Template to have it between Contract & Vendor Number
  - Batch system Interface
    - 950 Layout-Position 801, 2 bytes, numeric only

```
=== AFRS =(IN.1.1)= EXPANDED GENERAL ACCOUNTING TRANSACTION INPUT= C105P20E ===
TR: ______ BATCH HEADER: 1050 110920 07 070   13 03 110920              1050
   FUNCTION: R    (F=FRESH SCREEN, R=RETAIN DATA, V=VERIFY)
 VENDOR SCR: _    (N=NO; BLANK=DISPLAY VENDOR SCREEN IN.1.4)
   DOC DATE: 101211 (MMDDYY)              DUE DATE: 092011 (MMDDYY)
CURR DOC NO: ________  SFX: __            REF DOC NO: ________   SFX: __
            EXCEPTION CODE: __
 VENDOR #: __________  SFX: __    VEND NAME: ________________________________
ACCOUNT #: ______________________________ VEND MSG: _________________________

AGREEMENT ID: ___________   ORDER ID: _____ CFDA: _______
 TRANS CODE: ___    MOD: _   REV: _       POSTING FM: 03       AGENCY: ____
 MSTR INDEX: ________         FUND: ___    APPN INDEX: ___   PROG INDEX: _____
 SUB OBJECT: __     SUB-SUB-OBJ: ____         IRS BOX: _    OMWBE TYPE: _
  ORG INDEX: ____     ALLOC CODE: ____   BUDGET UNIT: ___           MOS: ____
    PROJECT: ____    SUB-PROJECT: __       PROJ PHASE: __               YYMM
  WORKCLASS: ___           COUNTY: ___      CITY/TOWN: ____    COST OBJ: _____
                                                                 CAFT: _
  MAJ GROUP: __     MAJOR SOURCE: __       SUB-SOURCE: ______
    GL ACCT: ____      SUBSID DR: ______   SUBSID CR: ______
                                          REQUEST REGULAR WARRANT: _
 AMT:                  INV DATE: ______ INV #: ______________________________
PF2=REL, PF3=BATCH SUMM, PF4=VEND SEL, PF5=IAP VEND SEL, PF6=BALNC, PF8=ENC AUTO
```

```
 === AFRS =(IN.1.2)= EXPENDITURE ACCOUNTING TRANSACTION INPUT ===== C105P20C ===
 TR: ______ BATCH HEADER: 1050 110920 07 070 13 03 110920
    FUNCTION: R  (F=FRESH SCREEN, R=RETAIN DATA, V=VERIFY)
  VENDOR SCR: _  (N=NO; BLANK=DISPLAY VENDOR SCREEN IN.1.4)
    DOC DATE: 101211 (MMDDYY)              DUE DATE: 092011 (MMDDYY)
 CURR DOC NO: ________  SFX: __            REF DOC NO: ________    SFX: __
             EXCEPTION CODE: __
  VENDOR #: __________  SFX: __     VEND NAME: ________________________________
 ACCOUNT #: ______________________________ VEND MSG: _________________________
                                           REQUEST REGULAR WARRANT: _
 AGREEMENT ID: ___________   ORDER ID: _____ CFDA: _______
  TRANS CODE: ___    MOD: _   REV: _       POSTING FM: 03
  MSTR INDEX: ________       FUND: ___     APPN INDEX: ___   PROG INDEX: _____
  SUB-OBJECT: __    SUB-SUB-OBJ: ____         IRS BOX: _     OMWBE TYPE: _
   ORG INDEX: ____    ALLOC CODE: ____    BUDGET UNIT: ___          MOS: ____
     PROJECT: ____  SUB-PROJECT: __        PROJ PHASE: __               YYMM
   WORKCLASS: ___         COUNTY: ___       CITY/TOWN: ____
     GL ACCT: ____     SUBSID DR: ______    SUBSID CR: ______
 AMT1:                INV DATE 1: ______ INV #1: ______________________________
 AMT2:                INV DATE 2: ______ INV #2: ______________________________
 AMT3:                INV DATE 3: ______ INV #3: ______________________________
 AMT4:                INV DATE 4: ______ INV #4: ______________________________
PF2=REL, PF3=BATCH SUMM, PF4=VEND SEL, PF5=IAP VEND SEL, PF6=BALNC, PF8=ENC AUTO
```

```
=== AFRS ======= EXPANDED GENERAL ACCOUNTING TRANSACTION INPUT === C105P20Z ===
*ERRORS ONLY* E13 _ ___ _ ___ _ ___ _ ___ _ ___ _ ___ _ ___ _ ___ _ ___ _ 1050
    FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK)
    SEQUENCE: 00055  HEADER: 110916 AQ 054      DUP: _  BIEN: 13  FM: 03
  VENDOR SCR: N
    DOC DATE: 091611 (MMDDYY)                DUE DATE: ______ (MMDDYY)
 CURR DOC NO: AP053-AC  SFX: __            REF DOC NO: ________    SFX: __
                EXCEPTION CODE: __
  VENDOR #: __________  SFX: __    VEND NAME: ________________________________
 ACCOUNT #: ______________________________ VEND MSG: _________________________

 AGREEMENT ID: ___________  ORDER ID: _____  CFDA: _______
  TRANS CODE: 265   MOD: _   REV: _      POSTING FM: 03       AGENCY: 3000
  MSTR INDEX: ________       FUND: 001    APPN INDEX: FA1  PROG INDEX: F4611
  SUB OBJECT: EA     SUB-SUB-OBJ: 0010       IRS BOX: _    OMWBE TYPE: _
   ORG INDEX: M7A0    ALLOC CODE: 9999  BUDGET UNIT: B41          MOS: ____
     PROJECT: ____   SUB-PROJECT: __      PROJ PHASE: __               YYMM
   WORKCLASS: ___         COUNTY: ___     CITY/TOWN: ____   COST OBJ: _____
   MAJ GROUP: __      MAJ SOURCE: __      SUB-SOURCE: ______      CAFT: _
     GL ACCT: ____     SUBSID DR: ______  SUBSID CR: ______
                                         REQUEST REGULAR WARRANT: _
  AMT: 0000000005070    INV DATE: ______ INV #: ______________________________
PF2=REL, PF3=BATCH SUMM, PF4=VEND SEL, PF5=IAP VEND SEL, PF6=BALNC, PF8=ENC AUTO
```

```
=== AFRS ======= EXPANDED GENERAL ACCOUNTING TRANSACTION INPUT === C105P20Z ===
                                                                          1050
     FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK)
     SEQUENCE: 00000  HEADER: 110920 07 070      DUP: _  BIEN: 13  FM: 03
   VENDOR SCR: N
     DOC DATE: 101211 (MMDDYY)                DUE DATE: 092011 (MMDDYY)
  CURR DOC NO: ________  SFX: __            REF DOC NO: ________    SFX: __
               EXCEPTION CODE: __
   VENDOR #: __________  SFX: __    VEND NAME: ................................
  ACCOUNT #: ______________________________ VEND MSG: _________________________

  AGREEMENT ID: ___________  ORDER ID: _____ CFDA:
   TRANS CODE: ___    MOD: _    REV: _      POSTING FM: __       AGENCY: ____
   MSTR INDEX: ________       FUND: ___     APPN INDEX: ___  PROG INDEX: _____
   SUB OBJECT: __      SUB-SUB-OBJ: ____       IRS BOX: _   OMWBE TYPE: _
    ORG INDEX: ____     ALLOC CODE: ____   BUDGET UNIT: ___           MOS: ____
      PROJECT: ____    SUB-PROJECT: __      PROJ PHASE: __                 YYMM
    WORKCLASS: ___          COUNTY: ___      CITY/TOWN: ____   COST OBJ: .....
    MAJ GROUP: __       MAJ SOURCE: __      SUB-SOURCE: ______      CAFT: .
      GL ACCT: ____      SUBSID DR: ______   SUBSID CR: ______
                                        REQUEST REGULAR WARRANT: _
   AMT:                   INV DATE: ______ INV #: ______________________________
PF2=REL, PF3=BATCH SUMM, PF4=VEND SEL, PF5=IAP VEND SEL, PF6=BALNC, PF8=ENC AUTO
```

Exception Code continued

- Questions?

- Further questions please contact the Accounting Helpdesk at:
  - Phone: 360-407-8182
  - E-mail: afrshelpdesk@ofm.wa.gov