



OCTOBER 2019

INTERMEDIATE AGENCY FINANCIAL REPORTING SYSTEM (AFRS) TRANSACTION CODES TRAINING

Dan Bode

Chris Soots

OFM

OFFICE OF FINANCIAL MANAGEMENT

WELCOME!

Please Silence Your Cell Phones

Sign In Sheet and Handouts

Amenities

Bathrooms

Building Access and Emergency Exits

Training Material Available

Evaluations

AGENDA

Introductions

What is AFRS Intermediate Trans Code Training?

Learning Objectives

Other topics to consider?

Review: What are Transaction Codes?

Exercises

Help and Resources

WHAT IS AFRS INTERMEDIATE TRANS CODES TRAINING?

Addressing more advanced AFRS Trans Code topics that typically result in support requests

Practice exercises to apply guidelines for selecting higher level Transaction Codes

Advanced level topics that only staff with reconciliation and/or in-process duties may come across

- This is your opportunity to expand your AFRS knowledge

LEARNING OBJECTIVES

How to look up Transaction Codes

Guidelines for selecting Transaction Codes

Use the Excel tool to choose the Trans Codes you need

Error correction

Using “R” to correct errors

Questions & Answers

OTHER TOPICS OF INTEREST?

REVIEW: WHAT ARE TRANSACTION CODES?

A 3-digit code

Determines which general ledgers to debit and credit (AFRS is a double-entry bookkeeping system so DR=CR)

Determines if a payment is generated

Controls coding elements required or not required on a transaction

REVIEW: AFRS TCS ON THE TM.1.2 MENU

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==== AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 =
TR: _____ LAST UPDATE: 05/23/16
FUNCTION: V (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

AGENCY: 3000 TRANS CODE: 345 TITLE: LCL_TRANSFER_INCREASE_EXPENSE
GLA 1D: 6510 1C: 9920 2D: _____ 2C: _____ 3D: _____ 3C: _____ 4D: _____ 4C: _____
WARRANT CANCEL CURR: _____ PRIOR: _____ ACH RETURN CURR: _____ PRIOR: _____

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

+/- FF MATCH GLA PDN +/- FF MATCH GLA PDN
DF: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ PERIOD IND: _____
AP: + 12 _____ _____ _____ _____ _____ _____ _____ _____ RESTRICT: _____
AL: + 05 _____ _____ _____ _____ _____ _____ _____ _____ VALID FD: _____
CC: _____ _____ _____ _____ _____ _____ _____ _____ _____ POST SEQ: 7
GP: + 05 _____ _____ _____ _____ _____ _____ _____ _____ REG IND: 3
SF: _____ _____ _____ _____ _____ _____ _____ _____ _____ PAYMENT: 0
```


REVIEW: LOOKING UP TRANS CODES IN AFRS

Trans Codes are more than just a 3-digit number

Every Trans Codes has a description, and...

They affect 2 or more General Ledger Accounts

- Cash receipt: TC 001, Dr 7110 and Cr 3210
- Record new encumbrance: TC 205, Dr 6410 and Cr 9510
- Collect Curr A/R: TC 062, Dr 7110/3205 and Cr 1312/3210
- Interfund Expense Transfer Incr: TC 669, Dr 6510, and Cr 7140

Variable TC allowed for multiple GL accounts

- Record curr payable - TC 212, Dr 6505 and Cr Variable (many of the receivable and payable GLs: 1312, 5111, 5154, etc.)

REVIEW: GUIDELINES FOR SELECTING TRANS CODES HANDOUT

The Guidelines will help you understand the process for the more challenging of error corrections

Provides more information for your AFRS work than what you may have received from your on-the-job training

Many of these will be referenced during today's exercises

EXERCISE #1

LOG ON TO AFRS AND SEARCH FOR TRANS CODES

Follow the printed instructions to
complete this exercise

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PROCESS FOR SELECTING THE CORRECT TRANS CODES

- A. Identify the accounting event
- B. Determine which type of entry is involved
- C. Determine the fund and fund characteristics
- D. Determine if the State Treasurer is involved in completing the accounting event
- E. Determine which AFRS table fields are required and which are not allowed for the transcode
- F. Determine if the TC Indicators affect the transaction
- G. Determine if the fiscal month of the transaction matches the FM indicator of the TC

RESOURCES FOR CHOOSING THE CORRECT TRANSCODES

1. Go to AFRS Documentation
 - <https://www.ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs/afrs-documentation>
2. Select AFRS Transaction Codes – Excel Version to view the spreadsheet
3. Open the spreadsheet and use the TM.1.2 Trans Code Table Quick Guide on the TC tab

IN-PROCESS REPORTS TROUBLESHOOTING

Following are some samples of other Agencies' in-process reports

These will give an idea of common in-process issues

Even if you don't deal directly with in-process reports, the knowledge is valuable for avoiding AFRS errors

More training for in-process reports from SWA

REVIEW IN-PROCESS REPORTS

SOL Warrant cancels from OST

- Action Required?

#0370		STATE OF WASHINGTON																		PAGE	
RPT DTR9002		UNBALANCED IN-PROCESS RECONCILIATION REPORT																		RUN DATE 11/15/17	
AGENCY 0370 - OFFICE OF LEGISLATIVE SUPPORT SERVI																					
G/L ACCT 7130 - WARRANT CANCELLATIONS IN-PROCESS																					
CUR DOCUMNT	FUND	!----	BATCH ID	----	TRAN R M	BY FM	ORG	APR	PRG	OBJECT	SOURCE	PROJECT	WRK CN	CITY	DOC	REF DOCUMNT	AMOUNT				
NUMBER	SX	NBR DT	AGY	DATE	TY NBR	CODE V D	INDX	INX	INDEX	SO SSO	MG MS SUBSRC	NO SP PP	CLS TY	DATE	NUMBER	SX					
SOL17306	035	7900	171102	TD	273	755									171102		1,551.62-				
* 035		FUND TOTAL					1,551.62-				0.00			DIFFERENCE IS		1,551.62-					
** SOL17306		DOCUMENT TOTAL					1,551.62-				0.00			DIFFERENCE IS		1,551.62-					
*** 7130		G/L ACCT TOTAL					1,551.62-				0.00			DIFFERENCE IS		1,551.62-					
AGENCY 0850 - OFFICE OF THE SECRETARY OF STATE																					
G/L ACCT 7130 - WARRANT CANCELLATIONS IN-PROCESS																					
CUR DOCUMNT	FUND	!----	BATCH ID	----	TRAN R M	BY FM	ORG	APR	PRG	OBJECT	SOURCE	PROJECT	WRK CN	CITY	DOC	REF DOCUMNT	AMOUNT				
NUMBER	SX	NBR DT	AGY	DATE	TY NBR	CODE V D	INDX	INX	INDEX	SO SSO	MG MS SUBSRC	NO SP PP	CLS TY	DATE	NUMBER	SX					
SOL17319	001	7900	171115	TC	300	755									171115		25.00-				
* 001		FUND TOTAL					25.00-				0.00			DIFFERENCE IS		25.00-					
** SOL17319		DOCUMENT TOTAL					25.00-				0.00			DIFFERENCE IS		25.00-					
*** 7130		G/L ACCT TOTAL					25.00-				0.00			DIFFERENCE IS		25.00-					

REVIEW IN-PROCESS REPORTS

Warrant cancel created by agency

- Action Required?

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#0110
RPT DTR9002
                                STATE OF WASHINGTON
                                UNBALANCED IN-PROCESS RECONCILIATION REPORT
                                PAGE 2
                                RUN DATE 11/08/17

AGENCY 0110 - HOUSE OF REPRESENTATIVES
G/L ACCT 7130 - WARRANT CANCELLATIONS IN-PROCESS

CUR DOCUMNT FUND !--- BATCH ID ---! TRAN R M BY FM ORG APR PRG OBJECT SOURCE PROJECT WRK CN CITY DOC REF DOCUMNT
NUMBER SX NBR DT AGY DATE TY NBR CODE V D INDX INX INDEX SO SSO MG MS SUBSRC NO SP PP CLS TY DATE NUMBER SX AMOUNT
-----
011JV105 00 035 0110 170912 D3 185 455 19 03 170912 313599D 150.37
* 035 FUND TOTAL 0.00 150.37 DIFFERENCE IS 150.37
** 011JV105 00 DOCUMENT TOTAL 0.00 150.37 DIFFERENCE IS 150.37
*** 7130 G/L ACCT TOTAL 0.00 150.37 DIFFERENCE IS 150.37

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REVIEW IN-PROCESS REPORTS

Journal voucher rev/expense transfers

- Action Required?

#1050
RPT DTR9002

STATE OF WASHINGTON
UNBALANCED IN-PROCESS RECONCILIATION REPORT

PAGE 4
RUN DATE 11/15/17

AGENCY 1050 - OFFICE OF FINANCIAL MANAGEMENT
G/L ACCT 7140 - JOURNAL VOUCHERS IN-PROCESS

CUR DOCUMNT NUMBER	FUND SX	BATCH NBR DT	ID AGY	TY	TRN NBR	R CODE	M V	BY D	FM INDX	ORG INX	APR INDEX	PRG INDEX	OBJECT SO SSO	SOURCE MG MS SUBSRC	PROJECT NO SP PP	WRK CN CLS TY	CITY	DOC DATE	REF DOCUMNT NUMBER	SX	AMOUNT		
105JV058	001	1050	171115	05	110	669			19	04		011	00071	AC				171115			174,000.00-		
105JV058	001	1050	171115	05	110	669			19	04		011	00061	AC				171115			110,000.00-		
105JV058	001	1050	171115	05	110	669			19	04		011	00020	AC				171115			196,000.00-		
* 001		FUND TOTAL							480,000.00-												0.00	DIFFERENCE IS	480,000.00-
105JV058	468	1050	171115	05	110	670			19	04		130	00061	AC				171115			110,000.00		
105JV058	468	1050	171115	05	110	670			19	04		130	00020	AC				171115			196,000.00		
105JV058	468	1050	171115	05	110	670			19	04		130	00071	AC				171115			174,000.00		
* 468		FUND TOTAL								0.00											480,000.00	DIFFERENCE IS	480,000.00
** 105JV058		DOCUMENT TOTAL							480,000.00-												480,000.00	DIFFERENCE IS	0.00

REVIEW IN-PROCESS REPORTS

JV's on the 7th from Fund 035

- Action Required?

#0120		STATE OF WASHINGTON															PAGE											
RPT DTR9002		UNBALANCED IN-PROCESS RECONCILIATION REPORT															RUN DATE 11/08/17											
AGENCY 0120 - SENATE																												
G/L ACCT 7140 - JOURNAL VOUCHERS IN-PROCESS																												
CUR	DOCUMNT	FUND	!----	BATCH	ID	----	TRAN	R	M	BY	FM	ORG	APR	PRG	OBJECT	SOURCE	PROJECT	WRK	CN	CITY	DOC	REF	DOCUMNT	AMOUNT				
NUMBER	SX	NBR	DT	AGY	DATE	TY	NBR	CODE	V	D		INX	INX	INDEX	SO	SSO	NO	SP	PP	CLS	TY	DATE	NUMBER	SX				
CFDP1721		035		0120	171107	P0	001	769														171109			473.00-			
	*	035																								FUND TOTAL	473.00-	
	**	CFDP1721																									DOCUMENT TOTAL	473.00-
DCAP1721		035		0120	171107	P0	001	769															171109			1,744.89-		
	*	035																									FUND TOTAL	1,744.89-
	**	DCAP1721																									DOCUMENT TOTAL	1,744.89-
DEFP1721		035		0120	171107	P0	001	769															171109			26,324.47-		
	*	035																									FUND TOTAL	26,324.47-
	**	DEFP1721																									DOCUMENT TOTAL	26,324.47-

WHEN CAN YOU USE “R” TO CORRECT ERRORS?

Using the R (Reverse) code is the preferred way of correcting an error in AFRS

However, AFRS edits do not allow use of the “R” code for these TCs:

- Any with a payment indicators (1, 3), for Warr./Elec. Fund Transfer- TC 210
- Payment indicators (7, 8) for Inter-Agency Payments- TC 640
- Payment indicators (4, 5) for Inter-Fund Transfers- TCs 021, 022
- Those requiring the reference document # to match an existing # on the document file where no existing document # is on the file
- Those requiring a modifier of P (Partial) or F (Full) for posting encumbrances: TC 211

PROCESSING PAYMENTS IN AFRS – 2 DAY PROCESS

Entering a transaction code that generates a payment (such as TC 210) is not the end of the process

When that transaction processes in AFRS and creates the payment, AFRS automatically generates a transaction called a “payment wrap” or simply “wrap.” These are identified by the a transaction type B.

In addition, there is also a transaction posted by the Treasurer to complete the cycle

You can see the payment transaction code and the wrap in AFRS and on the Transaction Codes spreadsheet

PROCESSING PAYMENTS IN AFRS – 2 DAY PROCESS

Day	Transaction Source	TC	DR	CR	DR	CR	Description
Day 1	Agency Voucher	210	6505 Accrued Exp.	5111 Accts. Payable			Record accrued expenditure/expense, accounts payable and **create payment write record.
	From System Print Command**	398	5111 Accounts Payable	7120 Warrants-in-Process	6510 Cash Exp.	6505 Accrued Exp.	**Release payment write record and liquidate accounts payable, reduce warrants-in-process, reclassify accrued to cash expenditure/expense.
Day 2/3	Treasurer	750	7120 Warrants-in-Process	4310 Current Bien. Cash Activity			Clears warrants-in-process, and Reduces Current Biennium Cash
	NET RESULT		6510 Cash Exp.	4310 Current Bien. Cash Activity			

EXERCISES

In each scenario, you have found an error in a past accounting event

AFRS cleared the error file because the coding was valid or present on the AFRS tables

These errors are usually found from the in-process report, in prior month ER reports, or from managers who call regarding the revenues or expenses that do not look right

We will review the exercises together when completed

(Hint: there may be more than one right answer!) 😊

EXERCISE #2

REVENUE ERROR CORRECTIONS

Follow along with the instructor

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EXERCISES #3 - #4

REVENUE ERROR CORRECTIONS

Follow the printed instructions to
complete these exercises

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REVENUE ERROR CORRECTIONS WALKTHROUGH



EXERCISES #5 - #8

EXPENDITURE ERROR CORRECTIONS

Follow the printed instructions to
complete these exercises

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EXPENDITURE ERROR CORRECTIONS WALKTHROUGH



EXERCISE #9

PAYEE PROBLEMS

Follow the printed instructions to
complete these exercises

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PAYEE PROBLEMS WALKTHROUGH



EXERCISE #10

INTER-AGENCY PAYMENT (IAP) PROBLEMS

Follow the printed instructions to
complete these exercises

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INTER-AGENCY PAYMENT (IAP) PROBLEMS WALKTHROUGH



QUESTIONS?



STAYING INFORMED

To get copies of the latest system documentation:

<https://www.ofm.wa.gov/it-systems>

Select AFRS from the list, and look under Reference Materials.

State Administrative and Accounting Manual:

<http://www.ofm.wa.gov/policy/default.asp>

Sign up for AFRS GovDelivery:

<https://public.govdelivery.com/accounts/WAGOV/subscriber/new>

WHO TO CONTACT WITH QUESTIONS?

AFRS:

- OFM Help Desk
 - Phone: 360-407-9100
 - Email: HereToHelp@ofm.wa.gov

Accounting Policies and Procedures:

- OFM Accounting Consultant
- Follow the link to find your OFM Accounting Consultant:
 - <http://www.ofm.wa.gov/accounting/swa/swacontactsbyagency.asp>

RECOMMENDED TRAINING

Our other AFRS class:

- OFM - Intermediate AFRS Training

Please check out other classes offered by OFM Accounting and Statewide Accounting (SWA):

- <https://www.ofm.wa.gov/accounting/training-accounting-and-budget-staff>
- OFM - In-Process Report Training
 - https://gm1.geolearning.com/geonext/wasdop/login.geo?OriginalUrl=/geonext/wasdop/Launcher.geo?unified=class_22510776289



PLEASE COMPLETE OUR SURVEY!

OFM Enterprise Applications Training:
Chris.Soots@ofm.wa.gov

Any questions?

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