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?
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

--- 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: 3C: 4D: 4C:
WARRANT CURRENT: PRIOR: TAF TS: ______
CANCELL 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: + 12 -- -- -- -- -- -- PERIOD IND: --
AP: + 05 -- -- -- -- -- -- RESTRICT: --
AL: + 05 -- -- -- -- -- -- VALID FD: --
CC: -- -- -- -- -- -- POST SEQ: 7
GP: + 05 -- -- -- -- -- -- REG IND: 3
SF: -- -- -- -- -- -- PAYMENT: 0
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.)
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
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
SOL Warrant cancels from OST

- Action Required?
Warrant cancel created by agency

- Action Required?
## REVIEW IN-PROCESS REPORTS

**JV or IAP payments from other agencies**

- *Action Required?*

### Table: Unbalanced In-Process Reconciliation Report

<table>
<thead>
<tr>
<th>Number</th>
<th>Batch ID</th>
<th>Date</th>
<th>Voucher Code</th>
<th>Fund</th>
<th>Document Total</th>
<th>Project</th>
<th>CITY</th>
<th>Doc</th>
<th>Ref Document</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>40846</td>
<td>73001</td>
<td>170913</td>
<td>TA 159 780</td>
<td>19 03</td>
<td>1,000.00-</td>
<td></td>
<td></td>
<td></td>
<td>170918</td>
<td>1,060.00-</td>
</tr>
<tr>
<td>546739/</td>
<td>407</td>
<td>73001</td>
<td>171101 TC 266 780</td>
<td>19 05</td>
<td>22,840.00-</td>
<td></td>
<td></td>
<td></td>
<td>171101</td>
<td>22,940.00-</td>
</tr>
<tr>
<td>546740/</td>
<td>001</td>
<td>73001</td>
<td>171101 TC 266 780</td>
<td>19 05</td>
<td>121,825.00-</td>
<td></td>
<td></td>
<td></td>
<td>171101</td>
<td>121,825.00-</td>
</tr>
<tr>
<td>546740/</td>
<td>001</td>
<td>73001</td>
<td>171101 TC 266 780</td>
<td>19 05</td>
<td>121,825.00-</td>
<td></td>
<td></td>
<td></td>
<td>171101</td>
<td>121,825.00-</td>
</tr>
</tbody>
</table>
### REVIEW IN-PROCESS REPORTS

**Journal voucher rev/expense transfers**

- **Action Required?**

| NUMBER | DOCNR | FUND | AXD | DATE | TV | TT | CT | CODE | V | D | INDEX | INDEX | INDEX | INDX | INX | INDX | ISO | SQO | KE | NS | SHEREC | KB | SP | PP | CUS | TV | CITY | DOC | REF | DOCUMENT | AMOUNT |
|--------|-------|------|-----|------|----|----|---|------|--|--|-------|-------|-------|-------|------|-----|-----|----|----|--------|----|----|----|-----|----|------|----|-----|------------------|--------|
| 105JV059 | 001 | 1050 | 171115 | 05 | 110 669 | 1904 | 011 | 000071 | AC | 171115 | 174,000.00-
| 105JV058 | 001 | 1050 | 171115 | 05 | 110 669 | 1904 | 011 | 000061 | AC | 171115 | 110,000.00-
| 105JV058 | 001 | 1050 | 171115 | 05 | 110 669 | 1904 | 011 | 000020 | AC | 171115 | 196,000.00-
| **001** | **FUND TOTAL** | **480,000.00-** | **0.00** | **DIFFERENCE IS** | **480,000.00**-
| 105JV059 | 468 | 1050 | 171115 | 05 | 110 670 | 1904 | 120 | 000061 | AC | 171115 | 110,000.00-
| 105JV058 | 468 | 1050 | 171115 | 05 | 110 670 | 1904 | 120 | 000020 | AC | 171115 | 196,000.00-
| 105JV058 | 468 | 1050 | 171115 | 05 | 110 670 | 1904 | 120 | 000071 | AC | 171115 | 174,000.00-
| **468** | **FUND TOTAL** | **480,000.00-** | **0.00** | **DIFFERENCE IS** | **480,000.00**-
| **105JV059** | **DOCUMENT TOTAL** | **480,000.00-** | **480,000.00** | **DIFFERENCE IS** | **0.00**-
### Transfers from other agencies

- **Action Required?**

```plaintext
<table>
<thead>
<tr>
<th>#</th>
<th>AGENCY</th>
<th>DETAIL DT</th>
<th>STATE OF WASHINGTON</th>
<th>UNBALANCED IN-PROCESS RECONCILIATION REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1070</td>
<td>1070</td>
<td>7140</td>
<td>7140</td>
<td>11/15/17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUR DOCUMENT</th>
<th>FUND TOTAL</th>
<th>DOCUMENT TOTAL</th>
<th>DIFFERENCE IS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12405036</td>
<td>721</td>
<td>5,752.05</td>
<td>5,752.05</td>
<td>57,913.98</td>
</tr>
<tr>
<td><strong>12405036</strong></td>
<td><strong>721</strong></td>
<td><strong>5,752.05</strong></td>
<td><strong>5,752.05</strong></td>
<td><strong>57,913.98</strong></td>
</tr>
<tr>
<td>12405036</td>
<td>721</td>
<td>5,752.05</td>
<td>5,752.05</td>
<td>57,913.98</td>
</tr>
<tr>
<td><strong>12405036</strong></td>
<td><strong>721</strong></td>
<td><strong>5,752.05</strong></td>
<td><strong>5,752.05</strong></td>
<td><strong>57,913.98</strong></td>
</tr>
</tbody>
</table>
```
JV’s on the 7th from Fund 035
  •  Action Required?
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

<table>
<thead>
<tr>
<th>Day</th>
<th>Transaction Source</th>
<th>TC</th>
<th>DR</th>
<th>CR</th>
<th>DR</th>
<th>CR</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Agency Voucher</td>
<td>210</td>
<td>6505</td>
<td>5111</td>
<td>5111</td>
<td>6510</td>
<td>Record accrued expenditure/expense, accounts payable and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Accrued Exp.</td>
<td>Accts. Payable</td>
<td><strong>create payment write record.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>From System Print</td>
<td>398</td>
<td>5111</td>
<td>7120</td>
<td>6510</td>
<td>6505</td>
<td>**Release payment write record and liquidate accounts payable, reduce</td>
</tr>
<tr>
<td>Day 2/3</td>
<td>Treasurer</td>
<td>750</td>
<td>7120</td>
<td>4310</td>
<td></td>
<td></td>
<td>Clears warrants-in-process, and Reduces Current Biennium Cash</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Warrants-in-Process</td>
<td>Current Bien. Cash Activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET RESULT</td>
<td></td>
<td></td>
<td>6510</td>
<td>4310</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cash Exp.</td>
<td>Current Bien. Cash Activity</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
EXERCISES #3 - #4

REVENUE ERROR CORRECTIONS

Follow the printed instructions to complete these exercises
REVENUE ERROR CORRECTIONS WALKTHROUGH
EXERCISES #5 - #8

EXPENDITURE ERROR CORRECTIONS

Follow the printed instructions to complete these exercises
EXERCISE #9

PAYEE PROBLEMS

Follow the printed instructions to complete these exercises
PAYEE PROBLEMS WALKTHROUGH
EXERCISE #10

INTER-AGENCY PAYMENT (IAP) PROBLEMS

Follow the printed instructions to complete these exercises
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
  o Phone: 360-407-9100
  o Email: HereToHelp@ofm.wa.gov

Accounting Policies and Procedures:
• OFM Accounting Consultant
• Follow the link to find your OFM Accounting Consultant:
  o 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
PLEASE COMPLETE OUR SURVEY!

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

Any questions?