# AFRS

Agency Financial Reporting System

## TABLE MAINTENANCE TM.1.2.
## SELECTING TRANSACTION CODES

# AFRS: Selecting Transaction Codes

## Introduction

This Job Aid:

- Defines a Transaction Code
- Provides instructions for accessing the Transaction Code Table
- Defines Transaction Code fields

## What is a Transaction Code?

A three-digit number that controls which general ledgers are posted. Before entering a Transaction Code, you must evaluate what Accounting Event has occurred that requires an AFRS transaction.

To select the appropriate Transaction Code, reference **Job Aid: Common Transaction Codes** or **Job Aid: All Transaction Codes**.

## Selecting a Transaction Code

1. Identify the ***Accounting Event***. Accounting Events include:
   - **Revenue**–In governmental fund type accounts, revenues are increases in net current assets and are recognized in the accounting period in which they become measurable and available.
   - **Encumbrance**–Commitments related to unperformed contracts or grants for goods or services.
   - **Payable**–Amounts owed to persons or organizations for goods and/or services received by the state.
   - **Warrant Cancellation**–Cancels payments/warrants made to persons or organizations that receive payment from a state agency.

2. Choose the ***Type*** of entry needed. There are two types of Accounting Events:
   - **Original Entry**–A new transaction that has no related transaction on record.
   - **Related Entry**–Transaction that is related to a transaction in an earlier period.

3. Determine if the ***State Treasurer*** is involved in completing the Accounting Event. Do NOT send documents to the State Treasurer for:
   - Payment
   - Interagency Payment (IAP)
   - Interfund Transfer (IFT)
   - Statute of Limitations (SOL) Warrant Cancellations

4. Decide what ***General Ledger Accounts*** are involved. Refer to Job Aids:
   - Common General Ledger Account Codes
   - General Ledger Account Codes

5. View ***Coding Field*** requirements. *See page 8 of this Job Aid.*

6. Check which ***Fiscal Month*** the Transaction Code is valid and the open Fiscal Month that it can be posted. *See page 10 of this Job Aid.*

7. Select the ***Transaction Code***. Refer to Job Aids:
   - Transaction Codes
   - Common Transaction Codes

## Accessing the Transaction Code Table

TM.1.2–To access the *Transaction Code Decision Maintenance Table*, from the AFRS *Primary Menu*:

1) Type your **Agency number** in the *Agency* field.
2) Type **TM** in the *Select Function* field and press **Enter**.

```
=== AFRS ======================== PRIMARY MENU ==================== C105P05A ===
     TM -- TABLES                          IN -- INPUT/CORRECTION

     MI -- MASTER FILE INQUIRY             VE -- VENDOR/PAYMENT/CANCELLATION

     RD -- ON-DEMAND REPORTING             RR -- REPORT REQUEST

     BI -- BATCH INTERFACE LOG             OM -- OMWBE SUB-CONTRACTOR REPORTING

     SS -- SYSTEM SECURITY                 IR -- IRS 1099 MENU

     CL -- HELP PHONE LIST

     EX -- EXCHANGE DATA SETS
                                 AGENCY: ####
                          SELECT FUNCTION: TM

                     PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
PRIVACY NOTICE:
THE AFRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.
SAFEGUARDING/DISPOSITION OF AFRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.
```

1) In the *Table Maintenance Menu*, type **1** in the *Select Function* field.
2) Press **Enter**.

```
=== AFRS =(TM)============= TABLE MAINTENANCE MENU =============== C105P05C ===
 TR: _____

                          1 -- ONLINE TABLES

                          2 -- CODING TABLES

                          3 -- SYSTEM CONTROLS

                          4 -- FEDERAL TABLES

                          5 -- IRS TABLES

                          6 -- COST ALLOCATION SYSTEM (CAS)

                          SELECT FUNCTION: 1

                     PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

1) In the *Online Tables* menu, type **2** in the *Select Function* field.
2) Press **Enter**.

```
=== 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: 2

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

You are now in the TM.1.2. *Transaction Code Decision Maintenance Table*.

```
=== AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 ===
TR: _______                    LAST UPDATE: 11/01/15
FUNCTION: V   (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

  AGENCY: 0000 TRANS CODE: 210 TITLE: RCRD_ACCT/VOU_PAY-NO_ENCUMB(TREA)__
  GLA 1D: 6505 1C: 5111 2D: ____ 2C: ____ 3D: ____ 3C: ____ 4D: ____ 4C: ____
  WRAP CURRENT: 398  PRIOR: 818            IAP TC: 640
  WARRANT CANCEL CURR: 451_ PRIOR: 455_  ACH RETURN CURR: 255_  PRIOR: 083_

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

          +/-  FF  MATCH  GLA  PDN   +/-  FF  MATCH  GLA  PDN
      DF: -   01    _     2    1     _   __    _     _    _    PERIOD IND: _
      AP: +   11    _                _   __    _                RESTRICT: _
      AL: +   04    _                _   __    _                VALID FD: 1
      CC: _   __    _                _   __    _                POST SEQ: 7
      GP: +   04    _                _   __    _                 REG IND: 6
      SF: _   __          _          _   __          _          PAYMENT: 1
      OF: +   01          1          _   __          _           DRS USE: _
      VF: _   __                     _   __                     1099 USE: _
             F3=RETURN,  F5=WRAP CONTROL,  F12=MESSAGE,  CLEAR=EXIT
```

## Transaction Code & Function Fields

### Transaction Code Fields

**TRANS CODE**–A Transaction Code is a three-digit number used in AFRS to determine which General Ledger Accounts to debit and credit. This code also determines if a payment is generated and controls all coding elements.

**TITLE**–The Transaction Code Title field is represented in the AFRS system as **TITLE** and is located just to the right of the **TRANS CODE** field.

```
=== AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 ===
TR: _______                    LAST UPDATE: 11/01/15
FUNCTION: V   (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

  AGENCY: 0000 TRANS CODE: 210 TITLE: RCRD_ACCT/VOU_PAY-NO_ENCUMB(TREA)__
  GLA 1D: 6505 1C: 5111 2D: ____ 2C: ____ 3D: ____ 3C: ____ 4D: ____ 4C: ____
  WRAP CURRENT: 398  PRIOR: 818            IAP TC: 640
  WARRANT CANCEL CURR: 451_ PRIOR: 455_  ACH RETURN CURR: 255_  PRIOR: 083_

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

          +/-  FF  MATCH  GLA  PDN   +/-  FF  MATCH  GLA  PDN
      DF: -   01    _     2    1     _   __    _     _    _    PERIOD IND: _
      AP: +   11    _                _   __    _                RESTRICT: _
      AL: +   04    _                _   __    _                VALID FD: 1
      CC: _   __    _                _   __    _                POST SEQ: 7
      GP: +   04    _                _   __    _                 REG IND: 6
      SF: _   __          _          _   __          _          PAYMENT: 1
      OF: +   01          1          _   __          _           DRS USE: _
      VF: _   __                     _   __                     1099 USE: _
             F3=RETURN,  F5=WRAP CONTROL,  F12=MESSAGE,  CLEAR=EXIT
```

Although the **TITLE** field is the official name of the Transaction Code, it is abbreviated and may not reflect every use for a Transaction Code. Do not rely on the Title alone to choose your Transaction Code.

## Functions

The Office of Financial Management (OFM) and Washington Technology Solutions (WaTech) manage Transaction Code Tables and are the *only* agencies that can use the **ADD**, **CHANGE**, and **DELETE** functions.

You have the ability to access the **VIEW**, **NEXT**, and **PRINT** functions only.

```
=== AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 ===
TR: ______                    LAST UPDATE: 11/01/15
FUNCTION: V   (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

  AGENCY: 0000 TRANS CO   210 TITLE: RCRD_ACCT/VOU_P   NO_ENCUMB(TREA)__
  GLA 1D: 6505 1C: 511        2C:     3D: ____ 3    ___ 4D: ____ 4C: ____
  WRAP CURRENT: 39            IAP TC:
  WARRANT CANCEL C            ACH RETUR        255_  PRIOR: 083_

  AGENCY: R  ORG IX: _  APPN IX: R    FUND:
   S-OBJ: R  SOURCE: N     PROJ: _ VEND NO:
   C DOC: R   R DOC: _             GL ACCT:

          +/-  FF  MATCH  GLA  PDN   +/-  F
     DF: -   01    _     2    1     _   __
     AP: +   11    _                _   __
     AL: +   04    _                _   __
     CC: _   __    _                _   __
     GP: +   04    _                _   __
     SF: _   __          _          _   __          _          PAYMENT: 1
     OF: +   01          1          _   __          _           DRS USE: _
     VF: _   __                     _   __                     1099 USE: _
             F3=RETURN,  F5=WRAP CONTROL,  F12=MESSAGE,  CLEAR=EXIT
```

Accessible *only* by OFM and WaTech

**VIEW**–Use to locate a specific Transaction Code.

**NEXT**–Allows you to scroll through all Transaction Codes.

**PRINT**–Allows you to print AFRS Transaction Code Decision Table.

## Printing AFRS Transaction Code Decision Table

1) In the *Transaction Code Decision Maintenance Table*, type **P** in the *Function* field, and press **Enter**.

```
=== AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 ===
TR: ______                    LAST UPDATE: 11/01/15
FUNCTION: P   (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)
  AGENCY: 0000 TRANS CODE: 210 TITLE: RCRD_ACCT/VOU_PAY-NO_ENCUMB(TREA)__
  GLA 1D: 6505 1C: 5111 2D: ____ 2C: ____ 3D: ____ 3C: ____ 4D: ____ 4C: ____
  WRAP CURRENT: 398  PRIOR: 818            IAP TC: 640
  WARRANT CANCEL CURR: 451_ PRIOR: 455_  ACH RETURN CURR: 255_  PRIOR: 083_

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

          +/-  FF  MATCH  GLA  PDN   +/-  FF  MATCH  GLA  PDN
     DF: -   01    _     2    1     _   __   _     _    _    PERIOD IND: _
     AP: +   11    _                _   __   _                 RESTRICT: _
     AL: +   04    _                _   __   _                 VALID FD: 1
     CC: _   __    _                _   __   _                 POST SEQ: 7
     GP: +   04    _                _   __   _                  REG IND: 6
     SF: _   __          _          _   __          _           PAYMENT: 1
     OF: +   01          1          _   __          _           DRS USE: _
     VF: _   __                     _   __                     1099 USE: _
             F3=RETURN,  F5=WRAP CONTROL,  F12=MESSAGE,  CLEAR=EXIT
```

2) In the Transaction Code Decision Table Reports, type **Y** in the *Function* field.

3) Type **S** to the left of all reports you need to print, and press **Enter**.

```
=== AFRS =(TM.1.2.A)== TRANSACTION CODE DECISION TABLE REPORTS === C105P181 ===
TR: ______
----------------------------- TABLE PRINT REQUEST -----------------------------
FUNCTION: Y ENTER "Y" TO SUBMIT REPORT(S)      BIEN: C  (C=CURRENT, P=PREVIOUS)
 SELECT USING "S" NEXT TO EACH REPORT DESIRED

              -OTHER REPORTS-                          -FUND TYPE REPORTS-
_  A = NUMERIC BY TC (NO FILE POSTINGS)    _ L = AA - GENERAL FUND
_  B = DEBITS  BY GL (NO FILE POSTINGS)    _ M = BA - SPECIAL REVENUE
_  C = CREDITS BY GL (NO FILE POSTINGS)    _ N = CA - DEBT SERVICE
S  X = TYPE A,B,C ABOVE                    _ O = DA - CAPITAL PROJECTS
_  D = MOST COMMON TRAN CODES EXPLAINED    _ P = EA - PERMANENT FUNDS
_  E = NUMERIC BY TC (WITH FILE POSTINGS)  _ Q = FA - ENTERPRISE
_  F = SPECIAL SORT BY 1ST/2ND GL CODE     _ R = GA - INTERNAL SERVICE
       (WITH FILE POSTINGS)                _ S = HA - PRIVATE PURPOSE TRUST
S  G = ALLOTMENT TRAN CODES                _ T = HB - INVESTMENT TRUST
_  H = WARRANT WRAP TRAN CODE LISTING      _ U = HC - PENSION TRUST
_  J = VARIABLE GLS BY FUND & TRAN CODE    _ V = HD - AGENCY FUNDS
_  K = IAP TRANSACTION CODE                _ W = IA - GEN. CAPITAL ASSETS
    WHEN CREATING MULTIPLE REPORTS THE     _ Y = JA - GEN. L-T OBLIGATIONS
    RECOMMENDED SUBMIT JOB CLASS IS "E"    _ Z = ALL FUND TYPES (1014+ PAGES)
                   F3=RETURN,  F12=MESSAGE,  CLEAR=EXIT
```

4) On the *Batch Job Submission* screen, enter the level of priority for your job in the *Class* field.

```
=== AFRS ================== BATCH JOB SUBMISSION ================ C105U100 ===
                                                                          9990
                   TRAN CODE DECISION RPTS - AA-GENERAL FUND

------------------------------- JOB PARAMETERS -------------------------------

          CLASS: E (H=HOT, A=PRIORITY, D=TODAY, E=TONIGHT, C=SCHED)

        CONTACT: Name & Mailstop  _ (PERSON OUTPU  S DIRECTED TO)

 SENDOUTPUT TO: LOCAL_____(LOCAL, R###, CLUSTER  E  EXCHANGE JOE)

     BIN NUMBER: 00

       LOCATION: __

        LOGONID: XXXX999   COPIES: 01

         JOB ID: AFR (FIRST 3 CHARACTERS

             (ENTER=SUBMIT, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT)
CHANGE THE DEFAULT VALUES AS NEEDED AND PRESS ENTER TO SUBMIT THE BATCH JOB.
```

**NOTE:** Since printing requires a fee, the cost of which depends on the Class of priority chosen, consider entering **E** for "Tonight" when requesting multiple reports.

## General Ledger Fields

### General Ledger Account (GLA) Fields

**GLA**–The GLA fields represent the *General Ledger Account* numbers related to the Transaction Code selected. These codes post an accounting event to assets, liabilities, equity, and/or operating accounts, such as expenditures or revenues.

```
=== AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 ===
TR: _______                    LAST UPDATE: 11/01/15
FUNCTION: V    (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)
  AGENCY: 0000 TRANS CODE: 210 TITLE: RCRD_ACCT/VOU_PAY-NO_ENCUMB(TREA)__
  GLA 1D: 6505 1C: 5111 2D: ____ 2C: ____ 3D: ____ 3C: ____ 4D: ____ 4C: ____
  WRAP CURRENT: 398   PRIOR: 818              IAP TC: 640
  WARRANT CANCEL CURR: 451_  PRIOR: 455_   ACH RETURN CURR: 255_   PRIOR: 083_

  AGENCY: R   ORG                                          IX: R
   S-OBJ: R   SOU                                    AD: R      INV: R
   C DOC: R    R                                    -DR: N SUBS-CR: N

          +/-  FF  MATCH  GLA  PDN   +/-  FF  MATCH  GLA  PDN
      DF: -    01    _     2    1    _   __   _     _    _     PERIOD IND: _
      AP:                                                      RICT: _
      AL                                                        FD: 1
      CC                                                        EQ: 7
      GP                                                        ND: 6
      SF                                                        NT: 1
      OF                                                        SE: _
      VF                                                        SE: _
```

**1D**, **2D**, **3D**, and **4D** = **Debits**
**1C**, **2C**, **3C**, and **4C** = **Credits**

- Any numeric value following the letter **D** is a *Debit*.
- Numeric values following a **C** are *Credits*.

There are up to four sets of Debits and Credits to allow for more than one action for certain Transaction Codes.

### Common GLA Numeric Value Table

The numeric values will appear when the Transaction Code is entered. These numbers represent the accounting action that will take place. All transactions are grouped by four-digit numbers.

```
=== AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 ===
TR: _______                    LAST UPDATE: 11/01/15
FUNCTION: P    (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)
  AGENCY: 0000 TRANS CODE: 210 TITLE: RCRD_ACCT/VOU_PAY-NO_ENCUMB(TREA)__
  GLA 1D: 6505 1C: 5111 2D: ____ 2C: ____ 3D: ____ 3C: ____ 4D: ____ 4C: ____
  WRAP CURRENT: 398   PRIOR: 818              IAP TC: 640
  WARRANT CANCEL CURR: 451_  PRIOR: 455_   ACH RETURN CURR: 255_   PRIOR: 083_
```

| Common Accounting Transactions | General Ledger (G/L) Numeric Value |
|---|---|
| Cash | 11XX |
| Cash in Custody of State Treasurer | 43XX |
| Receivables | 13XX |
| Revenues | 32XX |
| Short-term Liabilities | 51XX |
| Expenditures/Expenses | 65XX |
| In-Process Control Accounts | 71XX |
| Fund Equity Accounts | 90XX |

### How to Use

You can determine the type of transaction by finding the General Ledger Numeric Value in the table. For example, if your General Ledger number begins with 65, you know your transaction is an Expenditure/Expense. If it begins with 51, it's a Short-term Liability.

## Associated Fields

### Location

```
=== AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 ===
TR: _______                    LAST UPDATE: 11/01/15
FUNCTION: V   (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

  AGENCY: 0000 TRANS CODE: 210 TITLE: RCRD_ACCT/VOU_PAY-NO_ENCUMB(TREA)__
  GLA 1D: 6505 1C: 5111 2D: ____ 2C: ____ 3D: ____ 3C: ____ 4D: ____ 4C: ____
  WRAP CURRENT: 398   PRIOR: 818            IAP TC: 640
  WARRANT CANCEL CURR: 451_ PRIOR: 455_  ACH RETURN CURR: 255_  PRIOR: 083_

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

          +/-  FF  MATCH  GLA  PDN   +/-  FF  MATCH  GLA  PDN
      DF: -   01    _     2    1     _   __    _     _    _    PERIOD IND: _
      AP: +   11    _                _   __    _                  RESTRICT: _
      AL: +   04    _                _   __    _                  VALID FD: 1
      CC: _   __    _                _   __    _                  POST SEQ: 7
      GP: +   04    _                _   __    _                   REG IND: 6
      SF: _   __          _          _   __          _            PAYMENT: 1
      OF: +   01          1          _   __          _             DRS USE: _
      VF: _   __                     _   __                       1099 USE: _
              F3=RETURN,  F5=WRAP CONTROL,  F12=MESSAGE,  CLEAR=EXIT
```

### Field Definitions

**WRAP**–Generated when there is a payment.

**CURRENT**–Current Biennium.

**PRIOR**–Prior Biennium.

**IAP** *(Interagency Payment)* **TC**–This Transaction Code automatically populates if an agency Statewide Vendor (SWV) number is used and is payment type "**J**." Most warrants or payments are electronically generated.

If a payment needs to be cancelled, the **WARRANT CANCEL** fields show the Transaction Codes that need to be used for the **CURR** and **PRIOR** fields.

The **ACH RETURN** (*ACH=Automated Clearing House*)–Cancels the Electronic Fund Transfer (EFT) payment at the request of the Agency or bank, and then creates a Cash Receipt (A8) to bring the funds back.

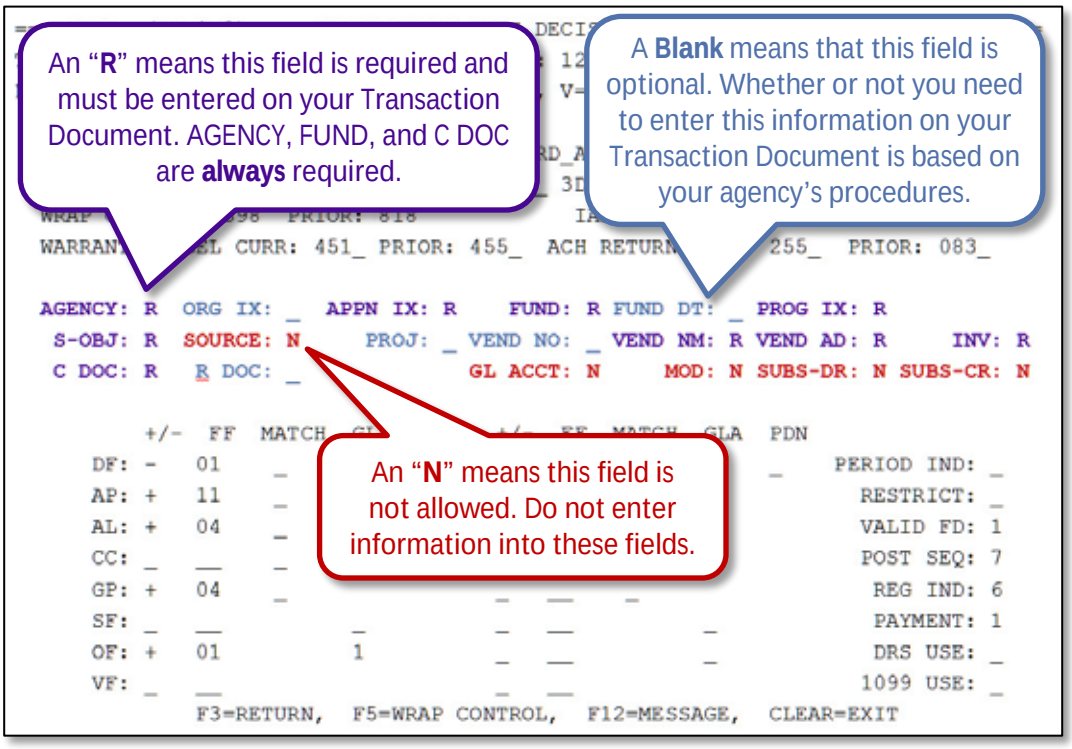
## Coding Fields

### Location

These fields will display the minimum fields that are **REQUIRED** for that Transaction Code.

Each field has one of three **Transaction Edit Indicators (TEI)**. These determine which coding elements you must enter into your Transaction Document.

Transaction Documents are used to log pertinent accounting information.




### Field Definitions

**AGENCY=Agency Number**–A four-digit number assigned by OFM to each agency, university, college, board, etc.

**S-OBJ=Sub-Object**–Two character code that further refines of an object of expenditure.

**C DOC=Current Document Number**–Identifies a transaction to the source for the transaction.

**ORG IX=Organizational Index**–An alphanumeric code that represents organizational elements of larger agencies. It may be geographic regions, sections, or divisions in headquarters.

**SOURCE=Major Group & Major Source**–A four-digit code that classifies revenues such as 0101 for sales tax revenue or 0420 for charges for services.

**R DOC=Reference Document Number**–An eight- to ten-digit code that identifies a previously entered current document number for additions or liquidations. Optional for other transactions.

**APPN IX=Appropriation Index**–An alphanumeric code that represents an agency's authority to spend in a program.

**PROJ=Project Number**–A code that identifies an operating, capital, or federal project/grant.

**FUND=Accounting Fund**–A fiscal entity to identify financial information for specific activities or for attaining certain objectives.

**VEND NO=Vendor Number**–A twelve alpha-numeric code that identifies a person, business, agency that sells goods or services to the state. It can also identify employees who travel or clients who receive payments from an agency. **Important Note:** Using a vendor number means you do not have to use a vendor name or address.

**GL ACCT=General Ledger Account Number**–A four-digit code assigned by OFM to identify specific financial transactions of the state.

**FUND DT=Fund Detail**–This field is no longer used.

**VEND NM=Vendor Name**–The name of the agency, person, company, or practice requesting payment.

**MOD=Modifier**–A letter code that reduces the Encumbrance balance. Full (F) means liquidate entire balance regardless of this payment amount. Partial (P) means lower the Encumbrance balance by the amount of this payment.

**PROG IX=Program Index**–An alphanumeric code that represents a particular agency function, program, and sub-program.

**VEND AD=Vendor Address**–The location the vendor wants payment to be sent.

**SUBS-DR=Subsidiary Account Debit**–Further refinement of a debit General Ledger account. Needed to identify the agency/account that receivables are due.

**INV=Invoice Number**–A number submitted by a vendor identifying a service or product. The invoice number is printed on the remittance advice.

**SUB-CR=Subsidiary Account Credit**–Further refinement of a credit General Ledger account. Needed to identify the agency/account that payables are due.

## Other Fields

### Location

```
=== AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 ===
TR: ______                    LAST UPDATE: 11/01/15
FUNCTION: V   (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

  AGENCY: 0000 TRANS CODE: 210 TITLE: RCRD_ACCT/VOU_PAY-NO_ENCUMB(TREA)__
  GLA 1D: 6505 1C: 5111 2D: ____ 2C: ____ 3D: ____ 3C: ____ 4D: ____ 4C: ____
  WRAP CURRENT: 398  PRIOR: 818            IAP TC: 640
  WARRANT CANCEL CURR: 451_ PRIOR: 455_  ACH RETURN CURR: 255_  PRIOR: 083_

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

          +/-  FF  MATCH  GLA  PDN   +/-  FF  MATCH  GLA  PDN
      DF: -   01    _     2    1     _   __    _     _    _    PERIOD IND: _
      AP: +   11    _                _   __    _                  RESTRICT: _
      AL: +   04    _                _   __    _                  VALID FD: 1
      CC: _   __    _                _   __    _                  POST SEQ: 7
      GP: +   04    _                _   __    _                   REG IND: 6
      SF: _   __          _          _   __          _            PAYMENT: 1
      OF: +   01          1          _   __          _             DRS USE: _
      VF: _   __                     _   __                       1099 USE: _
              F3=RETURN,  F5=WRAP CONTROL,  F12=MESSAGE,  CLEAR=EXIT
```

## Field Definitions

**PERIOD IND**–Represents the *Posting Period Indicator* and identifies which fiscal months are available for the processing of your transaction.

| Field | Fiscal Months (FM) Available |
|---|---|
| Blank | Valid for ALL Fiscal Months |
| A | FM 01-12 |
| B | FM 01-12, 99 |
| C | FM 99 |
| D | FM 13-14 |
| E | FM 13-24, 25 |
| F | FM 25 |
| G | FM 01-24 |
| H | FM 25 or 99 |
| I | Invalid |

**Period Indicator Options**

**RESTRICT**–Indicates if the Transaction Code is limited to specific agencies.

Verify that this field is displaying the correct option, "**O**" for restricted to OFM or "**T**" for restricted to Treasurer.

If the field is blank, it means there are no restrictions for that Transaction Code and it is available for all agencies.

**VALID FD**–Shows who controls the cash for that fund. Ensure this field entry reflects "**1**" for Treasurer or "**3**" for Local Fund.

Check with your agency to see if you use Local or Treasury funds. Most agencies use Treasury funds.

The **PAYMENT** field is used to determine whether to generate a payment and/or create special files for the Treasurer. View the table below for all field variables and definitions.

Payment types "**1**" and "**3**" are the most common for payments and "**0**" is used for most corrections.

| Field Variable | Payment Created |
|---|---|
| 0 | NO Warrant/Payment |
| **Warrant or Electronic Fund Transfer (EFT)** | |
| 1 | Payment |
| 3 | Credit Memo |
| **Interagency Payment (IAP)** | |
| 7 | Payment |
| 8 | Credit Memo |
| **Cancellations** | |
| D | Cancels Warrant |
| C | Cancels Credit Memo portion of Warrant |
| **InterFund Transfers (IFT)** | |
| 4 | Debit to JVs in-process |
| 5 | Credit for JVs in-process |