***** FISCAL YEAR END- MID-BIENNIUM *****
MOST COMMON AFRS TRAN CODES FOR FM 12A/99
WITH ASSOCIATED CASH TRAN CODES IN THE NEW FISCAL YEAR

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The purpose of this document is to provide transaction codes for the most common types of transactions agencies record during the fiscal year closing process at biennium end.

The transaction codes shown are the typical ones, but they are NOT the only transaction codes that can be used. If you have questions, contact your OFM accounting consultant. Comments and suggestions for improving this document are welcome. Send them to ofm.accounting@ofm.wa.gov.

Legend

Abbreviations and other terms/codes used in this document

(Refer to SAAM glossary for other definitions)

*	General Ledger requires a subsidiary GL account
AFRS	Agency Financial Reporting System
Appropriation type X	Used to liquidate prior period estimated accrual (optional)
Biennial Appropriation	Legislative appropriation that is valid for both fiscal years of the biennium
DR	This column shows the General Ledger that will be DEBITED
CR	This column shows the General Ledger that will be CREDITED
EFT	Electronic Funds Transfer
Encumbrance	A reservation of an expenditure authority for an obligation in the form of purchase orders or contracts
GL	General Ledger account
IAP	Interagency Payment – automated payment to another state agency using treasury accounts (requires SWV number and special TCs)
IFT JV	InterFund Transfer Journal Voucher – automated transfer between treasury accounts within the same agency (requires special TCs)
Internal only	When shown in the 'Document Distribution' column of this document, this means that the document is NOT sent to OST.
Local accounts	Accounts under control of an agency with cash on deposit in a local bank account (Example: colleges and universities)
OST	Office of State Treasurer
Outside entity	Private business or individual (including employee); federal or local government; component unit
R	Reverse code – used to reverse previously entered transactions by reversing the posting sign for the transaction amount
SAAM	State Administrative and Accounting Manual
SWV	Statewide Vendor – common vendor record maintained by DES that can be used by any agency; certain payment types (all IAP and some EFT) require the use of a SWV
TC	Transaction Code
TM$	Treasury Management System, a Treasurer's Office system
Transaction Type "B"	AFRS system-generated "wrap" transaction for payments
Treasury accounts	Accounts which have cash on deposit in and under the control of OST (includes both treasury and treasury trust)
V	Variable General Ledger account is required to be input for this transaction code – refer to AFRS descriptor table 56 for list of valid GL's for each TC

Common General Ledger Account Titles

(Refer to SAAM section 75.40 for complete list of GL codes and detailed description)

GL	Title	GL	Title
13__V	Variable Receivables	6410	Encumbrances
1312	Accounts Receivable	6505	Accrued Expenditure/Expenses
1353	Due From Other Funds	6510	Cash Expenditure/Expenses
1354	Due From Other Agencies	6560	Estimated Accrued Expenditure/ Expenses
3205	Accrued Revenue	7110	Cash Receipts In Process
3210	Cash Revenue	7120	Warrants/EFT Payments In Process
3260	Estimated Accrued Revenue	7130	Warrant Cancellations In Process
		7140	Journal Vouchers in Process
51__V	Variable Payables		
5111	Accounts Payable	9510	Reserve for Encumbrances
5153	Due To Other Funds	9920	Current Period Clearing Account
5194	Liability for Canceled Warrant		

(R-1) REVENUE ACCRUALS AND RECEIPTS

For revenue earned by June 30, but received after June 30: Accrue the revenue and establish a receivable in FY18. Select the TC to debit the appropriate receivable GL code based on who the revenue is due from. When payment is received in FY19, liquidate the receivable and reclassify the revenue from accrued to actual. [SAAM 90.20.20; 90.20.50; 90.30.40]

Document	Task	FY	TC	DR	CR	Document Distribution

⟹ *Due from another state agency (treasury acount) - payment received by IAP or JV*

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Set up receivable, accrue revenue	18	054	*1354	3205	Internal only
Journal Voucher	Receive cash, liquidate receivable Reclassify revenue from accrued to actual	19	099	7140 3205	*1354 3210	Internal only

⟹ *Due from another state agency or another government - payment received by warrant or local check*

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Set up receivable, accrue revenue	18	013	13__**V**	3205	Internal only
Cash Receipt	Receive cash, liquidate receivable Reclassify revenue from accrued to actual	19	151	7110 3205	13__**V** 3210	Original to OST or TM$ entry

⟹ *Due from an outside entity - payment received by check or EFT*

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Set up receivable, accrue revenue	18	012	1312	3205	Internal only
Cash Receipt	Receive cash, liquidate receivable Reclassify revenue from accrued to actual	19	151	7110 3205	1312**V** 3210	Original to OST or TM$ entry

(R-2) REVENUE TRANSFERS/CORRECTIONS BETWEEN ACCOUNTS WITHIN THE <u>SAME AGENCY</u> (Treasury accounts)

Revenue was recorded and cash was deposited in the wrong Account in FY18. Cash needs to be transferred from one Account to another Account within the same agency after June 30: Adjust revenue and establish an interfund payable and receivable in FY18. Liquidate the interfund payable and receivable when cash is transferred in FY19. [SAAM 90.20.60]

Document	Task	FY	TC	DR	CR	Document Distribution
The following FY18 transactions are REQUIRED, also choose one of the FY19 cash transfer options below:						
Journal Voucher	Set up interfund receivable (Receiving account)	18	053	*1353	3205	Internal only
Journal Voucher	Set up interfund payable (Paying account)	18	543	3205	*5153**V**	Internal only

* General ledger requires a subsidiary GL. V = Variable GL must be entered.

Document	Task	FY	TC	DR	CR		Document Distribution
For the FY19 transactions, choose ONE of the following two cash transfer options:							

➡ *Reverse accrual and use InterFund Transfer (IFT) process to transfer cash (automated cash transfer in AFRS)*

Document	Task	FY	TC	DR	CR		Document Distribution
Journal Voucher	Reverse accrual (Receiving account)	19	053**R**	(*1353)	(3205)		Internal only
Journal Voucher	Reverse accrual (Paying account)	19	543**R**	(3205)	(*5153**V**)		Internal only
IFT JV	Cash transfer in (Receiving account)	19	021	7140	3210		Internal only
IFT JV	Cash transfer out (Paying account)	19	022	3210	7140		Internal only

OR

➡ *Reverse accrual and use manual JV process to transfer cash*

Document	Task	FY	TC	DR	CR		Document Distribution
Journal Voucher	Cash transfer in (Receiving account) Reclassify revenue from accrued to actual	19	098	7140 3205	*1353 3210		Copy to OST
Journal Voucher	Cash transfer out (Paying account) Reclassify revenue from accrued to actual	19	548	*5153 3210	7140 3205		Copy to OST

(R-3) REVENUE TRANSFERS/CORRECTIONS BETWEEN FISCAL YEARS

For revenue that was recorded in the wrong fiscal year and needs to be transferred to the correct fiscal year. This example assumes that a receivable was NOT set up previously for this revenue. Adjust accrued revenue with an offset to receivables in each fiscal year. These transactions net to zero. (Use TC 013 with a variable debit to post to a different receivable GL code.) NOTE: If cash is received before it is earned (for example, received in FY18, but earned in FY19), record it as unearned revenue (GL 5190) instead of as accrued revenue (GL 3205).

Document	Task	FY	TC	DR	CR		Document Distribution

➡ *Revenue was recorded in FY19, but should have been recorded in FY18 (Cash is in the correct FY)*

Document	Task	FY	TC	DR	CR		Document Distribution
Journal Voucher	Set up receivable, accrue revenue	18	012	1312	3205		Internal only
Journal Voucher	Decrease receivable and accrued revenue	19	012**R**	(1312)	(3205)		Internal only

➡ *Revenue was recorded in FY18, but should have been recorded in FY19 (Cash is NOT in the correct FY)*

Document	Task	FY	TC	DR	CR		Document Distribution
Journal Voucher	Reverse erroneous revenue entry	18	001**R**	(7110)^	(3210)		Internal only
Journal Voucher	Record revenue in correct period	19	001	7110 ^	3210		Internal only

^Must use the same document number for both transactions.

* General ledger requires a subsidiary GL. V = Variable GL must be entered.

(R-4) CODING CORRECTIONS ON REVENUE TRANSACTIONS

For a FY18 revenue transaction originally entered with incorrect coding. The coding error can be with the revenue source code, project, program, etc., but NOT the Account (refer to R-2 above) and NOT posted to the wrong fiscal year (refer to R-3 above). Since the correction is within the same Account, use GL 9920 as the offset for the correction.

Document	Task	FY	TC	DR	CR		Document Distribution

➡ *Reverse the INCORRECT line of coding*

Document	Task	FY	TC	DR	CR		Document Distribution
Journal Voucher	Decrease revenue (incorrect coding)	18	343**R**	(9920)^	(3210)		Internal only

AND

➡ *Enter the CORRECT line of coding*

Document	Task	FY	TC	DR	CR		Document Distribution
Journal Voucher	Increase revenue (correct coding)	18	343	9920^	3210		Internal only

^ Must use the same document number for both transactions.

(R-5) REVENUE REFUNDS

For revenue that was received in error on or before June 30 and needs to be refunded after June 30: Record the reduction to revenue and establish a payable in FY18. Select the TC to credit the appropriate payable GL code based on who the refund is due to. When cash is transferred in FY19, liquidate the payable and reclassify the revenue from accrued to actual.

Document	Task	FY	TC	DR	CR	Document Distribution

➡ *Due to another state agency with SWV number (treasury account) - pay by IAP*

Document	Task	FY	TC	DR	CR	Document Distribution
IAP JV	Reduce revenue, set up payable	18	644	3205	*5154**V**	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify revenue from accrued to actual	19	659	*5154**V** 3210	7140 3205	AFRS auto-generated transaction

➡ *Due to another state agency with **NO** SWV number (treasury account) - pay by manual JV*

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Reduce revenue, set up payable	18	543	3205	*5154**V**	Internal only
Journal Voucher	Liquidate payable, cash payment Reclassify revenue from accrued to actual	19	550	*5154**V** 3210	7140 3205	**Copy to OST & other agency**

➡ *Due to another state agency (local account) - pay by AFRS warrant/EFT (use SWV if available)*

Document	Task	FY	TC	DR	CR	Document Distribution
Payment voucher	Reduce revenue, set up payable	18	196	3205	*5154**V**	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify revenue from accrued to actual	19	388	*5154**V** 3210	7120 3205	AFRS auto-generated transaction

➡ *Due to an outside entity - pay by AFRS warrant/EFT (use SWV if available)*

Document	Task	FY	TC	DR	CR	Document Distribution
Payment voucher	Reduce revenue, set up payable	18	198	3205	5111	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify revenue from accrued to actual	19	390	5111 3210	7120 3205	AFRS auto-generated transaction

* General ledger requires a subsidiary GL. V = Variable GL must be entered.

(E-1) EXPENDITURE ACCRUALS AND PAYMENTS - INTERAGENCY using GL 5154

For goods and services received from another state agency by June 30, but paid for after June 30: Accrue the expenditure and establish a payable in FY18. When cash is transferred in FY19, liquidate the payable and (for biennial appropriations only) reclassify the expenditure from accrued to actual. [SAAM 90.20.30.a, 90.20.35.a, 90.20.50]

Document	Task	FY	Single Year Appropriation			Biennial Appropriation			Document Distribution
			TC	DR	CR	TC	DR	CR	

Due to another state agency with SWV number (treasury accounts) - pay by IAP

An encumbrance was NOT set up

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
IAP JV	Accrue expenditure, set up payable	18	640	6505	*5154**V**	640	6505	*5154**V**	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	19	651	*5154**V**	7140	650	*5154**V** 6510	7140 6505	AFRS auto-generated transaction

A previous encumbrance needs to be liquidated [SAAM 90.20.35.c]

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
IAP JV	Accrue expenditure, set up payable Liquidate encumbrance	18	641	6505 9510	*5154**V** 6410	641	6505 9510	*5154**V** 6410	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	19	651	*5154**V**	7140	650	*5154**V** 6510	7140 6505	AFRS auto-generated transaction

Due to another state agency with NO SWV number (treasury account) - pay by manual JV.

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
Journal Voucher	Accrue expenditure, set up payable	18	254	6505	*5154	254	6505	*5154	Internal only
Journal Voucher	Liquidate payable, cash payment Reclassify expenditure from accrued to actual	19	863	*5154**V**	7140	468	*5154 6510	7140 6505	**Copy to OST & other agency**

Due to another state agency (local account) - pay by warrant/EFT (use SWV number, if available)

An encumbrance was NOT set up

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
Payment voucher	Accrue expenditure, set up payable	18	137	6505	*5154**V**	137	6505	*5154**V**	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	19	815	*5154**V**	7120	395	*5154**V** 6510	7120 6505	AFRS auto-generated transaction

A previous encumbrance needs to be liquidated [SAAM 90.20.35]

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
Payment voucher	Accrue expenditure, set up payable Liquidate encumbrance	18	221	6505 9510	*5154**V** 6410	221	6505 9510	*5154**V** 6410	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	19	815	*5154**V**	7120	395	*5154**V** 6510	7120 6505	AFRS auto-generated transaction

* General ledger requires a subsidiary GL. V = Variable GL must be entered.

(E-2) EXPENDITURE - TO CORRECT AN INTERAGENCY PAYMENT THAT WAS ORIGINALLY MADE WITHOUT SETTING UP

A "DUE TO OTHER AGENCY" PAYABLE at June 30

When an expenditure payment for FY18 activity was made to another state agency after June 30 without posting an interagency accrual (an accrual should have been posted at June 30): Record an interagency payable in FY18 and reverse it in FY19. This would be used if you paid an agency by manual JV using TC 263 (DR 6510/CR 7140) but you should have recorded a "Due to Other Agency" GL 5154 at June 30.

Document	Task	FY	Single Year Appropriation TC	DR	CR	Biennial Appropriation TC	DR	CR	Document Distribution
Journal Voucher	Establish payable	18	966	7140^	*5154**V**	966	7140^	*5154**V**	Internal only
Journal Voucher	Reverse Payable	19	966R	(7140)^	(*5154**V**)	966R	(7140)^	(*5154**V**)	Internal only

^ Must use the same document number for both transactions.

(E-3) EXPENDITURE ACCRUALS AND PAYMENTS - INTERAGENCY <u>NOT using GL 5154</u>

For goods and services received from another state agency by June 30, but paid for after June 30: Accrue the expenditure and establish a payable in FY18. (Note: for Medical Aid payments to Labor and Industries, this step is done by the state payroll system, HRMS.) Remember that not all interagency payments use GL 5154, so credit the appropriate payable GL code based on SAAM 90.20.50.b. When cash is transferred in the next fiscal year, liquidate the payable.

Document	Task	FY	Single Year Appropriation TC	DR	CR	Biennial Appropriation TC	DR	CR	Document Distribution

⟹ *Due to another state agency with SWV number (treasury account) - pay by IAP*

If expenditure has already been accrued

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
IAP JV	Liquidate payable, request payment	19	570	51__**V**	5111	570	51__**V**	5111	Internal only
Trans Type "B"	Warrant wrap, liquidate payable	19	652	5111	7140	652	5111	7140	AFRS auto-generated transaction

If expenditure has NOT been accrued

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
IAP JV	Accrue expenditure, set up payable	18	627	6505	51__**V**	627	6505	51__**V**	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	19	651	51__**V**	7140	650	51__**V** 6510	7140 6505	AFRS auto-generated transaction

* General ledger requires a subsidiary GL. V = Variable GL must be entered.

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Document	Task	FY	Single Year Appropriation			Biennial Appropriation			Document Distribution
			TC	DR	CR	TC	DR	CR	

➡️ *Due to another state agency with NO SWV number (treasury account) - pay by manual JV*

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
Journal Voucher	Accrue expenditure, set up payable	18	212	6505	51__**V**	212	6505	51__**V**	Internal only
Journal Voucher	Liquidate payable, cash payment Reclassify expenditure from accrued to actual	19	863	51__**V**	7140	360^	51__**V** 6510	7140 6505	Copy to OST & other agency

^ TC 360 requires reference document number, but match is not required

➡️ *Due to another state agency (local accounts) - pay by warrant/EFT (use SWV number, if available)*

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
Payment voucher	Accrue expenditure, set up payable	18	237	6505	51__**V**	237	6505	51__**V**	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	19	815	51__**V**	7120	395	51__**V** 6510	7120 6505	AFRS auto-generated transaction

(E-4) EXPENDITURE ACCRUALS AND PAYMENTS - OUTSIDE ENTITY

For goods and services received from a vendor (not a Washington state agency) by June 30, but paid for after June 30: Accrue the expenditure and establish a payable in FY18. Select the TC to credit the appropriate payable GL code based on who the payment is due to. When cash is transferred in FY19, liquidate the payable. [SAAM 90.20.30.a, 90.20.35.a, 90.30.50]

Document	Task	FY	Single Year Appropriation			Biennial Appropriation			Document Distribution
			TC	DR	CR	TC	DR	CR	

➡️ *Due to an outside entity - pay by warrant/EFT (use SWV number, if available)*

An encumbrance was NOT set up

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
Payment voucher	Accrue expenditure, set up payable	18	210	6505	5111	210	6505	5111	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	19	818	5111	7120	398	5111 6510	7120 6505	AFRS auto-generated transaction

OR

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
Payment voucher	Accrue expenditure, set up payable	18	237	6505	51__**V**	237	6505	51__**V**	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	19	815	51__**V**	7120	395	51__**V** 6510	7120 6505	AFRS auto-generated transaction

A previous encumbrance needs to be liquidated [SAAM 90.20.35.c]

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
Payment voucher	Accrue expenditure, set up payable Liquidate encumbrance	18	211	6505 9510	5111 6410	211	6505 9510	5111 6410	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	19	818	5111	7120	398	5111 6510	7120 6505	AFRS auto-generated transaction

OR

* General ledger requires a subsidiary GL. V = Variable GL must be entered.

Document	Task	FY	Single Year Appropriation			Biennial Appropriation			Document Distribution
			TC	DR	CR	TC	DR	CR	
Payment voucher	Accrue expenditure, set up payable Liquidate encumbrance	18	221	6505 9510	51__V 6410	221	6505 9510	51__V 6410	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	19	815	51__V	7120	395	51__V 6510	7120 6505	AFRS auto-generated transaction

(E-5) EXPENDITURE TRANSFERS/CORRECTIONS BETWEEN ACCOUNTS WITHIN THE <u>SAME AGENCY</u> (Treasury accounts)

Expenditures were recorded in the wrong Account in FY18 and need to be transferred from one Account to another Account within the same agency after June 30: Adjust expenditures and establish an interfund payable and receivable in FY18. Liquidate the interfund payable and receivable when cash is transferred in FY19. Refer to (E-6) and (E-7) for other corrections to expenditures. [SAAM 90.20.60]

Document	Task	FY	Single Year Appropriation			Biennial Appropriation			Document Distribution
			TC	DR	CR	TC	DR	CR	
The following FY18 transactions are REQUIRED, also choose one of the FY19 cash transfer options below:									
Journal Voucher	Set up interfund receivable (Receiving account)	18	271	*1353	6505	271	*1353	6505	Internal only
Journal Voucher	Set up interfund payable (Paying account)	18	253	6505	*5153	253	6505	*5153	Internal only
For the FY19 transactions, choose ONE of the following two cash transfer options:									

🖙 *Reverse accrual and use InterFund Transfer (IFT) process to transfer cash (automated cash transfer in AFRS):*

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
Journal Voucher	Reverse accrual (Receiving account)	19	--	--	--	271**R**	(*1353)	(6505)	Internal only
Journal Voucher	Reverse accrual (Paying account)	19	--	--	--	253**R**	(6505)	(*5153)	Internal only
IFT JV	Cash transfer in (Receiving account)	19	026	7140	*1353**V**	670	7140	6510	Internal only
IFT JV	Cash transfer out (Paying account)	19	025	*5153**V**	7140	669	6510	7140	Internal only

OR

🖙 *Reverse accrual and use manual JV process to transfer cash*

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
Journal Voucher	Cash transfer in (Receiving account) Reclassify expenditure from accrued to actual	19	096	7140	*1353	270	7140 6505	*1353 6510	Copy to OST
Journal Voucher	Cash transfer out (Paying account) Reclassify expenditure from accrued to actual	19	863	*5153**V**	7140	267	*5153 6510	7140 6505	Copy to OST

* General ledger requires a subsidiary GL. V = Variable GL must be entered.

(E-6) EXPENDITURE TRANSFERS/CORRECTIONS BETWEEN FISCAL YEARS

For expenditures that were recorded in the wrong fiscal year and need to be transferred to the correct fiscal year.   The original (incorrectly dated) payment was made after calendar day June 30. Adjust expenditures with an offset to payables in each fiscal year. Tran codes for other payable GL codes are available.

Document	Task	FY		Single Year Appropriation			Biennial Appropriation			Document Distribution
				TC	DR	CR	TC	DR	CR	

Expenditure was recorded in FY19, but should have been recorded in FY18

⇨ *Payment was made to an outside entity (GL 5111)*

Document	Task	FY		TC	DR	CR	TC	DR	CR	Document Distribution
Journal Voucher	Increase expenditure/payable	18		736	6505	5111	736	6505	5111	Internal only
Journal Voucher	Decrease expenditure/payable	19		982R	(6510)	(5111)	736R	(6505)	(5111)	Internal only

⇨ *Payment was made to another state agency (GL 5154)*

Document	Task	FY		TC	DR	CR	TC	DR	CR	Document Distribution
Journal Voucher	Increase expenditure/payable	18		254	6505	*5154	254	6505	*5154	Internal only
Journal Voucher	Decrease expenditure/payable	19		254R	(6505)	*(5154)	254R	(6505)	*(5154)	Internal only

Expenditure was recorded in FY18, but should have been recorded in FY19

⇨ *Payment was made to an outside entity (GL 5111)*

Document	Task	FY		TC	DR	CR	TC	DR	CR	Document Distribution
Journal Voucher	Decrease expenditure/payable	18		736R	(6505)	(5111)	736R	(6505)	(5111)	Internal only
Journal Voucher	Increase expenditure/payable	19		982	6510	5111	736	6505	5111	Internal only

⇨ *Payment was made to another state agency (GL 5154)*

Document	Task	FY		TC	DR	CR	TC	DR	CR	Document Distribution
Journal Voucher	Decrease expenditure/payable	18		254R	(6505)	*(5154)	254R	(6505)	*(5154)	Internal only
Journal Voucher	Increase expenditure/payable	19		254	6505	*5154	254	6505	*5154	Internal only

* General ledger requires a subsidiary GL. V = Variable GL must be entered.

(E-7) CODING CORRECTIONS ON EXPENDITURE TRANSACTIONS

For FY18 expenditure transactions originally entered with incorrect coding. The error can be with the subobject code, expenditure authority, project, program, organization index, etc., but NOT the Account (refer to E-5 above) and NOT posted to the wrong fiscal year (refer to E-6 above). Since the correction is within the same Account, use GL 9920 as the offset for the correction.

			Single Year Appropriation			Biennial Appropriation			
Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
⇨ *Reverse the INCORRECT line of coding*									
Journal Voucher	Reduce expenditures (incorrect coding)	18	345R	(6510)	(9920)^	345R	(6510)	(9920)^	Internal only

AND

			Single Year Appropriation			Biennial Appropriation			
⇨ *Enter the CORRECT line of coding*									
Journal Voucher	Increase expenditures (correct coding)	18	345	6510	9920^	345	6510	9920^	Internal only

^ Must use the same document number for both transactions.

(E-8) EXPENDITURE RECOVERIES AND REIMBURSEMENTS

For recovery of FY18 expenditures due by June 30, but received after June 30: Accrue the reduction to expenditures and establish a receivable in FY18. Select the TC to debit the appropriate receivable GL based on who the recovery is due from; other TCs are available for other receivable GL codes -- refer to TC report. When payment is received in FY19, liquidate the receivable and (for biennial appropriations only) reclassify the expenditure recovery from accrued to actual. For prior period expenditure recoveries, see SAAM 90.20.15e and SAAM 90.30.35c.

			Single Year Appropriation			Biennial Appropriation			
Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
⇨ *Due from another state agency - payment received by IAP or JV*									
Journal Voucher	Set up receivable, reduce expenditures	18	261	*1354	6505	261	*1354	6505	Internal only
Journal Voucher	Receive cash, liquidate receivable Reclassify expenditure from accrued to actual	19	097	7140	*1354	260	7140 6505	*1354 6510	Internal only
⇨ *Due from another state agency - payment received by warrant or check*									
Journal Voucher	Set up receivable, reduce expenditures	18	261	*1354	6505	261	*1354	6505	Internal only
Cash Receipt	Receive cash, liquidate receivable Reclassify expenditure from accrued to actual	19	090	7110	*1354V	262	7110 6505	*1354 6510	Original to OST or TM$ entry
⇨ *Due from an outside entity - payment received by check*									
Journal Voucher	Set up receivable, reduce expenditures	18	241	1312	6505	241	1312	6505	Internal only
Cash Receipt	Receive cash, liquidate receivable Reclassify expenditure from accrued to actual	19	090	7110	1312V	242	7110 6505	1312 6510	Original to OST or TM$ entry

* General ledger requires a subsidiary GL. V = Variable GL must be entered.

(C-1) "REVENUE REFUND" WARRANT CANCELLATIONS - the warrant WILL NOT be reissued

For refund of FY18 revenue warrants (TC 198, wrap is TC 397) issued in error that need to be cancelled after June 30: Increase revenue, reduce payable (if necessary) and record the cancellation. Note that the date on the warrant determines which transactions are required.

			ALL REVENUE			
Document	Task	FY	TC	DR	CR	Document Distribution

➡ *If the warrant was dated PRIOR to 7/1/18*

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Record cancellation, increase cash revenue	18	449	7130	3210	Copy + warrant to OST

➡ *If the warrant was dated AFTER 6/30/18*

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Clear FY18 payable/accrued revenue	18	215	5111	3205	Internal only
Journal Voucher	Clear FY19 payable/accrued revenue on wrap transaction	19	215R	(5111)	(3205)	Internal only
Journal Voucher	Record cancellation, increase cash revenue	19	449	7130	3210	Copy + warrant to OST

(C-2) "EXPENDITURE" WARRANT CANCELLATIONS - the warrant WILL NOT be reissued

For FY18 expenditure warrants issued in error that need to be cancelled after June 30: Reduce expenditures, reduce payable (if necessary) and record the cancellation. Note that the date on the warrant AND the original transaction code determine which transactions are required.

			Single Year Appropriation			Biennial Appropriation			
Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution

➡ *If the warrant was dated PRIOR to 7/1/18 and was originally issued with TC 210, 211, 221, 237*

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
Journal Voucher	Record cancellation, reduce expenditures	18	451	7130	6510	451	7130	6510	Copy + warrant to OST

➡ *If the warrant was dated AFTER 6/30/18 and was originally issued with TC 210 or 211 & wrap TC 818 (single) or 398 (biennial)*

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
Journal Voucher	Clear FY18 payable/reduce accrued expenditure	18	290	5111	6505	290	5111	6505	Internal only
Journal Voucher	Clear FY19 payable/reduce accrued expenditure on wrap transaction	19	--	--	--	290R	(5111)	(6505)	Internal only
Journal Voucher	Record cancellation, and clear payable	19	455	7130	5111V	451	7130	6510	Copy + warrant to OST

➡ *If the warrant was dated AFTER 6/30/18 and was originally issued with TC 221 or 237 & wrap TC 815 (single) or 395 (biennial)*

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
Journal Voucher	Clear FY18 payable/reduce accrued expenditure	18	218^	51__V	6505	218^	51__V	6505	Internal only
Journal Voucher	Clear FY19 payable/reduce accrued expenditure on wrap transaction	19	--	--	--	218R^	(51__V)	(6505)	Internal only
Journal Voucher	Record cancellation, and clear payable	19	455	7130	51__V	451	7130	6510	Copy + warrant to OST

^ TC 218 requires reference document number, but match is not required

* General ledger requires a subsidiary GL. V = Variable GL must be entered.

(C-3) CANCELLATION OF WARRANT, it will be REISSUED for the SAME amount

For revenue refund OR expenditure warrants that need to be cancelled after June 30 that will be reissued for the same amount: Record the cancellation and establish a payable. Liquidate the payable when the warrant is reissued. **Note that the date on the warrant being cancelled determines which transactions are required in which fiscal year. Also note that this process should be used only if original coding (revenue or expenditure) was correct.**

Document	Task	FY		TC	DR	CR		Document Distribution

⇒ *If the warrant was dated PRIOR to 7/1/18*

Document	Task	FY		TC	DR	CR		Document Distribution
Journal Voucher	Record cancellation, establish payable	18		455	7130	5194**V**		**Copy + warrant to OST**
Payment Voucher	Liquidate payable, reissue payment	18		951	5194**V**	5111		Internal only
Trans Type "B"	Warrant wrap, clear payable	19		397	5111	7120		AFRS auto-generated transaction

⇒ *If the warrant was dated AFTER 6/30/18*

Document	Task	FY		TC	DR	CR		Document Distribution
Journal Voucher	Record cancellation, establish payable	19		455	7130	5194**V**		**Copy + warrant to OST**
Payment Voucher	Liquidate payable, reissue payment	19		951	5194**V**	5111		Internal only
Trans Type "B"	Warrant wrap, clear payable	19		397	5111	7120		AFRS auto-generated transaction

* General ledger requires a subsidiary GL. V = Variable GL must be entered.

(A-1) ESTIMATED ACCRUED EXPENDITURES AND SUBSEQUENT PAYMENTS

For goods and services that were received by June 30, but an actual invoice has not yet been received: The source for this accrual could be a purchase document, contract, an "estimated" invoice, or other. Record an estimated accrued expenditure and establish a payable, but do NOT make the payment (FY19 transaction) until an ACTUAL invoice is received so the actual amount is known. When the ACTUAL invoice is received, make the payment and liquidate the payable up to the amount accrued. SAAM requires agencies to monitor the liquidation of estimated accruals at the Account/Expenditure Authority level. [SAAM 90.20.30.b, 90.20.35.b; 90.20.50.a; 90.20.55] Refer to A-2 if estimate was overstated; refer to A-3 if estimate was understated.

Document	Task	FY		Single Year Appropriation			Biennial Appropriation			Document Distribution
				TC	DR	CR	TC	DR	CR	
The following FY18 transaction is REQUIRED, also choose one of the FY19 payment options below:										
Journal Voucher	Accrue estimated expenditure, record payable	18		830	6560	51__V	212	6505	51__V	Internal only
In FY19, reverse the the FY18 accrual for BIENNIAL APPROPRIATIONS only [SAAM 90.20.35.b]										
Journal Voucher	Reverse accrual above	19		--	--	--	212R	(6505)	(51__V)	Internal only
In FY19, choose ONE of the following six payment options for SINGLE YEAR APPROPRIATIONS:										

Pay at the Account level only - no special reporting available

⇨ *Due to another state agency with SWV number (treasury account) - pay by IAP*

Document	Task	FY		TC	DR	CR				Document Distribution
IAP JV	Reduce payable, request payment	19		649#	51__V	*5154				Internal only
Trans Type "B"	Warrant wrap, clear payable	19		631	*5154	7140				AFRS auto-generated transaction

⇨ *Due to another state agency with SWV number, **not** GL 5154 - pay by IAP* [SAAM 90.20.50.b]

Document	Task	FY		TC	DR	CR				Document Distribution
IAP JV	Reduce payable, request payment	19		642#	51__V	5111				Internal only
Trans Type "B"	Warrant wrap, clear payable	19		652	5111	7140				AFRS auto-generated transaction

⇨ *Due to another state agency with NO SWV number (treasury account) - pay by manual JV*

Document	Task	FY		TC	DR	CR				Document Distribution
Journal Voucher	Reduce payable, cash payment	19		863	51__V	7140				**Copy to OST & other agency**

⇨ *Due to another state agency (local account) or an outside entity - pay by warrant/EFT (use SWV if available)*

Document	Task	FY		TC	DR	CR				Document Distribution
Payment voucher	Reduce payable, issue payment	19		955#	51__V	5111				Internal only
Trans Type "B"	Warrant wrap, clear payable	19		397	5111	7120				AFRS auto-generated transaction

- requires a subobject, use the same subobject that was used on the tc 830 accrual

* General ledger requires a subsidiary GL. V = Variable GL must be entered.

Pay with appropriation type X and detail coding - special reporting available[1]

⇨ *Due to another state agency with SWV number (treasury account) - pay by IAP*

IAP JV	Reduce payable, request payment	19		635[#]	51__**V**	*5154		Internal only
Trans Type "B"	Warrant wrap, clear payable	19		631	*5154	7140		AFRS auto-generated transaction

⇨ *Due to another agency with NO SWV number - pay by warrant; **OR**,*
Due to another state agency (local account) or outside entity - pay by warrant/EFT (use SWV if available)

Payment voucher	Reduce payable, request payment	19		828[#]	51__**V**	5111		Internal only
Trans Type "B"	Warrant wrap, clear payable	19		397	5111	7120		AFRS auto-generated transaction

- requires a subobject, use the same subobject that was used on the tc 830 accrual

[1] **Special reporting available:** The report available in Enterprise Reporting called "Project Billing Flexible" (by project) reports certain prior period estimated expenditures (GL 51XX using appn type X) in a separate column and in project-to-date totals. **However, this report is currently not working correctly.** Until it is corrected, use AFRS report MCP482 which can be run on the AFRS on-demand reporting screens (select function RD on main menu). Be aware that there is a per page cost for on-demand reports.

(A-2) ADJUSTMENTS - ESTIMATED ACCRUED EXPENDITURES WERE OVERSTATED

If all actual invoices have been received and paid and there is a remaining unliquidated balance in estimated accrued expenditures, the payable balance needs to be adjusted to zero. The transaction depends on when the adjustment is made. SAAM requires agencies to monitor the liquidation of estimated accruals at the Account/Expenditure Authority level. [SAAM 90.20.30.b; 90.20.45; 90.30.35.a]

Document	Task	FY	Single Year Appropriation				Document Distribution
			TC	DR	CR		

⇨ *To adjust FY18 estimated accrued expenditures prior to Phase 2 cutoff*

Journal Voucher	Reduce estimated expenditure and payable	18	830**R**	(6560)	(51__**V**)		Internal only

⇨ *To adjust FY18 or prior period estimated accrued expenditures after Phase 2 cutoff*

Journal Voucher	Liquidate payable, record prior period adjustment	19	588	51__**V**	3215 src 0486		Internal only

(A-3) ADJUSTMENTS - ESTIMATED ACCRUED EXPENDITURES WERE UNDERSTATED

If an invoice is received and there is not enough balance in estimated accrued expenditures to pay it (i.e. actual payables have exceeded estimated accrued expenditures), the agency must process the difference as a Belated Claim. Refer to SAAM 85.40.10 or call your OFM Accounting Consultant for further assistance on belated claims. SAAM requires agencies to monitor the liquidation of estimated accruals at the Account/Expenditure Authority level. [SAAM 90.20.30.b, 90.20.35.b; 90.20.47, 90.30.35.b]

(A-4) ESTIMATED ACCRUED REVENUE AND SUBSEQUENT RECEIPTS

Refer to "Revenue Accruals and Receipts (R-1)" on page 1. GL 3260 - Estimated Accrued Revenues is used only at the end of the biennium, NOT at mid-biennium.

* General ledger requires a subsidiary GL. V = Variable GL must be entered.

(M-1) RECEIVABLE/PAYABLE GENERAL LEDGER CODE CORRECTIONS

For FY18 transactions originally entered with an incorrect General Ledger code. An example of this is when a payable or receivable should have been recorded as an interagency payable/receivable (GL 5154 or 1354), but was recorded as an accounts payable/receivable (GL 5111 or 1312) in error. In order to balance interagency payables and receivables, the GL code needs to be corrected. Since the correction is within the same Account and there is no effect on cash, use GL 9920 as the offset for the correction.

Document	Task	FY	TC	DR	CR		Document Distribution

⇨ *To correct a **payable** General Ledger code*

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Reverse the INCORRECT payable GL code	18	347**R**	(9920)^	(51__**V**)	Internal only
Journal Voucher	Enter the CORRECT payable GL code	18	347	9920^	51__**V**	Internal only

⇨ *To correct a **receivable** General Ledger code*

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Reverse the INCORRECT receivable GL code	18	348**R**	(13__**V**)	(9920)^	Internal only
Journal Voucher	Enter the CORRECT receivable GL code	18	348	13__**V**	9920^	Internal only

^ Must use the same document number for both transactions.

If the receivable/payable liquidation has already posted in FY19, you will need to make additional entries:

These transactions would be entered if an accrual was posted in FY18 AND the liquidation had already posted in FY19. For a receivable, the FY19 liquidation would have posted if the receipt was processed (cash receipt, manual JV). For a payable, the FY19 liquidation would have posted if a payment was processed (EFT, IAP, warrant or manual JV).

⇨ *To correct a payable General Ledger code (liquidation has already posted in FY19)*

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Reverse liquidation of INCORRECT GL code	19	348**R**	(51__**V**)	(9920)	Internal only
Journal Voucher	Liquidate the CORRECT payable GL code	19	348	51__**V**	9920	Internal only

⇨ *To correct a receivable General Ledger code (liquidation has already posted in FY19)*

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Reverse liquidation of INCORRECT GL code	19	347**R**	(9920)	(13__**V**)	Internal only
Journal Voucher	Liquidate the CORRECT receivable GL code	19	347	9920	13__**V**	Internal only

(M-2) CORRECTIONS TO CAPITAL ASSET GENERAL LEDGER CODES

For corrections that affect capital asset general ledger codes refer to separate documents on OFM Accounting Division website: http://www.ofm.wa.gov/resources/capitalassets.asp or contact your OFM Accounting Consultant.

* General ledger requires a subsidiary GL. V = Variable GL must be entered.