



Office of Financial Management

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Agency Financial Reporting System

Descriptor Table

Screen TM.1.1

July 2023

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What is the Descriptor Table?

The **Descriptor Table** is a non-financial file in AFRS that store:

- ◆ Valid codes for the AFRS chart of accounts and data classification scheme. The Descriptor Table codes are used to validate the coding elements of financial transactions.
- ◆ Titles for the AFRS chart of accounts and data classification scheme. The Descriptor Table titles print on AFRS and Enterprise Reporting reports.
- ◆ Valid coding element relationships for hierarchical codes and the index table codes for both statewide and agency specific coding.
- ◆ Financial Statement sort and processing codes.
- ◆ Data for other control & edit tables.

Descriptor Maintenance

The **Descriptor Maintenance** screen (TM.1.1) allows an agency to update its descriptor tables and view or print both agency and statewide tables. It provides the following capabilities:

Agency descriptor tables:

- Add, change, delete, view, scroll, and print functions

Statewide descriptor tables:

- View, scroll, and print functions for agency staff
- Add, change, delete functions for OFM SWA or OFM IT staff
- The statewide tables are updated by one of the following:
 - OFM Statewide Accounting (SWA)
 - OFM IT
 - OFM Budget controls Tables 26 and 27

To access the **Descriptor Maintenance** screen (TM.1.1):

Type *TM* on the **AFRS Primary Menu**;

Select *1* on the **Table Maintenance Menu**;

Select *1* on the **Online Tables Menu**;

This will take you to the **Descriptor Maintenance Menu**.

-- *OR* --

From any other AFRS screens that has a transfer field, type *TM.1.1* or *TM11* in the transfer field **TR:___** and press [Enter].

The following screen will display:

```
==== AFRS =(TM.1.1)===== DESCRIPTOR MAINTENANCE ===== C105P100 ===
TR: _____ LAST UPDATE:

      FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)

      AGENCY: 9990

TABLE ID NUMBER: __

      BIENNIUM: __

TABLE ENTRY KEY: _____

      TITLE: _____

REFERENCE DATA: _____
                -----1-----2-----3-----

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

Functions: The function codes are as follows:

A = Add a new descriptor table record. Reference Field Names section below for information about each field on this screen. Add function requires:

- *Table ID Number* (from chart on page 11)
- *Biennium* (17 = 15-17; 19 = 17-19)
- *Table Entry Key* (from chart on page 11)
- *Title*. Abbreviate as much as possible as the length that appears on AFRS reports varies by report and is much less than the 50 characters allowed on this screen.

Reference Data should be left blank except for statewide tables and special agency tables.

V = View a descriptor table record. View function requires:

- *Table ID Number* (from chart on page 11)
- *Biennium* (17 = 15-17; 19 = 17-19)
- *Table Entry Key* (from your chart of accounts; format from chart starting on page 11)

N = Next descriptor table record in alphanumeric sequence. *N* can be used to find the first record on a specific descriptor table by typing in the *Table ID Number* with or

without the *Biennium*. *N* can also be used with a specific *Table ID Number*, *Biennium*, and a partial *Table Entry Key* to find the next record.

P = Print a listing of descriptor table records. Requires the following:

- *Table ID Number*:
 - Type specific table ID number (from chart on page 11) to print one agency or statewide table
 - Leave field **BLANK** to print **ALL** agency tables
 - Type **ST** to print **all statewide** tables
- *Biennium* (17 = 15-17; 19 = 17-19)

Table Entry Key, *Title* and *Reference Data* must be left blank.

Upon pressing [Enter], a **Batch Job Submission** screen will display. Change the default values as needed, and press [Enter] to submit the batch job. Refer to **Batch Job Submission Screen** User Instructions manual for assistance.

C = Change the title or reference data on a descriptor table record. You must view the descriptor table record before changing it.

D = Delete a descriptor table record. You must view the record before deleting it. Change the function to *D* and press [Enter]. To complete the deleting process simply press [Enter] a second time.

The AFRS Descriptor Table is comprised of many sub-tables, each of which is assigned a TABLE ID number. The maintenance codes below indicate whether the table is maintained at the agency (A) or statewide (S) level and who to contact regarding the statewide tables, as follows:

- S-OFM = OFM-Statewide Accounting (SWA)
- S-IT = OFM IT
- S-BUD = OFM-Budget

| Maint. Code | ID# | TITLE | TABLE PURPOSES AND RELATIONSHIPS |
|-------------|-----|--------------------|---|
| | 01* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| A | 02 | DIVISION | Provides level one of organization hierarchy. Defines relationship of division to agency. Must add this table and descriptor tables 03-06 (if used) before organization index may be added. |
| A | 03 | BRANCH | Provides level two of organization hierarchy. Defines relationship of branch to division. |
| A | 04 | SECTION | Provides level three of organization hierarchy. Defines relationship of section to branch. |
| A | 05 | UNIT | Provides level four of organization hierarchy. Defines relationship of unit to section. |
| A | 06 | COST CENTER | Provides level five of organization hierarchy. Defines relationship of cost center to unit. |
| A | 07 | APPROPRIATION | Code related to spending authority. Must add this table before adding the appropriation code to the appropriation index (AI) table (TM.2.1) |
| S-OFM | 08 | APPROPRIATION TYPE | Categorizes an appropriation as being state, federal, local, unanticipated, etc. |

| Maint. Code | ID# | TITLE | TABLE PURPOSES AND RELATIONSHIPS |
|-------------|-----|---------------------------------|--|
| S-OFM | 09 | APPROP. CHARACTER | Categorizes an appropriation as being capital or operating. |
| S-OFM | 10 | OBJECT | Categorizes expenditures and encumbrances. In AFRS files, this is a 2-digit field. Report programs convert it to a one-position, alpha code. |
| S-OFM | 11 | SUB-OBJECT | Provides level two of object hierarchy. Defines relationship between object and sub-object. Comprised of alpha object & sub-object. |
| S-OFM | 12 | SUB-SUB-OBJECT | Provides level three of object hierarchy. Defines relationship between sub-object and sub-sub-object. (Input on screen AD.1.5.A) |
| A | 13 | BUDGET UNIT | Code for tracking appropriation at lower level. Legislature requires some agencies to use for budget, allotments and expenditures. Available for use by any agency. |
| S-IT | 14 | REPORT NUMBER | List of all AFRS daily, weekly, monthly reports that have not been moved to Enterprise Reporting. |
| S-OFM | 15 | FUNCTION | Provides level one of program hierarchy. Defines whether program is operating, capital or non-budgeted. Used in relationship edits between programs and appropriation codes/characters. |
| A | 16 | PROGRAM | Provides level two of program hierarchy. Defines relationship of program to function. Must add this table and descriptor tables 17-20 (if used) before program index may be added. (Note: D27 must be updated first by OFM Budget.) |
| A | 17 | SUB-PROGRAM | Provides level three of program hierarchy. Defines relationship of sub-program to program. |
| A | 18 | ACTIVITY | Provides level four of program hierarchy. Defines relationship of activity to sub-program. |
| A | 19 | SUB-ACTIVITY | Provides level five of program hierarchy. Defines relationship of sub-activity to activity. |
| A | 20 | TASK | Provides level six of program hierarchy. Defines relationship of task to sub-activity. |
| S-OFM | 21 | GAAP FUND | Defines the Generally Accepted Accounting Principles (GAAP) classification of funds. One alpha character, same as Table 25. |
| S-OFM | 22 | FUND / ACCOUNT | Defines each Fund / Account in terms of GAAP fund, fund type, rollup fund, cash type, budget type, and administering agency. (Input on screen AD.1.5.B) |
| S-OFM | 23 | BIENNIUM CLOSE RULES | Defines the Biennium Close Rules as directed by OFM Statewide Accounting. (Input on screen AD.1.5.C) |
| S-OFM | 24 | CASH TYPE | Defines where the control of the account is: Treasurer or Bank. |
| S-OFM | 25 | CAFR FUND TYPE & STATEMENT CODE | Defines the Generally Accepted Accounting Principles (GAAP) classification of funds. Two alpha characters, same as Table 21. Also defines the CAFR roll-up funds for reporting purposes. |
| S-BUD | 26 | STATEWIDE SOURCE OF FUNDS | Defines valid relationship between agency, fund / account, appropriation, appropriation type, and appropriation character for all agency appropriations. (Data comes from OFM Budget (Automatic once schedules are published in TALS), OFM view on screen AD.1.5.D), agency view on screen TM.1.1. |
| S-BUD | 27 | STATEWIDE PROGRAM | Defines valid relationship between agency, function, and program for most agency programs. Non-budgeted programs 850 and 880 are not included on this table. (Data comes from OFM Budget) |
| A/ S-IT | 28 | PAYMENT PROCESS CONTROLS | Defines Batch Type payments at the Agency and Statewide Level. Allows for remittance messages, contact information and defining of payment type. |

| Maint. Code | ID# | TITLE | TABLE PURPOSES AND RELATIONSHIPS |
|-------------|------|-----------------------------------|---|
| S-OFM | 29 | PAYMENT WRAP CONTROL | Table of payment transaction codes and their associated payment wrap transaction codes for the current & prior periods. (Input on screen AD.4) |
| S-IT | 30** | INTERFACE JOB NAME | Stores interface job control data. (Input on screen AD.1.1.B) |
| S-OFM | 31 | GENERAL LEDGER (GL) ACCOUNT | Contains a normal balance indicator (for debit/credit), a closing indicator (for nominal/real), general ledger sort codes, and income summary sort codes. Also indicates fund types for which each GL account is valid. |
| A | 32 | SUBSIDIARY CODE | Defines the relationship of subsidiary code to general ledger account. Required for all due to or due from other agency or fund / account GL codes. |
| S-OFM | 33 | MEMORANDUM CODE | Contains statistical information such as FTE (staff month) accounts, adjusted allotment accounts, approved allotments accounts by object (for option 1 agencies which allot objects separate from source of funds). This last set of accounts is stored by the system in artificial fund / account 000. |
| S-OFM | 34 | MAJOR SOURCE | Provides level one of the revenue hierarchy, separating revenues into main categories. |
| S-OFM | 35 | SOURCE | Provides level two of the revenue hierarchy, defining the relationship between major source and source. Also indicates fund types for which each revenue source is valid. |
| A | 36 | SUB-SOURCE | Provides level three of the revenue hierarchy. Defines the relationship between major source and sub-source. |
| S-OFM | 37 | COUNTIES | Provides numeric code for each county in the state. |
| S-OFM | 38 | CITIES & TOWNS | Provides numeric code for each city/town in the state. |
| S-OFM | 39 | BUDGET TYPE | Categorizes a fund / account as appropriated, budgeted, mixed, or non-budgeted. |
| A | 40 | WORKCLASS | Identifies an activity or a group of activities charged to an agency by legislative or administrative authority. (Available for use by any agency.) |
| S-OFM | 41 | PROJECT TYPE | Provides alphanumeric code for type of project. |
| A | 42 | PROJECT | Provides level one of project hierarchy. |
| A | 43 | SUB-PROJECT | Provides level two of project hierarchy. Defines relationship between project and sub-project. |
| A | 44 | PROJECT PHASE | Provides level three of project hierarchy. Defines relationship between sub-project and phase. |
| S-OFM | 45 | WARR CANCEL/ACH RETURN TC ASSIGN | Provides suggested warrant cancellation transaction codes used in the AFRS Automated Warrant Cancellation process and ACH Returns. (Input on screen AD.4) |
| | 46* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| | 47* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| A | 48 | IAP MULTI FUND / ACCOUNT BREAKOUT | Billing agency assigns and defines multi fund / acct breakout code for Inter-Agency Payment (IAP). Code is referenced by Statewide Vendor Number to determine funds / accounts to be credited for the billing agency. (Input on screen TM.3.4.B) |
| S-OFM | 49** | PAYMENT IN PROCESS WRAP CONTROL | Defines agency-specific exceptions to rules for generating warrant wraps in terms of data elements retained or cleared. (Input on TM.1.2.B) |
| A | 50 | AFRS TO CAMS INTERFACE SUB OBJECT | Defines sub-objects and batch types that will trigger display of AFRS/CAMS interface screen. (Input on screen TM.3.5) |

| Maint. Code | ID# | TITLE | TABLE PURPOSES AND RELATIONSHIPS |
|--------------------|------------|---|--|
| S-IT | 51 | ERROR CODE MESSAGE | Provides code and description for errors detected by the system during online and overnight editing. Refer to correction instructions in error manual. (Input on screen AD.1.5.E) |
| S-IT | 52 | ERROR CORRECTION ELEMENT | Identifies and defines each field on the financial transaction to facilitate batch error correction. Contains information on correction element level, location, and length. (Used only by DSHS. All other error correction is online.) |
| S-OFM | 53 | AGENCY CONTROL | Defines and provides information about each agency; defines agency function such as general government, education transportation, etc.; budget function; provides sort codes for GAAP income statements and other control indicators. (Input on screen AD.1.1.A) |
| S-OFM | 54 | GENERAL LEDGER SORT | Provides valid sort codes and titles of sort codes used on table 31-General Ledger accounts. Sort codes are used for preparing CAFR Balance Sheet and Statement of Net Position. |
| S-OFM | 55 | INCOME STATEMENT SORT | Provides valid sort codes and titles of sort codes used on tables 11-Sub-objects and 35-Sources. Sort codes are used for preparing CAFR income statements. |
| S-OFM | 56 | VARIABLE TRANSACTION GENERAL LEDGER | Provides valid general ledger codes for transaction codes that require a variable general ledger code to be entered. |
| S-OFM | 57 | STMT. OF ACTIVITIES – OBJECTS | Provides sort codes by Object/Sub-object for CAFR Statement of Activities and Cash Flow Statements. |
| S-OFM | 58 | STMT. OF ACTIVITIES - SOURCES | Provides sort codes by Source for CAFR Statement of Activities and Cash Flow Statements. |
| S-OFM | 59 | STMT. OF NET ASSETS | Provides sort codes by General Ledger account for CAFR Statement of Net Position and Cash Flow Statements. |
| S-OFM | 60 | CLOSING GL | Provides valid general ledger codes for biennium closing transaction codes that require a variable general ledger code to be entered. Used for the AFRS automated biennial closing process. |
| TREAS-7900 | 62 | OST REPORT DATA SELECTION | Agency specific. |
| A | 63 | ALLOCATION CODE | Defines allocation codes used in OFM's Cost Allocation System or in agency unique allocation systems. |
| A | 65 | PROGRAM INDEX-ORGANIZATION INDEX | Specific agencies upon request. Validates Program Index / Org Index combinations. (Input on screen TM.6.2 or TM.1.1) |
| | 66* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| | 67* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| S-OFM | 68 | STMT OF ACTIVITIES & CASH FLOW SORT CODE TITLES | Provides valid sort codes and titles of sort codes for tables 57-Statement of Activities-Objects and 58-Statement of Activities-Sources. Sort codes are used for CAFR Statement of Activities and Cash Flow Statement. |
| DRS | 70 | DRS STATEMENTS | Agency specific. Provides G/L sort codes for preparation of DRS financial statements. |
| DSHS HCA | 71 | PI CROSSWALK | Specific agencies. Provides PI conversion data for first payroll of biennium. (Input on screen TM.6.4.) |
| DSHS HCA | 72 | PGM/SUB-PGM/AI EDIT | Specific agencies. Edit 1: valid combinations of Program/Sub-program/Appropriation Index codes. (Input on screen TM.6.1) |
| | 73* | NOT CURRENTLY USED | NOT CURRENTLY USED |

| Maint. Code | ID# | TITLE | TABLE PURPOSES AND RELATIONSHIPS |
|-------------|------|------------------------------|--|
| DSHS HCA | 74 | OI CROSSWALK | Specific agencies. Provides OI conversion data for first payroll of biennium. (Input on screen TM.6.5.) |
| S-IT | 75 | OMWBE TYPE | Defines OMWBE Type that designate transaction are OMWBE Reportable and is part of the IRS Type table process used by the D78 table. (Input on screen AD.1.3.A) |
| S-IT | 76 | IRS BOX | Defines IRS Box per the 1099 requirements for reportable income. This is part of the IRS Type table process used by the D78 table (Input on screen AD.1.3.B) |
| S-IT | 77 | VENDOR TYPE | Defined Vendor Types per the 1099 requirements for reportable income. Vendor Types are entered on the Statewide Vendor Table and Vendor Types are defined in documentation on the OFM IT Systems website titled "Definitions for New Vendor Types." This is part of the IRS Type table process used by the D78 table (Input on screen AD.1.3.C) |
| S-IT | 78 | IRS TYPE | This table determines the IRS box and OMWBE type based on 1099-MISC requirements for reportable income and applies them to the transaction. To determine if the transaction has reportable income the AFRS system applies rules based on the combination of Sub-Object, Sub-Sub Object, & Vendor Type. (Input on Screen AD.1.3.D) Agencies can view this table on screen TM.5. Agencies can override the table by manually entering the IRS Box or OMWBE Type if the payment does not fit the Standard Reportable type of income. |
| S-IT | 80 | PAYROLL DATES CONTROL | Stores due date information for third party payroll payments (Input on screen AD.1.4.A). |
| S-IT | 81** | IRS AGENCY CONTROL | Stores valid taxpayer ID's & names for agencies that pay IRS withholding taxes through payroll EFTPS (Input on screen AD.1.4.B). |
| A | 90 | TRANSACTION EDIT CNTRLS | Stores data entered on screens TM.3.2.B, and TM.3.2.C. |
| A/ S-IT | 91 | BATCH TYPE CONTROLS | Stores data entered on Payment Process Controls screen VE.6. |
| S-IT | 92 | BANK HOLIDAY-EFT | Stores state and bank holiday dates for calculating EFT deposit dates (Input on screen AD.1.4.C). |
| A | 93 | MONTH OF SERVICE EDIT | Specific agencies. Stores data for Month of Service Edit. (Input on screen TM.6.3) |
| | 94* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| S-IT | 95** | DESCRIPTOR TABLE LIST | Stores titles and record limits for each descriptor table. |
| A | 96 | IAP RECEIPT BATCH CNTRL | Agencies receiving payments by IAP may request receipt batches be system-generated using the information on this table. (Input on screen TM.3.4.A) |
| S-IT | 97 | UNIQUE IDENTIFIER (UI) TABLE | The Unique Identifier allows OFM to capture, manage, use and report relevant facility inventory data collected for preparation of the Annual State Facilities Inventory Report and the biennial Six-Year Facilities plan. The identifier is created by the Facilities Planning Management Tool (FPMT). |

* Indicates NOT USED. **Indicates table not biennialized. Use biennium 00 to view records.

SORTED BY TABLE ID # (* = NOT USED)

| Maint. Code | ID# | TITLE | CLASSIFICATION GROUP |
|--------------------|------------|---|-------------------------------|
| | 01* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| A | 02 | DIVISION | ORGANIZATION |
| A | 03 | BRANCH | ORGANIZATION |
| A | 04 | SECTION | ORGANIZATION |
| A | 05 | UNIT | ORGANIZATION |
| A | 06 | COST CENTER | ORGANIZATION |
| A | 07 | APPROPRIATION | APPROPRIATION |
| S-OFM | 08 | APPROPRIATION TYPE | APPROPRIATION |
| S-OFM | 09 | APPROPRIATION CHARACTER | APPROPRIATION |
| S-OFM | 10 | OBJECT | OBJECT OF EXPENDITURE/EXPENSE |
| S-OFM | 11 | SUB-OBJECT | OBJECT OF EXPENDITURE/EXPENSE |
| S-OFM | 12 | SUB-SUB-OBJECT (AD.1.5.A) | OBJECT OF EXPENDITURE/EXPENSE |
| A | 13 | BUDGET UNIT | OTHER |
| S-IT | 14 | REPORT NUMBER | SYSTEM |
| S-OFM | 15 | FUNCTION | PROGRAM |
| A | 16 | PROGRAM | PROGRAM |
| A | 17 | SUB-PROGRAM | PROGRAM |
| A | 18 | ACTIVITY | PROGRAM |
| A | 19 | SUB-ACTIVITY | PROGRAM |
| A | 20 | TASK | PROGRAM |
| S-OFM | 21 | GAAP FUND | FUND |
| S-OFM | 22 | FUND / ACCOUNT (AD.1.5.B) | FUND |
| S-OFM | 23 | BIENNIUM CLOSE RULES (AD.1.5.C) | FUND |
| S-OFM | 24 | CASH TYPE | FUND |
| S-OFM | 25 | CAFR FUND TYPE & STATEMENT CODE | FUND |
| S-BUD | 26 | STATEWIDE SRC OF FUNDS (AD.1.5.D) | AGENCY/FUND/APPROPRIATION |
| S-BUD | 27 | STATEWIDE PROGRAM | AGENCY/FUNCTION/PROGRAM |
| A/S-IT | 28 | PAYMENT PROCESS CONTROL | PAYMENT |
| S-OFM | 29 | PAYMENT WRAP CONTROL (AD.4) | PAYMENT |
| S-IT | 30 | INTERFACE JOB NAME (AD.1.1.B) | INTERFACE |
| S-OFM | 31 | GENERAL LEDGER ACCOUNT | ACCOUNTS |
| A | 32 | SUBSIDIARY ACCOUNT | ACCOUNTS |
| S-OFM | 33 | MEMORANDUM ACCOUNT | ACCOUNTS |
| S-OFM | 34 | MAJOR GROUP | REVENUE |
| S-OFM | 35 | MAJOR SOURCE | REVENUE |
| A | 36 | SUB-SOURCE | REVENUE |
| S-OFM | 37 | COUNTIES | OTHER |
| S-OFM | 38 | CITIES & TOWNS | OTHER |
| S-OFM | 39 | BUDGET TYPE | FUND |
| A | 40 | WORKCLASS | OTHER |
| S-OFM | 41 | PROJECT TYPE | PROJECT |
| A | 42 | PROJECT | PROJECT |
| A | 43 | SUB-PROJECT | PROJECT |
| A | 44 | PROJECT PHASE | PROJECT |
| S-OFM | 45 | WARRANT CANCEL/ACH RETURN -TC ASSIGNED (AD.4) | CANCELLATION/ACH RETURN - TC |

| Maint. Code | ID# | TITLE | CLASSIFICATION GROUP |
|-------------|------|---|---------------------------------|
| | 46* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| | 47* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| A | 48 | IAP MULTI FUND BREAKOUT (TM.3.4.B) | VENDOR |
| S-OFM | 49** | PAYMENT IN PROCESS WRAP CTL. (TM.1.2.B) | PAYMENT/TRAN CODE |
| A | 50 | AFRS TO CAMS INTERFACE SUB OBJECT | CAMS ELIGIBLE SUB-OBJECTS |
| S-IT | 51 | ERROR CODE MESSAGE (AD.1.5.E) | SYSTEM |
| S-IT | 52 | ERROR CORRECTION ELEMENT | SYSTEM |
| S-OFM | 53 | AGENCY CONTROL (AD.1.1.A) | AGENCY |
| S-OFM | 54 | GENERAL LEDGER SORT | FINANCIAL STATEMENTS |
| S-OFM | 55 | INCOME STATEMENT SORT | FINANCIAL STATEMENTS |
| S-OFM | 56 | VARIABLE TRANSACTION GENERAL LEDGER | FINANCIAL STATEMENTS |
| S-OFM | 57 | STMT. OF ACTIVITIES – OBJECTS | FINANCIAL STATEMENTS |
| S-OFM | 58 | STMT. OF ACTIVITIES- SOURCES | FINANCIAL STATEMENTS |
| S-OFM | 59 | STATEMENT OF NET ASSETS – GOVT. WIDE | FINANCIAL STATEMENTS |
| S-OFM | 60 | CLOSING GL | FINANCIAL STATEMENTS |
| TREAS-7900 | 62 | OST REPORT DATA SELECTION | AGENCY SPECIFIC |
| A | 63 | ALLOCATION CODE | OTHER |
| A | 65 | PI-OI (TM.6.2 OR TM.1.1) | SPECIFIC AGENCIES |
| | 66* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| | 67* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| S-OFM | 68 | STMT OF ACTIVITIES & CASH FLOW SORT CODE TITLES | FINANCIAL STATEMENTS |
| DRS | 70 | DRS FINANCIAL STATEMENTS | FINANCIAL STMTS. /AGY. SPECIFIC |
| DSHS HCA | 71 | PI CROSSWALK (TM.6.4) | SPECIFIC AGENCIES |
| DSHS HCA | 72 | PGM/SUB-PGM/AI EDIT (TM.6.1) | SPECIFIC AGENCIES |
| | 73* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| DSHS HCA | 74 | ORG. INDEX CROSSWALK (TM.6.5) | SPECIFIC AGENCIES |
| S-IT | 75 | OMWBE TYPE (AD.1.3.A) | OTHER |
| S-IT | 76 | IRS BOX (AD.1.3.B) | OTHER |
| S-IT | 77 | VENDOR TYPE (AD.1.3.C) | OTHER |
| S-IT | 78 | IRS TYPE (AD.1.3.D) | OTHER |
| S-IT | 80 | PAYROLL DATES CONTROL (AD1.4.A) | EFT |
| S-IT | 81 | IRS AGENCY CONTROL (AD.1.4.B) | EFT |
| A | 90 | TRANSACTION EDIT CONTROLS (TM.3.2.B & TM.3.2.C) | OTHER |
| A/S-IT | 91 | BATCH TYPE CONTROLS (VE.6) | PAYMENT |
| S-IT | 92 | BANK HOLIDAY-EFT (AD.1.4.C) | EFT |
| A | 93 | MONTH OF SERVICE EDIT (TM.6.3) | SPECIFIC AGENCIES |
| | 94* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| S-IT | 95 | DESCRIPTOR TABLE LIST | SYSTEM |
| A | 96 | IAP RECEIPT BATCH CNTRL (TM3.4.A) | OTHER |
| S-IT | 97 | UNIQUE IDENTIFIER (UI) TABLE | LEASE |

SORTED BY TITLE (* = NOT USED)

| Maint. Code | ID# | TITLE | CLASSIFICATION GROUP |
|--------------------|------------|--|------------------------------------|
| A | 18 | ACTIVITY | PROGRAM |
| A | 50 | AFRS TO CAMS INTERFACE SUB OBJECT | CAMS ELIGIBLE SUB-OBJECTS |
| S-OFM | 53 | AGENCY CONTROL (AD.1.1.A) | AGENCY |
| A | 63 | ALLOCATION CODE | OTHER |
| A | 07 | APPROPRIATION | APPROPRIATION |
| S-OFM | 09 | APPROPRIATION CHARACTER | APPROPRIATION |
| S-OFM | 08 | APPROPRIATION TYPE | APPROPRIATION |
| S-IT | 92 | BANK HOLIDAY-EFT (AD.1.4.C) | EFT |
| A/S-IT | 91 | BATCH TYPE CONTROLS (VE.6) | PAYMENT |
| S-OFM | 23 | BIENNIUM CLOSE RULES (AD.1.5.C) | FUND |
| A | 03 | BRANCH | ORGANIZATION |
| S-OFM | 39 | BUDGET TYPE | FUND |
| A | 13 | BUDGET UNIT | OTHER |
| S-OFM | 25 | CAFR FUND TYPE & STATEMENT CODE | FUND |
| S-OFM | 68 | STMT OF ACTIVITIES & CASH FLOW SORT CODE TITLES | FINANCIAL STATEMENTS |
| S-OFM | 24 | CASH TYPE | FUND |
| S-OFM | 38 | CITIES & TOWNS | OTHER |
| S-OFM | 60 | CLOSING GL | FINANCIAL STATEMENTS |
| A | 06 | COST CENTER | ORGANIZATION |
| S-OFM | 37 | COUNTIES | OTHER |
| | 01* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| | 46* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| | 47* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| | 66* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| | 67* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| | 73* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| | 94* | CURRENTLY NOT USED | CURRENTLY NOT USED |
| S-IT | 95 | DESCRIPTOR TABLE LIST | SYSTEM |
| A | 02 | DIVISION | ORGANIZATION |
| DRS | 70 | DRS FINANCIAL STATEMENTS | FINANCIAL STMTS. /AGY. SPECIFIC |
| S-IT | 51 | ERROR CODE MESSAGE (AD.1.5.E) | SYSTEM |
| S-IT | 52 | ERROR CORRECTION ELEMENT | SYSTEM |
| S-OFM | 15 | FUNCTION | PROGRAM |
| S-OFM | 22 | FUND / ACCOUNT (AD.1.5.B) | FUND |
| S-OFM | 21 | GAAP FUND | FUND |
| S-OFM | 31 | GENERAL LEDGER ACCOUNT | ACCOUNTS |
| S-OFM | 54 | GENERAL LEDGER SORT | FINANCIAL STATEMENTS |
| A | 48 | IAP MULTI FUND BREAKOUT (TM3.4.B) | VENDOR |
| A | 96 | IAP RECEIPT BATCH CNTRL (TM.3.4.A) | OTHER |
| S-OFM | 55 | INCOME STATEMENT SORT | FINANCIAL STATEMENTS |
| S-IT | 30 | INTERFACE JOB NAME (AD.1.1.B) | INTERFACE |
| S-IT | 81 | IRS AGENCY CONTROL (AD.1.4.B) | EFT (ACH) |
| S-IT | 76 | IRS BOX (AD.1.3.B) | OTHER |
| S-IT | 78 | IRS TYPE (AD.1.3.D) | OTHER |
| S-OFM | 34 | MAJOR GROUP | REVENUE |
| S-OFM | 35 | MAJOR SOURCE | REVENUE |

| Maint. Code | ID# | TITLE | CLASSIFICATION GROUP |
|----------------|-----|---|-------------------------------|
| S-OFM | 33 | MEMORANDUM ACCOUNT | ACCOUNTS |
| A | 93 | MONTH OF SERVICE EDIT (TM.6.3) | SPECIFIC AGENCIES |
| S-OFM | 10 | OBJECT | OBJECT OF EXPENDITURE/EXPENSE |
| S-IT | 75 | OMWBE TYPE (AD.1.3.A) | OTHER |
| DSHS HCA | 74 | ORG. INDEX CROSSWALK (TM.6.5.) | SPECIFIC AGENCIES |
| TREAS- 7900 | 62 | OST REPORT DATA SELECTION | AGENCY SPECIFIC |
| S-OFM | 45 | WARRANT CANCEL/EFT (ACH) RETURN -TC ASSIGNED (AD.4) | CANCELLATION/ACH RETURN - TC |
| S-OFM | 49 | PAYMENT IN PROCESS WRAP CTL. (TM.1.2.B) | PAYMENT/TRAN CODE |
| A/S-IT | 28 | PAYMENT PROCESS CONTROL | PAYMENT |
| S-OFM | 29 | PAYMENT WRAP CONTROL (AD.4) | PAYMENT |
| S-IT | 80 | PAYROLL DATES CONTROL (AD1.4.A) | EFT |
| DSHS HCA | 72 | PGM/SUB-PGM/AI EDIT (TM.6.1) | SPECIFIC AGENCIES |
| DSHS HCA | 71 | PI CROSSWALK (TM.6.4) | SPECIFIC AGENCIES |
| A | 65 | PI-OI (TM.6.2) | SPECIFIC AGENCIES |
| A | 16 | PROGRAM | PROGRAM |
| A | 42 | PROJECT | PROJECT |
| A | 44 | PROJECT PHASE | PROJECT |
| S-OFM | 41 | PROJECT TYPE | PROJECT |
| S-IT | 14 | REPORT NUMBER | SYSTEM |
| A | 04 | SECTION | ORGANIZATION |
| S-OFM | 59 | STATEMENT OF NET ASSETS | FINANCIAL STATEMENTS |
| S-BUD | 27 | STATEWIDE PROGRAM | AGENCY/FUNCTION/PROGRAM |
| S-BUD | 26 | STATEWIDE SRC OF FUNDS (AD1.5.D) | AGENCY/FUND/APPROPRIATION |
| S-OFM | 57 | STMT. OF ACTIVITIES – OBJECTS | FINANCIAL STATEMENTS |
| S-OFM | 58 | STMT. OF ACTIVITIES- SOURCES | FINANCIAL STATEMENTS |
| A | 19 | SUB-ACTIVITY | PROGRAM |
| S-OFM | 11 | SUB-OBJECT | OBJECT OF EXPENDITURE/EXPENSE |
| A | 17 | SUB-PROGRAM | PROGRAM |
| A | 43 | SUB-PROJECT | PROJECT |
| A | 32 | SUBSIDIARY ACCOUNT | ACCOUNTS |
| A | 36 | SUB-SOURCE | REVENUE |
| S-OFM | 12 | SUB-SUB-OBJECT (AD.1.5.A) | OBJECT OF EXPENDITURE/EXPENSE |
| A | 20 | TASK | PROGRAM |
| A | 90 | TRANSACTION EDIT CONTROLS (TM.3.2.B & TM.3.2.C) | OTHER |
| A | 05 | UNIT | ORGANIZATION |
| S-IT | 97 | UNIQUE IDENTIFIER (UI) TABLE | LEASE |
| S-OFM | 56 | VARIABLE TRANSACTION GENERAL LEDGER | FINANCIAL STATEMENTS |
| S-IT | 77 | VENDOR TYPE (AD.1.3.C) | OTHER |
| A | 40 | WORKCLASS | OTHER |

| Maint. | Ref. | ID# | Title | Table Entry Key |
|--------|------|-----|------------------------------------|--|
| A | | 17 | SUB-PROGRAM | NN XXX XX -----Function -----Program -----Sub-program |
| A | | 18 | ACTIVITY | NN XXX XX XX -----Function -----Program -----Sub-program -----Activity |
| A | | 19 | SUB-ACTIVITY | NN XXX XX XX XX -----Function -----Program -----Sub-program -----Activity -----Sub-activity |
| A | | 20 | TASK | NN XXX XX XX XX XX -----Function -----Program -----Sub-program -----Activity -----Sub-activity -----Task |
| S-OFM | | 21 | GAAP FUND | A -----GAAP Fund |
| S-OFM | R | 22 | FUND / ACCOUNT (AD.1.5.B) | XXX -----Fund/Account |
| S-OFM | | 23 | BIENNIUM CLOSE RULES (AD.1.5.C) | XX NNNN XXX NN NNN bbb NNNN N -----Rule type/level -----Owner agency -----Fund/fund type -----special indicator (or) -----Program (optional) -----Sub-program (optional) -----blank (3 spaces) -----General ledger account -----Debit (D)/Credit (C) |
| S-OFM | | 24 | CASH TYPE | N -----Treasury Type |
| S-OFM | | 25 | CAFR FUND TYPE & STATEMENT CODE | AA -----Fund Type Identifier |
| S-BUD | | 26 | STATEWIDE SRC OF FUNDS | XXXX XXX XXX X N -----Agency -----Fund/Account -----Appropriation -----Appropriation Type -----Approp. Character |
| S-BUD | | 27 | STATEWIDE PROGRAM | XXXX XX XXX -----Agency -----Function -----Program |
| A/S-IT | | 28 | PAYMENT PROCESS CONTROL | |
| S-OFM | | 29 | PAYMENT WRAP CONTROL (AD.4) | NNN X -----Pymt Transaction Code -----Reversal (Optional) |
| S-IT | | 30 | INTERFACE JOB NAME (AD.1.1.B) | XXXXXXXXNN -----Interface Job Name |

| Maint. | Ref. | ID# | Title | Table Entry Key |
|------------|------|-----|---|--|
| S-OFM | | 56 | VARIABLE TRANSACTION GENERAL LEDGER | NNN NNNN Transaction Code General Ledger Account |
| S-OFM | R | 57 | STATEMENT OF ACTIVITIES | Objects - Same as D11 |
| S-OFM | R | 58 | STATEMENT OF ACTIVITIES | Sources - Same as D35 |
| S-OFM | R | 59 | STATEMENT OF NET ASSETS | General Ledgers - Same as D31 |
| S-OFM | | 60 | CLOSING GL | NNN NNNN Transaction Code General Ledger Account |
| TREAS-7900 | | 62 | OST REPORT DATA SELECTION | XXXX XXXXXX XXX XX G/L Code or Trans Code Report Number Blank Data File Name |
| A | | 63 | ALLOCATION CODE | XXXX Allocation Code |
| A | R | 65 | PROGRAM INDEX-ORGANIZATION INDEX (DOC, DSHS, & HCA) | XXXXX XXXX Program Index Organization Index Data stored in this table should be entered or viewed on screen TM.6.2. |
| S-OFM | | 68 | STMT OF ACTIVITIES & CASH FLOW SORT CODE TITLES | AA Financial Statement Sort |
| DRS | R | 70 | DRS STATEMENTS | NNNN NN NN XXXXXX AA XXXX G/L Code Source Major Source Sub-Source Sub-object Sub-Sub-object Note: Major Source/Source/Sub-Source (positions 5-14) only used with G/L codes 32xx, 9210 and 960x. Sub-object and Sub-Sub-object (positions 15-20) only used with G/L codes 65xx. |
| DSHS HCA | | 71 | PI CROSSWALK (TM.6.4) | XXXXX PI-Ending Biennium |
| DSHS HCA | | 72 | PGM/SUB-PGM/AI EDIT - Edit 1 (TM.6.1) | NN XXX XX XXX Function Program Sub-program Appropriation Index |
| DSHS HCA | | 74 | ORG INDEX CROSSWALK (TM.6.5) | XXXX OI-Ending Biennium |
| S-IT | | 78 | IRS TYPE (AD.1.3.D) | XXA IRS Box OMWBE Type IRS Withholding |
| S-IT | | 80 | PAYROLL DATES CONTROL (AD.1.4.A) | NNNNNNNN Pay Date (CCYYMMDD) |
| S-IT | | 81 | IRS AGENCY CONTROL (AD.1.4.B) | NNNNNNNNN Taxpayer ID Number |

| Maint. | Ref. | ID# | Title | Table Entry Key |
|--------|------|-----|------------------------------------|---|
| A | | 90 | TRANSACTION EDIT (TM.3.2 menu) | No Table Entry Key. |
| A/S-IT | | 91 | BATCH TYPE CONTROLS (VE.6) | XX -----Batch Type |
| S-IT | | 92 | BANK HOLIDAY – EFT (AD.1.4.C) | NNNNNNNN -----Holiday Date (CCYMMDD) |
| A | | 93 | MONTHS OF SERVICE EDIT (TM.6.3) | XXX XXX X XXXX -----Program -----Appropriation Index -----Fiscal Year (1 or 2) -----Allocation Code |
| S-IT | | 95 | DESCRIPTOR TABLE LIST | ANN -----Descriptor Table Number |
| A | | 96 | IAP RECEIPT BATCH CNTRL (TM.3.4.A) | AAANNNNNNNN -----Statewide Vendor # |
| S-IT | | 97 | UNIQUE IDENTIFIER (UI) TABLE | XXXXXX -----Unique Identifier |

APPENDICES

Appendix A **Reference Data Field Chart for Statewide and Agency-Specific
Descriptor Tables**

Appendix B **Supporting Documentation to Reference Data Fields Chart for
Descriptor Tables 31 and 33**

APPENDIX A

Reference Data Field Chart for Statewide and Agency-Specific Descriptor Tables

Note: OFM maintains the Reference Data fields
except for some agency-specific tables

Table 11 - Sub-Object

The reference data provides the AFRS numeric object code that corresponds with the alpha object code and indicates, for each fund type and report, the Income Statement sort code (if applicable).

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|-----------------------------|---|--------------|
| 1-2 | Object | Numeric object code (see table D10) | 32-33 |
| 3-4 | General Fund | Income Statement sort code (see table D55) | 34-35 |
| 5-6 | Special Revenue Fund | Income Statement sort code (see table D55) | 36-37 |
| 7-8 | Debt Service Fund | Income Statement sort code (see table D55) | 38-39 |
| 9-10 | Capital Project Fund | Income Statement sort code (see table D55) | 40-41 |
| 11-12 | Permanent Fund | Income Statement sort code (see table D55) | 42-43 |
| 13-14 | Enterprise Fund | Income Statement sort code (see table D55) | 44-45 |
| 15-16 | Internal Service Fund | Income Statement sort code (see table D55) | 46-47 |
| 17-18 | Private-Purpose Trust Fund | Income Statement sort code (see table D55) | 48-49 |
| 19-20 | Investment Trust Fund | Income Statement sort code (see table D55) | 50-51 |
| 21-22 | Pension Trust Fund | Income Statement sort code (see table D55) | 52-53 |
| 23-24 | Custodial Fund | Income Statement sort code (see table D55) | 54-55 |
| 25-26 | Capital Assets | Income Statement sort code (see table D55) | 56-57 |
| 27-28 | Long Term Obligation | Income Statement sort code (see table D55) | 58-59 |
| 29-37 | Filler | Filler | 60-67 |
| 38 | FPMT Unique Identifier (UI) | Account for Lease activity (Valid codes are Y=Required, N=Not Allowed, or O=Optional) | 68 |
| 39 | Inactive Indicator | Indicates if a code is inactive. (I=inactive, blank=active) | 70 |

Table 12 - Sub-Sub-object

The reference data displays the Used Indicator showing the agency has used a Statewide Sub-Sub-Object. Statewide records input on Screen AD.1.5A.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|-----------------------------|---|--------------|
| 1-2 | Filler | Filler | 32-33 |
| 3 | FPMT Unique Identifier (UI) | Account for Lease activity (Valid codes are Y=Required, N=Not Allowed, or O=Optional) | 34 |
| 4 | Used Indicator | N = Not Used; Y = Used. Established for statewide sub-sub-objects to prevent deletion of codes that have been used. | 35 |
| 5 | Inactive Flag | ' ' = Blank and not Inactive; I = Inactive. Established for ability to turn off a statewide sub-sub-object when it is no longer being used or needed. | |

Table 14 - Report Number

The reference data provides information about the availability of reports, monthly report runs and data files accessed for each report.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|-----------------------|---|--------------|
| 1-8 | Old Report number | Report number assigned prior to 1987 | 32-39 |
| 9 | Report Indicator (RI) | Indicates which report number (old or new) is used to run requested report. 0 or 1 = use new report number; 2 = use old report number | 40 |
| 10 | Report Request (RR) | Indicates whether report is available from Report Request (RR.1) screen. | 41 |
| 11 | Report On-Demand (RD) | Indicates whether report is available from On-Demand (RD.1) screen. | 42 |
| 12-19 | Job Name | Job name under which monthly report runs are grouped. | 43-50 |
| 20 | Blank | n/a | 51 |
| 21-31 | Data Files | Shows the data files that are accessed to obtain the information needed for the requested report. | 52-62 |
| 32-39 | New Report number | New Report number or extract job. | 63-70 |

Table 22 – Fund / Account

The reference data provides information used to summarize statewide information for reporting at the account level. Input on Screen AD.1.5.B.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|---------------------------------|---|--------------|
| 1 | GAAP Fund Type | Indicates the OFM-defined GAAP fund type. (A=General Fund, etc.) <i>Reference table D21.</i> | 32 |
| 2-3 | CAFR Fund Type | Indicates the GAAP fund classification type. (AA=General Fund, etc.) <i>Reference table D25.</i> | 33-34 |
| 4 | Cash Type | Indicates the cash type. (1=Treasury Fund, etc.) <i>Reference table D24.</i> | 35 |
| 5-7 | Roll-up Fund | Indicates roll up fund for CAFR purposes. | 36-38 |
| 8 | Inactive Indicator | Indicates if this fund is inactive. (I=Inactive; blank = Active) | 39 |
| 9 | Budget Type | Indicates the Budget Type of a fund/account (A= Appropriated, B=Nonappropriated/ Allotted, M=Mixed, N=Nonappropriated/ Nonallotted, H=Higher Education) | 40 |
| 10-13 | Administering Agency | Indicates the agency assigned by OFM to monitor the activities within a fund/account. | 41-44 |
| 14-25 | Enabling Statute | Indicates the statute establishing the fund. | 45-56 |
| 26 | Government-wide Fund Type | Indicates the fund type for the government wide financial statements. 1= Governmental, 2 = Business type, Blank = N/A | 57 |
| 27-28 | Fund statement rollup fund code | Indicates the rollup fund for the fund financial statements. <i>Reference Table D25</i> | 58-59 |
| 29-32 | Default Closing GL | Indicates the Fund Balance or Net Position General Ledger to which cash, revenues, and expenditures/expenses close at the end of each biennium | 60-63 |

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|----------------|--|--------------|
| 33 | TALS Only Flag | Indicates if the fund is only available for allotment transactions from TALS at this time. (Y=Yes - only allotment transactions coming from TALS will be processed; N=No – all transactions will be processed) | 64 |

Table 23 – Biennium Close Rules

The reference data provides posting indicators for Biennium Close Rules per agencies request to OFM Statewide Consultants. OFM maintains these rules on the AD.1.5.C.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|--|---|--------------|
| 1 | Post To Level | Code used to determine agency to post the closing transaction to. (P=Posting Agency, A=Admin Agency B=Both) | 32 |
| 2-4 | Transaction Code – Posting Agency (non-cash) | Transaction Code used for Posting Agency non-cash transaction during the biennium closing process. | 33-35 |
| 5-7 | Transaction Code – Posting Agency (cash) | Transaction Code used for Posting Agency Cash transactions during the biennium closing process. | 36-38 |
| 8-10 | Transaction Code – Admin Agency (cash) | Transaction Code used for Administrative Agency cash transactions during the biennium closing process. | 38-41 |
| 11-12 | Account Type | Identifies the type of Fund (Account) to apply this Biennium close rule to. | 42-43 |

Table 25 – CAFR Fund Type and Statement Code

The reference data provides information used in the verification of the Biennium Closing Rules on descriptor table 23.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|------------------------|---|--------------|
| 1 | Fund Type or Stmt Code | Indicates if the record is a CAFR Fund Type or a CAFR Statement Code. Only the fund types are used to verify the Biennium Closing Rules table. 1 = CAFR Fund Type 2 = CAFR Statement Code | 32 |
| 2 | GLs to Close | Indicates which types of GLs will close out during the biennium close process: B = Both cash and nominal GLs C = Cash GLs only N = Nominal GLs only | 33 |

Table 26 - Statewide Source of Funds Table

The reference data on this table is uploaded to this table from OFM Budget. Use screen AD.1.5.D to view records.

Table 29 - Payment Wrap Control

The reference data on this table is loaded and viewed from screen AD.4 along with table D45 reference data.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|-------------------------------|---|--------------|
| 1-3 | Current Biennium Warrant Wrap | Indicates the transaction code that will be assigned to the system-generated warrant wrap transaction when original transaction (accrual) and wrap transaction (cash) post to same biennium. | 32-34 |
| 4-6 | Prior Biennium Warrant Wrap | Indicates the transaction code that will be assigned to the system-generated warrant wrap transaction when original transaction (accrual) posts to the biennium prior to the wrap transaction (cash). | 35-37 |

Table 30 - Interface Job Name

The reference data on this table is loaded and viewed from screen AD.1.1.B

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|-----------------------------|--|--------------|
| 1-4 | Submitting Agency | Agency that submits interface job. Note: jobs that are submitted by other statewide systems (AR, TVS, FTbx, Payroll, etc.) are set up under agency 0000. | 32-35 |
| 5-7 | Retention Period | Number of days the back-ups for submitted jobs will be retained. | 36-38 |
| 8-11 | Batch Agency | Agency to which transactions post. Note: if submitting agency is 0000, batch agency is generally also 0000. | 39-42 |
| 12 | Interface Process Indicator | Indicates which interface process to use and where to store batch. FA=send batch to ONLN.FA file; BH=header is included in file and file is in 950 byte layout; BC=header is in separate batch control file and file is not in 950 byte layout so needs to be converted. BH and BC batches are stored in EXAFRS.FOURDAY files. | 43-44 |
| 13-14 | Batch Status Indicator | Used for batches that are sent to ONLN.FA file. Indicates batch status to apply to batch. R = Release IF batch contains no errors; H = Hold IF batch contains no errors; O = apply R (Release) status whether or not batch has errors. | 45 |
| 15-26 | Additional Batch Agency | Some interface jobs contain transactions for multiple agencies. Up to 3 additional batch agencies may be stored here. | 46-57 |

Table 31 - General Ledger Account

The reference data indicates the normal balance for each General Ledger, whether the account closes at the end of each biennium (nominal accounts) and, for each fund type, the Balance Sheet or other Financial Statement sort code (if applicable).

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|--|--|--------------|
| 1 | Debit/Credit | Indicates the normal balance (debit or credit) | 32 |
| 2 | Closing Indicator | Indicates the type of GL, such as real, nominal, fund balance, etc. Used to identify General Ledgers that affect the biennium closing. | 33 |
| 3-4 | General Fund | Balance Sheet sort code (see table D54) | 34-35 |
| 5-6 | Special Revenue Fund | Balance Sheet sort code (see table D54) | 36-37 |
| 7-8 | Debt Service Fund | Balance Sheet sort code (see table D54) | 38-39 |
| 9-10 | Capital Project Fund | Balance Sheet sort code (see table D54) | 40-41 |
| 11-12 | Permanent Fund | Balance Sheet sort code (see table D54) | 42-43 |
| 13-14 | Enterprise Fund | Balance Sheet sort code (see table D54) | 44-45 |
| 15-16 | Internal Service Fund | Balance Sheet sort code (see table D54) | 46-47 |
| 17-18 | Private-Purpose Trust Fund | Balance Sheet sort code (see table D54) | 48-49 |
| 19-20 | Investment Trust Fund | Balance Sheet sort code (see table D54) | 50-51 |
| 21-22 | Pension Trust Fund | Balance Sheet sort code (see table D54) | 52-53 |
| 23-24 | Custodial Fund | Balance Sheet sort code (see table D54) | 54-55 |
| 25-26 | Capital Asset Subsidiary Acct. | Balance Sheet sort code (see table D54) | 56-57 |
| 27-28 | Long Term Oblig Subsid Acct | Balance Sheet sort code (see table D54) | 58-59 |
| 29-30 | GAAP-Modified Accrual Basis | Sort code for Combining Financial Statements for Fund Types using modified accrual basis (General, Special Revenue, Debt Service, Capital Project, and Permanent) | 60-61 |
| 31-32 | GAAP-Full Accrual Basis | Sort code for Combining Financial Statements for Fund Types using full accrual basis (Enterprise, Internal Service, Private-Purpose Trust, Pension Trust & Investment Trust Funds) | 62-63 |
| 33-34 | Budget vs Actual - Governmental | Sort code for Budget versus Actual Financial Statements - Governmental Funds | 64-65 |
| 35-36 | Budget vs Actual - Proprietary | Sort code for Budget versus Actual Financial Statements - Proprietary Funds (not currently used) | 66-67 |
| 37 | General Ledger Report Group | Indicates the nature of the GL account for proper placement on reports by DSHS. Reference Appendix B of this document. | 68 |
| 38 | Funds Balance Indicator – Proprietary Funds | Indicates whether or not to include GL in calculation of budgetary Fund Balance. (Y = include in calculation; N = exclude from calculation) | 69 |
| 39 | Funds Balance Indicator – Governmental Funds | Indicates whether or not to include GL in calculation of budgetary Fund Balance. (Y = include in calculation; N = exclude from calculation) | 70 |

Table 33 - Memorandum Code

The reference data provides the normal balance, the report group and the type of account for each memorandum code listing.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|-----------------------------|--|--------------|
| 1 | Debit/Credit | Indicates the normal balance (debit or credit) | 32 |
| 2 | General Ledger Report Group | Indicates the nature of the GL account for proper placement on reports by DSHS. See Appendix B of this document. | 33 |
| 3 | Unit Code | Indicates type of account: 1=Dollars, 2=FTE's, 9=Other | 34 |

Table 35 - Source

The reference data provides the Income Statement sort code (if applicable) for each fund type.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|---------------------------------|---|--------------|
| 1 | Source indicator | S=State, F=Federal, L=Local | 32 |
| 2 | Must be blank | | 33 |
| 3-4 | General Fund | Income Statement sort code (see table D55) | 34-35 |
| 5-6 | Special Revenue Fund | Income Statement sort code (see table D55) | 36-37 |
| 7-8 | Debt Service Fund | Income Statement sort code (see table D55) | 38-39 |
| 9-10 | Capital Project Fund | Income Statement sort code (see table D55) | 40-41 |
| 11-12 | Permanent Fund | Income Statement sort code (see table D55) | 42-43 |
| 13-14 | Enterprise Fund | Income Statement sort code (see table D55) | 44-45 |
| 15-16 | Internal Service Fund | Income Statement sort code (see table D55) | 46-47 |
| 17-18 | Private-Purpose Trust Fund | Income Statement sort code (see table D55) | 48-49 |
| 19-20 | Investment Trust Fund | Income Statement sort code (see table D55) | 50-51 |
| 21-22 | Pension Trust Fund | Income Statement sort code (see table D55) | 52-53 |
| 23-24 | Custodial Fund | Income Statement sort code (see table D55) | 54-55 |
| 25-26 | Capital Asset Subsidiary Acct. | Income Statement sort code (see table D55) | 56-57 |
| 27-28 | Budget vs Actual - Governmental | Sort code used when needed to override G/L sort code for Schedule of Revenues, Expenditures and Other Financing Sources - Budget vs. Actual | 58-59 |
| 29-30 | Budget vs Actual - Proprietary | Sort code used when needed to override G/L sort code for Schedule of Appropriated Expenses - Budget vs. Actual | 60-61 |
| 31-39 | Filler | Filler | 62-69 |
| 39 | Inactive Indicator | Indicates if a code is inactive. (I=inactive, blank=active) | 70 |

Table 51 - Error Code Message

The reference data provides information about the data element field that is in error and the type of error that has occurred. Can be entered/viewed on AD.1.5.E by OFM IT.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|--------------|--|--------------|
| 1 | Allow EFT | The Statewide Vendor number will allow EFT (ACH) or block EFT (ACH) because of the error code received on a returned ACH Payment. | 32 |

Table 52 - Error Correction Element

The reference data provides information regarding the length, location and level of the correction for each Correction Element. (Used only by DSHS/HCA for batch error correction process.)

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|-----------------|--|--------------|
| 1-2 | Length | Indicates the number of characters in the data element that needs to be corrected. | 32-33 |
| 3-5 | Location | Indicates the beginning position in the header or detail record of the data element to be corrected. | 34-36 |
| 6 | Level | Indicates the level of detail being corrected (B=Batch, D=Detail transaction, G= Group, H=Header) | 37 |
| 7-9 | Detail Location | <i>not used</i> | |

Table 53 - Agency Control

The reference data provides agency type and budget type sort code and control indicators for some other processes. The data on this table is loaded and viewed from screen AD.1.1.A

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|-----------------------|---|--------------|
| 1-2 | Function | Defines agency function by type (11=General Government-Legislative, etc.). See State Administrative & Accounting Manual (SAAM), 75.20.30, for valid codes. | 32-33 |
| 3-4 | Budget Function | Provides agency budget type sort code, F1-F5 (F1=General Government, etc. - see table D55), for preparation of Governmental Statement of Revenues and Expenditures. | 34-35 |
| 5-10 | Create Date | Date agency was created (MMDDYY) | 36-41 |
| 11-16 | Inactivate Date | Date agency was inactivated (MMDDYY) | 42-47 |
| 17 | Closed Indicator | Indicates whether the agency is closed for posting. Y = Yes, N = NO | 48 |
| 18 | Filler | Filler | 49 |
| 19-20 | Statement code | Indicates program function for the agency for the government-wide statement of net assets. | 50-51 |
| 21 | Filler | Filler | 52 |
| 22 | SOL Warrant Indicator | Indicates whether or not to automatically generate SOL warrant transactions. Y = Yes, N = No | 53 |
| 23-25 | Closing Options | Allows agency to request their data to close a lower level. Request must be sent to SWA prior to Biennium Roll. | 54-56 |

Table 57 – Statement of Activities – Objects

The reference data is used to produce the government wide statement of activities report and cash flow report.

| Pos. on TM.1.1 | Data Element | DT File Pos. |
|----------------|---|--------------|
| 1-2 | Governmental activities | 32-33 |
| 3-4 | Workers' Compensation Fund (FFB) | 34-35 |
| 5-6 | Unemployment Compensation Fund (FFG) | 36-37 |
| 7-8 | Higher Education Student Services Fund (FFH) | 38-39 |
| 9-10 | Guaranteed Education Tuition (FFK) | 40-41 |
| 11-12 | Other Business Type Activities (FFE, FFI) | 42-43 |
| 13-14 | <i>Not Currently Used</i> | 44-45 |
| 15-16 | Lottery Fund (FFD) | 46-47 |
| 17-24 | Filler | 48-55 |
| 25-26 | Cash Flow Statement Sort Code (See table D68) | 56-57 |

Table 58 - Statement of Activities – Sources

The reference data is used to produce the government wide statement of activities report and cash flow report.

| Pos. on TM.1.1 | Data Element | DT File Pos. |
|----------------|--|--------------|
| 1 | Column Indicator (for Statement of Activities) | 32 |
| 2-3 | Governmental activities | 33-34 |
| 4-5 | Workers' Compensation Fund (FFB) | 35-36 |
| 6-7 | Unemployment Compensation Fund (FFG) | 37-38 |
| 8-9 | Higher Education Student Services Fund (FFH) | 39-40 |
| 10-11 | Guaranteed Education Tuition (FFK) | 41-42 |
| 12-13 | Other Business Type Activities (FFE, FFI) | 43-44 |
| 14-15 | <i>Not Currently Used</i> | 45-46 |
| 16-17 | Lottery Fund (FFD) | 47-48 |
| 18-23 | Filler | 49-54 |
| 24-25 | Cash Flow Statement Sort Code (See table D68) | 55-56 |

Table 59 - Statement of Net Assets

The reference data is used to produce the government wide statement of net assets report and cash flow report.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|-------------------------------|---|--------------|
| 1-2 | Not used | Not used | 32-33 |
| 3-4 | Governmental activities | Balance Sheet sort code (see table D54) | 34-35 |
| 5-6 | Business Type activities | Balance Sheet sort code (see table D54) | 36-37 |
| 7-16 | Filler | | 38-47 |
| 17-18 | Cash Flow Statement Sort Code | Positive Amounts (see table D68) | 48-49 |
| 19-20 | Cash Flow Statement Sort Code | Negative Amounts (see table D68) | 50-51 |
| 21-22 | Filler | | 52-53 |
| 23-24 | Cash Flow Statement Sort Code | Reconciliation Report (see table D68) | 54-55 |

Table 65 – Program Index – Organization Index

This table is currently used by DOC, DSHS & HCA and the reference data field contains Budget Unit. The reference data on this table is loaded and viewed from screen TM.6.2. If a Budget Unit is not input on a transaction when an appropriation index is used, the system will edit the entry using this table to check for a valid program index-organization index combination and will enter the budget unit from the reference data field as input.

Table 68 – Statement of Activities and Cash Flow Sort Code Titles

Provides titles for the Cash Flow Statement.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|------------------|--|--------------|
| 1 | Column Indicator | Indicates the column in which this item is reported on the government-wide Statement of Activities | 32 |

Table 70 - DRS Statements

The reference data field is currently used only by Department of Retirement Systems (DRS). It provides sort codes for various internal financial reports. The codes are defined and maintained by DRS.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|----------------------------------|--|--------------|
| 1-2 | Balance Sheet - Fund Level | Sort code for agency balance sheet at fund level. Sort codes defined by agency. | 32-33 |
| 3-4 | Income Statement - Fund Level | Sort code for agency income statement at fund level. Sort codes defined by agency. | 34-35 |
| 5-7 | Income Statement - Reserve Level | Sort code for agency income statements at reserve level. Sort codes defined by agency. | 36-38 |

Table 71 – PI Crosswalk

The reference data on this table is loaded and viewed from screen TM.6.4.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|---------------|--|--------------|
| 1-5 | Program Index | Provides valid Program Index for first payroll of new biennium. Program Index in table entry key will be converted to this PI. | 32-36 |

Table 74 – OI Crosswalk

The reference data on this table is loaded and viewed from screen TM.6.5.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|--------------------|--|--------------|
| 1-4 | Organization Index | Provides valid Organization Index for first payroll of new biennium. Organization Index in table entry key will be converted to this OI. | 32-35 |

Table 75 – OMWBE Type

The reference data on this table is loaded and viewed from screen AD.1.3.A.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|--|--|--------------|
| 1 | Federal Identification Number Required | Indicates whether a valid Taxpayer Identification number is required to apply proper OMWBE certification credit. | 32 |

Table 78 – IRS Type

The reference data on this table is loaded and viewed from screen AD.1.3.D. Agencies can view the D78 table on TM.5.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|-----------------|---|--------------|
| 1 | IRS Box | The default IRS Box that will be populated on the transaction for this combination of vendor type and subobject. Reference the D76 table | 32 |
| 2 | OMWBE Type | The default OMWBE Type that will be populated on the transaction for this combination of vendor type and subobject. Reference the D75 table | 33 |
| 3 | IRS Withholding | Field currently not used as this was part of the project to apply the 3% withholding. (<i>Currently Not Used.</i>) | 34 |

Table 80 – Payroll Date Control

The reference data on this table is loaded and viewed from screen AD.1.4.A. The payments referenced by this table are Third Party Payroll payments.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|---------------------------------|---|--------------|
| 1 | Payroll Type Indicator | Indicates if this is a regular (R) or Off-Cycle (O) payroll. | 32 |
| 2-7 | IRS EFTPS Effective Date | Date payments for payroll taxes withheld are due to the IRS. This date is the Effective Entry Date in the ACH payment file (AFR3). [Format for all dates on this table is YYMMDD.] | 33-38 |
| 8-13 | Savings Bond ACH Effective Date | Date payments for savings bonds are due to the Federal Reserve Bank. This date is the Effective Entry Date in the ACH payment file (AFR5). | 39-44 |
| 14-19 | VFF EFTPS Effective Date | Date payments for payroll taxes withheld for Volunteer Fire Fighters are due to the IRS. This date is the Effective Entry Date in the ACH payment file (AFR4). | 45-50 |
| 20-25 | IAP/Warrant Due Date | Date IAP and warrant payments will be generated for third party payroll payments. These payments will be dated on payday. | 51-56 |
| 26-31 | IRS Alert Date | Date by which AFRS should have received from OFM IT and processed third party payments for respective pay date. If payments to the IRS have not been processed by this date, AFRS consultants receive a report notifying them to take action. | 57-62 |
| 32-37 | Third Party ACH Effective Date | Date payments for all other third party payroll payees are due. This date is the Effective Entry Date in the ACH payment file (AFR6) and will generally be the same as the pay date. | 63-68 |

Table 81 – IRS Agency Control

The reference data on this table is loaded and viewed from screen AD.1.4.B. Each payroll unit (agency or sub-agency) that submits payroll taxes must register with the IRS in order to send payments electronically using EFTPS (Electronic Federal Tax Payment System). OFM IT must pre-note the taxpayer ID before sending actual payments. The reference data ensures that a pre-note has been completed prior to sending actual payments.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|----------------------|--|--------------|
| 1-4 | Agency Number | Agency number registered for EFTPS under this taxpayer ID number. | 32-35 |
| 5 | Pre-note Send Flag | Indicates whether or not to send an ACH pre-note during NAPS. (Y = Yes, send pre-note; N = No, do not send pre-note). The ‘Y’ indicator is automatically changed to ‘N’ once a pre-note is sent. | 36 |
| 6 | Pre-note Status Flag | Indicates the current status of the pre-note: I = In-Process; C = Completed; E = Error. Note: this field can only be updated by the system. | 37 |
| 7-14 | Pre-note Status Date | Indicates the date the status flag was last changed. Note: this field can only be updated by the system. | 38-45 |

Table 90 - Transaction Edit Controls

The reference data on this table is loaded and viewed from screens that are accessed via the Agency Transaction Edit Control Menu – TM.3.2

TM.3.2.B = Agency Vendor Number Edit

TM.3.2.C = Agency Invoice Date Control Edit

Table 91 - Batch Type Controls

The reference data on this table is loaded and viewed from screen VE.6. Note: the batch message entered on screen VE.6 is stored in a separate file (VSAM.FSMG105.AFPROD.REMTMSG).

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|------------------------|---|--------------|
| 1 | Warrant Type Indicator | Indicates the type of warrants to generate for this batch type (I = Inserted; R = Regular). Note: this only applies to transactions for which the vendor record has not already established the payment type. | 32 |
| 2-11 | Contact Phone Number | The phone number that will be printed on warrants and remittance advices for all payments using this batch type. Format = area code/prefix/suffix | 33-41 |

Table 92 - Bank Holiday - EFT

The reference data on this table is loaded and viewed from screen AD.1.4.C. This table is used for determining EFT Deposit Dates for regular vendor payments. It is also used to calculate system-generated dates for descriptor table D80 – Payroll Control Dates.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|--------------------|---|--------------|
| 1 | Holiday Indicator | Indicates that date entered is a holiday (H). | 32 |
| 2-39 | Holiday Type/Title | Indicates if holiday is: <ul style="list-style-type: none"> • State = State holiday, but not banking • Bank = Bank holiday, but not State • Both = State and Bank holiday Name of the holiday. | 33-70 |

Table 93 – Month of Service Edit

The reference data on this table is loaded and viewed from screen TM.6.3.

Table 96 – IAP Receipt Batch Control

The reference data on this table is loaded and viewed from screen TM.3.4.A.

| Pos. on TM.1.1 | Data Element | Comments | DT File Pos. |
|----------------|-----------------------------|--|--------------|
| 1-2 | Batch Type for IAP Receipts | Indicates the batch type to be generated for IAP receipts paid to table entry key vendor number. | 32-33 |
| 3-5 | Transaction Code | Indicates transaction code to be used on system-generated receipt batch. | 34-36 |
| 6-13 | Master Index | Indicates master index to be used on system-generated receipt batch. | 37-44 |
| 14-16 | Appropriation Index | Indicates appropriation index to be used on system-generated receipt batch. | 45-47 |
| 17-21 | Program Index | Indicates program index to be used on system-generated receipt batch. | 48-52 |
| 22-23 | Sub-Object | Indicates sub-object to be used on system-generated receipt batch. | 53-54 |
| 24-27 | Sub-Sub-Object | Indicates sub-sub-object to be used on system-generated receipt batch. | 55-58 |
| 28-29 | Major Group | Indicates major group to be used on system-generated receipt batch. | 59-60 |
| 30-31 | Major Source | Indicates major source to be used on system-generated receipt batch. | 61-62 |
| 32-37 | Sub-Source | Indicates sub-source to be used on system-generated receipt batch. | 63-68 |

APPENDIX B

Supporting Documentation To Reference Data Fields Chart, Tables 31 and 33

GENERAL LEDGER REPORT GROUPS

| <u>Code</u> | <u>GL Report Group</u> | <u>GL Codes</u> | <u>Memo Codes</u> |
|-------------|---------------------------------|---|-------------------|
| A | Accrued Revenue | 3205, 3260 | |
| B | Actual Revenue | 3210 | |
| C | Cash-Basis Estimated Revenue | | 0001 |
| D | Accrual-Basis Estimated Revenue | 3110 | |
| E | Allotted Dollars | 6210-6215 | |
| F | Disbursed Dollars | 6510 | |
| G | Accrued Dollars | 6505, 6560 | |
| H | Encumbered Dollars | 6410 | |
| I | Allotted FTE's | | 0110-0111 |
| J | Disbursed FTE's | | 0120, 0140 |
| K | Accrued FTE's | | 0130 |
| L | Liability Liquidations | | 0159 |
| R | Receivable Liquidations | | 0139 |
| Z | Other | 1110-2620 3211-3225 4310-6120 6310 6511-6525 7110-9998 | 0002-0006 |