Office of Financial Management
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Agency Financial Reporting System

Transaction Code Decision Maintenance Table (TC)

Quick Reference Guide
Screen TM.1.2

Table of Contents

A. Accessing the Transaction Code (TC) Decision Maintenance Screen

To access the Transaction Code Decision table, on the AFRS Primary Menu type your agency number and on the Select Function input line type **TM**. Press Enter.

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

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

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

     BI -- BATCH INTERFACE LOG             CL -- HELP PHONE LIST

     SS -- SYSTEM SECURITY




                              AGENCY: 9990
                       SELECT FUNCTION: TM

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

On the Table Maintenance menu, on the Select Function input line type **1**. Press Enter.
Or, from any other AFRS screen, in the TR:_____(transfer field) type **TM.1**. Press Enter.

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


                         1 -- ONLINE TABLES

                         2 -- CODING TABLES

                         3 -- SYSTEM CONTROLS

                         4 -- FEDERAL TABLES

                         5 -- IRS TABLES

                         6 -- COST ALLOCATION SYSTEM (CAS)



                         SELECT FUNCTION: 1


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

On the Online Tables menu, on the Select function input line type **2**. Press Enter.
Or, from any other AFRS screen, in the TR:_____(transfer field) type **TM.1.2**.
Press Enter.

```
=== AFRS =(TM.1)=============== ONLINE TABLES =================== C105P051 ===
  TR: _____



                        1 -- DESCRIPTOR MAINTENANCE

                        2 -- TRANSACTION CODE DECISION MAINTENANCE

                        3 -- PAYMENT CARD

                        4 -- PAYMENT EXCEPTION CODE TABLE

                        5 -- AGENCY SUB-SUBOBJECT INACTIVATE MAINTENANCE



                          SELECT FUNCTION: _


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

The Transaction Code Decision Maintenance screen displays.

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

   AGENCY: 9990 TRANS CODE: ___  TITLE: _____
   GLA 1D: ____  1C: ____  2D: ____  2C: ____  3D: ____  3C: ____  4D: ____  4C: ____
   WRAP CURRENT: ...  PRIOR: ...          IAP TC: ___
   WARRANT CANCEL CURR: ....  PRIOR: ....  ACH RETURN CURR: ....  PRIOR: ....

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

         +/-  FF  MATCH  GLA  PDN   +/-  FF  MATCH  GLA  PDN
     DF: _   __    _     _    _     _   __    _     _    _   PERIOD IND: _
     AP: _   __    _                _   __    _             RESTRICT: _
     AL: _   __    _                _   __    _             VALID FD: _
     CC: _   __    _                _   __    _             POST SEQ: _
     GP: _   __    _                _   __    _             REG IND: _
     SF: _   __          _          _   __          _       PAYMENT: _
     OF: _   __          _          _   __          _
     VF: _   __                     _   __
            F3=RETURN,  F5=WRAP CONTROL,  F12=MESSAGE,  CLEAR=EXIT
```

	B. TRANSACTION CODE DECISION TABLE DE-CODER		
GLA = General Ledger	=== AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 ===		

WRAP = Wrap transaction code is system generated for all AFRS Warrant/EFT/IAP payments	TR: _____ LAST UPDATE: 12/04/08
	 FUNCTION: V (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)
	
	   AGENCY: 0000 TRANS CODE: **210** TITLE: RCRD_ACCT/VOU_PAY-NO_ENCUMB(TREA)__
	 GLA 1D: 6505 1C: 5111 2D: ____ 2C: ____ 3D: ____ 3C: ____ 4D: ____ 4C: ____
	 WRAP CURRENT: 398 PRIOR: 818 IAP TC: 640
	 WARRANT CANCEL CURR: 451_ PRIOR: 455_ ACH RETURN CURR: 255_ PRIOR: 083_
	
	 AGENCY: R ORG IX: _ APPN IX: R FUND: R FUND DT: _ PROG IX: R
	  S-OBJ: R SOURCE: N PROJ: _ VEND NO: _ VEND NM: R VEND AD: R INV: R
	  C DOC: R R DOC: _ GL ACCT: N MOD: N SUBS-DR: N SUBS-CR: N
			IAP TC = Interagency Payment Tran Code Designates a **TC** comparable to **210** that will be used for inter-agency payments when a statewide vendor number is used to pay an agency signed up for IAP.

File Posting
 TC's for **allotted** funds for expenditures/expenses & encumbrances (G/L's 6505, 6510, 6560, 6410) have file posting indicators FF for Files AP and AL.
 	
 TC's for **non-allotted** funds do not have these & do have **N/AL, N/ALL in TC Title.**
	+/- FF MATCH GLA PDN +/- FF MATCH GLA PDN
	    DF: - 01 _ 2 1 _ ___ _ _ _ PERIOD IND: _
	    AP: + 11 _ _ ___ _ RESTRICT: _
	    AL: + 04 _ _ ___ _ VALID FD: 1
	    CC: _ ___ _ _ ___ _ POST SEQ: 7
	    GP: + 04 _ _ ___ _ REG IND: 6
	    SF: _ ___ _ ___ PAYMENT: 1
	    OF: + 01 1 _ ___ _ _
	    VF: _ ___ ___
	       F3=RETURN, F5=WRAP CONTROL, F12=MESSAGE, CLEAR=EXIT
	 RECORD FOUND AND DISPLAYED **Note: PF5 is restricted to OFM/WATECH**
			Document File Posting
			 TC 210 is posting the current document # (PDN1) to the document file (note # in FF for DF) for general ledger (GLA) in position 2 (5111 – accounts payable). Liquidation TX's for encumbrance or payable, may require reference document # to MATCH current document # of original transaction.

Transaction Edit Indicators								Miscellaneous Indicators:	
(R=Required, N=Not Allowed, Blank=Optional)			**Summary Financial Files**				PERIOD IND	=	Blank = All Months E= 13-24, 25
Screen TM.1.2		**AFRS Field Name**	DF	=	Document File		(Valid Fiscal Months		A = 1-12 F = 25
AGENCY	=	Agency Number	AP	=	Appropriation File		For Tran Code)		B = 1-12, 99 G = 1-24
ORG IX	=	Organization Index	AL	=	Allotment File				C = 99 H = 25 or 99
APPN IX	=	Appropriation Index	CC	=	Cash Control File				D = 13-24 I = Invalid
FUND	=	Accounting Fund	GP	=	Grant/Project File		Restrict	=	O = Restricted to OFM
FUND DT	=	Fund Detail	SF	=	Subsidiary File				T = Restricted to Treasurer
PROG IX	=	Program Index	OF	=	Operating File		Valid FD	=	1 = Treasury/Treas Trust Fund
S-OBJ	=	Sub-Object	VF	=	Not Used				3 = Local Fund
SOURCE	=	Source & Major Source	Note: GL File is automatically posted.				POST SEQ	=	Posting Sequence of Transaction
PROJ	=	Project Number					REG IND	=	Register for Transactions
VEND NO	=	Vendor Number		**Indicators**			PAYMENTS	=	0 = NO Warrant/EFT
VEND NM	=	Vendor Name	+	=	Add/Debit				1 = Warrant/EFT
VEND AD	=	Vendor Address	-	=	Subtract/Credit				3 = Credit Memo Warrant/EFT
INV	=	Invoice	FF	=	Financial Field Update				7 = Inter-agency Payment (IAP)
C DOC	=	Current Document #	MATCH	=	M=Match Required				8 = IAP Credit Memo
R DOC	=	Reference Document #			N=Match Not Allowed				C = Cancellation of Credit memo
GL ACCT	=	General Ledger Account #	GLA	=	For a Tran Code on				D = Cancellation of Warrant
MOD	=	Modifier			TM.1.2 position of GL Acct. Positions=1-8				4 = Inter-Fund Transfer IFT – dr 7140/cr????
SUBS-DR	=	Subsidiary Account Debit	PDN	=	Posting Doc Indicator 1=Current Document #,				5 = Inter-Fund Transfer IFT – dr ????/cr 7140
SUBS-CR	+	Subsidiary Account Credit			2=Reference Doc #		*A "R" reverse indicator can be used on a transaction only if the transaction code has a payment type = 0, C or D or with transaction codes 735, 885 or 887.*		

C. How AFRS Converts a Regular Payment Tran Code to an Inter-Agency Payment Tran Code

```
=== AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ==== C105P180 ====
 TR: _____                    LAST UPDATE: 12/04/08
 FUNCTION: V   (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

  AGENCY: 9990 TRANS CODE: 210 TITLE: RCRD_ACCT/VOU_PAY-NO_ENCUMB(TREA)__
  GLA 1D: 6505 1C: 5111 2D: ____  2C: ____  3D: ____ 3C: ____  4D: ____  4C: ____
  WRAP CURRENT: 398  PRIOR: 818            IAP TC: 640
  WARRANT CANCEL CURR: 451_ PRIOR: 455_  ACH RETURN CURR: 255_  PRIOR: 083_

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

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

In the Function type **V (=View)** and in the Tran Code field type **210** and press Enter.

Note: IAP Tran Code 640 is the comparable Inter-agency Payment Tran Code to Tran Code 210 being viewed on above screen.

- If the Transaction Code has an associated Inter Agency Payment (IAP) code you will see it in the IAP TC field.
  - Common IAP transaction codes are:
    - 640 payment
    - 646 credit payment

When you enter a regular payment transaction code such as **210** on an AFRS transaction
    And you select a statewide vendor number for another state agency
        And the vendor number is from the IAP Vendor List (PF5 from an input screen or, on the Vendor/Payment Menu (VE), select function **8**)

The AFRS system will:
- Substitute the comparable IAP transaction code (**640** in this example)
- Automatically enter the following information for the transaction:
    - General ledger **5154** (Due to Other Agencies) or **5153** (Due to Other Funds) if paying your own agency
    - A **credit subsidiary number** of the state agency being paid will be entered. This must also be in your D32 Table.
    - The **billing agency fund**
- If no overnight errors are found, the system will generate a payment and an **IAP wrap** transaction (with transaction code of **650** or **651**).

```
   === AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ==== C105P180 ====
  TR: _____                    LAST UPDATE: 05/26/04
  FUNCTION: V   (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

    AGENCY: 9990 TRANS CODE: 640 TITLE: INTER-AGENCY_PAYMENT_-_NO_ENCUMB___
    GLA 1D: 6505 1C: ____  2D: ____  2C: ____  3D: ____  3C: ____  4D: ____  4C: ____
    WRAP CURRENT: 650  PRIOR: 651                IAP TC: ___
    WARRANT CANCEL CURR: ____  PRIOR: ____  ACH RETURN CURR: ____   PRIOR: ____

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

            +/- FF  MATCH  GLA  PDN   +/- FF  MATCH  GLA  PDN
        DF: -  01    _     2    1     _  __    _    _    _    PERIOD IND: _
        AP: +  11    _              _  __    _              RESTRICT: _
        AL: +  04    _              _  __    _              VALID FD: 1
        CC: _  __    _              _  __    _              POST SEQ: 7
        GP: +  04    _              _  __    _              REG IND: 6
        SF: _  __         _         -  03         2         PAYMENT: 7
        OF: +  01         1         _  __              _
        VF: _  __         __
            F3=RETURN,  F5=WRAP CONTROL,  F12=MESSAGE,  CLEAR=EXIT
RECORD FOUND AND DISPLAYED
```

D. How to Print AFRS Transaction Code Decision Table(s)

On the Transaction Code Decision table, in the Function field type **P (Print)**. Press Enter.

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

    AGENCY: 9990 TRANS CODE: ___  TITLE: _____
    GLA 1D: ____  1C: ____  2D: ____  2C: ____  3D: ____  3C: ____  4D: ____  4C: ____
    WRAP CURRENT: ...  PRIOR: ...           IAP TC: ___
    WARRANT CANCEL CURR: ....  PRIOR: ....  ACH RETURN CURR: ....  PRIOR: ....

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

            +/-  FF  MATCH  GLA  PDN   +/-  FF  MATCH  GLA  PDN
       DF: _  ___   _    _    _    _   ___   _    _    _     PERIOD IND: _
       AP: _  ___   _              _   ___   _               RESTRICT: _
       AL: _  ___   _              _   ___   _               VALID FD: _
       CC: _  ___   _              _   ___   _               POST SEQ: _
       GP: _  ___   _              _   ___   _                REG IND: _
       SF: _  ___   _         _    _   ___         _          PAYMENT: _
       OF: _  ___   _         _    _   ___         _
       VF: _  ___             _        ___         _
                F3=RETURN,  F5=WRAP CONTROL,  F12=MESSAGE,  CLEAR=EXIT
  RECORD FOUND AND DISPLAYED
```

The print selection screen will display as follows:

- Function field = **Y** (Yes) default
- Biennium field = **C** (Current) default, other option is P = Previous
- In the Select field (to the left of each report), type **S** (Select) to indicate reports
  you wish to order. You have two choices for the type of report that you want:
    - Other Reports
    - Fund Type Reports

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


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

The reports that recommended are the following:

- A = Numeric by TC (No File Postings)
- B = Debits by GL (No File Postings)
- C = Credits by GL (No File Postings)
- D = Most Common Tran Codes Explained
- X = Type A, B, C Above {Note this runs all three reports at once}

Once you have selected your report (s) to run and upon pressing Enter, a Batch Job Submission screen will display. Change the default values as needed, and press Enter to submit the report request job. Refer to the **Batch Job Submission** screen document for additional instructions.

```
=== AFRS =(TM.3.7)========== BATCH JOB SUBMISSION =============== C105U100 ===
                                                                          9990
            TRAN CODE DECISION RPTS - MOST COMMON TRAN CODES EXPLAINED

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

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

          CONTACT: NAME_&_MAILSTOP_____  (PERSON OUTPUT IS DIRECTED TO)

   SEND OUTPUT TO: LOCAL_____ (LOCAL, R###, CLUSTER ID, EXCHANGE, IOF)

       BIN NUMBER: 00
                            ┌──────────────────────────┐
          LOCATION: __      │ May use location to assist│
                            │ with mailing.  See RR.3   │
                            └──────────────────────────┘
          LOGONID: xxxx999   COPIES: 01

           JOB ID: AFR (FIRST 3 CHARACTERS OF JOB NAME)



            (ENTER=SUBMIT,  F3=RETURN,  F12=MESSAGE, CLEAR=EXIT)
  CHANGE THE DEFAULT VALUES AS NEEDED AND PRESS ENTER TO SUBMIT THE BATCH JOB.
```

NOTE: when requesting multiple reports, the recommended job class is E (overnight).