

Intermediate AFRS Transaction Codes Practice Exercises

These are practice exercises you can use to become more familiar with the learning objectives demonstrated in the virtual training. You have been given access to the AFRS Training Environment for a limited time to complete the exercises. Your access to the AFRS Training Environment will expire in **two weeks** from the date of the class. Do not use the AFRS production environment to complete these exercises!

If you require assistance to complete the exercises, please use the following link to email the OFM Help Desk with the subject "AFRS Training Question": [Click here to start an email](#). We will respond as soon as we are able and provide you with assistance.

Follow the instructions below to log into AFRS.

Exercise 1. Log on to **AFRS** and search for Transaction Codes

1. At the **CA – TPX** menu, type your **Userid** and **Password** and select Enter.
2. This will take you to the **TPX MENU**. To get to the **AFRS** screen, you can do one of the following:
 - Enter **CICP3** on the command line and select Enter.
 - From the **TPX MENU**, enter an **S** next to **CICP3** and select Enter.
 - From the **TPX MENU**, place your cursor next to **CICP3** and select Enter.
3. On the **CICS** sign-on screen, type your **USER ID** and **PASSWORD** and select Enter. You will get a screen that says "SIGN-ON COMPLETE."
4. Enter **FO02** (F, zero, zero, two) in the upper left-hand corner of the screen and select Enter.
5. View the first AFRS Message Screen and select Enter.
6. View the second AFRS Message Screen and select Enter.
7. On the **AFRS PRIMARY MENU**, type in your **AGENCY** number and **TM** for the **SELECT FUNCTION**. Typing **9990** as your **AGENCY** number will connect you to the AFRS Training Environment.
8. Select Enter.
9. Choose **1 -- ONLINE TABLES** and select Enter.
10. Choose **2 -- TRANSACTION CODE DECISION MAINTENANCE** and select Enter.

Logging out of AFRS

1. Use **F3** until you are back at the **SIGN-ON COMPLETE** screen.
2. Type **LOGO** and select Enter.

For exercises 2-10, use your computer as needed to find the transaction code and fill in the information below to show the correction made.

Exercise 2. Someone at your agency recorded cash revenue to the incorrect **Fund 01B**. The entry should have been to **Fund 108**. Agency reports show the entry in AFRS and the Treasurer’s Office has recorded it. The original entry is shown below:

TC	DR	CR	Title	Coding is the same for debit and credit
001	7110		Receipts-In-Process	Fund 01B / Major Source 0384
		3210	Cash Revenue	

TC	DR	CR	Title	Coding is the same for debit and credit
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Exercise 3. Someone at your agency recorded cash revenue to an incorrect Major Source **0360**. The correct Major Source should have been **0384**. The Fund was coded and entered correctly as 11G. Agency reports show the entry in AFRS and the Treasurer’s Office has recorded it. The original entry is shown below:

TC	DR	CR	Title	Coding is the same for debit and credit
001	7110		Receipts-In-Process	Fund 11G / Major Source 0360
		3210	Cash Revenue	

TC	DR	CR	Title	Coding is the same for debit and credit
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Exercise 4. An AFRS payment (refund of revenue) was issued with the incorrect Major Source **0360**. The correct Major Source should have been **0384**. The original entry is shown below:

TC	DR	CR	Title	Coding is the same for debit and credit
198	3205		Accrued Revenue	Fund 001 / Major Source 0360
		5111	Accounts Payable	

TC	DR	CR	Title	Coding is the same for debit and credit
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Exercise 5. You are reconciling your subsidiary accounts in GL Acct 1354 – Due from Other Agencies and discover a receivable transaction that was processed (TC 261) using subsidiary 105000 when it should have been subsidiary 310000. The amount due from agency 105000 has not been received.

NOTE: There are 2 sets of transaction codes that could be used. See if you can figure out both ways of accomplishing this. You should also check your agency procedures to determine which method is preferred by your agency.

TC	DR	CR	Title	Coding is the same for debit and credit
261	1354		Due from other Agency	Fund 001 / AI / PI / S-Object/ Subsid DR 105000
		6505	Accrued Expenditures	

TC	DR	CR	Title	Coding is the same for debit and credit
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Exercise 6. Your agency staff recorded cash expenditures incorrectly to **Fund 001 with AI 012**. The correct Fund should have been **108 with AI 108**. The original entry is shown below:

TC	DR	CR	Title	Coding is the same for debit and credit
263	6510		Cash Expenditures	Fund 001 / AI 012 / PI / S-Object
		7140	JV's-In-Process	

TC	DR	CR	Title	Coding is the same for debit and credit
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Exercise 7. Your ER report shows an expenditure warrant was sent using an incorrect **Program Index (PI) 00555**. The correct PI should have been **00666**. The original entry is shown below:

TC	DR	CR	Title	Coding is the same for debit and credit
210	6505		Accrued Expenditures	Fund / AI / PI 00555 / S-Object
		5111	Accounts Payable	

TC	DR	CR	Title	Coding is the same for debit and credit
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Exercise 8. Another expenditure warrant was sent using an incorrect **Fund 111 with Appropriation Index (AI) 111**. The correct fund should have been **001 with AI 012**. The original entry is shown below:

TC	DR	CR	Title	Coding is the same for debit and credit
210	6505		Accrued Expenditures	Fund 111 / AI 111 / PI / S-Object
		5111	Accounts Payable	

TC	DR	CR	Title	Coding is the same for debit and credit
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Exercise 9. Someone at your agency sent an expenditure warrant to **King Co Metro** in error. It should have been issued to **King Co Licensing**. Metro returned the paper warrant to you. The coding on the warrant transaction was correct. You need to cancel the incorrect warrant and issue a new one to the correct vendor. (Hint: There are 2 sets of cancellation payment transaction codes that could be used.) See if you can figure out both ways of accomplishing this.

TC	DR	CR	Title	Coding is the same for debit and credit
210	6505		Accrued Expenditures	Fund / AI / PI / S-Object
		5111	Accounts Payable	incorrect vendor number

TC	DR	CR	Title	Coding is the same for debit and credit
398(wrap)	5111		Accounts Payable	Fund / AI / PI / S-Object
		7120	Warrants-In-Process	
	6510		Cash Expenditures	
		6505	Accrued Expenditures	

TC	DR	CR	Title	Coding is the same for debit and credit
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TC	DR	CR	Title	Coding is the same for debit and credit
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Exercise 10. Your employee created expenditures (using IAP - interagency payment) to Agency 1790 – DES (Fund 422) in error. It should have been issued to Agency 1050 –OFM (Fund 419). The Treasurer’s transaction is still on the In-Process report of Agency 1500 and they have asked you to reverse it. The Fund / AI / PI/ SubObj coding on the IAP transaction was correct, but you still need to pay Agency 1050. The original entry is shown below:

TC	DR	CR	Title	Coding is the same for debit and credit
640(IAP)	6505		Accrued Expenditures	Fund / AI / PI / S-Object
		5154	Due to Other Agencies	Subsidiary CR 179000

TC	DR	CR	Title	Coding is the same for debit and credit
650(wrap)	5154		Due to Other Agencies	Subsidiary DR 179000
		7140	JV’s-In-Process	Fund / AI / PI / S-Object
	6510		Cash Expenditures	
		6505	Accrued Expenditures	

TC	DR	CR	Title	Coding is the same for debit and credit
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TC	DR	CR	Title	Coding is the same for debit and credit
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