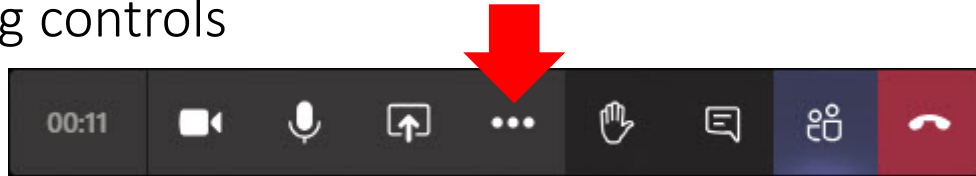


WELCOME! THE PRESENTATION WILL BEGIN SHORTLY...

1. Test your audio to ensure that it is working correctly
 - To change your speaker, microphone, or camera settings, select More actions (...) > Show device settings in your meeting controls



- Then, select the speaker, microphone, and camera options you want
 - The instructors are standing by to provide assistance if needed
2. Use **Show conversation** to open the **Meeting chat** panel
 - You can use **Meeting chat** to ask questions or respond
 3. Please press the microphone button (mute your PC) when not speaking





SEPTEMBER 2020

INTERMEDIATE AGENCY FINANCIAL REPORTING SYSTEM (AFRS) TRANSACTION CODES VIRTUAL TRAINING

Dan Bode

Chris Soots

Teena Minning

OFM

OFFICE OF FINANCIAL MANAGEMENT

AGENDA

Welcome Information

Roll Call and Introductions

What is AFRS Intermediate Trans Code Training?

Learning Objectives

Other topics of Interest?

Review: What are Transaction Codes?

Lessons and Demonstrations

Help and Resources



WE ARE HAPPY YOU'RE HERE!

Breaks

Same content as the in-person class

In case we get disconnected...

Self-paced practice exercises and job aids

Training material available at ofm.wa.gov

Evaluations



INTRODUCTIONS



Name?

Agency?

Location?

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WHAT IS AFRS INTERMEDIATE TRANS CODES TRAINING?

Addressing more advanced AFRS Trans Code topics that typically result in calls to the Help Desk

Practice exercises to apply guidelines for selecting higher level Transaction Codes

Advanced level topics that staff with reconciliation and/or in-process duties may come across

- This is your opportunity to expand your AFRS knowledge

Who has reconciliation and/or in-process duties?



LEARNING OBJECTIVES

How to look up Transaction Codes

Guidelines for selecting Transaction Codes

Use the Excel tool to choose the Trans Codes you need

Error correction

Using “R” to correct errors

Questions & Answers

Some topics include a paired demonstration in a training environment

OTHER TOPICS OF INTEREST?



WHAT'S NEW FOR 2020?

No news is good news!



REVIEW: WHAT ARE TRANSACTION CODES?

A 3-digit code that determines which general ledgers to debit and credit

- AFRS is a double-entry bookkeeping system so DR=CR

Determines if a payment is generated

Controls coding elements required or not required on a transaction



REVIEW: AFRS TCS ON THE TM.1.2 MENU

```
==== AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 =
TR: _____ LAST UPDATE: 05/23/16
FUNCTION: V (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

AGENCY: 3000 TRANS CODE: 345 TITLE: LCL_TRANSFER_INCREASE_EXPENSE _____
GLA 1D: 6510 1C: 9920 2D: _____ 2C: _____ 3D: _____ 3C: _____ 4D: _____ 4C: _____
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: _____ VEND AD: _____ INV:
C DOC: R R DOC: _____ GL ACCT: N MOD: N SUBS-DR: N SUBS-CR:

+/- FF MATCH GLA PDN +/- FF MATCH GLA PDN
DF: _____ _____ _____ _____ _____ PERIOD IND: _____
AP: + 12 _____ _____ _____ RESTRICT: _____
AL: + 05 _____ _____ _____ VALID FD: _____
CC: _____ _____ _____ _____ POST SEQ: 7
GP: + 05 _____ _____ _____ REG IND: 3
SF: _____ _____ _____ _____ PAYMENT: 0
```

REVIEW: LOOKING UP TRANS CODES IN AFRS

Trans Codes are more than just a 3-digit number

Every Trans Codes has a description, and...

They affect 2 or more General Ledger Accounts

- Cash receipt: TC 001, Dr 7110 and Cr 3210
- Record new encumbrance: TC 205, Dr 6410 and Cr 9510
- Collect Curr A/R: TC 062, Dr 7110/3205 and Cr 1312/3210
- Interfund Expense Transfer Incr: TC 669, Dr 6510, and Cr 7140

Variable TC allowed for multiple GL accounts

- Record curr payable - TC 212, Dr 6505 and Cr Variable (many of the receivable and payable GLs: 1312, 5111, 5154, etc.)



DEMONSTRATION #1

LOG ON TO AFRS AND SEARCH FOR TRANS CODES

Watch the instructors demonstrate this
exercise

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REVIEW: GUIDELINES FOR SELECTING TRANS CODES HANDOUT

The Guidelines will help you understand the process for the more challenging of error corrections

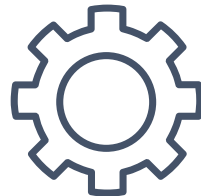
Provides more information for your AFRS work than what you may have received from your on-the-job training

Many of these will be referenced during today's exercises



PROCESS FOR SELECTING THE CORRECT TRANS CODES

- A. Identify the accounting event
- B. Determine which type of entry is involved
- C. Determine the fund and fund characteristics
- D. Determine if the State Treasurer is involved in completing the accounting event
- E. Determine which AFRS table fields are required and which are not allowed for the transcode
- F. Determine if the TC Indicators affect the transaction
- G. Determine if the fiscal month of the transaction matches the FM indicator of the TC



RESOURCES FOR CHOOSING THE CORRECT TRANSCODES

1. Go to AFRS Documentation
 - <https://www.ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs/afrs-documentation>
2. Select AFRS Transaction Codes – Excel Version to view the spreadsheet
3. Open the spreadsheet and use the TM.1.2 Trans Code Table Quick Guide on the TC tab



IN-PROCESS REPORTS TROUBLESHOOTING

Following are some samples of other Agencies' in-process reports

These samples will show common in-process issues

Even if you don't deal directly with in-process reports, the knowledge is valuable for avoiding AFRS errors

More training for in-process reports is available from SWA



REVIEW IN-PROCESS REPORTS

SOL Warrant cancels from OST

- Action Required?

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0850-Office of the Secretary of State
Unbalanced In-process Reconciliation Report

Report Number: DLY007
 Biennium: 2021
 General Ledger 7130 - Warrant Cancellations in-Process

Date Run: 03/27/2020 11:23 am
 Transactions Through: 03/26/2020 8:00 pm

Cur Doc No	Sx	Acct	Agy	B-Date	TT	BT	B#	TC	Bien	FM	Doc Date	Ref Doc Num	Sx	OI	EAI	PI	SO	SSO	MS	Src	SSrc	Proj	SP	PH	Amount						
SOL20086		001	7900	03/26/2020	A	TD	813	755	21	09	03/26/2020														(30.00)						
																Acct Total (OST / Agency / Difference)				(30.00)		0.00				(30.00)					
																Doc Total (OST / Agency / Difference)				(30.00)		0.00				(30.00)					
																GL Acct Total (OST / Agency / Difference)						(30.00)		0.00				(30.00)			

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1600-Office of Insurance Commissioner
Unbalanced In-process Reconciliation Report

Report Number: DLY007
 Biennium: 2021
 General Ledger 7130 - Warrant Cancellations in-Process

Date Run: 03/27/2020 11:23 am
 Transactions Through: 03/26/2020 8:00 pm

Cur Doc No	Sx	Acct	Agy	B-Date	TT	BT	B#	TC	Bien	FM	Doc Date	Ref Doc Num	Sx	OI	EAI	PI	SO	SSO	MS	Src	SSrc	Proj	SP	PH	Amount						
SOL20086		001	7900	03/26/2020	A	TD	813	755	21	09	03/26/2020														(205.00)						
																Acct Total (OST / Agency / Difference)				(205.00)		0.00				(205.00)					
																Doc Total (OST / Agency / Difference)				(205.00)		0.00				(205.00)					
																GL Acct Total (OST / Agency / Difference)						(205.00)		0.00				(205.00)			

REVIEW IN-PROCESS REPORTS

JV or IAP payments from other agencies

- Action Required?

OFM

3100-Department of Corrections Unbalanced In-process Reconciliation Report

Report Number: DLY007
Biennium: 2021
General Ledger 7140 - Journal Vouchers in-Process

Date Run: 03/06/2020 8:25 am
Transactions Through: 03/05/2020 8:00 pm

Cur Doc No	Sx	Acct	Agy	B-Date	TT	BT	B#	TC	Bien	FM	Doc Date	Ref Doc Num	Sx	OI	EAI	PI	SO	SSO	MS	Src	SSrc	Proj	SP	PH	Amount		
19508053		001	7900	02/27/2020	A	TD	746	783	21	08	02/27/2020														(279.28)		
															Acct Total (OST / Agency / Difference)						(279.28)		0.00			(279.28)	
															Doc Total (OST / Agency / Difference)						(279.28)		0.00			(279.28)	
647542/		401	3100	03/02/2020	A	72	638	099	21	09	03/02/2020	31072527		9010					04	50					127.52		
647542/		401	7900	03/02/2020	A	TA	753	780	21	09	03/02/2020														(28.61)		
647542/		401	7900	03/02/2020	A	TA	753	780	21	09	03/02/2020														(98.91)		
647542/		401	7900	03/02/2020	A	TA	753	780	21	09	03/02/2020														(44.31)		
647542/		401	7900	03/02/2020	A	TA	753	780	21	09	03/02/2020														(157.63)		
647542/		401	7900	03/02/2020	A	TA	753	780	21	09	03/02/2020														(187.51)		
															Acct Total (OST / Agency / Difference)						(516.97)		127.52			(389.45)	
															Doc Total (OST / Agency / Difference)						(516.97)		127.52			(389.45)	

REVIEW IN-PROCESS REPORTS

Journal voucher rev/expense transfers

- Action Required?

OFM

1000-Office of Attorney General
Unbalanced In-process Reconciliation Report

Report Number: DLY007

Biennium: 2021

Date Run: 03/27/2020 11:17 am

Transactions Through: 03/26/2020 8:00 pm

General Ledger 7140 - Journal Vouchers in-Process

Cur Doc No	Sx	Acct	Agy	B-Date	TT	BT	B#	TC	Bien	FM	Doc Date	Ref Doc Num	Sx	OI	EAI	PI	SO	SSO	MS	Src	SSrc	Proj	SP	PH	Amount	
ATG09030		001	1000	03/26/2020	A	JV	043	670	21	09	03/26/2020				011	23002	GA	A010							1,080.00	
																Acct Total (OST / Agency / Difference)		0.00		1,080.00		1,080.00				
ATG09030		12F	1000	03/26/2020	A	JV	043	669	21	09	03/26/2020				965	24002	GA	A010							(753.84)	
ATG09030		12F	1000	03/26/2020	A	JV	043	669	21	09	03/26/2020				965	24002	GC	C010							(322.00)	
ATG09030		12F	1000	03/26/2020	A	JV	043	669	21	09	03/26/2020				965	24002	GD	D010							(4.16)	
																Acct Total (OST / Agency / Difference)		0.00		(1,080.00)		(1,080.00)				
																Doc Total (OST / Agency / Difference)		0.00		0.00		0.00				
																GL Acct Total (OST / Agency / Difference)		0.00		0.00		0.00				

WHEN CAN YOU USE “R” TO CORRECT ERRORS?

Using the R (Reverse) code is the preferred way of correcting an error in AFRS

However, AFRS edits do not allow use of the “R” code for these TCs:

- Any with a payment indicators (1, 3), for Warr./Elec. Fund Transfer - TC 210
- Payment indicators (7, 8) for Inter-Agency Payments - TC 640
- Payment indicators (4, 5) for Inter-Fund Transfers - TCs 021, 022
- Those requiring the reference document # to match an existing # on the document file where no existing document # is on the file
- Those requiring a modifier of P (Partial) or F (Full) for posting encumbrances: TC 211



PROCESSING PAYMENTS IN AFRS – 2 DAY PROCESS

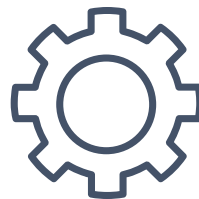
Entering a transaction code that generates a payment (such as TC 210) is not the end of the process

When that transaction processes and creates the payment, AFRS generates a transaction called a “payment wrap” or simply “wrap”

- These are identified by the a transaction type B

There is also a transaction posted by the Treasurer to complete the cycle

The payment transaction code and the wrap are also shown on the Transaction Codes spreadsheet



PROCESSING PAYMENTS IN AFRS – 2 DAY PROCESS

Day	Transaction Source	TC	DR	CR	DR	CR	Description
Day 1	Agency Voucher	210	6505 Accrued Exp.	5111 Accts. Payable			Record accrued expenditure/expense, accounts payable and **create payment write record.
	From System Print Command**	398	5111 Accounts Payable	7120 Warrants -in- Process	6510 Cash Exp.	6505 Accrue d Exp.	**Release payment write record and liquidate accounts payable, reduce warrants-in-process, reclassify accrued to cash expenditure/expense.
Day 2/3	Treasurer	750	7120 Warrants- in-Process	4310 Current Bien. Cash Activity			Clears warrants-in-process, and Reduces Current Biennium Cash
	NET RESULT		6510 Cash Exp.	4310 Current Bien. Cash Activity			

DEMONSTRATION OVERVIEW

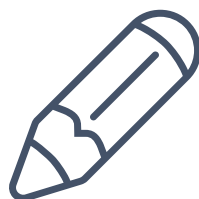
In each scenario, you have found an error in a past accounting event

AFRS cleared the error file because the coding was valid or present on the AFRS tables

These errors are usually found from the in-process report, in prior month ER reports, or from those who can see that the revenues or expenses are incorrect

We will review the solutions with each example

(Hint: there may be more than one right answer!)



DEMONSTRATION #2 - #4

REVENUE ERROR CORRECTIONS

Watch the instructors demonstrate this
exercise

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DEMONSTRATION #5 - #8

EXPENDITURE ERROR CORRECTIONS

Watch the instructors demonstrate this
exercise

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DEMONSTRATION #9

PAYEE PROBLEMS

Watch the instructors demonstrate this
exercise

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DEMONSTRATION #10

INTER-AGENCY PAYMENT (IAP) PROBLEMS

Watch the instructors demonstrate this
exercise

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Q&A



STAYING INFORMED

To get copies of the latest system documentation:

- <https://www.ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs>
- Look under Reference Materials.

State Administrative and Accounting Manual:

- <http://www.ofm.wa.gov/policy/default.asp>

Sign up for AFRS GovDelivery:

- <https://public.govdelivery.com/accounts/WAGOV/subscriber/new>



WHO TO CONTACT WITH QUESTIONS?

AFRS:

- OFM Help Desk
 - Phone: 360-407-9100
 - Email: HereToHelp@ofm.wa.gov

Accounting Policies and Procedures:

- OFM Accounting Consultant
- Follow the link to find your OFM Accounting Consultant:
 - <http://www.ofm.wa.gov/accounting/swa/swacontactsbyagency.asp>



RECOMMENDED TRAINING

In-person state year-end classes cancelled due to COVID-19
OFM Statewide Accounting has created eLearning classes
These classes are available on our OFM website under the
Accounting tab, Training:

- <https://ofm.wa.gov/accounting/training-accounting-and-budget-staff>



RECOMMENDED TRAINING

Our other AFRS class:

- OFM Intermediate AFRS Virtual Training

OFM - In-Process Report Training

- https://gm1.geolearning.com/geonext/wasdop/login.geo?OriginalUrl=/geonext/wasdop/Launcher.geo?unified=class_22510776289





PLEASE COMPLETE OUR SURVEY!

OFM Enterprise Applications Training:
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Any questions?

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