



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

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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

=== 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: 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

	+/ -	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

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.

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.

GLA = General Ledger
WRAP = Wrap transaction code is system generated for all AFRS Warrant/EFT/IAP payments

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.

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

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

May use location to assist with mailing. See RR.3

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