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
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?
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!
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

Assignment Details:

**Agency:** 3000
**Transaction Code:** 345
**Title:** LCL_TRANSFER_INCREASE_EXPENSE

**GLA 1D:** 6510
**GLA 2C:** 9920
**GLA 3D:**
**GLA 4D:**

**Warranty Cancel Curr:**
**Warranty Cancel 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:**

**C Doc:** R
**R Doc:**
**GL Acct:** N
**Mod:** N
**Subs-Dr:** N
**Subs-Cr:**

**DF:**
**AP:** + 12
**AL:** + 05
**CC:**
**GP:** + 05
**SF:**

**Match:**
**Match:**

**GLA:**
**PDN:**
**PDN:**

**DF:**
**AP:**
**AL:**
**CC:**
**GP:**
**SF:**

**PERIOD IND:**

**Restrict:**
**Valid FD:**
**Post Seq:** 7
**Reg Ind:** 3
**Payment:** 0
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
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
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
SOL Warrant cancels from OST

- Action Required?

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

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Warrant cancel created by agency

- Action Required?

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**OFM**

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### 1400-Department of Revenue
Unbalanced In-process Reconciliation Report

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| Doc Total (OST / Agency /Difference) | 0.00 | 655.45 | 655.45 |
### 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**

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**Account Number:** 467542  
**Report Number:** DLY007  
**Biennium:** 2021  
**General Ledger 7140 - Journal Vouchers in-Process**

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**Doc Total (OST / Agency / Difference)**

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Journal voucher rev/expense transfers

- Action Required?

### OFM

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

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<table>
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<tr>
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<th>0.00</th>
<th>1,080.00</th>
<th>1,080.00</th>
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<td>Acct Total (OST / Agency / Difference)</td>
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<td>(1,080.00)</td>
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<td>Doc Total (OST / Agency / Difference)</td>
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<td>0.00</td>
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Date Run: 03/27/2020 11:17 am
Transactions Through: 03/26/2020 8:00 pm
## Transfers from other agencies

- **Action Required?**

### 2250-Washington State Patrol
Unbalanced In-process Reconciliation Report

<table>
<thead>
<tr>
<th>Report Number:</th>
<th>DLY007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biennium:</td>
<td>2021</td>
</tr>
<tr>
<td>General Ledger</td>
<td>7140 - Journal Vouchers in-Process</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Sx</th>
<th>Acct</th>
<th>Agy</th>
<th>B-Date</th>
<th>TT</th>
<th>BT</th>
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<th>FM</th>
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<th>Sx</th>
<th>OI</th>
<th>EAI</th>
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<td>(1,451.61)</td>
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<td>03/26/2020</td>
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<td>(2,894.52)</td>
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Acct Total (OST / Agency / Difference) (1,451.61) 0.00 (1,451.61)
Acct Total (OST / Agency / Difference) (2,894.52) 0.00 (2,894.52)
Doc Total (OST / Agency / Difference) (4,346.13) 0.00 (4,346.13)
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
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 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

<table>
<thead>
<tr>
<th>Day</th>
<th>Transaction Source</th>
<th>TC</th>
<th>DR</th>
<th>CR</th>
<th>DR</th>
<th>CR</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Agency Voucher</td>
<td>210</td>
<td>6505 Accrued Exp.</td>
<td>5111 Accts. Payable</td>
<td>252</td>
<td>5111 Accts. Payable</td>
<td>Record accrued expenditure/expense, accounts payable and **create payment write record. **Release payment write record and liquidate accounts payable, reduce warrants-in-process, reclassify accrued to cash expenditure/expense.</td>
</tr>
<tr>
<td></td>
<td>From System Print Command**</td>
<td>398</td>
<td>5111 Accounts Payable</td>
<td>7120 Warrants-in-Process</td>
<td>6510 Cash Exp.</td>
<td>6505 Accrued Exp.</td>
<td></td>
</tr>
</tbody>
</table>

**NET RESULT**

6510 Cash Exp. 4310 Current Bien. Cash Activity
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
DEMONSTRATION #5 - #8

EXPENDITURE ERROR CORRECTIONS

Watch the instructors demonstrate this exercise
DEMONSTRATION #9

PAYEE PROBLEMS

Watch the instructors demonstrate this exercise
DEMONSTRATION #10

INTER-AGENCY PAYMENT (IAP) PROBLEMS

Watch the instructors demonstrate this exercise
Q&A
To get copies of the latest system documentation:

- [https://www.ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs](https://www.ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs)
- Look under Reference Materials.

State Administrative and Accounting Manual:


Sign up for AFRS GovDelivery:

- [https://public.govdelivery.com/accounts/WAGOV/subscriber/new](https://public.govdelivery.com/accounts/WAGOV/subscriber/new)
WHO TO CONTACT WITH QUESTIONS?

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

Accounting Policies and Procedures:
  • OFM Accounting Consultant
  • Follow the link to find your OFM Accounting Consultant:
    o 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:

RECOMMENDED TRAINING

Our other AFRS class:
• OFM Intermediate AFRS Virtual Training

OFM - In-Process Report Training
PLEASE COMPLETE OUR SURVEY!

OFM Enterprise Applications Training:
Chris.Soots@ofm.wa.gov
Kelli.Dowling@ofm.wa.gov

Any questions?