

# Transfers (CAF001)

**Location in ER:** Financial Reports > Accounting

**Run monthly.** All exceptions must be cleared before your agency completes the Transfers Disclosure Form and Phase 2 Close.

## Purpose

To verify that all operating transfers net to zero at the agency level. Agencies record transfers in both the originating and destination accounts. The report provides a check that transfers are recorded in both accounts in equal amounts.

Includes GLs 65xx and Object M; GLs 32xx and Major Source/Source equal to 0484 or 06xx, excluding 0649, 0677, 0690 and 0691.

## Special Parameters

There is a **Coding Detail** parameter on this report that defaults to "no." This version of the report will show Agency, Account, GL, Major Source, Source, and Subobject. Selecting "yes" provides further detailed coding information including: Subsource, EA Index, Program Index, Organization Index, Project, Subproject, Project Phase, and Sub-subobject. Any corrections needed should include the appropriate coding detail.

## What to Look For:

- ✓ Transfers should net to zero at the agency level. *It is possible for one agency to record a transfer in and another agency to record the transfer out, but these are rare and typically required to be recorded like this in the budget bill.*
- ✓ Transfers In should be credits and should be in the credit column.
- ✓ Transfers Out should be debits and should be in the debit column.
- ✓ Each row on the report should have either debits (transfers out) or credits (transfers in) but not both. If a row contains both a debit and credit amount, the invalid one needs to be reversed.

- ✓ Transfers accrued in one fiscal year and paid in the following fiscal year should use the following transaction codes:

## Transaction in Closing Fiscal Year

Type of Transfer	Task	TC	DR	CR
Revenue Transfer In	Setup interfund receivable in account receiving the transfer	053	*1353	3205
Revenue Transfer Out	Setup interfund payable in account transferring the money	543	3205	*5153V
Expenditure Transfer In	Setup interfund receivable in account receiving the transfer	271	*1353	6505
Expenditure Transfer Out	Setup interfund payable in account transferring the money	253	6505	*5153V

## Transaction in New Fiscal Year (type of transfer doesn't impact the transaction in new year)

Option 1: Use InterFund Transfer (IFT) process to transfer cash. AFRS will automatically initiate the cash transfer. Do not send the document to OST.

Document	Task	TC	DR	CR
IFT JV	Cash transfer in (receiving account)	026	7140	*1353V
IFT JV	Cash transfer out (paying account)	025	*5153V	7140

Option 2: Use manual JV process to transfer cash. Send a copy of the document to OST.

Document	Task	TC	DR	CR
Manual JV	Cash transfer in (receiving account)	096	7140	*1353
Manual JV	Cash transfer out (paying account)	863	*5153V	7140

\* = General ledger requires a subsidiary GL

V = Variable GL must be entered

# Examples of Reports with No Exceptions

The following Transfers reports are examples of this report when transfers were entered correctly.

## 1. Transfer from Account 442 to Accounts 06H, 14N, and 834.

OFM **0370 - Office of Legislative Support Services**  
*Transfers*



Report Number:	CAF001	Fiscal Months:			Jul FY1	Through:	Adj FY1	Date Run:	Dec 24, 2025 6:41AM	Transactions Through:	Dec 23, 2025 8:00PM
Biennium:	2027	GL	Major Source	Source	Subobject	Debit	Credit	Total			
<u>Account 06H - WA ST Legacy Proj, State Library, Archiv</u>		3210	06	21		0.00	(8,000.00)			(8,000.00)	
<u>Account 14N - Legislative Oral History Account</u>		3210	06	21		0.00	(8,000.00)			(8,000.00)	
<u>Account 442 - Legislative Gift Center Account</u>		3210	06	22		37,185.00	0.00			37,185.00	
<u>Account 834 - Capitol Furnish Preserv Committee</u>		3210	06	21		0.00	(21,185.00)			(21,185.00)	
Agency 0370 - Office of Legislative Support Services					Total	<u>37,185.00</u>	<u>(37,185.00)</u>			<u>0.00</u>	

## 2. Expenditure transfer from Account 108 to Account 472 and from Account 109 to Account 436.

OFM **1050 - Office of Financial Management**  
*Transfers*



Report Number:	CAF001	Fiscal Months:			Jul FY1	Through:	Adj FY1	Date Run:	Dec 24, 2025 6:41AM	Transactions Through:	Dec 23, 2025 8:00PM
Biennium:	2027	GL	Major Source	Source	Subobject	Debit	Credit	Total			
<u>Account 108 - Motor Vehicle Account</u>		6510		MB		54,000.00	0.00			54,000.00	
<u>Account 109 - Puget Sound Ferry Operations Acct</u>		6510		MB		33,000.00	0.00			33,000.00	
<u>Account 436 - OFM Labor Relations Service Acct</u>		3210	06	21		0.00	(33,000.00)			(33,000.00)	
<u>Account 472 - Statewide Info Tech System Maint &amp; Oper</u>		3210	06	21		0.00	(54,000.00)			(54,000.00)	
Agency 1050 - Office of Financial Management					Total	<u>87,000.00</u>	<u>(87,000.00)</u>			<u>0.00</u>	

# Examples of Reports with Exceptions

## Example A includes:

1. **A transfer in and out within the same fund.** Transfers should only be recorded to move equity between funds.
2. **A transfer out (6510.MB) with activity in the credit column.** It appears a correction was recorded to reduce the total expenditure transfer out of the General Fund, but it should have been entered with a Reverse Code so that the activity only shows a debit since it was a transfer out.

OFM	***0 - Agency Name Transfers		
Report Number: CAF001			
Biennium: 2027	Fiscal Months: Jul FY1	Through: Adj FY1	Date Run: Dec 24, 2025 6:41AM
			Transactions Through: Dec 23, 2025 8:00PM
GL	Major Source	Source	Subobject
Debit	Credit	Total	
<b>Account 001 - General Fund</b>			
3210 06	21		0.00 (25,423,931.00) (25,423,931.00)
3210 06	22		25,423,931.00 0.00 25,423,931.00
6510	MB		197,001.82 (98,500.91) 98,500.91
<b>Account 001 - General Fund</b>		<b>Total</b>	<b>25,620,932.82 (25,522,431.91) 98,500.91</b>

**Correcting entries** should be recorded to back out the transfer in and transfer out recorded in Account 001 and to show the expenditure transfer out only in the debit column. Run the report with the Coding Detail as the reversal should include the same coding that was on the original transaction such as Appropriation Index, Program Index, Subsource, Sub-subobject, etc.

Exception	Account	TC	Debit GL	Credit GL	Major Source.Source	Subobject	Amount
1	001	343 R	(9920)	(3210)	06.21		25,423,931.00
1	001	344 R	(3210)	(9920)	06.22		25,423,931.00
2	001	345 R	(6510)	(9920)		MB	98,500.91
2	001	346 R	(9920)	(6510)		MB	98,500.91

*Note: Only the statewide coding is provided in this example. The TC or your agency may require other coding. The Transfers report can be run to view the detailed coding your agency used on the original transaction by selecting Yes for Coding Detail.*

## Example B includes:

1. Transfers In (0621) with a debit amount (and it is in the credit column).
2. Transfers Out (0622) with amounts in the credit column and a net credit.
3. Transfers in and out within the same fund. Transfers should only be recorded to move equity between funds.
4. Transfers are not in balance in total for the agency.

OFM				***0 - Agency Name Transfers		
Report Number:	CAF001 <th>Fiscal Months:</th> <td>Jul FY1</td> <th>Through:</th> <td>Adj FY1</td> <th>Date Run:</th>	Fiscal Months:	Jul FY1	Through:	Adj FY1	Date Run:
Biennium:	2027				Transactions Through:	Dec 24, 2025 6:41AM
	GL	Major Source	Source	Subobject	Debit	Credit
						Total
<u>Account 145 - Inst of Hi Ed-Grants/Contracts Acct</u>						
3210	06	22			29,421.84	0.00
<u>Account 148 - Inst of Hi Ed-Dedicated Local Acct</u>						
3210	06	21			0.00	342,239.72
3210	06	22			391,957.54	(753,619.10)
<u>Account 148 - Inst of Hi Ed-Dedicated Local Acct</u>				Total	391,957.54	(411,379.38)
<u>Account 149 - Inst of Hi Ed-Operating Fees Acct</u>					0.00	(10,000.00)
3210	06	21				(10,000.00)
<u>Account 522 - Inst of Hi Ed-Associated Students</u>						
3210	06	21			0.00	(86,843.55)
3210	06	22			86,843.55	0.00
<u>Account 522 - Inst of Hi Ed-Associated Students</u>				Total	86,843.55	(86,843.55)
<u>Account 573 - Inst of Hi Ed-Housing &amp; Food Acct</u>						
3210	06	21			0.00	(4,839.75)
3210	06	22			4,839.75	0.00
<u>Account 573 - Inst of Hi Ed-Housing &amp; Food Acct</u>				Total	4,839.75	(4,839.75)
<u>Account 846 - Grant-in-Aid Scholarship/Fellowship</u>					0.00	(153,050.00)
3210	06	21				(153,050.00)
<u>Account 859 - Inst of Hi Ed-Endowment Local Acct</u>						
3210	06	21			0.00	(149,775.00)
3210	06	22			293,325.00	0.00
<u>Account 859 - Inst of Hi Ed-Endowment Local Acct</u>				Total	293,325.00	(149,775.00)
<u>Agency ***0 - Agency Name</u>				Total	806,387.68	(815,887.68)
						(9,500.00)

**Corrections.** Most of the exceptions in this example will require research before a correction should be made. Below are suggestions on where to start:

- 1,2. Determine what should have been recorded in Account 148. Should it have been a transfer in only or was there both a transfer in and a transfer out? Then adjust the current activity, accordingly.
3. Back out the transfers recorded within the same fund:

Account	TC	Debit GL	Credit GL	Major Source.Source	Amount
522	343 R	(9920)	(3210)	06.21	86,843.55
522	344 R	(3210)	(9920)	06.22	86,843.55
573	343 R	(9920)	(3210)	06.21	4,839.75
573	344 R	(3210)	(9920)	06.22	4,839.75

*Note: Only the statewide coding is provided in this example. Your agency may require other coding. The Transfers report can be run to view the detailed coding your agency used on the original transaction by selecting Yes for Coding Detail.*

4. Review the transfer transactions. Was a transaction recorded as a transfer in (with revenue coding 0621) that shouldn't have been? Is there a transfer out missing? Adjust the current activity so that the Transfers balance.

## SAAM References

- [Accounting Procedures for Transfers](#): SAAM 85.90.50
- [Illustrative Entries](#):
  - 85.95.20: Transfers of Equity
  - 85.95.30: Operating Transfers
  - 85.95.35: Special budgeted allocation transfers
- [Transfer disclosure](#) (used to report Transfers in ACFR): SAAM 90.40.60