FISCAL CLOSE – MID-BIENNIUM REFERENCE GUIDE

The purpose of this document is to provide:

- *Transaction codes for the most common types of transactions agencies record during the fiscal year closing process at mid-biennium*
  - *Note: These are the typical transaction codes, but they are NOT the only transaction codes that can be used. For example, GL 9920 may not be appropriate if your agency closes at a level lower than fund (i.e. project)*
  - *If you have questions, contact your OFM accounting consultant*
    Contact us - Office of Financial Management
- *Other Resources available to aid in the fiscal year closing process*

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** = General ledger requires a subsidiary GL*
V = Variable GL must be entered

Most Commonly Used Transaction Codes

Revenue

R-1: Revenue Accruals and Receipts

For revenue earned by June 30, but received after June 30: Accrue the revenue and establish a receivable in FY26. Select the TC to debit the appropriate receivable GL code based on who the revenue is due from. When payment is received in FY27, liquidate the receivable and reclassify the revenue from accrued to actual. [SAAM 90.20.20; 90.20.50; 90.30.40]

Due from another state agency (treasury accounts) - payment received by IAP or JV

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Set up receivable, accrue revenue	26	054	*1354	3205	Internal only
Journal Voucher	Receive cash, liquidate receivable	27	099	7140	*1354	Internal only
	Reclassify revenue from accrued to actual			3205	3210	

Due from another state agency or another government - payment received by warrant or local check

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Set up receivable, accrue revenue	26	013	13__V	3205	Internal only
Cash Receipt	Receive cash, liquidate receivable	27	151	7110	13__V	**Original to OST or TM$ entry**
	Reclassify revenue from accrued to actual			3205	3210	

Due from an outside entity - payment received by check or EFT

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Set up receivable, accrue revenue	26	012	1312	3205	Internal only
Cash Receipt	Receive cash, liquidate receivable	27	151	7110	1312V	**Original to OST or TM$ entry**
	Reclassify revenue from accrued to actual			3205	3210	

R-2: Revenue Transfers/Corrections between Accounts within the Same Agency (Treasury accounts)

Revenue was recorded and cash was deposited in the wrong Account in FY26. Cash needs to be transferred from one Account to another Account within the same agency after June 30: Adjust revenue and establish an interfund payable and receivable in FY26. Liquidate the interfund payable and receivable when cash is transferred in FY27. [SAAM 90.20.60]

FY 26 Transaction:

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Set up interfund receivable for transfer in (receiving account)	26	053	*1353	3205	Internal only
Journal Voucher	Set up interfund payable for transfer out (paying account)	26	543	3205	*5153V	Internal only

FY 27 Transaction (2 Options - Choose 1):

Option 1: Use InterFund Transfer (IFT) process to transfer cash (automated cash transfer in AFRS)

Document	Task	FY	TC	DR	CR	Document Distribution
IFT JV	Cash transfer in (Receiving account)	27	026	7140	*1353V	Internal only
IFT JV	Cash transfer out (Paying account)	27	025	*5153V	7140	Internal only

** = General ledger requires a subsidiary GL*

V = Variable GL must be entered

Option 2: Use manual JV process to transfer cash

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Cash transfer in (Receiving account)	27	096	7140	*1353	**Copy to OST**
Journal Voucher	Cash transfer out (Paying account)	27	863	*5153V	7140	**Copy to OST**

R-3: Revenue Transfers/Corrections between Fiscal Years

For revenue that was recorded in the wrong fiscal year and needs to be transferred to the correct fiscal year. This example assumes that a receivable was NOT set up previously for this revenue. Adjust accrued revenue with an offset to receivables in each fiscal year. These transactions net to zero. (Use TC 013 with a variable debit to post to a different receivable GL code.) NOTE: If cash is received before it is earned (for example, received in FY26, but earned in FY27), record it as unearned revenue (GL 5190) instead of as accrued revenue (GL 3205).

Revenue was recorded in FY 27, but should have been recorded in FY 26 (Cash is in the correct FY)

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Set up receivable, accrue revenue	26	012	1312	3205	Internal only
Journal Voucher	Decrease receivable and accrued revenue	27	012R	(1312)	(3205)	Internal only

Revenue was recorded in FY 26, but should have been recorded in FY 27 (Cash is Not in the correct FY)

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Reverse erroneous revenue entry	26	001R	(7110)^	(3210)	Internal only
Journal Voucher	Record revenue in correct period	27	001	7110 ^	3210	Internal only

^Must use the same document number for both transactions.

R-4: Coding Corrections on Revenue Transactions

For a FY26 revenue transaction originally entered with incorrect coding. The coding error can be with the revenue source code, project, program, etc., but NOT the Account (R-2) and NOT posted to the wrong fiscal year (R-3). Since the correction is within the same Account, use GL 9920 as the offset for the correction.

Reverse the INCORRECT line of coding and enter the CORRECT line of coding

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Decrease revenue (incorrect coding)	26	343R	(9920)^	(3210)	Internal only
Journal Voucher	Increase revenue (correct coding)	26	343	9920^	3210	Internal only

^Must use the same document number for both transactions.

R-5: Revenue Refunds

For revenue that was received in error on or before June 30 and needs to be refunded after June 30: Record the reduction to revenue and establish a payable in FY26. Select the TC to credit the appropriate payable GL code based on who the refund is due to. When cash is transferred in FY27, liquidate the payable and reclassify the revenue from accrued to actual.

Due to another state agency with SWV number (treasury account) - pay by IAP

Document	Task	FY	TC	DR	CR	Document Distribution
IAP JV	Reduce revenue, set up payable	26	644	3205	*5154V	Internal only
Trans Type "B"	Warrant wrap, liquidate payable	27	659	*5154V	7140	AFRS auto-generated transaction
	Reclassify revenue from accrued to actual			3210	3205	

** = General ledger requires a subsidiary GL*
V = Variable GL must be entered

Due to another state agency with NO SWV number (treasury account) - pay by manual JV

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Reduce revenue, set up payable	26	543	3205	*5154V	Internal only
Journal Voucher	Liquidate payable, cash payment Reclassify revenue from accrued to actual	27	550	*5154V 3210	7140 3205	**Copy to OST & other agency**

Due to another state agency (local account) - pay by warrant/EFT (use SWV if available)

Document	Task	FY	TC	DR	CR	Document Distribution
Payment voucher	Reduce revenue, set up payable	26	196	3205	*5154V	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify revenue from accrued to actual	27	388	*5154V 3210	7120 3205	AFRS auto-generated transaction

Due to an outside entity - pay by warrant/EFT (use SWV if available)

Document	Task	FY	TC	DR	CR	Document Distribution
Payment voucher	Reduce revenue, set up payable	26	198	3205	5111	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify revenue from accrued to actual	27	390	5111 3210	7120 3205	AFRS auto-generated transaction

Expenditures

E-1: Expenditure Accruals and Payments - Interagency using GL 5154

For goods and services received from another state agency by June 30, but paid for after June 30: Accrue the expenditure and establish a payable in FY26. When cash is transferred in FY27, liquidate the payable and (for biennial appropriations only) reclassify the expenditure from accrued to actual. [SAAM 90.20.30.a, 90.20.35.a, 90.20.50]

Due to another state agency with SWV number (treasury account) - pay by IAP

An encumbrance was NOT set up

			Single Year Appropriation			Biennial Appropriation			
Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
IAP JV	Accrue expenditure, set up payable	26	640	6505	*5154V	640	6505	*5154V	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	27	651	*5154V	7140	650	*5154V 6510	7140 6505	AFRS auto-generated transaction

A previous encumbrance needs to be liquidated [SAAM 90.20.35.c]

			Single Year Appropriation			Biennial Appropriation			
Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
IAP JV	Accrue expenditure, set up payable Liquidate encumbrance	26	641	6505 9510	*5154V 6410	641	6505 9510	*5154V 6410	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	27	651	*5154V	7140	650	*5154V 6510	7140 6505	AFRS auto-generated transaction

Due to another state agency with NO SWV number (treasury account) - pay by manual JV

Document	Task	FY	Single Year Appropriation TC	DR	CR	Biennial Appropriation TC	DR	CR	Document Distribution
Journal Voucher	Accrue expenditure, set up payable	26	254	6505	*5154	254	6505	*5154	Internal only
Journal Voucher	Liquidate payable, cash payment Reclassify expenditure from accrued to actual	27	863	*5154V	7140	468	*5154 6510	7140 6505	**Copy to OST & other agency**

Due to another state agency (local account) - pay by warrant/EFT (use SWV number, if available)

An encumbrance was NOT set up

Document	Task	FY	Single Year Appropriation TC	DR	CR	Biennial Appropriation TC	DR	CR	Document Distribution
Payment voucher	Accrue expenditure, set up payable	26	137	6505	*5154V	137	6505	*5154V	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	27	815	*5154V	7120	395	*5154V 6510	7120 6505	AFRS auto-generated transaction

A previous encumbrance needs to be liquidated [SAAM 90.20.35]

Document	Task	FY	TC	DR	CR	TC	DR	CR	Document Distribution
Payment voucher	Accrue expenditure, set up payable Liquidate encumbrance	26	221	6505 9510	*5154V 6410	221	6505 9510	*5154V 6410	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	27	815	*5154V	7120	395	*5154V 6510	7120 6505	AFRS auto-generated transaction

E-2: Expenditure – Correct an Interagency Payment originally made without creating "Due to Other Agency" Payable

When an expenditure payment for FY26 activity was made to another state agency after June 30 without posting an interagency accrual (an accrual should have been posted at June 30): Record an interagency payable in FY26 and reverse it in FY27. This would be used if you paid an agency by manual JV using TC 263 (DR 6510/CR 7140) but you should have recorded a "Due to Other Agency" GL 5154 at June 30.

Document	Task	FY	Single Year Appropriation TC	DR	CR	Biennial Appropriation TC	DR	CR	Document Distribution
Journal Voucher	Establish payable	26	966	7140^	*5154V	966	7140^	*5154V	Internal only
Journal Voucher	Reverse Payable	27	966R	(7140)^	(*5154V)	966R	(7140)^	(*5154V)	Internal only

^Must use the same document number for both transactions.

E-3: Expenditure Accruals and Payments – Interagency NOT using GL 5154

For goods and services received from another state agency by June 30, but paid for after June 30: Accrue the expenditure and establish a payable in FY26. (Note: for Industrial Insurance and Medical Aid payments to Labor and Industries, this step is done by the state payroll system, HRMS.) Remember that not all interagency payments use GL 5154, so credit the appropriate payable GL code based on SAAM 90.20.50.b. When cash is transferred in the next fiscal year, liquidate the payable.

Due to another state agency with SWV number (treasury account) - pay by IAP

If expenditure has already been accrued

Document	Task	FY	Single Year Appropriation TC	DR	CR	Biennial Appropriation TC	DR	CR	Document Distribution
IAP JV	Liquidate payable, request payment	27	570	51__V	5111	570	51__V	5111	Internal only
Trans Type "B"	Warrant wrap, liquidate payable	27	652	5111	7140	652	5111	7140	AFRS auto-generated transaction

** = General ledger requires a subsidiary GL*

V = Variable GL must be entered

If expenditure has NOT been accrued

Document	Task	FY	Single Year Appropriation TC	Single Year Appropriation DR	Single Year Appropriation CR	Biennial Appropriation TC	Biennial Appropriation DR	Biennial Appropriation CR	Document Distribution
IAP JV	Accrue expenditure, set up payable	26	627	6505	51__V	627	6505	51__V	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	27	651	51__V	7140	650	51__V 6510	7140 6505	AFRS auto-generated transaction

Due to another state agency with NO SWV number (treasury account) - pay by manual JV

Document	Task	FY	Single Year Appropriation TC	Single Year Appropriation DR	Single Year Appropriation CR	Biennial Appropriation TC	Biennial Appropriation DR	Biennial Appropriation CR	Document Distribution
Journal Voucher	Accrue expenditure, set up payable	26	212	6505	51__V	212	6505	51__V	Internal only
Journal Voucher	Liquidate payable, cash payment Reclassify expenditure from accrued to actual	27	863	51__V	7140	360^	51__V 6510	7140 6505	**Copy to OST & other agency**

^ TC 360 requires reference document number, but match is not required

Due to another state agency (local account) - pay by warrant/EFT (use SWV number, if available)

Document	Task	FY	Single Year Appropriation TC	Single Year Appropriation DR	Single Year Appropriation CR	Biennial Appropriation TC	Biennial Appropriation DR	Biennial Appropriation CR	Document Distribution
Payment voucher	Accrue expenditure, set up payable	26	237	6505	51__V	237	6505	51__V	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	27	815	51__V	7120	395	51__V 6510	7120 6505	AFRS auto-generated transaction

E-4: Expenditure Accruals and Payments – Outside Entity

For goods and services received from a vendor that is not a Washington state agency by June 30, but paid for after June 30: Accrue the expenditure and establish a payable in FY26. Select the TC to credit the appropriate payable GL code based on who the payment is due to. When cash is transferred in FY27, liquidate the payable. [SAAM 90.20.30.a, 90.20.35.a, 90.30.50]

Due to an outside entity - pay by warrant/EFT (use SWV number, if available)

An encumbrance was NOT set up (2 Options – Choose 1):

Option 1:

Document	Task	FY	Single Year Appropriation TC	Single Year Appropriation DR	Single Year Appropriation CR	Biennial Appropriation TC	Biennial Appropriation DR	Biennial Appropriation CR	Document Distribution
Payment voucher	Accrue expenditure, set up payable	26	210	6505	5111	210	6505	5111	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	27	818	5111	7120	398	5111 6510	7120 6505	AFRS auto-generated transaction

Option 2:

Document	Task	FY	Single Year Appropriation TC	Single Year Appropriation DR	Single Year Appropriation CR	Biennial Appropriation TC	Biennial Appropriation DR	Biennial Appropriation CR	Document Distribution
Payment voucher	Accrue expenditure, set up payable	26	237	6505	51__V	237	6505	51__V	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	27	815	51__V	7120	395	51__V 6510	7120 6505	AFRS auto-generated transaction

** = General ledger requires a subsidiary GL*
V = Variable GL must be entered

A previous encumbrance needs to be liquidated [SAAM 90.20.35.c] (2 Options – Choose 1):

Option 1:

Document	Task	FY	Single Year Appropriation TC	Single Year Appropriation DR	Single Year Appropriation CR	Biennial Appropriation TC	Biennial Appropriation DR	Biennial Appropriation CR	Document Distribution
Payment voucher	Accrue expenditure, set up payable Liquidate encumbrance	26	211	6505 9510	5111 6410	211	6505 9510	5111 6410	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	27	818	5111	7120	398	5111 6510	7120 6505	AFRS auto-generated transaction

Option 2:

Document	Task	FY	Single Year Appropriation TC	Single Year Appropriation DR	Single Year Appropriation CR	Biennial Appropriation TC	Biennial Appropriation DR	Biennial Appropriation CR	Document Distribution
Payment voucher	Accrue expenditure, set up payable Liquidate encumbrance	26	221	6505 9510	51__V 6410	221	6505 9510	51__V 6410	Internal only
Trans Type "B"	Warrant wrap, liquidate payable Reclassify expenditure from accrued to actual	27	815	51__V	7120	395	51__V 6510	7120 6505	AFRS auto-generated transaction

E-5: Expenditure Transfers/Corrections between Accounts within the Same Agency (Treasury Accounts)

Expenditures were recorded in the wrong Account in FY 26 and need to be transferred from one Account to another Account within the same agency after June 30: Adjust expenditures and establish an interfund payable and receivable in FY 26. Liquidate the interfund payable and receivable when cash is transferred in FY 27. Refer to E-6 and E-7 for other corrections to expenditures. [SAAM 90.20.60]

The following FY 26 transactions are REQUIRED, also choose one of the FY 27 cash transfer options below:

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Set up interfund receivable for transfer in (receiving account)	26	271	*1353	6505	Internal only
Journal Voucher	Set up interfund payable for transfer out (paying account)	26	253	6505	*5153	Internal only

For the FY 27 transactions, choose ONE of the following two cash transfer options:

Option 1: Use InterFund Transfer (IFT) process to transfer cash (automated cash transfer in AFRS)

Document	Task	FY	TC	DR	CR	Document Distribution
IFT JV	Cash transfer in (Receiving account)	27	026	7140	*1353V	Internal only
IFT JV	Cash transfer out (Paying account)	27	025	*5153V	7140	Internal only

Option 2: Use manual JV process to transfer cash:

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Cash transfer in (Receiving account)	27	096	7140	*1353	**Copy to OST**
Journal Voucher	Cash transfer out (Paying account)	27	863	*5153V	7140	**Copy to OST**

E-6: Expenditure Transfers/Corrections between Fiscal Years

For expenditures that were recorded in the wrong fiscal year and need to be transferred to the correct fiscal year. The original (incorrectly dated) payment was made after calendar day June 30. Adjust expenditures with an offset to payables in each fiscal year. Tran codes for other payable GL codes are available.

Expenditure was recorded in FY 27, but should have been recorded in FY 26

Payment was made to an outside entity (GL 5111)

			Single Year Appropriation			Biennial Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Increase expenditure/payable	26	736	6505	5111	736	6505	5111	Internal only
Journal Voucher	Decrease expenditure/payable	27	982R	(6510)	(5111)	736R	(6505)	(5111)	Internal only

Payment was made to another state agency (GL 5154)

			Single Year Appropriation			Biennial Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Increase expenditure/payable	26	254	6505	*5154	254	6505	*5154	Internal only
Journal Voucher	Decrease expenditure/payable	27	254R	(6505)	*(5154)	254R	(6505)	*(5154)	Internal only

Expenditure was recorded in FY 26, but should have been recorded in FY 27

Payment was made to an outside entity (GL 5111)

			Single Year Appropriation			Biennial Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Decrease expenditure/payable	26	736R	(6505)	(5111)	736R	(6505)	(5111)	Internal only
Journal Voucher	Increase expenditure/payable	27	982	6510	5111	736	6505	5111	Internal only

Payment was made to another state agency (GL 5154)

			Single Year Appropriation			Biennial Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Decrease expenditure/payable	26	254R	(6505)	*(5154)	254R	(6505)	*(5154)	Internal only
Journal Voucher	Increase expenditure/payable	27	254	6505	*5154	254	6505	*5154	Internal only

E-7: Coding Corrections on Expenditure Transactions

For FY 26 expenditure transactions originally entered with incorrect coding. The error can be with the subobject code, expenditure authority, project, program, organization index, etc., but NOT the Account [(E-5)] and NOT posted to the wrong fiscal year [(E-6)]. Since the correction is within the same Account, use GL 9920 as the offset for the correction.

Reverse the INCORRECT line of coding and enter the CORRECT line of coding

			Single Year Appropriation			Biennial Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Reduce expenditures (incorrect coding)	26	345R	(6510)	(9920)^	345R	(6510)	(9920)^	Internal only
Journal Voucher	Increase expenditures (correct coding)	26	345	6510	9920^	345	6510	9920^	Internal only

^ Must use the same document number for both transactions.

** = General ledger requires a subsidiary GL*
V = Variable GL must be entered

E-8: Expenditure Recoveries and Reimbursements

For recovery of FY26 expenditures due by June 30, but received after June 30: Accrue the reduction to expenditures and establish a receivable in FY26. Select the TC to debit the appropriate receivable GL based on who the recovery is due from; other TCs are available for other receivable GL codes -- refer to TC report. When payment is received in FY27, liquidate the receivable and (for biennial appropriations only) reclassify the expenditure recovery from accrued to actual. For prior period expenditure recoveries, see SAAM 90.20.15.e and SAAM 90.30.35c.

Due from another state agency - payment received by IAP or JV

			Single Year Appropriation			Biennial Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Set up receivable, reduce expenditures	26	261	*1354	6505	261	*1354	6505	Internal only
Journal Voucher	Receive cash, liquidate receivable Reclassify expenditure from accrued to actual	27	097	7140	*1354	260	7140 6505	*1354 6510	Internal only

Due from another state agency - payment received by warrant or check

			Single Year Appropriation			Biennial Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Set up receivable, reduce expenditures	26	261	*1354	6505	261	*1354	6505	Internal only
Cash Receipt	Receive cash, liquidate receivable Reclassify expenditure from accrued to actual	27	090	7110	*1354V	262	7110 6505	*1354 6510	**Original to OST or TM$ entry**

Due from an outside entity - payment received by check or EFT

			Single Year Appropriation			Biennial Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Set up receivable, reduce expenditures	26	241	1312	6505	241	1312	6505	Internal only
Cash Receipt	Receive cash, liquidate receivable Reclassify expenditure from accrued to actual	27	090	7110	1312V	242	7110 6505	1312 6510	**Original to OST or TM$ entry**

Warrant Cancellations

C-1: "Revenue Refund" Warrant Cancellations - the warrant will NOT be reissued

For refund of FY26 revenue warrants (TC 198, wrap is TC 390) issued in error that need to be cancelled after June 30: Increase revenue, reduce payable (if necessary) and record the cancellation. Note that the date on the warrant determines which transactions are required.

If the warrant was dated PRIOR to 7/1/26

			ALL REVENUE			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Record cancellation, increase cash revenue	26	449	7130	3210	**Copy + warrant to OST**

If the warrant was dated AFTER 6/30/26

			ALL REVENUE			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Clear FY26 payable/accrued revenue	26	215	5111	3205	Internal only
Journal Voucher	Clear FY27 payable/accrued revenue on wrap transaction	27	215R	(5111)	(3205)	Internal only
Journal Voucher	Record cancellation, increase cash revenue	27	449	7130	3210	**Copy + warrant to OST**

** = General ledger requires a subsidiary GL*
V = Variable GL must be entered

C-2: "Expenditure" Warrant Cancellations - the warrant will NOT be reissued

For FY26 expenditure warrants issued in error that need to be cancelled after June 30: Reduce expenditures, reduce payable (if necessary) and record the cancellation. ***Note that the date on the warrant AND the original transaction code determine which transactions are required.***

If the warrant was dated PRIOR to 7/1/26 and was originally issued with TC 210, 211, 221, 237

			Single Year Appropriation			Biennial Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Record cancellation, reduce expenditures	26	451	7130	6510	451	7130	6510	**Copy + warrant to OST**

If the warrant was dated AFTER 6/30/26 and was originally issued with TC 210 or 211 & wrap TC 818 (single) or 398 (biennial)

			Single Year Appropriation			Biennial Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Clear FY26 payable/reduce accrued expenditure	26	290	5111	6505	290	5111	6505	Internal only
Journal Voucher	Clear FY27 payable/reduce accrued expenditure on wrap trans	27	--	--	--	290R	(5111)	(6505)	Internal only
Journal Voucher	Record cancellation, and clear payable	27	455	7130	5111V	451	7130	6510	**Copy + warrant to OST**

If the warrant was dated AFTER 6/30/26 and was originally issued with TC 221 or 237 & wrap TC 815 (single) or 395 (biennial)

			Single Year Appropriation			Biennial Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Clear FY26 payable/reduce accrued expenditure	26	218^	51__V	6505	218^	51__V	6505	Internal only
Journal Voucher	Clear FY27 payable/reduce accrued expenditure on wrap trans	27	--	--	--	218R^	(51__V)	(6505)	Internal only
Journal Voucher	Record cancellation, and clear payable	27	455	7130	51__V	451	7130	6510	**Copy + warrant to OST**

^ TC 218 requires reference document number, but match is not required

C-3: Warrant Cancellation - the warrant WILL be reissued for the same amount

For revenue refund OR expenditure warrants that need to be cancelled after June 30 that will be reissued for the same amount: Record the cancellation and establish a payable. Liquidate the payable when the warrant is reissued. Note that the date on the warrant being cancelled determines which transactions are required in which fiscal year. Also note that ***this process should be used only if original coding (revenue or expenditure) was correct.***

If the warrant was dated PRIOR to 7/1/26

Document	**Task**	**FY**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Record cancellation, establish payable	26	455	7130	5194V	**Copy + warrant to OST**
Payment Voucher	Liquidate payable, reissue payment	26	951	5194V	5111	Internal only
Trans Type "B"	Warrant wrap, clear payable	27	397	5111	7120	AFRS auto-generated transaction

If the warrant was dated AFTER 6/30/26

Document	**Task**	**FY**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Record cancellation, establish payable	27	455	7130	5194V	**Copy + warrant to OST**
Payment Voucher	Liquidate payable, reissue payment	27	951	5194V	5111	Internal only
Trans Type "B"	Warrant wrap, clear payable	27	397	5111	7120	AFRS auto-generated transaction

Estimated Accruals

A-1: Estimated Accrued Expenditures and Subsequent Payments

For goods and services received by June 30, for which an actual invoice has not been received: The source for this accrual could be a purchase document, contract, an "estimated" invoice, or other. Record an estimated accrued expenditure and establish a payable, but do NOT make the payment (FY27 transaction) until an ACTUAL invoice is received so the actual amount is known. When the ACTUAL invoice is received, make the payment and liquidate the payable up to the amount accrued. SAAM requires agencies to monitor the liquidation of estimated accruals at the Account/Expenditure Authority level. [SAAM 90.20.30.b, 90.20.35.b; 90.20.50.a; 90.20.55] Refer to A-2 if estimate was overstated; refer to A-3 if estimate was understated.

The following FY 26 transaction is REQUIRED, also choose one of the FY 27 payment options below:

			Single Year Appropriation			Biennial Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Accrue estimated expenditure, record payable	26	830	6560	51__V	212	6505	51__V	Internal only

BIENNIAL APPROPRIATION - In FY 27, reverse the FY 26 accrual [SAAM 90.20.35.b]

			Biennial Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Reverse accrual above	27	212R	(6505)	(51__V)	Internal only

SINGLE YEAR APPROPRIATION - In FY 27, choose ONE of the following six payment options:

Options 1-4: Pay at Account level only - no special reporting available

Option 1: Due to another state agency with SWV number (treasury account) - pay by IAP

			Single Year Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**Document Distribution**
IAP JV	Reduce payable, request payment	27	649#	51__V	*5154	Internal only
Trans Type "B"	Warrant wrap, clear payable	27	631	*5154	7140	AFRS auto-generated transaction

 # - requires a subobject, use the same subobject that was used on the tc 830 accrual

Option 2: Due to another state agency with SWV number, not GL 5154 - pay by IAP [SAAM 90.20.50.b]

			Single Year Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**Document Distribution**
IAP JV	Reduce payable, request payment	27	642#	51__V	5111	Internal only
Trans Type "B"	Warrant wrap, clear payable	27	652	5111	7140	AFRS auto-generated transaction

 # - requires a subobject, use the same subobject that was used on the tc 830 accrual

Option 3: Due to another state agency with NO SWV number (treasury account) - pay by manual JV

			Single Year Appropriation			
Document	**Task**	**FY**	**TC**	**DR**	**CR**	**Document Distribution**
Journal Voucher	Reduce payable, cash payment	27	863	51__V	7140	**Copy to OST & other agency**

Option 4: Due to another state agency (local account) or an outside entity - pay by warrant/EFT (use SWV if available)

Document	Task	FY	Single Year Appropriation TC	DR	CR	Document Distribution
Payment voucher	Reduce payable, issue payment	27	955#	51__V	5111	Internal only
Trans Type "B"	Warrant wrap, clear payable	27	397	5111	7120	AFRS auto-generated transaction

 # - requires a subobject, use the same subobject that was used on the tc 830 accrual

Options 5-6: Pay with appropriation type X and detail coding - special reporting available[1]

Option 5: Due to another state agency with SWV number (treasury account) - pay by IAP

Document	Task	FY	Single Year Appropriation TC	DR	CR	Document Distribution
IAP JV	Reduce payable, request payment	27	635#	51__V	*5154	Internal only
Trans Type "B"	Warrant wrap, clear payable	27	631	*5154	7140	AFRS auto-generated transaction

 # - requires a subobject, use the same subobject that was used on the tc 830 accrual

Option 6: Due to another agency with NO SWV number - pay by warrant; OR,
Due to another state agency (local account) or outside entity - pay by warrant/EFT (use SWV if available)

Document	Task	FY	Single Year Appropriation TC	DR	CR	Document Distribution
Payment voucher	Reduce payable, request payment	27	828#	51__V	5111	Internal only
Trans Type "B"	Warrant wrap, clear payable	27	397	5111	7120	AFRS auto-generated transaction

 # - requires a subobject, use the same subobject that was used on the tc 830 accrual

A-2: Adjustments – Estimated Accrued Expenditures were Overstated

If all actual invoices have been received and paid and there is a remaining unliquidated balance in estimated accrued expenditures, the payable balance needs to be adjusted to zero. The transaction depends on when the adjustment is made. SAAM requires agencies to monitor the liquidation of estimated accruals at the Account/Expenditure Authority level. [SAAM 90.20.30.b; 90.20.45; 90.30.35.a]

To adjust FY 26 estimated accrued expenditures prior to Phase 2 cutoff

Document	Task	FY	Single Year Appropriation TC	DR	CR	Document Distribution
Journal Voucher	Reduce estimated expenditure and payable	26	830R	(6560)	(51__V)	Internal only

To adjust FY 26 or prior estimated accrued expenditures after Phase 2 cutoff

Document	Task	FY	Single Year Appropriation TC	DR	CR	Document Distribution
Journal Voucher	Liquidate payable, record prior period adjustment	27	588	51__V	3215 src 0486	Internal only

[1] ***Special reporting available:*** *The report available in Enterprise Reporting called "Project Billing Flexible" (by project) reports certain prior period estimated expenditures (GL 51XX using appn type X) in a separate column and in project-to-date totals.* ***However, this report does not work properly for all agencies.*** *If you have trouble running this report, use the AFRS report MCP482 which can be run on the AFRS on-demand reporting screens (select function RD on main menu). Be aware that there is a per page cost for on-demand reports.*

** = General ledger requires a subsidiary GL*
V = Variable GL must be entered

A-3: Adjustments – Estimated Accrued Expenditures were Understated

If an invoice is received and there is not enough balance in estimated accrued expenditures to pay it (i.e. actual payables have exceeded estimated accrued expenditures), the agency must process the difference as a Belated Claim. Refer to SAAM 85.40.10 or call your OFM Accounting Consultant for further assistance on belated claims. SAAM requires agencies to monitor the liquidation of estimated accruals at the Account/Expenditure Authority level. [SAAM 90.20.30.b, 90.20.35.b; 90.20.47, 90.30.35.b]

A-4: Estimated Accrued Revenue and Subsequent Receipts

Refer to this R-1. GL 3260 - Estimated Accrued Revenues is used only at the end of the biennium, NOT at mid-biennium.

Miscellaneous

M-1: Receivable/Payable General Ledger code Corrections

*For FY26 transactions originally entered with an incorrect General Ledger code. An example of this is when a payable or receivable should have been recorded as an **interagency** payable/receivable (GL 5154 or 1354), but was recorded as an accounts payable/receivable (GL 5111 or 1312) in error. In order to balance interagency payables and receivables, the GL code needs to be corrected. Since the correction is within the same Account and there is no effect on cash, use GL 9920 as the offset for the correction.*

FY 26 Transaction:

To correct a Payable General Ledger code

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Reverse the INCORRECT payable GL code	26	347R	(9920)^	(51__V)	Internal only
Journal Voucher	Enter the CORRECT payable GL code	26	347	9920^	51__V	Internal only

To correct a Receivable General Ledger code

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Reverse the INCORRECT receivable GL code	26	348R	(13__V)	(9920)^	Internal only
Journal Voucher	Enter the CORRECT receivable GL code	26	348	13__V	9920^	Internal only

^ Must use the same document number for both transactions.

FY 27 Transaction (needed only if the receivable/payable liquidation has already posted in FY 27):

These transactions would be entered if an accrual was posted in FY26 AND the liquidation had already posted in FY27. For a receivable, the FY27 liquidation would have posted if the receipt was processed (cash receipt, manual JV). For a payable, the FY27 liquidation would have posted if a payment was processed (EFT, IAP, warrant or manual JV).

To correct a Payable General Ledger code (liquidation has already posted in FY 27)

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Reverse liquidation of INCORRECT GL code	27	348R	(51__V)	(9920)	Internal only
Journal Voucher	Liquidate the CORRECT payable GL code	27	348	51__V	9920	Internal only

To correct a Receivable General Ledger code (liquidation has already posted in FY 27)

Document	Task	FY	TC	DR	CR	Document Distribution
Journal Voucher	Reverse liquidation of INCORRECT GL code	27	347R	(9920)	(13__V)	Internal only
Journal Voucher	Liquidate the CORRECT receivable GL code	27	347	9920	13__V	Internal only

M-2: Corrections to Capital Asset General Ledger codes

For corrections that affect capital asset general ledger codes, refer to separate documents on OFM Accounting Division website: https://ofm.wa.gov/accounting/saam/instructions-tips/#section-capital-assets or contact your OFM Accounting Consultant.

Other Resources/Information

OFM Statewide Accounting Year-End Closing Resources Page

Year-End Closing - Administrative & accounting resources - Office of Financial Management

Includes:

- Closing Calendars
- OST Year-end cash memo
- Interagency Receivable/Payable Contact List
- Fiscal Close Checklist Template
- Training Resources - Training for Washington State Accounting & Budget Staff | OFM, including:
  - Fiscal Year-End Update Class
  - Fiscal Year-End Workshop
  - State Disclosure Forms
  - Federal Disclosure Forms

Interagency/Interfund Payables Receivables Resources

Enterprise Reports: Public Folders → Financial Reports → Accounting → Interagency and Interfund

- Keep your agency's contact information up to date (email julie.jorgenson@ofm.wa.gov with changes)
  - If your agency has early internal close dates that impact other agencies, please share that information as well
- Payment effective date: date OST posts cash (GL 4310) for IAP, EFT, and JV payments or date shown on the face of the warrant/check for *paying* agency regardless of when it is received.
- Send out invoices by July 24th!
- Subsidiary Format:
  - Interagency - 4-Digit Agency Number + 00
    - Example = OFM – 1050. Subsidiary is 105000
    - Exception = Community Colleges – 6990 + 2nd & 3rd numbers of the 4-digit agency code
      - Example = SPSCC – 6750. Subsidiary is 699075
  - Interfund – Account Number + 000
    - Example = General Fund – 001. Subsidiary is 001000
- Agency Payments not booked to GL 5154 - See SAAM 90.20.50
  - DRS - Certain Payments (use GL 5152)
  - HCA – Flexible Spending Administrative Charges (use GL 5152)
  - DOT – Good to Go! Accounts (use GL 5152)
  - SOS – Combined Fund Drive (use GL 5152)
  - DOR – Sales & Use Tax (use GL 5158)
  - OST – Certifications of Participation (COPs) (use GL 5173/5273)
  - ESD – Paid Family and Medical Leave (PFML) (use GL 5180)
  - HCA – Employer and Employee premiums and surcharges (use GL 5181)
  - ESD – Long-Term Services and Supports Deductions (LTSS) (use GL 5183)
  - LNI – Industrial Insurance and Medical Aid Deductions (use GL 5187)
- Aged Receivables balances for some Central Services Agencies
  - DES: https://apps.des.wa.gov/ar/eStatement.aspx **179 DES and 227 CJTC*
  - WaTech: https://apps.des.wa.gov/watechar/eStatement.aspx
  - OFM: https://apps.des.wa.gov/OFMar/eStatement.aspx **includes 075 GOV and 105 OFM*
- Interagency Balancing with State Board for Community & Technology Colleges - https://duetoduefrom.sbctc.edu/
  - Compares CTC Accounting System to AFRS balances
    - SBCTC will not update their AFRS balances until mid-August
    - If agencies are in balance according to website, then they should be in balance once SBCTC updates AFRS
  - Provides contact information for each college
- Interagency Subobject Codes
  - The following subobject codes are used for interagency payments only. They should not be used for payments to outside vendors. For subobject descriptions – see SAAM 75.70.20.

Code	Subobject title	Pay to:
EK	Facilities & Services	DES
EL	Data Processing Services	WaTech, DES, OFM
EM	Attorney General Services	AG
EN	Personnel Services	DES, OFM

Code	Subobject title	Pay to:
ET	Audit Services	SAO
EU	Office of Equity Services	GOV
EV	Admin Hearing Services	OAH
EW	Archives & Records Mgt Services	Sec of State

** = General ledger requires a subsidiary GL*

V = Variable GL must be entered

Disclosure Form Changes for FY26

- Application opens July 8th
- State:
    - Leases and SBITAs Form
        - Modified a few questions to add "N/A" Not-Applicable as an option
    - Liabilities by Major Class Form
        - Clarified what should be included as a DR (decrease) and CR (increase) and what should be excluded (short-term long-term reclassifications)
    - Miscellaneous Form
        - Updated Question #10 regarding PPP arrangements
        - Added Question #11 regarding Capital Assets held for sale
    - Taxes Receivable
        - Updated tax types
    - Certification Form
        - Updated the dates
- Federal:
    - Federal Nonfinancial Assistance
        - Changed the name to "Federal Non-Cash Assistance"
    - Federal Nonfinancial Assistance Inventory Balances
        - Changed the name to "Federal Non-Cash Assistance Inventory Balances"
    - Federal Analytical Review
        - Updated the wording to reflect the title changes to the other forms
    - Federal Assistance Certification
        - Minor wording changes
        - Updated the dates
    - Reminder: Do not sign or email the Federal Certification to SWA until February 26, 2027. You should, however, print and retain the form until the due date.

Phase 1B Tasks – Due 8/21

- Interagency/Interfund Receivables/Payables Balanced
- Certain Disclosure Forms Due
    - 4 Cash & Investment forms
    - 3 Bond forms
    - 2 COP forms
    - Internal Control/Internal Audit Questionnaire
    - Miscellaneous Disclosure Form
- Pollution Remediation site status report
- Asset Retirement Obligation report
- NOTE: In an effort to get the FY26 SWSA back on schedule and submitted to the federal government by March 31, 2027, we are asking agencies, if at all possible, **please submit the federal disclosure forms as soon as possible, ideally no later than Phase 1B.** Please sign off on the form and let Marina Yee/Stacie Boyd or your accounting consultant know when they have been completed.

Phase 2 Tasks – Due 9/4

- All entries posted
- All tasks complete – See SAAM 90.20.70 for complete list of tasks
- Remaining Disclosure Forms Due

State Disclosure Certification Form – Due 9/16

Federal Assistance Certification Form – Due 2/26/27

Legend

Abbreviations and other terms/codes used in this document

(Refer to SAAM glossary for other definitions)

*	General Ledger requires a subsidiary GL account
AFRS	Agency Financial Reporting System
Appropriation type X	Used to liquidate prior period estimated accrual (optional)
Biennial Appropriation	Legislative appropriation that is valid for both fiscal years of the biennium
DR	This column shows the General Ledger that will be DEBITED
CR	This column shows the General Ledger that will be CREDITED
EFT	Electronic Funds Transfer
Encumbrance	A reservation of an expenditure authority for an obligation in the form of purchase orders or contracts
GL	General Ledger account
IAP	Interagency Payment – automated payment to another state agency using treasury accounts (requires SWV number and special TCs)
IFT JV	InterFund Transfer Journal Voucher – automated transfer between treasury accounts within the same agency (requires special TCs)
Internal only	When shown in the 'Document Distribution' column of this document, this means that the document is NOT sent to OST.
Local accounts	Accounts under control of an agency with cash on deposit in a local bank account (Example: colleges and universities)
OST	Office of State Treasurer
Outside entity	Private business or individual (including employee); federal or local government; component unit
R	Reverse code – used to reverse previously entered transactions by reversing the posting sign for the transaction amount
SAAM	State Administrative and Accounting Manual
SWV	Statewide Vendor – common vendor record maintained by OFM that can be used by any agency; certain payment types (all IAP and some EFT) require the use of a SWV
TC	Transaction Code
TM$	Treasury Management System, a Treasurer's Office system
Transaction Type "B"	AFRS system-generated "wrap" transaction for payments
Treasury accounts	Accounts which have cash on deposit in and under the control of OST (includes both treasury and treasury trust)
V	Variable General Ledger account is required to be input for this transaction code – refer to AFRS Transaction Codes – Excel Version for a list of valid GL's for each TC

Common General Ledger Account Titles

(Refer to SAAM section 75.40 for complete list of GL codes and detailed description)

GL	Title	GL	Title	GL	Title
13__V	Variable Receivables	51__V	Variable Payables	7110	Cash Receipts In Process
1312	Accounts Receivable	5111	Accounts Payable	7120	Warrants/EFT Payments In Process
1353	Due From Other Funds	5153	Due To Other Funds	7130	Warrant Cancellations In Process
1354	Due From Other Agencies	5154	Due To Other Agencies	7140	JVs in Process
		5194	Liability for Canceled Warrant		
3205	Accrued Revenue			9510	Reserve for Encumbrances
3210	Cash Revenue	6410	Encumbrances	9920	Current Period Clearing Account
3260	Estimated Accrued Revenue	6505	Accrued Expenditure/Expenses		
		6510	Cash Expenditure/Expenses		
		6560	Estimated Accrued Expenditure/ Expenses		

Comments and suggestions for improving this document are welcome. Send them to ofm.accounting@ofm.wa.gov.