

OFFICE OF FINANCIAL MANAGEMENT

INFORMATION SERVICES DIVISION

Agency Financial Reporting System

Input Record Coding Elements Alphabetized

June 2011

AFRS INPUT RECORD CODING ELEMENTS ALPHABETIZED

BATCH HEADER

<i>Data Element</i>	<i>Length</i>	<i>Description</i>	<i>Position</i>
Batch Agency	4	Agency/sub-agency entering and submitting the batch.	002-005
Batch Date	6	System assigned and protected as the date the batch is input or batch interfaced in YYMMDD format.	006-011
Batch Duplicate Record Indicator	1	System assigned to indicate a duplicate transaction in the overnight process. A duplicate transaction has an identical batch agency, batch date, batch type and batch number as another transaction in the overnight process. A duplicate transaction is moved to the AFRS error file.	022
Batch Number	3	Uniquely identifies batches entered on the same date with the same batch type. A consecutive number is commonly used for each batch type for a period of time (fiscal month, year or biennium). In batch interface the batch number is system assigned beginning with 001 and incremented by one for each batch in the interface, irrespective of the batch type, beginning at 001 for each dataset execution. For multiple same-date executions of the batch interface the batch type must be unique to avoid the batch duplicate record indicator.	014-016
Batch Sequence Number	5	System assigned transaction sequence number.	017-021
Batch Type	2	Type of source document(s) in the batch and/or identifies the section and/or location where the batch originates. The first letter of Batch Type should not be a P, Q, W, Y or Z. The first letter X of Batch Type will create a reversing batch, designated as a Batch Type Y in the next fiscal month. In batch interface with multiple same date dataset executions identify batches by a unique type to avoid the batch duplicate record indicator.	012-013
Biennium	2	Biennium the transaction is posted (biennium the financial information is recognized as occurring). Biennium is the last or second fiscal year of a funding biennium.	028-029
Input Fiscal Month	2	Fiscal month the transaction is input.	030-031

INPUT SCREENS (IN.1.1, IN.1.2, & C105P20Z (IN.3 [Browse])

<i>Data Element</i>	<i>Length</i>	<i>Description</i>	<i>Position</i>
Account Number	30	Account Number that an agency has with a vendor to apply their payments to.	647-676
Agreement ID	11	Contractual agreement number for agency use.	695-705
Allocation	4	Identification to an agency's allocation process.	125-128
Appropriation Index (Expenditure Authority)	3	An input coding reduction technique to extract source of funds coding elements from the appropriation index table.	046-048
Biennium	2	Biennium the transaction is posted (biennium the financial information is recognized as occurring). Biennium is the last or second fiscal year of a funding biennium.	028-029
Budget Unit	3	A combination of organization and program for appropriation expenditures.	110-112
City/Town	4	Financial information by geographic location.	116-119
County	3	Financial information by geographic location.	113-115
Current Document Number	8	Uniquely identifies a transaction to the source. The field is left justified, blank filled.	153-160
Current Document Number Suffix	2	Further describes or subcategorizes the current document number.	161-162
Document Date	6	Date the accounting event occurred in YYMMDD format.	147-152
Due Date	6	Date the warrant producing transaction is to print a warrant in YYMMDD format. If the agency does not enter a date a warrant producing transaction, the date is system assigned as the current processing date.	173-178
Fund (Account)	3	A fiscal entity to identify financial information for specific activities or for attaining certain objectives.	049-051
General Ledger Account	4	Enter if the transaction code requires a variable general ledger account.	087-090
Input Fiscal Month	2	Fiscal month the transaction is input.	030-031
Invoice Date	8	Date of when invoice was created and on screen is in the format of YYMMDD but in the history file as CCYYMMDD. (System adds Century)	639-646
Invoice Number	30	Typically the invoice number submitted by a vendor. Can also be an agency unique value. The invoice number is printed on the remittance advice.	609-638

Data Element	Length	Description	Position
IRS Box	1	The <u>ten</u> boxes used to record the amount for IRS Form 1099 reporting. 'Blank'-IRS Box not selected. 0-IRS Box not selected (some agencies prefer to use '0' for internal purposes). The <u>ten</u> boxes are: 1-Rents, 2-Royalties, 3-Other Income, 4-Federal Income Tax Withheld, 5-Fishing Boat Proceeds, 6-Medical and Health Care Payments, 7-Non-Employee Compensation, 8-Substitute Payments in Lieu of Dividends or Interest, <u>A-(represents Box 10) Crop Insurance Proceeds</u> , and <u>C-(represents Box 13) Gross Proceeds Paid to an Attorney</u> .	286
Major Group	2	Highest level of classifying revenues. Primary types or groups of revenue.	077-078
Major Source	2	Further refinement of the major group of revenue. The specific source of revenue.	079-080
Master Index	8	An input coding reduction technique to extract pre-defined combinations of coding elements from the master index table. Each master index code refers to a header record and one-to-ninety nine percentage records. Multiple percentage records should have a different combination of coding elements to which a specified percentage of the transaction amount will post to. Each percentage record is a transaction.	038-045
Minority Business Indicator	1	Defines minority businesses for special reporting. Codes are agency defined. Valid codes are A to Z, 0 to 9, or a 'blank'.	273
Modifier	1	Pertains only to an encumbrance document liquidation as full 'F' or partial 'P'.	026
Month of Service	4	Actual month of service delivery for a disbursement in YYMM format.	121-124
OMWBE Type	1	Identifies a disbursement for OMWBE reporting as: E-Exception per the OMWBE guidelines, S-Sheltered Workshop, N-Not for Profit Organization, K-Mandatory Use Contract. Use of the OMWBE Pay Flag will also require a Taxpayer Identification Number. Use of a 'K' requires a contract number. Other codes can be used in this field. Other alpha codes or codes 6 to 0 are agency defined. Codes 1 to 5 are: 1-Employee, 2-Federal Agency, 3-State Agency, 4-Local Government, 5-Grants. 'Blank' is also a valid code.	193
Order ID	5	Used in conjunction with the Agreement ID for the Enterprise Contract Management System (ECMS)	706-710
Posting Fiscal Month	2	Fiscal month the transaction is posted (fiscal month the financial information is recognized as occurring).	032-033

Data Element	Length	Description	Position
Organization Index	4	An input coding reduction technique to extract organizational coding elements from the organizational index table.	059-062
Posting Agency	4	Agency/sub-agency to which the financial information is posted or recorded.	034-037
Program Index	5	An input coding reduction technique to extract program coding elements from the program index table.	054-058
Project	4	Identifies an operating, capital, or federal project/grant.	063-066
Project Phase	2	Identifies project phases within a single sub-project.	069-070
Reference Document Number	8	Identifies a previously entered current document number for additions or liquidations. Optional for other transactions. The field is left justified, blank filled.	163-170
Reference Document Number Suffix	2	Further describes or subcategorizes the reference document number.	171-172
Request Regular Warrant	1	Allows agencies to temporarily override the Payment type for a Statewide Vendor number by using an S=Single Warrant or an R=Summarized Return Warrant.	140
Reverse	1	To reverse 'R' the account code for a previously entered transaction. The general ledger accounts are not reversed, but the posting sign for the transaction amount is reversed.	027
Sub-Object	2	Further refinement of an object of expenditure.	071-072
Sub-Project	2	Identifies sub-projects within a single grant or project.	067-068
Sub-Source	6	Further refinement of major source of revenue.	081-086
Sub-Sub-Object	4	Further refinement of the sub-object of expenditure.	073-076
Subsidiary Account Credit	6	Further refinement of a credit general ledger account.	099-104
Subsidiary Account Debit	6	Further refinement of a debit general ledger account.	091-096
Transaction Amount	13	The amount input for a transaction.	180-192
Transaction Code	3	An OFM pre-defined code to record an accounting event as a transaction containing one or more pairs of self-balancing general ledger account debits and credits.	023-025
Vendor Message	25	A message area for information that will appear on the remittance advice.	288-312
Vendor Name	32	Name of the vendor. (DISPLAY ONLY)	313-344
Work Class	3	Financial information by an activity or a group of activities.	107-109

VENDOR INPUT (IN.1.4)

<i>Data Element</i>	<i>Length</i>	<i>Description</i>	<i>Position</i>
Agency Flag	2	Currently used in conjunction with the Agency Vendor File. Agency can use this field to define the type of accounting event and is Alpha/Numeric. Blank' is also a valid code. Must be on the Descriptor Table DT94 before it can be used.	197-197
Payment Type	1	Displays how the Vendor will get payment when processed. For Agency or Statewide will show the default for Pseudo's will display the batch default.	246
Tax Type	1	Identifies the Taxpayer Identification Number (TIN) as a Social Security Number (<u>SSN</u>) 'S', an Employer Identification Number (<u>EIN</u>) 'T', or <u>Individual Taxpayer Identification Number (ITIN)</u> 'R'.	287
Taxpayer Identification Number (in AFRS referred to as Federal Identification Number)	11	Taxpayer Identification Number (TIN) is used by the Internal Revenue Service (IRS) to associate and verify amounts reported to the IRS with corresponding amounts on tax returns. TIN for individuals is the Social Security Number (<u>SSN</u>). TIN for others than individuals and sole proprietors is the Employer Identification Number (<u>EIN</u>). <u>TIN for persons who are required to file a U.S. tax return, but are unable to obtain an SSN is the Individual Taxpayer Identification Number (ITIN)</u> . The TIN is required when the OMWBE Pay Flag is coded 'E', 'S', 'N' or 'K'.	275-285
UBI (Unified Business Indicator)	10	The State of Washington vendor registration number to uniquely identify a business entity.	260-269
UBI Suffix	2	Identifies multiple breakdowns for a UBI.	270-271
US/Foreign Indicator	1	The US/Foreign Indicator will change the ADDRESS edits from US (Default) to Free Form so that a Foreign aADDRESS can be entered.	234
Use Tax	1	Identifies subsequent Washington sales tax reporting 'T' or no subsequent reporting 'blank'.	120
Vendor Address 1	32	First line of the vendor address.	345-376
Vendor Address 2	32	Second line of the vendor address.	377-408
Vendor Address 3	32	Third line of the vendor address.	409-440
Vendor City	19	City of the vendor address.	441-459
Vendor Name	32	Name of the vendor.	313-344
Vendor Number	10	An input coding reduction technique to extract vendor coding elements from the vendor edit table.	248-257
Vendor Number Suffix	2	Further breakdowns of a vendor number allowing multiple mailing addresses for a single vendor.	258-259

<i>Data Element</i>	<i>Length</i>	<i>Description</i>	<i>Position</i>
Vendor State	2	State of the vendor address.	460-461
Vendor Type	1	Identifies the type of vendor. Codes 0 to 4 are: 0-Vendor, 1- Employee, 2-Federal Agency, 3-State Agency, 4-Local Government. <u>Codes C, M, P, S, X are: C-Corporation, M-Corporation from which medical services are purchased, P-Partnership, S-Sole Proprietor/Individual.</u>	272
Vendor Zip Code	9	Zip code of the vendor address.	462-470

SYSTEM GENERATED IN 950 LAYOUT

<i>Data Element</i>	<i>Length</i>	<i>Description</i>	<i>Position</i>
Order Number	8	System supplied depending on the transaction code as either the current document number (set-up) or the reference document number (additions or liquidations). (Example: SOL's, NOR's, ENCUMBRANCES)	236-243
Order Suffix	2	System supplied from the current document suffix or the reference document suffix. (Example: SOL's, NOR's, ENCUMBRANCES)	244-245
Record Type	1	Identifies the process the record is currently in. For on-line input record type is system supplied. For batch interface the record type must be 'A'.	001
Payment/Warrant Information	19	System supplied from the warrant producing process. (Payment #, Batch, FM, Type, Number) Not seen on Screen	212-230

SYSTEM GENERATED NOT IN 950 LAYOUT

<i>Data Element</i>	<i>Length</i>	<i>Description</i>	<i>Position</i>
CFDA (Catalog of Federal Domestic Assistance)	7	Displays the CFDA number that is associated with the Appropriation Index (Expenditure Authority) if it is on the Appropriation Index Maintenance (TM.2.1) screen.	N/A
Cost Obj (Cost Objective)	5	Displays the Cost Obj if your agency uses the Cost Allocation System (CAS) (Currently only DSHS)	N/A
CAFT (Cost Allocation Funding Type)	1	Displays the Cost Allocation Funding Type if your agency uses the Cost Allocation System (CAS) (Currently only DSHS) Always blank on initial entry and after it runs through CAS system will assign one of the following: F (Federal), S (State), N (None), or " " (blank).	N/A
Function	1	Allows you to select how you want a particular screen to act.	N/A
Vendor Scr (Screen)	1	Allows you to select if you want to see the IN.1.4, Vendor Transaction Input screen for every vendor as you enter it. If field is left "blank" (default) will automatically go to the IN.1.4 screen. If you enter an "N" (No) it will stay on the input screen.	N/A