

Prepared by General Accounting and Loan Collection Office.
This replaces Administrative Procedure No. A8.613
dated July 1982.

A8.613

A8.600 Accounting

August 2001

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A8.613 Transaction Type Codes

1. Purpose

This instruction explains what transaction type codes are, what they are used for, and to list and explain how they are used.

2. Definition

Transaction type codes are three-digit codes used to identify the type of transaction, edit criteria used and which general ledger or subsidiary ledger accounts are debited or credited.

3. Objective

Transaction codes are used to classify and aid in the recording of fiscal data in the appropriate ledger accounts.

4. Applicability/Responsibilities

Fiscal personnel are responsible for being familiar with transaction type codes for proper assignment to each fiscal transactions.

5. Procedures

Each financial transaction requires a unique three (3) digit transaction type code. When preparing fiscal documents such as budgets, receipts, payments or journal vouchers, fiscal personnel must assign the appropriate transaction type code. (Refer to attached FMIS-Summary of Screens/Transaction

Types/Documents for a detailed listing of transaction type codes). The code assigned to each transaction identifies the "Direct Transaction" that is recorded in the financial accounting system. The offsetting entry to "Claim-on-Cash" is referred to as an "Indirect Transaction".

The following is a list of commonly used transaction type codes and the related accounting entries:

The fiscal officer is required to enter the direct transaction type code on fiscal documents (e.g. AFP, PO, journal vouchers, receipt, etc).

Code	Purpose	Accounting Entries
BUDGET		
020	Record budget.	
ENCUMBRANCE		
050	Record encumbrance feed from Purchasing System.	
051	Record encumbrance reduction feed from Purchasing System.	
052	Record current week OH encumbrance.	
054	Reverse previous week OH encumbrance	
056	Record hard copy encumbrance.	
057	Record RCUH encumbrance	
CASH RECEIPTS (Debit=CLAIM-ON-CASH; Credit=Various)		
030	Record cash receipts	Dr. Claim-on-Cash Cr. Various

Code	Purpose	Accounting Entries
035	Record redemption of CD and interest income.	Dr. Claim-on-Cash Cr. Investment in CD Cr. Interest Income
036	Record payment on accounts receivable invoice.	Dr. Claim-on-Cash Cr. Accounts Receivable
038	Record repayment of student loan.	Dr. Claim-on-Cash Cr. Loan Receivable Cr. Interest on student loan
CASH DISBURSEMENTS (Debit=Various; Credit=Claim-on-Cash)		
040	Record cash disbursements.	Dr. Various Cr. Claim-on-Cash
041	Record prepaid voucher feed (TC 161 in AP)	Dr. Various Cr. Claim-on-Cash
043	Record payroll feed from Payroll Subsystem.	Dr. Expense Cr. Claim-on-Cash
045	Record investment in CD.	Dr. Investment Cr. Claim-on-Cash
046	Record returned check.	Dr. Various Cr. Claim-on-Cash
047	Record payments by RCUH.	Dr. Various Cr. Claim-on-Cash
048	Record check payment feed from AP.	Dr. Various Cr. Claim-on-Cash

Code	Purpose	Accounting Entries
JOURNAL VOUCHERS		
060	Record general journal vouchers.	<u>Debit Entry:</u> Dr. Various Cr. Claim-on-Cash <u>Credit Entry:</u> Dr. Claim-on-Cash Cr. Various
061	Record non-cash transactions, e.g. accruals.	Debit Entry: Dr. Various Cr. Claim-on-Cash Credit Entry: Dr. Claim-on-Cash Cr. Various
063	Record payroll journal voucher	<u>Debit Entry:</u> Dr. Expense Cr. Claim-on-Cash <u>Credit Entry:</u> Dr. Claim-on-Cash Cr. Expense
064	Record financial aid transactions.	<u>Debit Entry:</u> Dr. Expense Cr. Claim-on-Cash <u>Credit Entry:</u> Dr. Claim-on-Cash Cr. Expense
066	Record accounts receivable transaction.	<u>Debit Entry:</u> Dr. Accounts Receivable Cr. Various <u>Credit Entry:</u> Dr. Claim-on-Cash Cr. Accounts Receivable
068	Record AP voucher feed.	<u>Debit Entry:</u> Dr. Various Cr. Claim-on-Cash <u>Credit Entry:</u> Dr. Claims-on-Cash Cr. Accounts Payable, Daily

Code	Purpose	Accounting Entries
069	Record compound journal entries.	<u>Debit Entry:</u> Dr. Various Cr. Claim-on-Cash <u>Credit Entry:</u> Dr. Claim-on-Cash Cr. Various

FMIS - SUMMARY OF SCREENS/TRANSACTION TYPES/DOCUMENTS

Screen	Functions	Trans Code	Type 0	Type 1	Type 2	Type 3	Type 4	Type 5	Type 6	Type 7	Type 8	Type 9
010	Budget	02n	Original budget	Revise the original budget	Transfer	Not valid	Not valid	Not valid	Carry forward PFY	Not valid	Not valid	future year budget as a memo item
		Ref No1	AAAnnnn	AAAnnnn	AAAnnnn				AAAnnnn			AAAnnnn
011	Encumbrance (Type 0 - 8 = encumber regardless of budget balance)	05n	All Others including VAX Feed	Purchasing Feed	Current week OH enc.	Payroll Encumb.	Reverse prev week OH enc.	Not valid	Encumb. from FIS	RCUH encumbrance	Reinstatement of encumbrance when is voucher deleted	
		Ref No1	A,B,C,E,F,G,H,K,L,M,N,P,R,T DOC#	A,B,C,E,F,G,H,K,L,M,N,P,R,T DOC#	Innnnnn (I with SLAcct#)	Wnnnnnn (SCOPISE) Ennnnnn	Innnnnn (I with SLAcct#)		Accept All	Znnnnnn	A,B,C,E,F,G,H,K,L,M,N,P,R,T DOC#	
012	Cash Receipts	03n	All Others	Dep B & G Collections to State	Not valid	P/R Reimb due to State	Receipts of Gen Reimb. Claims	Redemption of TCD/Sav	Receipts of Accounts Receivable	Not valid	Repay Student Loan Princ	DCS Bank Transfer In
		Ref No1	N/R	N/R		N/R	N/R	INV0nnn	Snnnnnn SAnnnnn Dnnnnnn		Pnnnnn (FIS Chk#) Qnnnnn (Impr) nnnnnn (Chk#)	TRFnnnn (nnnn=bank code)
		Ref No2	Unnnnnn Jnnnnnn	GSRnnnn Jnnnnnn nnnnnnn		JJJJJJ	GSCnnnn Unnnnnn Jnnnnnn nnnnnnn	Unnnnnn INV0nnn Jnnnnnn	Unnnnnn		Unnnnnn	J900601
013	Cash Disbursement	04n	All Others	Prepaid Voucher Feed (TC 161 in AP)	Contra State General Fund & Payment on Cross Campus JE	Payroll Accounting Feed - All Funds	Gen Reimb. Claims and advance (TC 164 in AP)	Investment in TCD	Record Returned Check (DM)	RCUH Payments	Check Payment Feed from AP	DCS Bank Transfer Out
		Ref No1	N/R	N/R	N/R	N/R	N/R	INV0nnn	Dnnnnnn	N/R	REQ	TRFnnnn (nnnn=bank code)
		Ref No2	REQ	GSRnnnn nnnnnn(Chk#) Jnnnnnn	SGRnnnn CCJnnnn Jnnnnnn	JJJJJJ	GSCnnnn Jnnnnnn Fnnnnn (SWV) nnnnnn (Chk#)	nnnnnn (Chk#) INV0nnn	Unnnnnn	N/R	nnnnnn (Chk#)	J900601
014	Journal Entry	06n	All Others	Non-cash transactions (accruals)	Override freeze status	Payroll adjustment	Financial Aid Trans Adjustment, e.g. Pell Grants, EOG, Student Loan	Not valid	AR adjustment or AR Feed	Not valid	AP feed	Refer Screen 025 - Compound JE - (CJE)
		Ref No1	N/R	Optional	N/R	NR	nnnnnn (Chk#) Unnnnnn		Snnnnnn SAnnnnn Dnnnnnn		REQ	

FMIS - SUMMARY OF SCREENS/TRANSACTION TYPES/DOCUMENTS

Screen	Functions	Trans Code	Type 0	Type 1	Type 2	Type 3	Type 4	Type 5	Type 6	Type 7	Type 8	Type 9
		Ref No2	Jnnnnnn	Optional	ICnnnnn, LCnnnnn RVnnnnn AWnnnnn Jnnnnnn	Jnnnnnn	Jnnnnnn		Jnnnnnn or blank for AR Feed		nnnnnnn (Voucher#)	
025	Compound JE- CJE (Spec Process Field)	069	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Adjustment within same campuses. Note: No cross campus JE
		Ref No1										Various
		Ref No2										Jnnnnnn, Tnnnnnn, Pnnnnnn
104	Regular Voucher	14n	All Others		Demand Check (always handled on a cash basis)				<i>Reserved for future - Refund of overpayment on AR invoice</i>	Invoice payments from Purchasing System	Recurring Payment	Create a separate check for each invoice/ voucher
		Ref No1	A, B, C, E, F, G, H, K, L, M, N, P, R, TDOC#, Numeric									(Use this for student loan checks)
108	Regular Credit Memo	15n	All Others									
109	Prepaid Voucher	16n	All Others	Transfer of B&G Collection to State Dir of Finance (Feed to FA with Trans. Code 041)		Gen Reimb Claims & Advance (Feed to FA with Trans. Code 044)		Investment in TCD (Feed to FA with Trans. Code 045)	Does not update the Check Recon File (e.g. recording of SWV)			
		Ref No1		Annnnnn		Annnnnn		INV0nnn				
		Ref No2		nnnnnn (Chk#)		nnnnnn (Chk#)		nnnnnn(Chk#)				
110	Void Check - Use this unless the check has already been reconciled. Automatic reversing entries	Retain a trans type used on the original trans.							Will not make adjustments to information in the Check Rec File but will adjust the voucher			

FMIS - SUMMARY OF SCREENS/TRANSACTION TYPES/DOCUMENTS

Screen	Functions	Trans Code	Type 0	Type 1	Type 2	Type 3	Type 4	Type 5	Type 6	Type 7	Type 8	Type 9
116	Prepaid Credit Memo	17n	All Others	Transfer of B,G&S Collection to State Dir of Finance		G&S Reimb Claims & Advance (Feed to FA with Trans. Code 044)		Investment in TCD	Does not update Check Recon			
		Ref No1		Annnnnn		Annnnnn		INV0nnn				

GALC and ORS use only:

Screen	Functions	Trans Code	Type 0	Type 1	Type 2	Type 3	Type 4	Type 5	Type 6	Type 7	Type 8	Type 9
016	Bank Transfer GAO (Spec Process Field)	090n	n/a	n/a	n/a	n/a	Receipts	Disbursements	n/a	n/a	n/a	n/a
		Ref No1					Optional	Optional				
		Ref No2					Jnnnnnn	Jnnnnnn				
015	Beginning Balances - GAO (Spec Process Field)	098	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/	Beginning Balance adjustment to fund balance.	n/a
		Ref No1									Optional	
		Ref No2									Jnnnnnn	