

# OFM Training

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## AGENCY FINANCIAL REPORTING SYSTEM (AFRS)

### SELECTING AFRS TRANSACTION CODES ADVANCED

**Class Description:** This two hour class looks at the important parts of an AFRS Transaction Code (TC) and explains the meaning of each part as it relates to selecting a TC for an accounting event. The class presents a process or sequence of factors to consider when selecting a TC. Emphasis is on preparing correcting entries by selecting the proper General Ledger (GL) Accounts. In the last part of the class participants complete practice exercises to select a TC.

**Target Group:** This class is for an AFRS user that has knowledge about creating an AFRS transaction code. This class is for an AFRS transaction code preparer that would like to understand how the transaction code works and how to create a correcting entry. This class follows the two hour class titled Selecting AFRS Transaction Codes Beginning.

**Class Objectives:** At the conclusion of this class, participants should be able to:

- Read the TC fields and understand how to select a transaction code for various accounting events.
- Understand the process to create a correcting TC entry in AFRS.
- Take the knowledge / skills back to their agency to assist other staff.