

OFM Training

AGENCY FINANCIAL REPORTING SYSTEM (AFRS)

SELECTING AFRS TRANSACTION CODES – INTRO LEVEL

Class Description: This two hour class covers AFRS Transaction Codes (TC), how they are used in accounting transactions and the common TCs needed at a WA state finance office. Emphasis is on preparing original entries by using 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 taken the Intro to AFRS class, has some basic accounting knowledge and wants to know more about the list of transaction codes they have at their desk.

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

- Understand what the common Transaction Codes do and where to find them in AFRS for various account events,
- Understand the relationship of TC to General Ledger account,
- Understand Subsidiary Accounts needed for some transactions
- Know a basic skill level about the TC table in AFRS

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