

Commonly Used Transaction Codes:

[Expenditure](#), [Expenditure Adjustments](#), [Cash Receipts](#), [Appropriations and Budgeting](#), [Cash Disbursement](#), [Encumbrances](#)

Expenditure Transaction Codes

230	<u>Expenditure Not Encumbered</u> Record an expenditure that has not been previously encumbered. Automatic warrant to be created	Approval Level 3
236	<u>Expenditure Previously Encumbered</u> Record an expenditure against an encumbrance. If the expenditure is the final payment, an "F" must be put in the MOD (Modifier) field.	Approval Level 3
240	<u>Payment Of Interagency Bill Not Encumbered</u> Record an expenditure against an Interagency Billing (IAB). A 2nd agency (billing agency) and subsidiary are required. Enter the current document number from section A of the bill in the Invoice field.	Approval Level 3
241	<u>Payment Of Interagency Bill Previously Encumbered</u> Record an expenditure against an Interagency Billing (IAB) that was previously encumbered. A 2nd agency (billing agency) and subsidiary are required. Enter the current document number from section A of the bill in the Invoice field.	Approval Level 3

Expenditure Adjustment Transaction Codes (Also see Encumbrances)

268	<u>Payroll Expenditure Adjustment (Reduction)</u> Reverse payroll expenditures that have been recorded to the wrong classification structure. Requires a PCN number and a sub-object in the 4000 range and must be used with TC 269	Approval Level 3
269	<u>Payroll Expenditure Adjustment (Post a Payment)</u> Record payroll expenditure to the correct classification structure that were reversed with TC 268. Requires a PCN number and a sub-object in the 4000 range	Approval Level 3
27A	<u>Expenditure Adjustment (Reverse Payment to Vendor Payment File)</u> Reverse expenditures that have been recorded to the wrong classification structure. Use with a TC 27B	Approval Level 3
27B	<u>Expenditure Adjustment (Post a Payment to Vendor Payment File)</u> Record expenditures to the correct classification structure that were previously reversed with a TC 27A.	Approval Level 3

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270	<u>Expenditure Adjustment (Reduction)</u> Reverse expenditures that have been recorded to the wrong classification structure. This TC must be used in conjunction with TC 271. (This TC does NOT post to the Vendor Payment File – if needed use TC 27A.)	Approval Level 3
271	<u>Expenditure Adjustment (Charge)</u> Record the expenditure with the correct PCA, index or sub-object backed out with TC 270. (This TC does NOT post to the Vendor Payment File – if needed use TC 27B)	Approval Level 3

Cash Receipt Transaction Codes

027	<u>Receipt to Appropriation</u> Record a receipt to an appropriation. Used to record cash received from the sale of an asset or receipt of insurance settlement. Increases the appropriation amount.	Approval Level 8
101	<u>Cash Receipt of Revenue (Unbilled)</u> Record basic revenue receipts. (Posting to a grant or project is optional). To post to Grants/Projects you could use either TC 439, 440 or 441	Approval Level 3
102	<u>Deposit of Sales Tax Payable (St Tax Comm)</u> Record the deposit of sales tax collected and the related liability. Use TC 10C to record the portion of sales tax levied by a county.	Approval Level 3
105	<u>Refund From Vendor For Cur Yr Overpayment</u> Record the receipt of cash due to an overpayment of an expenditure during the current fiscal year	Approval Level 3
106	<u>Refund From Vendor For Prior Yr Overpayment</u> Record the receipt of cash due to an overpayment of an expenditure from a prior year	Approval Level 3
108	<u>Cash Receipt Of Undistributed Money (Suspense)</u> Record the collection and deposit of cash when actual distribution is unknown. This TC posts to the suspense GL account (2402). Monies must be re-distributed (TC 108R/108) once determined. If adjustment posts to the same fund – use TC 109 to classify	Approval Level 3
109	<u>Reclassify Suspense Deposit As Revenue (Same Fund)</u> Reclassify a suspense deposit recorded with TC 108 when using the same fund.	Approval Level 3

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10P	<u>Record The Reimbursement Of Payroll Costs</u> Record third party reimbursement of payroll costs.	Approval Level 8
10R	<u>Record The Reimbursement Of Third Party Reimbursements</u> Record third party reimbursement of Operating Cost. Use TC 105 for current year Vendor Payment refunds.	Approval Level 8
110	<u>Record Treasurer's Sweep Of Cash Into Suspense</u> Re-classify suspense receipts as revenue. If the re-class is to a different fund, then use TC 110R and another revenue receipt TC.	Approval Level 3
112	<u>Record Cash Receipt From Traveler – Cash Advance By Warrant</u> Record a cash receipt from a traveler due from a cash advance by warrant.	Approval Level 3
439	<u>Record Cash Receipt Of Project Monies (No Grant)</u> Record a revenue receipt to a project.	Approval Level 3
440	<u>Record Cash Receipt Of Grant Monies (No Project)</u> Record a revenue receipt to a grant	Approval Level 3
441	<u>Record Cash Receipt Of Grant And Project Monies</u> Record a revenue receipt to a grant and project.	Approval Level 3

Appropriation and Budget Transaction Codes

010	<u>Original Appropriation</u> Record an original appropriation	Approval Level 8
015	<u>Supplemental Appropriation</u> Record a supplemental appropriation. The posting of this TC will increase the available balance.	Approval Level 8
025	<u>Non-Cognizable Funds Appropriation</u> Record an appropriation for non-cognizable funds	Approval Level 8
027	<u>Receipt To Appropriation</u> Record a receipt to an Appropriation. Records cash rec'd from the sale of a capital asset or receipt of insurance proceeds.	Approval Level 8
030	<u>Object Transfer Of Appropriation Between Object Levels</u> Transfer an appropriation/allocation between objects. This TC will increase the available appropriation balance within an object. Must be used with a corresponding TC 030 Reversal. All Object Transfers must net to zero	Approval Level 8

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031	<u>Activity Transfer Of Appropriation Between Functions</u> Transfer an appropriation between functions. Must be used with a corresponding TC 031 Reversal. All Function Transfers must net to zero	Approval Level 8
080	<u>Expenditure Financial Plan Only</u> Record or adjust an Expenditure Financial Plan. Use a reverse indicator to decrease an Expenditure Financial Plan	Approval Level 3
081	<u>Activity Transfer Of Allocation & Financial Plan – Budget Unit</u> Adjust allocations and financial plans between functions. This will increase the balance. Use the reverse indicator to decrease balances	Approval Level 3

Cash Disbursements Transaction Codes

223	<u>Cash Advance To Traveler - Warrant</u> Creates a warrant advance with Document File Posting. Use TC 224 to apply travel expenses toward the advance (document) Use TC 112 when traveler has to refund any part of the advance (document)	Approval Level 3
280	<u>Refund Of Suspense – Cash Disbursement</u> Used to refund money back for a deposit that was posted to GL2402 (Suspense) with a TC 108. Vendor name and address must be input.	Approval Level 3
281	<u>Disbursement Of Sales Tax To Tax Commission</u> Used to pay sales tax collected and recorded with a TC 102.	Approval Level 3
283	<u>Refund Of Revenue</u> Creates a warrant to refund money that was recorded as revenue.	Approval Level 3

Encumbrance Transaction Codes

215	<u>Encumbrance Not Previously Pre-Encumbered</u> To record a purchase order and MERS if not previously pre-encumbered.	Approval Level 3
220	<u>Adjust An Encumbrance</u> Increase the amount on an existing encumbrance. Use the reversal indicator to decrease the amount	Approval Level 3
225	<u>Cancel An Encumbrance</u> Used to cancel an encumbrance. On a prior year encumbrance, the fiscal year must be on the transaction. .	Approval Level 3

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235	<u>P-Card Expenditure Previously Encumbered, Vendor Required</u> Record an expenditure that was previously encumbered.	Approval Level 3
236	<u>Expenditure Previously Encumbered</u> Record an expenditure that has been previously encumbered. Warrant created	Approval Level 3
241	<u>Payment Of Interagency Bill Previously Encumbered</u> Record direct payment of IAB that has been previously encumbered.	Approval Level 3
27C	<u>Encumbrance Expenditure Adjustment (Update Vendor Payment File)</u> Use for encumbrance adjustments that post to the vendor payment file	Approval Level 3
273	<u>Encumbrance Expenditure Adjustment (No Vendor Payment File Update)</u> Use for encumbrance adjustments that do not need to post to the vendor payment file	Approval Level 3