Section 11.05
# TRANSACTION CODES

Transaction codes are three (3) characters in length. With the exception of budget transactions and the 059 encumbrance processing, only the first two characters for a transaction are significant as to how FAMIS will process the transaction. The last character essentially works as a user reference to further describe the transaction.

**02x Entries – Budgets**
Maintaining budget data allows comparison of planned income, allotments and expenditures to actual results. In addition, budget controls can restrict the entry of transactions when the account does not have sufficient funds to cover the expense.  Budgets are updated real-time and also allow control of future expenditures and encumbrances.

**TC = 020**
Establishes an Original Budget

**TC = 021**
Process a Revision to the Original Budget

**TC = 022**
Transfer Budget from one Account to Another

**TC = 027**
Carry Forward Budget. This is often used for Project Accounts.

**05x Entries – Encumbrances**
Encumbrance transactions enable recognition of funds that are committed for a certain purpose before the actual payment or expenditure is made. FAMIS maintains these commitments on the related account's budget balance.
An encumbrance reduces the account's budget balance availability and generates a commitment record in the open commitment (OC) file.

**TC = 05X** (where X can be a value between 0 and 9)
Encumber funds for a particular purpose.  An encumbrance is normally generated when a purchase order is entered into the purchasing module of FAMIS.

**03x Entries – Receipts**
Cash receipts transactions reflect money received by the university.  Receipts may be posted to General Ledger (GL), Subsidiary Ledger (SL), Support Accounts or Bank accounts. FAMIS recognizes receipts as credits to the account on the transaction. The default is 'C' - Credit. An offsetting debit to cash is automatically generated.

**TC = 03X**
Transaction codes 030-037 are used to show receipt of funds through general receipts, electronic funds transfers, student system, etc.

**TC = 038**
Transaction code 038 represents Payroll Interpart Transfers.

**TC = 039**
Transaction code 039 represent Interpart IDT's. Posting with this TC will mean a credit to the selling department and a disbursement to the buying department.

**04x Entries – Disbursements**
Disbursement transactions reflect money paid out by the university. These transactions are non-vouchered disbursements – accounting entries only with no check or voucher produced. All vouchered disbursements are entered by Accounts Payable using transaction codes listed later in this section.

One example of a non-vouchered disbursement transaction using this range of transaction code is the recording of bank interest charges.  Disbursements may be posted to General Ledger (GL), Subsidiary Ledger (SL), Support Accounts (SA) or Bank accounts.

**TC = 04X**
Transaction codes 040 – 044 are used to show non-vouchered disbursements of funds.

**TC = 045**
Transaction code 045 indicates miscellaneous cash disbursements.

**TC = 046**
Transaction code 046 indicates a change in source of funds.

**TC = 047**
Transaction code 047 indicates an accounts payable check void.

**TC = 048**
Transaction code 048 indicates accounts payable disbursements (normally found on general ledger accounts with account control 2100).

**TC = 049**
Transaction code 049 indicates payroll disbursements.

**06x Entries - Journal Entries**
Journal entry transactions are used to make corrections or adjustments to two or more accounts or to make accounting entries that require the direct posting of an amount to two separate

accounts. Journal entry transactions are referred to as "double sided" because they require both a debit and credit account.

To affect cash or fund balance, the entry must be made to a Fund Addition or Fund Deduction account control. (See the TAMUS approved list of account controls). Cash and Fund Balance will be indirectly updated through these transactions.

**TC = 060**

A transaction code of 060 indicates a journal entry for an Interdepartmental Transfer or automated journal entry.

**TC = 063**

Transaction code 063 indicates journal entries from student feed.

**TC = 062**

A transaction code of 062 will override the frozen status of an account and post the dollar amount.

**TC = 064**

Transaction code 064 indicates journal entries from payroll feed.

**TC = 065**

Transaction code 065 indicates journal entries from Accounts Receivable. This is used when setting up receivables.

**TC = 066**

Transaction code 066 is used for journal entries from Fixed Assets.

**TC = 068**

Transaction code 068 indicates journal entries from Accounts Payable.

**TC = 069**

A transaction code of 069 indicates a compound journal entry. A compound journal entry is a series of journal entries where the individual debit and credit amounts are not the same, but the total of debits equals the total of credits.

**098 Entries - Beginning Balances**

Posting beginning balance transactions is primarily an implementation task. Once the accounts are set up, beginning balances from existing accounts must be loaded to FAMIS. In subsequent years, beginning balances are automatically transferred from one year to the next year during the year-end cycle. However, beginning balance entries may be necessary at any time to correct or modify beginning balances or project brought forward entries.  A transaction code of 098 indicates a beginning balance entry.

**090 Entries - Bank Transfers**
FAMIS will record bank transfer transactions of moneys from one memo bank to another, for example, to reflect actual cash movement through wire transfers. A transaction code of 090 indicates a bank transfer entry.

**14x Entries - Regular Vouchers**
Vouchers have transaction codes of 140 to 149.

**TC = 140** Regular Voucher

**TC = 141** Regular Voucher

**TC = 142** Produces a Separate Check

**TC = 149** Produces a Separate Check.

**TC = 143** State Travel Vouchers

**TC = 147** Revolving Voucher

**TC = 148** Change Source of Funds

**15x Entries - Credit Memos**
**TC = 15x** Credit Memo

**16x Entries - Prepaid Vouchers**
**TC = 160-169**
Prepaid vouchers

**17x Entries - Prepaid Credit Memo**
**TC = 170-174**
Prepaid vouchers

**TC = 177-179**
Prepaid vouchers