

SECTION 15. PREPARATION OF AF FORM 1730, TRANSMITTAL REGISTER TRANSCRIPT**15.1 TRANSMITTAL REGISTER TRANSCRIPT (TRT) LAYOUT.**

The TRT layout consists of 26 data elements and data use identifier fields of varied sizes for multiple uses. This flexible layout accommodates all GAFS transactions with a minimum amount of input data. While input via the CRT remote directly from source documents is more desirable, the TRT is an excellent input media for the system and accommodates all data elements, account structures, and codes in the system. Each record field and its contents are described in more detail in the following paragraphs. For additional detail, see section 5 and DFAS-DE 7010.1-R.

15.2 ACTION CODE (FIELD 1).

A 2-position alpha field followed by a comma (paragraph 5.4) indicates the action required. Use this code to input transactions for updating accounting records or to inquiry the status of records. The action codes are as follow:

a. CR - Create Responsibility Center Manager Record (RCMR). Use this action to establish a new RCMR.

b. FD - Finalize DSR. Use this action code when the DSR balance field (decrease) is to be reduced to zero. For example, a commitment was posted and is now stored on disk in the amount of \$100. A purchase order for \$85 completes the commitment requirement. Action code FD and post code CO with the amount of \$85 are entered via the CRT. The DSR addressed is updated to show \$85 as an undelivered order outstanding and reduces the commitment balances from \$100 to zero. This action code permits two balance fields to be adjusted in different amounts by a single transaction when the field to be decreased is to be reduced to zero. Action code FD is not programmed for use with only one Bal-ID or no money amount. The reply will identify the amount of the reduction to the balance field indicated in the minus Bal-ID field of the post code.

c. GL - General Ledger Update. Use this action code when processing transactions, which affect general ledger balances only. Enter the appropriate AFO code followed by an "X" in field 4, amount in field 5, document number in field 6, debit GLA in field 10, or credit GLA in field 12, followed by all indicative accounting data required. No disk records are updated. Daily transaction records created are subsequently written to current month transaction file for report preparation.

d. I - Inquiry. Use the following action codes to inquire data or dollar status for online or offline addressable or nonaddressable records. Inquiry procedures are described in section 20.

- (1) ID--DSR inquiry.
- (2) IF--FSR inquiry.
- (3) IM--Offline RCM inquiry.
- (4) CQ--CSR inquiry.
- (5) IP--PSR inquiry.
- (6) IR--RCM inquiry.
- (7) IT--Daily Transaction File inquiry.

e. K - Kill Record. Use the following action codes to delete records from disk:

- (1) KC--delete CSR.
- (2) KF--delete FSR.
- (3) KP--delete PSR.
- (4) KR--delete RCMR.

NOTE: Kill procedures are in section 21. DSRs are programmatically deleted after all open balances are cleared unless a document save indicator (DSI) is present.

f. MM - Miscellaneous MAFR Transaction. Use this action code to process transactions, which do not affect your own accounting records. Also, to process transactions for MAFR reporting of open allotments, for-others, adjustments, and general, special, and trust fund receipt accounts (MAFR category codes C, E, F, N, T, U, W, X, and Y).

g. NC - Create CSR. Use this action code to establish a new CSR. The detail procedures used to establish CSRs are in section 12.

h. NF - Create FSR. Use this action code to establish a new FSR. The detail procedures used to establish FSRs are in section 12.

i. O - Limitation Override. Use action code OP or OD (depending on the lowest level record being addressed) to bypass the program edits, which are made against certain amount limitations. Normally, if a transaction results in a balance which exceeds a limitation, a management notice is displayed identifying what limitation has been exceeded and the excess amount. If the transaction is an unobligated commitment (Bal-ID C), or represents the input of budget data (e.g., quarterly expense authority), the transaction is rejected with a

message stating the cause of rejection. If the transaction must be posted, use OP or OD as applicable. This causes the transaction to bypass the limitation edits and be accepted. All input transactions resulting from batch processing of output from supporting computers are automatically assigned action code OP or OD, as applicable, to prevent reject notices solely because limitations are exceeded.

j. PF - Create PSR. Use this action to establish a new PSR. Detailed procedures to establish PSRs are in section 12.

k. Q - Record Data Change. Use action code QD to change indicative data relative to certain DSRs. Use action code QF or QP to change permanent indicative data at the FSR or PSR level. Use action code QL to change the linkage of an FSR from one CSR to another. Detail procedures for correcting data element codes and changing linkage are contained in section 21.

l. R - Requirement for Negative Balance. Use action code RP or RD (depending on the lowest level record being addressed) to reduce a balance field (except disbursement E and collection R) below zero. Normally, balances other than disbursements and collections may not be updated to reflect a negative balance. Exceptions such as undelivered orders, refunds due, and stock fund sales returns are posted by use of action code RP or RD, as applicable.

m. TM - Miscellaneous Correction Transaction. Use this action code to process RCS HAF-ACF(W)7112 correction transactions. Detailed procedures are contained in section 36 (MAFR category codes C and U).

n. X - Normal Action. Use action code XP or XD (depending on the lowest level record being addressed) for processing transactions, which do not require special action.

o. DP - Simultaneous Authority Update. Use this action code to update both the annual and quarterly obligation, or expense authority fields. Use post code BA, GH, or JW in a single transaction to change both fields simultaneously to the desired amount. Cite the desired amount in the transaction. The program overlays the old amount and creates two transaction-out records, which contains the net change between the old and new amounts. This precludes any need for manual computation of net increases and decreases. Do not use this action code to update amounts in fund type E, K, R, S or T, or transactions backdated to the prior month.

p. AL - Add Linkage. Use action code AL to add CSR linkage to FSRs. Detail procedures for adding linkage are contained in section 21.

q. B - Bypass Edits. Use action code BF or BP (depending on the level record being created) to bypass the online edits which are made for validity, compatibility, and presence of data elements.

r. ZP - Bypass Edits and MART Validation. Use action code ZP to bypass the online edits, which are made for validity, compatibility, and presence of data elements. In addition, online MART validation edits are also bypassed.

s. Z - MART Validation Override. Use action code ZF to establish a new PSR and to override MART validation edits. Also, use to override MART validation edits to process miscellaneous MAFR transactions (MAFR category codes C and U).

t. VM - Miscellaneous MAFR Correction Transaction Override. Use this action code to process RCS HAF-ACF(W)7112 correction transactions and to override MART validation edits (MAFR category codes C and U).

15.3 CSR, FSR, PSR OR DSR ADDRESS (FIELD 2).

A 7-character alphanumeric address identifies the IAS location of the CSR, DSR, FSR, or PSR being queried or updated. Indicate the lowest level record being addressed (e.g., DSR) in this field. Input the site code in the CSR address, or in the FSR address if no CSR is required when creating a new address.

15.4 FSR OR PSR ADDRESS (FIELD 3).

A 7-character alphanumeric address identifies the IAS location of the FSR or PSR being queried or updated.

15.5 POST CODE (FIELD 4).

A 2-character alphanumeric code is used to identify the AFO, fund type, or Bal-ID. This data field consists of the following:

a. AFO-Identifier Code (Post Code, position 18). This 1-digit numeric code segregates records, transactions and reports of multiple AFO codes with action code CR, GL, MM, NC, or NF.

b. Fund Type Code (Post Code, position 19). This 1-letter alpha code designates the type of funds and level of accounting to which a transaction or record applies. Use this action code to establish FSRs. Section 13 identifies the various fund type codes used with action code NF and the appropriate AFO code to establish FSRs.

c. Balance-Identifier Codes (positions 18 and 19). Enter the appropriate Bal-ID code in position 18, field 4, when necessary to decrease a field balance, and in position 19 when necessary to increase a field balance. Paragraph 5.4c lists each code with its descriptive title.

15.6 AMOUNT (FIELD 5).

A 10-digit numeric field indicates the dollar amount of the transaction. This field is right-justified. Identify increases or decreases by placement of the Bal-ID code in the minus (-) or plus (+) fields of the post code. Do not use alpha or special characters. If posting is for amounts exceeding \$99,999,999.99, use unique frame AMTS1 or AMTS2 (attachment 3).

15.7 DOCUMENT IDENTITY TYPE NUMBER (FIELD 6).

This 21-character alphanumeric field identifies the individual document being processed.

a. Documents using procurement instrument identity number (PIIN) (see DAR 20-203.1) are entered as follows:

<u>POSITION</u>	<u>DATA ELEMENT</u>	<u>ONLINE EDITS</u>
30	DoD Department	Alphanumeric, blank, or special character.
31-35	Contract Station Number	Alphanumeric, blank, or special character.
36-37	Year	Alphanumeric, blank, or special character.
38	Document Type--Accounting	Alphanumeric or blank.
39-42	Sequential Serial Number of Document	Alphanumeric; positions 39-48 cannot be all blanks; the dash (-) is the only special character allowed.
43-46	Supplementary Document Number	See positions 39-42 edits.
47-48	Contract Modification Number/Accounting Classification Reference (ACRN)	See positions 39-42 edits.

<u>POSITION</u>	<u>DATA ELEMENT</u>	<u>ONLINE EDITS</u>
49	Document save indicator "X" indicates the DSR is not automatically killed when there are no open balances (or Bal-ID E for fund type K DSR)	Blank or X.
50	Blank	Blank.

b. The following format is used either for documents such as TRs, GB/Ls, etc., which do not have a PIIN reference or as an alternative to the formal format in subparagraph a. Documents not using PIIN references are entered as follows:

<u>POSITION</u>	<u>DATA ELEMENT</u>	<u>ONLINE EDITS</u>
30-37	Optional data to simplify document reviews	Alphanumeric, blanks, and special characters.
38	Document Type--Accounting	Alphanumeric or blank.
39-48	Document Number. If FY is entered, record it in the high-order position of the document number field. Optional data or zeros may be entered in unused fields to simplify open document reviews	Alphanumeric; cannot be all blanks; the dash (-) is the only special character allowed.
49	Document save indicator "X" indicates DSR is not automatically killed when there are no open balances (or Bal-ID E for fund type K DSRA)	Blank or X.
50	Blank	Blank.

c. A 1-position alphanumeric code in position 38, field 6, identifies the type of document being processed. This code does not apply when entering payments or collections. The code is used to separate documents having the same number. Document type "Y" is used to bypass normal procedures, and prevents establishing a new DSR even though document data is entered in field 6. Paragraph 5.4g lists all

document types. Documents which have PIIN numbers may be entered using an abbreviated document identity number, and the document type code. This informally established document number may be used as an alternative to the full PIIN identified in subparagraph a.

15.8 MAFR DATA (FIELD 7).

This 22-character alphanumeric data field contains disbursement and collection transaction data. When a data element is not required, leave blank. The position and data elements are identified as follow:

<u>POSITION</u>	<u>DATA ELEMENT</u>	<u>ONLINE EDITS</u>
35-37	Partial Payment Number	Alphanumeric and blanks.
38-40	IBP Code	Alphanumeric and blanks.
41-48	DOV Number	Alphanumeric; blank allowed in position 43.
49	By-Others Identifier, Inter-fund Billing Identifier, or Receipt Account Identifier	Addressable - blank, G, I, or O. Nonaddressable - blank, I, or Z.
50	MAFR Category Code	Addressable - A, B, S, T, or 9. Nonaddressable - C, E, F, G, J, N, P, Q, R, U, W, X, or Y.
51-52	UOC code if applicable (see DFAS-DE 7220.2-R)	Alphanumeric, blank, or special characters. See section 29.
53-56	For-Others ADSN	Addressable - must be compatible with address. Nonaddressable - numeric or all blanks.

a. Partial Payment Number (positions 35-37, field 7). A 3-digit numeric field identifies the partial payment number on the individual disbursement voucher. If partial payments do not apply, leave blank. Right-justify data in this field.

b. International Balance of Payments (IBP) Country and Category Code (positions 38-40, field 7). A 3-character alphanumeric field identifies IBP transactions. The first two positions identify the country affected by the transaction and the third position identifies the category of the transaction.

c. Disbursing Officer's Voucher (DOV) Number (positions 41-48, field 7). An 8-character alphanumeric code identifies the number assigned to each disbursement or collection voucher processed through a disbursing officer's field accounts. Establish DOV numbers as follows:

(1) The first position of a collection voucher number must be "C" followed by the PC code.

(2) The first position of a disbursement voucher is the PC code.

(3) If the assigned number is less than eight positions, use zeros between PC code and actual number to fill the field; e.g., S0006546, CS000029, etc.

(4) When processing by-others transactions from the DFAS-DE register of transaction by-others (DFAS-DE-7010.1-R, chapter 27), establish the DOV as follows:

<u>POSITIONS</u>	<u>SPECIAL INSTRUCTION</u>
41-43	Alphanumeric cycle number; blank allowed in position 43.
44	Year.
45-48	Transaction line number (prefix with zeros).

(5) When processing 7138 by-others transactions from the Daily Audit List of transactions (figure 27-6) establish the DOV as follows:

<u>POSITIONS</u>	<u>SPECIAL INSTRUCTION</u>
41-43	Numeric cycle number.
44-48	Transaction line number (prefix with zeroes).

(6) When processing by-others transactions from USAFAC DA Forms 14-94, Daily Register of Meal Tickets and Transportation Transactions, establish the DOV as follows:

<u>POSITIONS</u>	<u>SPECIAL INSTRUCTION</u>
41-43	Alphanumeric.
44	Year.
45-48	Transaction line number.

(7) When processing by-others transactions from the daily ANG summary of by-others transactions (figure 27-10) processed by the host AFO, enter the voucher number as follows:

<u>POSITIONS</u>	<u>SPECIAL INSTRUCTION</u>
41-43	Last three digits of effective Julian date processed by the host AFO.
44	PC code or "C" if collection voucher.
45-48	Last four digits of voucher number (position 5 is PC code if collection voucher, and 6-8 are last three digits of voucher number).

(8) By-Others Adjustments are processed using OF Form 1017G (DFAS-DE-7010.1-R, chapter 15) or SF 1081 (DFAS-DE-7010.1-R, chapter 27) to correct accounting classification errors to incoming by-others transactions, establish the entry using frames TRT1 or MISC1 as follows:

<u>POSITIONS</u>	<u>SPECIAL INSTRUCTION</u>
30-32	Alphanumeric cycle number.
33	Blank.
34-37	Transaction line number (prefix with zeros).
38-40	Blank.
41-48	Journal voucher number as DOV number for both disbursements "F" and collections "X".

(9) When processing buyer's interfund bills, establish the DOV as follows:

<u>POSITIONS</u>	<u>SPECIAL INSTRUCTION</u>
41-43	Remote identifier (RID).
44-48	Bill number.

(10) When processing MAFR transactions using the Centralized Disbursing process, the disbursement and voucher collection number must be input as follows:

<u>POSITIONS</u>	<u>SPECIAL INSTRUCTION (DISBURSEMENT)</u>
41	Functional Area.
42	OPLOC Code.
43	Site Code.
44	Alphanumeric.
45-48	Numeric.

<u>POSITIONS</u>	<u>SPECIAL INSTRUCTION (COLLECTION)</u>
41	"C".
42	Functional Area.
43	OPLOC Code.
44	Site Code.
45	Alphanumeric.
46-48	Numeric.

d. By-Others Identifier (position 49, field 7). A 1-letter alpha code (transaction type) "G" used by ANG units to process transactions paid by the host AFO, or "O" for all other disbursement or collection transactions paid by-others.

e. Interfund Billing Identifier (position 49, field 7). A 1-position alpha code (transaction type) "I" identifies interfund billing transactions.

f. Receipt Account Identifier (position 49, field 7). A 1-position alpha code (transaction type) "Z" identifies a receipt account transaction. Use this code to separate receipt account transactions

when preparing the monthly appropriation summary ledger and MAFR reports.

g. Management Notice Option Code (position 49, field 7). A 1-position alpha code (B , F, or P) is used to suppress management notices at PSR level, or reject messages at FSR level. Management option code "B" in CSR record will suppress management notices for prior years. See figure 16-1. Management and reject notices are not suppressed for commitments.

h. MAFR Category Code (position 50, field 7). A 1-position alpha code identifies the type of disbursement or collection transaction. Use this code in MAFR reporting to DFAS-DE. Enter this code on all disbursement and collection transactions. Use a numeric 9 in the MAFR code field to bypass inclusion of MAFR records when non-MAFR transactions update the disbursement or collection fields of records.

i. For-Others ADSN (positions 51-56, field 7). A 6-digit field for entering the ADSN on for-others payments. Use this field to enter an ADSN in for-others transactions as follows:

(1) Enter ADSN for all for-others transactions citing Air Force (except MAFR category Y transactions), Army, and DOD appropriations and funds.

(a) For Air Force host AFOs, the last two digits are zeros.

(b) For Air Force agents, other than host AFOs assigned separate ADSNs, the last two positions must have one or more digits other than zero.

(c) For Army and DoD accountable or fiscal stations of less than six digits, precede with zeros.

(2) Leave this field blank when entering appropriations and funds of the Navy, Marines, and Coast Guard. However, if the online ADSN edit is encountered, an ADSN must be entered.

(3) Leave this field blank when entering transactions applicable to CMA (except Army special open allotments which cite a specific fiscal station number), and receipt account transactions.

j. Unit of Currency Code (positions 51-52, field 7). A 2-position alphanumeric or special character locally assigned to identify each foreign currency exchange rate. Enter code when DSR established for foreign currency obligations. Otherwise, leave blank. See section 29.

15.9 PROGRAM ELEMENT (FIELD 8).

A 6-character alphanumeric code identifying the overall DoD programming, budgeting, and accounting structure of the DoD 5-Year Defense Program. It represents a combination of people, equipment, and facilities, which together constitute an identifiable military capability or support activity (e.g., a B-52 squadron). These codes represent elements of the DoD 5-Year Defense Program.

15.10 DoD FUNCTIONAL CATEGORY (FIELD 9).

A 2-digit numeric code identifying the function incurring the expense.

15.11 BUDGET PROGRAM ACTIVITY CODE, ADVANCE AND PROGRESS PAYMENT CC, PROJECT AND SUBPROJECT, MAP PROJECT AND COUNTRY CODE, FMS CASE AND COUNTRY CODE, DEBIT GENERAL LEDGER ACCOUNT (FIELD 10).

This is a 6-character field identifying one or more of the following data items:

- a. Enter the 6-character alphanumeric code for budget program activity code (BPAC) from accounting documents. This code accounts for subdivisions of procurement and RDT&E funds. Enter the 6-digit program element code in this field for either Army 21*2020 or Army 21*2040.
- b. Enter the 4-digit numeric advance and progress payments CC code in positions 61-64 when you establish PSRs for advance and progress payments (991X and 994X). Otherwise, leave blank for fund codes 30, 54, and 58.
- c. Enter the 4-digit project in positions 59-62, field 10.
- d. Enter the 3-digit project in positions 60-62, field 10.
- e. Enter the 2-digit subproject in positions 63-64. Precede a single-digit subproject with a zero. Leave blank, if not applicable.
- f. Enter the last 6-digits of the payroll office when entering MAFR category code "W" transactions for deposit fund account 24X8135.800X and 57F3886.60XX. For example, if the payroll office number is 57-502000, enter 502000 in positions 59-64.
- g. Enter the MFP/BA code in positions 59-60 for all for-others payments pertaining to fund classifications in the accounting system for operations (fund codes 30, 54, and 58) in the BPAC field instead of the detailed RC/CC field. In addition to MFP/BA, for advance payments (991X) and progress payments (994X), enter the advance and progress payments in positions 61-64.
- h. All fund code 30 centrally managed allotment (CMA) transactions (MAFR code E or W) require MFP A8 or B8 in positions 59-60, and the last 4-digits of the applicable RC/CC codes in positions 61-64 (AFMAN 65-604). For example, if RC/CC code is 044801, enter as A84801.

EXCEPTIONS:

(1) Cite MFP 07 for aviation fuel transactions charged to fund code 30, OAC 33, ADSN 380100, and MFP 07 for-other personnel costs acceleration factor credited to fund code 30, OAC 45, ADSN 380100. Enter MFP in positions 59-60, and zero-fill positions 61-64.

(2) For those civilian pay transactions authorized in AFSCM 65-366, volume I, section 9, pertaining to satellite AFO operations and for-other personnel costs acceleration factor credited to fund codes 30, OAC 45, RC/CC 072896, ADSN 380100, enter the applicable MFP in positions 59-60. Enter the last 4-digits of the applicable RC/CC codes in positions 61-64.

(3) When entering the foreign currency variance to fund code 30, enter the applicable country code in positions 59-60, and zero-fill positions 61-64.

i. AFMC Depot Maintenance Management Information System (DMMIS) will use positions 59-64 (BPAC field) for fund types R and S, enter general ledger account codes (GLACs).

j. AFMC will use positions 71-79 to enter Resource Control Centers (RCC) for fund types R and S.

k. Enter FMS master case code as identified on the DD Form 1513 in positions 60-62, and add applicable FMS country code in positions 63-64. If fund code is 4E, 4F, 4U, or 4Y, enter FMS contract/noncontract code in position 59; otherwise, leave position 59 blank.

l. Enter the full project and subproject for the following entries:

(1) AF Reserve military personnel (fund code 50) and ANG personnel (fund code 56) appropriations.

(2) AF CMA for other than fund code 30. However, do not enter project or subproject for P510 and P530, or subproject for P550 and P561.

(3) For-others transactions affecting IBP according to DFAS-DE 7010.1-R, figure 31-1.

m. Enter project only (no subproject) for the following:

(1) Army and OSD open allotments. (Exception is 97*0102.01--leave project blank.)

(2) For-others transactions that cite Air Force appropriations or OSD appropriations allocated to the Air Force.

(3) For-others transactions affecting IBP according DFAS-DE 7010.1-R, figure 31-1.

(4) Disbursements and reimbursements for military pay and allowances:

(a) Programs 510 and 530 at program level. Use unique projects 51A, 51B, 53A, and 53B when entering CMA reimbursements along with unique 3-digit sales codes. See paragraph 15.14.

(b) Programs 550 and 561 at project level.

(c) Project and subproject level for 57 through 58.

(d) Project 999 at project and subproject level.

n. When entering Air Force MAP transactions, enter 2-digit country code in subproject field, positions 63-64.

o. When entering DoD agency funds accounted for locally, enter the FY in position 59.

p. Leave the entire field blank when entering for-others transactions not included in paragraphs 15.11i and 15.11j.

q. Enter the 3-digit general ledger account (GLA) to be debited in positions 60-62 with subsidiary general ledger accounts recorded in positions 63-64. Leave position 59 blank. If entering only at the GLA level, leave positions 63-64 blank.

r. When entering Defense Mapping Agency (DMA) transactions, enter OAC and OBAN in positions 59-62.

s. The 5-position expenditure account code is entered in positions 60-64, and a 3-position code in positions 60-62.

15.12 EEIC, MPC, TASK, ARPA NUMBER, BAAN, SRAN, ARMY-OSD ALLOT SER NO (FIELD 11).

A 6-character alphanumeric field identifying one or more of these data elements is described as follows:

a. Enter a 3-digit EEIC in positions 65-67 and 5-digit EEICs in positions 65-69. Except where prescribed (some material transactions and military costs at standard rates) EEIC shredouts (4th and 5th digits) are available for command use.

b. To establish appropriations and 57*7040.

(1) Enter the BAAN data, when required in positions 68-70 when establishing FSRs. Leave positions 65-67 blank.

(2) Enter the BAAN data on for-others transactions that do not enter the IBP. Leave positions 65-67 blank.

(3) Include EEIC on transactions affecting IBP according to DFAS-DE 7010.1-R, figure 31-1.

(a) Enter 3-digit EEIC in positions 65-67.

(b) Do not use command shredouts on EEIC normally recorded in positions 68-69.

c. Enter first 2-digits of DoD expense element for Army and OSD funds (see section 5) when processed as for-self in positions 65-66.

d. For for-others transactions or CMA, which affect IBP, make entries according to DFAS-DE 7010.1-R, figure 31-1.

e. Enter allotment serial number in positions 67-70 when entering transactions applicable to Army and OSD open allotments, and Army and OSD (including DoD agency) appropriations and funds accounted for locally. For serial number of less than four digits, precede significant digits with zeros. Leave positions 65-66 blank when DoD expense element or Army element of expense is not required.

f. For procurement funds, enter the materiel program code (MPC) in the center of the field. Leave position 65 blank; enter MPC in positions 66-69 and leave position 70 blank. When using a 6-position MPC, enter the applicable designator in position 65, the numeric MPC in positions 66-69, and any optional coding in position 70.

g. For the OSD funds in which an ARPA code is required, enter the ARPA number. The first four positions indicate order number, with TASK number, if applicable, in the 5th and 6th positions. If the order number is less than four-positions, prefix with zeros. If task number is not applicable or is other than 06, 17, or 24, leave the 5th and 6th positions blank.

h. For RDT&E funds in which task is required, enter the task number in positions 67-70. Leave positions 65-66 blank.

i. Enter the SRAN in positions 65-70 when processing GL transactions. The SRAN is used to separate transactions and reports when the accounts of more than one outlet of the same division are maintained by the same AFO and separate general ledgers are required.

15.13 COST SYSTEM INDICATOR, COST DESCRIPTOR, CREDIT GENERAL LEDGER ACCOUNT NUMBER (FIELD 12).

A 6-character alphanumeric field identifying specific indicative data for management purposes.

a. Enter the cost descriptor (CD) in position 72 when required. Leave positions 73-76 blank. The CD identifies whether the expense or obligation is direct to work order, direct or indirect to cost account. Use it in conjunction with the cost systems indicator (CSI).

b. Enter a 1-letter alpha code in position 71 to identify CSI when establishing FSRs, PSRs, or DSRs depending upon level required.

c. Enter credit to GLA number in positions 72-74. Enter subsidiary account in positions 75-76. If not applicable, leave blank. Do not use position 71.

d. Enter FMS country and FMS master case codes in PSR level records for fund type J, M, or R appropriations, which provide reimbursable support for an FMS case. Reimbursable records (including reimbursable UOO records) containing sales code 73 must include the FMS country code in positions 72-73 and the FMS master case code in positions 74-76.

e. Enter the SMC or reimbursable order number in positions 72-76. Leave position 71 blank.

15.14 SALES CODE (FIELD 13).

Use this 3-character alphanumeric field to identify sources for appropriation reimbursement, and as a subsidiary to certain stock fund general ledger accounts. Enter entries.

a. For reimbursements to Air Force funds, enter 2-digit accounts receivable sales code in positions 77-78.

b. For reimbursable UOO documents pertaining to fund type L, enter 2-digit code described in paragraph 15.14a.

c. Use sales code for Army transactions as described in DFAS-DE 7010.1-R, figure 31-1.

d. Enter Office of the Secretary of Defense (OSD) source code with OSD funds allocated to Air Force or Army, and DoD agency source code with DoD agency funds.

e. Leave blank when entering for-others transactions citing Navy, Marine Corps, and Coast Guard funds, and OSD funds not allocated to Air Force or Army, whether or not such transactions affect IBP.

f. Leave blank when not required (e.g., account, deposit fund, and receipt account collections). See paragraph 15.14 for receipt account exception.

g. Enter BP when entering beginning of period balances for the stock funds in positions 77-78.

h. Use sales code 73 with receipt account 573041XXXX, foreign military sales collections.

i. For CMA reimbursements with unique 3-digit sales codes 73X, 76X, 82X, 85X, 86X, and 93X. Reference DFAS-DE 7010.1-R.

j. For the FMS Trust Fund Reimbursable Appropriation (fund codes 4E and 4Y), the provider fund code and fiscal year of the Air Force appropriation providing the goods/services for FMS will be entered in positions 77-79.

15.15 RC/CC, STOCK FUND SUBSIDIARY, ORGANIZATION, SYSTEMS PROJECT OFFICER, BUYING ACTIVITY, INVENTORY MANAGER (FIELD 14).

Use this 7-character alphanumeric field to enter indicative data. Enter data items as follows:

a. Six digits are provided for entering the applicable 6-digit RC/CC code for transactions affecting the operating budget (fund codes 30, 54, 58, 68, 6D, and expense processing codes (EPCs) 9 alpha). Use the RC/CC for other funds as required by Interim Work Information Management System (IWIMS) (paragraph 53.4e). Enter data in FSRs and PSRs or in MAFR transactions, depending upon type of transaction. To make entries in this field.

(1) Use the RC/CC from the document to process current operating budget transactions. Enter only at initial level required; if in a linked address, leave blank. Normally, enter RC/CC data into PSRs in for-self transactions. RC/CC field is right-justified; therefore, leave first position of field 14 blank for RC/CC transactions.

(2) Use the 6-digit RC/CC or responsibility center code when entering annual or quarterly expense authority for the applicable periods.

(3) Leave blank when not required. Enter CMA transactions in field 10.

b. Enter the applicable stock fund subsidiary numeric code to record the applicable stock fund subsidiary accounts for use in stock fund general ledger processing in positions 81-83 for a 3-digit code, and positions 82-83 for a 2-digit code. Leave position 80 and 84-86 blank when entering the above transactions. Leave blank or fill position 81 according to the type of code used.

c. Enter the 3-character alphanumeric organization code used instead of RC/CC codes to identify the activity incurring the cost in appropriations where the RC/CC is not prescribed. Use locally designated codes or codes prescribed AFMAN 23-110CD, chapter 3. Enter the organization code in positions 81-83. Leave position 80 blank.

d. Enter the 2-character alphanumeric code to identify the system's project office responsible for the management of the associated weapon system as identified in the BPAC field. Enter code in positions 84-85.

e. Enter the 1-character alpha or numeric buying activity code identifying the function in procurement responsible for the procurement action. Enter the locally assigned buying activity code in position 86.

f. Enter the 1-letter alpha code in position 85 of field 14 to identify the AFMC activity (inventory manager) assigned the prime responsibility for a weapon system. AFMC assigns these codes. Leave position 84 blank.

g. Enter the FMS line item in positions 80-82 for for-others transactions if the fund code is 4E, 4F, 4U or 4Y, or if the sales code is 73.

15.16 BUDGET EMERGENCY SPECIAL PROGRAM CODE (POSITIONS 87-88, FIELD 15).

To do memorandum accounting for approved programs under fund type T, enter the HQ USAF or MAJCOM assigned code at FSR level. For all other fund types, the ESP code is entered at the PSR or DSR level. The first position can be any alphanumeric character. The second position is used to identify the level at which the code was assigned as follows:

- | | |
|------------|---------|
| a. HQ USAF | A-G |
| b. MAJCOM | H-W |
| c. Base | X, Y, Z |

15.17 PROCESSING CENTER (FIELD 16).

A 2-character alphanumeric code identifies A&F PC (first position) and the technician (second position) responsible for administering the funds. The PC code is required in all transactions, either in the addressed record or the input transaction; the technician code is optional.

15.18 TYPE VENDOR, DEPOSIT FUND SUBSIDIARY CLASSIFICATION, SALES, AND SALES RETURNS CODE (FIELD 17).

A 1-character alpha or numeric code separate transactions by class of vendors and by subsidiary breakouts of deposits, or classifies sales and sales returns for general ledger purposes. Entries are as follows:

a. Enter a 1-digit numeric code to separate transactions by class of vendors. It is mandatory in obligation transactions and summary

PSRs. See section 13. All PCs must use type vendor code 8 or 9, as appropriate, when entering refunds receivable. Reference DFAS-DE-7010.1-R. All PCs must use type vendor code 7 when entering unearned revenue and advance pay for civilians going PCS (section 19). Travel advance must be input with type vendor code 7. Paragraph 5.4 lists the various types of vendors. Enter the appropriate code when establishing program summary records.

b. Enter a 1-digit numeric code to identify the deposit fund subsidiary breakout of deposit fund transactions. Section 19 provides the codes assigned to identify subsidiary breakouts of the deposit fund accounts.

c. Enter a 1-letter alpha code locally assigned to identify the subsidiary break-out of the AFA cadet fund.

d. Enter a 1-letter alpha code to separate sales, sales returns, cash overages, and cash shortages for stock fund general ledger purposes.

15.19 VENDOR CODE, DEBTOR CODE, CONTRACTED ADVISORY AND ASSISTANCE SERVICES CODE, ACTIVITY GROUP, AND SUBACTIVITY GROUP (FIELD 18).

Use this 4-character alphanumeric field to enter the following indicative data.

a. Use CCC field to enter the 2-position alpha code used to identify Contracted Advisory and Assistance Services (CAAS) for all public contracts for services. Record the CAAS code in positions 93-94 when establishing the PSR record. For OAC 47, see section 15.

b. Enter a 4-character alphanumeric code when identifying specific vendors. This is an optional document data element. If used, enter in DSR. Vendor/debtor code may be used when entering CMA travel advance transactions (section 19).

c. The debtor code identifies the activity, appropriation, or accounting classification (FC, OAC, OBAN or ASN, and MFP) to bill or provides level of materiel interface. If used, enter in DSR. Enter these locally assigned codes in positions 93-95. See section 61 for interface DSR applications. Unless otherwise indicated, use of the debtor code is optional.

d. The activity group (TRT position 93) is a 1-position code used to further define the budget activity.

e. The subactivity group (TRT position 94) is a 1-position code used to further define the activity group.

15.20 CONTRACT ADMINISTRATION STATION NUMBER (FIELD 19).

This 6-digit ADSN identifies the AFO who is administering and paying the contract other than the accountable station. Unless indicated,

use of the control administration station number is optional. The ADSN is obtained from the contract document.

15.21 PURCHASE REQUEST, MILITARY INTERDEPARTMENTAL PURCHASE REQUEST, ORDER DATA, ORDER NUMBER (FIELD 20).

An 8-character alphanumeric code identifies one of the above data elements.

a. Enter the 8-character alphanumeric code that identifies the purchase request or military interdepartmental purchase request used to establish an initiation. If the number includes the FY, enter in the high-order position; e.g., 84000111. Right-justify this field. Leave blank all positions not required. EXCEPTION: If FY is used, zero-fill blank positions between the high-order and the first significant digit.

b. To identify order data when establishing a DSR, enter the 8-character alphanumeric code. Order data identify the individual MIPR, NASA order, job order, etc., which will be billed later for the charges incurred. Enter this data only on transactions for which the costs can be directly identified to the order involved. Right-justify this field. Enter order data as directed by MAJCOM or local authority.

c. Enter a 6-character alphanumeric order code, composed of a 1-letter alpha control center, and a 5-digit numeric sequential number to enter IWIMS order number. Right-justify this field. Base Civil Engineer (BCE) personnel provide the order number on hard copy documents. See section 53 for detailed instructions pertaining to order number.

15.22 APPROPRIATION (DEPARTMENT, TRANSFER DEPARTMENT, YEARS, SYMBOL, LIMITATION) (FIELD 21).

A 14-character alphanumeric field identifies the appropriation or fund code to which the record or transaction applies. Enter in CSRs, FSRs, or in miscellaneous MAFR transactions only if no fund code is available. To establish appropriation codes.

a. Enter the department in positions 96-97. This subfield must be numeric; it identifies the department administering the funds.

b. Enter the department of the advancing agency in positions 98-99. Leave blank, if not applicable.

c. Enter the single, multiple, or continuing year designator in position 100. Leave blank, if not applicable. Leave position 101 blank. Enter continuing year in position 100, and program year in position 112.

d. Enter the appropriation or fund account symbol for appropriations or funds not covered by fund codes in positions 102-105.

e. Enter the limitation, if applicable, starting in the left-most position of the subfield. Additional instructions.

(1) Enter a 4-digit limitation in positions 106-109 for Air Force accounts not assigned fund codes. Enter limitations of less than four-digits starting in position 106 leaving unused positions blank. Leave blank, if not required.

(2) Enter a 4-digit limitation in positions 106-109 for DoD funds allocated to the military departments or DoD agencies. Use positions 106-107 to identify military department or DoD agency; enter other significant digits or zeros in positions 108-109.

(3) For Army funds (other than DoD funds allocated to Army):

(a) Convert 1-digit limitation and a 2-digit limitation to a 3-digit limitation by proceeding with zeros in positions 106-108, leaving position 109 blank.

(b) Convert 4-digit limitations by omitting the first digit and entering the remaining three-digits in positions 106-108, leaving position 109 blank.

(c) For Army MAP appropriations, enter the complete 3-digit limitation (including country code) in positions 106-108, leaving position 109 blank.

(d) For DoD funds allocated to Army, enter limitation per instructions in paragraph (2) above.

15.23 ALLOTMENT CODE (FIELD 23).

The allotment code consists of fund code, fiscal or program year, OBY, OAC, ASN, or OBAN. The 8-character alphanumeric code identifies the administrative subdivision of funds, or when the fund code is used in conjunction with the FY, which identifies the basic appropriation.

a. Enter the fund code in positions 110-111 when required. If not required, leave blank.

b. Enter the PY or FY in position 112.

c. Enter CAAS at DSR level for OAC 36 and 47, fund codes 11, 15, 17 and 29 in positions 110-112.

d. Enter the OBY, when appropriate, in position 113 or leave blank. The OBY is only applicable to for-self or by-others transactions.

e. Enter the OAC in positions 114-115.

(1) Input a 2-digit OAC when entering for-self transactions, for-others, or by-others. These transactions must cite Air Force appropriations and funds, and OSD funds allocated to Air Force, when the appropriation or fund is subject to OAC coding. Use OAC for CMA disbursements or collections citing successor M appropriations. Leave blank when entering other Air Force CMA disbursements or collections, and when entering transactions applicable to receipt and deposit transactions. Record OAC when establishing CSRs, FSRs, or when entering miscellaneous transactions requiring the OAC.

(2) Enter a 2-digit OAC when entering Army and OSD open allotment transactions. Also, use this code when entering for-self and by-others transactions applicable to Army appropriations, funds and OSD appropriations, and funds allocated to Army, which are accounted for locally. Leave blank when entering for-others transactions citing Army appropriations and funds, and OSD appropriations and funds.

(3) Leave blank when entering for-others transactions citing appropriations and funds of the Navy, Marine Corps, Coast Guard, and OSD (allocated to Navy, Marine Corps, Coast Guard, or nonallocated).

(4) Leave blank when entering for-self, for-others, or by-others transactions applicable to DoD agency funds.

(5) Enter OAC 85 for DMA transactions.

(6) Enter applicable region code for commissary stock fund transactions.

f. Enter ASN or OBAN when required in positions 116-117. The 2-character alphanumeric code assigned by the operating agency identifies subdivision of funds (allotments or operating budgets). OBAN is required with OAC 65 to identify O&M, or Defense Business Operations Fund (DBOF) funds. An alpha/alpha OBAN identifies the funds are O&M. A numeric OBAN identifies the funds are DBOF. Do not use the ASN for miscellaneous MAFR transactions. The ASN to be used with Army or OSD funds is entered in field 11 EEIC positions 67-70.

g. Enter the stock fund site number when required in positions 116-117. Leave blank when multiple sites do not exist. Locally assign codes beginning with 01.

15.24 QUANTITY (FIELD 24).

This 7-digit field identifies the number of items applicable to a transaction. For central procurement appropriations, use as program summary data to identify the quantity for which purchase action has been authorized, started, or completed. Right-justify this field.

15.25 MAJOR FORCE PROGRAM AND BUDGET ACTIVITY (FIELD 25) .

a. Major Force Program. This 2-digit code identifies the DoD prescribed primary classifications of the 5-Year Defense Program. Precede 1-digit codes with a zero. Obtain these codes from the operating budget document. If a MFP code contains both an alpha and numeric digit, the second digit must be numeric (e.g., A5, A8, etc.).

b. Budget Activity. A 2-position code identifying the appropriate 0-1 line item, and used with fund codes 30, 34, 54, and 58.

15.26 DATE (FIELD 26) .

a. A 4-digit Julian date is used for input **ONLY** when transactions being processed affect prior period reports. For example, July 1999 stock fund interface transactions are being posted to operating budget and stock fund reimbursement records on 5 Aug 99; enter Julian date for 31 Jul 99 (3212) in field 26. The program flags the transactions for application to July reporting. Use of this data does not affect the transaction date, which is internally assigned to each transaction by the computer. Use of this report date has no effect if applicable reports have already been run.

b. When creating PSRs for fund type E, fund codes 4E, 4F, 4U, and 4Y, or fund types J, M, and R, sales code 73 only, enter the FMS line item identified on DD Form 1513 in positions 122-124.

15.27 DOCUMENT HANDLING.

a. Sort and group similar transactions having the same accounting data. This increases efficiency of remote operation and provides a better audit trail.

b. Use the format in this section to fill out the TRT, if transactions are not input from source documents. Transcribe the disk address and the Bal-ID being updated onto the source document. Transcribe any additional data as prescribed by local AFOs or by the MAJCOM.

c. Preaudit the TRT as prescribed in paragraph 17.1. Route to remote operator for posting. Internal control procedures may vary according to AFO and MAJCOM directives as to whether individuals post their own transactions and whether direct posting of source documents is used instead of TRTs.

d. Maintain source documents in the Processing Center in a group for audit against the Daily Audit List. After audit, file the source documents.

e. Research the transactions that computer edit programs reject. Correct and reprocess in the same day's business as far as possible. Refer reject notices to the PC supervisors for further action.

15.28 GENERAL LEDGER INPUT FORMAT.

General ledger entries can only be input using action code GL. All general ledger entries, whether remote input or transactions generated, are input in the following format.

- a. Field 1. Action code GL.
- b. Field 4. AFO code and fund type (enter applicable AFO in position 18; position 19 must always be "X").
- c. Field 5. Amount.
- d. Field 6. Document identity (document type accounting and number; e.g., J70000010).
- e. Field 6. Enter update option code B, G, or P.
- f. Field 10. Debit 3-position GLA or 5-position GLSA.
- g. Field 11. EEIC/SRAN. Enter EEIC for DBOF prior year adjustments GLA 321. Enter SRAN for stock fund general ledger entries.
- h. Field 12. Credit 3-position GLA or 5-position GLSA.
- i. Field 13. Sales code (as applicable).
- j. Field 16. Processing Center Code.
- k. Field 23. General ledger processing code, OAC, and OBAN if OAC is 65.
- l. Field 24. Site Code.
- m. Field 26. Effective Date of Transaction (as applicable).