Office of Financial Management
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Agency Financial Reporting System (AFRS)

AFRS Agency Edit Control

February 2020

AGENCY EDIT CONTROL INSTRUCTIONS

PREFACE

The AFRS agency edit controls allow agencies to exert tighter controls over certain AFRS table and input coding than provided by normal AFRS edits. Default edit control settings are provided which conform to normal AFRS edits. The additional edit control settings enable agencies to select stricter edits than required by the AFRS system edits.

Currently, this process provides:

1. Agency edit control over use of vendor numbers during the transaction input process on screens IN.1.1:
   a. **Agency Vendor Number Edit Screen - TM.3.2.B:** Controls use of valid vendor numbers. Agencies can allow optional use of vendor numbers, recommend use of vendor numbers, or require use of vendor numbers. These controls can be selected for each of the following transaction categories:
      - Disbursement Transactions (GLs 71XX & 1110 , and transaction codes 345 & 346)
        - *Note: No longer valid because the Disbursement Reporting System (DRS) is no longer available*,
      - Accrual Transactions (GL 6505 & 6560),
      - Encumbrance Transactions (GL 6410).

2. Beginning in June 2019, HRMS will create Statewide Employee records and place them on the Statewide Employee Maintenance screen –VE.2:
   a. **Statewide Employee Numbers from HRMS - TM.3.2.B:** Agencies have the ability to have vendor numbers created for their employees by using data from the HRMS system. An agency administrator can get this process working by simply filling out the following fields:
      - Add/Update Agency Vendor Employees from HRMS:
        - B=Both
      - Warrant Type (For ADDS Only)
        - I=Inserted
        - R=Regular
        - Blank is the default for new agencies only
      - Allow EFT (For ADDS Only)
        - Y=Yes
        - N=No
        - Blank is the default for new agencies only

3. Agency edit control over what is required with Invoice information IN.1:
   a. **Agency Invoice Date Control Edit Screen - TM.3.2.C**: Agencies have the ability to require an invoice date when an invoice number is required. An agency administrator can control this by simply entering one of the following:

   - Invoice Date Required:
     - Y (Yes)
     - N (No)
     - Blank is the default for new agencies only

The agency edit control concept is designed to be evolutionary to meet agency needs. Agency comments and proposals for agency edit controls over other coding fields are always welcome. Your comments and proposals can be sent to the OFM Help Desk, email: HereToHelp@ofm.wa.gov, or phone (360) 407-9100.

ACCESS THE AGENCY EDIT CONTROL SCREENS
FROM THE AFRS PRIMARY MENU

```
=== AFRS ====================== PRIMARY MENU =================== C105P05A ===
     TM -- TABLES                          IN -- INPUT/CORRECTION

     MI -- MASTER FILE INQUIRY             VE -- VENDOR/PAYMENT/CANCELLATION

     RD -- ON-DEMAND REPORTING             RR -- REPORT REQUEST

     BI -- BATCH INTERFACE LOG             OM -- OMWBE SUB-CONTRACTOR REPORTING

     SS -- SYSTEM SECURITY                 CL -- HELP PHONE LIST

     AD -- ADMINISTRATION


                              AGENCY: 9990
                      SELECT FUNCTION: TM

                  PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
PRIVACY NOTICE:
THE AFRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.
SAFEGUARDING/DISPOSITION OF AFRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.
```

To access the Agency Transaction Edit Control menu from the AFRS Primary Menu you will need to do the following:

Type in your Agency number and in the SELECT FUNCTION field type **TM** (Tables) and press the 'Enter' key

You are now at the **Table Maintenance Menu** screen.

<u>AGENCY EDIT CONTROL SECURITY:</u>

MAINTENANCE OF THE AGENCY EDIT CONTROL SCREENS IS RESTRICTED TO YOUR AGENCY AFRS SECURITY OFFICER(S) (PERSON(S) WHO HAS AN AGENCY AFRS SECURITY LEVEL OF '1').

ANYONE IN THE YOUR AGENCY WHO HAS AN AFRS LOGON ID CAN VIEW THE SCREENS

ACCESS THE SYSTEM CONTROL SCREENS
FROM THE TABLE MAINTENANCE MENU

```
=== AFRS =(TM)============= TABLE MAINTENANCE MENU =============== C105P05C ===
   TR: _____



                         1 -- ONLINE TABLES

                         2 -- CODING TABLES

                         3 -- SYSTEM CONTROLS

                         4 -- FEDERAL TABLES

                         5 -- IRS TABLES

                         6 -- COST ALLOCATION SYSTEM (CAS)



                     SELECT FUNCTION: 3


                 PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

To access the System Control menu from the Table Maintenance Menu you will need to do the following:

In the SELECT FUNCTION field type **3** (System Controls) and press the 'Enter' key
You are now at the **System Controls Menu** screen.

ACCESS THE TRANSACTION EDIT CONTROL SCREENS
FROM THE SYSTEM CONTROLS MENU

```
=== AFRS =(TM.3)============== SYSTEM CONTROLS ================= C105P053 ===
  TR: _____


                    1 -- ORGANIZATION CONTROL

                    2 -- TRANSACTION EDIT CONTROL

                    3 -- PROJECT PURGE MAINTENANCE   **INACTIVE**

                    4 -- IAP CONTROL

                    5 -- CAMS SUB OBJECT CONTROL

                    6 -- HRMS AGENCY VENDOR UPDATES

                    7 -- PRINT CONTROL


                       SELECT FUNCTION: 2


                    F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

To access the Transaction Edit Control menu from the System Controls Menu you will need to do the following:

In the SELECT FUNCTION field type **2** (Transaction Edit Control) and press the 'Enter' key

You are now at the **Transaction Edit Control Menu** screen.

THE TRANSACTION EDIT CONTROL MENU

```
=== AFRS =(TM.3.2)==== AGENCY TRANSACTION EDIT CONTROL MENU ====== C105P05E ===
  TR: _____



                    A -- <NOT USED>

                    B -- AGENCY VENDOR NUMBER EDIT

                    C -- AGENCY INVOICE DATE CONTROL EDIT





                         SELECT FUNCTION: _



                   F3=RETURN,  F12=MESSAGE,  CLEAR=EXIT
```

At the Transaction Edit Control menu you have three selections listed and they are:
1. A -- <NOT USED>
2. B -- AGENCY VENDOR NUMBER EDIT
3. C -- AGENCY INVOICE DATE CONTROL EDIT

In the SELECT FUNCTION field you can type a B or C. If you type an A you will get the
following message "INVALID FUNCTION--ENTER ONE OF ABOVE VALUES". Selection
"A" used to be the control for Pseudo numbers that was removed in February 2014.

Enter B into the SELECT FUNCTION field and press the 'Enter' key you will be taken to the **Agency Vendor Number Edit** screen.

There are two sections to this screen. The first section controls vendor number edits and the second controls the creation of Agency Vendor Numbers for Employees using HRMS data.

AGENCY VENDOR NUMBER EDIT

```
=== AFRS =(TM.3.2.B)====== AGENCY VENDOR NUMBER EDIT ============= C105P102 ===
 TR: _____                    LAST UPDATE: 190512

                             AGENCY: 9990


      CONTROL CODE 'R' = VENDOR NUMBER REQUIRED
      CONTROL CODE 'O' = VENDOR NUMBER OPTIONAL (DEFAULT SETTING)
      CONTROL CODE 'W' = VENDOR NUMBER RECOMMENDED, WARNING ISSUED

              DISBURSEMENT TRANSACTIONS: O
          ACCRUAL TRANSACTIONS (GL 6505): O
          ACCRUAL TRANSACTIONS (GL 6560): O
       ENCUMBRANCE TRANSACTIONS (GL 6410): O

ADD/UPDATE AGENCY VNDR EMPLOYEES FROM HRMS: B   (B=BOTH)
              WARRANT TYPE (FOR ADDS ONLY): I   (I=INSERTED, R=REGULAR)
                 ALLOW EFT (FOR ADDS ONLY): Y   (Y=YES, N=NO)

              >TYPE THE DESIRED CONTROL CODES IN THE FIELDS,
                   >PRESS ENTER TO UPDATE THE FIELDS.

                   F3=RETURN,  F12=MESSAGE,  CLEAR=EXIT
```

The very first time that this screen is viewed by your agency, the displayed control codes are the default codes. The default edit control codes are the normal AFRS edits. The following Control Codes are available:

- R = Required
- O = Optional (Default Setting)
- W = Warning

To establish these default codes please press 'ENTER'.

Once the agency has established the default codes it can use this screen to change the control codes to be more restrictive. The use of vendor numbers from the vendor edit file will process against these edits when making disbursement, accrual, and encumbrance transactions. To change the displayed edit control codes you will simply type the desired edit control code into the appropriate field and press 'Enter'. The screen message "RECORD REWRITTEN" will appear.

```
=== AFRS =(TM.3.2.B)====== AGENCY VENDOR NUMBER EDIT ============= C105P102 ===
 TR: _____                   LAST UPDATE: 190512


                            AGENCY: 9990


       CONTROL CODE 'R' = VENDOR NUMBER REQUIRED
       CONTROL CODE 'O' = VENDOR NUMBER OPTIONAL (DEFAULT SETTING)
       CONTROL CODE 'W' = VENDOR NUMBER RECOMMENDED, WARNING ISSUED

                DISBURSEMENT TRANSACTIONS: O
           ACCRUAL TRANSACTIONS (GL 6505): O
           ACCRUAL TRANSACTIONS (GL 6560): O
       ENCUMBRANCE TRANSACTIONS (GL 6410): O

ADD/UPDATE AGENCY VNDR EMPLOYEES FROM HRMS: B  (B=BOTH)
             WARRANT TYPE (FOR ADDS ONLY): I  (I=INSERTED, R=REGULAR)
                ALLOW EFT (FOR ADDS ONLY): Y  (Y=YES, N=NO)

             >TYPE THE DESIRED CONTROL CODES IN THE FIELDS,
                 >PRESS ENTER TO UPDATE THE FIELDS.

                   F3=RETURN,  F12=MESSAGE,  CLEAR=EXIT
```

In the second section your agency has the ability to have Agency Vendor numbers created for Employees automatically from the HRMS system. When it first comes up it will be blank. If your agency decides that you want AFRS to automatically create your employee vendor numbers then you will need to fill out the desired default setup for these vendor numbers.

- ADD/UPDATE AGENCY VNDR EMPLOYEE FROM HRMS
  - B=BOTH – Is the only option after VE.2 change.
- WARRANT TYPE (FOR ADDS ONLY):
  - I=INSERTED
  - R=REGULAR
- ALLOW EFT (FOR ADDS ONLY):
  - Y=YES
  - N=NO

To update the AGENCY INVOICE DATE CONTROL EDIT:

Enter C into the SELECT FUNCTION field and press the 'Enter' key you will be taken to the Agency Invoice Date Control Edit screen.

AGENCY VENDOR NUMBER EDIT

```
=== AFRS =(TM.3.2.C)== AGENCY INVOICE DATE CONTROL EDIT ========== C105P115 ===
 TR: _____                     LAST UPDATE: 11/12/13

                              AGENCY: 9990



            INVOICE DATE IS REQUIRED WHEN INVOICE NUMBER IS REQUIRED


               INVOICE DATE REQUIRED: _  (Y OR N)








                 F3=RETURN,  F12=MESSAGE,  CLEAR=EXIT
```

In this screen your agency has the ability to have Agency Invoice Date be required when the Invoice is required. When it first comes up it will be blank. If your agency decides that you wants to have this edit in place you will simply need to enter a "Y" (Yes) in the blank field and hit the enter key. If you do not want it to be required you can enter an "N" (No) in the blank field so that it shows that your agency has made a decision on how the Invoice Edit will be handled.