

Requesting Testing with AFRS will need the following answered prior to meeting with the Office of Financial Management (OFM).

**NOTE: Please allow at least 4 weeks for testing requests – testing resources are available on a first come basis.**

1. Agency Project or Application doing testing: \_\_\_\_\_

2. Who will be the main contact for Testing:

- a. NAME(s): \_\_\_\_\_
- b. AGENCY NAME: \_\_\_\_\_
- c. AGENCY NUMBER: \_\_\_\_\_
- d. EMAIL for issue resolution: \_\_\_\_\_
- e. PHONE: \_\_\_\_\_
- f. EMAIL (DL) for test result transmission: \_\_\_\_\_

3. What level of Testing do you require:

**\*\* Basic Request:**

- a.  Level-1 AFRS PRE-EDIT **ONLY**
  - i. Submit transactions and receive Batch-Header Error Report and Transaction Error Report
- b.  Level-2 AFRS End to End (E2E)
  - i. Level-1 AFRS EDIT Error Reporting [same as Level-1 error reporting and notifies]
  - ii. Transactions processed through payments and payment file returned to agency (WIP)

**\*\* Advanced Request:**

- c.  Level-3 AFRS E2E with Online Correction
  - i. Level-2 AFRS E2E
  - ii. Error Transactions sent to Online [IN.3] for review, correction, and released
    - \* Corrected Transactions will be available for next test cycle
- d.  Level-4 AFRS E2E Online Correction and Posting
  - i. Level-3 AFRS E2E with Online Correction
  - ii. Transactions are sent through AFRS Posting in Test Region
- e.  Level-5 AFRS E2E with Enterprise Reporting
  - i. Level-4 AFRS E2E Online Correction and Posting
  - ii. Transactions sent to Enterprise Reporting test environment for review/extract

**\*\* Progressive Runs Request:**

*Progressive runs simulate an extended period of time [Day-1 feeds into Day-2, etc...]*

*Requires Day-1 to process before moving into Day-2, etc...*

*There is no ER test environment.*

*This is resource intensive.*

*\* Capture a backup of each day for recovery and restart after Day-1 or Day-2 or etc. if necessary*

- a.  Level-6 AFRS E2E Daily Progressive
  - iii. Level-3 AFRS E2E with Online Correction (New Day-1 Transactions)
  - iv. Level-3 AFRS E2E with Online Correction (Day-n Transactions)  
[Customer Requests Day-2, etc... when Online + New Transactions are ready]
    - \* Prior Day's Online Transactions and new Day's Transactions go into Test Cycle
- b.  Level-7 AFRS E2E Daily Progressive and Posting
  - v. Level-6 AFRS E2E with Online Correction
  - vi. Transactions are sent through AFRS Posting in Test Region for each Day-n

4. Is this an existing Interface or a new interface

a. EXISTING: \_\_

i. SFT: \_\_

NAME OF SFT ACCOUNT: \_\_\_\_\_

FOLDER NAME: \_\_\_\_\_

JOB NAME: \_\_\_\_\_

SFT CONTACT: \_\_\_\_\_

ii. FTP: \_\_

FILE NAME: \_\_\_\_\_

JOB NAME: \_\_\_\_\_

iii. Mainframe to Mainframe: \_\_

FILE NAME: \_\_\_\_\_

JOB NAME: \_\_\_\_\_

iv. MQ QUEUE NAME: \_\_\_\_\_

v. Informatica: \_\_\_\_\_

b. NEW \_\_

i. SFT \_\_ Create New SFT folder or use existing folder?

NEW: \_\_ EXISTING \_\_

NAME OF SFT ACCOUNT: \_\_\_\_\_

NAME OF FOLDER: \_\_\_\_\_

SFT CONTACT: \_\_\_\_\_

EMAIL DL for Password reminders: \_\_\_\_\_

ii. FTP:

FILE NAME: \_\_\_\_\_

JOB NAME: \_\_\_\_\_

iii. Mainframe to Mainframe: \_\_

FILE NAME: \_\_\_\_\_

JOB NAME: \_\_\_\_\_

iv. MQ QUEUE NAME: \_\_\_\_\_

v. Informatica: \_\_\_\_\_

5. What agency initiative is this testing request supporting: \_\_\_\_\_

6. Estimated Testing Transaction Volume:

7. Do you require access to the online AFRS screens (If so for what purpose)

\_\_\_\_\_

8. List key AFRS artifacts that you require to be sent to your nominated tester (IE error report)

- PreEdit Error Report
- End to End (E2E) Error Report
- Warrant (WIP) / Payments file
- Remittance Advice Report

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Do you require access to ER/WEBI (If so do you have user's set up with access)? Yes: \_\_\_ No: \_\_\_

(New User Name here) \_\_\_\_\_

(New User Name Here) \_\_\_\_\_

10. When will you require testing

a. DATE (S):

b. DURATION OF TESTING: (example: between 1/1/2020 to 1/7/202)

c. FREQUENCY: (example every Monday and Wednesday Morning for the duration)

\_\_\_\_\_

11. What system dates do you need for testing (actual calendar days?)

\*\* Note that testing across multiple calendar/fiscal months or across biennium end, can have impacts on the data requirements

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. **Special Requests** – If you require special artifacts such as RA's, Warrants, or require us to coordinate with other agencies and vendors such as the treasurer or banks please document those requests (they can have serious impact on the testing)

\_\_\_\_\_

13. *Once you have completed the form you will need to send your request to the OFM Helpdesk at [heretohelp@ofm.wa.gov](mailto:heretohelp@ofm.wa.gov).*

14. Once we receive your request we have to get approve from OFM Statewide Accounting (this can take up to 2 weeks).

15. A meeting will be set up to discuss the process.

**Generally, AFRS testing is a service handled by one of our contractors. As such once a testing schedule is agreed upon, it is very important that we stick to the schedule. Delays to testing files being available on scheduled days can be costly given the contractor will be in the office expecting to be working on testing even if no files are present.**