OFFICE OF FINANCIAL MANAGEMENT

Agency Financial Reporting System

DOCUMENT FILE

January 2020

The Document File View is provided to enable agencies to look up records in the Document File to verify:

- Used document number's
- Determine coding issues
- Due Dates in the future
- Encumbrances

Document File records can be found by searching by:
- Current Document
- Vendor Number
- Vendor Name
- Fund and/or General Ledger

To Access the Document files, you must have a level 1 in the MF Flags under GEN LGR/DOC. If you receive an error that you are not authorized to view this table, please contact your agency AFRS Administrator.

Access to the Document File View screens is through the Master File Inquire (MI) menu.

From the AFRS Primary menu type in 'MI' into the Select Function field and press 'Enter'.

```
=== 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: MI

                   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.
```

This will take you to the Master file Inquiry Menu.

```
=== AFRS =(MI)============= MASTER FILE INQUIRY MENU ============= C105P05D ===
 TR: _____


  1 -- APPROPRIATION FILE INQUIRY      5 -- DOCUMENT FILE VIEW

  2 -- ALLOTMENT FILE INQUIRY          6 -- DOCUMENT DETAIL

  3 -- GENERAL LEDGER FILE INQUIRY     7 -- INTER-AGENCY PAYMENTS

  4 -- SUBSIDIARY FILE INQUIRY






                    SELECT FUNCTION: _




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

From the Master File Inquiry menu type in a '5' into the Select Function field and press 'Enter'. This will bring up the Document File View.

```
== AFRS =(MI.5)============ DOCUMENT FILE VIEW =================C105P358======
 TR: _____                                                             9990
  FUNCTION: V (V=VIEW, F=FIRST, N=NEXT, B=BACK, S=SEL PAGE) PAGE: .... OF ....
      BIEN: __     DIVISION: 00
 SEARCH SELECTION CRITERIA--
   CURRDOC: _____ __ OR VND NBR: _____ OR VND NME: _____
   OR FUND: ___ (SORT N Y/N) AND/OR GL ACCT: ____ (SORT N Y/N)
   --------- RECORD KEY --------         PROJECT
 F DIV BI FND DTL  GL  CURDOC # SX  APN PGM TYP NMBR  VENDOR NUM    VENDOR NAME
 _ ..  .. ... ..  ....  ........ ..  ... ...  .  ....  ............  ..............
 _ ..  .. ... ..  ....  ........ ..  ... ...  .  ....  ............  ..............
 _ ..  .. ... ..  ....  ........ ..  ... ...  .  ....  ............  ..............
 _ ..  .. ... ..  ....  ........ ..  ... ...  .  ....  ............  ..............
 _ ..  .. ... ..  ....  ........ ..  ... ...  .  ....  ............  ..............
 _ ..  .. ... ..  ....  ........ ..  ... ...  .  ....  ............  ..............
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 _ ..  .. ... ..  ....  ........ ..  ... ...  .  ....  ............  ..............
 _ ..  .. ... ..  ....  ........ ..  ... ...  .  ....  ............  ..............
 _ ..  .. ... ..  ....  ........ ..  ... ...  .  ....  ............  ..............
                 PF1=HELP, PF3=RETURN, PF12=MSG, CLEAR=EXIT
 NO RECORDS FOUND FOR DISPLAY
```

Fields on Document File View - MI.5:

Function

       V = View Documents-Use this function to start a search.

       N = Next Page-Use this function to page forward.

       F = First-Use this function to return to the first page.

       B = Back-Use this function to page backward.

       S = Select Page-Use this function to proceed directly to a specific page.

Biennium

       The biennium of the records to be viewed must be typed here. (Example: 15 = 2013-2015 biennium.

Division

       This is the document division number, default is 00.

To view a document you will need to enter a "V" in the function, the Biennium, and then enter at least one character into one of the fields in the SEARCH SELECTION CRITERIA.

```
== AFRS =(MI.5)============ DOCUMENT FILE VIEW ==================C105P358======
 TR: _____                                                              9990
  FUNCTION: N (V=VIEW, F=FIRST, N=NEXT, B=BACK, S=SEL PAGE) PAGE: 0001 OF 0015
      BIEN: 17    DIVISION: 00
 SEARCH SELECTION CRITERIA--
   CURRDOC: _____ __  OR VND NBR: _____  OR VND NME: A_____
   OR FUND: ____ (SORT N Y/N) AND/OR GL ACCT: ____ (SORT N Y/N)
   ---------- RECORD KEY ---------        PROJECT
 F DIV BI FND DTL  GL  CURDOC # SX  APN PGM TYP NMBR  VENDOR NUM    VENDOR NAME
 _ 00  17 422 00  5111 164P1360 01  969 060  3  6142 SWV000414000  A-1_PERFORMAN
 _ 00  17 422 00  5111 174L0660 01  969 060  3  6142 SWV000414000  A-1_PERFORMAN
 _ 00  17 422 00  5111 164L1050 01  969 060  3  670R SWV000457300  A-1_RENTAL_CO
 _ 00  17 422 00  5111 174L1090 01  969 060  3  670R SWV000457300  A-1_RENTAL_CO
 _ 00  17 422 00  5111 164P0950 01  969 030  0  ERPP SWV001741701  ACCENTURE_LLP
 _ 00  17 419 00  5111 164T1730 01  967 030  X  TLAP SWV016438000  ACT_ENTERPRIS
 _ 00  17 419 00  5111 174T1060 01  967 030  X  TLAP SWV016438000  ACT_ENTERPRIS
 _ 00  17 422 00  5111 174T0410 01  969 060  3  6340 SWV004374700  ADAMS_CO_PUBL
 _ 00  17 422 00  5111 17903180 01  969 060  3  6340 SWV004374700  ADAMS_CO_PUBL
 _ 00  17 422 00  5111 17906170 01  969 060  3  6340 SWV004374700  ADAMS_CO_PUBL
 _ 00  17 422 00  5111 17909158 01  969 060  3  6340 SWV004374700  ADAMS_CO_PUBL
 _ 00  17 422 00  5111 17912209 01  969 060  3  6340 SWV004374700  ADAMS_CO_PUBL
 _ 00  17 422 00  5111 17915170 01  969 060  3  6340 SWV004374700  ADAMS_CO_PUBL
 _
              PF1=HELP, PF3=RETURN, PF12=MSG, CLEAR=EXIT
 190 RECORD LIMIT REACHED, MORE RECORDS MAY EXIST ON DATABASE
```

Search Selection Criteria:

> **Any search can be defined by one or more characters in the appropriate field. The search results will be those records equal to or greater than the specified criteria (for example: a search for Fund 37_ will select up to 190 records that have a fund number of 370 or greater).**

JOINT SEARCH OF: Fund, (Sort _ Y/N), AND/OR GL Acct, (Sort _ Y/N)

> **Fund and/or GL Account number can be specified separately or jointly. If a joint search selected, either the fund or general ledger account number must be fully specified.**

Sort Y/N

> **This is only used when using the JOINT SEARCH feature and it designates the primary sort key. (Only required when doing JOINT SEARCH)**

INDIVIDUAL SEARCH BY FIELD:

Fund
    You will need type at least one character in the fund field.

GL Acct
    You will need to type at least one character in the general ledger account number field.

Curr Doc Nbr
    You need to type at least one character in the current document number field.

Vndr Number
    You need to type at least one character in the vendor number field.

Vndr Name
    You need to type at least one character in the vendor name field.

Additional Functionality:

Page: ____ of ____
    These fields indicate the screen (page) number you are looking at. The only time you would enter something here is when you want to look at a particular page or to find the document you are looking for. To do this, type an 'S' in the Function and then type the page (screen) number in the PAGE field and press 'Enter'. You will be taken to that page and you can still use the back and next functions once you are on the page desired.

F (Left of the Document)
    This field allows you to access the Document File Detail. Type 'S' in the line of the record you wish to view and press 'Enter' and you will be transferred to the MI.6.

To view a specific document you will need to enter an "S" in the function line to the left of the document and press "Enter". This will take you to the "Document File View Detail" MI.6 screen where you can see the detail of the document.

```
== AFRS =(MI.6)========== DOCUMENT FILE VIEW DETAIL ==============C105P359======
 TR: _____       FUNCTION: _ (V=VIEW, N=NEXT)                         9990
   BIEN: 17    DIVISION: 00
   FUND: 422  FUND DETAIL: 00    GL ACCT: 5111  CURR DOC NBR: 164P1360 01
 VNDR NBR: SWV0004140 00   VNDR NAME: A-1_PERFORMANCE_INC_____
 APPN IDX: 969              APPN NO: 969            APPN TYPE: 6
 APPN CHAR: 1                               MSTR IDX: 000F6142
   ORG IDX: ____     DIV: __   BRANCH: __          SECTION: __
     UNIT: __           COST CENTER: __        BDGT UNIT: ___
 PROG IDX: F6142         PROG FUNC: 10              PROG: 060
 SUB-PROG: 61      ACT: 14  SUB-ACT: 02             TASK: __
 PROJ TYPE: 3   PROJ NO: 6142      SUB-PROJ: 00   PROJ PHASE: 00
    OBJECT: 04            SUB-OBJ: EA       SUB-SUB-OBJ: 1106
 MAJOR GRP: __          MAJOR SRCE: __       SUB-SOURCE: _____
WORK CLASS: ___            COUNTY: __        CITY/TOWN: ____
ALLOC CODE: ____          DOC DATE: 161029    CREATE DATE: 161031
CLOSE DATE: _____        DUE DATE: 161031  LAST PROCESS DATE: 161103
BATCH DATE: 161031     BATCH TYPE: 4P          BATCH NMBR: 136


 DOCMNT: _____300.63- ADJUST: _____ LIQUD: _____
 COLPAY: _____300.63_ INTDIS: _____

 PF1=HELP, PF3=RETURN, PF4=LAST DOCUMENT FILE VIEW, PF12=MSG, CLEAR=EXIT
 RECORD FOUND
```

You can also go directly to the detail screen as long as you know the Biennium, Fund and Current Document Number.

SAMPLE OF SEARCHES:
Find a specific document through a direct view:

Screen MI.6 (Document File View Detail)	Type 'V' in the Function, Type the document biennium number in the BIEN field, Type the document division number in the DIVISION field (assume '00' unless you know the division number is something other than '00'), Type the document fund number in the FUND field, Type the document fund detail in the FUND DETAIL field, Type the document general ledger account number in GL ACCT field, Type the document current document number in the CURR DOC NBR field, Press 'Enter'.
Results:	A specific document file record will be displayed only if the correct selection criteria were typed in the fields so the search can find a specific record by an exact match of the criteria to the record. If no record is displayed, this means some of the selection criteria was not correct.

Find documents through specification of FUND:

Screen MI.5 (Document File View)	Type 'V' in the Function, Type the biennium number in the BIEN field, Type one or more characters of the fund number, Press 'Enter'.
Results:	Up to 190 document file records (where the fund number is equal to or greater than the specified fund number search criteria) will be displayed in fund sequence on screen MI.5.
View the detail of a document file record:	Type an 'S' in the FNC column (on the left side of the MI.5 screen) beside the document record to be viewed, Press 'Enter' to transfer to the MI.6 screen (Document File View detail) where the detail of the Document File record will be displayed.
Return to the MI.5 screen:	Press F4.

Find documents through specification of GL ACCOUNT NUMBER:

Screen MI.5 (Document File View)	Type 'V' in the Function, Type the biennium number in the BIEN field, Type one or more characters of the general ledger account number, Press 'Enter'.
Results:	Up to 190 document file records (where the general ledger account number is equal to or greater than the specified general ledger account number search criteria) will be displayed in general ledger account number sequence on screen MI.5.
View the detail of a document file record:	Type an 'S' in the FNC column (on the left side of the MI.5 screen) beside the document record to be viewed, Press 'Enter' to transfer to the MI.6 screen (Document File View detail) where the detail of the Document File record will be displayed.
Return to the MI.5 screen:	Press F4.

Find documents through specification of FUND and GL ACCOUNT NUMBER – Sorted by Fund:

Screen MI.5 (Document File View)	Type 'V' in the Function, Type the biennium number in the BIEN field, Type the complete fund number and one or more characters of the general ledger account number, Type 'Y' in the SORT for fund, and 'N' in the SORT for GL acct, Press 'Enter'.
Results:	Up to 190 document file records will be selected, displayed and sorted in fund sequence beginning with the specified fund. A secondary selection and sort within fund will be made of the general ledger account numbers that are equal to or greater than the general ledger account number selection specification.
View the detail of a document file record:	Type an 'S' in the FNC column (on the left side of the MI.5 screen) beside the document record to be viewed, Press 'Enter' to transfer to the MI.6 screen (Document File View detail) where the detail of the Document File record will be displayed.
Return to the MI.5 screen:	Press F4.

Find documents through specification of FUND and GL ACCOUNT NUMBER – Sorted by GL Account Number:

Screen MI.5 (Document File View)	Type 'V' in the Function, Type the biennium number in the BIEN field, Type the complete general ledger account number and one or more characters of the fund number, Type 'Y' in the SORT for GL acct, and 'N' in the SORT for fund, Press 'Enter'.
Results:	Up to 190 document file records will be selected, displayed and sorted in general ledger account number sequence beginning with the specified general ledger account number. A secondary selection and sort within general ledger account number will be made of the fund numbers that are equal to or greater than the fund number selection specification.
View the detail of a document file record:	Type an 'S' in the FNC column (on the left side of the MI.5 screen) beside the document record to be viewed, Press 'Enter' to transfer to the MI.6 screen (Document File View detail) where the detail of the Document File record will be displayed.
Return to the MI.5 screen:	Press F4.

Find documents through specification of CURRENT DOCUMENT NUMBER:

Screen MI.5 (Document File View)	Type 'V' in the Function, Type the biennium number in the BIEN field, Type one or more characters of the current document number, Press 'Enter'.
Results:	Up to 190 document file records (where the current document number is equal to or greater than the specified current document number search criteria) will be displayed in current document number sequence on screen MI.5. Any selection of current document number will not consider the suffix. For example: if current document number 787R4522 has document file records with suffixes 01, 02, 03, 06, 15, 16, 17 and the selection criteria is 787R4522 06, all current document numbers 787R4522 will be displayed beginning with suffix 01.
View the detail of a document file record:	Type an 'S' in the FNC column (on the left side of the MI.5 screen) beside the document record to be viewed, Press 'Enter' to transfer to the MI.6 screen (Document File View detail) where the detail of the Document File record will be displayed.
Return to the MI.5 screen:	Press F4.

Find documents through specification of VENDOR NUMBER:

Screen MI.5 (Document File View)	Type 'V' in the Function, Type the biennium number in the BIEN field, Type one or more characters of the vendor number, Press 'Enter'.
Results:	Up to 190 document file records (where the vendor number is equal to or greater than the specified vendor number search criteria) will be displayed in vendor number sequence on screen MI.5.
View the detail of a document file record:	Type an 'S' in the FNC column (on the left side of the MI.5 screen) beside the document record to be viewed, Press 'Enter' to transfer to the MI.6 screen (Document File View detail) where the detail of the Document File record will be displayed.
Return to the MI.5 screen:	Press F4.

Find documents through specification of VENDOR NAME:

Screen MI.5 (Document File View)	Type 'V' in the Function, Type the biennium number in the BIEN field, Type one or more characters of the vendor name, Press 'Enter'.
Results:	Up to 190 document file records (where the vendor name is equal to or greater than the specified vendor name search criteria) will be displayed in vendor name sequence on screen MI.5.
View the detail of a document file record:	Type an 'S' in the FNC column (on the left side of the MI.5 screen) beside the document record to be viewed, Press 'Enter' to transfer to the MI.6 screen (Document File View detail) where the detail of the Document File record will be displayed.
Return to the MI.5 screen:	Press F4.

DOCUMENT FILE VIEW DETAIL – MI.6

The fields of the document file view detail screen are generally self-explanatory. However, some fields on the screen are abbreviated and are shown along with the full name below:

field name	full name
BIEN:	Biennium of the displayed document file record.
GL ACCT:	General Ledger Account Number
CURR DOC NBR:	Current Document Number
VNDR NBR:	Vendor Number
VNDR NAME:	Vendor Name

field name	full name
APPN IDX:	Appropriation Index
APPN NO:	Appropriation Number
APPN TYPE:	Appropriation Type
APPN CHAR:	Appropriation Character
MSTR IDX:	Master Index
ORG IDX:	Organization Index
DIV:	Division Number
BDGT UNIT:	Budget Unit
PROG IDX:	Program Index
PROG FUNC:	Program Function
PROG:	Program
SUB-PROG:	Sub-Program
ACT:	Activity
SUB-ACT:	Sub-Activity
PROJ TYPE:	Project Type
PROJ NO:	Project Number
SUB-PROJ:	Sub-Project
PROJ PHASE:	Project Phase
SUB-OBJ	Sub-Object
SUB-SUB-OBJ:	Sub-Sub-Object
MAJOR GRP:	Major Group
MAJOR SRCE:	Major Source
ALLOC CODE:	Allocation Code
DOC DATE:	Document Date
DOCMNT:	Document Amount
ADJUST:	Document Adjustment Amount
LIQUD:	Document Liquidated Amount
COLPAY:	Document Collection-Payment Amount
INTDIS:	Document Interest-Discount Amount