

Agency Financial Reporting System (AFRS)

Menu and Screen Guide

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LOGGING ON TO AFRS

- 1. Log onto the CA TPX menu
 - Type **your USERID** and **PASSWORD** and press *→ Enter*.
- 2. This will take you to the TPX MENU screen. To get to the AFRS system you can do one of the following:
 - a. Type **CICP3** on the command line and press \perp *Enter*.
 - b. From the menu enter an "S" next to **CICP3** and press \bot *Enter*.
 - c. From the menu place your cursor next to **CICP3** and press $\[\]$ *Enter*.
- 3. On the **CICS Sign On** Screen:

Type **your USERID** and **PASSWORD** and press *→ Enter*.

- 4. You will get a screen that says "SIGN-ON COMPLETE."
- 5. Type **F002** (F, zero, zero, 2) in the upper left-hand corner of the screen and press \rightarrow *Enter*.
- 6. View the first AFRS Message Screen and press \rightarrow *Enter*.
- 7. View the second AFRS Message Screen and press \rightarrow *Enter*.
- 8. On the AFRS Primary Menu, type in **your AGENCY NUMBER** and a two-character **MENU SELECTION CODE** 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	CL	HELP PHONE LIST
	SS	SYSTEM SECURITY	AD	ADMINISTRATION

AGENCY: SELECT FUNCTION: __

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.

CHANGING SCREENS USING THE TRANSFER FIELD (TR.____)

In the top left-hand corner of most screens (after the Primary Menu), you will see a **TR:** _____ field. If you type in the **screen number** (short-cut code) of the screen you wish to work on or view next and press $\[\] Enter$, AFRS will display that screen. The short-cut codes are displayed in the left column of this document starting on page 4.

LOGGING OFF

- 1. Press F3 until you get to the message "AFRS SYSTEM EXITED" or simply press the *Pause* which acts as the mainframe CLEAR function.
- 2. Type **LOGOFF** in the upper left-hand corner of the screen and press $\[\]$ *Enter*. This will take you back to the TPX Menu.
- 3. From the TPX Menu you can disconnect from the mainframe by doing one of the following:
 - a. By selecting the DISCONNECT button in the upper left corner; or
 - b. By typing "k" on the command line and press $\perp Enter$

AFRS PRIMARY MENU

BI BATCH INTERFACE LOG

• View a log containing the date and time that AFRS received batch interfaces for your agency.

CL HELP PHONE LIST (Contact List)

• View customer support phone numbers for all systems maintained by OFM with the help of the WaTech Support Center.

IN INPUT/CORRECTION (Payment maintenance)

- Input financial and payment maintenance transactions.
- System interactively edits transactions on financial input screens against the tables for valid coding.
- System holds financial transactions and payment maintenance transactions for nightly processing and file updates.

MI MASTER FILE INQUIRY

- View allotment, appropriation, general ledger and subsidiary balances as of nightly update.
- View document file, document detail.
- Billing agencies view IAP (Inter-agency Payment Receipts).

RD ON-DEMAND REPORTING

- Order regular AFRS reports during AFRS online hours. Reports include balances after last night's update as of current or prior month. The only available reports are:
 - o MCP482N, MCP482P, MCP482R
- Print these reports at remote or cluster printers. Send report to an exchange data set file for downloading and printing at your workstation. Schedule reports to run on future dates. Refer to separate documentation.

Note: The statewide reporting system is called Enterprise Reporting (ER) and AFRS reports have been transitioned to this environment. For information on reporting go to https://ofm.wa.gov/it-systems/enterprise-reporting-er. From this link you can get access to Enterprise Reporting, see training availability and other ER related information.

RR REPORT REQUEST

• Update online report requests for optional daily, weekly, & monthly reports. Maintain mailing label/banners used by these reports and other AFRS print routines.

SS SYSTEM SECURITY

• Agency security officers: Add or update AFRS security levels online for agency Logon ID's which they have established with Washington Technology Soltuion (WaTech). Print a report of agency AFRS security records.

TM TABLES

- Update agency tables online with agency chart of accounts. View or print tables of statewide chart of accounts.
- Maintain Agency Transaction Edit Control Tables.
- View Federal & IRS statewide tables.

VE VENDOR MAINTENANCE

• Provides access to vendor, payment process control, & warrant cancellation screens in a convenient place.

AFRS SCREEN TRANSFER CODES

INPUT/CORRECTION MENU

BI BATCH INTERFACE LOG

IN.1 **Create Batch Header** Screen where payments are entered, reviewed and released. IN.1.I Inter-Agency Vendor Selection To access, **F5** from **IN.1.1** or the Browse screen IN.1.V Combined Vendor Selection (Statewide Employee & Statewide Vendor) To access, **F4** from **IN.1.1** or the **Browse*** screen (which is accessed from IN.3.); also access via VE menu item 1. IN.1.5* Release Batch (or put on Hold or Delete entire batch) To access, **F2** from within **IN.1.1** or after selecting a batch from the IN.3 screen IN.1.6* View Input Batch To access, F5 after selecting a batch from the IN.3 screen IN.1.7* **Batch Balance** To access, F6 after selecting a batch from the IN.3 screen or while in any of the Select Options on IN.3 **IN.2 Payment Maintenance** Screen reflects when batch will be released for payment and used to correct errors that cannot be done on the IN.3 screen IN.2 Payment Maintenance-Batch Payment Maintenance-Vendor IN.2.1 IN.2.2 Payment Maintenance-Transaction

IN

IN.3 Batch Header Summary

Search options that are available in the Batch Header Summary will allow you to narrow the view to only your specific batch or certain types of batches. This is very useful for large agencies that have multiple batches coming into the IN.3. The Sort Order field can be used by itself or in conjunction with the Limit To field.

SORT ORDER:

B=Batch type

T=Transaction Type

S=Status

LIMIT TO allows you specify the specific Batch Type, Trans Type or Status.

Review/correct transactions in the **input holding file** prior to releasing batches for nightly processing by using the *select* column:

B to **Browse**/correct/ transactions

E for **Error Correction** to correct errors found in the optional pre-edit process

G for Group Error Correction - Online screen

H for Batch Header Error Correction online screen

P for View Payment Transactions (for warrants/ACH).

R for IN.1.5 Batch Release screen

S for IN.4 Recall Batch for Correction screen

L for IN.3.1 Online Batch Reports screen

IN.4* Recall Batch for Correction

To access, type S in the Select column on IN.3

MI MASTER FILE INQUIRY

- MI.1 Appropriation File Inquiry
- MI.2 Allotment File Inquiry
- MI.3 General Ledger File Inquiry
- MI.4 Subsidiary File Inquiry
- MI.5 Document File View
- MI.6 Document Detail
- **MI.7** Inter-Agency Payments

^{*}not a valid transfer value when not associated with a payment batch

Allows agencies the ability to find payments made to them through the IAP process.

RD ON-DEMAND REPORTING

RD.1 On-Demand Report Design

RD.2 View On-Demand Report Designs

RD.1.1 On-Demand Report Request Expansion Accessed through the **RD.2** screen when data element is selected.

RD.3 On-Demand Job Submission

NOTE: This screen will be phased out once the final monthly reports have been moved to Enterprise Reporting.

RR REPORT REQUEST

RR.1 Report Requests

Allows agencies to add, change or delete report requests.

RR.2 View Report Request Records

RR.3 Mailing Label/Banner Page

Allows agencies to set up location codes for where they want reports sent.

SS SECURITY SYSTEM

SS.1 System Security

Agency administrator can add, change or delete Logon ID's as staff come and go from an agency.

SS.2 View System Security Records

At a glance view of all security records for an agency.

SS.3 View Agency Batch Type Security

SS.4 Request Security Audit Report

A screen that allows Agency Administrator to monitor the updating activity for AFRS.

TM TABLES

TM.1 Online Tables

TM.1.1	Descriptor Maintenance		
TM.1.2 T	Fransaction Code Decision Maintenance		
TM.1.3 P	Payment Card		
TM.1.3	.A Account Detail		
TM.1.3	.B Account List		
TM.1.3	.C Individual and Master Account		
TM.1.4 Payment Exception Code Table			
TM.1.4	.A Payment Exception Code Table (General		
	Ledgers)		
TM.1.4	.B Payment Exception Code Table (Sub		
	Objects)		
TM.1.4	.C Payment Exception Code Table		
	(Accounts/Fund)		
TM.1.4	D Payment Exception Code Table-Agency		
TM.1.5	Agency Sub-SubObject Inactivate Maintenance		

TM.2 Coding Tables

TM.2.1

TM.2.2 Program Index
TM.2.3 Organization Index
TM.2.4 Project Control
TM.2.5 Master Index
TM.2.5.A Master Index Review
Enter an "R" in the function line and press enter.

Appropriation Index

TM.3 System Controls

TM.3.1	Organi	zation Control
TM.3.2	Transa	ction Edit Control
TM.3.	.2.A	<not used=""></not>
TM.3.	.2.B	Agency Vendor Number Edit
TM.3.	.2.C	Agency Invoice Date Control Edit
TM.3.3	Project	Purge Maintenance **INACTIVE*
TM.3.4	IAP Co	ontrol
TM.3.	4.A	IAP Receipt Batch Control
TM 3	4 B	IAP Multi-Fund Maintenance

- TM.3.5 CAMS Sub Object Control
 TM.3.7 Print Control
 TM.3.8 Biennium Table Roll Agency
 Federal Tables
- TM.4.1 Federal Grant Award Number
 - TM.4.2 CFDA Number

TM.5 IRS Tables

TM.4

IRS Type View (D78)

TM.6 Cost Allocation System (CAS)

- TM.6.1 Edit-1 (D72)
- TM.6.2 Edit-2 (D65)
- TM.6.3 MOS Controls (D93)
- TM.6.4 Year-End Prog Index (D71)
- TM.6.5 Year-End Org Index (D74)
- TM.6.A Alloc Schedule
- TM.6.B Alloc Base
- TM.6.C Base Element
- TM.6.D Base Sequence
- TM.6.E Alloc Methodology
- TM.6.F Cost Objective
- TM.6.G Alloc Schedule Link
- TM.6.H Sequence List
- TM.6.I AI Crosswalk
- TM.6.J Base Elements Update
- TM.6.R Reports

VE VENDOR MAINTENANCE

- **VE.1** Combined Vendor Selection
 - IN.1.V Combined Vendor Selection
- **VE.2** Statewide Employee Maintenance
 - VE.3.L **F5,** Statewide Employee Link (Owner/Interest Feature)
- **VE.3** Statewide Vendor Maintenance
 - IN.1.S Statewide Vendor Selection (Use transfer 'Y')
 - VE.3.L F5, Statewide Vendor Agency Link

VE.6 Payment Process Controls

VE.7 Payment Cancellation and Returns

VE.7	Payment Cancellation	
VE.7.1	Warrant Cancellation Header List	
VE.7.2	ACH Returned Header List	
VE.7.1.D	Payment Cancellation Transaction Detail	
	(Used by both Warrant and ACH)	
VE.7.1.L	Payment Cancellation Transaction List	
	(Used by both Warrant and ACH)	

VE.8 Inter-Agency Vendors

IN.1.I Inter-Agency Vendor Selection (VE.8 for transfer to screen.)

By using the Select feature on this screen you will be taken to the VE.3 screen for the full detail of address information.

VE.9 Agency Return Address

AD.7 Agency Address by Batch Type