



SEPTEMBER 2019

# INTERMEDIATE AGENCY FINANCIAL REPORTING SYSTEM (AFRS) TRAINING

Dan Bode

Chris Soots

...and Special Guests

**OFM**

OFFICE OF FINANCIAL MANAGEMENT

# WELCOME!

---

- Please Silence Your Cell Phones
- Sign In Sheet and Handouts
- Amenities
- Bathrooms
- Building Access and Emergency Exits
- Training Material Available
- Evaluations

# AGENDA

---

Introductions

What is AFRS Intermediate Training?

Learning Objectives

Other topics of interest?

Exercises

Help and Resources

# WHAT IS AFRS INTERMEDIATE TRAINING?

---

Addressing more advanced AFRS topics that typically result in contacts to support desk

Learning about topics not covered in other classes

Covering topics that aren't common when first using AFRS

Who has taken the Introduction to AFRS course?

# LEARNING OBJECTIVES

---

How to Get a Vendor on a Table

How to Handle When a Vendor is Blocked and Other Process Corrections

Understanding Payment Options

How to Handle Credits, Warrants, and IAP

Journal Vouchers

Understanding Accrual (XX and XY) Batches

How to Use Subsidiary Ledgers

AFRS Reporting and Enterprise Reporting (ER)

Understanding the Chart of Accounts (CoA)

# WHAT OTHER TOPICS WOULD YOU LIKE TO DISCUSS?

DISCUSSION TOPIC

**OFM**

OFFICE OF FINANCIAL MANAGEMENT



EXERCISE #1

# LOG ON TO AFRS

Follow the printed instructions to  
complete this exercise

**OFM**

OFFICE OF FINANCIAL MANAGEMENT



# HOW TO GET A VENDOR ON A TABLE

---

Since the statewide vendor table was consolidated at OFM, anyone who wants to do regular business with WA has to register.

- In the registration forms, provide the mailing address, e-mail address, W-9 (for 1099 reports) and banking info
  - <https://ofm.wa.gov/sites/default/files/public/itsystems/payee/statewidePayeeRegistrationForm.pdf>

## Information on Statewide Vendor File Maintenance

- <https://www.ofm.wa.gov/sites/default/files/public/itsystems/afrs/statewideVendorFileMaintenance.docx>



# HOW TO GET A VENDOR ON A TABLE – CONT.

---

What about other State agencies?

We use the Interagency Payment (IAP) process – paying the agency like an EFT (but really a journal voucher transfer) through the State Treasurer.

- Uses TC 210 (changes to 640)
- Payee has to be on SWV table (see SWV0006858-00)
- Payment type has to be “J” (lists IAP Payment on VE.3)
- Requires Billing agency and Fund on VE.3
- View your IAP vendors on VE.8

# WHAT IF YOUR VENDOR IS NOT ON THE TABLE

---

The vendor may not be on the table because:

- Vendor doesn't want to register
- This is a one-time payment – warrants only

In this case, fiscal can use the one-time payment or “Exception Code”

Used for payments to vendors like out of state counties for records, issuing refunds, or one time grant payments

- Codes (01-06) are located on AFRS TM.1.4 table
- Input person chooses the code based on the type of payment
- Exception code is used instead of vendor number
- Can be used on Toolbox or other uploads to AFRS

One-time payments should never be registered to the SWV table - they should be made by exception code out of the agency's system

Exception Code Table

- <https://www.ofm.wa.gov/sites/default/files/public/itsystems/afrs/exceptionCodeTable.pptx>

# VIEW AN EXCEPTION CODE PAYMENT

Watch on the instructor screen.

**OFM**

OFFICE OF FINANCIAL MANAGEMENT

# MORE VENDOR INFO

---

## Where do employees go?

- Currently they get added to HRMS which feeds the VE.2 Statewide Employee screen.
- Payment Type (warrants/EFTs) can only be changed by OFM.

## Where do I enter board and commission members?

- Board members are treated differently depending on your agency. They must register to be added to the Statewide Vendor table.

## Where on the Vendor table are the OMWBE flags?

- There are no OMWBE flags on AFRS. The process was changed in 2012 when some diversity reports were added to ER.

EXERCISE #2

# LOOK UP A STATEWIDE VENDOR

Follow the printed instructions to  
complete this exercise

**OFM**

OFFICE OF FINANCIAL MANAGEMENT



## **BLOCKED VENDOR AND OTHER PROCESS CORRECTIONS**

---

The Payee Registration team does great work keeping the SWV table up to date and accurate

One part of that effort is blocking or inactivating vendors who have not been used

The vendor can request blocking (e.g. - to consolidate suffix their locations)

More commonly the vendor has not been paid in 2 years: our rule is to block those vendors

# BLOCKED VENDOR AND OTHER PROCESS CORRECTIONS

---

If you look for a SW Vendor that is not used regularly, check the table

- Look at the LU Detail and if it's been blocked, you will need that vendor to re-register (example: SWV0114154-02 - Benton Co Fire District 6)
- The table has several dates (Orig. Add, Last Updated, Last Used)

What are vendor interest and ownership fields?

- There is a linked screen (F5) that shows whether any agencies have a connection to that vendor (Interest) or claim the client (Ownership)
- Ownership is only allowed to select agencies, but any agency can record Interest
- Multiple agencies can have Interest on the same record
- See system document for more info
  - <https://ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs/afrs-documentation>

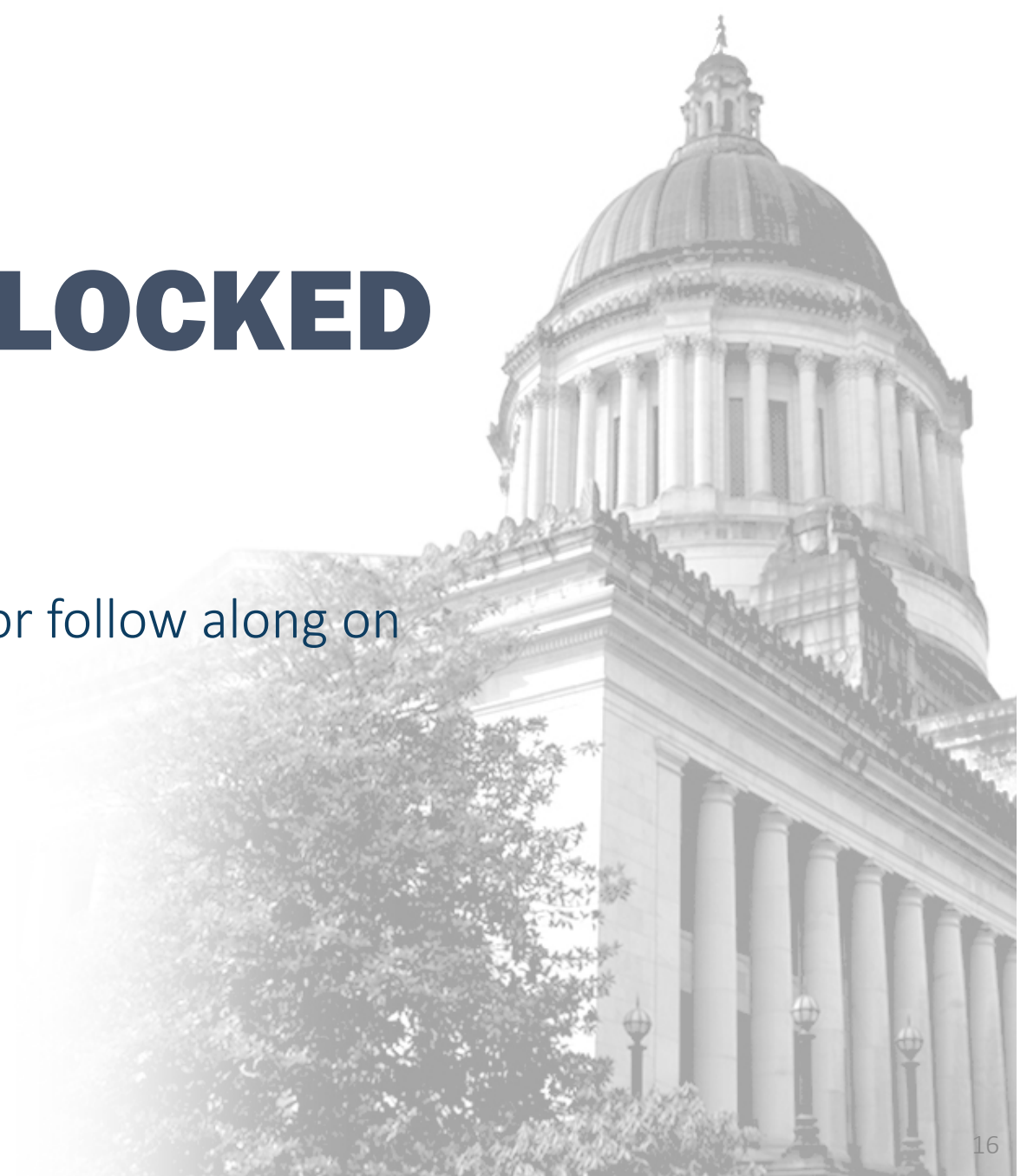
EXERCISE #3

# VIEW A BLOCKED VENDOR

Watch the instructor or follow along on  
your computer

**OFM**

OFFICE OF FINANCIAL MANAGEMENT





# BLOCKED VENDOR AND OTHER PROCESS CORRECTIONS

---

If any corrections to the SWV are needed, contact Statewide Vendor/Payee Services:

- Phone: 360-407-8180
- Email: [PayeeRegistration@ofm.wa.gov](mailto:PayeeRegistration@ofm.wa.gov)
- Send forms to: [PayeeForms@ofm.wa.gov](mailto:PayeeForms@ofm.wa.gov)
- <http://www.ofm.wa.gov/payee>

All field changes require a new set of forms to be submitted to the Payee Unit

The LU DETAIL field in VE.3 should tell the agency why a record was blocked

EXERCISE #4

# PAYING A VENDOR

Follow the printed instructions to  
complete this exercise

**OFM**

OFFICE OF FINANCIAL MANAGEMENT



# UNDERSTANDING PAYMENT OPTIONS

---

The state of WA has several payment options available

- Warrant (Regular and Inserted)
- Electronic Funds Transfer (EFT)
- Inter-Agency Payment (IAP)

## AFRS Payment Options

- <https://www.ofm.wa.gov/sites/default/files/public/itsystems/afrs/paymentOptions.docx>

# UNDERSTANDING PAYMENT OPTIONS

---

## Warrants (work like a personal check)

- Drawn on the Treasury account – define warrant as promise to pay

## EFT (automated payment thru banks)

- Vendor only gets mail if they choose printed remittance advice
- Vendor has to register and provide correct banking info to OFM Payee Registration staff
- Can be rejected by bank (or payee) and a reissue of the payment may be required

## Interagency (IAP)/Inter-fund Transfer (IFT)

- Allows money to go between agencies or funds as long as they are in Treasury account (not colleges or some agencies)
  - Email is sent to receiving agency and SWV must be set up for payee
  - Transcodes will change to transfer money to agencies automatically

# PAYMENT OPTIONS Q&A

DISCUSSION TOPIC

**OFM**

OFFICE OF FINANCIAL MANAGEMENT



## **WHEN THINGS GO WRONG...**

---

Occasionally a vendor will be paid the wrong amount, receive duplicate payments, or the wrong SWV is chosen

The vendor should notify you with an e-mail, credit your account, or return the warrant

# POSSIBLE SOLUTIONS

---

Vendor credits can only be applied to open invoices (not just a batch of unrelated payments)

Credits can only be applied if you have a positive dollar amount for that vendor in the batch

Returned warrants: follow the Payment cancel process

- <https://ofm.wa.gov/sites/default/files/public/itsystems/afrs/paymentCancellationAndReturns.docx>

EFT can be returned if done before the third day after payment

## WHEN AN IAP WAS SENT TO AN INCORRECT VENDOR

---

1. Create a JV that has the same document number as the payment (e.g. – 123456\).
2. On the JV, use trans code 264 (orig. copy to OST), include all the expense coding, the debit/credit indicator (for OST), and the amount.
3. Send the original JV to OST to have them clear the payment from in-process for both agencies.



# JOURNAL VOUCHERS



# UNDERSTANDING ACCRUAL (X AND Y) BATCHES

---

AFRS offers automatic accrual and reversal in the next month

A Batch Type that starts with X\_ (any alphanumeric can be used for space) will create a reversing batch (Type YX, Y0-Y9) in the next fiscal month

Batch Type XX is commonly used for month end accruals and other transactions with certain exceptions

## NOTE:

- If the next fiscal month is open, the Y Batch will post within 3 business days after input
- If you enter the batch before the current month end, it will post within one business day

# UNDERSTANDING ACCRUAL (X AND Y) BATCHES

---

## More batch type X rules:

- If submitted while FM 12 is open, reversal in FM 13
- If submitted in FM 99, it will be reversed in the currently open fiscal month (01, 02)
- Should not use in FM 12 or FM 99 to accrue expenditures for single year operating appropriations (not reversed)
- Should not use for accruals in FM 24 or 25 (they can't be reversed in FM 01 against new biennium appropriations)
- Cannot be used to reverse warrant, EFT, IAP, or IFT transaction codes

# HOW TO USE SUBSIDIARY LEDGERS

---

Where do you find Subsidiary Ledgers on the AFRS tables (D32)?

- In AFRS (TM.1.1)

Where do you find Subsidiary Ledgers balances in ER Standard Reporting?

- By running an ER “Subsidiary GL Trial Balance by Account” report

When are they mostly used?

- Agencies use subsidiary ledgers for balancing their “Due To/Due From” GL accounts during the course of the year but especially at fiscal year-end

# ADDING A NEW SUBSIDIARY LEDGER

Watch the instructor screen

**OFM**

OFFICE OF FINANCIAL MANAGEMENT



# **AFRS REPORTING AND ENTERPRISE REPORTING (ER)**

---

There are two methods for running reports of AFRS data:

- Mainframe Reporting
- Enterprise Reporting (ER)

# **AFRS REPORTING AND ENTERPRISE REPORTING (ER)**

---

## Mainframe reporting

- Report Request (RR) is an AFRS system function providing agency control to select and distribute daily and weekly reports; view and print the report requests; and create and change the report banner page

## Report Request (RR) Instructions

- <https://www.ofm.wa.gov/sites/default/files/public/itsystems/afrs/reportRequest.docx>

# **AFRS REPORTING AND ENTERPRISE REPORTING (ER)**

---

## Why use ER over Mainframe Reporting?

- More flexible, no waiting for mailed reports, can email

## How to get an ER login

- Visit OFM product page and select the appropriate link

## Recurring reports caveats

- Don't set dates for years away, turn off when changing jobs

## ER eLearning available



EXERCISE #5

# ER REPORT DEMONSTRATION

Watch on the instructor's PC if you don't  
have access to ER

**OFM**

OFFICE OF FINANCIAL MANAGEMENT



# UNDERSTANDING THE CHART OF ACCOUNTS (COA)

---

What is CoA and who maintains them?

- Both OFM Accounting and agency staff

Current CoA is rolled-over every biennium

Each agency can change tables before July 1<sup>st</sup>

- Tables can be updated if you have security
- If a code is used it can't be deleted for rest of biennium

CoA system documentation

- <https://ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs/afrs-documentation>

EXERCISE #6

# COA TABLE LOOKUP

Follow the printed instructions to  
complete this exercise

**OFM**

OFFICE OF FINANCIAL MANAGEMENT



# STAYING INFORMED

---

To get copies of the latest system documentation

- <https://www.ofm.wa.gov/it-systems>

Select AFRS from the list, and look under Reference Materials.

State Administrative and Accounting Manual

- <http://www.ofm.wa.gov/policy/default.asp>

Sign up for AFRS GovDelivery

- <https://public.govdelivery.com/accounts/WAGOV/subscriber/new>

# WHO TO CONTACT WITH QUESTIONS?

---

## AFRS:

- OFM Help Desk
  - Phone: 360-407-9100
  - Email: [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov)

## Accounting Policies and Procedures:

- OFM Accounting Consultant
- Follow the link to find your OFM Accounting Consultant
  - <http://www.ofm.wa.gov/accounting/swa/swacontactsbyagency.asp>

# RECOMMENDED TRAINING

---

## Our other AFRS Trans Code class

- OFM - Intermediate AFRS Transaction Codes Training

Please check out other classes offered by OFM Accounting and Statewide Accounting (SWA):

- <https://www.ofm.wa.gov/accounting/training-accounting-and-budget-staff>

## Enterprise Reporting eLearning

- WA-State Enterprise Reporting - Flexible Reports
  - <https://gm1.geolearning.com/geonext/wasdop/coursesummary.CourseCatalog.geo?id=22507106205>



# PLEASE COMPLETE OUR SURVEY!

OFM Enterprise Applications Training:  
[Chris.Soots@ofm.wa.gov](mailto:Chris.Soots@ofm.wa.gov)

Any questions?

**OFM**

OFFICE OF FINANCIAL MANAGEMENT