INTERMEDIATE AGENCY FINANCIAL REPORTING SYSTEM (AFRS) TRAINING

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...and Special Guests
WELCOME!

• Please Silence Your Cell Phones
• Sign In Sheet and Handouts
• Amenities
• Restrooms
• Building Emergency Exits
• Training Material Available on ofm.wa.gov
• Evaluations
AGENDA

Introductions
What is AFRS Intermediate Training?
Learning Objectives
Other Topics of Interest?
What’s New?
Lessons and Exercises
Help and Resources
INTRODUCTIONS
WHAT IS AFRS INTERMEDIATE TRAINING?

Addressing more advanced AFRS topics that typically result in calls to the Help 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 eLearning?
LEARNING OBJECTIVES

How to Get a Vendor on a Table
How to Handle When a Vendor is Blocked and Other Process Corrections
Vendor Ownership and Interest
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, EOS, and Enterprise Reporting (ER)
Understanding the Chart of Accounts (CoA)

Several topics include a paired exercise in a training environment
Ownership and Interest changes
OFM replaced the existing warrant pull process with a new pull for cancellation process in partnership with DES
Vendor record has been blocked by the Office of Foreign Asset Control List (OFAC)
  • Changes to VE.2 and VE.3

Financial Toolbox URL updated for non-SGN user:

Statewide Vendor Number Lookup URL will be changing in April
  • http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/VL.aspx
Inactive SWV records (two-years and three-months) will be purged from the AFRS table
  • Should the vendor require payment, a new statewide vendor payee registration/W9 form will be needed

Effective April 1, 2020 the payee registration unit will be introducing new forms statewide
  • There will be three separate forms that can be used alone or in combination with each other
  • Only the fields that are changing must be filled in

Good news!
  • Processing times have been cut in half, to a current backlog of 11-12 business days
  • Added three specialists to their staff
  • On target to meet their goal of ten business days turnaround by the end of April
OTHER TOPICS OF INTEREST?
EXERCISE #1

LOG ON TO AFRS

Follow the printed instructions to complete this exercise
HOW TO GET A VENDOR ON A TABLE

Anyone who wants to do regular business with WA has to register

• On the registration form, provide the mailing address, email address, W-9 (for 1099 reports), and banking info:

Information on Statewide Vendor File Maintenance:

What about paying 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.
  o Uses TC 210 (changes to 640)
  o Payee has to be on SWV table (see SWV0006858-00)
  o Payment type has to be “J” (lists IAP Payment on VE.3)
  o Requires Billing agency and Fund on VE.3
  o 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”
WHAT ARE EXCEPTION CODES?

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 Payment & Address Rules:

VIEW AN EXCEPTION CODE PAYMENT

Watch on the instructor screen.
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
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 their locations).

Vendors are archived and no longer viewable in AFRS after 27 months.
If a SWV is not used regularly, check the table:

- The LU DETAIL field in VE.3 should tell the agency why a record was blocked (example: SWV0114154-02 - Benton Co Fire District 6)
- If it’s been blocked, you will need that vendor to re-register
- The table has several dates (Orig. Add, Last Updated, Last Used)
If any corrections to the SWV are needed, contact Statewide Vendor/Payee Services:

- Phone: 360-407-8180
- Email: PayeeRegistration@ofm.wa.gov
- Send forms to: PayeeForms@ofm.wa.gov
- http://www.ofm.wa.gov/payee

There will be three separate forms that can be used alone or in combination with each other

Only the fields that are changing must be filled in
EXERCISE #3

VIEW A BLOCKED VENDOR

Watch the instructor or follow along on your computer
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://www.ofm.wa.gov/sites/default/files/public/itsystems/afrs/InterestAndOwnershipForStatewideVendorsAndStatewideEmployees.pdf](https://www.ofm.wa.gov/sites/default/files/public/itsystems/afrs/InterestAndOwnershipForStatewideVendorsAndStatewideEmployees.pdf)
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:

UNDERSTANDING PAYMENT OPTIONS

Warrants (work like a personal check)
- Drawn on the Treasury account
- Defined as a promise to pay

EFT (automated payment through banks)
- Vendor only gets mail if they choose printed remittance advice
- Vendor has to register and provide correct banking info to the OFM Payee Registration staff
- EFT can be rejected by the 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 a 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
EXERCISE #4

PAYING A VENDOR

Follow the printed instructions to complete this exercise
PAYMENT OPTIONS Q&A

DISCUSSION TOPIC
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

Occasionally an agency will enter a future payment date when not needed

- If you have a transaction but are missing the payment, view the IN.2 screen to review and release if needed
WHEN THINGS GO WRONG...

OFM replaced the existing warrant pull process with a new pull for cancellation process in partnership with DES

• This process will be used by all agencies when they need to request a warrant pulled for cancellation

The new process is as follows:

1. Agency will send a completed [OFM Pull for Cancellation Form 2.20.20.pdf](#) to the Payee Registration Unit.

2. CMS will pull the warrant(s), identified on the completed Pull for Cancellation form, and stamp as CANCELLED or VOIDED.

3. CMS will forward the cancelled warrant to the requesting Agency’s mailstop, as identified on the completed Pull for Cancellation form.
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](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.
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
More batch type X_ rules:

- If submitted while FM 12 is open, reversal occurs in FM 13.
- If submitted in FM 99, it will be reversed in the currently open fiscal month (01, 02).
- Should not use X_ batches in FM 12 or FM 99 to accrue expenditures for single year operating appropriations (not reversed).
- Should not use X_ batches 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 in AFRS (D32)?
• TM.1.1

Where do you find Subsidiary Ledgers balances in Enterprise 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
There are three methods for running reports of AFRS data:

- Mainframe Reporting
- Enterprise Output Solutions (EOS)
- Enterprise Reporting (ER)
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


The following are the few remaining reports that are available in AFRS - all other Monthly reports are available within Enterprise Reporting:

- MWP260A - Accounts Payable Report (by Payable Number)
- MWP265A - Accounts Payable Report (by Vendor Number)
- MCP482N - Approved and Adjusted Detail to Date Project Cost Report (by Project)
- MCP482P - Approved and Adjusted Detail to Date Project Cost Report (by Sub Project)
- MCP482R - Approved and Adjusted Detail to Date Project Cost Report (by Project Phase)
ENTERPRISE OUTPUT SOLUTIONS (EOS)

EOS manages the electronic archival, retrieval, and distribution of computer-generated reports

EOS Thin Client is a browser-based tool and is supported by WaTech using AFRS data

Allows agencies to get their own rejected transaction reports

Application for agency access:

- [https://stofwadeptofenterpriseservices.formstack.com/forms/eos_license_request](https://stofwadeptofenterpriseservices.formstack.com/forms/eos_license_request)
Enterprise Reporting offers a selection of pre-defined budget and financial reports

These reports allow agencies to view budget and financial data online or print to a local printer

You can customize, schedule, email, and download reports in different file formats

See the Financial Reports Inventory for a list of standard financial reports available for use:

- [https://www.ofm.wa.gov/it-systems/enterprise-reporting-er/financial-reports-inventory](https://www.ofm.wa.gov/it-systems/enterprise-reporting-er/financial-reports-inventory)
Why use ER over Mainframe Reporting or EOS?
- More flexible, no waiting for reports, can be emailed directly to you

How do I get an ER login?
- Visit OFM ER 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 on the LMS
EXERCISE #5

ER REPORT DEMONSTRATION

Watch on the instructor’s PC if you don’t have access to ER
UNDERSTANDING THE CHART OF ACCOUNTS (COA)

What is CoA and who maintains them?
• A Chart of Accounts (CoA) is an index of all the financial accounts in the general ledger
• Both OFM Accounting and agency staff maintain them

Current CoA is rolled-over every biennium

Each agency can change tables before July 1st
• 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
Q&A
STAYING INFORMED

To get copies of the latest system documentation:
• https://www.ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs
• 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
  o Phone: 360-407-9100
  o Email: HereToHelp@ofm.wa.gov

Accounting Policies and Procedures:

• OFM Accounting Consultant
• Follow the link to find your OFM Accounting Consultant
  o http://www.ofm.wa.gov/accounting/swa/swacontactsbyagency.asp
Our other AFRS class:

• OFM - Intermediate AFRS Transaction Codes Training

See all of the 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
  o https://gm1.geolearning.com/geonext/wasdop/coursesummary.CourseCatalog.geo?id=22507106205
PLEASE COMPLETE OUR SURVEY!

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Any questions?