

# **AFRS**

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Agency Financial Reporting System

## **NAVIGATION**

## Table of Contents

Logging on to AFRS and DRS.....	1
Changing Screens Using the Transfer Field.....	2
Logging Off .....	2
AFRS Primary Menu.....	2
AFRS Screen Transfer Codes.....	4

# Navigation

## LOGGING ON TO AFRS AND DRS

1. Log onto the CA – TPX menu  
Type **your USERID** and **PASSWORD** and press Enter.
2. This will take you to the TPX MENU at CTS screen to get to the AFRS screen you can do one of the following:
  - a. Type **CICP3** on the command line and press Enter.
  - b. From the menu enter an “S” next to **CICP3** and press 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 Enter.
6. View the first AFRS Message Screen and press Enter.
7. View the second AFRS Message Screen and press 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                   OM -- OMWBE SUB-CONTRACTOR REPORTING
  SS -- SYSTEM SECURITY                       IR -- IRS 1099 MENU
  CL -- HELP PHONE LIST                      AD -- ADMINISTRATION
  EX -- EXCHANGE DATA SETS
                                     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 5. **Examples:** VE= vendor edit, IN.3= input batch summary.

## LOGGING OFF

1. Press F3 until you get to the message "AFRS SYSTEM EXITED" or simply press the Pause button, 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 Enter (keyboard option has to be set for 1K).

## AFRS PRIMARY MENU

### BI Batch Interface Log

Users can view a log containing the date and time that AFRS received batch interfaces for your agency.

### CL Help Phone List (Contact List)

Shows customer support phone numbers for all systems maintained by DES.

### EX Exchange Data Sets

Provides list of completed jobs for exchange data sets ordered from AFRS and DRS reporting screens.

### 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.

### IR IRS 1099 Menu

View past IRS 1099-MISC documents which were submitted to the IRS. **Note:** This menu will be removed when the last 1099 drops off the file as Account Ability is the current application and stores the 1099 data.

### MI Master File Inquiry

- View allotment, appropriation, general ledger and subsidiary balances as of nightly update.

- View document file and recent transactions by batch date & batch in history (transaction) file.
- Billing agencies view IAP (Interagency Payment Receipts).

**OM OMWBE Sub-Contractor Reporting (Office of Minority & Women’s Business Enterprises)**

Allows agencies to enter Sub-Contractor information into a file that is transmitted to OMWBE and ER for reporting using Minority- or Women-owned businesses for OMWBE Participation.

**RD On-Demand Reporting**

- Order regular AFRS reports during AFRS online hours. Reports include balances after the previous night’s update as of current or prior month. The only available reports are:
  - MCP482N, MCP482P, MCP482R
- Print these reports at remote or DES 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 <http://www.des.wa.gov/services/IT/EnterpriseReporting/Pages/default.aspx>. 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 and weekly 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 IDs which they have established with Consolidated Technology Services (CTS). 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, IAP address, and warrant cancellation screens in a convenient place.

## AFRS SCREEN TRANSFER CODES

- BI**     **Batch Interface Log**
- EX**     **Exchange Data Sets**
- IN**     **Input/Correction Menu**
  - IN.1**     **Create Batch Header**  
Screen where payments are entered, reviewed, and released.
  - IN.1.1\***   **Expanded General Accounting Transaction Input**
  - IN.1.1**   **Interagency Vendor Selection**  
To access, press **F5** from **IN.1.1** or the Browse screen
  - IN.1.V**   **Combined Vendor Selection (Agency & Statewide Vendors)**  
To access, press **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, press **F2** from within **IN.1.1** or after selecting a batch from the **IN.3** screen
  - IN.1.6\***   **View Input Batch**  
To access, press **F5** after selecting a batch from the **IN.3** screen
  - IN.1.7\***   **Batch Balance**  
To access, press **F6** after selecting a batch from the **IN.3** screen
  - 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**
  - IN.2.1**   **Payment Maintenance-Vendor**
  - IN.2.2**   **Payment Maintenance-Transaction**
  - 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**=StatusLimit 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–Browse/correct/transactions

E–Error Correction (Expanded General Accounting Transaction Input) to correct errors found in the optional pre-edit process

G–Group Error Correction–Online screen

H–Batch Header Error Correction online screen

P–View Payment Transactions (for warrants/ACH)

R–IN.1.5 Batch Release screen

S–IN.4 Recall Batch for Correction screen

L–IN.3.1 Online Batch Reports screen

IN.4\* Recall Batch for Correction

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

\*not a valid transfer value when not associated with a payment batch

## IR IRS 1099 Menu

IR.1 View IRS 1099 Records

IR.1.1 Print IRS 1099 Forms

IR.2 Search IRS 1099 Records

IR.3 IRS 1099 Reports (DRS336, DRS343)

IR.4 TIN (FED ID) Confirmation Request

DS.1 Agency Profile Maintenance

DS.2 Job Card Maintenance

## 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 Payment Write (WW) View  
Transactions on Payment Write File

MI.8 Payments Made Today  
Warrant wrap transactions identified by originating Batch Date/Batch Type/Batch #

MI.A Interagency Payments  
Allows agencies the ability to find payments made to them through the IAP process

## OM OMWBE Reporting

OM.1\* OMWBE Sub-Contractor Entry/Update Screen

**OM.2\* OMWBE Sub-Contractor File**

\*Supplemental ID available for Agency 3100 and Agency 3050.

**RD On-Demand Reporting**

**RD.1 On-Demand Report Design**

**RD.1.1 On-Demand Report Request Expansion**

Accessed through the RD.2 screen when data element is selected

**RD.2 View On-Demand Report Designs**

**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 (Maintenance Menu)**

**RR.1 Report Requests**

Allows agencies to add, change or delete report requests on AFRS (not ER)

**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 (Maintenance Menu)**

**SS.1 System Security**

Agency administrator can add, change or delete Logon IDs 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**

Used by agencies with large numbers of batch types.

**TM Tables**

**TM.1 Online Tables**

TM.1.1 Descriptor Maintenance

TM.1.2 Transaction Code Decision Maintenance

TM.1.3 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.2 Coding Tables**
- TM.2.1 Appropriation Index (Expenditures activity index)
  - 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.

- TM.3 System Controls**
- TM.3.1 Organization Control
  - TM.3.2 Transaction Edit Control
  - TM.3.2.A <Not Used>
  - 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 Control
  - TM.3.4.A IAP Receipt Batch Control
  - TM.3.4.B IAP Multi-Fund Maintenance
  - TM.3.5 CAMS Sub Object Control
  - TM.3.6 HRMS Agency Vendor Updates
  - TM.3.6.A HRMS Agency Vendor Update Log
  - TM.3.7 Print Control

- TM.4 Federal Tables**
- TM.4.1 Federal Grant Award Number
  - TM.4.2 CFDA Number

- TM.5 IRS Tables**
- TM.5 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 Agency Vendor Maintenance**

- VE.2.1 Vendor Edit Delete (Use function 'D')
- VE.2.2 Vendor Global Name/Number Change (Use function 'X')
- VE.2.3 View Vendor Edit Summary (Use transfer 'Y')
- VE.2.5 Alternate View Vendor Edit Summary (Use transfer 'Z')

### **VE.3 Statewide Vendor Maintenance**

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

### **VE.4 TIN (FED ID) Confirmation Request**

- IR.4 TIN (FED ID) Confirmation Request

### **VE.6 Payment Process Controls**

### **VE.7 Payment Cancellation and Returns**

- VE.7.1 Warrant Cancellation Header List
- VE.7.2 ACH Returned Header List
- VE.7.1.D Payment Cancellation Transaction Detail
- VE.7.1.L Payment Cancellation Transaction List

### **VE.8 Interagency Vendors**

- IN.1.I Interagency 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