Office of Financial Management

**Better information. Better decisions. Better government. Better Washington.**

*Agency Financial Reporting System (AFRS)*

# Menu and Screen Guide

# 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 ↵ *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*.

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=== 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.
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## 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 ↵ *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.

  **N**o**te:  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

## BI        BATCH INTERFACE LOG

## IN        INPUT/CORRECTION MENU

**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
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=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**

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


# 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**

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        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.1.5        Agency Sub-SubObject Inactivate Maintenance

### TM.2        Coding Tables

TM.2.1        Appropriation 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

# VE   VENDOR MAINTENANCE

**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