

OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

Agency Financial Reporting System

Menu and Screen Guide - User Version

October 2005

LOGGING ON TO AFRS AND DRS

1. On the **DIS MESSAGE 10** screen, type **CICP3** and press **↵ Enter**.
2. On the **CICS Environment** Screen:

Type **your USERID** and **PASSWORD** and press **↵ Enter**.
3. You will get a screen that says "SIGN-ON COMPLETE."
4. Type **F002** (F, zero, zero, 2) in the upper left-hand corner of the screen and press **↵ Enter**.
5. View the first AFRS Message Screen and press **↵ Enter**.
6. View the second AFRS Message Screen and press **↵ Enter**.
7. 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
  RD -- ON-DEMAND REPORTING                   RR -- REPORT REQUEST
  BI -- BATCH INTERFACE LOG                   DR -- DISBURSEMENT REPORTING SYSTEM
  SS -- SYSTEM SECURITY                       OM -- OMWBE REPORTING
  CL -- HELP PHONE LIST                       MR -- MANAGEMENT REPORTING SYSTEM
  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.
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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 2.

You can usually transfer to screens having no-dot or one-dot transfer codes. You can sometimes transfer directly to screens having two-dot transfer codes; but most often you need to use special function keys on related screens to reach these.

LOGGING OFF

1. Press the *Pause/Break* key which acts as the mainframe **CLEAR** function.
2. Type **LOGOFF** in the upper left-hand corner of the screen 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 CONTACT LIST (Help Phone List)**
- View customer support phone numbers for systems maintained by OFM Accounting Division.
- DR DISBURSEMENT REPORTING SYSTEM (DRS)**
- View or report on disbursements by vendor or records summarized for IRS 1099 reporting. Also view or update data for the Office of Minority & Women's Business Enterprises (OMWBE). Selected transactions are extracted from AFRS for DRS after the AFRS nightly update process. See Page 6 for DRS Primary Menu.
- EX EXCHANGE DATA SETS**
- View list of completed jobs for exchange data sets ordered from AFRS and DRS reporting screens.
- IN FINANCIAL INPUT/ERROR CORRECTION/PAYMENT MAINTENANCE**
- Input financial and payment maintenance transactions.
 - System interactively edits transactions on financial input screens against AFRS 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 and recent transactions by batch date & batch in history (transaction) file.
 - Reprint warrant registers and remittance advices.
 - Billing agencies view IAP (Inter-agency Payment) receipts.
- MR MANAGEMENT REPORTING SYSTEM**
- Older ad hoc report writer for summary reports from operating file as of nightly update for allotments, expenditures, revenues, & staffing. Select data & formats on Screen MR.1. Submit report on Screen MR.2.
 - Access some formats not available through On-Demand Reporting, described below.
- OM OMWBE* MENU (*Office of Minority & Women's Business Enterprises)**
- DRS users: View transactions in the DRS history file including OMWBE & agency pay flags. (The DRS history file contains an agency selected subset of AFRS history file transactions.)
 - Run OMWBE reports on demand from the disbursement history file.
 - AFRS users: Run OMWBE reports on demand from the AFRS history file.
 - AFRS/DRS users: Enter, view and report on subcontractor information.
- 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. Available reports have prefixes MAP/MCP/MWP and CAF/FED/PAY/REC.
 - Order a part of reports with 1st group of prefixes by limiting the data to appear on the reports.
 - Print these reports at remote or cluster printers. Order Fiche copies. Schedule reports to run on future dates.
- Note: The statewide reporting system is called Enterprise Reporting (previously calledFASTRACK). For information on reporting go to <http://www.ofm.wa.gov>. Hold the cursor over Statewide Accounting and select Financial Systems. Scroll down to Enterprise Reporting Systems. For a demo, call FASTRACK Help Desk (360) 664-7791.**
- 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 LogonID's which they have established with (DIS) Department of Information Services. Print a report of agency AFRS security records.
- TM TABLES**
- Update agency tables online with agency chart of accounts. View or print tables of agency or statewide chart of accounts.
 - Maintain Agency Transaction Edit Control Tables and DSHS Edit Tables.
 - Select projects to be purged during AFRS weekly project purge process.
- VE VENDOR MAINTENANCE**
- Provides access to vendor, payment process control, & warrant cancellation screens in a convenient place.
 - Provides access from vendor search screen directly to DRS.

AFRS SCREEN TRANSFER CODES

BI	BATCH INTERFACE LOG
CL*	CONTACT LIST (Help Phone List)
DR	DISBURSEMENT REPORTING SYSTEM (Menu on Page 6)
EX	EXCHANGE DATA SETS
IN	INPUT/CORRECTION MENU
IN.1	Create Batch Header
IN.1.1*	Expanded General Accounting Transaction Input
IN.1.2*	Expenditure Accounting Transaction Input
IN.1.4*	Vendor Accounting Transaction Input
IN.1.I*	Inter-Agency Vendor Selection To access, PF5 from IN.1.1-1.1.2. or the Browse screen
IN.1.V*	Combined Vendor Selection (Agency & Statewide Vendors) To access, PF4 from IN.1.1-1.1.2. or the Browse screen (which is accessed from IN.1.3.); also access via VE menu item 1.
IN.1.5*	Release Batch (or put on Hold or Delete entire batch) To access, PF2 from any screen within IN menu
IN.1.6*	View Input Batch To access, PF5 from non-input screens within IN menu
IN.1.7*	Batch Balance To access, PF6 from non-input screens within IN menu
IN.2	Payment Maintenance
IN.3	Batch Header Summary in the <i>Select</i> column on IN.3 , type the following to review/correct transactions in the input holding file prior to releasing batches for nightly processing: -type B to Browse /correct/ transactions or -type E to correct interface errors found in optional pre-edit process on Expanded General Accounting Transaction Input screen -type G for Group Error Correction - Online screen -type H for Batch Header Error Correction online screen -type P for View Payment Transactions (for warrants/EFT's/IAP's/IFT's). -type R for IN.1.5 Batch Release screen -type S for IN.2 Recall Batch for Correction screen -type L for IN.3.1 Online Batch Reports screen
IN.4*	Recall Batch for Correction To access, type S in the <i>Select</i> column on IN.3 .
* not a valid transfer value; must be accessed via menu or function keys	
MI	MASTER FILE INQUIRY
MI.1	Appropriation File
MI.2	Allotment File
MI.3	General Ledger File
MI.4	Subsidiary File
MI.5	Document File View
MI.6	Document File View Detail
MI.7	Recent History Detail (Transactions by Batch Date/Batch Type/Batch #)
MI.8	Payment Write (WW) View (Transactions on Payment Write File)
MI.9	Payments Made Today/This Month (WW transactions by origin batch)
MI.A	Reprint Warrant Registers/Remittance Advices
MI.B	Inter-Agency Billing Payment Display

MR MANAGEMENT REPORTING SYSTEM

- MR.1 MRS Report Design
- MR.2 MRS Job Submission

OM OMWBE MENU

- OM.1# OMWBE Reporting (On-Demand) (AFRS History or DRS History)
- OM.2 OMWBE Report Request View (Reads AFRS Report Request File for AFRS History or DRS History Reports selected.)
- OM.3# OMWBE Sub-Contractor Entry/Update Screen
- OM.3.1# OMWBE Sub-Contractor Reporting
- OM.4# OMWBE Sub-Contractor File
- OM.5* OMWBE Pay Flag Update

Supplemental ID Security operational for Agency 3100 and Agency 3050.

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RD ON-DEMAND REPORTING

- RD.1 On-Demand Report Request
- RD.1.1* On-Demand Report Request Expansion
- RD.2 View On-Demand Report Requests
- RD.3 On-Demand Job Submission

*** not a valid transfer value; must be accessed using function keys**

RR REPORT REQUEST MENU

- RR.1 Update Report Requests
- RR.2 View Report Request Records
- RR.3 Update Mailing Label/Banner Page

SS SECURITY SYSTEM MENU

- SS.1 Update Security Records
- SS.2 View Security Records
- SS.3 View Security Records by Batch Type

TM TABLES MENU

- TM.1 DT Descriptor
- TM.2 OI Organization Index
- TM.3 AI Appropriation Index
- TM.4 PI Program Index
- TM.5 PC Project Control
- TM.7 OC Organization Control
- TM.8 TC Tran Code Decision
- TM.8.1 TC Print Tran Code Reports
- TM.9 MI Master Index
- TM.9.1 Master Index Review
- TM.A Agency Transaction Edit Control Menu (Type **P** for screen to print listing of Agency Controls in effect on screens TMA.1-4)
- TM.A.1 Agency Pseudo Vendor Number Control Edit (**D90**)
- TM.A.2 Agency Vendor Number Edit (**D90**)
- TM.A.3 Agency Invoice Date Control (**D90**)
- TM.A.4* Agency Fiscal Year Cutoff Edit (**D90**)

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TM TABLES MENU (continued)

- TM.B IAP Multi-Fund Maintenance
- TM.C IAP Receipt Batch Control

- TM.D DSHS Tables Maintenance Menu
- TM.D.1 DSHS Edit-1 (D72)
- TM.D.2 DSHS Edit-2 (D65)
- TM.D.4 DSHS Month of Service Controls (D93)
- TM.D.5 DSHS Year End Program Index (D71)
- TM.D.7 DSHS Year End Organization Index (D74)

The following are DSHS Cost Allocation System (CAS) tables:

- TM.D.A* DSHS CAS Allocation Schedule
- TM.D.B* DSHS CAS Allocation Base
- TM.D.C* DSHS CAS Base Element
- TM.D.D* DSHS CAS Base Sequence
- TM.D.E* DSHS CAS Allocation Methodology
- TM.D.F* DSHS CAS Cost Objective
- TM.D.G* DSHS CAS Allocation Schedule Link
- TM.D.H* DSHS CAS Sequence List
- TM.D.I* DSHS CAS AI Crosswalk
- TM.D.R* DSHS CAS Reports

TM.P Project Purge Maintenance

*** not a valid transfer value; access using menu or function keys**

VE VENDOR MAINTENANCE

**Menu
Function**

- 1. IN.1.V Combined Vendor Selection
- 2. VE.2 Agency Vendor Maintenance
 - VE.2.1 -Vendor Edit Delete
 - VE.2.2 -Vendor Global Name/Number Change
 - VE.2.3 -Agency Vendor Edit Summary
 - VE.2.5 -Alternate View Vendor Edit Summary
- 3. VE.3 Statewide Vendor Maintenance
 - IN.1.S -Statewide Vendor Select
- 4. IR.4 TIN (Fed ID) Confirmation Request
- 5. IR.7 Vendor Transmittal Request
- 6. VE.6 Payment Process Controls
- 7. VE.7 Warrant Cancellation Header
 - VE.7.1 Warrant Cancellation Detail
 - VE.7.1.1 Warrant Cancellation Detail Transactions
- 8. IN.1.I Inter-Agency Vendor Selection
(Can also use VE.8 to transfer to this screen.)

DISBURSEMENT REPORTING SYSTEM PRIMARY MENU

Note that the Disbursement System Menu is in a transition period. Some screens appear under both an old and a new menu and are, thus, listed twice in the following section.

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=== DRS === (DR) ===== DISBURSEMENT SYSTEM PRIMARY MENU ===== C105V010 ===
TR: _____
-----NEW PRIMARY MENU-----          -----OLD PRIMARY MENU-----
V -- ONLINE VIEW MENU                    DM -- DISBURSEMENT MENU

R -- REPORTS MENU                        IR -- IRS 1099 MENU

I -- IRS 1099 MENU                       DS -- DISBURSEMENT SYSTEM
                                           CONTROL MENU
C -- DRS SYSTEM CONTROL MENU            WR -- WARRANT DISBURSEMENT MENU

          AGENCY: 9990                DRS TRANSACTION COUNT: 000000000
SUPPLEMENTAL ID: 0001    IRS 1099 SUMMARIZATION SET TO:  N
SELECT FUNCTION:  ___ (USE 1ST POSITION IF NEW MENU SELECTION)

          PF1=HELP, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

PRIVACY NOTICE:

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Type a one- or two-character menu function and press ↵Enter. The default Supplemental Id '0001' is used by all agencies except Department of Corrections and Department of Veterans' Affairs.

DM OLD -- DISBURSEMENT MENU

- View, update, or report on AFRS disbursement transactions selected by agency criteria for posting to the DRS disbursement file. Information is available by vendor, account code structure, etc.
- Also, report on disbursements from AFRS transaction history file for **prior-prior month**, prior month, current month, month 99 or 25. (Use Screen DM.5.5 for Report DRS275)
- Data required by IRS (Internal Revenue Service) or OMWBE (Office of Minority and Women Business Enterprises) may be added to records in the disbursement file prior to reporting.

V NEW -- ONLINE VIEW MENU (this incorporates several functions that were previously under the DM menu)

- View or update AFRS disbursement transactions selected by agency criteria for posting to the DRS disbursement file. Information is available by vendor name or vendor number and can be searched on using time parameters.

R NEW -- DISBURSEMENT REPORTING (this was previously function 5 under the DM menu)

- Order various reports on disbursement transactions stored in DRS.

IR **OLD -- IRS 1099 MENU**
I **NEW -- IRS 1099 MENU**

- View or report on transactions which have been summarized for IRS 1099 reporting into the DRS IRS file now that the data required with those transactions is complete.

DS **OLD -- DISBURSEMENT SYSTEM CONTROL MENU**
C **NEW -- DISBURSEMENT SYSTEM CONTROL MENU**

- Update profile to determine months of data kept in system.
- Select data posted to DRS by transaction code.
- Purge data not needed by various selection criteria.

WR **WARRANT DISBURSEMENT MENU**

- View or report on disbursement transactions in the DRS file which created a warrant.

DISBURSEMENT REPORTING SYSTEM TRANSFER CODES

DM

OLD -- DISBURSEMENT MENU

DM.1	Update DRS Detail
DM.1.1*	Update DRS Key
DM.2	View Disbursement Summary
DM.3	View Disbursements by Data Classification
DM.4	View Vendor Remittance
DM.5	Disbursement Reporting Menu
DM.5.1*	(DRS 271) Disbursement Summary Report
DM.5.2*	(DRS 272) Disbursements by Acct. Code Report
DM.5.3*	(DRS 273) Vendor Disbursement Report
DM.5.4*	(DRS 274) Vendor Disbursement/Travel Report
DM.5.5*	(DRS 275) AFRS/DRS Disbursement/Remittances Report
DM.5.6*	(DRS 276) Disbursement Transaction Listing
DM.5.7*	(DRS 277) Disbursement Travel by Account Code
DM.5.8*	(DRS 278) Disbursements to Vendors Duplicate
DM.6	View 1099 Disbursements
DM.8	(DRS 281) Disbursement Batch Data Reporting
DM.9	View (DRS) OMWBE Information
DM.A*	OMWBE/IRS Detail Update (15 records at a time)

** not a valid transfer value; must be accessed using menu*

IR

OLD -- IRS 1099 MENU

I*

NEW -- IRS 1099 MENU

IR.1	Update IRS 1099 Records
IR.2	View IRS 1099 Records
DM.2	View Disbursement Summary
DM.A*	OMWBE/IRS Detail Update (15 records at a time)
IR.3	IRS 1099 Reporting
IN.1.V	Access Combined Vendor Selection screen
VE.2	Access Agency Vendor file
VE.3	Access Statewide Vendor file
IR.4	TIN (FED ID) Confirmation Request
IR.7*	Vendor Transmittal Request
IR.1.1*	Print IRS 1099 forms
IR.8*	DRS331 - DRS Remittance Listing DRS333 - Missing TIN DRS336 - IRS 1099 File Listing DRS343 - IRS 1099/SWV File Name/Address Mismatch DRS348 - Multiple Boxes/Same TIN
DS.1	DRS Agency Profile Change 1099 Summarization
IR.5	IRS 1099 Forms Processing Schedule
IR.6	DRS340, 341, 342, 344, 347

** not a valid transfer value; must be accessed using menu*

DS
C*

**OLD -- DISBURSEMENT SYSTEM CONTROL MENU
NEW -- DISBURSEMENT SYSTEM CONTROL MENU**

DS.1	Agency Profile Maintenance
DS.2	Job Card Maintenance (OFM Only)
DS.3	Extract Transaction Maintenance
DS.4	Purge Disbursement Maintenance
DS.5	Add Vendor Number to DRS Records
DS.6*	DRS Transaction Code Counts Report
DS.7*	Warrant Cancellation Add Vendor Number

** not a valid transfer value; must be accessed using menu*

WR

WARRANT DISBURSEMENT MENU

WR.1	View Warrant Disbursement Summary
WR.2	Warrant Disbursement Reporting
WR.3	View Warrants by Warrant Batch Number
WR.4	View Remittance Summary with IRS Box

V*

DISBURSEMENT ONLINE VIEW REQUEST

DV.0	DRS Online View Request – allows search by vendor name, vendor number or vendor taxpayer ID. User selects one of the following screens to display the results, and can then scroll right and left to view results on screens DV.1 – DV.8. This screen can also be accessed via IN.1.V – Combined Vendor Selection screen.
DV.1*	View DRS records starting at Vendor Invoice Number
DV.2*	View DRS records starting at Vendor Account Number
DV.3*	View DRS records starting at Current Document Number
DV.4*	View DRS records starting at Vendor Information
DV.5*	View DRS records starting at Transaction Information
DV.6*	View DRS records starting at Accounting Data
DV.7*	View DRS records for Pseudo Vendor Numbers
DV.8*	View DRS records starting at 1099 Support Display
IR.2	View IRS 1099 records for selected calendar year

** not a valid transfer value; access using menu or search feature (DV.0 screen)*

R*

NEW -- DISBURSEMENT REPORTING

DM.5	Disbursement Reporting Menu
DM.5.1*	(DRS 271) Disbursement Summary Report
DM.5.2*	(DRS 272) Disbursements by Acct. Code Report
DM.5.3*	(DRS 273) Vendor Disbursement Report
DM.5.4*	(DRS 274) Vendor Disbursement/Travel Report
DM.5.5*	(DRS 275) AFRS/DRS Disbursement/Remittances Report
DM.5.6*	(DRS 276) Disbursement Transaction Listing
DM.5.7*	(DRS 277) Disbursement Travel by Account Code
DM.5.8*	(DRS 278) Disbursements to Vendors Duplicate

** not a valid transfer value; must be accessed using menu*