

<b>SECTION S</b>	<b>JUNE 2006 REV</b>
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## SYSTEM SECURITY MAINTENANCE

Security File errors are detected, reported and corrected online (SS.1). Transactions must pass the online edits before they are added to the AFRS Security File.

**KEY :** Using 'V' (View) function: Agency and Logon ID

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=== AFRS =(SS.1)===== SYSTEM SECURITY MAINTENANCE ===== C105P412
===
TR: _____ FUNCTION: _ (A=ADD, C=CHNG, D=DEL, V=VIEW, N=NEXT)
AGENCY: 0000 LOGONID: _____ AFRS SECURITY: _ STOP USE DATE: _____
                        LAST MOD DATE: _____

NAME: _____ PHONE: _____

      BATCH INPUT RELEASE      BATCH INPUT RELEASE
FINANCIAL      - - -          - - -
TRANSACTIONS  - - -          - - -
BATCH          - - -          - - -
FLAGS         - - -          - - -
              - - -          - - -
              PAY MAINT: 0    PROJECT PURGE: 0

TM FLAGS - DT: 0 OI: 0 AI: 0 PI: 0 PC: 0 VE: 0 SWVE: 0 OC: 0 TD: 0 MI: 0
MF FLAGS - APPN: 0 ALLOT: 0 GRANT PRJ: 0 OPERATING: 0 SUBSID: 0 GEN LGR/DOC : 0
RC FLAGS - MRS DESIGN: 0 MRS SUBMIT: 0 RPT REQ: 0 O-D DESIGN: 0 O-D SUBMIT: 0
DR FLAGS - DISB: 0 1099: 0 OMWBE: 0 PURGE: 0 TRAN SEL: 0 PROF: 0 JOBCARD: 0
SC FLAGS - BROADCAST: 0 ACTION MSG: 0 JOB CARD: 0 TRAN RESTRICT: 0 UPDATE SM: 0

F1 ON INPUT FIELD=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
    
```

### **S02 - USER UNAUTHORIZED TO USE THIS PROCESS**

**Explanation:** User does not have the security level required to use this process.  
**Suggestion:** Contact your agency's AFRS Security Administrator.

### **S03 - FUNCTION INVALID**

**Explanation:** An invalid character was entered in the Function. Valid characters are letters 'A' = Add; 'C' = Change; 'D' = Delete; 'V' = View; and 'N' = Next

**Suggestion:** Enter one of the valid characters in the function field.

#### **S04 - LOGONID INVALID**

**Explanation:** When using screen function 'V' = VIEW to find LogonID, you must enter the specific LogonID that you are searching.  
LogonID is a required field. This record cannot be added to the AFRS Security File unless the LogonID is entered and in the DIS security file.

**Suggestion:** Enter the correct LogonID.

#### **S06 - SECURITY FLAG INVALID**

**Explanation:** The AFRS Security field designates the level of security for this LogonID. For general agencies, this field is set to 0 (no access) and is protected. For statewide system security administrator (ASEC=2), this field is required and must be 0 (no access) or 1 (update user records for respective agency) or 2 (update user records—all agencies). A 2 may only be assigned when Agency =ANY *and* LogonID = XXXX105.

**Suggestion:** Enter the valid security for this LogonID. It must be 0, 1 or 2.

#### **S07 - NAME MUST BE ENTERED**

**Explanation:** Name is a required field. It can be an individual's name or an organization name and is used as a contact point for emergencies.

**Suggestion:** Enter the appropriate name.

#### **S08 - PHONE NUMBER REQUIRED – MUST BE NUMERIC**

**Explanation:** Phone number, with Area Code, is a required field. It is used as a contact point for emergencies. Only numbers are acceptable for phone number.

**Suggestion:** Enter the appropriate telephone number. Area code can not be zero's.

#### **S10 - DATE MUST BE YYMMDD**

**Explanation:** The Stop Use Date is an optional field. It can be used to indicate the last date a user should have AFRS access. The system will only accept the date field in the format YYMMDD (all numeric) and a real valid date.

**Suggestion:** Enter the date in the format YYMMDD or clear field.

#### **S11 - DT INDICATOR MUST BE 0, 1, 2 OR V**

***Explanation:*** The Descriptor Table field authorizes the user to update the agency's descriptor tables (TM.1). It is numeric and must be entered. The only numbers acceptable are: 0 (no access), 1 (view records and print reports) or 2 (update records) or V (View only).

***Suggestion:*** Enter the appropriate number. Valid numbers are 0, 1, 2 or V.

### **S12 - OI INDICATOR MUST BE 0, 1, 2 OR V**

***Explanation:*** The Organization Index field authorizes the user to update the agency's organization index table (TM.2). It is numeric and must be entered. The only numbers acceptable are: 0 (no access), 1 (view records and print reports) or 2 (update records) or V (View only).

***Suggestion:*** Enter the appropriate number. Valid numbers are 0, 1, 2 or V.

### **S13 - AI INDICATOR MUST BE 0, 1, 2 OR V**

***Explanation:*** The Appropriation Index field authorizes the user to update the agency's appropriation index table (TM.3). It is numeric and must be entered. The only numbers acceptable are: 0 (no access), 1 (view records and print reports) or 2 (update records) or V (View only).

***Suggestion:*** Enter the appropriate number. Valid numbers are 0,1, 2 or V.

### **S14 - PI INDICATOR MUST BE 0, 1, 2 OR V**

***Explanation:*** The Program Index field authorizes the user to update the agency's program index table (TM.4). It is numeric and must be entered. The only numbers acceptable are: 0 (no access), 1 (view records and print reports) or 2 (update records) or V (View Only).

***Suggestion:*** Enter the appropriate number. Valid numbers 0, 1, 2 or V.

### **S15 - PC INDICATOR MUST BE 0, 1, 2 OR V**

***Explanation:*** The Project Control field authorizes the user to update the agency's project control table (TM.5). It is numeric and must be entered. The only numbers acceptable are: 0 (no access), 1 (view records and print reports) or 2 (update records) or V (View only).

***Suggestion:*** Enter the appropriate number. Valid numbers are 0, 1, 2 or V.

### **S16 - VE INDICATOR MUST BE 0, 1, 2 OR V**

**Explanation:** The Vendor Edit field authorizes the user to update the agency's vendor table (TM.6). It is numeric and must be entered. The only numbers acceptable are: 0 (no access), 1 (view records and print reports), 2 (update records) or V (View records only).

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1, or 2.

### **S17 - SWVE INDICATOR MUST BE 0, 1, 2 OR V**

**Explanation:** The Statewide Vendor Edit field authorizes the user to update the statewide vendor table (TM.D). It is numeric and must be entered. The only numbers acceptable for agencies are 0 (no access), 1 (view records and print reports) and 3 (View records only). For OFM, they are allowed to use 0,1,2 and V. The 2 is used to update the records.

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1,2 or 3.

### **S18 - ONLY OFM CAN HAVE SWVE = 2**

**Explanation:** The Statewide Vendor Edit screen may only be viewed by agencies other than OFM. For agency users, a "2" (update records) is not allowed in this field.

**Suggestion:** Enter the appropriate number. Valid numbers are 0 or 1.

### **S19 - OC INDICATOR MUST BE 0, 1 OR 2**

**Explanation:** The Organization Control field authorizes the user to update the agency's organization control table (TM.7). It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1 or 2.

### **S20 - TD INDICATOR MUST BE 0, 1, 2 OR V**

**Explanation:** The Transaction Code Decision field authorizes the user to update the statewide transaction code decision table (TM.8). It is numeric and must be entered. The only numbers acceptable are: 0 (no access) or 1 (view records and print reports) for general agencies, V (View only) and 0, 1 or 2 (update records) for OFM.

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1, 2 or V.

### **S21 - ONLY OFM CAN HAVE TD = 2**

***Explanation:*** The Transaction Code Decision table may only be viewed by agencies other than OFM. For agency users, a “2” (update records) is not allowed in this field.

***Suggestion:*** Enter the appropriate number. Valid numbers are 0 or 1.

### **S22 - MI INDICATOR MUST BE 0, 1, 2 OR V**

***Explanation:*** The Master Index field authorizes the user to update the agency’s master index table (TM.9). It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports), 2 (update records) or V (View only; print not allowed).

***Suggestion:*** Enter the appropriate number. Valid numbers are 0, 1, 2 or V.

### **S23 - TRANS INPUT INDICATOR MUST BE 0, 1 OR 2**

***Explanation:*** The Transaction Input field authorizes the user to input and edit initial accounting transactions and batch headers. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records) or 2 (update records).

***Suggestion:*** Enter the appropriate number. Valid numbers are 0, 1 or 2.

### **S24 - BATCH REL INDICATOR MUST BE 0, 1, 2 OR 3**

***Explanation:*** The Batch Release field authorizes the user to change the status of batches on the IN.1.5 screen. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records), 2 (release records) or 3 (release records with errors).

***Suggestion:*** Enter the appropriate number. Valid numbers are 0, 1, 2 or 3.

### **S26 - PAY MAINT INDICATOR MUST BE 0, 1 OR 2**

***Explanation:*** The Pay Maint field authorizes the user to enter transactions on the PAYMENT MAINTENANCE screen (IN.2). It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records) or 2 (update records).

***Suggestion:*** Enter the appropriate number. Valid numbers are 0, 1 or 2.

### **S27 - PROJECT PURGE INDICATOR MUST BE 0, 1 OR 2**

**Explanation:** The Project Purge field authorizes the user to purge projects from their files. The purge is initiated on screen TM.P. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records) or 2 (update records).

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1 or 2.

### **S28 - APPN INQUIRY INDICATOR MUST BE 0 OR 1**

**Explanation:** This field authorizes the viewing of current records on the Agency's Appropriation Master File (MI.1). It is numeric and must be entered. The only numbers acceptable are 0 (no access) or 1 (view records).

**Suggestion:** Enter the appropriate number. Valid numbers are 0 or 1.

### **S29 - ALLOT INQUIRY INDICATOR MUST BE 0 OR 1**

**Explanation:** This field authorizes the viewing of current records on the Agency's Allotment Master File (MI.2). It is numeric and must be entered. The only numbers acceptable are 0 (no access) or 1 (view records).

**Suggestion:** Enter the appropriate number. Valid numbers are 0 or 1.

### **S30 - GRANT PROJ INQUIRY INDICATOR MUST BE 0 OR 1**

**Explanation:** This field authorizes the viewing of current records on the Agency's Grant Project Master File. For general agencies, this field is set to 0 (no access) and is protected. For statewide system security administrator (ASEC=2), this field is required and must be 0 (no access) or 1 (view records). *It is not currently active.*

**Suggestion:** Enter 0 for this field.

### **S31 - OPERATING FILE INQUIRY INDICATOR MUST BE 0 OR 1**

**Explanation:** This field authorizes the viewing of current records on the Agency's Operating File. For general agencies, this field is set to 0 (no access) and is protected. For statewide system security administrator (ASEC=2), this field is required and must be 0 (no access) or 1 (view records). *It is not currently active.*

**Suggestion:** Enter 0 for this field.

### **S32 - SUBSIDIARY INQUIRY INDICATOR MUST BE 0 OR 1**

**Explanation:** This field authorizes the viewing of current records on the Subsidiary Ledger Master File (MI.4). It is numeric and must be entered. The only numbers acceptable are 0 (no access) or 1 (view records).

**Suggestion:** Enter the appropriate number. Valid numbers are 0 or 1.

**S33 - GEN LEDGER/ DOC INQUIRY INDICATOR MUST BE 0 OR 1**

**Explanation:** This field authorizes the viewing of current records on the General Ledger Master File (MI.3) and the Document File (MI.5)

. It is numeric and must be entered. The only numbers acceptable are 0 (no access) or 1 (view records).

**Suggestion:** Enter the appropriate number. Valid numbers are 0 or 1.

**S34 - MRS DESIGN INDICATOR MUST BE 0, 1 OR 2**

**Explanation:** This field authorizes the design of a report format in the Management Reporting System (MR.1). It is a numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records) or 2 (update records).

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1 or 2.

**S35 - MRS SUBMIT INDICATOR MUST BE 0, 1 OR 2**

**Explanation:** This field authorizes the submission of one or more MRS reports (MR.2). It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records) or 2 (update records and submit reports).

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1 or 2.

**S36 - REPORT REQ INDICATOR MUST BE 0, 1 OR 2**

**Explanation:** This field authorizes the user to establish requests for daily, weekly and monthly AFRS reports on the Report Request Screen (RR.1) and allows the user to update mailing labels for reports (RR.3). It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1 or 2.

**S37 - ON-DEMAND DESIGN INDICATOR MUST BE 0, 1 OR 2**

**Explanation:** This field authorizes the user to design a report format in the On-Demand Reporting System (RD.1). It is a numeric and must be entered. The only

numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1 or 2.

### **S38 - ON-DEMAND SUBMIT INDICATOR MUST BE 0, 1 OR 2**

**Explanation:** This field authorizes the user to submit one or more On-Demand reports (RD.3). It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1 or 2.

### **S39 - DISB MAINT INDICATOR MUST BE 0, 1 OR 2**

**Explanation:** This field authorizes the user to maintain the Disbursement Reporting records in the DRS system. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1 or 2.

### **S40 - 1099 MAINT INDICATOR MUST BE 0, 1 OR 2**

**Explanation:** This field authorizes the user to maintain the 1099 information on the DRS system. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1 or 2.

### **S41 - OMWBE MAINT INDICATOR MUST BE 0, 1 OR 2**

**Explanation:** This field authorizes the user to maintain the OMWBE information on the DRS system. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1 or 2.

### **S42 - DRS PURGE INDICATOR = 0, 1 OR 2**

**Explanation:** This field authorizes the user to purge agency disbursement records on Screen DS.4. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

*Suggestion:* Enter the appropriate number. Valid numbers are 0, 1 or 2.

**S43 - TRAN SELECT INDICATOR = 0, 1 OR 2**

*Explanation:* This field authorizes the user to update the Extract Transaction Maintenance screen (DS.3) which determines the transactions to post to the Disbursement Reporting System. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view records and print reports) or 2 (update records).

*Suggestion:* Enter the appropriate number. Valid numbers are 0, 1 or 2.

**S44 - PROFILE INDICATOR = 0, 1 OR 2**

*Explanation:* This field authorizes the user to change the Agency Profile on Screen DS.1, including the number of months of data to be retained, the \$600 floor on the IRS 1099 information and whether the DRS information should be extracted from AFRS nightly. It is numeric and must be entered. The only numbers acceptable are 0 (no access), 1 (view record) or 2 (update record).

*Suggestion:* Enter the appropriate number. Valid numbers are 0, 1 or 2.

**S45 - DRS JOB CARD INDICATOR = 0, 1 OR 2**

*Explanation:* This field authorizes the user to update the Disbursement Reporting System Job Card on Screen DS.2. For **General Agencies**, this field is set to 0 (no access) and is protected. For **Statewide System** security administrator (ASEC=2), this field is required and must be 0 (no access) or 1 (view record) or 2 (update record).

*Suggestion:* Enter the appropriate number. Valid numbers are 0, 1 or 2.

**S46 - BROADCAST MSG INDICATOR = 0, 1 OR 2**

*Explanation:* This field authorizes the user to write a broadcast message on the Broadcast Message Screen. For **General Agencies**, this field is set to 0 (no access) and is protected. For **Statewide System** security administrator (ASEC=2), this field is required and must be 0 (no access) or 1 (view record) or 2 (update record).

*Suggestion:* Enter the appropriate number. Valid numbers are 0, 1 or 2.

**S47 - ACTION MSG INDICATOR = 0, 1 OR 2**

**Explanation:** This field authorizes the writing of an Action Message on the screen. For **General Agencies**, this field is set to 0 (no access) and is protected. For **Statewide System** security administrator (ASEC=2), this field is required and must be 0 (no access) or 1 (view record) or 2 (update record).

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1 or 2.

#### **S48 - JOB CARD INDICATOR = 0, 1 OR 2**

**Explanation:** This field authorizes the user to add or update the Agency Job Card on Screen SC.3. For general agencies, this field is set to 0 (no access) and is protected. For statewide system security administrator (ASEC=2), this field is required and must be 0 (no access) or 1 (view record) or 2 (update record).

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1 or 2.

#### **S49 - TRAN RESTRICT INDICATOR INVALID**

**Explanation:** The Transaction Restrict field controls the use of restricted transaction codes. For **General Agencies**, this field is set to 0 (no access) and is protected. For **Statewide Systems** security administrator (ASEC=2), this field is required and must be 0 (may use non-restricted transaction codes), 1 (may use transaction codes restricted to State Treasurer ONLY) or 2 (may use transaction codes restricted to OFM ONLY).

**Suggestion:** Enter the appropriate number. Valid numbers are 0, 1 or 2.

#### **S50 - SYSTEM MANAGEMENT INDICATOR INVALID**

**Explanation:** This field authorizes the user to update the System Management (SM) record on Screen SC.4. For **General Agencies**, this field is set to 0 (no access) and is protected. For **Statewide Systems**, the security administrator (ASEC=2) is authorized to set up OFM personnel with an ANY security record to have the following: 0 (no access) or 2 (update record).

**Suggestion:** Enter the appropriate valid number.