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Preface

This documentation was prepared to assist agency personnel in establishing and maintaining their financial system security records in order to:

- Control access to agency data
- Control transaction/record addition, change and deletion
- Control system reporting requests
- Support agency internal control policies

This user documentation pertains to the following statewide financial systems:

<table>
<thead>
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<th>System</th>
<th>Requires Logon ID for DIS Mainframe</th>
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<tbody>
<tr>
<td><strong>Agency Financial Reporting System (AFRS)</strong> includes:</td>
<td>Yes</td>
</tr>
<tr>
<td>Disbursement Reporting System</td>
<td></td>
</tr>
<tr>
<td>IRS 1099 Reporting</td>
<td></td>
</tr>
<tr>
<td>OMWBE Reporting</td>
<td></td>
</tr>
<tr>
<td>On-Demand Reporting</td>
<td></td>
</tr>
<tr>
<td>Table Maintenance</td>
<td></td>
</tr>
<tr>
<td>Transaction Input</td>
<td></td>
</tr>
<tr>
<td><strong>Allotment Preparation System (APS)</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>The Allotment Preparation System (TAPS)</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Budget and Allotment Support Systems (BASS)</strong> includes:</td>
<td>No</td>
</tr>
<tr>
<td>Budget Development System (BDS)</td>
<td></td>
</tr>
<tr>
<td>Budget Reporting System (BRS) (formerly VRS)</td>
<td></td>
</tr>
<tr>
<td>Capital Budgeting System (CBS)</td>
<td></td>
</tr>
<tr>
<td>Performance Measure Tracking &amp; Estimates System (PMTES)</td>
<td></td>
</tr>
<tr>
<td>BPS1 Extract (To access in BASS an Excel spreadsheet containing report extracted from BPS1)</td>
<td></td>
</tr>
<tr>
<td><strong>Budget Preparation System 1 (BPS1)</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Capital Asset Management System (CAMS)</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>

For information regarding security for systems not listed above, contact the following:

<table>
<thead>
<tr>
<th>System</th>
<th>Requires Logon ID for DIS Mainframe</th>
</tr>
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<tbody>
<tr>
<td><strong>Accounts Receivable System (AR):</strong> Your Agency AR Administrator***</td>
<td>No</td>
</tr>
<tr>
<td><strong>AFRS Data Distribution System (ADDS):</strong> OFM Product Manager at (306) 664-7778</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Fastrack:</strong> OFM Fastrack Help Line at (306) 664-7737</td>
<td>No</td>
</tr>
<tr>
<td><strong>Personnel/Payroll System:</strong> HRISD Help Desk at Dept of Personnel at (360) 664-6400</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Time Management System (TMS):</strong> Your Agency TMS Administrator***</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Travel Voucher System (TVS):</strong> Your Agency TVS Administrator***</td>
<td>No</td>
</tr>
</tbody>
</table>

***If you do not know who that is, contact Your Fiscal Office.

Your comments and proposals regarding the financial system security procedures and this user guide are always welcome. Send them to Financial System Security Manager via campus mail (Mail Stop 43113) or fax (360-664-3363).
Overview

Purpose of Security

The purpose of security is to establish and maintain access to financial systems within the agency in order to control agency records and report requests. Each agency is responsible for determining the level of security granted to each individual for each financial system to meet the user needs and the agency internal control standards. There are several levels of security which are important to understand.

Levels of Security

There are two agencies that control statewide security records:

- **Office of Financial Management (OFM)**
 Maintains the security files specific to each financial system

- **Department of Information Services (DIS)**
  Maintains the statewide file of Logon ID’s and Operator ID’s for Systems which run on the DIS mainframe.

In some systems, the *OFM system security administrator* maintains security for the agency security administrators only. In other systems, the OFM system security administrator maintains security for all persons who need to access the system.

There are also several levels of security within each *agency*: the RACF administrator, the agency security administrator(s) and agency personnel. Each agency has a **Resource Access Control Facility (RACF) Administrator** who coordinates with DIS to obtain or delete Logon ID’s and Operator ID’s for systems which run on the DIS mainframe.

The *agency security administrator(s)* for each financial system maintains the security files for system access by agency personnel. The agency can assign the duties of agency security administrator to the same individual for all systems or to a different individual for each system. The agency director or designee must authorize the individual(s) named as primary and alternate agency security administrators. It is recommended that for each system your agency utilizes, one primary and at least one alternate agency security administrator be assigned.

The final level of security is held by *agency personnel* who can add, change or delete records and request reports in the statewide financial system(s) for which they have security. These personnel cannot control the security of other users.

See individual system instructions for levels of security within each specific system.
Preliminary Steps

There are two steps your agency has already completed (unless it is a new agency) which are helpful in understanding the overall flow of system security. These steps have established the security administrators (as described above) within your agency and only need to be done again when there is a change in personnel or duties within your agency.

1. Your agency has assigned a RACF administrator and has notified the Department of Information Services (DIS) of this assignment. DIS will only establish Logon ID’s requested by the RACF administrator of an agency. It is the agency’s responsibility to notify DIS of any changes to their RACF administrator.

2. Your agency has also identified security administrators for each of the systems in use by your agency and notified OFM of the assignments. The agency security administrator or alternate for each system are the only ones who can enter or request changes to the security records of the systems. Thus, it is important to keep OFM informed of any changes in security administrators. (See Appendix A, Pages 29-35, for Agency Security Administrator forms.)

Establishing Security for a New Employee

The first step in establishing security for a new employee is to contact your agency RACF administrator. Give them the name of the person for whom you are establishing security records and the names of the systems for which the person will need access. The agency RACF administrator will contact DIS, and DIS will establish the Logon ID and the operator ID (OpID) for the individual.

The next step in this procedure depends on which systems the individual will need to access. For AFRS, TAPS, CAMS and TMS, the agency system security administrator is responsible for establishing security records.

For BPS1, APS and BASS the agency security administrator will need to complete the BPS/APS Security Form and/or the BASS Security Form and send them to OFM. The OFM system security administrator is then responsible for establishing security records. (Please refer to the following sections for step-by-step instructions on how to establish a security record in each system.)

Contact the OFM system security administrator at (360) 664-7691 if you have any questions.
Agency Financial Reporting System (AFRS)

The agency AFRS security administrator is responsible for maintaining all security records in AFRS for users within your agency. In order to add, change or delete a user record, contact your agency AFRS security administrator and provide the following information. (See Appendix C for “AFRS System Security Maintenance” form. This form is optional and is for agency use only.)

- Logon ID of user (obtained from DIS)
- Name of user
- Phone number of user
- The “Stop Use Date” field is optional. If you want someone to have access to AFRS for a limited period of time, enter the last date you want the user to have AFRS access (YYMMDD).
- Level of security user will need for each field.
  0 = No access
  1 = View records and print reports
  2 = Update records and view and print them
  3 = Release batches from screen IN.1.5 with errors. Transactions with errors will go to overnight error file.
  V = View records

See footnotes for exceptions. Shaded levels are either not available or restricted to update by OFM.

<table>
<thead>
<tr>
<th>Security Flag Name</th>
<th>Abbrev on SS.2</th>
<th>Controls Access to AFRS Screens:</th>
<th>Levels</th>
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<td>AFRS Security</td>
<td>ASEC</td>
<td>SS.1-SS.2 TM.A.1, TM.A.2, TM.A.3, TM.A.4</td>
<td>0 1</td>
</tr>
</tbody>
</table>

Financial Transaction Batch Flags & OFM Recommendations for Separating Functions

OFM recommends the use of AFRS security to separate the following functions: Transaction Input, Batch Release, Error Correction, and Agency Vendor Table Updates. Security access levels by batch type have been added to AFRS to give agencies more flexibility in doing this. The Batch Type field is alphanumeric and required with a security level indicator for Input, Release, and Error Correction. In the Batch Type Field, you may enter specific batch types or enter the wildcard ‘***’ to indicate all batch types. You may also enter a character in the first position of the batch type with the wildcard ‘*’ in the second position. For example, ‘B*’ for all batch types beginning with ‘B’; or ‘2*’ for all batch types beginning with ‘2’. (Refer to examples in Appendix E, Page 53.)

Financial Transaction Batch Flags

- **Transaction Input**
  - TI
  - IN.1, IN.1.1, IN.1.2, IN.1.V, SW Vendor Selection - C105P20V, IN.1.4, IN.1.5 Batch Delete, IN.1.6, IN.1.7, IN.2, IN.3, (all select functions on IN.3), IN.3.1, MI.A, MI.B, VE.7, VE.7.1, VE.7.1.1
  - Level: 0 1 2

- **Batch Release**
  - BR
  - IN.1.5 Batch Release
  - Level: 0 1 2 3

1 Only the OFM system security administrator can assign level 1 security in this field; valid agency security levels: 0 = view/print ; 1 = update agency records
<table>
<thead>
<tr>
<th>Security Flag Name</th>
<th>Abbrev</th>
<th>Controls Access to AFRS Screens:</th>
<th>Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Financial Flags</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Warrant Write</td>
<td>WW</td>
<td>IN.7</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• Project Purge</td>
<td>PP</td>
<td>TM.P</td>
<td>0 1 2</td>
</tr>
<tr>
<td>(TM) Table Maintenance Flags</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Descriptor Tables&lt;sup&gt;2&lt;/sup&gt;</td>
<td>DT</td>
<td>TM.1, TM.B, VE.6, TM.D, TM.D.1-.2, TM.D.4-.7, TM.D.M-.P, TM.D.A-.I, TM.D.R, TM.D.X</td>
<td>0 1 2 V</td>
</tr>
<tr>
<td>IAP Multi Fund Breakout</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Process Controls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSHS Tables (Agency 3000 only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSHS CAS Maintenance - Bien. 03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSHS CAS Maintenance - Bien. 05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Organization Index Table</td>
<td>OI</td>
<td>TM.2</td>
<td>0 1 2 V</td>
</tr>
<tr>
<td>• Appropriation Index Table</td>
<td>AI</td>
<td>TM.3</td>
<td>0 1 2 V</td>
</tr>
<tr>
<td>• Program Index Table</td>
<td>PI</td>
<td>TM.4</td>
<td>0 1 2 V</td>
</tr>
<tr>
<td>• Project Control Table</td>
<td>PC</td>
<td>TM.5</td>
<td>0 1 2 V</td>
</tr>
<tr>
<td>• Vendor Table</td>
<td>VE</td>
<td>VE.2, VE.2.1, VE.2.2, VE.2.3, VE.2.5, IN.1.V, DS.5</td>
<td>0 1 2 V</td>
</tr>
<tr>
<td>Combined Vendor Selection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Vendor No. to DRS Records</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Statewide Vendor Table</td>
<td>SWVE</td>
<td>VE.3, IN.1.S (C105P2VE), IN.1.V</td>
<td>0 1 V</td>
</tr>
<tr>
<td>Statewide Vendor Selection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combined Vendor Selection</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>• Organization Control Table</td>
<td>OC</td>
<td>TM.7</td>
<td>0 1 2 V</td>
</tr>
<tr>
<td>• Transaction Code Decision Table</td>
<td>TD</td>
<td>TM.8-TM.8.1</td>
<td>1 V</td>
</tr>
<tr>
<td>• Master Index Table</td>
<td>MI</td>
<td>TM.9</td>
<td>0 1 2 V</td>
</tr>
</tbody>
</table>

(MF) Master File Inquiry Flags

| Appropriation File Inquiry            | AP     | MI.1                             | 0 1     |
| Allotment File Inquiry               | AL     | MI.2                             | 0 1     |
| Grant Project<sup>3</sup>            | GP     | n/a                              | 0       |
| Operating File Inquiry<sup>4</sup>   | OF     | n/a                              | 0 1     |
| Subsidiary File Inquiry              | SF     | MI.4                             | 0 1     |
| General Ledger File/Document File Inquiry | GL   | MI.3, MI.5, MI.6               | 0 1     |

(RC) Reporting Control Flags

| MRS Design                           | MD     | MR.1                             | 0 1 2   |
| MRS Submit                           | MS     | MR.2                             | 0 1 2   |
| Report Request                       | RR     | RR.1-RR.3                        | 0 1 2   |
| On-Demand Report Design              | OD     | RD.1-RD.2                        | 0 1 2   |
| On-Demand Report Submit              | OS     | RD.3                             | 0 1 2   |

<sup>2</sup> Agency DT flag also controls access to the agency Payment Process Controls screen (VE.6) and allows agency to view or print the statewide descriptor tables from screens TM.1 and AD.2.

<sup>3</sup> Valid agency security level is 0 (no access) for this field

<sup>4</sup> Only the OFM system security administrator can assign level 1 security in this field

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<table>
<thead>
<tr>
<th>Security Flag Name</th>
<th>Abbrev</th>
<th>Controls Access to AFRS Screens:</th>
<th>Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(DR) Disbursement Reporting Flags</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Disbursement System</td>
<td>DR</td>
<td>DM.1-DM.6, DM.1.1, DM.8, WR.1-</td>
<td>0 1 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WR.2, WR.3, DS.6, DS.7, C105V092</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(OMWBE/IRS Detail Update)⁵</td>
<td></td>
</tr>
<tr>
<td>• IRS 1099 Reporting System⁶</td>
<td>IR</td>
<td>IR.1-IR.4, IR.7-IR.8</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• OMWBE Reporting System</td>
<td>OM</td>
<td>OM.1-OM.4, DM.9</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• Purge Disbursement Records</td>
<td>P</td>
<td>DM.1 (Delete Function)</td>
<td>0 1 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DS.4</td>
<td></td>
</tr>
<tr>
<td>• Transaction Selection</td>
<td>TS</td>
<td>DS.3</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• Agency Profile Maintenance</td>
<td>PF</td>
<td>DS.1⁷, IR.5-IR.6</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• Agency Job Card</td>
<td>JC</td>
<td>DS.2</td>
<td>0 1</td>
</tr>
</tbody>
</table>

**NOTE:** There are other screens in AFRS which users are automatically given access to when they are assigned a Logon ID for AFRS:

- Message screens
- Primary menu and sub-menus
- Batch Interface Log (BI)
- Contact List (CL)
- Exchange Data Sets (EX)
- Inter-Agency Vendor Selection (IN.1.I) (Function 8 on VE Menu)
- The following Master File Inquiry screens
  - Recent History Detail (MI.7)
  - Payment Write File (MI.8)
  - Payments Made Today/This Month (MI.9)
- Documentation Request screen (RR.4)
- View System Security Records (SS.2)
- Master Index Review screen (TM.9.1)

⁵ *DS.5 is controlled by the Vendor Table (VE) flag.*

⁶ *The following fields on these screens are controlled by the Agency Profile Maintenance (PF) security:
  IR.1 - 1099 FORMS CONTROL
  IR.1 - RECORD LOCK*

⁷ *DS.1: The YES for Nightly Extract is controlled by Agency. The NO for Nightly Extract is controlled by OFM.*
Accessing The AFRS Security Screens

At the Message 10 screen, type **CICP3**. Press ↓ *Enter*. Type your **Logon ID** and **password**. Press ↓ *Enter*. You will get a screen that says “SIGN-ON COMPLETE.” Type **F002** (F, zero, zero,2). Press ↓ *Enter*.

The AFRS message screen will appear. Read the messages and press ↓ *Enter* to continue. The AFRS primary menu screen will appear, as follows:

```
=== 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     DR -- DISBURSEMENT REPORTING SYSTEM
SS -- SYSTEM SECURITY         OM -- OMWBE REPORTING
CL -- HELP PHONE LIST         MR -- MANAGEMENT REPORTING SYSTEM
EX -- EXCHANGE DATA SETS     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.

Type your 4-digit agency number in the Agency field and type **SS** (System Security) in the Select Function field. Press ↓ *Enter*. The following screen will appear:

```
=== AFRS =(SS)========= SYSTEM SECURITY MAINTENANCE MENU ========= C105P405 ===
TR: ______

1 -- SYSTEM SECURITY
2 -- VIEW SYSTEM SECURITY RECORDS

SELECT FUNCTION: _
PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```
View System Security Records Screen (SS.2)

The purpose of the View System Security Records screen (SS.2) is to allow you to view all your agency records (up to 15 at one time). This screen is helpful to find an individual’s Logon ID, which you will need to use on the System Security Maintenance screen (SS.1). Another way this screen can be used is to find a current user with the access levels you want for a new user. You can select the current user and use that record as a template to establish the new security record.

At the System Security Maintenance Menu (SS), select function 2 (View System Security Records) and press ↓Enter. The View System Security Records screen (SS.2) will appear, as follows:

There are four functions available on this screen, as follows:

F = Return to the First page of security records
N = Go to the Next page of security records (if more than 15 records)
P = Print all agency security records
S = Select an individual security record and display it on the System Security Maintenance screen (SS.1)

Type your selection (F, N, or P) in the Function field. The First page and Next page functions will scroll through your agency’s security records on this screen. The Print function will take you to a second screen which displays the default print settings. You can update the print settings and press ↓Enter to order the report.
Abbreviations for Security Flags on View System Security Records screen (SS.2) are defined in tables on Pages 4-6. Note that the, following Security Flags do not display on screen SS.2: Transaction Input (TI), Batch Release (BR), and Error Correction (EC). Security Flags for these functions may be set up by batch type and only display on System Security Maintenance screen (SS.1).

If you want to use the Select function (S), type S in the Select (SEL) column next to the record you wish to display. Press \( \downarrow \) Enter. The Select function will take you directly to the System Security Maintenance screen (SS.1) where you can view, update or delete the record.

**System Security Maintenance Screen (SS.1)**

The purpose of the System Security Maintenance screen (SS.1) is to view, add, change or delete individual AFRS security records. This screen can be accessed directly from the System Security Maintenance Menu (SS) by selecting function 1 - OR - from the View System Security Records screen (SS.2) as explained in the previous section. If accessed from the System Security Maintenance Menu, the screen will appear as follows:

| === AFRS =(SS.1)========= SYSTEM SECURITY MAINTENANCE ======== C105P412 === |
| TR: ______ FUNCTION: V (A=ADD, C=CHNG, D=DEL, V=VIEW, N=NEXT) |
| AGENCY: 9990 LOGONID: EFGH999 AFRS SECURITY: 0 STOP USE DATE: |
| NAME: USER #2 PHONE: 360 999 9999 |
| FINANCIAL ** 1 2 BATCH INPUT RELEASE |
| TRANSACTIONS __ __ __ BATCH INPUT RELEASE |
| BATCH __ __ __ |
| FLAGS __ __ __ |
| WARR WRITE: 1 PROJECT PURGE: 1 |
| TM FLAGS - DT: 1 OI: 1 AI: 1 PI: 1 PC: 1 VE: 2 SWVE: V OC: 1 TD: 1 MI: 1 |
| MF FLAGS - APPN: 1 ALLOT: 1 GRANT PRJ: 0 OPERATING: 0 SUBSID: 1 GEN LGR/DOC : 1 |
| RC FLAGS - MRS DESIGN: 0 MRS SUBMIT: 0 RPT REQ: 1 O-D DESIGN: 1 O-D SUBMIT: 1 |
| DR FLAGS - DISB: 1 1099: 1 OMWBE: 1 PURGE: 1 TRAN SEL: 1 PROF: 1 JOBCARD: 0 |
| SC FLAGS - BROADCAST: 0 ACTION MSG: 0 JOB CARD: 0 TRAN RESTRICT: 0 UPDATE SM: 0 |
| PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT |

There are five functions available on this screen, as follows:

- **A** = Add a new security record
- **C** = Change an existing security record
- **D** = Delete an existing security record
- **V** = View an existing security record using Logon ID as the search field
- **N** = View the Next consecutive security record
These functions are explained in the sections below.

**Viewing System Security Records in AFRS**

*If you know the user’s Logon ID:*

- At the System Security Maintenance screen (SS.1), type V (View) in the function field and type the user’s Logon ID and press ↓ Enter.
- The user record will be displayed and the message “RECORD FOUND” will appear at the bottom of the screen.

*If you don’t know the user’s Logon ID, there are two options for viewing:*

- At the System Security Maintenance screen (SS.1), type N (Next) in the function field and press ↓ Enter.
- The first user record will be displayed. Keep pressing ↓ Enter to view consecutive records. (Note: If you are searching for one particular record and you have more than three or four records in your agency, this method is NOT very efficient!)

– OR –

- On the View System Security Records screen (SS.2), find the user record you wish to view.
- Type S (Select) in the left column under the “SEL” heading and press ↓ Enter.
- The system will bring up the SS.1 screen showing the record you selected.

**Adding a System Security Record in AFRS**

To add a new user record:

- On the System Security Maintenance screen (SS.1), type A (Add) in the function field.
- Fill in the following:
  - Logon ID of user (obtained from DIS)
  - Name of user
  - Phone number of user
  - The “Stop Use Date” field is optional. If you want someone to have access to AFRS for a limited period of time, enter the last date you want the user to have AFRS access (YYMMDD).
  - Level of security user will need for each field.

\[ 0 = \text{No access} \]
1 = View records and print reports
2 = Update records and view and print them
V = View records

- Refer to Chart of AFRS Security Fields and Security Levels on Pages 4-6.
- Press ↵Enter. The message “RECORD ADDED” will appear at the bottom of the screen.

There is an alternative method of adding a record which eliminates having to enter a security level in over 30 fields:

- On the System Security Maintenance screen (SS.1), View the record of a user who has the same security levels as the user you are adding. (See previous section for methods of viewing a particular record.)
- Type A (Add) in the function field and type over the user information (Logon ID, Name, Phone, SSN) with the user information of the record you are adding.
- Verify the security levels and press ↵Enter.

Changing a System Security Record in AFRS

To change an existing user record:

- On the System Security Maintenance screen (SS.1), View the user record you wish to change using one of the methods described above.
- Type C (Change) in the function field and type over the information you wish to change.
- Press ↵Enter. The message “RECORD CHANGED” will appear at the bottom of the screen.

Deleting a Security Record in AFRS

To delete an existing user record:

- On the System Security Maintenance screen (SS.1), View the user record you wish to delete using one of the methods described above.
- Type D (Delete) in the function field and press ↵Enter. The message “PRESS ENTER TO DELETE ABOVE RECORD” will appear at the bottom of the screen.
- Press ↵Enter again. The message “ABOVE RECORD DELETED” will appear at the bottom of the screen.
Capital Asset Management System (CAMS)

The agency CAMS security administrator is responsible for maintaining all security records in CAMS for users within your agency. In order to add, change or delete a user record, contact your agency CAMS security administrator and provide the following information. (See Appendix C for “CAMS Logon Registration and Change Form.” This form is optional and is for agency use only.)

- Logon ID of user (obtained from DIS)
- Priority code you want the user to have. The priority code is the security level of the user. Available options are as follows:
  
  02 = Inquire only
  04 = Browse for records
  08 = Report request
  10 = Add asset records
  12 = Change asset records
  14 = Dispose asset records
  16 = Purge asset records
  18 = Add user records to CAMS

- The bin number (at DIS Service Center)
- The funds for which the user needs to have access (Note: Each individual can be assigned up to 25 funds. The user will only be able to add, change, delete or purge asset records in the funds shown on this screen.)

Accessing the CAMS Security Screens

At the Message 10 screen, type CICP3. Press Enter. Type your Logon ID and password. Press Enter. You will get a screen that says “Sign-on is complete (Language E).”

The command you use next depends on the function (add, change, or delete) you wish to perform. See appropriate section below for instructions.
Adding a User Security Record in CAMS

Type **FC23.** Press ↓ Enter

The following screen will appear:

```
LOGON       PRIORITY     AGENCY     BIN
_______         __         ____      __

AUTHORIZATIONS (TYPE IN UP TO 25 FUNDS)

1. ___        2. ___        3. ___        4. ___        5. ___
6. ___        7. ___        8. ___        9. ___       10. ___
11. ___       12. ___       13. ___       14. ___       15. ___
16. ___       17. ___       18. ___       19. ___       20. ___
21. ___       22. ___       23. ___       24. ___       25. ___

PF3=END SESSION, ENTER=ADD RECORD
```

- Type the user information in the following fields:
  - Logon ID
  - Priority Code (2-digit)
  - Agency Number (4-digit)
  - Bin Number at DIS
  - Fund Number(s) as required

- Press ↓ Enter. The message “RECORD ADDED” will be displayed at the bottom of the screen.

- Repeat to add another user or press [PF3] to exit.
Changing a User Security Record in CAMS

Type **FC24**. Press \( \downarrow \) ***Enter***. The following screen will appear:

```
=== PMS =============== CHANGE A CLEARANCE RECORD ============= C105C024 ====

CICS LOGON ID TO CHANGE: _______

PF3 KEY=END THE SESSION, ENTER=PROCEED WITH CHANGE
```

- Type the Logon ID of the user whose record you want to change. Press \( \downarrow \) ***Enter***. The following screen will appear:

```
=== PMS =============== CLEARANCE CHANGE MENU =============== C105C025 ====

LOGON       PRIORITY     AGENCY     BIN
USERXXX         XX         XXXX      XX

AUTHORIZATIONS (UP TO 25 FUNDS)

1. 001 2. 006 3. 041 4. 057 5. 058
6. ___ 7. ___ 8. ___ 9. ___ 10. ___
11. ___ 12. ___ 13. ___ 14. ___ 15. ___
16. ___ 17. ___ 18. ___ 19. ___ 20. ___
21. ___ 22. ___ 23. ___ 24. ___ 25. ___

PF3 KEY=END THE SESSION, ENTER=CHANGE CLEARANCE RECORD
```

- Type in the information you wish to change. (Note: You cannot change the Logon ID on this screen. If a record is set up with an incorrect Logon ID, delete the incorrect record and add a new record with the correct Logon ID.)
- Press \( \downarrow \) ***Enter***. The system will take you back to the previous screen (“Change a Clearance Record”) and will display the message “PREVIOUS CHANGE PROCESSED.”
- Repeat to change another user record or [PF3] to exit.

---

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Deleting a User Security Record in CAMS

Type **FC26**. Press ↓ Enter. The following screen will appear:

```plaintext
=== PMS ============== PURGE A CLEARANCE RECORD MENU ============== C105C026 ===

CICS LOGON ID TO PURGE: ________

PF3 KEY=END THE SESSION, ENTER=PROCEED WITH PURGE
```

- Type the Logon ID of the user whose record you wish to delete. Press ↓ Enter. The following screen will appear:

```plaintext
=== PMS ============== CLEARANCE PURGE MENU ============== C105C027 ===

LOGON     PRIORITY     AGENCY     BIN
USERXXX    XX           XXXX      XX

AUTHORIZATIONS (UP TO 25 FUNDS)

1. 001     2. 006     3. 041     4. 057     5. 058
6. ___     7. ___     8. ___     9. ___     10. ___
11. ___    12. ___    13. ___    14. ___    15. ___
16. ___    17. ___    18. ___    19. ___    20. ___
21. ___    22. ___    23. ___    24. ___    25. ___

PF3 KEY=END THE SESSION, ENTER=PURGE CLEARANCE RECORD
```

- Verify that this is the record you wish to delete. ⇒ If this is **not** the record you wish to delete, press [PF3] to cancel your request.
- Press ↓ Enter. The system will take you back to the previous screen (“Purge a Clearance Record Menu”) and will display the message “PREVIOUS RECORD PURGED.”
- Repeat to delete another user record or [PF3] to exit.
Exiting the CAMS Security Screens

When you are finished with any of these functions, press [PF3] to exit. The screen will display the message “SESSION ENDED.”

Type LOGOFF and press ↵ Enter to end the CICS session.
The Allotment Preparation System (TAPS)

The agency TAPS security administrator is responsible for maintaining all security records in TAPS for users within your agency. In order to add, change or delete a user record, contact your agency TAPS security administrator and provide the following information. (See Appendix C for “TAPS System Security Maintenance” form. This form is optional and is for agency use only.)

- Logon ID of user (obtained from DIS)
- Name of user
- Phone number of user
- Level of security user will need for each field (see below), as follows:
  
  0 = No access
  1 = View only access
  2 = Update privilege

- The “Stop Use Date” field is optional. If you want someone to have access to TAPS for a limited period of time, enter the last date you want the user to have TAPS access (YYMMDD).

Available fields are as follows:

<table>
<thead>
<tr>
<th>Available fields</th>
<th>Screen SS.2 Abbreviation</th>
<th>TAPS Screens</th>
</tr>
</thead>
<tbody>
<tr>
<td>• TAPS Security</td>
<td>TAPS</td>
<td>SS.1,2</td>
</tr>
</tbody>
</table>

Packet/Batch Transaction Flags

<table>
<thead>
<tr>
<th>Packet/Batch Transaction Flags</th>
<th>Screen SS.2 Abbreviation</th>
<th>TAPS Screens</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Transaction input</td>
<td>TRAN</td>
<td>IN.1,2,3</td>
</tr>
<tr>
<td>• Report request</td>
<td>RREQ</td>
<td>PM.1</td>
</tr>
<tr>
<td>• Packet delete</td>
<td>DLET</td>
<td>PM.2</td>
</tr>
<tr>
<td>• Packet release (to OFM/AFRS)</td>
<td>RELS</td>
<td>PM.3,4</td>
</tr>
</tbody>
</table>

System Control Maintenance Flags *(for OFM use only)*

<table>
<thead>
<tr>
<th>System Control Maintenance Flags</th>
<th>Screen SS.2 Abbreviation</th>
<th>TAPS Screens</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Broadcast message</td>
<td>BROD</td>
<td>SC.1</td>
</tr>
<tr>
<td>• Action message</td>
<td>ACTM</td>
<td>SC.2</td>
</tr>
<tr>
<td>• Job card</td>
<td>JOBC</td>
<td>SC.3</td>
</tr>
</tbody>
</table>

---

8 Only the OFM system security administrator can assign a level 2 in this field
Accessing the TAPS Security Screens

At the Message 10 screen, type **CICP3**. Press \( \downarrow \text{Enter} \).

Type your **Logon ID** and **password**. Press \( \downarrow \text{Enter} \).

You will get a screen that says “Sign-on is complete (Language E).”

Type **FA01** (F, A, zero, 1). Press \( \downarrow \text{Enter} \).

The TAPS message screen will appear. Read the messages and press \( \downarrow \text{Enter} \) to continue. The TAPS Primary Menu screen will appear, as follows:

```
=== TAPS =---------------------- PRIMARY MENU =---------------------- C105A008 ===

IN -- INPUT/CORRECTION
PM -- PACKET MAINTENANCE
SS -- SYSTEM SECURITY
SC -- SYSTEM CONTROL

AGENCY: ___
SELECT FUNCTION: __
PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

**PRIVACY NOTICE:**

THE TAPS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM USERS OF THE SYSTEM. THE SYSTEM FILES DO NOT CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.

Type your 4-digit agency number in the Agency field and type **SS** (System Security) in the Select Function field. Press \( \downarrow \text{Enter} \).

The System Security Maintenance Menu (SS) will display as follows:

```
=== TAPS =(SS)=-------- SYSTEM SECURITY MAINTENANCE MENU ======== C105A011 ===

TR: ______

1 -- SYSTEM SECURITY
2 -- VIEW SYSTEM SECURITY RECORDS

SELECT FUNCTION: __

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```
View System Security Records Screen (SS.2)

The purpose of the View System Security Records screen is to allow you to view all your agency records (up to 14 at one time). This screen is helpful to find an individual’s Logon ID which you will need to know for the System Security Maintenance screen (SS.1). Another way this screen can be used is to find a current user with the access levels you want for a new user. You can use the current record as a template to establish the new user.

At the System Security Maintenance Menu (SS), select function 2 (View System Security Records) and press ↓ Enter. The View System Security Records screen (SS.2) will appear, as follows:

```
=== TAPS =(SS.2) ===== VIEW SYSTEM SECURITY RECORDS ========= C105A012 ===
TR: ______
FUNCTION: _  (F=FIRST PAGE, N=NEXT PAGE)
                T  T  R  D  R  B  A  J
AGENCY: 9990                  A  R  R  L  E  R  C  O
                P  A  E  E  L  O  T  B
                S  N  Q  T  S  D  M  C

LOGONID    NAME
ABCXXXX USER 1                       0    2    2    2    0    0    0    0
DEFXXXX USER 2                       0    2    2    1    0    0    0    0
GHIXXXX USER 3                       0    1    1    0    0    0    0    0
JKLXXXX USER 4                       1    1    2    2    2    0    0    0
MNOXXXX USER 5                       0    1    1    1    0    0    0    0
QRSXXXX USER 6                       0    2    2    2    0    0    0    0

........  .........................    .    .    .    .    .    .    .    .
........  .........................    .    .    .    .    .    .    .    .
........  .........................    .    .    .    .    .    .    .    .
........  .........................    .    .    .    .    .    .    .    .
........  .........................    .    .    .    .    .    .    .    .
........  .........................    .    .    .    .    .    .    .    .
PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
LAST RECORD FOUND AND DISPLAYED
```

There are two functions available on this screen, as follows:

**F** = Return to the First page of security records  
**N** = Go to the Next page of security records (if more than 14 records)

Type your selection (F or N) in the Function field and press ↓ Enter. Using these two functions, you can scroll through your agency’s security records in view mode only by pressing ↓ Enter.
System Security Maintenance Screen (SS.1)

The purpose of the System Security Maintenance screen (SS.1) is to view, add, change or delete *individual* TAPS security records. This screen can be accessed directly from the System Security Maintenance Menu (SS) by selecting function 1. When selected, the screen will appear as follows:

---
**TAPS (SS.1)============= SYSTEM SECURITY MAINTENANCE =========== C105A024 ===**
---
**TR: ______**
**FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT)**
**AGENCY: 9990                      LOGONID: _______    TAPS SECURITY: _**
**NAME: _________________________   PHONE: ___ ____**
**STOP USE DATE: ______**

**PACKET/BATCH TRANSACTION FLAGS**
**TRANSACTION INPUT: 0   REPORT REQUEST: 0   PACKET DELETE: 0**
**PACKET RELEASE: 0**

**SYSTEM CONTROL MAINTENANCE FLAGS**
**BROADCAST MESSAGE: 0   ACTION MESSAGE: 0   JOB CARD: 0**

---
**PF3=RETURN, PF12=MESSAGE, CLEAR=NEXT**
---

There are six functions available on this screen, as follows:

A = Add a new security record
C = Change an existing security record
D = Delete an existing security record
V = View an existing security record using Logon ID as the search field
N = View the Next consecutive security record
S = Search for and View an existing security record using Logon ID as the search field

These functions are explained in the sections below.
Viewing Security Records in TAPS

If you know the user’s Logon ID:

- At the System Security Maintenance screen (SS.1), type V (View) in the function field and type the user’s Logon ID and press ↓ Enter.
- The user record will be displayed and the message “RECORD FOUND” will appear at the bottom of the screen.

If you don’t know the user’s Logon ID:

- At the System Security Maintenance screen (SS.1), type N (Next) in the function field and press ↓ Enter.
- The first user record will be displayed. Keep pressing ↓ Enter to view consecutive records. (Note: If you are searching for one particular record and you have more than three or four records in your agency, this method is NOT very efficient! A quicker option is to use the View System Security Records screen (SS.2) to find the Logon ID and then use one of the view options described above.)

Adding a Security Record in TAPS

To add a new user record:
- On the System Security Maintenance screen (SS.1), type A (Add) in the function field.
- Fill in the following fields:
  - Logon ID of user (obtained from DIS)
  - Name of User
  - Level of security user will need for each field:
    0 = No access
    1 = View only access
    2 = Update privilege
  - The “Stop Use Date” field is optional. If you want someone to have access to TAPS for a limited period of time, enter the last date you want the user to have TAPS access (YYMMDD)
- Press ↓ Enter. The message “RECORD ADDED” will appear at the bottom of the screen.

There is an alternative method of adding a record which eliminates having to enter the security levels:
On the System Security Maintenance screen (SS.1), View the record of a user who has the same security levels as the user you are adding. (See above for methods of viewing a particular record.)

- Type A (Add) in the function field and type over the user information (Logon ID, Name, Phone, SSN) with the user information of the record you are adding.
- Verify the security levels and press \( \text{Enter} \).

### Changing a Security Record in TAPS

To change an existing user record:

- On the System Security Maintenance screen (SS.1), View the user record you wish to change using one of the methods described above.
- Type C (Change) in the function field and type over the information you wish to change.
- Press \( \text{Enter} \). The message “RECORD CHANGED” will appear at the bottom of the screen.

### Deleting a Security Record in TAPS

To delete an existing user record:

- On the System Security Maintenance screen (SS.1), View the user record you wish to delete using one of the methods described above.
- Type D (Delete) in the function field and press \( \text{Enter} \). The message “PRESS ENTER TO DELETE ABOVE RECORD” will appear at the bottom of the screen.
- Press \( \text{Enter} \) again. The message “ABOVE RECORD DELETED” will appear at the bottom of the screen.
ALLOTMENT PREPARATION SYSTEM (APS)
BUDGET PREPARATION SYSTEM 1 (BPS1)

The **OFM system security administrator** is responsible for maintaining all security records in APS and BPS for all agencies. In order to add, change or delete a user security record, the agency must complete a “BPS/APS Security Maintenance” form and it must be approved by the **agency APS/BPS/BASS security administrator**. Complete a separate form for each user. *(See Appendix B for a copy of the BPS/APS Security Maintenance form.)*

Complete the following fields on the BPS/APS Security Maintenance form:

- **System (APS / BPS1)** – circle all that apply
- **Type of request (Add, Change, Delete)**
- **Logon ID of user (obtained from DIS)**
- **Operator ID of user (obtained from DIS).** **Required for BPS1. Not required for APS.**
- **Level of access requested** *(for APS only):*
  - B = Browse (Authorized to view records)
  - W = Write (Authorized to view, add & print records)
  - R = Release (Authorized to view, add & print records and to release batches)
- **Agency number**
- **Sub-agency numbers (if any) for which user needs access**
- **User name**
- **Telephone number of user**
- **FAX number of user**
- **Mail stop of user**
- **Bin number (at DIS Service Center)**
- **Effective date of request**
- **DIS Work Authorization number**
- **Name of requester**
- **Telephone number of requester**
- **Date of request**

Forward the form to your **agency APS/BPS/BASS security administrator** for approval. The **agency APS/BPS/BASS security administrator** should sign and fill in his/her telephone number and the date.
Forward the completed form to:

Financial Systems Security Administrator
OFM Accounting & Administrative Services Division
Mail stop 43113
Olympia, WA  98504-3113

The **OFM system security administrator** will verify the authorizing signature, enter the data into the appropriate system(s) (APS, BPS1), and notify the new agency user that the update is complete.
The **OFM system security administrator** is responsible for maintaining all security records in BASS for all agencies. In order to add, change or delete a user security record, the agency must complete a “BASS” Security Maintenance” form and it must be approved by the **agency APS/BPS/BASS security administrator**. Complete a separate form for each user. (*See Appendix B for a copy of the BASS Security Maintenance form.*)

Complete the following fields on the BASS Security Maintenance form:

**Select Systems:**
- System Action (Check whether to Add or Delete Access for each System.)
- Security Level (If adding BDS or CBS access, check a Security Level.)
- Data Release to OFM (Check if user should be able to release data from PMTES, BDS or CBS.)
- State Intranet Access. (If you can access [http://swfs.ofm.wa.gov](http://swfs.ofm.wa.gov), you have access.) If you do not have access, check the Add Access box.

**User Identification**
- Agency Code #
- Agency Name
- User name
- Telephone number of user
- FAX number of user
- E-Mail Address of user
- Name of requester
- Date of request
- Telephone number of requester
- Effective date of requested security update

Forward the form to your **agency APS/BPS/BASS security administrator** for approval. The **agency APS/BPS/BASS security administrator** should sign and fill in his/her telephone number and the date.
Forward the completed form to:

Financial Systems Security Administrator  
OFM Accounting & Administrative Services Division  
Mail stop 43113  
Olympia, WA  98504-3113

The *OFM system security administrator* will verify the authorizing signature, enter the data into the appropriate BASS system(s), and notify the new agency user that the update is complete.
Appendix A
Agency Security Administrator Forms

Form 1: Agency Security Administrator and Alternate(s) Form for OFM products AFRS, TAPS, CAMS, & TMS
AGENCY SECURITY ADMINISTRATOR AND ALTERNATE(S)
FOR OFM PRODUCTS:     AFRS, TAPS, CAMS AND TMS

AGENCY #: ___________  NAME: __________________________________________________

☐ Check here if this form supersedes previous forms.

The following individuals are designated as Agency Security Administrators for the financial systems indicated below. They are authorized to assign security for individuals within this agency.

| PRIMARY: | Add | Name: _________________________________ | Logon ID: | ______|____|____|____|____|____|____|____|____|____|____|
|          |     | Phone: ________________________________ | E-Mail:   |                   |
|          | Delete | Name: ________________________________ | Logon ID: | ______|____|____|____|____|____|____|____|____|____|
|          |     | Phone: ________________________________ | E-Mail:   |                   |

| ALTERNATES: | Add | Name: ________________________________ | Logon ID: | ______|____|____|____|____|____|____|____|____|____|
|             |     | Phone: ________________________________ | E-Mail:   |                   |
|             | Delete | Name: ________________________________ | Logon ID: | ______|____|____|____|____|____|____|____|____|____|
|             |     | Phone: ________________________________ | E-Mail:   |                   |

PRODUCTS  (Check the financial systems this form applies to):

___  AFRS  (Agency Financial Reporting System)  ___  TAPS  (The Allotment Preparation System)
___  CAMS  (Capital Asset Management System)  ___  TMS  (Time Management System)

DIS Work Authorization # (Required if this is a new system for your agency) | ______|____|____|____|____|____|____|____|____|____|____|____|____|

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:

Signature  ________________________________________  Date  ___________________________
Printed Name  _____________________________________  Phone Number  ___________________
Title  ____________________________________________  Mail Stop  _______________________

Send original form to:  Financial Systems Security Administrator
FM Accounting & Administrative Services Division
PO Box 43113
Olympia, WA 98504-3113 (OFM USE ONLY)

System security changes made:
AFRS: by ____________________   date     CAMS: by ____________________   date    
TAPS: by ____________________   date     TMS: by ____________________   date    

28  April 2003
Form 2:
Agency Security Administrator and Alternate(s) Form
for OFM Products APS, BPS1, & BASS
AGENCY SECURITY ADMINISTRATOR AND ALTERNATE(S) FOR OFM PRODUCTS: APS, BPS1, AND BASS

AGENCY #: _______________

AGENCY NAME: ____________________________________________________________________

_____ ADD ______ UPDATE ______ DELETE

The following individuals are designated as Agency Security Administrators for the financial systems indicated below. They are authorized to approve APS/BPS and BASS security Maintenance forms for this agency.

PRIMARY:
Signature __________________________________________________________
Printed Name _____________________________ Phone # ________________

ALTERNATE:
Signature __________________________________________________________
Printed Name _____________________________ Phone # ________________

ALTERNATE:
Signature __________________________________________________________
Printed Name _____________________________ Phone # ________________

Check the financial systems this form applies to:

_______ APS (Allotment Preparation System)
_______ BPS1 (Budget Preparation System 1)
_______ BASS (Budget Allotment Support System)

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:

Signature _________________________________ Date _______________________
Printed Name ______________________________ Phone Number ______________
Title _________________________________ Mail Stop ____________________

Send original form to: Financial Systems Security Administrator
OFM Accounting & Administrative Services Division
PO Box 43113
Olympia, WA 98504-3113
Appendix B

*BPS1/APS Security Maintenance Form*

(This form is mandatory for these systems.)
APS / BPS SECURITY MAINTENANCE

System(s):  APS  BPS1  
(Circle those that apply.)  ____  Add  ____  Change  ____  Delete  

Logon ID *:  |___|___|___|___|___|___|___|___|

Operator ID (OpID) *:  |___|___|___| (Required for BPS1)

Security Level (APS Only: B=Browse, W=Write, R=Release)  _____

Agency #: |___|___|___|___| Subagency #’s: |___|___|___|___| |___|___|___|___| |___|___|___|

User Name: ________________________________

Telephone: (_____ ) _______________  FAX: (_____ ) ________________

Mail Stop: ______________________________  E-Mail: ____________________

Effective Date: _________________________ Bin #: ______

DIS Work Authorization # |___|___|___|___|___|___|___|

Requested by: ____________________________  Date: __________

Telephone #: (_____ ) ________________

Approval Signature _______________________________  Date: __________

Telephone #: (_____ ) ________________

* Logon ID and Operator ID are obtained from the Dept of Information Services.  
Contact your agency RACF security administrator to obtain ID’s for a new employee.

Send original form to:  
Financial Systems Security Administrator  
OFM Accounting & Administrative Services Division  
PO Box 43113  
Olympia, WA 98504-3113

For same-day service, FAX form to (360) 664-3363. Please also send the original form.

(OFM USE ONLY)

Product Manager Approval: __________________________  Date: __________

User record entered by: __________________________  Date: __________
Appendix C

BASS Security Maintenance Form

Includes:

Budget Development System (BDS),
Budget Reporting System (BRS) (formerly VRS)
Capital Budgeting System (CBS)
Performance Measure Tracking & Estimates System (PMTES)
BPS1 Extract (To access Excel spreadsheet in BASS containing report extracted from BPS1)

(This form is mandatory for these systems.)
BUDGET AND ALLOTMENT SUPPORT SYSTEM (BASS)  
SECURITY MAINTENANCE

Leave shaded areas blank

Select Systems: | Security Level | Action |
--- | --- | --- |
| | | |
| Performance Measure Tracking Estimates System (PMTES) | | |
| Automated Upload Transaction Option (AUTO) | | |
| Budget Reporting System (BRS) *(formerly VRS)* | | |
| BPS1 Extract | | |
| Capital Budgeting System (CBS) | | |
| Data Release to OFM: | | |
| ☐ PMTES ☐ BDS ☐ CBS | | |

State Intranet Access (if you can access swfs.ofm.wa.gov, you have access).

User Identification:

Login ID: ** | | | | | | | | | | **

** First five characters are agency code (3), sub-agency code (1) and reserved for future use (1) (default to 0). (e.g. 10500 is OFM)

Next eight characters at agency discretion with first three characters required (local area network ID is recommended).

Agency Code #: | | | | | | | | | | Agency Name: ____________________________

User Name: ____________________________________________

Telephone: ( ____ ) ______________________ FAX: ( ____ ) ______________________

E-Mail Address: _________________________________________

Requested by: _________________________________________ Date (mm/dd/yyyy): ____/____/____

Telephone #: ( ____ ) ______________________ Effective Date (mm/dd/yyyy): ____/____/____

Approval (REQUIRED):

Approval Signature: _________________________________________

Approval Name (please print): _________________________________________

Telephone #: ( ____ ) ______________________ Date (mm/dd/yyyy): ____/____/____

Send original form to: Financial Systems Security Administrator
OFM Accounting Division
PO Box 43113
Olympia, WA  98504-3113

For prompt service, FAX form to (360) 586-3964. Please also send the original form.

(OFM USE ONLY)

Product Manager Approval: ____________________________ Date: _____________

User record entered by: ____________________________ Date: _____________
Appendix D

System Security Maintenance Forms
AFRS, CAMS, TAPS

(These forms are optional and are for internal agency use only.)
AFRS SYSTEM SECURITY MAINTENANCE
(For Internal Agency Use Only)

Refer to: OFM Financial Systems Security User Documentation, pp. 4-6 and 55-60 for valid codes for this form.

Approved By: ______________________ (___) ____________
Entered By: ______________________ (___) ____________

Agency #: LOGON ID: AFRS Security: OFM use only.

User Name: Phone: ( ) -

FINANCIAL TRANSACTION FLAGS

Batch Type Input Release Error Correct Batch Type Input Release Error Correct

Warrant Write Project Purge

TABLE MAINTENANCE FLAGS

TM Flags
- DT - OI - AI - PI - PC - VE - SWVE - OC - TD - MI
- agency 0, 1 only
- agency 1, V only

MASTERS FILE INQUIRY FLAGS

MI Flags
- Appropriation - Allotment - Grant Project - Operating - Subsidary - Gen. Ledger & Document
- agency 0 only
- agency 1 requires OFM set-up

REPORTING CONTROL FLAGS

RC Flags
- MRS Design - MRS Submit - Report Request - On-Demand Design - On-Demand Submit

DISBURSEMENT REPORTING FLAGS

DR Flags
- Disb. - 1099 - OMWBE - Purge - Tran.Sel. - Profile - Job Card
- OFM ONLY

OFM ONLY
SYSTEM CONTROL MAINTENANCE FLAGS

SC Flags
- Broadcast - Action - Job Card - Tran. Restrict - Update SM
- April 2003
Form A57  
State of Washington  
CAPITAL ASSET MANAGEMENT SYSTEM  
Logon Registration & Change Form  
(For Internal Agency Use Only)

<table>
<thead>
<tr>
<th>Agency #:</th>
<th>User Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail Stop:</td>
<td>Phone #:</td>
</tr>
</tbody>
</table>

**ACTIVITY**

<table>
<thead>
<tr>
<th>Logon ID</th>
<th>Priority Code*</th>
<th>Agency</th>
<th>Bin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*PRIORITY CODES
2 = Inquire  
4 = Browse  
8 = Reports  
10 = Add Assets  
12 = Change Assets  
14 = Dispose Assets  
16 = Purge Assets

**Funds:** (Up to 25 funds allowed per Logon ID)

<table>
<thead>
<tr>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
<th>5.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>7.</td>
<td>8.</td>
<td>9.</td>
<td>10.</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
</tbody>
</table>

Approved By: ______________________ _________ (_____) _________

Entered By: ______________________ _________ (_____) _________

Funds: (Up to 25 funds allowed per Logon ID)
<table>
<thead>
<tr>
<th>ACTION</th>
<th>BROADCAST</th>
<th>JOB CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Agency #:**

**LOGON ID:**

**TAPS Security:** **OFM use only.**

**User Name:**

**Phone:**

( ) -

**Stop Use Date:**

(Optional) yy mm dd

---

**PACKET/BATCH TRANSACTION FLAGS**

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>REPORT</th>
<th>PACKET</th>
</tr>
</thead>
<tbody>
<tr>
<td>INPUT</td>
<td>REQUEST</td>
<td>DELETE</td>
</tr>
</tbody>
</table>

**PACKET RELEASE**

---

**OFM ONLY**

**SYSTEM CONTROL MAINTENANCE FLAGS**

<table>
<thead>
<tr>
<th>BROADCAST</th>
<th>ACTION</th>
<th>JOB CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Appendix E

Examples of How to Set Up

AFRS Batch Type Security Feature
AFRS Batch Type Security Feature

AFRS security records allow security access to be limited by batch type for the following functions:
- Transaction Input
- Batch Release

The security flags for:
- Transaction Input
- Batch Release

will not be displayed on Screen SS.2.

To view individual records, use the Select function to transfer to Screen SS.1.

To see a complete listing (including the flags by batch type), use function P to print a report.

--- AFRS =(SS.2) ========= VIEW SYSTEM SECURITY RECORDS =========== C105P411 ---

<table>
<thead>
<tr>
<th>LOGONID</th>
<th>NAME</th>
<th>C</th>
<th>TIIICEED</th>
<th>IR</th>
<th>WP</th>
<th>PLPFFL</th>
<th>DSRDS</th>
<th>RRMPSFC</th>
<th>BMCRM</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABCD999</td>
<td>USER #1</td>
<td>0</td>
<td>2222222222</td>
<td>12</td>
<td>110011</td>
<td>00222</td>
<td>1111110</td>
<td>00000</td>
<td></td>
</tr>
<tr>
<td>EFGH999</td>
<td>USER #2</td>
<td>0</td>
<td>1111112212</td>
<td>21</td>
<td>110011</td>
<td>00111</td>
<td>1111110</td>
<td>00000</td>
<td></td>
</tr>
<tr>
<td>IJKL999</td>
<td>USER #3</td>
<td>0</td>
<td>1111111111</td>
<td>11</td>
<td>110011</td>
<td>00122</td>
<td>1111110</td>
<td>00000</td>
<td></td>
</tr>
<tr>
<td>MNOP999</td>
<td>USER #4</td>
<td>0</td>
<td>1111111111</td>
<td>11</td>
<td>110011</td>
<td>00122</td>
<td>1111110</td>
<td>00000</td>
<td></td>
</tr>
</tbody>
</table>

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

--- AFRS =(SS.1) ========= SYSTEM SECURITY MAINTENANCE =========== C105P412 ---

| NAME: USER #2 | PHONE: 360 999 9999 |

** BATCH INPUT RELEASE **

<table>
<thead>
<tr>
<th>**</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINANCIAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSACTIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BATCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLAGS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WARR WRITE: 1 PROJECT PURGE: 1

TM FLAGS - DT: 1 OI: 1 AI: 1 PI: 1 PC: 1 VE: 2 SWVE: V OC: 1 TD: 1 MI: 1
MF FLAGS - APPN: 1 ALLOT: 1 GRANT PRJ: 0 OPERATING: 0 SUBSID: 1 GEN LGR/DOC: 1
RC FLAGS - MRS DESIGN: 0 MRS SUBMIT: 0 RPT REQ: 1 O-D DESIGN: 1 O-D SUBMIT: 1
DR FLAGS - DISB: 1 1099: 1 OMWBE: 1 PURGE: 1 TRAN SEL: 1 PROF: 1 JOBCARD: 0
SC FLAGS - BROADCAST: 0 ACTION MSG: 0 JOB CARD: 0 TRAN RESTRICT: 0 UPDATE SM: 0

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

Security records which display with batch type ** indicate ALL batch types. These security records may be changed to restrict access to specific batch types or groups of batch types.
Internal Control

In considering vendor payments, a major concern for agencies is internal control. Regardless of the payment option used, agency internal controls must be established and practiced. The AFRS system security feature can be used as one internal control tool. **OFM recommends using AFRS system security to separate the duties of transaction input, batch release, error correction and agency vendor maintenance.**

To review your agency’s security records, type
- SS (System Security) at the AFRS Primary Menu and
- 2 (View System Security Records) at the System Security Maintenance Menu
- S to the left of a Logon ID to review an individual record on screen SS.1 below.

**OR**
- P (Print) in Function and press Enter to request report of your agency’s security records.
  - The Batch Job Submission screen will appear.
  - Then press Enter to order the AFRS Security System Report listing all your agency’s AFRS Logon IDs and their security flags. (See sample report on Page 60.)

When reviewing your records on Screen SS.1, these are the functions that need to be separated:

Transaction Input  Batch Release  Agency Vendor Table

---

Security records which display with batch type ** indicate ALL batch types. These security records may be changed to restrict access to specific batch types or groups of batch types.
The **Transaction Input (TI)** flag controls access to the following screens and functions:

<table>
<thead>
<tr>
<th>Screen Descriptions</th>
<th>Screen Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Input and Review Screens</td>
<td>IN.1, IN.1.1, IN.1.2, IN.1.3, IN.1.4, IN.1.6, IN.1.7</td>
</tr>
<tr>
<td><strong>Batch Delete Function</strong> on</td>
<td></td>
</tr>
<tr>
<td>Batch Release Screen</td>
<td>IN.1.5</td>
</tr>
<tr>
<td>Combined Vendor Selection Screen</td>
<td>IN.1.V</td>
</tr>
<tr>
<td>Statewide Vendor Selection</td>
<td>C105P20V</td>
</tr>
<tr>
<td>Recall Batch for Correction Screen</td>
<td>IN.2</td>
</tr>
<tr>
<td>Batch Header Summary</td>
<td>IN.3 &amp; all functions from Screen IN.3</td>
</tr>
<tr>
<td>Automated Warrant Cancellation</td>
<td>VE.7, VE.7.1, VE.7.1.1</td>
</tr>
<tr>
<td>Reprint Registers/Remittances</td>
<td>MI.A</td>
</tr>
<tr>
<td>Inter-Agency Billing Payment Display</td>
<td>MI.B</td>
</tr>
</tbody>
</table>

The **Batch Release (BR)** field controls access to the **Release Function** on the Batch Balancing screen (IN.1.5) which is the screen used to release batches for nightly processing, place batches on hold, and delete entered batches. As noted above, security access to the Delete Function on screen IN.1.5 is controlled by the Transaction Input field.

The **Error Correction (EC)** field controls access to the Error Correction screens (IN.4, IN.5 and IN.6). Any transactions that do not pass the batch edits during the nightly processing are displayed on the IN.4 screen and can be corrected on the IN.5 or IN.6 screen. This is an area that is often overlooked by agencies when evaluating their internal procedures and controls.

The **Vendor Edit (VE)** flag controls access to the following screens:

<table>
<thead>
<tr>
<th>Screen Descriptions</th>
<th>Screen Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Edit, View and Print</td>
<td>VE.2, VE.2.1, VE.2.2, VE.2.3, VE.2.5</td>
</tr>
<tr>
<td>Vendor Edit Delete</td>
<td>VE.2.1</td>
</tr>
<tr>
<td>Vendor Global Name/Number Change</td>
<td>VE.2.2</td>
</tr>
<tr>
<td>Add Vendor Number to DRS Records</td>
<td>DS.5</td>
</tr>
<tr>
<td>Combined Vendor Selection Screen</td>
<td>IN.1.V</td>
</tr>
</tbody>
</table>

The security levels available for these (and most AFRS) screens are:

0 = No Access
1 = View Records and Print Reports
2 = Update Authority
3 = Release batches from screen IN.1.5 with errors. Transactions with errors will go to overnight error file.
V = View Only (for Vendor Edit and Table Maintenance screens)

An individual user with security level 2 for these four flags has the capability to add vendors, input transactions, change transactions that hit the error file and release batches. **OFM strongly recommends that agencies separate these duties to the extent possible!** OFM recommends assigning individuals a security level 2 for a specified batch type in only one of these areas. Thus, the person performing transaction input cannot also release the batch, and the person releasing the batch cannot change the batch in any way. When this separation of duties using AFRS security is not possible, there must be compensating controls in place to meet internal control requirements. Agencies should work with their auditors to ensure their practices conform to audit standards.
Batch Type

- Batch Type is an alphanumeric field used in the AFRS Batch Header along with Batch Date and Batch Number to uniquely identify and segregate AFRS Batch information within an agency.
- The Agency, Batch Date, Batch Type, and Batch Number of the Batch Header are applied to each transaction in a batch along with a sequence number to uniquely identify every transaction in a batch.
- Agencies often use batch type to group types of transactions or to identify the section and/or location where a batch originates.
- There are several batch types that agencies may not use when entering transactions because they are used by statewide systems such as payroll or accounts receivable or by the State Treasurer. While there are edits restricting the use of these batch types on the input screens and the AFRS Batch Interface process, there are no restrictions on these batch types on the security screens because error corrections may have to be done on them. For example, someone may need to be set up with security access to do error correction on payroll batches beginning with P and, occasionally, AFRS payment wrap batches beginning with W.
- On the System Security Maintenance Screen SS.1:
  - The Batch Type field is alphanumeric and required with a security level indicator for Input, Release, and Error Correction.
  - In the Batch Type Field, specific batch types may be entered or the wildcard ‘**’ to indicate all batch types.
  - The screen allows up to 12 separate batch types or groups of batch types (using the wildcard) to be specified for a Logon ID.
  - You may also enter a character in the first position of the batch type with the wildcard ‘*’ in the second position. For example, ‘B*’ for all batch types beginning with ‘B’; or ‘2*’ for all batch types ending with ‘2’.
  - Through the use of wildcards, it is possible to overlap batch types and security access. For instance, an individual could have:
    - **Update** access (flag value of ‘2’) for **Input** for all batches that start with C (Batch Type ‘C*’ and
    - **View** access (flag value of ‘1’) for **Input** for Batch Type ‘CE’.

In this case, AFRS will use the more specific batch type security of ‘CE’ when a user attempts to enter or change a transaction and will **not** refer to the ‘C*’ batch type security. Any other batch type that starts with the letter ‘C’ will use the more generic security access.
Examples

Sample Agency - User #1 - Agency Vendor Table - Update Function

User #1 was assigned to Update (Level 2) the Agency Vendor Table.

User #1 has view access (Level 1) for the Input and Release functions for all batch types (designated by **).

Sample Agency - User #2 - Input Function - Batch Types A* & B*
Release Function - Batch Types C* & D*

User #2 was given the Input function (Level 2) for batches beginning with A & B and the Release function (Level 2) for batches beginning with C & D.

User #2 has only view access (Level 1) for Agency Vendor Table.

Sample Agency - User #3 - Release Function - Batch Types A* & B*
Input Function - Batch Types C* & D*

48 April 2003
User #3 was given the release function (Level 2) for batches beginning with A & B & the Input function (Level 2) for batches beginning with C & D.

User #3 has only view access (Level 1) for Agency Vendor Table.
The Security Report above displays the security flags for Transaction Input and Batch Release with the batch types they are valid for. A Batch Type of ‘**’ is a wildcard code that indicates access to ALL batch types.

**Levels for most security flags are:**

0 = No access
1 = View records and print reports
2 = Update records and view and print them
3 = Release batches from screen IN.1.5 with errors. Transactions with errors will go to overnight error file.
V = View records

Exceptions are noted on Pages 61-62 in this manual.

Note that the above example follows OFM’s recommendations for using AFRS security to separate the following functions:

- **Agency Vendor Table Update** (Level 2) - Assigned to User #1
- For Batch Types beginning with A and B - **Transaction Input** (Level 2) - Assigned to User #2
- For Batch Types beginning with A and B - **Batch Release** (Level 2) - Assigned to User #3
- For Batch Types beginning with C and D - **Transaction Input** (Level 2) - Assigned to User #3
- For Batch Types beginning with C and D - **Batch Release** (Level 2) - Assigned to User #2
# Legend for Security Report

<table>
<thead>
<tr>
<th>Security Flag Name</th>
<th>Report Abbrev</th>
<th>Controls Access to AFRS Screens:</th>
<th>Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRS Security Agency Transaction Edit Controls</td>
<td>SEC</td>
<td>SS.1-SS.2, TM.A.1, TM.A.2, TM.A.3, TM.A.4</td>
<td>0 1</td>
</tr>
</tbody>
</table>

**Financial Transaction Batch Flags** *(Are listed in columns after each batch type.)*

<table>
<thead>
<tr>
<th>Batch Type</th>
<th>Controls</th>
<th>Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Input</td>
<td>IN.1, IN.1.1, IN.1.2, IN.1.V, SW Vendor Selection - C105P20V, IN.1.4, IN.1.5 Batch Delete, IN.1.6, IN.1.7, IN.2, IN.3, (all select functions on IN.3), IN.3.1, MI.A, MI.B, VE.7, VE.7.1, VE.7.1.1</td>
<td>0 1 2</td>
</tr>
<tr>
<td>Batch Release</td>
<td>IN.1.5 Batch Release</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>Error Correction</td>
<td>IN.4, IN.5, IN.6</td>
<td>0 1 2</td>
</tr>
</tbody>
</table>

**Other Financial Flags**

<table>
<thead>
<tr>
<th>Flag</th>
<th>Controls</th>
<th>Levels</th>
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</thead>
<tbody>
<tr>
<td>Warrant Write</td>
<td>IN.7</td>
<td>0 1 2</td>
</tr>
<tr>
<td>Project Purge</td>
<td>TM.P</td>
<td>0 1 2</td>
</tr>
</tbody>
</table>

**(TM) Table Maintenance Flags**

<table>
<thead>
<tr>
<th>Flag</th>
<th>Controls</th>
<th>Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Descriptor Tables</td>
<td>DT</td>
<td>TM.1, TM.B, VE.6, TM.D, TM.D.1-.2, TM.D.4-.7, TM.D.M-.P, TM.D.A-.I, TM.D.R, TM.D.X</td>
</tr>
<tr>
<td>IAP Multi Fund Breakout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Process Controls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSHS Tables (Agency 3000 only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSHS CAS Maintenance – Bien. 03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSHS CAS Maintenance – Bien. 05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization Index Table</td>
<td>OI</td>
<td>TM.2</td>
</tr>
<tr>
<td>Appropriation Index Table</td>
<td>AI</td>
<td>TM.3</td>
</tr>
<tr>
<td>Program Index Table</td>
<td>PI</td>
<td>TM.4</td>
</tr>
<tr>
<td>Project Control Table</td>
<td>PC</td>
<td>TM.5</td>
</tr>
<tr>
<td>Vendor Table</td>
<td>VE</td>
<td>VE.2, VE.2.1, VE.2.2, VE.2.3, VE.2.5, IN.1.V, DS.5</td>
</tr>
<tr>
<td>Combined Vendor Selection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Vendor No. to DRS Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization Control Table</td>
<td>OC</td>
<td>TM.7</td>
</tr>
<tr>
<td>Transaction Code Decision Table</td>
<td>TD</td>
<td>TM.8-TM.8.1</td>
</tr>
<tr>
<td>Master Index Table</td>
<td>MI</td>
<td>TM.9</td>
</tr>
</tbody>
</table>

---

9 Only the OFM system security administrator can assign level 1 security in this field; valid agency security levels: 0 = view/print; 1 = update agency records

10 Agency DT flag also controls access to the agency Payment Process Controls screen (VE.6) and allows agency to view or print the statewide descriptor tables from screens TM.1 and AD.2.
<table>
<thead>
<tr>
<th>Security Flag Name</th>
<th>Report Abbrev</th>
<th>Controls Access to AFRS Screens:</th>
<th>Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(MF) Master File Inquiry Flags</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Appropriation File Inquiry</td>
<td>APPR</td>
<td>MI.1</td>
<td>0 1</td>
</tr>
<tr>
<td>• Allotment File Inquiry</td>
<td>ALLT</td>
<td>MI.2</td>
<td>0 1</td>
</tr>
<tr>
<td>• Grant Project 11</td>
<td>GPRJ</td>
<td>n/a</td>
<td>0</td>
</tr>
<tr>
<td>• Operating File Inquiry 12</td>
<td>OPER</td>
<td>n/a</td>
<td>0</td>
</tr>
<tr>
<td>• Subsidiary File Inquiry</td>
<td>SUBS</td>
<td>MI.4</td>
<td>0 1</td>
</tr>
<tr>
<td>• General Ledger File/Document File Inquiry</td>
<td>GLDG</td>
<td>MI.3, MI.5, MI.6</td>
<td>0 1</td>
</tr>
<tr>
<td><strong>(RC) Reporting Control Flags</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• MRS Design</td>
<td>MDSG</td>
<td>MR.1</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• MRS Submit</td>
<td>MSUB</td>
<td>MR.2</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• Report Request</td>
<td>RREQ</td>
<td>RR.1-RR.3</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• On-Demand Report Design</td>
<td>ODSG</td>
<td>RD.1-RD.2</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• On-Demand Report Submit</td>
<td>OSUB</td>
<td>RD.3</td>
<td>0 1 2</td>
</tr>
<tr>
<td><strong>(DR) Disbursement Reporting Flags</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Disbursement System</td>
<td>DISB</td>
<td>DM.1-DM.6, DM.1.1, DM.8, WR.1-WR.2, WR.3, DS.6, DS.7, C105V092 (OMWBE/IRS Detail Update) 13</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• IRS 1099 Reporting System 14</td>
<td>1099</td>
<td>IR.1-IR.4, IR.7-IR.8</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• OMWBE Reporting System</td>
<td>BANN</td>
<td>OM.1-OM.4, DM.9</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• Purge Disbursement Records</td>
<td>DPRG</td>
<td>DM.1 (Delete Function)</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• Transaction Selection</td>
<td>TSEL</td>
<td>DS.3</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• Agency Profile Maintenance</td>
<td>PROF</td>
<td>DS.15, IR.5-IR.6</td>
<td>0 1 2</td>
</tr>
<tr>
<td>• Agency Job Card</td>
<td>JCRD</td>
<td>DS.2</td>
<td>0</td>
</tr>
</tbody>
</table>

NOTE: There are other screens in AFRS which users are automatically given access to when they are assigned a Logon ID for AFRS:

- Message screens
- Primary menu and sub-menus
- Batch Interface Log (BI)
- Contact List (CL)
- Exchange Data Sets (EX)
- Inter-Agency Vendor Selection (IN.1.I) (Function 8 on VE Menu)
- The following Master File Inquiry screens

11 Valid agency security level is 0 (no access) for this field
12 Only the OFM system security administrator can assign level 1 security in this field
13 DS.5 is controlled by the Vendor Table (VE) flag.
14 The following fields on these screens are controlled by the Agency Profile Maintenance (PF) security:
   IR.1 - 1099 FORMS CONTROL
   IR.1 - RECORD LOCK
15 DS.1: The YES for Nightly Extract is controlled by Agency. The NO for Nightly Extract is controlled by OFM.
- Recent History Detail (MI.7)
- Payment Write File (MI.8)
- Payments Made Today/This Month (MI.9)
- View System Security Records (SS.2)
- Master Index Review screen (TM.9.1)