

OFM Training

FINANCIAL TOOLBOX (FTBx)

Class Description: This two-hour class provides an introduction to the Financial Toolbox with an emphasis on its structure, controls, guidelines and processing. This class will provide participants with an introduction to the Financial Toolbox and will take them through the sequential steps of building an Excel template how to upload it into the Agency Financial Reporting System (AFRS). The class will not send actually the transactions to AFRS but will be able to test their batch against the Financial Toolbox edits.

Target Group: Fiscal personnel who will be preparing and/or transmitting financial transactions through the Financial Toolbox for submittal to AFRS.

Class Objectives: At the conclusion of this class, participants should be able to have an understanding of the Financial Toolbox and its:

- Relationship to AFRS and the AFRS Security levels,
- Main system features and functions,
- Excel Template Scheme and its options for structuring financial data,
- Report Options.