

OFM Training

AGENCY FINANCIAL REPORTING SYSTEM (AFRS)

AFRS TRANSACTION INPUT

Class Description: This 6-hour class provides instruction and hands-on practice in the following AFRS on-line functions: entering financial transactions, using the payment features, reviewing and releasing batches, selecting vendor, correcting errors, warrant cancellation/SOL and reviewing transactions using the master file inquiry screen.

Target Group: Fiscal personnel with little or no AFRS on-line experience who will be performing one of the following functions: financial batch input, batch review and release, Vendor Table maintenance, and error corrections.

Class Objectives: At the conclusion of this class, participants should be able to:

- Enter, correct, balance, and release financial batches.
 - Ø Choose the appropriate input screen.
 - Ø Choose the appropriate screen function.
 - Ø Choose the appropriate vendor.
- Understand the payment processing cycle.
- Understand the different payment features in AFRS (EFT, inserted warrant, regular warrant, IAP and IFT).
- Review financial transactions entered using the Master File inquiry screen (MI.7 and MI.B).
- Correct errors generated from both the AFRS nightly processing and pre-edit process.
- Cancel warrants using the automated warrant cancellation process.
- Identify, review and release SOL batches.