

OFM Training

DISBURSEMENT REPORTING SYSTEM (DRS)

USING THE DISBURSEMENT REPORTING SYSTEM

Class Description: The Disbursement Reporting System uses selected disbursement data extracted from AFRS to provide: On-line vendor payment inquiry capability; vendor payment reporting (by vendor, AFRS coding elements, and transaction code); IRS 1099 reporting; and Office of Minority and Women's Business Enterprises (OMWBE) reporting. This four-hour class provides both an overview of the main DRS system functions and demonstrations in using its inquiry, editing, and reporting features. USE OF THE NEW VENDOR CENTRIC ONLINE VIEW SCREENS (DRS MENU ITEM 'V') WILL BE EMPHASIZED.

Target Group: Fiscal and other agency personnel from agencies that subscribe to the Disbursement Reporting System, and who have a need for online access to vendor payment history, or who need to obtain reports of selected vendor payment history. Also, for personnel who are responsible for agency IRS 1099-MISC reporting or OMWBE reporting where the IRS or OMWBE reporting source is the DRS system. Persons attending the class are encouraged to have the following AFRS security: Table Maintenance Flags 'VE' and 'SWV'; and Disbursement Reporting Flags 'DISB', 'OMWBE', 'PURGE', 'TRAN SEL' and 'PROF' should be at least a '1'.

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

- Understand at the conceptual level how the Disbursement Reporting System works,
- Understand the relationship between this system and AFRS,
- Understand how to obtain vendor payment information through the new vendor centric online view screens (DRS Menu Item "v"),
- Edit disbursement transactions.