

# OFFICE OF FINANCIAL MANAGEMENT

INFORMATION SERVICES DIVISION

## *Agency Financial Reporting System*

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### Menu and Screen Guide

*June 2010*

## LOGGING ON TO AFRS AND DRS

1. Log onto the CA – TPX menu

Type your **USERID** and **PASSWORD** and press *↵ Enter*.

2. This will take you to the TPX MENU at DIS screen to get to the AFRS screen you can do one of the following:

- a. Type **CICP3** on the command line and press *↵ Enter*.
- b. From the menu enter an “S” next to **CICP3** and press *↵ Enter*.
- c. From the menu place your cursor next to **CICP3** and press *↵ Enter*.

3. On the **CICS Sign On** Screen:

Type your **USERID** and **PASSWORD** and press *↵ Enter*.

4. You will get a screen that says “SIGN-ON COMPLETE.”

5. Type **F002** (F, zero, zero, 2) in the upper left-hand corner of the screen and press *↵ Enter*.

6. View the first AFRS Message Screen and press *↵ Enter*.

7. View the second AFRS Message Screen and press *↵ Enter*.

8. On the AFRS Primary Menu, type in your **AGENCY NUMBER** and a two-character **MENU SELECTION CODE** and press *↵ Enter*.

```
==== 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
  EX -- EXCHANGE DATA SETS
                                     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.
```

## CHANGING SCREENS USING THE TRANSFER FIELD (TR. \_\_\_\_\_)

In the top left-hand corner of most screens (after the Primary Menu), you will see a **TR: \_\_\_\_\_** field. If you type in the **screen number** (short-cut code) of the screen you wish to work on or view next and press *↵ Enter*, AFRS will display that screen. The short-cut codes are displayed in the left column of this document starting on page 4.

## LOGGING OFF

1. Press F3 until you get to the message “AFRS SYSTEM EXITEDS” or simply press the *Pause* which acts as the mainframe CLEAR function.
2. Type **LOGOFF** in the upper left-hand corner of the screen and press *↵ Enter*. This will take you back to the TPX Menu.
3. From the TPX Menu you can disconnect from the mainframe by doing one of the following:
  - a. By selecting the DISCONNECT button in the upper left corner; or
  - b. By typing “/k” on the command line and press *↵ Enter*

## **AFRS PRIMARY MENU**

### **BI BATCH INTERFACE LOG**

- . View a log containing the date and time that AFRS received batch interfaces for your agency.

### **CL HELP PHONE LIST (Contact List)**

- . View customer support phone numbers for all systems maintained by OFM Information Services Division.

### **DR DISBURSEMENT REPORTING SYSTEM (DRS)**

- . View or report on disbursements by vendor or records summarized for IRS 1099 reporting. Also view or update data for the Office of Minority & Women's Business Enterprises (OMWBE). Selected transactions are extracted from AFRS for DRS after the AFRS nightly update process. See Page ??? for DRS Primary Menu.

### **EX EXCHANGE DATA SETS**

- . View list of completed jobs for exchange data sets ordered from AFRS and DRS reporting screens.

### **IN INPUT/CORRECTION (Payment maintenance)**

- . Input financial and payment maintenance transactions.
- . System interactively edits transactions on financial input screens against the tables for valid coding.
- . System holds financial transactions and payment maintenance transactions for nightly processing and file updates.

### **MI MASTER FILE INQUIRY**

- . View allotment, appropriation, general ledger and subsidiary balances as of nightly update.
- . View document file and recent transactions by batch date & batch in history (transaction) file.
- . Reprint warrant registers and remittance advices
- . Billing agencies view IAP (Inter-agency Payment Receipts).

### **OM OMWBE REPORTING (Office of Minority & Women's Business Enterprises)**

- . DRS users:
  - View transactions in the DRS history file including OMWBE & agency pay flags. (The DRS history file contains an agency selected subset of AFRS history file transactions.)
  - Run OMWBE Reports on demand from the disbursement history file.
- . AFRS users:
  - Run OMWBE reports on demand from the AFRS history file.
- . AFRS/DRS users:
  - Enter, view and report on subcontractor information.

## **RD ON-DEMAND REPORTING**

- . Order regular AFRS reports during AFRS online hours. Reports include balances after last night's update as of current or prior month. The only available reports are:
  - o MCP482N, MCP482P, MCP482R
  - o MWP260A
  - o MWP265A
  - o MWP280, MWP280A, MWP280C, MWP280D, MWP280E, MWP280F, MWP280G
  - o MWP680
  - o MWP685, MWP686, MWP687, MWP688, MWP689, MWP690
- . Print these reports at remote or cluster printers. Send report to an exchange data set file for downloading and printing at your workstation. Schedule reports to run on future dates. Refer to separate documentation.

**Note: The statewide reporting system is called Enterprise Reporting and AFRS reports have been transitioned to this environment. For information on reporting go to <http://www.ofm.wa.gov>. Click on the tab of Information Services and their will be a link to the Enterprise Reporting.**

## **RR REPORT REQUEST**

- . Update online report requests for optional daily, weekly, & monthly reports. Maintain mailing label/banners used by these reports and other AFRS print routines.

## **SS SYSTEM SECURITY**

- . Agency security officers: Add or update AFRS security levels online for agency LogonID's which they have established with Department of Information Services (DIS). Print a report of agency AFRS security records.

## **TM TABLES**

- . Update agency tables online with agency chart of accounts. View or print tables of statewide chart of accounts.
- . Maintain Agency Transaction Edit Control Tables and DSHS Edit Tables.
- . Select projects to be purged during AFRS weekly project purge process.
- . View Federal & IRS statewide tables.

## **VE VENDOR MAINTENANCE**

- . Provides access to vendor, payment process control, & warrant cancellation screens in a convenient place.
- . Provides access from vendor search screen directly to DRS data.

## AFRS SCREEN TRANSFER CODES

- BI**            **BATCH INTERFACE LOG**
- CL\***           **HELP PHONE LIST** (Contact List)
- DR**            **DISBURSEMENT REPORTING SYSTEM** (Menu on Page 6)
- EX**            **EXCHANGE DATA SETS**
- IN**            **INPUT/CORRECTION MENU**
- IN.1**        **Create Batch Header**  
                  Screen where payments are entered, reviewed and released.
- IN.1.1\*      Expanded General Accounting Transaction Input
- IN.1.2\*      Expenditure Accounting Transaction Input
- IN.1.1       Inter-Agency Vendor Selection  
                  To access, **PF5** from **IN.1.1 - IN.1.2** or the Browse screen
- IN.1.1.V     Combined Vendor Selection (Agency & Statewide Vendors)  
                  To access, **PF4** from **IN.1.1 - IN.1.2** or the **Browse\*** screen (which  
                  is accessed from **IN.1.3**); also access via VE menu item 1.
- IN.1.5\*      Release Batch (or put on Hold or Delete entire batch)  
                  To access, **PF2** from within **IN.1.1 & IN.1.2** or after selecting a  
                  batch from the **IN.3** screen
- IN.1.6\*      View Input Batch  
                  To access, **PF5** after selecting a batch from the **IN.3** screen
- IN.1.7\*      Batch Balance  
                  To access, **PF6** after selecting a batch from the **IN.3** screen
- IN.2**        **Payment Maintenance**  
                  Screen reflects when batch will be released for payment and used to correct  
                  errors that cannot be done on the **IN.3** screen
- IN.3**        **Batch Header Summary**  
                  Review/correct transactions in the **input holding file** prior to releasing batches  
                  for nightly processing by using the *select* column:  
                  **B** to **Browse/correct/** transactions  
                  **E (Expanded General Accounting Transaction Input)** to correct errors  
                  found in the optional pre-edit process  
                  **G** for **Group Error Correction - Online** screen  
                  **H** for **Batch Header Error Correction** online screen  
                  **P** for **View Payment Transactions** (for warrants/EFT's).  
                  **R** for **IN.1.5 Batch Release** screen  
                  **S** for **IN.2 Recall Batch for Correction** screen  
                  **L** for **IN.3.1 Online Batch Reports** screen
- IN.4\*        Recall Batch for Correction  
                  To access, type **S** in the *Select* column on **IN.3**

*\*not a valid transfer value when not associated with a payment batch*

- MI**                    **MASTER FILE INQUIRY**
- MI.1**                **Appropriation File Inquiry**
- MI.2**                **Allotment File Inquiry**
- MI.3**                **General Ledger File Inquiry**
- MI.4**                **Subsidiary File Inquiry**
- MI.5**                **Document File View**
- MI.6**                **Document Detail**
- MI.7**                **Recent History Detail**  
                           Transactions by Batch Date/Batch Type/Batch #
- MI.8**                **Payment Write (WW) View**  
                           Transactions on Payment Write File
- MI.9**                **Payments Made Today/This Month**  
                           Warrant wrap transactions identified by originating  
                           Batch Date/Batch Type/Batch #
- MI.A**                **Reprint Warrant / Remittance**  
                           Ability to order a reprint of an AFRS Warrant Register or Remittance  
                           Advice that was not received.  
                           *(Note: Warrant Register's are now available in Enterprise Reporting  
                           under the Daily Reports folder.)*
- MI.B**                **Inter-Agency Payments**  
                           Gives agencies the ability to find payments made to them through the  
                           IAP process.
- OM**                    **OMWBE REPORTING**
- OM.1\***              **OMWBE Reporting (On-Demand)**  
                           Reports can use either AFRS History or DRS History
- OM.2**                **OMWBE Report Request View**  
                           Reads AFRS Report Request File for AFRS History or DRS  
                           History Reports selected.
- OM.3\***              **OMWBE Sub-Contractor Entry/Update Screen**
- OM.4\***              **OMWBE Sub-Contractor File**

*\*Supplemental ID available for Agency 3100 and Agency 3050.*

**RD ON-DEMAND REPORTING**

**RD.1** On-Demand Report Design

**RD.1.1** On-Demand Report Request Expansion  
Accessed through the **RD.2** screen when data element is selected.

**RD.2** View On-Demand Report Designs

**RD.3** On-Demand Job Submission

*NOTE: This screen will be phased out once the final monthly reports have been moved to Enterprise Reporting.*

**RR REPORT REQUEST (Maintenance Menu)**

**RR.1** Report Requests  
Allows agencies to add, change or delete report requests.

**RR.2** View Report Request Records

**RR.3** Mailing Label/Banner Page  
Allows agencies to set up location codes for where they want reports sent.

**SS SECURITY SYSTEM (Maintenance Menu)**

**SS.1** System Security  
Agency administrator can add, change or delete LogonID's as staff come and go from an agency.

**SS.2** View System Security Records  
At a glance view of all security records for an agency.

**SS.3** View Agency Batch Type Security

**TM TABLES**

**TM.1 Online Tables**

TM.1.1 Descriptor Maintenance

TM.1.2 Transaction Code Decision Maintenance

**TM.1.3 Payment Card**

TM.1.3.A Account Detail

TM.1.3.B Account List

**TM.2 Coding Tables**

TM.2.1 Appropriation Index

TM.2.2 Program Index

- TM.2.3 Organization Index
- TM.2.4 Project Control
- TM.2.5 Master Index
  - TM.2.5.A Master Index Review
 Enter an “R” in the function line and press enter.

**TM.3 System Controls**

- TM.3.1 Organization Control
- TM.3.2 **Transaction Edit Control**
  - TM.3.2.A Agency Pseudo Vendor Number Control Edit
  - TM.3.2.B Agency Vendor Number Edit
  - TM.3.2.C Agency Invoice Date Control Edit
  - TM.3.2.D Agency Fiscal Year Payment Cut Off Edit
- TM.3.3 Project Purge Maintenance
- TM.3.4 **IAP Control**
  - TM.3.4.A IAP Receipt Batch Control
  - TM.3.4.B IAP Multi-Fund Maintenance
- TM.3.5 CAMS Sub Object Control
- TM.3.6 **HRMS Agency Vendor Updates**
  - TM.3.6.A HRMS Agency Vendor Update Log
- TM.3.7 Print Control

**TM.4 Federal Tables**

- TM.4.1 Federal Grant Award Number
- TM.4.2 CFDA Number

**TM.5 IRS Tables**

- TM.5 IRS Type View (D78)

**TM.6 Cost Allocation System (CAS)**

- TM.6.1 Edit-1 (D72)
- TM.6.2 Edit-2 (D65)
- TM.6.3 MOS Controls (D93)
- TM.6.4 Year-End Prog Index (D71)
- TM.6.5 Year-End Org Index (D74)
- TM.6.A Alloc Schedule
- TM.6.B Alloc Base
- TM.6.C Base Element
- TM.6.D Base Sequence
- TM.6.E Alloc Methodology
- TM.6.F Cost Objective
- TM.6.G Alloc Schedule Link
- TM.6.H Sequence List
- TM.6.I AI Crosswalk
- TM.6.J Base Elements Update
- TM.6.R Reports

**VE                    VENDOR MAINTENANCE**

**Menu  
Function**

- 1            Combined Vendor Selection  
            IN.1.V        Combined Vendor Selection
  
- 2            Agency Vendor Maintenance  
            VE.2            Agency Vendor Maintenance  
            VE.2.1        Vendor Edit Delete (Use function 'D')
- VE.2.2        Vendor Global Name/Number Change (Use function 'X')
- VE.2.3        View Vendor Edit Summary (Use transfer 'Y')
- VE.2.5        Alternate View Vendor Edit Summary (Use transfer 'Z')
  
- 3            Statewide Vendor Maintenance  
            VE.3            Statewide Vendor Maintenance  
            IN.1.S        Statewide Vendor Selection (Use transfer 'Y')
  
- 4            TIN (FED ID) Confirmation Request  
            IR.4            TIN (FED ID) Confirmation Request
  
- 5            Vendor Transmittal Request  
            IR.7            Vendor Transmittal Request
  
- 5            Vendor Transmittal Request  
            IR.7            Vendor Transmittal Request
  
- 6            Payment Process Controls  
            VE.6            Payment Process Controls
  
- 7            Warrant Cancellation  
            VE.7            Warrant Cancellation Header  
            VE.7.1        Warrant Cancellation Detail  
            VE.7.1.1      Warrant Cancellation Detail Transactions
  
- 8            Inter-Agency Vendors  
            IN.1.I        Inter-Agency Vendor Selection  
                            (Can use VE.8 to transfer to this screen.)
  
- 9            Agency Return Address  
            AD.7            Agency Address by Batch Type

## DISBURSEMENT REPORTING SYSTEM PRIMARY MENU

```
=== DRS ===(DR)===== DISBURSEMENT SYSTEM PRIMARY MENU ===== C105V010 ===  
TR: _____
```

```
IR -- IRS 1099 MENU  
DV -- ONLINE VIEW MENU  
DM -- DISBURSEMENT MENU (REPORTS)  
DS -- DISBURSEMENT SYSTEM CONTROL MENU  
WR -- WARRANT DISBURSEMENT MENU
```

```
DRS TRANSACTION COUNT: 000000000  
IRS 1099 SUMMARIZATION SET TO: D
```

```
AGENCY: 0000  
SUPPLEMENTAL ID: 0001  
SELECT FUNCTION: __
```

```
PF1=HELP, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

### PRIVACY NOTICE:

THE DRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.  
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.  
SAFEGUARDING/DISPOSITION OF DRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE  
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.

*Type a two-character menu function and press ↵ Enter. The default Supplemental Id '0001' is used by all agencies except Department of Corrections and Department of Veterans' Affairs.*

### **IR        IRS 1099 MENU**

- View or report on transactions which have been summarized for IRS 1099 reporting into the DRS IRS file now that the data required with those transactions is complete.

### **DV        Online View Menu**

- View or update AFRS disbursements transactions selected by agency criteria for posting to the DRS disbursement file. Information is available by vendor name, vendor number, blank vendor number or TIN.

### **DM        DISBURSEMENT MENU**

- View, update, or report on AFRS disbursement transactions selected by agency criteria for posting to the DRS disbursement file. Information is available by vendor, account code structure, etc.
- Also, report on disbursements from AFRS transaction history file for **prior-prior month**, prior month, current month, month 99 or 25. (Use Screen DM.5.5 for Report DRS275)

- Data required by IRS (Internal Revenue Service) or OMWBE (Office of Minority and Women Business Enterprises) may be added to records in the disbursement file prior to reporting.
- Order various reports on disbursement transactions stored in DRS.

**DS           DISBURSEMENT SYSTEM CONTROL MENU**

- Update profile to determine months of data kept in system.
- Select data posted to DRS by transaction code.
- Purge data not needed by various selection criteria.

**WR           WARRANT DISBURSEMENT MENU**

- View or report on disbursement transactions in the DRS file which created a warrant.

## DISBURSEMENT REPORTING SYSTEM TRANSFER CODES

### IR                    IRS 1099 Menu

- IR.1            Update IRS 1099 Records
- IR.1.1      Print IRS 1099 Forms
- IR.2            View IRS 1099 Records
- IR.3            IRS 1099 Reports
- IR.4            TIN (FED ID) Confirmation Request
- IR.5            1099 Processing Schedule
- IR.6            IRS Weekend Processing (DRS340, 342, 347)
- IR.7            Vendor Transmittal Request
- IR.8            DRS331 Report

### DV                    Online View Menu

- DV.0            DRS Online View Request – Allows search by vendor name, vendor number, blank vendor number, or vendor taxpayer ID. User selects one of the following screens to display the results, and can then scroll right and left to view the results on screens DV.1 – DV.8. This screen can also be accessed via IN.1.V – Combined Vendor Selection screen.
  
- DV.1\*          View DRS records starting at Invoice Number Display
- DV.2\*          View DRS records starting at Account Number Display
- DV.3\*          View DRS records starting at Document Information Display
- DV.4\*          View DRS records starting at Vendor Information Display
- DV.5\*          View DRS records starting at Transaction Information Display
- DV.6\*          View DRS records starting at Accounting Data Display
- DV.7\*          View DRS records for Pseudo Vendor Display
- DV.8\*          View DRS records starting at IRS 1099 Support Display
- IR.2            View IRS 1099 records for selected calendar year

*\*not a valid transfer value when not associated with DV.0 screen*

### DM                    DISBURSEMENT MENU

- DM.1            Update DRS Detail
- DM.2            View Disbursement Summary
- DM.3            View Disbursements by Data Classification
- DM.4            View Vendor Remittance
- DM.5            Disbursement Reporting
  - DM.5.1        Disbursement Summary Report (DRS 271)
  - DM.5.2        Disbursements by Acct. Code Report (DRS 272)
  - DM.5.3        Vendor Disbursement Report (DRS 273)
  - DM.5.4        Vendor Disbursement/Travel Report (DRS 274)
  - DM.5.5        AFRS/DRS Disbursement/Remittances Report (DRS 275)
  - DM.5.6        Disbursement Transaction Listing (DRS 276)

- DM.5.7 Disbursement Travel by Account Code (DRS 277)
- DM.5.8 Disbursements to Vendors Duplicate (DRS 278)
- DM.6 View 1099 Disbursements
- DM.8 Disbursement Batch Data Reporting (DRS 281)
- DM.9 View DRS OMWBE Information
- DM.A OMWBE/IRS Detail Update (15 records at a time)

**DS DISBURSEMENT SYSTEM CONTROL MENU**

- DS.1 Agency Profile Maintenance
- DS.2 Job Card Maintenance (OFM Only)
- DS.3 Extract Transaction Maintenance
- DS.4 Purge Disbursement Maintenance
- DS.5 Add Vendor Number to DRS Records
- DS.6 DRS Transaction Code Counts Report
- DS.7 Warrant Cancellation Add Vendor Number

**WR WARRANT DISBURSEMENT MENU**

- WR.1 View Warrant Disbursement Summary
- WR.2 Warrant Disbursement Reporting
- WR.3 View Warrants by Warrant Batch Number