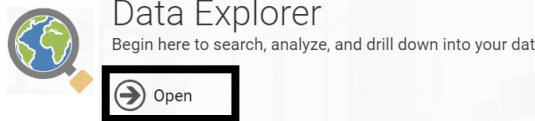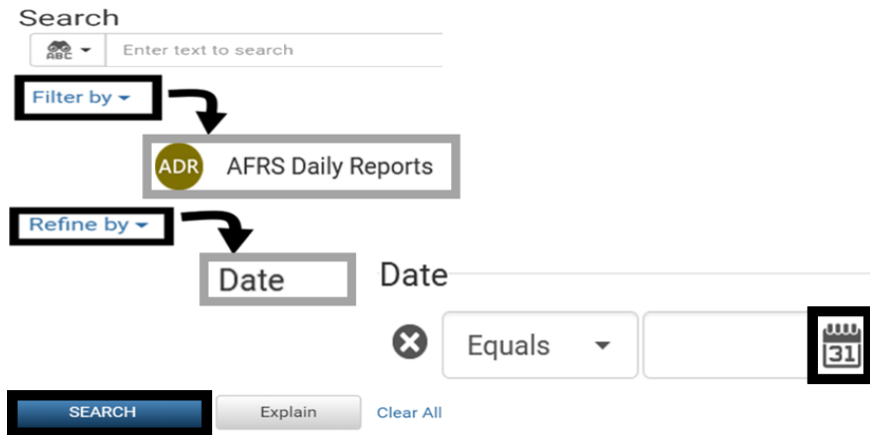This job aid provides information for agency accounting staff who will use the FPMT AFRS daily reports to support lease accounting reconciliation activities.
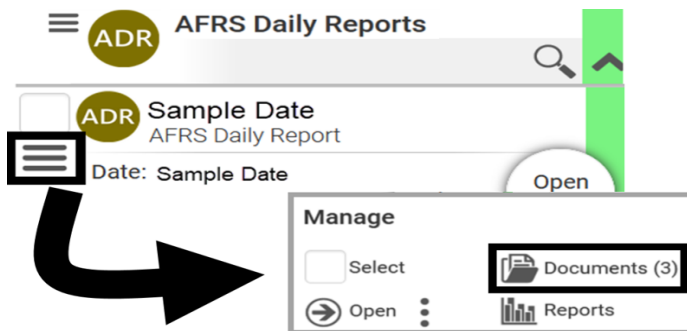
Run AFRS Daily Report

1. **Select:** Open.

Data Explorer
Begin here to search, analyze, and drill down into your data

Open

2. **Select:** Filter by.
3. **Select:** AFRS daily reports.
4. **Select:** Refine by.
5. **Select:** Date.
➔ FPMT will display additional options depending on your search criteria.
6. **Select:** Search.

Search

Enter text to search

Filter by ▾

ADR AFRS Daily Reports

Refine by ▾

Date

Date

Equals ▾

SEARCH   Explain   Clear All

7. **Select:** Menu.
8. **Select:** Documents.
➔ FPMT will display AFRS daily report documents (.csv files).

AFRS Daily Reports

ADR Sample Date
AFRS Daily Report

Date: Sample Date

Open

Manage

Select   Documents (3)

Open   Reports

➔ In this example, AFRS daily report documents (.csv files) are displayed.

⬆ Upload | ⬇ Download Selected

	File Name	File Size	Description	Modified	Modified By
ⓘ	TransactionErrors.csv	19.7 MB		Sample Date/Time	System
ⓘ	Transactions.csv	< 1 KB		Sample Date/Time	System
ⓘ	UniqueIdentifiers.csv	772.2 KB		Sample Date/Time	System

Review Report Documents (.csv Files)

The AFRS daily report includes three separate documents (.csv files).

Document (.csv file)	Additional Information (AFRS daily report data is created nightly Monday through Friday at 6:30pm PST)
TransactionErrors.csv	Use this to review a list of transactions that have errors.
Transactions.csv	Use this to review a list of transactions that are reportable for current day or have been corrected from the list of transaction errors.
UniqueIdentifiers.csv	This file is used by the system to load unique identifiers in AFRS and HRMS.

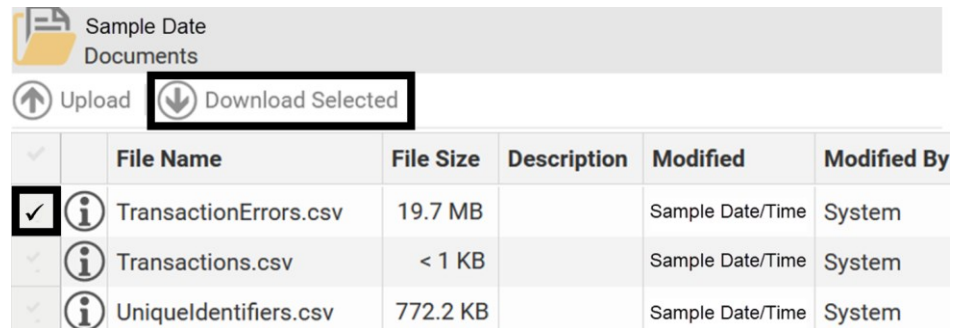## Review Report Results - Transaction Errors.csv

The transaction error document includes a list of data errors for your review.

✓ Transaction errors will be included in subsequent daily reports until the data has been corrected in FPMT.

1. **Select:** Menu.
2. **Select:** Documents.
➔ FPMT will display AFRS daily report documents.
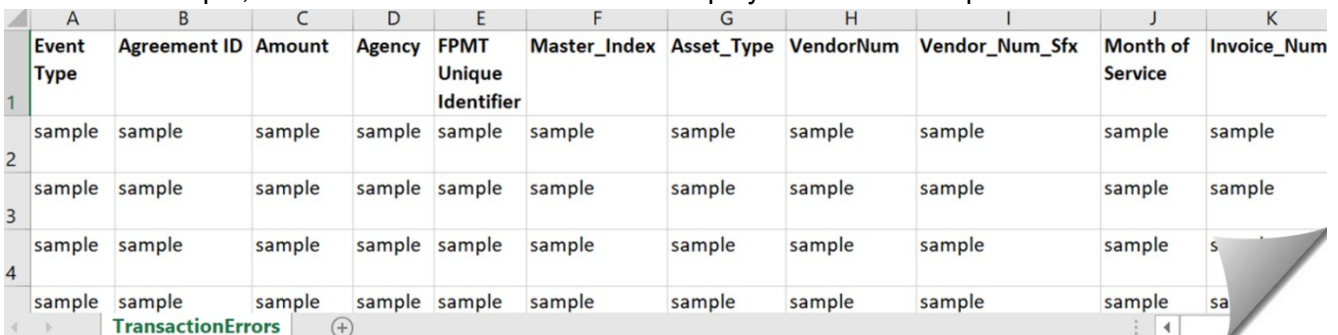➔ AFRS daily report data is created nightly Monday through Friday at 6:30pm PST.
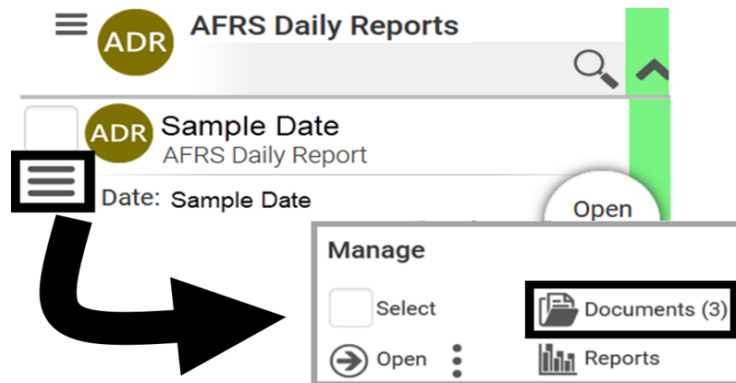
3. **Select:** Checkbox for transaction errors file.
4. **Select:** Download selected.
➔ FPMT uses standard options to download the file. This might take several seconds depending on the size of the file.

	File Name	File Size	Description	Modified	Modified By
✓ ⓘ	TransactionErrors.csv	19.7 MB		Sample Date/Time	System
ⓘ	Transactions.csv	< 1 KB		Sample Date/Time	System
ⓘ	UniqueIdentifiers.csv	772.2 KB		Sample Date/Time	System

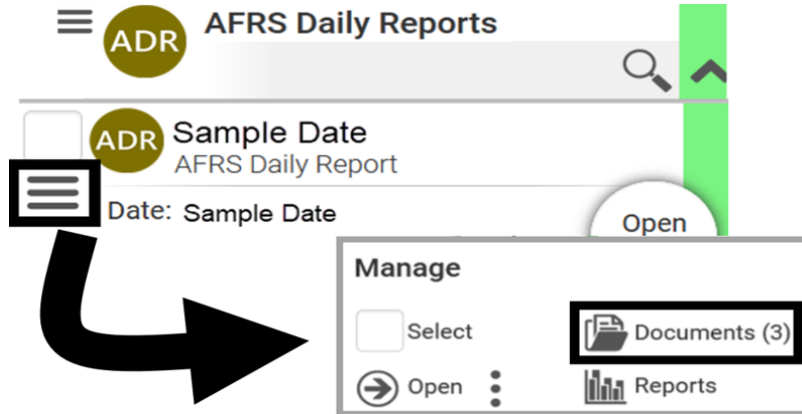➔ In this example, the transaction errors.csv file is displayed in an excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K
1	Event Type	Agreement ID	Amount	Agency	FPMT Unique Identifier	Master_Index	Asset_Type	VendorNum	Vendor_Num_Sfx	Month of Service	Invoice_Num
2	sample	sample	sample	sample	sample	sample	sample	sample	sample	sample	sample
3	sample	sample	sample	sample	sample	sample	sample	sample	sample	sample	sample
4	sample	sample	sample	sample	sample	sample	sample	sample	sample	sample	s
	sample	sample	sample	sample	sample	sample	sample	sample	sample	sample	sa

TransactionErrors

FPMT AFRS Daily Report   September 28 2021   Page 2 of 3

Need help? Contact the OFM Help Desk HereToHelp@ofm.wa.gov 360.407.9100

Review Report Results - Transactions.csv

The transactions document includes a list of data transactions that are reportable for current day or have been corrected from the list of transaction errors.

1. **Select:** Menu.
2. **Select:** Documents.
➔ FPMT will display AFRS daily report documents.
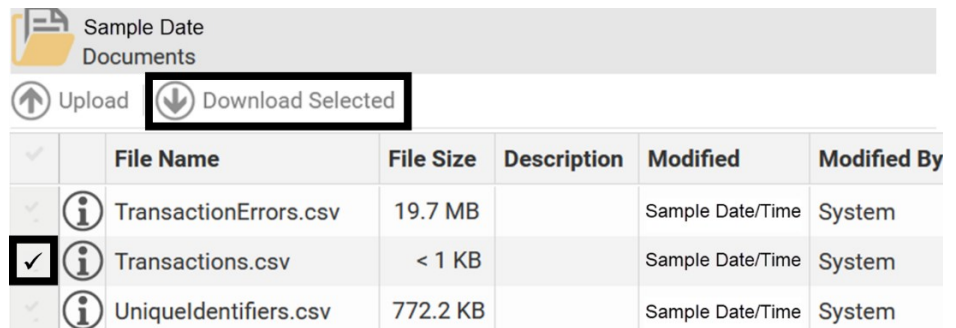➔ AFRS daily report data is created nightly Monday through Friday at 6:30pm PST.

3. **Select:** Checkbox for transactions file.
4. **Select:** Download selected.
➔ FPMT uses standard options to download the file. This might take several seconds depending on the size of the file.

		File Name	File Size	Description	Modified	Modified By
✓	ⓘ	TransactionErrors.csv	19.7 MB		Sample Date/Time	System
✓	ⓘ	Transactions.csv	< 1 KB		Sample Date/Time	System
✓	ⓘ	UniqueIdentifiers.csv	772.2 KB		Sample Date/Time	System

➔ In this example, the transactions.csv file is displayed in an excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K
1	Event Type	Agreement ID	Amount	Agency	FPMT Unique Identifier	Master_Index	Asset_Type	VendorNum	Vendor_Num_Sfx	Month of Service	Invoice_Num
2											
3											
4											
5											
6											
7											

Transactions ⊕