



# Office of Financial Management

Better information. Better decisions. Better government. Better Washington.

## *Agency Financial Reporting System*

### INTEREST & OWNERSHIP FEATURE IN THE STATEWIDE VENDOR & STATEWIDE EMPLOYEE MAINTENANCE

*October 2021*

# INTEREST FEATURE

Agencies have the ability to designate Statewide Vendor (SWV) & Statewide Employee (EE) numbers as being of Interest for their agency. This Interest designation allows the agency to pull reports from the Enterprise Reporting WebI tool so that they can keep their internal system up to date with proper address information, contacts, etc. Agencies can use this information to generate transactions for AFRS to process payments or make corrections.

Agencies can use the Interest feature to:

- Provide a cross-walk to vendors/payee back to the agency internal system
- Reduce the need to provide a download of the SWV Table to agencies
- Run reports in ER WebI and query for vendor/payees that they have added interest to

Things to know about the Interest feature:

- Optional
- Can be added to any SWV & EE record
- Added manually by each agency
- Multiple Interest records for one SWV & EE record can be assigned by agencies

# PROCESS FOR MARKING SWV & EE WITH INTEREST

To designate interest on a vendor, agencies should check the agency AFRS user's System Security Maintenance (SS.1).

An agency AFRS user can update the Interest screen for Statewide Vendors if they have:

- A security level "1" in the SWVE (Statewide Vendor Edit)

An agency AFRS user can update the Interest screen for Statewide Employees if they have:

- A security level "2" in the VE (Vendor Edit)

```
=== AFRS =(SS.1)===== SYSTEM SECURITY MAINTENANCE ===== C105P412 ===
TR: _____ FUNCTION: V (A=ADD, C=CHNG, D=DEL, V=VIEW, N=NEXT)
AGENCY: 9990 LOGONID: CCTT105 AFRS SECURITY: 0 STOP USE DATE:
                                         LAST MOD DATE: 160918

      NAME: USER #2                PHONE: 360 999 9993
      BATCH TRANS                   BATCH TRANS
      TYPE  TYPE INPUT RELEASE      TYPE  TYPE INPUT RELEASE
FINANCIAL   A*   *   2   1         B*   *   2   1
TRANSACTIONS C*   *   1   2         D*   *   1   2
BATCH
FLAGS

                        PAY MAINT: 2   PROJECT PURGE: 1

TM FLAGS - DT: 1 OI: 1 AI: 1 PI: 1 PC: 1 VE: 2 SWVE: 1 OC: 1 TD: 1 MI: 1 CT : 1
RC FLAGS - RPT REQ: 1 O-D DESIGN: 2 O-D SUBMIT: 2 OMWBE: 1
SC FLAGS - BROADCAST: 0 ACTION MSG: 0 JOB CARD: 0 TRAN RESTRICT: 0 UPDATE SM: 0

      F1 ON INPUT FIELD=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
AFRS ONLINE SECURITY RECORD FOUND
```

## Statewide Vendors

Designating interest on a Statewide Vendor, AFRS users will:

- Go to the Vendor/Payment/Cancellation (VE) main menu
- Enter 3 into the SELECT FUNCTION field and press enter
- At the VE.3 Statewide Vendor Maintenance screen, locate the statewide vendor that your agency wants to create Interest in
- F5=OWNER/INT Link to transfer to the Ownership Interest Maintenance (VE.3.L) screen

```
=== AFRS =(VE.3)===== STATEWIDE VENDOR MAINTENANCE ===== C105P146 ===
TR: _____ ORIGINAL ADD: ..... LAST UPDATED: ..... USER AGENCY: 0000
    LAST ACCOUNT CHANGE: ..... LAST USED: .....
    TRANSFER: _ (ENTER 'Y' TO TRANSFER TO VENDOR EDIT ONLINE VIEW = IN.1.S)
FUNCTION: _ (A=ADD, C=CHG, V=VIEW, N=NXT, B=BCK, G=GEN)

VENDOR NO: _____ CONTACT: _____
VENDOR NAME: _____ PHONE _____ FAX _____
ADD1: _____
ADD2: _____ VENDOR TYPE: _
ADD3: _____ VENDOR STATUS: _
CITY/ST/ZIP: _____ US/FOREIGN ADDR: U (U OR F)
E-MAIL ADDR: _____ PROVIDER: _____
TIN: _____ TAX TYPE: _ W-9/8 ON FILE: _
REMARKS: _____ LEGAL ADDRESS: _
CCD/TX-LAYOUT: _ _ VENDOR RA PRINT: Y PAYMENT TYPE: _ EFT AVAILABLE: _
ABA ROUTING: _____ ABA ACCOUNT: _____ ACCOUNT TYPE: _
LU DETAIL: _____ DUNS: _____ OFAC BLOCK FLAG: _

BILLING AGCY: _____ FUND: _____ MULTI-FUND: _____
PRENOTE SEND: _ STATUS: _ DATE SENT: ___/___/___
F1=HELP, F2=EMAIL, F3=RETURN, F4=LAST VE VIEW, F5=OWNER/INT, F12=MSG, PAUSE/BRK=EXIT
```

FUNCTION line on the VE.3.L screen:

V – View; F – First; N – Next; B – Back; A – Add; C – Change; D – Delete

The following are the only two fields that can be edited, and are used to identify what agency system has an interest for this particular statewide vendor record:

- **SYSTEM:** Specific to the agency designating interest and helps agency to identify the location for which the vendor data will be used. Up to four characters (minimum of one) and alphanumeric. (REQUIRED)
- **IDENTIFIER:** Agency can enter anything to help identify the system. 40 characters, alphanumeric. (OPTIONAL)

```
=== AFRS =(VE.3.L)===== OWNERSHIP INTEREST MAINTENANCE ===== C105P141 ===
TR: _____

FUNCTION INTEREST: _ (V=VIEW, F=FIRST, N=NEXT, B=BACK, A=ADD, C=CHG, D=DEL)
OWNERSHIP: _ (NO OPTIONS AVAILABLE)

VENDOR NO: EE00000000 00
VENDOR NAME: MOUSE_MICKEY_W_____
ADD1: _____
ADD2: _____
ADD3: _____
CITY/ST/ZIP: SPOKANE_____ WA 99224_____

INTEREST
AGENCY: 1050 SYSTEM: TEST IDENTIFIER: _____

OWNERSHIP
AGENCY: 1050 SYSTEM: HRMS IDENTIFIER: _____

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

### For Statewide Employees

Designating interest on a **Statewide Employee**, AFRS users will:

- Go to the Vendor/Payment/Cancellation (VE) main menu
- Enter 2 into the SELECT FUNCTION field and press enter
- Find the statewide employee wanted to create Interest in
- Use the F5=OWNER/INT Link to transfer to the Ownership Interest Maintenance Link (VE.3.L) screen (Functions and open fields for editing are the same as mentioned above)

## OWNERSHIP FEATURE

All Statewide Vendor records are owned by OFM, agency 1050.

Every Client record will have an agency owner of OFM 1050 or will be blank. Only OFM can authorize the Statewide Registration Unit to make changes to the client record (s), but any agency can use any vendor/payee record (including clients) to make payments.

The Statewide Registration Unit is the only group that can add ownership to SWV records. They manage the records for all clients. The Statewide Registration Unit has written procedures for agencies with clients and they can assist you if you have questions about ownership for a client.

```
=== AFRS =(VE.3.L)===== OWNERSHIP INTEREST MAINTENANCE ===== C105P141 ===
TR: _____

FUNCTION INTEREST: _ (V=VIEW, F=FIRST, N=NEXT, B=BACK, A=ADD, C=CHG, D=DEL)
OWNERSHIP: _ (NO OPTIONS AVAILABLE)

VENDOR NO: EE00000000 00
VENDOR NAME: MOUSE__MICKEY_W_____
ADD1: _____
ADD2: _____
ADD3: _____
CITY/ST/ZIP: SPOKANE_____ WA 99224_____

INTEREST
AGENCY: 1050 SYSTEM: _____ IDENTIFIER: 39587_____

OWNERSHIP
AGENCY: 1050 SYSTEM: HRMS IDENTIFIER: _____

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

For Statewide Employees, ownership is determined by which agency the employee works for and the ownership is not the responsibility of the agency to maintain. Employees are added and updated by a feed from the Human Resources Management System (HRMS).

```
=== AFRS =(VE.3.L)===== OWNERSHIP INTEREST MAINTENANCE ===== C105P141 ===
TR: _____

FUNCTION INTEREST: _ (V=VIEW, F=FIRST, N=NEXT, B=BACK, A=ADD, C=CHG, D=DEL)
OWNERSHIP: _ (NO OPTIONS AVAILABLE)

VENDOR NO: EE00000000 00
VENDOR NAME: MOUSE__MICKEY_W_____
ADD1: _____
ADD2: _____
ADD3: _____
CITY/ST/ZIP: SPOKANE_____ WA 99224_____

INTEREST
AGENCY: _____ SYSTEM: _____ IDENTIFIER: _____

OWNERSHIP
AGENCY: 1050 SYSTEM: HRMS IDENTIFIER: _____

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

The Ownership designation allows the agency to pull reports from the Enterprise Reporting WebI tool. Agencies can keep their internal system up to date with proper address information, contacts, etc. Agencies can use this information to generate transactions for AFRS to process payments or make corrections.