



## Office of Financial Management

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### *Systems Security User Documentation*

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AFRS (Agency Financial Reporting System)

CAMS (Capital Asset Management System)

February 2025

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## Preface

This documentation will assist agency personnel in establishing and maintaining their mainframe financial system security records in order to:

- Control access to agency data
- Control transaction/record additions, changes and deletes
- Control system reporting requests
- Support agency internal control policies

This user documentation pertains to the following statewide financial systems:

<b>Mainframe Systems</b>	<b>Requires Logon ID to access WaTech Mainframe</b>
<ul style="list-style-type: none"><li>• <b>Agency Financial Reporting System (AFRS)</b> includes: Agency Administrator Security Form can be found on the <a href="#">AFRS IT Systems</a> web page.</li></ul>	<b>Yes</b>
<ul style="list-style-type: none"><li>• <b>Capital Asset Management System (CAMS)</b> Contact your Agency CAMS Administrator</li></ul>	<b>Yes</b>

For information regarding security of systems not listed above, contact the following:

<b>OFM Systems</b>	<b>Requires Logon ID for WaTech Mainframe</b>
<ul style="list-style-type: none"><li>• <b>Cost Allocation System (CAS)</b> Contact your Agency CAS Administrator</li></ul>	<b>Yes</b>
<ul style="list-style-type: none"><li>• <b>Disclosure Form</b> Contact your Agency OFM Statewide Accounting Consultant</li></ul>	<b>No</b>
<ul style="list-style-type: none"><li>• <b>Financial Toolbox (FTBx)</b> Contact your Agency FTBx Administrator</li></ul>	<b>Yes</b>
<ul style="list-style-type: none"><li>• <b>Travel &amp; Expense Management System (TEMS)</b> Contact your Agency TEMS Administrator</li></ul>	<b>No</b>
<ul style="list-style-type: none"><li>• <b>Budget Systems</b> Contact the OFM Help desk</li></ul>	<b>No</b>
<ul style="list-style-type: none"><li>• <b>Enterprise Reporting Services (ER)</b> Contact the OFM Help desk</li></ul>	<b>No</b>

If you have questions on security for any of the Office of Financial Management (OFM) systems or cannot reach your agency administrator please contact the OFM Help desk at 360-407-9100 or through e-mail at [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov).

# Overview

## Purpose of Security

The purpose of security is to establish and maintain access to financial systems within the agency in order to control agency records and reporting purposes. Each agency is responsible for determining the level of security granted to their staff for all financial systems to meet the user needs and the agency internal control standards. There are several levels of security which are important to understand.

## Levels of Security

Two agencies (Washington Technology Solutions – WaTech and Office of Financial Management - OFM) control *statewide* security records. The following divisions maintain security and they are:

### 1. OFM Business Operations

Maintains the security files specific to each financial system

### 2. WaTech High Capacity Computing group

Maintains the statewide file of Logon ID's and Operator ID's for Systems which run on the statewide mainframe.

In AFRS, the OFM *System Analysts* maintain security for the agency security administrators only. Agency security administrators maintain security of agency personnel.

There are several levels of security within each *agency*:

1. Larger agencies have a **Resource Access Control Facility (RACF)**  
**Administrator.** Agencies that don't have their own RACF Administrators submit a ticket to: WaTech Support Center at 360-586-1000 or support or [support@watech.wa.gov](mailto:support@watech.wa.gov) to obtain/remove a RACF ID. The ticket will be routed to the WaTech High Capacity Computing Group who create/delete RACF IDs for systems which run on the WaTech mainframe.
2. The agency security administrator(s) for each financial system maintains the security files for system access by agency personnel. The agency can assign the duties of agency security administrator to the same individual for all systems or to a different individual for each system. The agency director or designee must authorize the individual(s) named as primary and alternate agency security administrators. It is recommended that for each system your agency utilizes, one primary and at least one alternate agency security administrator be assigned.
3. The final level of security is for agency personnel who can add, change or delete records and request reports in the statewide financial system(s) for which they have security. These personnel cannot control the security of other users.

See individual system instructions for additional information regarding levels of security within each specific system.

*NOTE: WaTech runs a program every 6 months to evaluate RACF ID use. If a RACF ID has not been used, the RACF ID is revoked. If this RACF ID is needed again, you must contact your RACF Administrator to re-activate it..*

## Preliminary Steps

There are two steps your agency has already completed (unless it is a new agency) which are helpful in understanding the overall flow of system security. These steps have established the agency security administrators (as described above) within your agency and only need to be done again when there is a change in personnel or duties within your agency.

1. Your agency has assigned a RACF administrator and has notified the Washington Technology Solutions (WaTech) High Capacity Computing Group of this assignment. (Larger agencies have their own Resource Access Control Facility (RACF) Administrator).
  - Or agencies that don't have their own RACF Administrators submit a ticket to: WaTech Support Center at 360-586-1000 or support or [support@watech.wa.gov](mailto:support@watech.wa.gov) to obtain/remove RACF ID's.
2. Your agency has also identified agency security administrators for each of the systems in use by your agency and notified OFM of the assignments. The agency security administrator or alternate for each system are the only ones who can enter or request changes to the security records of the systems. Thus, it is important to keep OFM informed of any changes in security administrators.

## Establishing Security for a New Employee

- 1 - The first step in establishing security for a new employee is to contact your agency RACF administrator or Contact. Give them the name of the person for whom you are establishing security records and the names of the systems for which the person will need access. The agency RACF administrator will either create the RACF ID or contact **WaTech High Capacity Computing group**, who will establish the Logon ID for the individual.
- 2 - The next step in this procedure depends on which systems the individual will need to access. For AFRS and CAMS, the **agency system security administrator** is responsible for establishing security records. (See above for other systems.)
- 3 - The **OFM System Analysts** is responsible for establishing the Agency Administrator security records. The Agency must complete the Agency Administrator Security Form found on the [IT Systems](#) web page under the corresponding application. The original signed form must be sent to the address listed on the form. To expedite the process, a PDF copy of the completed form should be emailed to [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) as well.

# Systems

## Agency Financial Reporting System (AFRS)

The **agency AFRS security administrator** is responsible for maintaining all security records in AFRS for users within your agency. In order to add, change or delete a user record, contact your **agency AFRS security administrator** and provide the following information.

- Login ID of user (obtained from Agency RACF Administrator or WaTech High Capacity Computing group)
- Name of user
- Phone number of user
- The “Stop Use Date” field is optional. If you want someone to have access to AFRS for a limited period of time, enter the last date you want the user to have AFRS access (YYMMDD).
- Level of security user will need for each field.
  - 0 = No access
  - 1 = View records and print reports
  - 2 = Update records and view and print them
  - 3 = Release batches from screen IN.3 with errors. Transactions with errors will go to overnight error file.
  - S = Statewide Accounting - OFM
  - V = View records

*See footnotes for exceptions. Shaded levels are either not available or restricted to update by OFM.*

Security Flag Name	Abbrev on SS.2	Controls Access to AFRS Screens:	Levels	
• AFRS Security Agency Transaction Edit Controls	ASEC	SS.1, SS.2, SS.3, SS.4 TM.3, TM.3.2, TM.3.2.B, TM.3.2.C	0	1

*Note: Only AFRS System Analyst can assign level 1 security in this field*

## Financial Transaction Batch Flags & OFM Recommendations for Separating Functions

OFM recommends the use of AFRS security to separate the following functions:

1. Batch Type
2. Transaction Type
3. Batch Input (includes Error Correction)
4. Batch Release
5. Agency Vendor Table (*Statewide Employee Maintenance*)

Security access levels by batch type & transaction type have been added to AFRS to give agencies more flexibility in doing this.

The Batch Type & Transaction Type fields are alphanumeric and required with a security level indicator for Input, and Release. In the Batch Type Field, you may enter specific batch types or enter the wildcard '\*\*' to indicate all batch types. You may also enter a character in the first position of the batch type with the wildcard '\*' in the second position. For example, 'B\*' for all batch types beginning with 'B'; or '2\*' for all batch types beginning with '2'. *(Refer to examples in Appendix B)* In the Transaction Type Field, you may enter a specific transaction type or enter the wildcard '\*' to indicate all transaction types.

The system will look at the security in the following logic when processing payments and will take the most exact first no matter where it is within the security screen:

BATCH TYPE	TRANS TYPE	INPUT	RELEASE
BB	A		
BB	*		
B*	A		
B*	*		
**	A		
**	*		

Access to the Payment Processing Screens can be controlled by entering \*\* within the first occurrence. If you do not want an individual to process payments but do table entry only you can restrict them by entering the following:

BATCH TYPE	TRANS TYPE	INPUT	RELEASE
**	*	0	0

The individual cannot use the Vendor & Input Screens.

You no longer have to have a \*\* in the first position if you do not wish to.

Security Flag Name	Abbrev on SS.2	Controls Access to AFRS Screens:	Levels		
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### Financial Transaction Batch Flags

<ul style="list-style-type: none"> <li><u>Input (Error Correction)</u> <b>Batch Type Required</b>  Transaction Input          Inter-Agency Payments Payment Cancellation  <i>Group Error Correction-Online requires Level 2 for selected batch</i>  <i>Batch Header Error Correction requires Level 1 or 2 for selected batch</i></li> </ul>		IN.1, IN.1.1, IN.1.2, IN.1.V, IN.1.4, IN.1.6, IN.1.7, IN.3.1, IN.4 IN.3 (Includes select functions: B, E, G, H, P) IN.1.5 (Batch Delete or Hold <b>ONLY</b> ) Input screen select F5 takes you to IN.1.I or VE.8 (Note: ** must be on 1 <sup>st</sup> occurrence to see the IN.1.S screen) (Note: IN.1.V & VE.8 requires security in VE of 1, 2 or V <u>and</u> in the SVE of 1 or V) MI.A VE.7, VE.7.1, VE.7.D, VE.7.2, VE.7.L,	0	1	2
<ul style="list-style-type: none"> <li><u>Release</u></li> </ul>		IN.1.5 (Batch Release <b>ONLY</b> )	0	1	2 3

### Other Financial Flags

<ul style="list-style-type: none"> <li>Pay Maint (Payment Maintenance)</li> </ul>	WW	IN.2, IN.2.1, IN.2.2	0	1	2
<ul style="list-style-type: none"> <li>Project Purge (INACTIVE)</li> </ul>	PP	TM.3.3	0	1	2

### (TM) Table Maintenance Flags

<ul style="list-style-type: none"> <li>Descriptor Tables Descriptor Maintenance Payment Card Menu Payment Exception Code Table  Agency Sub-Subobject Inactivate Maintenance Biennium Table Roll-Agency IAP Multi Fund Breakout AFRS to CAMS Interface Sub Object CFDA Table View IRS Type View D78 Cost Allocation System (CAS) (Agency 3000 &amp; 1070 only)  Payment Process Controls</li> </ul>	DT	TM.1.1 TM.1.3 TM.1.4, TM.1.4.A, TM.1.4.B, TM.1.4.C, TM.1.4.D TM.1.5  TM.3.8 (View <b>ONLY</b> ) TM.3.4.A, TM.3.4.B TM.3.5 TM.4.2 (View <b>ONLY</b> ) TM.5 (View <b>ONLY</b> ) TM.6, TM.6.1, TM.6.2, TM.6.3, TM.6.4, TM.6.5, TM.6.A, TM.6.B, TM.6.C, TM.6.D, TM.6.E, TM.6.F, TM.6.G, TM.6.H, TM.6.I, TM.6.J, TM.6.R VE.6	0	1	2
--	----	--	---	---	---



Agency Address by Batch Type Print option		VE.9 (AD.7) ( <i>View <b>ONLY</b></i> ) TM.1 & AD.2 ( <i>Printing Function</i> )			
--	--	---	--	--	--

Security Flag Name	Abbrev on SS.2	Controls Access to AFRS Screens:	Levels			
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**(TM) Table Maintenance Flags - Continued**

• Organization Index Table	OI	TM.2.3	0	1	2	V
• Appropriation Index Table Appropriation Index Fed Grant award Table Maintenance	AI	TM.2.1 TM.4.1	0	1	2	V
• Program Index Table	PI	TM.2.2	0	1	2	V
• Project Control Table	PC	TM.2.4	0	1	2	V
• Vendor Table Statewide Employee Maintenance Combined Vendor Selection (For more information about level 1 & 2 security, refer to the Statewide Employee Maintenance manual)	VE	VE.2 IN.1.V	0	1	2	
• Statewide Vendor Table Statewide Vendor Maintenance Statewide Vendor Selection Inter-Agency Vendor Selection Combined Vendor Selection Ownership Interest Maintenance Inter-Agency Vendor Selection  (Agencies adding interest must have a level = 1 for these screens)	SWVE (SVE)	VE.3 IN.1.S IN.1.I IN.1.V VE.3.L VE.8  (Note: For Agencies to use the IN.1.S & IN.1.I requires security of 1 or V) (Note: IN.1.V or VE.8 requires security in VE with 1 or 2 <u>and</u> the SVE with 1 or V)	0	1		V
• Organization Control Table	OC	TM.3.1	0	1	2	
• Transaction Code Decision Table	TD	TM.1.2, TM.1.2.A, TM.1.2.B		1		V
• Master Index Table	MI	TM.2.5, TM.2.5.A	0	1	2	V
• Payment Card Table	CT	TM.1.3.A, TM.1.3.B	0	1	2	

**(MF) Master File Inquiry Flags**

• Appropriation File Inquiry	AP	MI.1	0	1
• Allotment File Inquiry	AL	MI.2	0	1
• Grant Project	GP	<b>OFM ONLY</b>	0	
• Operating File Inquiry	OF	<b>OFM ONLY</b>	0	1
• Subsidiary File Inquiry	SF	MI.4	0	1
• General Ledger File/ Document File Inquiry	GL	MI.3, MI.5, MI.6	0	1

Security Flag Name	Abbrev on SS.2	Controls Access to AFRS Screens:	Levels		
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#### (RC) Reporting Control Flags

• Report Request	RR	RR.1, RR.2, RR.3	0	1	2
• On-Demand Report Design	OD	RD.1, RD.2	0	1	2
• On-Demand Report Submit	OS	RD.3	0	1	2
• OMWBE Sub-Contractor Reporting	OM	OM.1 & OM.2	0	1	2

#### (SC) System Control

• Broadcast	B	<i>OFM ONLY</i>	0	1	2
• Action Message	AM	<i>OFM ONLY</i>	0	1	2
• Job Card	JC	<i>OFM ONLY</i>	0	1	2
• Transaction Restriction Indicator	TR	<i>OFM or OST ONLY</i>	0	1	2
• Update System Management	SM	<i>OFM ONLY</i>	0	1	2

There are other screens in AFRS which users are automatically given access to when they are assigned a Logon ID for AFRS:

- AFRS Primary Menu & Sub Menus
  - TM – TABLES
    - Online Tables (TM.1)
    - Coding Tables (TM.2)
    - Master Index Review (TM.2.5.A)
    - Batch Job Submission (TM.3.7)
    - Federal Tables (TM.4)
  - MI – MASTER FILE INQUIRY
    - Payment Write (WW) View (MI.7)
  - RD – ON-DEMAND REPORTING
  - BI – BATCH INTERFACE LOG
  - SS – System Security Maintenance Menu
    - SS.2 – VIEW SECURITY RECORDS
  - CL – HELP PHONE LIST
  - IN – INPUT/CORRECTION
    - IN.3.1 – Online Batch Reports
  - RR – REPORT REQUEST
  - OM – OMWBE SUB-CONTRACTOR REPORTING
  - AD – ADMINISTRATION
- AFRS Welcome and Message screens

## Accessing the AFRS Security Screens

At the TPX MENU, either 'S'elect or type **CICP3**. Press **↵ Enter**.

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

You will get a screen that says "SIGN-ON COMPLETE."

Type **F002** (F, zero, zero,2). Press **↵ Enter**.

The AFRS message screen will appear. Read the messages and press **↵ Enter TWICE** to continue. The AFRS primary menu screen will appear, as follows:

```
=== 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                     CL -- HELP PHONE LIST
  SS -- SYSTEM SECURITY

                                AGENCY: 9990
                        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.
```

Type your 4-digit agency number in the Agency field and type **SS** (System Security) in the Select Function field. Press **↵ Enter**. The following screen will appear:

```
=== AFRS =(SS)===== SYSTEM SECURITY MAINTENANCE MENU ===== C105P405 ===
TR: _____

                                1 -- SYSTEM SECURITY
                                2 -- VIEW SYSTEM SECURITY RECORDS
                                3 -- VIEW AGENCY BATCH TYPE SECURITY
                                4 -- REQUEST SECURITY AUDIT REPORT

                        SELECT FUNCTION: __

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

## View System Security Records Screen (SS.2)

The purpose of the View System Security Records screen (SS.2) is to allow you to view all your agency records (up to 15 at one time). This screen is helpful to find an individual's Logon ID, which you will need to use on the System Security Maintenance screen (SS.1). Another way this screen can be used is to find a current user with the access levels you want for a new user. You can select the current user and use that record as a template to establish the new security record.

At the System Security Maintenance Menu (SS), select function **2** (View System Security Records) and press **↵ Enter**. The View System Security Records screen (SS.2) will appear, as follows:

```
=== AFRS =(SS.2)===== VIEW SYSTEM SECURITY RECORDS ===== C105P411 ===
TR:
      FUNCTION: N (F=FIRST PAGE, N=NEXT PAGE, P=PRINT)
      AGENCY: 9990
      A   TABLES   TRANS   RPT   MTCE
      S           S
      E DOAPPVVOTMC   WP   ROOO   AJTS
S LOGONID          NAME   C TIIICEECDIT   WP   RDSM   BMCRM
- ABCD999 TESTING      0 22222212120   00   0000   00000
- AQAC999 AQUA_QUIET    0 11111211110   12   1111   00000
- CHAC999 CHATTY CATHY  1 2222221212_   22   2222   00000
- OBAC999 OSCAR MAYER   0 11111211112   12   1111   00000
- RHAC999 RUNNING HORNS 0 1111110111_   00   0000   00000
- TRAF999 TRAINING      0 1111121111_   11   1111   00000
- WWAF999 USER_#1      0 2222221212_   12   0222   00000
- XXAF999 USER_#2      0 1111111111_   21   0122   00000
- YXAF999 TEST         1 2222221212_   00   0000   00000
- YYAF999 USER_#3      0 1111111111_   11   0122   00000
- ZZAF999 USER_#4      0 1111111111_   11   0122   00000
. ....
. ....
. ....
. ....
      F1 ON INPUT FIELD=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

There are four functions available on this screen, as follows:

- F** = Return to the First page of security records
- N** = Go to the Next page of security records (if more than 15 records)
- P** = Print all agency security records
- S** = Select an individual security record and display it on the System Security Maintenance screen (SS.1)

Type your selection (F, N, or P) in the Function field. The First page and Next page functions will scroll through your agency's security records on this screen. The Print function will take you to a second screen which displays the default print settings. You can update the print settings and press **↵ Enter** to order the report.

Abbreviations for Security Flags on View System Security Records screen (SS.2) are defined in tables above. Note that the, following Security Flags do not display on screen SS.2: Transaction Input (TI) and Batch Release (BR). Security Flags for these functions may be set up by batch type and only display on the System Security Maintenance screen (SS.1).

If you want to use the Select function (S), type **S** in the Select (SEL) column next to the record you wish to display. Press **↵ Enter**. The Select function will take you directly to the System Security Maintenance screen (SS.1) where you can view, update or delete the record if you have AFRS Security of ‘1’.

## System Security Maintenance Screen (SS.1)

The purpose of the System Security Maintenance screen (SS.1) is to view, add, change or delete *individual* AFRS security records. This screen can be accessed directly from the System Security Maintenance Menu (SS) by selecting function 1 – *OR* – from the View System Security Records screen (SS.2) as explained in the previous section. If accessed from the System Security Maintenance Menu, and a security record is viewed, the screen will appear as follows:

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

      NAME: _____ PHONE: _____
            BATCH TRANS      BATCH TRANS
            TYPE  TYPE INPUT RELEASE      TYPE  TYPE INPUT RELEASE
FINANCIAL      _ _ _ _ _      _ _ _ _ _
TRANSACTIONS   _ _ _ _ _      _ _ _ _ _
BATCH          _ _ _ _ _      _ _ _ _ _
FLAGS          _ _ _ _ _      _ _ _ _ _
              _ _ _ _ _      _ _ _ _ _

                        PAY MAINT: 0   PROJECT PURGE: 0

TM FLAGS - DT: 0 OI: 0 AI: 0 PI: 0 PC: 0 VE: 0 SWVE: 0 OC: 0 TD: 0 MI: 0 CT : 0
RC FLAGS - RPT REQ: 0 O-D DESIGN: 0 O-D SUBMIT: 0 OMWBE: 0
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
```

There are five functions available on this screen, which are explained below:

- A** = Add a new security record
- C** = Change an existing security record
- D** = Delete an existing security record
- V** = View an existing security record using Logon ID as the search field
- N** = View the Next consecutive security record

## Viewing System Security Records in AFRS

*If you have AFRS Security flag '1', and you know the user's Logon ID:*

1. At the System Security Maintenance screen (SS.1), type **V** (View) in the function field and type the user's Logon ID and press ↵ Enter.
2. The user record will be displayed and the message "RECORD FOUND" will appear at the bottom of the screen.

*If you have AFRS Security flag '1', and you don't know the user's Logon ID, there are two options for viewing:*

- a. At the System Security Maintenance screen (SS.1), type **N** (Next) in the function field and press ↵ Enter.
- b. The first user record will be displayed. Keep pressing ↵ Enter to view consecutive records. (Note: If you are searching for one particular record and you have more than three or four records in your agency, this method is NOT very efficient!)

– OR –

- a. On the View System Security Records screen (SS.2), find the user record you wish to view.
- b. Type **S** (Select) in the left column under the "S" heading and press ↵ Enter.
- c. The system will bring up the SS.1 screen showing the record you selected.

## Adding a System Security Record in AFRS

To add a new user record:

1. On the System Security Maintenance screen (SS.1), type **A** (Add) in the function field.
2. Fill in the following:
  - Logon ID of user (obtained from WaTech, High Capacity Computing Services)
  - Name of user
  - Phone number of user
  - The "Stop Use Date" field is optional. If you want someone to have access to AFRS for a limited period of time, enter the last date you want the user to have AFRS access (YYMMDD).

- Level of security user will need for each field.
  - 0 = No access
  - 1 = View records and print reports
  - 2 = Update records and view and print them
  - 3 = Release batches from screen IN.1.5 with errors. Transactions with errors will go to overnight error file.
  - V = View records

3. Refer to **Chart of AFRS Security Fields and Security Levels** above.
4. Press  $\downarrow$  *Enter*. The message “RECORD ADDED” will appear at the bottom of the screen.

There is an alternative method of adding a record which eliminates having to enter a security level in over 30 fields:

1. On the System Security Maintenance screen (SS.1), View the record of a user who has the same security levels as the user you are adding. (See previous section for methods of viewing a particular record.)
2. Type **A** (Add) in the function field and type over the user information (Logon ID, Name, Phone,) with the user information of the record you are adding.
3. Verify the security levels and press  $\downarrow$  *Enter*.

## Changing a System Security Record in AFRS

To change an existing user record:

1. On the System Security Maintenance screen (SS.1), View the user record you wish to change using one of the methods described above.
2. Type **C** (Change) in the function field and type over the information you wish to change.
3. Press  $\downarrow$  *Enter*. The message “RECORD CHANGED” will appear at the bottom of the screen.

## Deleting a Security Record in AFRS

To delete an existing user record:

1. On the System Security Maintenance screen (SS.1), View the user record you wish to delete using one of the methods described above.
2. Type **D** (Delete) in the function field and press  $\downarrow$  *Enter*. The message “PRESS ENTER TO DELETE ABOVE RECORD” will appear at the bottom of the screen.
3. Press  $\downarrow$  *Enter* again. The message “ABOVE RECORD DELETED” will appear at the bottom of the screen.

## View Agency Batch Type Security Screen (SS.3)

The purpose of the View Agency Batch Type Security screen (SS.3) is to allow agencies the ability to see who has authority for different batch types. This tool can give agencies another view to see if they have implemented internal controls that safe guard the integrity of the information and for auditable purposes.

At the System Security Maintenance Menu (SS), select function **3** (View Agency Batch Type Security) and press **↵ Enter**. The View Agency Batch Type Security (SS.3) will appear, as follows:

[illegible]

There are three functions available on this screen, as follows:

**F** = Return to the First page of security records  
**N** = Go to the Next page of security records (if more than 16 records)  
**B** = Go Back to previous record

The default selection is 'F' in the Function field. To use the First Page function you will need to enter the Batch Type that you are searching for and then hit enter. If left blank you will receive the message "Batch Type Must Be Entered".

The batch type is alpha numeric and wildcards (\*\*). If you enter an N on the function line you will be taken to the first batch type available. To see the next you would continue hitting the enter key. If you want to go back to a previous record you will need to enter a “B” in the function line and press ↵ *Enter* until you get back to the record that you want look at.



[illegible]

After entering the Batch Type press enter and it will display all the users that have Input and Release for this particular batch type.

```
=== AFRS =(SS.3)===== VIEW BATCH TYPE SECURITY ===== C105P413 ===  
TR:  
    _____  
      AGENCY: 9990  
      FUNCTION: N   (F=FIRST PAGE, N=NEXT PAGE, B=PAGE BACK)  
      BATCH TYPE: B*  
  
LOGON          NAME           BATCH TYPE TRANS TYPE     INPUT RELEASE  
XXAF105 USER #2_____B*             *              2         1  
YYAF105 USER #3_____B*             *              1         2  
  
. . . . .  
. . . . .  
. . . . .  
. . . . .  
. . . . .  
. . . . .  
. . . . .  
. . . . .  
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. . . . .  
. . . . .  
. . . . .  
. . . . .
```

PF3=RETURN, PF12=MESSAGE, CLEAR=EXITT

## Request Security Audit Report (SS.4)

The purpose of the Request Security Audit Report (SS.4) is to allow agencies the ability to monitor changes to individuals security. This tool can assist agencies and auditors in reviewing proper internal controls are in place to safe guard the integrity of the information and make the information more auditable.

**NOTE:** Data will start being logged after promotion on July 3, 2017 and will be available for 4 years. No prior history will be available.

At the System Security Maintenance Menu (SS), select function **4** (Request Security Audit Report) and press ↵ *Enter*. The Request Security Audit Report (SS.4) will appear, as follows:

```
=== AFRS =(SS.4)===== REQUEST SECURITY AUDIT REPORT ===== C105P414 ===
TR: _____ AGENCY: 9990

FUNCTION: _ (R=REQUEST, P=PRINT)

SELECT ONE OF THE TWO FOLLOWING SELECTION CRITERIA:

1)      USER LOGIN ID: _____ DATE RANGE: _____ TO _____
          *=ALL          MMDDYYYY      MMDDYYYY

2) ADMIN USER LOGIN ID: _____ DATE RANGE: _____ TO _____
          *=ALL          MMDDYYYY      MMDDYYYY

F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

There are two functions available on this screen, as follows:

**R** = Request to view activity for one of the following criteria: User Login ID or Admin User Login ID

**P** = Print all security activity for one of the following criteria: User Login ID or Admin User Login ID

Type your selection R in the Function field. You will then need to select one of the following criteria:

1. User Login ID
2. Admin User Login ID – Enter the Admin User

Enter the specific Login ID that you want look at or enter an \* to get all Login ID's.

The “Date Range” field is optional. If you use the Date Range field you must enter the beginning and end dates in the field. If you leave the Date Range field blank it will get all data based on your login ID criteria.

## REQUEST USER LOGINID – ONLINE

If you Request to view the data on-line you will be taken to the following screen:

```

=== AFRS =(SS.4.A)=== VIEW SECURITY AUDIT REPORT BY USER_ID===== C105P415 ===
TR: _____ AGENCY: 9990

FUNCTION: N (N=NEXT PAGE, B=BACK, P=PRINT) PAGES: 0001 TO 0016
CRITERIA: USER_LOGINID:_ *_____ DATE RANGE: NONE_SELECTED_____
ACTION: C SECURITY AS OF: 06152017 BY ZZAC105
USER_LOGINID: BD00999
NAME: BROWN_DERBY_____

PAY MAINT: 1 _ PROJECT PURGE: 0 _
DT: 1 OI: 1 AI: 1 PI: 1 PC: 1 VE: 1 SWVE: 1 OC: 1 TD: 1 MI: 1 CT: 1

- - - - -
BATCH TRANS BATCH TRANS
TYPE TYPE INPUT RELEASE TYPE TYPE INPUT RELEASE
** _ * _ 2 1 2 1 _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _

BRIGHT = PREVIOUS F3=RETURN, F12=MESSAGE, CLEAR=EXIT

```

At the top of the screen you will see the following:

- Function – This will allow you to navigate between loginid information. You will be able to do the following:
  - N = Next
  - B = Back
  - P = Print
- Pages – This will let you know the number of screens that you will see data in. If you have a large number of pages you may decide to print the data as it will be easier to review the information or you may want to use the date range parameters to reduce the size.
- Action – This will display what action was done for the login ID. It can have one of the following:
  - A = Add
  - C = Change
  - D = Delete
- Security as of – This will display the updates to the user and who made the update will be displayed next to the date activity.
- User LoginID – This field will only display when you use the “\*”.
- Name – The name associated with the User LoginID will display here and will show you if the name was changed.

- The bottom portion of the screen will display the updates made to the security screen. It will reflect the update in the highlighted field and it will have one of the following:
  - Blank = No update was done
  - “+” = Added new Batch Security
  - 0, 1, 2, 3, or V will display based on the normal security requirements
- The following fields are not monitored or displayed on the report:
  - Stop Use Date
  - Telephone Number
  - RC Flags
  - SC Flags

## REQUEST ADMIN USER LOGINID – ONLINE

If you Request to view the data on-line you will be taken to the following screen:

```

=== AFRS =(SS.4.A)=== VIEW SECURITY AUDIT REPORT BY ADMIN_ID===== C105P415 ===
TR: _____ AGENCY: 9990

FUNCTION: N (N=NEXT PAGE, B=BACK, P=PRINT) PAGES: 0001 TO 0016
CRITERIA: ADMIN_LOGINID: ZZAC105 DATE RANGE: NONE_SELECTED_____
ACTION: C SECURITY AS OF: 06212017
USER_LOGINID: BD00999
NAME: BROWN_DERBY_____

PAY MAINT: 1 _ PROJECT PURGE: 0 _
DT: 1 OI: 1 AI: 1 PI: 1 PC: 1 VE: 1 SWVE: 1 OC: 1 TD: 1 MI: 1 CT: 1

- - - - -
BATCH TRANS          BATCH TRANS
TYPE  TYPE INPUT RELEASE TYPE  TYPE INPUT RELEASE
**    *    2    2    P* +_  * +  1 +  2 +
G* +_  * +  1 +  1 +   _ _ _ _ _
_ _ _ _ _
_ _ _ _ _
_ _ _ _ _
_ _ _ _ _

```

BRIGHT = PREVIOUS F3=RETURN, F12=MESSAGE, CLEAR=EXIT

At the top of the screen you will see the following:

- Function – This will allow you to navigate between loginid information. You will be able to do the following:
  - N = Next
  - B = Back
  - P = Print
- Pages – This will let you know the number of screens that you will see data in. If you have a large number of pages you may decide to

print the data as it will be easier to review the information or you may want to use the date range parameters to reduce the size.

- Action – This will display what action was done for the login ID. It can have one of the following:
  - A = Add
  - C = Change
  - D = Delete
- Security as of – This will display the updates to the user and who made the update will be displayed next to the date activity.
- User LoginID – This field will only display when you use the “\*”.
- Name – The name associated with the User LoginID will display here and will show you if the name was changed.
- The bottom portion of the screen will display the updates made to the security screen. It will reflect the update in the highlighted field and it will have one of the following:
  - Blank = No update was done
  - “+” = Added new Batch Security
  - 0, 1, 2, 3, or V will display based on the normal security requirements
- The following fields are not monitored or displayed on the report:
  - Stop Use Date
  - Telephone Number
  - RC Flags
  - SC Flags

## **REQUEST USER OR ADMIN USER LOGINID – PRINT**

If you Request the data to be printed you will be taken to the Batch Job Submission (TM.3.7) screen that you enter the location for where you want to have the print sent. An example the report is available in Appendix B.

## AFRS Batch Type Security Feature

AFRS security records allow security access to be limited for batch types using the following functions:

- Transaction Input
- Batch Release
- Transaction Type

### SCREEN SS.2

The security flags for:

-Transaction Input  
-Batch Release

will **not** be displayed on Screen SS.2.

To view individual records, use the Select function to transfer to Screen SS.1.

To see a complete listing (including the flags by batch type), use function P to print a report.

```
=== AFRS =(SS.2)===== VIEW SYSTEM SECURITY RECORDS ===== C105P411 ===
TR: _____
      FUNCTION: N (F=FIRST PAGE, N=NEXT PAGE, P=PRINT)
      AGENCY: 9990
      A   TABLES   TRANS   RPT   MTCE
      S           S
      E DOAPPVVOTMC   WP   ROOO   AJTS
      C TIIICEECDIT   WP   RDSM   BMCRM
S  LOGONID          NAME
-  AAAF999 USER #1   0 1111111111 21 1221 00000
-  AMAC999 AXEL ROADSTER 0 1111111111 21 1001 00000
-  CCAF999 USER #2   0 1111111111 21 1221 00000
-  DBAC999 DAN BOONE 1 22222211121 22 0002 00000
-  DDAF999 USER #3   0 1111111111 21 1221 00000
-  DT00999 DEXTER TRIBBLE 0 1111111111 11 1221 00000
-  EDAF999 USER #4   0 1111111111 21 1221 00000
-  FFAF999 USER #5   0 1111111111 21 1221 00000
-  GGAF999 USER #6   0 1111111111 21 1221 00000
-  MAAC999 MAJOR AMERICAN 1 22222211121 22 2222 00000
-  NP00999 NICK PAINE 0 22222211121 22 2222 00000
-  TRAF999 USER TR   0 11112V1111 11 1111 00000
-  WDAF999 USER #7   0 22222212121 12 2221 00000
-  XXAF999 USER #8   0 1111111111 21 1221 00000
-  YDAF999 USER #9   0 1111111111 11 1222 00000
      F1 ON INPUT FIELD=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
      TYPE S TO SELECT OR N TO DISPLAY MORE RECORDS
```

### SCREEN SS.1

Security records which display with batch type \*\* indicate ALL batch types. These security records may be changed to restrict access to specific batch types or groups of batch types.

```
=== AFRS =(SS.1)===== SYSTEM SECURITY MAINTENANCE ===== C105P412 ===
TR: _____ FUNCTION: V (A=ADD, C=CHNG, D=DEL, V=VIEW, N=NEXT)
AGENCY: 9990 LOGONID: WDAF105 AFRS SECURITY: 0 STOP USE DATE:
                                           LAST MOD DATE: 120920

      NAME: USER #7                                PHONE: 360 999 9992
      BATCH TRANS                                BATCH TRANS
      TYPE TYPE INPUT RELEASE                    TYPE TYPE INPUT RELEASE
      **      *      2      1
FINANCIAL
TRANSACTIONS
BATCH
FLAGS

      PAY MAINT: 1    PROJECT PURGE: 2

TM FLAGS - DT: 2 OI: 2 AI: 2 PI: 2 PC: 2 VE: 2 SWVE: 1 OC: 2 TD: 1 MI: 2 CT : 1
RC FLAGS - RPT REQ: 2 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
RECORD FOUND
```

## Internal Control

In considering vendor payments, a major concern for agencies is internal control. Regardless of the payment option used, agency internal controls must be established and practiced. The AFRS system security feature can be used as one internal control tool. **OFM recommends using AFRS system security to separate the duties of transaction input, and batch release at Transaction Type Level.**

To review your agency's security records, type

- SS (System Security) at the AFRS Primary Menu and
- 2 (View System Security Records) at the System Security Maintenance Menu
- S to the left of a Logon ID to review an individual record on screen SS.1 below.

**OR**

- P (Print) in Function and press Enter to request report of your agency's security records.
  - The Batch Job Submission screen will appear.
  - Then press Enter to order the AFRS Security System Report listing your entire agency's AFRS Logon IDs and their security flags. (See sample report on Page 60.)

When reviewing your records on Screen SS.1, these are the functions that need to be separated:

Security records which display with batch type \*\* indicate ALL batch types. These security records may be changed to restrict access to specific batch types or groups of batch types.

Transaction Type	Transaction <u>Input</u>	Batch <u>Release</u>
=== AFRS =(SS.1)===== SYSTEM SECURITY MAINTENANCE ===== C105P412 ===		
TR: _____ FUNCTION: V (A=ADD, C=CHNG, D=DEL, V=VIEW, N=NEXT)		
AGENCY: 9990 LOGONID: WWAFL05 AFRS SECURITY: 0 STOP USE DATE:		
LAST MOD DATE: 120920		
NAME: USER #7 PHONE: 360 999 9992		
BATCH TRANS BATCH TRANS		
TYPE TYPE INPUT RELEASE TYPE TYPE INPUT RELEASE		
** * 2 1		
FINANCIAL		
TRANSACTIONS		
BATCH		
FLAGS		
PAY MAINT: 1 PROJECT PURGE: 2		
TM FLAGS - DT: 2 OI: 2 AI: 2 PI: 2 PC: 2 VE: 2 SWVE: 1 OC: 2 TD: 1 MI: 2 CT : 1		
RC FLAGS - RPT REQ: 2 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		
RECORD FOUND		

Transaction Types have been added to identify the state that transactions are in during their life time (processes). The Transaction Types are identified by a single character (alpha/numeric). The current available Transaction Types are as follows:

- A = Account Entry (payments, adjusting entries, original entries of financial data)
- B = Account Wrap (Warrant Wrap) {System Generated}
- G = Payment Cancellation (Warrant Cancellation) {System Generated}
- H = Payment Cancellation by Statute of Limitation (SOL) or ACH Notice of Return (NOR) {System Generated}
- K = General Ledger Beginning Balance (Financial Reporting Only) **/OFM ONLY**
- L = Project Beginning Balances (Financial Reporting Only) **(OFM ONLY)**

Agencies can use these Transaction Types to further refine their separation of duties.

The **Transaction Input (TI)** flag controls access to the following screens and functions:

Screen Descriptions	Screen Numbers
Transaction Input and Review Screens	IN.1, IN.1.1, IN.1.2, IN.1.3, IN.1.4, IN.1.6, IN.1.7
<b>Batch Delete Function</b> on Batch Release Screen	IN.1.5
Combined Vendor Selection Screen	IN.1.V
Recall Batch for Correction Screen	IN.2
Batch Header Summary	IN.3 & all functions from Screen IN.3
Automated Warrant Cancellation	VE.7, VE.7.1, VE.7.1.1
Inter-Agency Billing Payment Display	MI.A

The **Batch Release (BR)** field controls access to the **Release Function** on the Batch Balancing screen (IN.1.5) which is the screen used to release batches for nightly processing, place batches on hold, and delete entered batches. As noted above, security access to the Delete Function on screen IN.1.5 is controlled by the Transaction Input field.

Any transaction that does not pass the batch edits during the nightly processing is placed on the IN.3 screen where the user can correct them.

The security levels available for these (and most AFRS) screens are:

- 0 = No Access
- 1 = View Records and Print Reports
- 2 = Update Authority
- 3 = Release batches from screen IN.1.5 with errors. Transactions with errors will go to overnight error file.
- V = View Only (for Vendor Edit and Table Maintenance screens)



An individual user with security level 2 for these flags has the capability to input transactions, change transactions that hit the error file and release batches. **OFM strongly recommends that agencies separate these duties to the extent possible!**

OFM recommends assigning individuals a security level 2 for a **specified batch type** in only **one** of these areas. Thus, the person performing transaction input cannot also release the batch, and the person releasing the batch cannot change the batch in any way. Agencies can use the Transaction Type to further separate duties to where only certain individuals can do cancellations or correct Warrant Wraps when needed. When this separation of duties using AFRS security is not possible, there must be compensating controls in place to meet internal control requirements. Agencies should work with their auditors to ensure their practices conform to audit standards.

## Batch Type

- Batch Type is an alphanumeric field used in the AFRS Batch Header along with Batch Date and Batch Number to uniquely identify and segregate AFRS Batch information within an agency
- The Agency, Batch Date, Batch Type, and Batch Number of the Batch Header are applied to each transaction in a batch along with a sequence number to uniquely identify every transaction in a batch.
- Agencies often use batch type to group types of transactions or to identify the section and/or location where a batch originates.
- There are several batch types that agencies may not use when entering transactions because they are used by statewide systems such as payroll or accounts receivable or by the State Treasurer. There are edits restricting the use of these batch types on the input screens and the AFRS Batch Interface process.
  - Reserved letters – P, T, W, Y & Z
  - Batch Type reserved for OFM Accounts Receivable System: QS
  - Batch Type reserved for OFM The Allotment System (TALS): QT
  - Batch Types reserved for Facilities Portfolio Management Tool (FPMT) Lease Accounting Entries: QF & QG

There are no restrictions for entering these batch types on the security screens as you may need to correct some of them when they error.

**NOTE:** Batch Type QT corrections can only be done by the OFM System Analysts. Normally errors are due to table changes and so agency will fix the table then let OFM know who will do a Group change and once all the errors are corrected the agency can Release the Batch.

- On the System Security Maintenance Screen SS.1:
  - The Batch Type field is alphanumeric and required with a security level indicator for Input (Error Correction) and Release.
  - For each specific Logon ID there is up to 12 separate batch types available.
  - In the Batch Type Field, specific batch types may be entered, batch type groups, or full wildcard ‘\*\*\*’ to indicate all batch types.
  - You may also enter a character in the first position of the batch type with the wildcard ‘\*’ in the second position. For example, ‘B\*’ for all batch types beginning with ‘B’; or ‘2\*’ for all batch types beginning with ‘2’.

- Through the use of wildcards, it is possible to overlap batch types and security access. For instance, an individual could have:
  - **Update** access (flag value of '2') for **Input** for all batches that start with C (Batch Type 'C\*') with a **Transaction Type** of 'A' and
  - **View** access (flag value of '1') for **Input** for Batch Type 'CE' with a **Transaction Type** of '\*'.

NAME: USER B				PHONE: 360 999 9993			
FINANCIAL TRANSACTIONS BATCH FLAGS	BATCH	TRANS			BATCH	TRANS	
	TYPE	TYPE	INPUT	RELEASE	TYPE	TYPE	INPUT
	**	*	1	2	CE	*	1
	C*	A	2	1	AB	G	2
	—	—	—	—	—	—	—
	—	—	—	—	—	—	—
	—	—	—	—	—	—	—
PAY MAINT: 1				PROJECT PURGE: 1			

Example, if an individual tries to make updates to a Batch 'CE' and the Transaction Type is 'G', AFRS will first look to see if there is a specific batch type on the security record and then look at the Transaction Type. Since the CE matches and the Transaction Type is a wildcard they can only read this batch and it will **not** refer to the 'C\*' batch type security. Any other batch type that starts with the letter 'C' will use the more generic security access.

## SAMPLE OF HOW A USER COULD BE SET UP.

The system will look at the security in the following logic when processing payments and will take the most exact match first no matter where it is within the security screen:

BATCH	TRANS		
TYPE	TYPE	INPUT	RELEASE
BB	A		
BB	*		
B*	G		
B*	*		
**	H		
**	*		

Access to the Payment Processing Screens can be controlled by entering '\*\*' within the first occurrence. If you do not want an individual to process payments but do table entry only you can restrict them by entering the following:

BATCH	TRANS		
TYPE	TYPE	INPUT	RELEASE
**	*	0	0

The individual cannot use the Vendor & Input Screens.

You no longer have to have a '\*\*' in the first position unless it is required for the IN.1.S and IN.1.I screen.

## SECURITY REPORT (Printed from SCREEN SS.2)

A F R S   S E C U R I T Y   S Y S T E M   R E P O R T															12/12/18																								
RPT SECPRINT																																							
AGENCY: 9990																																							
LOGONID	NAME	PHONE	STOP USE DATE	S E C	D	O	A	P	P	V	O	T	M	R	R	P	A	A	G	O	S	G	M	M	R	O	O	D	I	M	D	T	P	J	B	A	J	T	U
					T	I	I	I	C	E	E	C	D	I	R	G	R	T	J	R	S	G	G	B	Q	G	B	B	9	E	G	L	F	D	C	N	C	T	M
AQAC105	AQUA QUIET	360-664-7721		0	1	1	1	1	1	2	1	1	1	1	0	1	2	1	1	0	0	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0
BATCH TYPES    **:2 1 *																																							
CHAC105	CHATTY CATHY	360-664-7691		1	2	2	2	2	2	2	1	2	1	2		2	2	1	1	0	0	1	1	2	2	2	2	2	2	2	2	0	0	0	0	0	0	0	
BATCH TYPES    **:2 2 *																																							
OBAC105	OSCAR MEYER	000-664-7766		0	1	1	1	1	1	2	1	1	1	1	2	1	2	1	1	0	0	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	
RHAC105	RUNNING HORNS	000-999-9999		0	1	1	1	1	1	1	0	1	1	1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
BATCH TYPES    **:0 0 *																																							
YXAF105	TEST	360-664-3366		1	2	2	2	2	2	2	1	2	1	2		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	
BATCH TYPES    **:0 1 * AA:1 1 *																																							
ABCD105	TESTING	000-664-3366		0	2	2	2	2	2	2	1	2	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	
TRAF105	TRAINING	360-664-7694		0	1	1	1	1	1	2	1	1	1	1		1	1	1	0	0	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	
BATCH TYPES    **:2 2 *																																							
WWAF105	USER #1	360-999-9992		0	2	2	2	2	2	2	1	2	1	2		1	2	1	1	0	0	1	1	0	0	2	2	2	1	1	1	1	0	0	0	0	0	0	
BATCH TYPES    **:1 1 *																																							
XXAF105	USER #2	360-999-9993		0	1	1	1	1	1	1	1	1	1	1		2	1	1	1	0	0	1	1	0	0	1	2	2	1	1	1	1	0	0	0	0	0	0	
BATCH TYPES    A*:2 1 *   B*:2 1 *   C*:1 2 *   D*:1 2 *																																							
YYAF105	USER #3	360-999-9994		0	1	1	1	1	1	1	1	1	1	1		1	1	1	1	0	0	1	1	0	0	1	2	2	2	2	1	1	1	0	0	0	0	0	
BATCH TYPES    A*:1 2 *   B*:1 2 *   C*:2 1 *   D*:2 1 *																																							
ZZAF105	USER #4	360-999-9995		0	1	1	1	1	1	1	1	1	1	1		1	1	1	1	0	0	1	1	0	0	1	2	2	1	1	1	1	0	0	0	0	0	0	
BATCH TYPES    **:1 1 *																																							

The Security Report above displays the security flags for Transaction Input and Batch Release with the batch types they are valid for. A Batch Type of '\*\*\*' is a wildcard code that indicates access to ALL batch types.

### Levels for most security flags are:

0 = No access

1 = View records and print reports

2 = Update records and view and print them

3 = Release batches from screen IN.1.5 with errors. Transactions with errors will go to overnight error file.

V = View records

**BATCH DATA IS READ AS FOLLOWS:** A\*:2 1 \* = Batch Type, A\*; Input, 2; Release, 1; and Transaction Type; \*

## Capital Asset Management System (CAMS)

Security to CAMS is provided by RACF logon and the CAMS security logon registration procedures. Upon agency registration, a **CAMS Security Administrator** is designated for the agency. The agency **CAMS Security Administrator** is responsible for maintaining all security records in CAMS for users within the agency. Only the agency **CAMS Security Administrator** can add, change or delete an authorized user in CAMS. (*See Appendix A, "CAMS Logon Registration and Change Form". This form is optional and is for agency use only.*)

Please refer to the above sections of this user document for more information about setting up system security for agencies.

- Logon ID of user (obtained from Agency RACF Administrator or WaTech, High Capacity Computing group)
- There are 56 security levels in CAMS. The agency **CAMS Security Administrator** is assigned the highest level (56). Security is also controlled by fund. When adding users to CAMS, the CAMS Security Administrator must designate the fund(s) they wish their authorized employees to have access to.

## Accessing the CAMS Security Screens

Log on to the mainframe system through CICP3,  
If your logon is successful, you will the message "SIGN-ON COMPLETE."  
Enter 'FC00' and hit enter

```
===== C105C000 ===
CCCCC  AAAAAA  MM    MM  SSSSSS      CAMS OPERATING HOURS
CC      AA    AA  MMM  MMM  SS    SS      MON-FRI 6:30AM TO 7:30PM
CC      AA    AA  MM M M MM  SS          SAT    7:00AM TO 7:30PM
CC      AAAAAAA MM  M  MM  SSSSSSS      SUN    7:00AM TO 1:00PM
CC      AA    AA  MM    MM          SS      HELPLINE: (360) 407-9100
CC      AA    AA  MM    MM  SS    SS      MON-FRI 7:00AM TO 5:30PM
CCCCC  AA    AA  MM    MM  SSSSSS      EMAIL:HERETOHELP@OFM.WA.GOV

NEWS MESSAGE AS OF DATE: 09/18/20  TIME: 08:32
WELCOME TO CAMS.

*GET THE LATEST CAMS DOCUMENTATION:
HTTPS://WWW.OFM.WA.GOV/IT-SYSTEMS/CAPITAL-ASSET-MANAGEMENT-SYSTEM-CAMS

ENTER=AGENCY MENU OR BROADCAST MSG 2, F3=RETURN, PAUSE/BREAK=EXIT
```

```

=== CAMS ===== AGENCY MENU ===== C105C022 ==

      TYPE IN YOUR AGENCY NUMBER AND PRESS ENTER

      AGENCY: 9990

      ENTER=CONTINUE, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

PRIVACY NOTICE:
THE CAMS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM USERS OF THE
SYSTEM. THE SYSTEM FILES DO NOT CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.

```

To access the CAMS primary menu, type your agency number and press 'enter'.

```

=== CAMS ===== PRIMARY MENU ===== C105C001 ==

AGENCY: 9990

      1. -- ASSETS (AA)
      2. -- ACCESS PENDING ASSETS (AP)
      3. -- SECURITY (SS)
      4. -- ADMINISTRATIVE (AD)

      FUNCTION: 3

      F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

To access the CAMS security menu, type '3' into the FUNCTION field and press 'enter'.

```

=== CAMS = (SS) ===== SYSTEM SECURITY MAINTENANCE MENU ===== C105C023 ==

TR: _____
AGENCY: 9990

      1. -- SYSTEM SECURITY
      2. -- VIEW SYSTEM SECURITY RECORDS
      3. -- VIEW SECURITY LEVELS

      FUNCTION: 1

      F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

This takes you to the CAMS System Security Maintenance Menu. To add a security record in CAMS type '1' into the FUNCTION field and press 'enter'.

```

=== CAMS = (SS.1) ===== SECURITY RECORD UPDATE ===== C105C024 ===
TR: _____
AGENCY: 9990

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW)
LOGON: _____

NAME: _____ LEVEL: ____ PHONE: ____ ____ ____

AUTHORIZATIONS (TYPE SPECIFIC FUND OR "ALL" IN FUND 1 FOR ALL FUNDS)

____ ____ ____ ____ ____ ____ ____ ____ ____ ____
____ ____ ____ ____ ____ ____ ____ ____ ____ ____
____ ____ ____ ____ ____ ____ ____ ____ ____ ____
____ ____ ____ ____ ____ ____ ____ ____ ____ ____
____ ____ ____ ____ ____ ____ ____ ____ ____ ____

F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

The Security Record Update screen allows you to perform the following functions:

- **A = Add** security record(s) to the system. Enter the following information:
  - Logon ID of user (obtained from RACF Admin or WaTech)
  - Name of the user
  - Security level code you want the user to have. *Refer to CAMS User Documentation Manual for additional information on CAMS Security Level.*
  - Phone number of the user
  - The fund(s) for which the user needs to have access or type “ALL” to have access to all funds for the agency
- **C = Change** security record(s). View the security record first, and then type “C” in the function. Tab to the field(s) that needed change, type in your changes and press 'enter'.
- **D = Delete** security record(s). View the security record first, and then type “D” in the function field and press 'enter'.
- **V = View** security record(s). Type a valid logon ID and press 'enter' to view a specific security record.

You can also view the CAMS security of persons in your agency on the VIEW SECURITY screen (SS.2)

```

=== CAMS = (SS.2) ===== VIEW SECURITY ===== C105C025 ==
TR: _____
AGENCY: 9990


FUNCTION: _ (F=FIRST, N=NEXT)



 S LOGONID   NAME                               LEVEL PHONE
- DEAJ999    DANTE EARTH                        40  902 725 5712
- FWAJ999    FLITTER WHITE                      04  360 902 4782
- RTAJ999    RAVEN TRUTH                       07  360 902 0287
- TVWH999    TRAVIS VENDOR                     28  360 902 6543
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

```

F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

This takes you to the View Security screen. Available functions are as follow:

- **F = First.** To view the very first record.
- **N = Next.** To view next page of the security screen.

Type an “S” beside a security record to view detail information about the user. This takes you to the Security Record Update screen (SS.1).

The VIEW SECURITY LEVELS screen provides a way to determine the appropriate security code for each combination of actions that can be assigned in CAMS security.

```

=== CAMS = (SS) ===== SYSTEM SECURITY MAINTENANCE MENU ===== C105C023 ===
TR: _____
AGENCY: 1050

1. -- SYSTEM SECURITY
2. -- VIEW SYSTEM SECURITY RECORDS
3. -- VIEW SECURITY LEVELS

FUNCTION: 3

F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

To access the CAMS Security Codes screen, type '3' into the FUNCTION field and press 'enter'.

Levels of Security		<pre> === CAMS = (SS.3) ===== SECURITY CODES ===== C105C009 === TR: (1-VIEW, 2-ADD, 3-CHANGE, 4-ACQUISITION DATE, 5-DISPOSE, 6-SECURITY, 7-ADMIN) </pre>																											
Security Codes		<pre> 1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7 01 X 17 X X X 33 X X X X 49 X X X X X X 02 X X 18 X X X X 34 X X X X 50 X X X X X X 03 X X 19 X X X X 35 X X X X X 51 X X X X 04 X X X 20 X X X X 36 X X X X 52 X X X X X 05 X X X X 21 X X X X X 37 X X X X X X X 06 X X X X 22 X X X X X 38 X X X X X X X X 07 X X X X 23 X X X X 39 X X X X X 55 X X X X X 08 X X X X 24 X X X X 40 X X X X X 56 X X X X X X 09 X X X X 25 X X X X 41 X X X X X 1 2 3 4 5 6 7 10 X X X X 26 X X X X 42 X X X X X X 11 X X X X 27 X X X X X 43 X X X X X X ENTER 'X' FOR EACH 12 X X X X 28 X X X X X 44 X X X X X X LEVEL OF SECURITY 13 X X X X 29 X X X X X 45 X X X X X X OF USER. 14 X X X X X 30 X X X X X 46 X X X X X X OR 15 X X X X X 31 X X X X X 47 X X X X X X ENTER 'I' TO SEE 16 X X X X X 32 X X X X X 48 X X X X X X VARIOUS LEVELS OF </pre>																											
Selection Options		<pre> 1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7 SECURITY _ VIEW, _ ADD, _ CHANGE, _ ACQUISITION DATE, _ DISPOSE, _ SECURITY, _ ADMIN F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT </pre>																											

There are 56 **Security Codes** in CAMS. Each code represents various combinations of the seven levels of security access. An agency may only use a few codes to handle all the staff they have using CAMS.  
*Ex: Code 07 gives the user the first 4 functions.*

There are seven **levels of security** access as follows:

1. **View:** Allows user to view records in CAMS. In addition to view, user can also order reports. *All security codes have a View capability.*
2. **Add:** Allows user to add records in CAMS. This security includes access to the "ACCESS PENDING ASSETS" menu.
3. **Change:** Allows user to make changes to records in CAMS.
4. **Acquisition Date:** Allows user to enter an acquisition date that is 3 months earlier than the entry date. You must have either an ADD or a CHANGE access in addition to this security level.
5. **Dispose:** Allows user to dispose/undispose CAMS records.
6. **Security:** Allows user to view only security records in the CAMS Security Menu.
7. **Admin:** Allows users to access CAMS Administrative Menu (Most changes can only be made by OFM staff. See below for details).

If a user wanted to search to see which Security Codes had specific Levels of Security, there is a **Selection Option** at the bottom of the screen that, when used properly, will highlight the associated Security Codes.

Type an "**X**" in one or more security access levels at the bottom of the screen and the security code with the access combination selected will be highlighted.

Type an "**I**" in one or more security access levels at the bottom of the screen and all security codes with the access combination selected will be highlighted.



## **Appendix A**

### ***CAMS System Security Maintenance Forms***

(This form is optional and for internal agency use only.)

State of Washington  
**CAPITAL ASSET MANAGEMENT SYSTEM**  
**Logon Registration & Change Form**  
 (For Internal Agency Use Only)

Agency #:	User Name:		
Mail Stop:	Phone #: (      )	E-Mail:	

## ACTIVITY

**ADD New User**  
**(FC23)**

CHANGE User Info (FC24)	
----------------------------	--

PURGE User (FC26)	
----------------------	--

Logon ID	Priority Code*	Agency	Bin

\*PRIORITY CODES

2 = Inquire

4 = Browse

8 = Reports

10 = Add Assets

12 = Change Assets

14 = Dispose Assets

16 = Purge Assets

**Funds:** (Up to 25 funds allowed per Logon ID)

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.
21.	22.	23.	24.	25.

Approved By: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
name date phone #

Entered By: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
name date phone #  
name date phone #

## Appendix B

### Request Security Audit Report

REQUEST SECURITY AUDIT REPORT-USER LOGIN ID										PAGE: 1		AGENCY: 9990			
RPT: DWP414A		OFM TRAINING AGENCY										DATE: 5/10/2017			
CRITERIA:		*		DATE RANGE: NONE REQUESTED											
BEFORE USER LOGINID: AAAF999 NAME:															
PAY MAIN: 0 PROJ PURGE: 0 DT: 1 OI: 1 AI: 1 PI: 1 PC: 1 VE: 2 SWVWE: 1 OC: 1 TD: 1 MI: 1 CT: 1															
AFTER USER LOGINID: AAAF999 NAME: STUDENT #1 SECURITY AS OF: 5/01/2017 UPDATED BY: AQAC999 NAME: ALETA QUIMBY															
PAY MAIN: 0 PROJ PURGE: 0 DT: 1 OI: 1 AI: 1 PI: 1 PC: 1 VE: 2 SWVWE: 1 OC: 1 TD: 1 MI: 1 CT: 1															
BT: ** TT: * INPUT: 1 REL: 1															
BEFORE USER LOGINID: AQ00999 NAME:															
PAY MAIN: PROJ PURGE: DT: OI: AI: PI: PC: VE: SWVWE: OC: TD: MI: CT:															
ADD USER LOGINID: AQ00999 NAME: ANNA QUICH SECURITY AS OF: 5/01/2017 UPDATED BY: AQAC999 NAME: ALETA QUIMBY															
PAY MAIN: 1 PROJ PURGE: 1 DT: 2 OI: 1 AI: 1 PI: 1 PC: 1 VE: 1 SWVWE: 1 OC: 1 TD: 2 MI: 1 CT: 1															
BT: ** TT: * INPUT: 1 REL: 1															
CHANGE USER LOGINID: AQ00999 NAME: ANNA QUICH SECURITY AS OF: 5/03/2017 UPDATED BY: DBAC999 NAME: DAN BORN															
PAY MAIN: 1 PROJ PURGE: 1 DT: 2 OI: 1 AI: 1 PI: 1 PC: 1 VE: 1 SWVWE: 1 OC: 1 TD: 2 MI: 1 CT: 0															
BT: ** TT: * INPUT: 1 REL: 1															
CHANGE USER LOGINID: AQ00999 NAME: ANNA QUICH SECURITY AS OF: 5/03/2017 UPDATED BY: DBAC999 NAME: DAN BORN															
PAY MAIN: 1 PROJ PURGE: 1 DT: 2 OI: 1 AI: 1 PI: 1 PC: 1 VE: 1 SWVWE: 1 OC: 1 TD: 2 MI: 1 CT: 0															
BT: ** TT: * INPUT: 1 REL: 1 BT: P* TT: * INPUT: 2 REL: 3															
BEFORE USER LOGINID: BG00999 NAME:															
PAY MAIN: PROJ PURGE: DT: OI: AI: PI: PC: VE: SWVWE: OC: TD: MI: CT:															
ADD USER LOGINID: BG00999 NAME: BEN GOOD SECURITY AS OF: 5/03/2017 UPDATED BY: DBAC999 NAME: DAN BORN															
PAY MAIN: 1 PROJ PURGE: 1 DT: 1 OI: 1 AI: 1 PI: 1 PC: 1 VE: 1 SWVWE: 1 OC: 1 TD: 1 MI: 1 CT: 1															
BT: ** TT: * INPUT: 1 REL: 1															
BEFORE USER LOGINID: DA00999 NAME:															
PAY MAIN: PROJ PURGE: DT: OI: AI: PI: PC: VE: SWVWE: OC: TD: MI: CT:															
ADD USER LOGINID: DA00999 NAME: DAVID ACKLAM SECURITY AS OF: 5/01/2017 UPDATED BY: AQAC999 NAME: ALETA QUIMBY															
PAY MAIN: 1 PROJ PURGE: 1 DT: 2 OI: 1 AI: 1 PI: 1 PC: 1 VE: 1 SWVWE: 1 OC: 1 TD: 2 MI: 1 CT: 1															
BT: ** TT: * INPUT: 2 REL: 2															
DELETE USER LOGINID: DA00999 NAME: ANNA QUICH SECURITY AS OF: 5/09/2017 UPDATED BY: DBAC999 NAME: DAN BORN															
PAY MAIN: 0 PROJ PURGE: 0 DT: 0 OI: 0 AI: 0 PI: 0 PC: 0 VE: 0 SWVWE: 0 OC: 0 TD: 0 MI: 0 CT: 0															
BT: ** TT: * INPUT: 0 REL: 0															