AFRS Transaction Maintenance

Transaction Input, Batch Balancing and Batch Release

OCTOBER 2023

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INTRODUCTION

WHAT IS TRANSACTION INPUT?

Transaction input is an AFRS system function that provides for the <u>on-line</u> entry of financial transactions.

The first step in transaction input is creating an AFRS batch header. The AFRS batch header comprises part of the transaction ID which uniquely identifies the individual financial transactions in the AFRS system, and the batch header contains two control totals for batch balancing. Once the batch header is created, financial transactions are entered on-line where they are extensively edited for valid codes. A batch cannot be released until the batch control totals balance with the transaction totals.

> **NOTE: It is very important for agencies to review their internal control procedures and system security records. OFM recommends agencies use AFRS system security so that the Transaction Input, Batch Release, Error Correction, and Agency Vendor Maintenance functions are performed by separate individuals. Agencies should utilize the transaction review screens prior to releasing batches.**

A released batch will process at night. A released batch can be recalled before the nightly processing and the batch header and/or financial transactions can be deleted, changed or added. The nightly processing creates daily reports which list by transaction ID the financial transactions that posted to the AFRS master files, went to the AFRS error file, were rejected from entering the AFRS system, were deleted from the AFRS error file, or were deleted from the payment write file (also used for EFT, IAP and IFT). The transaction counts on the daily reports should be reconciled to the transactions released.

TRANSACTION ID

The transaction ID is a twenty-two position field which uniquely identifies a specific batch or financial transaction. The AFRS batch header creates the first fifteen positions of the transaction ID consisting of the agency and batch date (which are system supplied and protected), batch type, and batch number. For the same day's input a different batch type and/or batch number is required, and a system edit ensures that duplicate batch headers are not created during online input.   The batch type and batch number become protected once a transaction input screen is accessed. The Transaction Type is assigned at this point by the system.

The AFRS system assigns a five position sequence number for each financial transaction in a batch. The sequence number is used to delete a transaction or recall a transaction for change before a batch processes at night. The transaction sequence number along with the batch header information (agency, batch date, type and number) creates the transaction ID. The transaction ID is used to designate a batch or a transaction for corrections to payment write transactions. This unique transaction ID sorts and displays the financial transactions on selected AFRS daily and monthly reports.

The transaction ID is comprised of the following fields:

```
XXXX XXXXXX XX XXX X X XXXXX
  |     |    |   |  | |   |_____ Agency Number (4 character)
  |     |    |   |  | |_____ Batch Date (YYMMDD)
  |     |    |   |  |_____ Batch Type
  |     |    |   |_____ Batch Number
  |     |    |_____ Duplicate Record Indicator
  |     |_____ Transaction Type
  |_____ Transaction Sequence Number
```
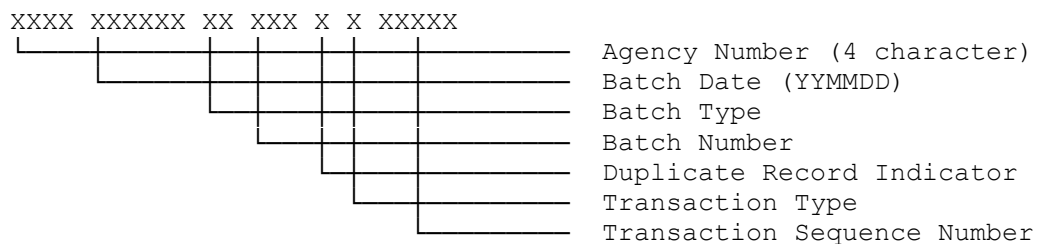
On daily control reports, the transaction ID for the batch header usually contains zeros in the Transaction Sequence Number and Duplicate Record Indicator.

PAYMENT BATCH NUMBER

For payment transactions (warrants, Electronic Funds Transfer or Interagency Payment), the system creates a seven position payment batch number which prints on the remittance advices and the payment register to reference the originating batch. The warrant batch number is a seven position field consisting of two zeros (00) and the original batch header's batch type and batch number, as follows:

```
XX XX XXX
 └──┬──┬────────────────────── 00
    │  └─────────────────────── Batch Type
    └────────────────────────── Batch Number
```
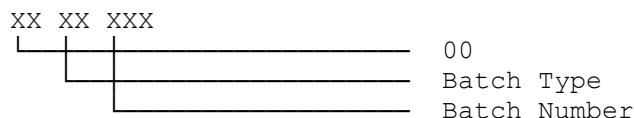
A payment transaction via AFRS may be entered in any batch and involves two transactions:

1. **Payment transaction code** (such as 210)
   To create a payment the Transaction Code Payment Field must have one of the following:
   - '1' = Warrants/ACH
   - '3' = Credit Memo for warrants/EFT's
   - '7' = Inter-Agency Payment (IAP)
   - '8' = IAP Credit Memo
   - '5' = Inter-fund Transfer (IFT) CREDIT (dr 7140/cr ????)
   - '6' = Inter-fund Transfer (IFT) DEBIT (dr ????/dr 7140)

   A warrant, ACH or IAP payment will be produced depending on Vendor Record and Batch Type.
   IAP & ACH Payments (non-employees) must use statewide vendor numbers.
   Warrant payments must use statewide vendor numbers or Exception Code.

2. **Payment wrap transaction code** (such as 398 or 818)
   The payment wrap is System generated which defaults to current day's date. This due date is established on the Create Batch Header (IN.1) unless changed by the agency at the batch level or transaction level.

INPUT INITIAL BATCH

1. To access the Input/Correction Menu screen (IN), enter your **Agency Code**, and type **IN** on the AFRS Primary Menu

```
=== 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: IN

                    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.
```

2. This will take you to the INPUT/CORRECTION MENU screen where you can select from one of the following three screens:

- CREATE BATCH HEADER = Selection **1** is to enter a batch of financial transactions.

- PAYMENT MAINTENANCE = Selection **2** is for deleting payment transactions from the payment holding file or change a future due date.

- VIEW BATCH HEADERS = Selection **3** is to view a listing of batch headers and their status. From this screen, you may select other screens to add/update/delete **transactions in the online holding file** prior to nightly processing. Batch reviewers may also select screens to browse transactions and release batches.

CREATE A BATCH HEADER (IN.1)

The **CREATE A BATCH HEADER** activity accomplishes the following:

- Creates a unique batch header allowing on-line entry of financial transactions.

- Identifies the batch biennium.

- Enters the fiscal month on each financial transaction as the default posting fiscal month.

- The AFRS system provides today's date as the default warrant batch due date. (Agencies can change the Due Date at Batch Level or Transaction Level)

- Contains two control totals for batch balancing.

1. To access the Create Batch Header screen (IN.1):

> Enter **IN** on the AFRS Primary Menu**;**
> Select **1** on the Input/Correction Menu.

```
=== AFRS =(IN)============= INPUT/CORRECTION MENU ================ C105P05B ===
 TR: _____                                                            9990



                         1 -- CREATE BATCH HEADER


                         2 -- PAYMENT MAINTENANCE


                         3 -- VIEW BATCH HEADERS





         SELECT FUNCTION: 1



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

2. Type in **Batch Type**.

- AFRS provides the option to set up security level access by batch type & transaction type for the following functions: transaction input and batch release.

- In some instances, agencies may use batch type to identify payment batches as either being for inserted warrants or regular warrants. If the payment type (regular warrant, inserted warrant, ACH, or IAP) has not already been determined by the transaction code or vendor record, AFRS will check to see if the Batch Type used indicates the payment type on the Payment Process Controls screen (VE.6).

- Agencies may also use batch type to group types of transactions or to identify the section and/or location where the batch originates.

- There are several batch types that are restricted because they are used by statewide systems such as payroll or accounts receivable or by the State Treasurer. The batch types that are restricted are as follows:

P_	Payroll
QF	Lease Accounting Entries from Facilities Portfolio Management Tool (FPMT)
QG	Lease Accounting Entries from Facilities Portfolio Management Tool (FPMT) by OFM
QS	Accounts Receivable System
QT	Allotment System
T_	State Treasurer
W_	AFRS Restricted for old processes (WC=Warrant Cancellation, WS-SOL, & WW-System payment wraps)
X_	To only be used for accrual process (see below)
Y_	Automatic Reversal of AFRS Batch Type X_ - described below
Z_	Material Prior Period Adjustments by OFM per SAAM, 90.20.15d

- Using **Batch Type X_** (**X** as the first letter of Batch Type) will create a reversing batch (Type **Y_**) in the next fiscal month. **Batch Type X_** is commonly used for month end accrual and other transactions with certain exceptions.

  NOTE: The Y Batch will post within 3 business days after input if the next fiscal month is open. If you enter the batch before the next fiscal month it will post within one business day.

- o **ouBatch Type X_:**
  - Submitted in **FM 12** will be reversed in **FM 13.**
  - Submitted in **FM 99** will be reversed in the current month.
  - Should not be used in **FM 12** or **FM 99** to accrue expenditures for single year operating appropriations.
  - Should not be used for accrual transactions in **FM 24** (as they would be reversed in **FM 01** against new biennium appropriations).
  - Is not allowed in **FM 25.**
  - Cannot be used to reverse **warrant, EFT, IAP or IFT** transaction codes.
  - Cannot be used to reverse any **encumbrance** transaction codes which post to the document file.

3. Type in **Batch No** (Number). A consecutive number is commonly used for a period of time (fiscal month, year or biennium). If more than one batch is entered on the same day, a different batch type and/or batch number is required on each batch to avoid duplicate batch headers.

4. Type in **Biennium (**last two digits of the second fiscal year of the biennium).

5. Type in **Fiscal Month**. This is the fiscal month in which the batch is entered. This Fiscal Month is the default fiscal month the system will enter on each transaction. The fiscal month on each transaction is the posting fiscal month. (Valid values are 01-24, 99 and 25.)

6. **Due Date** is the payment batch process due date. This field defaults to the current date and will process that night. Agencies have the option to change the Due Date at Batch Level or Transaction Level to a Future Date.
Note: Future due dates entered by mistake is a common reason why agencies do not receive warrants when they are expected.

7. Type in the **Number of Transactions in the Batch**. Count each transaction coded on the input form(s). If you are using Master Index, count each line of coding accessed by Master Index as a separate transaction. AFRS right justifies this field. It is recommended that agencies keep batches small (50 transactions or less) as it is easier to find errors.

8. Type in **Batch Amount**. Enter the total amount of all transactions in the batch. Batch Amount is a hash total which means all amounts -- **regardless of debit or credit** -- are counted as positive. The last two digits in this field represent cents. Do **_not_** enter decimal point, commas or dollar sign. AFRS right justifies this field.

```
=== AFRS =(IN.1)=========== CREATE BATCH HEADER ================== C105P010 ===
 TR: _____                                                            9990


                         BATCH AGENCY: 9990
                           BATCH DATE: 131205 (YYMMDD)
                           BATCH TYPE: __
                             BATCH NO: ___
                             BIENNIUM: __
                         FISCAL MONTH: __
                             DUE DATE: 120513 (MMDDYY)

     ENTER NUMBER OF TRANSACTIONS IN BATCH:

                 ENTER BATCH AMOUNT:

          1 -- GENERAL ACCOUNTING TRANSACTION INPUT     (IN.1.1)



                 SELECT SCREEN: 1

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

ENTER FINANCIAL TRANSACTIONS (IN.1.1)

The **ENTER FINANCIAL TRANSACTIONS** activity accomplishes the following:
- Provides for on-line entry of financial transactions.
- Writes financial transactions entered to a holding file where they are balanced and released for nightly processing. After release but prior to the nightly update, transactions can be recalled for correction and again released for nightly processing.

1. **Create Batch (IN.1):**
   Agencies have one option available for input that is selected on the IN.1 screen and it is:

   Expanded General Accounting Transaction Input (IN.1.1) includes all vendor & coding elements and allows **one invoice number.**

```
=== AFRS ======= EXPANDED GENERAL ACCOUNTING TRANSACTION INPUT === C105P20E ===
    TR: _____
     FUNCTION: R (F=FRESH SCREEN, R=RETAIN DATA, V=VERIFY, X=RESET VENDOR)
     SEQUENCE:         HEADER: 131022 DT 123 0 A _____   BIEN: 15   FM: 04
     DOC DATE: 011714  CURR DOC: _____ __   REF DOC: _____ __   DUE: _____
     VENDOR #: _____ SFX: __  EXCPT CODE: __  VENDOR TYPE: _   PT: _____
     VEND NAME: _____         TIN: _____
        ADDR1: _____      TAX TYPE: _
        ADDR2: _____       USE TAX: _
        ADDR3: _____          UBI: _____
  CITY/ST/ZIP: _____ __ _____     US/FOR ADDR: _
  ACCOUNT #: _____ VEND MSG: _____
  AGREEMENT ID: _____   ORDER ID: _____  CFDA: _____
   TRANS CODE: ___   MOD: _   REV: _      POSTING FM: 04      AGENCY: ____
   MSTR INDEX: _____      FUND: ___    APPN INDEX: ___   PROG INDEX: _____
   SUB OBJECT: __    SUB-SUB-OBJ: _____    IRS BOX: _   OMWBE TYPE: _
    ORG INDEX: ____    ALLOC CODE: ____  BUDGET UNIT: ___       MOS: ____
      PROJECT: ____   SUB-PROJECT: __   PROJ PHASE: __              YYMM
    WORKCLASS: ___        COUNTY: ___    CITY/TOWN: ____   COST OBJ: _____
    MAJ GROUP: __     MAJ SOURCE: __    SUB-SOURCE: _____     CAFT: _
      GL ACCT: ____     SUBSID DR: _____   SUBSID CR: _____      RRW: _
    AMT:              INV DATE: _____  INV #: _____
   F2=REL, F3=BATCH SUMM, F4=VEND SEL, F5=IAP VEND SEL, F6=BALNC, F8=ENC AUTO
```

2. **Function Field**
   R is the default function. The function remains for subsequent entries and can be changed for each financial transaction. The function codes are as follows:

   F =   FRESH SCREEN - Clears or blanks all coding elements from the screen upon pressing [Enter].

R = RETAIN DATA - Clears the dollar amount only upon pressing [Enter]. Also clears credit memo transaction codes, such as 216, which are for credit memos on payments. The screen retains the coding elements from the prior entry. The retained coding elements from the prior entry must be changed or erased, or they will become part of the new entry.

When Master Index is typed in and [Enter] is pressed, the coding elements from the first Master Index percent record are highlighted and protected. When a new Master Index is typed in and [Enter] is pressed, the new data will overlay **only** those elements that are associated with the new index. The protected coding elements from the prior Master Index, if not in the new Master Index, will become part of the new entry. To change or erase these coding elements the transaction must be recalled for correction.

V = VERIFY - Requires that [Enter] be pressed twice before the entry is accepted. Pressing [Enter] the first time will highlight the coding elements from the first percent record of Master Index. The coding elements not part of the Index will not be highlighted. If the Master Index is not changed, pressing [Enter] a second time will cause the entry to accept and will blank the Master Index, the Master Index coding elements and the dollar amount. All other coding elements will remain on the screen. (NOTE: This process will be going away.)

X = RESET VENDOR – This action allows the user the ability to change a vendor from a Statewide Vendor Number to an Exception Code. It will clear all vendor information and remove the function. You will be required to enter the following depending which Expanded General Accounting Transaction Input screen you are on:
- C105P20E = IN.1.1 or "S" (select) you will either enter an "R" (Retain Data) or "V" (Verify) in the Function Line. You will then be able to enter the exception code and address information. It will retain the coding information as well unless you use the "F" (fresh) screen that removes all the coding.
- C105P20Z = Browse or Error you will either enter an "A" (Add) or "C" (Change) in the Function Line. You will then be able to enter the exception code and the address information. It will retain the coding information as well.

3. **Document Date (Doc Date)**
   The Document Date defaults to the current date, agencies have the ability to type the document date in MMDDYY format. Date used must be a real date. The document date must be within the start and end dates specified on the Appropriation Index, the Project Control, and the Master Index Tables if these coding elements are used.

4. **Current Document Number and Suffix (Curr Doc No and Sfx)**
   Required **-** Agency supplied.

5. **Reference Document Number and Suffix (Ref Doc No and Sfx)**
   Optional Field - If making a payment that requires a matching document number (such as for encumbrances) AFRS online edits will indicate if a particular transaction code requires that a reference document number be entered.

6. **Due Date**
   Agencies can designate a future payment due date for transactions if desired. If this field is left blank, AFRS will default to the current date.
   Note: Future due dates entered by mistake is a common reason why agencies do not receive warrants when they are expected.

7. **Vendor Number and Suffix (Vendor # and Sfx)**
   If using a Vendor Number enter the complete number. The Vendor Number must include a Vendor Suffix.   (If you hit enter before finishing the remainder of the transaction it will fill in the vendors address information and Payment Type)

   Accessing Vendor File during Input:
   - **PF4** (**Combined Vendor Selection)** screen**.** Contains Agency vendor and statewide vendors. Allows agency to choose appropriate vendor number by searching the IN.1.V screen and then selecting the vendor to be added to the transaction
     - In **function**, type **P** (=Partial Search).
     - Type your search criteria in one of the following fields: Vendor Name, Vendor Number, TIN, or ZIP Code and press [Enter].
     - A combined list of the first 999 vendors meeting your criteria will be displayed.
     - In the **line function**, type one of the following and press [Enter]:
       - **T** to add the vendor number to the transaction or
       - **S** to select vendor record details for viewing.

```
=== AFRS =(IN.1.V)======== COMBINED VENDOR SELECTION ============= C105P2VC ===
 TR: _____                                                            9990
  FUNCTION: N  (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK)
  VND NAME: FRED_MEY_____    VND NUMB: _____
      TIN: _____                          ZIP CODE: _____
 LINE FUNCTION: T=ADD VENDOR TO TRANSACTION, S=SELECT TO VIEW DETAIL     P
                A=1099 IR.2                                              A
 S VENDOR NO        VENDOR NAME                     TIN        ZIP+4     Y
 _ SWV0009695A7  FRED_MEYER_PHARMACY_____DBA__  93-0798201_ 022840000 I
 _ SWV000969560  FRED_MEYER_PHARMACY_____DBA__  93-0798201_ 022842772 I
 _ SWV000969522  FRED_MEYER_PHARMACY_00_____DBA__  93-0798201_ 022842772 I
 _ SWV0009695A0  FRED_MEYER_PHARMACY_000____DBA__  93-0798201_ 022842772 I
 _ SWV000969507  FRED_MEYER_PHARMACY_000____DBA__  93-0798201_ 022842772 I
 _ SWV000969510  FRED_MEYER_PHARMACY_000____DBA__  93-0798201_ 022842772 I
 _ SWV000969511  FRED_MEYER_PHARMACY_000____DBA__  93-0798201_ 022842772 I
 _ SWV000969512  FRED_MEYER_PHARMACY_000____DBA__  93-0798201_ 022842772 I
 _ SWV000969513  FRED_MEYER_PHARMACY_000____DBA__  93-0798201_ 022842772 I
 _ SWV000969515  FRED_MEYER_PHARMACY_000____DBA__  93-0798201_ 022842772 I
 _ SWV000969531  FRED_MEYER_PHARMACY_000____DBA__  93-0798201_ 022842772 I
 _ SWV000969533  FRED_MEYER_PHARMACY_000____DBA__  93-0798201_ 022842772 I
 _ SWV000969534  FRED_MEYER_PHARMACY_000____DBA__  93-0798201_ 022842772 I
 _ SWV000969536  FRED_MEYER_PHARMACY_000____DBA__  93-0798201_ 022842772 I
              F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

- **PF5** (**Interagency Vendor Selection)** screen**.** Contains IAP Vendors.
  Allows agency to choose appropriate vendor number by searching the
  IN.1.I screen and then selecting the vendor to be added to the
  transaction.
    ♦ In **function**, type **P** (=Partial Search)
    ♦ In **billing agency**, type in agency code, press [Enter].
    ♦ A list of SWV number for the agency will be displayed.
    ♦ In the **line function**, type one of the following and press [Enter]:
        ▪ **T** to add the vendor number to the transaction or
        ▪ **S** to select vendor record details for viewing.

```
=== AFRS =(IN.1.I)==== INTER-AGENCY VENDOR SELECTION ============= C105PIVD ===
 TR: _____                                                            9990
       FUNCTION: N  (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK)
 BILLING AGENCY: 1790

 LINE FUNCTION: T=ADD VENDOR TO TRANSACTION, S=SELECT TO VIEW DETAIL
    VENDOR                                                    BILL MULTI
 S  NUMBER          VENDOR NAME                 DBA           FUND FUND
 _ SWV009811708 DES_ADMIN_SVC_DIVISION___  _____  422  ____
 _ SWV009811706 DES_BUILDINGS_&_GROUNDS__  _____  422  ____
 _ SWV009811723 DES_CAPITAL_COURT_PARKING  _____  422  ____
 _ SWV009811712 DES_CAPITAL_PROJECTS_SURC  _____  289  ____
 _ SWV009811721 DES_CAPITAL_PROJECTS_057_  _____  057  ____
 _ SWV009811722 DES_CAPITAL_PROJECTS_289_  _____  289  ____
 _ SWV009811707 DES_CONSOLIDATED_MAIL_SER  _____  422  ____
 _ SWV009811715 DES_DIV_OF_PROPERTY_MANAG  _____  422  ____
 _ SWV009811714 DES_DIV_OF_REAL_ESTATE_SE  _____  422  ____
 _ SWV009811716 DES_EAS_ENERGY_SERVICES__  _____  422  ____
 _ SWV009811717 DES_EAS_PROJ_MGT_057_____  _____  057  ____
 _ SWV009811726 DES_EAS_PROJECT_MGMT_422_  _____  422  ____
 _ SWV009811713 DES_FACILITIES_&_SERVICES  _____  422  ____
 _ SWV009811710 DES_FEDERAL_SURPLUS_____  _____  422  ____
              F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

8. **Exception Code**
    The Payment Exception Code replaces the Pseudo Numbers that are currently being used by agencies to make non-IRS reportable payments and Revenue Refunds. These Exception Codes can be used for payments when defined conditions exist.

9. **Vendor Type** System will display the vendor type once a vendor number has been entered or it can be entered when using the Exception Code. It must be a valid vendor type and can be looked up on the D77 table in the Table Maintenance screen.

10. **PT (Payment Type)** System will display the Payment Type that is on the statewide vendor or batch once a vendor number has been entered. *Payment Type is protected.*

11. **Vendor Name** Name will display when vendor number is entered or can be entered directly when using the Exception Code. Field is 32 characters long.

12. **TIN (Number)** TIN will display when vendor number is entered. It can be entered or left blank when using the Exception Code. Field is 9 characters long and will format based on the Tax Type.

13. **ADDR1 (Address one)** ADDR1 will display when vendor number is entered or can be entered directly when using the Exception Code. This field is used to continue the vendor name, show the DBA name or can be the first line of the address. Field is 32 characters long.

14. **Tax Type** Tax Type will display when vendor number is entered. It can be entered or left blank when using the Exception Code. Field only accepts an S, T or R.

15. **ADDR2 (Address two)** ADDR2 will display when vendor number is entered or can be entered directly when using the Exception Code. This field is used to continue the vendor address or it can be the first line of the address. Field is 32 characters long.

16. **USE Tax** USE Tax can be entered with a "Y" to denote that this has associated USE Tax that needs to be sent to the Department of Revenue. Field is 1 character long.

17. **ADDR3 (Address three)** ADDR3 will display when vendor number is entered or can be entered directly when using the Exception Code. This field is used to for the second or it can be the third line of the address. Field is 32 characters long.

18. **UBI (Uniformed Business Identification) Number** UBI number can be entered by agency when vendor name is present but is not required. Optional Field and is 9 characters long.

19. **CITY/ST/ZIP** CITY/ST/ZIP will display when vendor number is entered or can be entered directly when using the Exception Code. There are three separate fields fill in city = 19 characters, state = 2 characters, and zip = 9 characters (ZIP+).

20. **US/FOR ADDR** US/FOR(EIGN) ADDR will display when vendor number is entered or can be entered directly when using the Exception Code. This field identifies the address as being a foreign address and will change the edits to free form for entry of the foreign address.

21. **Account Number (Account #)** 30 character field to contain account number assigned by vendors to agencies.

22. **Vendor Message (Vend Msg)** The information entered in the Vendor Message field will appear on the vendor remittance advice. If multiple warrant write transactions are combined for one warrant, each transaction vendor message will display on the remittance advice

23. **Agreement ID** 11 character field to for Agreement Numbers such as; GA Contracts, Enterprise Contracts Management System (ECMS) Contracts, etc.

24. **Order ID** 5 character field to contain order number as entered in the ECMS only.

25. **CFDA** 7 character field that will display if the appropriation index (expenditure authority) has an associated CFDA defined within it.

26. **Transaction Code (Trans Code**) A valid Transaction Code is always required. After typing in the Transaction Code, press [Enter] and the required fields will display in red. Enter the remainder of the screen as required.

27. **Modifier (Mod)** This field is used for encumbrance liquidation transaction codes.

28. **Reverse (Rev)** This field is used to reverse a previously entered transaction. NOTE: Cannot be used with a Payment Transaction Code (e.g. 210, 955).

29. **Posting Fiscal Month (Posting FM)** Fiscal Month that transaction will post. Only an open fiscal month can be entered.

30. **Agency** Pre-populated from batch header.

31. **Coding Elements** Please refer to the ***INPUT RECORD CODING ELEMENTS-ALPHABETIZED*** manual for descriptions and explanations of individual coding elements.

32. **Request Regular Warrant** 1 character field that overrides an EFT/Inserted payment to a Single Check (S) (individual transaction) or a Regular Warrant (R) (summarized transactions) that are returned to the agency.

33. **Amount** The dollar amount for a particular transaction. (Entered without decimals)

34. **Invoice Date (Inv Date)** Invoice is required for all agencies when making a payment. Optional for all agencies when making an adjusting entry.

35. **Invoice Number (Inv #)** 30 characters long that contains invoice number provided by vendors. Required for all agencies when making a payment. Optional for all agencies when making an adjusting entry.

36. Press [**Enter**].

37. The message TRANSACTION SUCCESSFULLY ADDED will appear.

38. Enter the rest of the transactions in the batch. After entering the last transaction, press **F6** to go to Batch Balance screen.

BATCH BALANCE (IN.1.7)

The **BATCH BALANCE** activity accomplishes the following:

- Allows verification that the batch header transaction count and amount as originally entered on the Create Batch Header screen (IN.1) matches the transaction count and amount computed from the transactions entered.

- Allows agency to make corrections to the amount and count on the "Batch Header".

  To access the Batch Balance screen press **F6** on one of the following screens:

  - Expanded General Accounting Transaction Input (IN.1.1)
  - Expanded General Accounting Transaction Input (C105P20Z) screen through the "Browse" feature on the IN.3 screen
  - Release Batch (IN.1.5)
  - View Input Batch (IN.1.6)
  - Recall Batch For Correction (IN.4)
  - Group Error Correction – Online (C105P041)
  - Batch Header Error Correction online (C105P011)
  - Payment Transactions (C105P056)

```
=== AFRS =(IN.1.7)============= BATCH BALANCE ==================== C105P03B ===
 TR: _____


                         BATCH AGENCY: 1050
                           BATCH DATE: 131206 (YYMMDD)
                           BATCH TYPE: DT
                             BATCH NO: 111
                              DUP IND: 0
                             BIENNIUM: 15
                         FISCAL MONTH: 06
                             DUE DATE: 120613 (MMDDYY)


   ENTER NUMBER OF TRANSACTIONS IN BATCH:      1

                     ENTER BATCH AMOUNT:            100.00

    COMPUTED NO OF TRANSACTIONS IN BATCH:      1

                  COMPUTED BATCH AMOUNT:            100.00


     PF2=RELEASE BATCH, PF3=BATCH SUMMARY, PF5=VIEW BATCH, PF12=MESSAGE
 THIS BATCH IS BALANCED--SELECT FUNCTION
```

The incorrect transaction count and/or amount can be fixed by clearing the field information. Tab to the beginning of the field needing correcting and press the END key to erase the data.

Then type in the correct number or amount and press **Enter**. Note that a ten dollar amount would be keyed 1000 as there are no decimal points within AFRS. After the transaction is accepted, the screen will display that same amount as 0000000001000. The message BATCH HEADER REWRITTEN will appear at the bottom of the screen. If you leave and return to this, that same amount will then display as 10.00.

BATCH RELEASE (IN.1.5)

The default setting is **H** [Hold]. The batch status can be changed from Hold to Release and back at any time and only executes during the nightly update. A batch must be in balance before **R** [Release] will be accepted. The valid function codes are as follows:

> **R** = Release the batch. ***(Press Enter once)*** The batch will process during nightly update
> **D** = Delete the Batch header and transactions. ***(Press Enter twice)*** Deletes batch instantly after the second enter.
> **H** = Hold the batch. The batch will not process during the nightly update. ***(Press Enter Once)***

A balanced batch can be released for AFRS nightly processing. To release a batch, press **F2** after your last transaction entry, if you have the proper security, this will take you to the Release Batch (IN.1.5) screen where you can Type **R** [Release] and press Enter.

```
=== AFRS =(IN.1.5)=========== RELEASE BATCH ====================== C105P040 ===
 TR: _____                                                            1050


             FUNCTION: _   (R=RELEASE, D=DELETE, H=HOLD)

                           BATCH DATE: 131206
                           BATCH TYPE: DT
                             BATCH NO: 991
                              DUP IND: 0
                            TRAN TYPE: A
                             BIENNIUM: 15
                         FISCAL MONTH: 06



        NO OF TRANSACTIONS IN BATCH:     1
                        BATCH AMOUNT:            100.00

   COMPUTED NO OF TRANSACTIONS IN BATCH:     1
               COMPUTED BATCH AMOUNT:            100.00


     PF3=BATCH SUMMARY, PF5=VIEW BATCH, PF6=BALANCE BATCH, PF12=MESSAGE
 THIS BATCH IS BALANCED--SELECT FUNCTION
```

The Batch Release screen (IN.1.5) can be accessed by pressing F2 from any of the following screens:

- Expanded General Accounting Transaction Input (IN.1.1)
- Expanded General Accounting Transaction Input (C105P20Z) screen through the "Browse" feature on the IN.3 screen
- View Input Batch (IN.1.6)
- Recall Batch For Correction (IN.4)
- Group Error Correction – Online (C105P041)
- Batch Header Error Correction online (C105P011)
- Payment Transactions (C105P056)

ACCESS BATCHES FROM BATCH HEADER SUMMARY (IN.3)

This screen provides the following information and access to batches:

- Displays batch headers waiting nightly processing in batch date sequence.

- Provides the batch header information, transaction type, the batch status and if the batch is balanced.

- Provides easy access to other screens for payment review, batch release, batch update, batch browse, error corrections, group changes, header changes and print selected AFRS reports.

1. To access the Batch Header Summary screen (IN.3):
   On the Input/Correction (IN) Menu, select **3** and press [Enter].

```
=== AFRS =(IN.3)============= BATCH HEADER SUMMARY =============== C105P055 ===
 TR: _____                                                            1050
   FUNCTION: F  (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
 SORT ORDER:    (B=BATCH TYPE, T=TRANS TYPE, S=STATUS)
   LIMIT TO:    (SPECIFY BATCH TYPE, TRANS TYPE, OR STATUS TO DISPLAY)
     SELECT:    P=PAYMENTS  R=RELEASE  S=UPDATE  B=BROWSE
                G=GROUP      H=HEADER   E=ERRORS  L=PRINT
  S  B DATE  BT NUM DUP TY  ST BAL BI FM DUE DATE COUNT    ENTERED AMOUNT  OC
  _  131108  RM 007  0   A   H  Y  15 05 ......   00001          1,500.00  FT
  _  131206  DT 991  0   A   H  Y  15 06 131209   00001            100.00  AO
  _  ......  .. ...  .   .   .  .  .. .. ......   .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......   .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......   .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......   .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......   .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......   .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......   .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......   .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......   .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......   .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......   .....  .................  ..
  _  ......  .. ...  .   .   .  .  .. .. ......   .....  .................  ..
                         PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
 LAST RECORD FOR AGENCY DISPLAYED
```

2. At the Function Line the default is **F** (First Page) to designate you are on the first page. To view next or previous batch use **N** or **B** and press [Enter]. A listing of batch headers and the status of each batch will display. Function codes are as follows:
   F = FIRST PAGE – Start listing batch headers in batch date sequence
   N = NEXT PAGE – Next page to continue listing batch headers after those currently displayed.
   B = BACK PAGE – Go back to previous page listing batch headers.

3. Sort Order allows agency to specify how the headers will sort on the IN.3 by using one of the following and press [Enter]:
   - B = Batch Type
   - T = Transaction Type
   - S = Status

4. Limit To allows agencies to specify only certain headers to be visible on the IN.3 by using one of the following in conjunction with the Sort Order and press [Enter] (**NOTE: No wildcards are allowed.):**
   - Batch Type with sort order B
   - Trans Type with sort order T
   - Status with sort order S

5. **Select (S) line** contains codes that a user can type on the line next to a batch header. Select codes are as follow:

Selection	To
B=BROWSE	**Browse** transaction(s) in a batch (Screen allows: add, change or delete).
E=ERRORS	**Displays errors** only in a batch (Screen allows: add, change, delete, view, next, back and reset vendor).
G=GROUP	Make **group changes** to the same field on **all** transactions within a given batch. Change biennium and fiscal month fields on all transactions in batch and **on batch header**.
H=HEADER	Change the following fields on the **heade**r: batch date / type / number / due date.
L=PRINT	Print reports of transactions in batch from screen (IN.3.1). DWP91001 Transaction Batch Report DWP91002 Warrant Cancellation Reports (DWP91002D Detail and DWP91002S Summary) **Note: Used for Warrant Cancellation & ACH Returns documentation**. DWP91003 Online Error Report **Note: Print Online Error Report to get a list of all errors in batch prior to making any corrections.**
P=PAYMENTS	Preview list of **Payment** Transactions in a batch. **Note: Will not show any information if not for a payment**
R=RELEASE	**Release,** delete or return to hold Batch on screen (IN.1.5)
S=UPDATE	Update Batch via **Recall Batch for Correction** screen (IN.4), then - **F5** to View Input Batch (IN.1.6) for List of **All** Transactions in Batch or **F6** to Batch Balance & Change Batch Header Count/Amount

6. The data displayed on the Batch Header Summary screen (IN.3) provides the values from the batch headers. The column meanings or uses are as follows:

- **S** = Select value entered
- **B DATE** = Batch date (system entered)
- **BT** = Batch type
- **NUM** = Batch number
- **DUP** = Duplicate indicator
- **TY** = Transaction type
  - **A** = Original Transaction
  - **B** = Warrant Write
  - **G** = Warrant Cancellation (Online process)
  - **H** = Statute of Limitation (SOL) warrant cancellation
  - **K** = Monthly GL Balance for ER
  - **L** = Monthly Project Balance for ER
- **ST** = Batch status
  - **R** = released for nightly processing
  - **H** = hold, not released for nightly processing
  - **E** = errors that must be corrected prior to release
  - **1** = IFT amount does not summarize to zero (0)
  - **2** = IFT does not debit and credit 2+ funds
  - **3** = zero or negative payment in a batch
- **BAL** = Batch balanced
  - **Y** = Yes, batch control count and amount totals balance with the entered transactions.
  - **N** = No, control count and amount do not balance with the entered transactions.
- **BI =** Biennium
- **FM =** Fiscal month (input fiscal month)
- **DUE DATE =** Payment transaction(s) due date
- **COUNT =** Entered control count (from Batch Header)
- **ENTERED AMOUNT =** Entered control amount (from Batch Header)
- **OC = Origin Code**. Indicates system transaction originated from.
  - **AF** =AFRS Batch
  - **AO** = AFRS Online
  - **AR** = Accounts Receivable System
  - **BA** = BASS
  - **BC** = Biennium Close
  - **BI** = MQ Batch Interface to IN.3 or 4-day
  - **CI** = MQ Batch Interface to IN.3
  - **ER** = Error generated by the AFRS nightly process (NAPS)
  - **FT** = Financial Tool
  - **GI** = Generic Interface
  - **IA** = Inter-Agency Payment

PR = Payroll
P1 = Provider One (DSHS)
TA = Allotment System
TM = Time Management System
TS = Treasurer (OST)
TV = Travel Expense Management System
WC = Warrant Cancellation
WS = SOL Cancellation and ACH Return Process

TRANSACTION REVIEW

FROM SCREEN IN.3 - SELECT "S" TO UPDATE BATCH VIA RECALL FOR CORRECTION SCREEN IN.2

Type **S** (=select) before the listed batch on the Batch Header Summary screen (IN.3) and press [Enter].

```
=== AFRS =(IN.3)============= BATCH HEADER SUMMARY =============== C105P055 ===
 TR: _____                                                            1050
   FUNCTION: F  (F=FIRST PAGE, N=NEXT PAGE, B=BACK PAGE)
 SORT ORDER:    (B=BATCH TYPE, T=TRANS TYPE, S=STATUS)
   LIMIT TO:    (SPECIFY BATCH TYPE, TRANS TYPE, OR STATUS TO DISPLAY)
     SELECT:   P=PAYMENTS  R=RELEASE  S=UPDATE  B=BROWSE
               G=GROUP     H=HEADER   E=ERRORS  L=PRINT
  S  B DATE  BT NUM DUP TY  ST BAL BI FM DUE DATE COUNT     ENTERED AMOUNT  OC
  _  131108  RM 007  0  A   H  Y  15 04 ......  00001          1,500.00  FT
  S  131206  DT 991  0  A   H  Y  15 05 131209  00001            100.00  AO
  _  ......  .. ...  .  .   .  .  .. .. ......  .....  .................. ..
  _  ......  .. ...  .  .   .  .  .. .. ......  .....  .................. ..
  _  ......  .. ...  .  .   .  .  .. .. ......  .....  .................. ..
  _  ......  .. ...  .  .   .  .  .. .. ......  .....  .................. ..
  _  ......  .. ...  .  .   .  .  .. .. ......  .....  .................. ..
  _  ......  .. ...  .  .   .  .  .. .. ......  .....  .................. ..
  _  ......  .. ...  .  .   .  .  .. .. ......  .....  .................. ..
  _  ......  .. ...  .  .   .  .  .. .. ......  .....  .................. ..
  _  ......  .. ...  .  .   .  .  .. .. ......  .....  .................. ..
  _  ......  .. ...  .  .   .  .  .. .. ......  .....  .................. ..
  _  ......  .. ...  .  .   .  .  .. .. ......  .....  .................. ..
  _  ......  .. ...  .  .   .  .  .. .. ......  .....  .................. ..
                     PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
 LAST RECORD FOR AGENCY DISPLAYED
```

This will take you to the Recall Batch for Correction (IN.4) screen.

```
=== AFRS =(IN.4)======= RECALL BATCH FOR CORRECTION ============== C105P03A ===
 TR: _____                                                             1050
                       FUNCTION: _  (A=ADD, C=CHANGE, D=DELETE)

                         BATCH DATE: 131206 (YYMMDD)
                         BATCH TYPE: DT
                           BATCH NO: 991
                            DUP IND: 0
                          TRAN TYPE: A
                           BIENNIUM: 15
                       FISCAL MONTH: 06


 ENTERED NO OF TRANSACTIONS IN BATCH:    1
             ENTERED BATCH AMOUNT:           100.00

 COMPUTED NO OF TRANSACTIONS IN BATCH:    1
            COMPUTED BATCH AMOUNT:           100.00


                      SEQUENCE NO: 00000 (REQUIRED FOR TRANSACTION UPDATE)

                    SELECT SCREEN: _  (1=GENERAL, 2=EXPEND)

       PF2=RELEASE, PF3=BATCH SUMMARY, PF5=VIEW BATCH, PF6=BALANCE BATCH
 AN ADD, CHANGE, OR DELETE WILL CHANGE BATCH STATUS
```

Note: This is the preferred screen to use when returning to a batch to add transactions using master index.

2. Type **A, C,** or **D** in the function field to update a financial transaction in a batch. Functions **C** and **D** require typing in the sequence number of the transaction to be updated. The function codes are as follows:

    A = Add financial transaction(s) to the batch. The Select Screen will default to a **1**. The system will assign the sequence number. Press [Enter].

    C = Change an existing financial transaction. Type in the system assigned transaction sequence number. The Select Screen will default to a **1**. Press [Enter].

    D = Delete an existing financial transaction. Type in the system assigned transaction sequence number. Do **not** input a screen in the select screen field. Press [Enter] twice.

3. "F" Keys (currently shown as PF) are as follows:
- F2 = Release (IN.1.5)
- F3 = Batch Summary (IN.3)
- F5 = View Batch (IN.1.6)
- F6 = Balance Batch (IN.1.7)

FROM SCREEN IN.3 - SELECT S and THEN F5 FOR:

The **VIEW INPUT BATCH (IN.1.6)** screen:

- Lists of financial transactions entered in a batch in sequence number order.

- Shows coding elements for several financial transactions at a time.

    *Note: To view one transaction at a time with **all** coding elements displayed, use the **B** [Browse] function on Batch Summary screen (IN.3).*

1. To access the View Input Batch screen (IN.1.6):

    Press **PF5** on Release Batch screen (IN.1.5), Recall Batch For Correction screen (IN.2), or Batch Balance screen (IN.1.7).

```
=== AFRS =(IN.1.6)============ VIEW INPUT BATCH ================== C105P050 ===
 TR: _____                                                          1050
 FUNCTION: F   (F=FIRST PAGE, N=NEXT PAGE)
         YYMMDD
 DATE: 131206  TYPE: DT     NO: 991   DUP: 0 TYPE: A  END SEQ: 00001
 BIENNIUM: 15  FM: 06       STATUS: H              DUE DATE: 131206 (YYMMDD)

                         APPN PROG        ORG SUB  CURRENT        TRANSACTION
    SEQ  S TC  M R   FND INDX INDX  PROJ INDX OBJ  DOCUMENT         AMOUNT
   00001   955      001                        EA   TEST 50            100.00
   ..... . ... . .   ...   ... ..... .... .... ..  .......... ..................
   ..... . ... . .   ...   ... ..... .... .... ..  .......... ..................
   ..... . ... . .   ...   ... ..... .... .... ..  .......... ..................
   ..... . ... . .   ...   ... ..... .... .... ..  .......... ..................
   ..... . ... . .   ...   ... ..... .... .... ..  .......... ..................
   ..... . ... . .   ...   ... ..... .... .... ..  .......... ..................
   ..... . ... . .   ...   ... ..... .... .... ..  .......... ..................
   ..... . ... . .   ...   ... ..... .... .... ..  .......... ..................
   ..... . ... . .   ...   ... ..... .... .... ..  .......... ..................
   ..... . ... . .   ...   ... ..... .... .... ..  .......... ..................
      ENTERED BATCH COUNT:     1   ENTERED BATCH AMOUNT:           100.00
      COMPUTED BATCH COUNT:    1   COMPUTED BATCH AMOUNT:          100.00
   PF2=RELEASE BATCH, PF3=BATCH SUMMARY, PF4=RECALL FOR CORR, PF6=BALANCE BATCH
 LAST RECORD FOR AGENCY DISPLAYED OR NO RECORDS FOUND
```

2. Type in **N** or **F** in the function field to view a listing of financial transactions in a batch. The function codes are as follows:
N = Next page to continue listing financial transactions after those currently displayed.
F = Start listing financial transactions from the first transaction in a batch.

3. Press [Enter].

4. The column headings on the **View Input Batch** screen (**IN.1.6**) are the financial transaction sequence number in the batch (assigned by system), status, selected coding elements (transaction code, modifier, reverse code, fund, appropriation index, program index, project, organization index, sub-object, current document number) and the transaction amount.

FROM SCREEN IN.3 - SELECT P – PREVIEW PAYMENT TRANSACTIONS

Type **P** (=payment) before the listed batch on the **Batch Header Summary** screen **(IN.3)** and press [Enter] to preview selected fields of payment (warrant, EFT or IAP) transactions on the following screen.

```
=== AFRS ================== PAYMENT TRANSACTIONS ============== C105P056 ===
 TR: _____                                                          1050
  EFT DEPOSIT DATE: 120813 (MMDDYY)                  YYMMDD
  HEADER: 131206 DT 991 0 A                  DUE: 131206  TOT:       100.00
 FUNCTION: N   (F=FIRST PAGE, N=NEXT PAGE, P=PREVIOUS PAGE)
  S   SEQNO VENDOR NUMB           VENDOR NAME            FND   TRAN AMOUNT
  _   00001 SWV000404500  BOB BARKER CO INC              001       100.00
  _   ..... ...........  ................................ ... ...............
  _   ..... ...........  ................................ ... ...............
  _   ..... ...........  ................................ ... ...............
  _   ..... ...........  ................................ ... ...............
  _   ..... ...........  ................................ ... ...............
  _   ..... ...........  ................................ ... ...............
  _   ..... ...........  ................................ ... ...............
  _   ..... ...........  ................................ ... ...............
  _   ..... ...........  ................................ ... ...............
  _   ..... ...........  ................................ ... ...............
  _   ..... ...........  ................................ ... ...............
  _   ..... ...........  ................................ ... ...............
  _   ..... ...........  ................................ ... ...............
  _   ..... ...........  ................................ ... ...............

      PF2=RELEASE BATCH, PF3=BATCH SUMMARY, PF6=BALANCE BATCH, PF12=MESSAGE
 LAST RECORD DISPLAYED
```

Note: This screen can be used to view any batch type, but will only display transactions that use payment producing transaction codes.

Agencies should use this screen to:
- Ensure vendor numbers have been entered correctly
- Ensure credit amounts have been entered correctly
- Ensure the absence of negative fund balances by vendor
- Select a transaction for update (Requires Batch Input update security level of '2'.)

Type an **S** (Select) in the left column next to the transaction to view the transaction for update. Press [Enter] and the transaction will be displayed on the Expanded General Accounting Transaction Input (C105P20Z) "**Browse**" screen.

Note: If a batch was previously in "RELEASE" status selecting a transaction from the Payments Transaction screen will change the status to "HOLD" regardless of whether or not the transaction is changed.

FROM SCREEN IN.3 - SELECT B - BATCH BROWSE FUNCTION

The browse utility:
- Allows rapid review of entire batch, starting with first sequence number.
- Provides vital review capability prior to releasing a batch.
- Assures a higher quality of transactions.

Type **B** (=browse) before the listed batch on the Batch Header Summary screen (IN.3) and press [Enter] to bring up the **"BROWSE" Screen** below.

```
=== AFRS ======= EXPANDED GENERAL ACCOUNTING TRANSACTION INPUT === C105P20Z ===

      FUNCTION: N (A=ADD, C=CHG, D=DEL, V=VIEW, N=NEXT, B=BACK, X=RESET VENDOR)
      SEQUENCE: 00002   HEADER: 131206 DT 991 0 A ......   BIEN: 15   FM: 06
      DOC DATE: 131206  CURR DOC: TEST_1-4 __  REF DOC: _____ __   DUE: _____
      VENDOR #: SWV0004045 SFX: 00  EXCPT CODE: __   VENDOR TYPE: C    PT: EFT____
     VEND NAME: BOB_BARKER_CO_INC_____        TIN: 56-1558062_
         ADDR1: PO_BOX_890885_____    TAX TYPE: T
         ADDR2: _____    USE TAX: _
         ADDR3: _____    UBI: _____
   CITY/ST/ZIP: CHARLOTTE_____ NC 282890885   US/FOR ADDR: U
    ACCOUNT #: _____ VEND MSG: _____
  AGREEMENT ID: _____   ORDER ID: _____ CFDA: _____
  TRANS CODE: 955   MOD: _   REV: _        POSTING FM: 06      AGENCY: 9990
  MSTR INDEX: _____    FUND: 001   APPN INDEX: ___  PROG INDEX: _____
  SUB OBJECT: ED    SUB-SUB-OBJ: ____     IRS BOX: 1   OMWBE TYPE: 0
   ORG INDEX: ____     ALLOC CODE: ____   BUDGET UNIT: ___       MOS: ____
     PROJECT: ____    SUB-PROJECT: __    PROJ PHASE: __           YYMM
   WORKCLASS: ___        COUNTY: ___    CITY/TOWN: ____   COST OBJ: _____
   MAJ GROUP: __     MAJ SOURCE: __     SUB-SOURCE: _____    CAFT: _
    GL ACCT: 5111    SUBSID DR: _____    SUBSID CR: _____    RRW: _
  AMT: 0000000010000   INV DATE: 113113 INV #: TEST_PAYMENT_AGAIN_____
  F2=REL, F3=BATCH SUMM, F4=VEND SEL, F5=IAP VEND SEL, F6=BALNC, F8=ENC AUTO
```

This screen has seven functions, as follows:

A = Add a new transaction to the batch

C = Change an existing transaction in the batch

D = Delete an existing transaction from the batch (requires pressing [Enter] twice)

V = View an existing transaction in the batch (requires the sequence number)

N = View the Next consecutive transaction in the batch (default)

B = Go Back to the previous transaction in the batch

X = Reset Vendor allows the agency to switch a vendor number to an exception code and will unprotect the Vendor information.

PRINT SELECTED AFRS REPORTS

FROM SCREEN IN.3 - SELECT L

Type **L** (=print) before one or more listed batches per page (Up to14 instances) on the Batch Header Summary screen (IN.3) and press [Enter] to display the Online Batch Reports Screen.

```
=== AFRS ==(IN.3.1)======== ONLINE BATCH REPORTS ================= C105P057 ===
 TR: _____                                                    9990
                    Report to be Selected:

    DWP91001 Transaction Batch Report       _

    DWP91002 Warrant Cancellation           _

    DWP91003 Online Error Report            _




            PF3=BATCH SUMMARY, PF12=MESSAGE, CLEAR=EXIT
```

REPORTS AVAILABLE ON THIS SCREEN

Select	To Print
DWP91001 Transaction Batch Report	A list of all transactions in a batch.
DWP91002 Warrant Cancellation	Both of the following reports: DWP91002D Warrant Cancellation Detail Report DWP91002S Warrant Cancellation Summary Report • Can be used as document to send to Treasurer and has signature block. • It is can also be used as internal documentation of SOL & ACH Returns and does not need to be sent to the Treasurer.
DWP91003 Online Error Report	A list of transactions in a batch having errors and their associated error codes/messages

1. To print one of the above reports, type **S** (Select) in the field to the right of the report and press [Enter]. (Note you can only select one report at a time.)

2. The following Batch Job Submission screen will appear. Change any data as needed and press [Enter].

```
=== AFRS =(TM.3.7)========== BATCH JOB SUBMISSION ================ C105U100 ===
9990
                       ONLINE BATCH PRINT: DWP91002

 ----------------------------- JOB PARAMETERS -------------------------------

          CLASS: D  (H=HOT, A=PRIORITY, D=TODAY, E=TONIGHT, C=SCHED)

        CONTACT: FRED_FLINTSTONE_____  (PERSON OUTPUT IS DIRECTED TO)

 SEND OUTPUT TO: R300_____  (LOCAL, R###, CLUSTER ID, EXCHANGE, IOF)

     BIN NUMBER: 83

       LOCATION: __

        LOGONID: FFAC105   COPIES: 01

         JOB ID: FFF (FIRST 3 CHARACTERS OF JOB NAME)



            (ENTER=SUBMIT,  F3=RETURN,  F12=MESSAGE, CLEAR=EXIT)
 CHANGE THE DEFAULT VALUES AS NEEDED AND PRESS ENTER TO SUBMIT THE BATCH JOB.
```

RETRIEVE AN ENCUMBRANCE

An encumbrance can be retrieved for liquidating or for increasing the encumbrance balance. The encumbrance retrieved displays the original coding elements and the current dollar balance of the encumbrance as stored in the document file. If entering one of the following trans codes (206, 207, 209, 211, 220, 221, 306, 307, 311, 313, 807, 935), use encumbrance retrieval to avoid an overnight error. With these transaction codes, overnight edits will **require all of the coding elements and vendor number to match** those used on the original encumbering transaction.

1. Start with one of the following input screens:
   - Expanded **General** Accounting Transaction Input, IN.1.1, (C105P20E)
   - **"Browse"** screen (C105P20Z). To access, type **B** (= Browse) next to batch on Batch Summary screen (IN.3)
2. [Tab] to the **Reference Document Number** field and type in the **Current Document number and <u>suffix</u> of the original entry which set up the encumbrance**. If the original encumbrance did not have a suffix entered, type **00** in the suffix field. If using the "Browse" screen (C105P20Z), must also have an **A** (= Add) in the function field.
3. Press **F8** (Enc Auto) The screen will display the encumbrance coding elements and dollar balance. A message at the bottom of the screen will display 'REFERENCE DATA FOUND AND DISPLAYED.'
4. The following fields will display if data was entered at the time of set up:

Account (Fund)	Master Index
Appropriation Index	Program Index
Vendor number	Vendor Name
Organization Index	Allocation Code
Sub Object	Sub-SubObject
Branch	Section
Unit	Cost Center
Budget Unit	Project
Sub-Project	Project Phase
Work Class	County
City/Town	Source
Major Source	Sub-Source

5. The encumbrance displayed can be used for informational purposes, processing payment, for liquidating or for increasing the encumbrance balance. If applicable, enter a transaction code and the new transaction amount. Press [Enter].

CAUTION:

If the error message 'DOCUMENT REFERENCE RECORD NOT FOUND' displays at the bottom of the screen, there are two possibilities:

1. **<u>FINAL LIQUIDATION</u>**:
    a. The reference document number and suffix entered were invalid because the encumbrance balance was liquidated by prior use of one of the encumbrance liquidation transaction codes, such as 207F or 211F or others listed above.
2. **<u>INCORRECT DOCUMENT NUMBER</u>**:
    a. The reference document number and suffix entered were <u>incorrect</u>. Check the current document number and suffix on the transaction that created the encumbrance. The *<u>reference document number and suffix must match exactly</u>* to the current document number and suffix used to create the encumbrance.

    Note: To review existing document numbers in the Document File, use AFRS screens MI.5, MI.6, or Financial Reports-Encumbrances.

VENDOR CODING ELEMENTS

The Vendor Accounting information is directly entered on the following screens:

- Expanded General Accounting Transaction Input (IN.1.1)
- Expanded General Accounting Transaction Input (C105P20Z) screen through the "Browse" feature on the IN.3 screen

Vendor Number

If a vendor number was entered on the transaction input screen, the system will read the vendor tables and do the following:

- o All coding elements except Use Tax & UBI are loaded from the Vendor table
- o The coding elements Vendor Number, Vendor Name, Vendor Address, City, State, Zip, US/Foreign Indicator, TIN, Tax Type, Payment Type, and Vendor Type are protected. If a coding element is protected it can only be changed by updating the Vendor Maintenance Screen.
- o The Use Tax & UBI are not protected and can be over-keyed.

Exception Code

If an exception code was entered on the transaction input screen, the system will allows you to enter the following:

- o Exception codes that do not allow TIN number will not allow entry of TIN Number, Tax Type or UBI number. They will be protected.
- o The coding elements Vendor Name, Vendor Address, City, State, Zip, US/Foreign Indicator, TIN, Tax Type, Vendor Type, Use Tax, and UBI are unprotected and can be keyed over.

- **US/FOREIGN INDICATOR - U** (United States) is the default indicator in this field. Over-key with indicator **F** (Foreign) to accommodate foreign addresses.

> **NOTE:**   *The following SPECIAL CHARACTERS are allowed where Indicated below:*
> *Period, Quote, '@', '#', '&', '*', '-', '_', ':', and '/'*

REQUIRED FIELDS TO FILL IN:

- **Vendor Name** – This field is required to be completed for both US and Foreign vendors and is the vendor name that will appear on the warrant.
    - o Position 1 must be alphanumeric, no special characters
    - o Position 2 must be alphanumeric, space or one of the special characters noted above
    - o Position 3 must be non-space, if position 2 is a space

- **Vendor Address** – This field is required to be completed for both US and Foreign vendors and is the vendor address that will appear on the warrant.
  - Line 1 must not be blank and a valid alphanumeric character must be in position 1
  - Line 1, position 2, must be upper case alphanumeric or an allowed special characters as noted above
  - Line 2 and 3 are optional
  - Line 3 must be blank when line 2 is blank

> **NOTE: FOREIGN VENDOR**
> **When the switch is set for foreign vendor the following applies:**
> - **An entry is required in Address Line 1**
> - **The edits requiring City, State and ZIP are removed**
> - **If data is entered in any address field, it is subject to edits for allowable characters**
> - **A valid deliverable address is still required**

- **Vendor City** – This field is required to be completed for US vendors and is the vendor city that will appear on the warrant.
  - A valid characters must be in position 1
  - Valid characters are alphanumeric and the special characters are noted above

- **Vendor State** – This field is required to be completed for US vendors only.

- **Vendor Zip** – This field is required to be completed for US vendors only.
  - Requires 5 or 9 numeric characters, greater than all **ZERO's** and a valid character must be in field 1.

OPTIONAL FIELDS TO FILL IN:

- **Other Vendor Information** – Federal Tax Identification Number, Tax Type, UBI, Vendor Type, and Use Tax. These are explained and described in the AFRS INPUT RECORD CODING ELEMENTS manual and the AFRS VENDOR EDIT INSTRUCTIONS. *(For Exception Code will be optional if TIN is allowed)*