Intermediate AFRS Practice Exercises

These are practice exercises you can use to become more familiar with the learning objectives demonstrated in the virtual training. You have been given access to the AFRS Training Environment for a limited time to complete the exercises. Your access to the AFRS Training Environment will expire in two weeks from the date of the class. Do not use the AFRS production environment to complete these exercises!

If you require assistance to complete the exercises, please use the following link to email the OFM Help Desk with the subject “AFRS Training Question”: Click here to start an email. We will respond as soon as we are able and provide you with assistance.

Follow the instructions below to log into AFRS.

Exercise 1. Log on to AFRS

1. At the CA – TPX menu, type your Userid and Password and select Enter.
2. This will take you to the TPX MENU. To get to the AFRS screen, you can do one of the following:
   - Enter CICP3 on the command line and select Enter.
   - From the TPX MENU, enter an S next to CICP3 and select Enter.
   - From the TPX MENU, place your cursor next to CICP3 and select Enter.
3. On the CICS sign-on screen, type your USER ID and PASSWORD and select Enter. You will get a screen that says SIGN-ON COMPLETE.
4. Enter F002 (F, zero, zero, two) in the upper left-hand corner of the screen and select Enter.
5. View the first AFRS Message Screen and select Enter.
6. View the second AFRS Message Screen and select Enter.
7. On the AFRS PRIMARY MENU, type in your AGENCY number and a two-character MENU SELECTION CODE and select Enter. Typing 9990 as your AGENCY number will connect you to the AFRS Training Environment.

Logging out of AFRS

1. Use F3 until you are back at the SIGN-ON COMPLETE screen.
2. Type LOGO and select Enter.

For exercises 2-6, use your computer as needed to complete the exercise.

Exercise 2. Look up a Statewide Vendor

The COMBINED VENDOR SELECTION SCREEN (VE.1) screen provides agencies with online views of statewide vendor records by vendor number, vendor name, TIN, or zip code. Statewide vendor records found through this screen can be viewed in detail by the use of the 'Select' feature.
Scenario: You have been asked to find several vendors matching different criteria. Using the instructions below:

- Search for King County vendors, then narrow the search for the King County FD 13. What is the SWV number?
- Find the Vendor name for SWV0073226-00.
- Find a business in the 98834 zip code.

1. At the PRIMARY MENU, you will type your agency number on the AGENCY line. For training, enter 9990 as your agency.
2. Then type VE into the SELECT FUNCTION line and select Enter. This will take you to the VENDOR/PAYMENT/CANCELLATION MENU.
3. Choose 1 -- COMBINED VENDOR SELECTION and select Enter.
4. On the IN.1.V screen, type P in the FUNCTION field to conduct a Partial search for vendor records.
5. Type a partial (one or more characters) or complete vendor number, vendor name, TIN, or zip code in the appropriate field. Do not use more than one search criteria.
6. Select Enter.

Statewide Vendor Number Lookup website:

2. Enter the required information in the fields on this page (Ex. Your last name), and select Search.

Exercise 3. View a Blocked Vendor

1. Go to the AFRS PRIMARY MENU, choose the VE function, and select Enter.
2. Enter the number 3 into the SELECT FUNCTION and select Enter.
3. At the VE.3 Statewide Vendor Maintenance screen, you will need to find the statewide vendor that you want to view. Example: SWV0114178-01 Clallam County Fire Prot Dist 4. SWV0114178-04 is the only active record.
4. Once you have located the vendor, look for the VENDOR STATUS field.
   - SWV vendors will have one of the following:
     1) A = Vendor record is active and is available for use.
     2) B = Vendor record has been blocked and is not available for use.
     3) F = Vendor record has been blocked by the Office of Foreign Asset Control List (OFAC).
     4) I = Vendor record is restricted for use by OFM for IRS payroll payments.
     5) S = Vendor record is restricted for use by OFM for Savings Bonds Payroll payments from HRMS. (NOTE: Savings Bonds are no longer provided within HRMS so these vendors have been blocked.)
     6) V = Vendor record is restricted for use by OFM for Third-Party Payroll payments from HRMS.
Exercise 4. Paying a Vendor

1. Go to the AFRS PRIMARY MENU, choose the IN function, and select Enter.
2. Type 1 to create a batch header on the next screen and select Enter.
3. Fill in the required fields:
   - **BATCH TYPE**: AA
   - **BATCH NO**: 2XX (where XX = your class workstation - 01-12)
   - **BIENNIIUM**: (Use two digits for the current biennium)
   - **FISCAL MONTH**: (Use two digits for the current fiscal month)
   - **NUMBER OF TRANSACTIONS**: 1
   - **BATCH AMOUNT**: 10000 ($100 with two zeroes for cents)
4. Create the batch transaction with the following information:
   - **CURR DOC**: 123456
   - **VENDOR #**: (To find the vendor number, use F4, then type P for a partial search for a vendor name that includes “ACME.” Then type T in the vendor selection field and select Enter.)
   - **TRANS CODE**: 210
   - **FUND**: 422
   - **APPN INDEX**: Z96
   - **PROG INDEX**: 80000
   - **SUB OBJECT**: EA
   - **SUB-SUB-OBJ**: A000
   - **AMT**: 10000
   - **INV DATE**: MMDDYY (Use any date.)
   - **INV #**: (Use any series of numbers and/or letters.)
5. Select Enter.
6. Select F3 to view the BATCH HEADER SUMMARY screen.

Exercise 5. Chart of Accounts (CoA) Table Lookup

1. From the PRIMARY MENU, enter your Agency number.
2. Enter TM, and select Enter.
3. Choose 1 -- ONLINE TABLES and select Enter.
4. Choose 1 -- DESCRIPTOR MAINTENANCE and select Enter.
5. Select the **N** (**NEXT**) function, and enter the following information:
   - **TABLE ID NUMBER**: 07 (Appropriation Code)
   - **BIENNIIUM**: (Use two digits for the current biennium)
   - You can continue pressing **N** to get the next entry or number you want.
6. Select Enter.
7. Use F3 to return to the TABLE MAINTENANCE MENU screen.
8. Choose 2 -- CODING TABLES and select Enter.
9. Choose 1 -- APPROPRIATION INDEX and select Enter.
10. Choose the **N** (**NEXT**) function and select Enter. Z96 is the only Appropriation Index on the agency’s table.