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Agency Financial Reporting System

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FINANCIAL TOOLBOX

October 2021

FINANCIAL TOOLBOX

TABLE OF CONTENTS

General Information

Security

Functions and Templates

Reports

FINANCIAL TOOLBOX

Contacts

For questions or interest in trying the Financial Toolbox, please contact the OFM Help Desk at HereToHelp@ofm.wa.gov or 360-407-9100.

Workflow

The **Financial Toolbox** workflow for transactions interfacing to the Agency Financial Reporting System (AFRS) is:

- Enter or up-date financial transactions in the Financial Toolbox template on the user's desktop (i.e. Excel, Access, Notepad, etc).
- Save the template of transactions as a tab delimited text file on the user's personal computer or agency shared drive.
- A Submitter points the Financial Toolbox to the file, selects a transaction report and [clicks] **Submit** to AFRS.
- The Financial Toolbox performs template and data edits and provides a transmittal results screen with any edit error(s) and the transmittal status to the Submitter.
- If the file of transactions passes the edits, the Financial Toolbox transmits the file to the AFRS batch interface process and the selected transaction report is E-mailed to the Submitter.

The **AFRS** workflow for transactions after they have interfaced is:
- The "Batch Interface Log", BI screen allows the user to see when the batch interfaced into AFRS.
- Within AFRS, the batch is run through the AFRS edits
- The batch will be placed in a Hold or Error status in the "Batch Header Summary", IN.3 screen
- The Submitter, if necessary, can correct the transactions in AFRS in one of two ways:
  - o Correct the errors directly online
  - o Delete the batch in AFRS. Go back to the original transaction template and correct the transaction and resubmit the batch.
- The AFRS user with the security level of Release in AFRS will release the batch for processing.

Overview

The Financial Toolbox is a product offered and maintained by the Office of Financial Management (OFM). The Financial Toolbox is offered at no cost.

The Financial Toolbox is a web-based product. It enables users to interface AFRS financial transactions from a user's desktop to the mainframe for processing. Only a Submitter user roles can interface financial transactions to AFRS (See –Interface Financial Transactions to AFRS) that E-mails the selected Financial Toolbox transaction report of the transmitted data and places the batch of financial transactions in the AFRS Batch Header Summary screen (IN.3).

FINANCIAL TOOLBOX

The Financial Toolbox home page contains tabs for running the toolbox functions. After the user clicks on a tab, the user is required to enter specific information on a form for the toolbox function to run. All toolbox functions edit the file path, the correct template column titles, and the data in the template for proper type and length.

Operating Environment

The user will need a compatible internet browser (Internet Explorer 5.5 or greater, Edge, or Chrome).

Operating Hours

The Financial Toolbox is available 24 hours a day. You will only be able to submit to AFRS during their regular hours of operation which currently are:

- Monday through Friday from 6:30 am to 7:30 pm
- Saturday from 7:00 am to 7:30 pm
- Sunday from 7:00 am to 1:00 pm

NOTE: Batches sent to AFRS on Saturday and Sunday can be released but will not be processed until Monday night.

Edits / Rules / Tips

The Financial Toolbox provides templates containing column titles that correspond to the AFRS coding element fields. These column titles are the key that enables the Financial Toolbox to transmit data with one click of the mouse. The template column titles must meet the template standard in spelling; column titles cannot be changed. Templates must be saved in a tab delimited text format for interface transmittal. The user can change the order of the toolbox template data element column positions and remove or hide optional template column titles.

Limited Financial Toolbox edits occur on transmitted data values. The template required column titles must be present, spelled correctly and the columns contain data values for each row. The data value entered in a required or optional template column is validated for proper length and type. To view the value format requirements, display the template. In the template place the cursor on each column title to display comments on the value format. (See – Interface Financial Transactions to AFRS, Financial Transaction Template).

FINANCIAL TOOLBOX

You can receive confirmation of your upload to AFRS by one of the following:
- Results screen with Toolbox that will state "Upload Process Completed Successfully"
- Or, by an email that states that the data has been "Upload Process Completed Successfully" and a report showing the details of the data that was transmitted to AFRS.

If this message does not appear, requested data is missing. The user can delete this message or the financial toolbox is programmed to remove this message on table transmittals.

Financial Toolbox Tips:

- To ensure that Microsoft Excel saves tab delimiters for all empty columns, verify that the last column in the worksheet contains some data in at least every 16 rows throughout the file. To remove this potential problem of losing a partial column containing data have the last column contain values for each row. For example, keeping the amount column as the last column will prevent this problem.

- If an error occurs in transmittal, but the spreadsheet appears correct and the error cannot be seen, then copy the data from the current worksheet to a new worksheet and submit.

- To remove Microsoft Excel rows or columns do not highlight the data and press delete. This will cause blank rows or columns. Blank columns will cause a transmittal error. The proper way to remove Microsoft Excel rows or columns is to select the rows or columns, [click] the **edit** menu and [click] **delete**.

- Enter the decimal point to indicate cents in the amount field. For example, the amount 100 is transmitted as 100.00 (one hundred dollars) and not 1.00 (one dollar).

- The Financial Toolbox will on transmittal auto fill the document date (uses current date). If the document date is present it will not be replaced. All these fields are replaced: any field from a master index, the vendor fields from the vendor number, and for an SWV vendor number a regular payment transaction code to an IAP transaction code.

- On the transmittal status screen use the browser back button to retain settings on the transmittal screen; [clicking] the **Batch Interface to AFRS** tab will display a cleared screen.

- To change numbers formatted or entered as text to numeric data in Microsoft Excel, select a blank cell. Format the cell as number with 2 decimal places (on the Format menu [click] Cells, then in the Category box [click] Number and in the Decimal places box select 2). In the cell, [type] 1 and then [press] Enter. [Click] the cell containing 1.00, and then [click] Copy on the Formatting toolbar. Select the range of cells that contain the "text" numbers. On the Edit menu, [click] Paste Special, [click] Multiply, and then [click] OK.

- In Microsoft Access to format an amount field as numeric without a leading dollar sign use this formula in the query:

    Amount: Format(FormatNumber([table name]![field name],2),"Fixed")

- An Agency can change the password expiration days for all users. The current default is 120 days. An agency can select between 1 day and 120 days. The Agency Administrator must E-mail the Help Desk at HereToHelp@ofm.wa.gov to change the password expiration days.

- A user can enter distribution percentages and short notes in the Info and comp columns (limit 50 characters). The worksheet template can be saved with these column entries. When the template is used in the **Batch Interface to AFRS** tab, these columns are dropped in the output file.

- When uploading to Financial Toolbox, there is a row limit of 65,536. If this limit is exceeded, the application will error & the file will not upload. If an agency is wanting to upload a file that exceeds this limit, it is suggested that the file is broken down into multiple, smaller files.

Web Page Address (URL)

The Financial Toolbox web address is: https://ftbx.ofm.wa.gov

Access to systems page containing all OFM products is located at:

https://www.ofm.wa.gov/it-systems/accounting-systems/agency-financial-reporting-system-afrs/financial-toolbox

The Financial Toolbox can be selected from this page.

Become a User

An agency must complete and submit the security form (see – Financial Toolbox Administrator Security Form on the AFRS Financial Toolbox IT Systems web page) to the Help Desk via email at HereToHelp@ofm.wa.gov and OFM will set-up the Financial Toolbox Agency Administrator(s). The Agency Administrators will then set-up the agency users.

To become an agency user follow these steps:

1. Contact your approving authority to use the Financial Toolbox.
2. If authorized to use the Financial Toolbox your approving authority will provide your Agency Administrator with your:

   - E-mail address,

     Your correct E-mail address is important. E-mail is used to notify you when you are added to the Financial Toolbox, get a new password assigned, or receive attachments from AFRS created files or reports.

   - agency number(s) (four characters),

   - first name, last name, middle initial (optional),

     and

- the user role (Only one of the following two roles must be selected) –

    1) "AFRS Submitter" to submit all types (dependent on AFRS security) of AFRS transactions

    2) "AFRS Preparer" to test any type of AFRS transactions against the Financial Toolbox edits, but cannot transmit the batch to AFRS

    *When logged on to the Financial Toolbox, a user can [click] the **My Profile** tab, then [click] the **Manage User Profile** link to view their user role(s).*

3. The Agency Administrator will provide your User ID and add you to the Financial Toolbox. **Financial Toolbox User ID must be the same as the AFRS User ID.**

    - Other Systems that use the same security but don't require matching AFRS are:

        i. Enterprise Contract Management System (ECMS)

        ii. Disclosure Forms

    - If they are already on one of these systems you will need to change the User ID in the other system(s). If you need assistance with this change please contact the OFM Helpdesk.

4. When added to the Financial Toolbox you will receive two E-mails. One E-mail is your user ID. The other E-mail is your Financial Toolbox assigned password. Your Financial Toolbox assigned password is temporary. The first time you logon, the Financial Toolbox will require you to change your Financial Toolbox assigned password.

Note: Agency staff can create financial transactions in the Financial Toolbox template for interface to AFRS. Only a Preparer or Submitter can access the Interface to AFRS transmittal form that performs Financial Toolbox edits against the financial transaction(s). The batch of AFRS transactions must reach the AFRS batch interface for the AFRS edits to apply.

FINANCIAL TOOLBOX
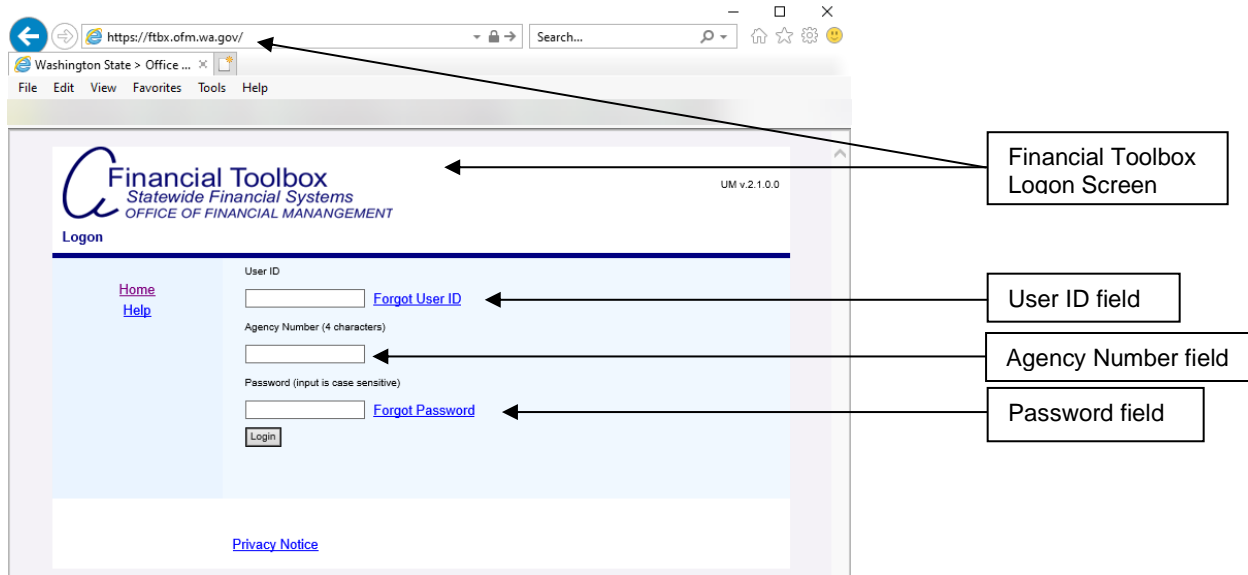
Logon

The logon screen provides security to the Financial Toolbox. Complete the following steps to log on:

1. Open any of the three recommended browsers (Internet Explorer 5.5 or greater, Edge or Chrome)
2. Type **https://ftbx.ofm.wa.gov/** in the **Address** field and click **Go**, or press [Enter].
   The Financial Toolbox logon screen is displayed.
3. Type your User ID assigned by the Agency Administrator in the **User ID** field, and press [Tab] to move your cursor to the next field.
4. Type your agency number (four characters) in the **Agency Number** field, and then press [Tab] to move your cursor to the next field.
5. Type your Password in the ***Password** field.
   *Please note that passwords are case sensitive. Your Agency Administrator does not know and cannot view your password.
6. [Click] **Login** or press [Enter] to initiate a connection to the Financial Toolbox.
7. When the information is validated the Financial Toolbox Home page will display.

The agency number entered is the agency you will be working in. This agency number is automatically entered on all Financial Toolbox transmittals. On the Interface to AFRS transmittal form the agency you are working in is:
   (1.) AFRS batch header agency,
   (2.) Financial transaction input agency and
   (3.) Posting agency.

Note: the Financial Toolbox will edit the financial transaction(s) to ensure that the posting agency is blank. If you need to interface financial transactions from another agency, log out and logon with the other agency.

System Assigned Password

If you forget your Password, complete the following steps to get a new Financial Toolbox assigned password:

1. Go to the Financial Toolbox logon screen (see – Logon [to display the Financial Toolbox logon screen]).
2. [Click] the **Forgot Password** link on the logon screen.
3. The Forgot Password screen will display.
4. Type your logon ID assigned by the Agency Administrator in the **User ID** field, and then [press] the Tab key to move your cursor to the next field.
5. [Type] your agency number (four characters) in the **Agency Number** field.
6. [Click] **Submit** or [press] the Enter key.
7. When the information is validated you will receive E-mail notification of your Financial Toolbox assigned password. Your Agency Administrator does not know and cannot view your password.

The Agency Administrator can also request a Financial Toolbox assigned password for you, and you will receive an E-mail notification of your Financial Toolbox assigned password.

Your Financial Toolbox assigned password is temporary. The first time you logon, the Financial Toolbox will require you to change your Financial Toolbox assigned password (see – Change Your Password).

Change Your Password

FINANCIAL TOOLBOX

To change your password, [click] the **My Profile** tab, [click] the **Manage User Profile** link, and [click] the **Change Password** link. For an Agency Administrator [click] the **Administration** tab, [click] the **Manage User Profiles** link, [click] the **Change Password** link.

Logging on the first time with a Financial Toolbox assigned password will require you to complete the change password screen. Enter your current password, new password, and confirm new password on the screen and click **Save**. A valid password must be:

At least eight characters long,
Contain a special character i.e. ! # $ % ( ) * + , - . / ; : = ? @ [\ ] ^ _ ' { } \ | ~,
Contain two of the following three items
- An uppercase letter
- A lower case letter
- A number,
And not contain the user's last name, first name or user ID.

When the information entered is validated, your new password will be effective.

Change Your Name and / or E-mail Address

To change your first name, last name, middle initial (optional) and / or E-mail address, [click] the **My Profile** tab, [click] the **Manage User Profile** link. [Type] the information on the screen and [click] **Save**. Validation occurs to the information. The first name, last name, and E-mail are required, and E-mail must format as characters@characters.characters. A user cannot change their User ID, authorized agency(s), or authorized system roles. The Agency Administrator can also change your first name, last name, middle initial (optional) and / or E-mail address.

FINANCIAL TOOLBOX

The Enterprise Reporting reports, the user desktop and the AFRS Batch Interface are system functions performed in products that are not part of the Financial Toolbox capabilities per se.

User Desktop Functions

The user desktop workstation provides the capability for a user to enter AFRS financial transactions.

The user will utilize spreadsheet software, such as Microsoft Excel, on their desktop. The user can manually enter this data to their spreadsheet software. The data must be in the templates required for the Financial Toolbox functions.

Financial Toolbox Template

The Excel template is located in the **Templates** tab. This is used for the Batch Interface to AFRS function of Financial Toolbox.
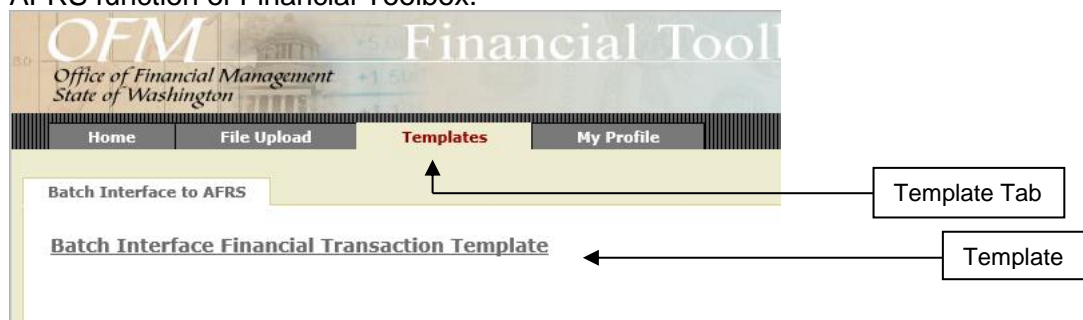
Basic requirements
- The user cannot change the toolbox template data element column titles.
- The user can change the order of the toolbox template data element column title positions and can exclude the optional data element column titles.
- File must be saved as a tab-delimited text file.
- Negative numbers are not permitted for the Batch Interface to AFRS function.

Template data Elements:

> Column heading **R, O, NU & TC** indicate if data element is:
> **R**= Required
> **O**= Optional, does not need to be entered by the submitting agency.
> **NU**= Not Used, does not need to be entered by the submitting agency.
> **TC**= Controlled by the Transaction Code

System will add ***spaces in the field*** if not used.

FINANCIAL TOOLBOX

Template Column Title	Element Length	R, O, NU & TC	Special Format	Name
tc	3	R		Transaction code
mod	1	O		Modifier
rev	1	O		Reverse
post_fm	2	O		Posting fiscal month
mi	8	O		Master index
ai	3	TC	Third character can be an asterisk	Appropriation index
fund	3	R		Fund
pi	5	O		Program index
oi	4	O		Organization index
proj	4	O		Project
sproj	2	O		Sub-Project
proj_ph	2	O		Project phase
sobj	2	O		Sub-Object
ssobj	4	O		Sub-Sub-Object
mgrp	2	O		Major group
msrc	2	O		Major source
ssrc	6	O		Sub-Source
v_gl	4	O		Variable GL Account
sub_dr	6	O		Subsidiary debit
sub_cr	6	O		Subsidiary credit
wc	3	O		Work class
bu	3	O		Budget unit
cnty	3	O		County
cty	4	O		City
ut	1	O	"T"	Use tax
mos	4	O	YYMM	Month of service
alloc	4	O		Allocation code
rrw	1	O		Regular warrant override
doc_dt	6	O	YYMMDD	Document date
cur_doc	1-8	R		Current document
cd_sfx	1-2	O		Current document suffix
ref_doc	1-8	TC		Reference document
rd_sfx	1-2	O		Ref document suffix
due_dt	6	O	YYMMDD	Due date
pay_flg	1	O		Pay flag
agy_flg	2	O		Agency flag
contract	1-8	O		Contract number
pmnt_ec	2	O		Payment Exception Code
vendor	10	O		Vendor number*
vendor_sfx	2	O		Vendor number suffix*
vt	1	O		Vendor Type*
tin	9	O		Tax identification number
irs	1	O		Internal Revenue Service
tt	1	O		Tax Type

FINANCIAL TOOLBOX

Template Column Title	Length	R, O, NU & TC	Format	Name
v_msg	1-25	O		Vendor message
v_name	1-32	TC		Vendor name*
v_add1	1-32	TC		Vendor address line 1*
v_add2	1-32	O		Vendor address line 2*
v_add3	1-32	O		Vendor address line 3*
v_city	1-19	O		Vendor city*
v_state	2	O		Vendor state*
v_zip	9	O		Vendor zip (5 or 9)*
us_f	1	O		US or Foreign*
Invoice	30	O		Invoice number
inv_dt	8	O	CCYYMMDD	Invoice date
account	30	O		Account
agree_id	11	O		Agreement id number
order_id	5	O		Order Id number
Cobj	5	O		Cost objective
Caft	1	O		Cost allocation funding type
gl	4	TC		General Ledger
info	50	O		Information
comp	50	O		Computation
ui	6	O	Alphanumeric	Unique Identifier (FPMT)
amount	13	R	Decimal used for cents in FTBX	Transaction Amount

You can find further definition of the fields in the AFRS BATCH INTERFACE documentation that is out on the OFM website: AFRS documentation | Office of Financial Management (wa.gov)

VENDOR REQUIREMENTS:

VENDOR-NO
If a valid vendor number is entered, the vendor fields will be filled in from the Vendor Table.

US-FOREIGN INDICATOR
This indicator is controlled by the agency. Generally, the US or Foreign indicator is established by the vendor record. However, an Exception Code record can be established by an interface and this field **must** be set for the edits.

VENDOR-CITY, VENDOR-STATE, AND VENDOR-ZIP
If payment is being made using an Exception Code and the payee is for a US address you are **required** to enter the city, state and zip in the appropriate fields.

AFRS Batch Interface to AFRS

The user determines what financial data should be entered to create the AFRS financial transactions. The AFRS Batch Interface receives the transmittal from the Financial Toolbox and edits the AFRS financial transactions. These edits use the tables in AFRS. The batch is then placed in hold or error status. A user with AFRS batch release security must release the batch for it to process in AFRS

Note: Depending on the browser, the Financial Transaction button may show "Browse…" or "Choose File". Both have the same functionality.

To interface financial transactions to AFRS complete the following steps:

1. [Click] the **Batch Interface to AFRS** tab contained in the **File Upload** tab.
2. The Batch Interface to AFRS screen displays.
3. Select the Fiscal Month from the **Fiscal Month** drop down list, if appropriate. *The fiscal month default is the current fiscal month. Selecting a closed fiscal month will change the biennium field to next biennium. The biennium field is protected.* After selecting the fiscal month, then [press] Tab to move the cursor to the next field.
4. Type your batch type in the **Batch Type** field.
   - The message of "Invalid Batch Type" will display on the transmittal screen if:
     - o The batch begins with the letter P, T, W, Y, Z or
       - X in FM25
       - A for DSHS
       - Q (Except for QF or QG)
   - On transmittal, the Batch Type is verified to the AFRS Batch Type security that is allowed for the User ID.

5. [Type] your batch number in the **Batch Number** field.

6. [Type] the directory to the file of transactions in the **Financial Transactions** field or [click] the **Browse** button to navigate to the file of transactions.
    - If the **Browse** button is clicked, move through the directory and select the file of transactions. [Click] the **Open** button. The directory to the file is entered in the **Financial Transactions** field.

7. A Submitter must choose one of four reports from the **Report** drop down list.
    - Transaction Listing (DWP91004)
    - Payment Listing (DWP91005)
    - No Report (No E-Mail).
    (*see – Financial Toolbox Reports for a listing of the fields and sort order*).
8. [Click] **Submit** or [press] the Enter key to initiate the transmittal to AFRS. Upon clicking **Submit** the batch type, batch number, report and file path are edited. If the batch type, batch number, report or file path is missing or the file path does not identify a file, a user message will display on the form. If the required file path is to a file, then the file template data is edited.
9. The user will receive an on-line message that the upload process completed successfully or that there are errors, and that the upload process did not complete.
    If the on-line message is "Upload Process Completed Successfully" the interface process creates the batch of AFRS financial transactions and creates the transaction transmittal report selected for the transactions interfaced. The Submitter receives the transmittal report selected for the financial transactions interfaced to the AFRS batch interface as an E-mail attachment unless No Report (No E-Mail) is selected.
    The E-mail attachment has a 30,000-row limit. If the row limit is exceeded, multiple E-mails with an attachment will be received until the Financial Toolbox transaction report completes.

Batch Header Elements:

A Batch Header Record will be created using the data elements that were entered from the Batch Interface Tab. Additional fields will be system generated.

Column heading **R, O, NU & TC** indicate if data element is:
R= Required
O= Optional, does not need to be entered by the submitting agency.
NU= Not Used, does not need to be entered by the submitting agency.
TC= Controlled by the Transaction Code

Template Column Title	Length	R, O, NU & TC	Format	Name
agy	4	R		Batch (Input) agency
b_dt	6	R		Batch date (YYMMDD)
b_type	2	R		Batch type
b_num	3	R		Batch number
Dup_rcd_Ind	1	NU		Duplicate Record Indicator
tran_type	1	R		Transaction Type
seq_num	5	R		Sequence number
Bien	2	R		Batch (Input) biennium
Fm	2	R		Batch (Input) fiscal month

Transmittal Status On-Line Report

The transmittal status screen is supplied to all user roles. This report automatically appears on-line for every transmittal. "Valid Transactions" does not include transactions in error or zero amount transactions removed. These transactions with the error condition(s) are listed at the end of this status screen. "Lines in File" is all the rows in the file and includes the column titles row and the blank row(s).

FINANCIAL TOOLBOX

AFRS Transactions Reports (Report sorts follow this chart)

	DWP91004	DWP91005
Report Header Fields: (Header Displays on any field change)		
Agency	X	X
Biennium	X	X
Posting Fiscal Month	X	X
Current Document Number + Suffix		
Reference Document Number + Suffix		
Batch Type	X	X
Batch Number	X	X
Report Detail Fields:		
Current Document Number + Suffix	X	X
Reference Document Number + Suffix	X	X
Transaction Code	X	X
Reverse	X	X
Modifier	X	X
Fund	X	X
Master Index	X	X
Appropriation Index	X	X
Program Index	X	X
Allocation Code	X	X
Sub-Object	X	X
Sub-Sub-Object	X	X
Organization Index	X	X
Budget Unit		
Month of Service	X	X
Project	X	X
Sub-Project	X	X
Project Phase	X	X
Major Group	X	X
Major Source	X	X
Sub-Source	X	X
Cost Objective		
Cost Allocation Funding Type		
Vendor Number + Suffix	X	X
Vendor Name	X	X
Amount	X	X
Variable General Ledger Account	X	X
Subsidiary Debit	X	X
Subsidiary Credit	X	X
Invoice Number		X
Invoice Date		X
Account Number		X
Vendor Message		X
Budget Unit		X
Work Class		X
Internal Revenue Service		X
Agency Flag		X
OMWBE		X
Contract Number		X
Use Tax		X

Sort the transactions in the template in the order you want them to display on the DWP reports prior to the submittal.

Appendix A – Glossary

Term	Description
Accrued	Goods or services received, but not paid for at the end of the accounting period.
Base	The first level in the base hierarchical structure; below the base is the base element. An intermediary cost pool. A base uses one of the federally approved methodologies to distribute costs between cost objectives.
Base Element	The second level in the base hierarchical structure; below the base element is the base element sequence. The element contains a target base or cost objective. The element also contains a value for the base methodology. The value is converted to a percent that applies to the target base or cost objective. Through the plan build the target base is converted to cost objectives. Each cost objective receives a percent of the base percent. The sum of the cost objective percents in a base is 100 percent.
Base Element Sequence	The third level in the base hierarchical structure. Used only for automated bases. Each sequence has a program index / allocation code combination that retrieves a value for a fiscal month. The sequence can also contain an adjustment value that is manually entered. The element value is the sum of the sequence values.
Cost Objective	A federal grant, part of a federal grant or a state funded program. A cost objective has a federal, state and / or local share.
Disbursement	A payment. In the cost allocation system a disbursement is represented by general ledger accounts 6510 or 51xx for dollars and 0120 or 0140 for FTEs.
General Ledger Account	A four-digit code that represents an asset, liability or equity and includes budgetary and FTEs.
IFT	IFT is inter-fund transfer. IFT automatically creates the journal voucher to the State Treasurer and eliminates the agency prepared paper journal voucher to the State Treasurer.
Liquidation	Payment of a liability, receipt of a receivable, or reduction of an encumbrance.
Maintenance	Another term for "Update"
Methodology	A federally approved distribution method applied to a base.
Update	A term that encompasses adds, change and delete.