



## Office of Financial Management

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

### *AFRS Transaction Maintenance*

---

### *Transaction Input, Batch Balancing and Batch Release*

NOVEMBER 2025

# TABLE OF CONTENTS

	PAGE
<i>INTRODUCTION</i>	
<i>What is Transaction Input?</i>	1
<i>Transaction ID</i>	2
<i>Payment Batch Number</i>	3
Includes ACH (EFT) and Interagency (IAP) Payments	
<i>INPUT INITIAL BATCH</i>	4
<i>Create A Batch (IN.1)</i>	5
Enter Financial Transaction (IN.1.1)	9
Batch Balance (IN.1.7)	16
<i>BATCH RELEASE</i>	18
<i>ACCESS BATCHES FROM</i>	
<i>BATCH HEADER SUMMARY (IN.3)</i>	20
<i>Transaction Review</i>	24
Print Selected AFRS Reports	30
<i>RETRIEVE AN ENCUMBRANCE</i>	32
<i>VENDOR CODING ELEMENTS</i>	34

# INTRODUCTION

## WHAT IS TRANSACTION INPUT?

Transaction input is an AFRS system function that provides for the on-line 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.**

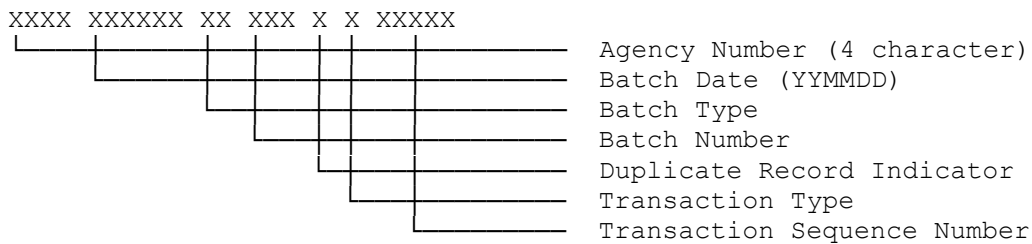
A released batch will process at night. A released batch can be recalled before the nightly processing and the batch header and/or financial transactions can be deleted, changed or added. The nightly processing creates daily reports which list by transaction ID the financial transactions that posted 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:



On daily control reports, the transaction ID for the batch header usually contains zeros in the Transaction Sequence Number and Duplicate Record Indicator.



# 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 by the State Treasurer. The batch types that are restricted are as follows:

<b>A_</b>	<b>DSHS ONLY: Batch Type A* cannot be added or deleted by agency. Contact the OFM Helpdesk at HereToHelp@ofm.wa.gov.</b>
<b>P_</b>	<b>Payroll</b>
<b>Q_</b>	Restricted per OFM Statewide Accounting
<b>QT</b>	Allotment System
<b>T_</b>	State Treasurer
<b>W_</b>	AFRS Restricted for old processes (WC=Warrant Cancellation, WS-SOL, & WW-System payment wraps)
<b>X_</b>	To only be used for accrual process (see below)
<b>Y_</b>	Automatic Reversal of AFRS Batch Type X_ - described below
<b>Z_</b>	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.

- **Batch 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
S NUMBER VENDOR NAME DBA BILL MULTI
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.

**Note: The batch header count and amount can't be changed for payroll batches with an origin code of HR or PR.**

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)



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:

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



**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)



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 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 to 14 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
<b>DWP91001 Transaction Batch Report</b>	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 <ul style="list-style-type: none"> <li>• Can be used as document to send to Treasurer and has signature block.</li> <li>• It is can also be used as internal documentation of SOL &amp; ACH Returns and does not need to be sent to the Treasurer.</li> </ul>

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 suffix 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. **FINAL LIQUIDATION:**

- 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. **INCORRECT DOCUMENT NUMBER:**

- a. The reference document number and suffix entered were incorrect. Check the current document number and suffix on the transaction that created the encumbrance. The *reference document number and suffix must match exactly* 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:

- All coding elements except Use Tax & UBI are loaded from the Vendor table
- 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.
- 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 allow you to enter the following:

- Exception codes that do not allow TIN number will not allow entry of TIN Number, Tax Type or UBI number. They will be protected.
  - 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.
  - Position 1 must be alphanumeric, no special characters
  - Position 2 must be alphanumeric, space or one of the special characters noted above
  - 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)*