

## AFRS DATA SECURITY INITIATIVE

The Department of Enterprise Services and Office of Financial Management have partnered to address security of AFRS Vendor Payment data accessed through Enterprise Reporting. Starting the evening of September 4<sup>th</sup>, Agencies will only be able to access Vendor Payment Related data for the agencies they have been assigned, unless pre-approval has been obtained through the process outlined in the communications posted on the [OFM Data Access](#) web page.

### When

The Enterprise Reporting Team will be updating to the system Thursday, September 4<sup>th</sup> from 7:00pm to 9:00pm. During this maintenance period you may experience periodic service interruptions.

### What do you need to Know

#### Financial and Daily Reports Changes

Twenty reports will be impacted. The changes are being made to secure the vendor payment information displayed in the reports. The changes will only be to these 20 reports and will not affect other Financial, Budget, or Enterprise Reports. The list of the 20 reports is available on the [Enterprise Reporting Maintenance and Upgrades Web Site](#).

Report changes are:

- Customers will not be able to view other customers' historical instances; you will only be able to view your own. If a customer has statewide access they will continue to be able to view other customers' historical instances.
- When selecting an agency on these reports customers will only be able to select an agency to which they are assigned.

#### How to get transaction detail for another agency

If you need to access to the Expenditure transaction level detail for another agency you can use either the *General Ledger Summary Flexible* or the *General Ledger Analysis Flexible*. These reports will show the transaction detail without the vendor information. Please remember to select the correct [General Ledgers](#) for the detail you would like to view.

For Revenue detail there is a new report called *Revenue Activity Flexible without Vendor*. This report is a clone of the *Revenue Activity Flexible* report with the vendor column removed.

#### Web Intelligence Changes

The Web Intelligence Universes for all AFRS Biennia, 1999 through current, will have vendor security assigned as well. All customers will continue to have access to the Vendor information for inclusion in reports; however, if a dimension from the vendor class is selected, the report will automatically be filtered to only those agencies the customer has access to view.

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## **How to request a higher level of security**

If you need to view vendor information for an agency you are not currently assigned please complete the User Access Form and a Non-Disclosure Agreement and submit to your agency administrator. All forms are available on the [OFM Data Access](#) web page.

## **Questions**

Please send any questions to the DES Solutions Center at [solutionscenter@des.wa.gov](mailto:solutionscenter@des.wa.gov).