AFRS

Agency Financial Reporting System

General Use Financial Toolbox

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General Information

Contacts

For questions or interest regarding the Financial Toolbox, please contact the Solutions Center at solutionscenter@des.wa.gov or call 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, if selected a transaction report, is emailed 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:
  - Correct the errors directly online.
  - Delete the batch in AFRS and return 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 Department of Enterprise Services (DES). The Financial Toolbox is offered at no cost.

The Financial Toolbox is a web-based product that enables users to interface cost allocation tables, plan and financial data, and AFRS financial transactions, from a user's desktop to the mainframe for processing.

- All Agencies - one of the two Submitter user roles can interface financial transactions to AFRS (See –Interface Financial Transactions to AFRS) that emails 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).

The Financial Toolbox provides the user with a link to Enterprise Reporting Standard Reports for the user to download data to a file, which the user opens on their desktop. The Enterprise Reporting data download report is in the Financial Toolbox spreadsheet software template with pre-defined column titles. The Enterprise Reporting reports are currently only for cost allocation data. The user can manually enter or modify data in the template. The data in the template is saved in a tab delimited text format for the interface transmittal.

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 an IBM compatible PC with spreadsheet software, Internet Explorer 5.5 or greater and Washington State intranet access.

Hours of Operation

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.

Note: 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 unneeded template column titles.

Limited Financial Toolbox edits are used on data columns. 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 format requirements, open the template and place the cursor on each column title to display comments on the format. For example, doc_dt=DocumentDate/Optional/Length:6/Criteria:Numeric YYMMDD (no spaces).

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.

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. 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 Microsoft Internet Explorer back button to retain settings on the transmittal screen; clinking 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:
    1. Select a blank cell.
    2. Format the cell as number with two decimal places (on the Format menu [click] Cells, then in the Category box [click] Number and in the Decimal places box select 2).
    3. In the cell, [type] 1 and then [press] Enter. [Click] the cell containing 1.00, and then [click] Copy on the Formatting toolbar.
    4. Select the range of cells that contain the "text" numbers.
    5. 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 one day and 120 days. The Agency Administrator must email the Solutions Center 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 **Merge Transactions** or the **Batch Interface to AFRS** tabs, these columns are dropped in the output file.

Security

Web Page Address (URL)

The Financial Toolbox can be selected from these URL pages:

- Access from within the State Intranet: https://ftbx.ofm.wa.gov
- Access from outside the State Intranet (fortress): https://fortress.wa.gov/ofm/ftbx
- Access to systems page containing all DES products is located at: http://www.des.wa.gov/services/IT/SystemSupport/Pages/default.aspx

Become a User

A new agency must complete and submit the security form (see attachment) to the DES Solutions Center via email at solutionscenter@des.wa.gov and DES will set-up the Financial Toolbox Agency Administrator(s). The Agency Administrator(s) will then set-up the agency users. Most state agencies are Toolbox customers.

Follow these steps to become an agency user:

1. Contact your approving authority to use the Financial Toolbox.
2. If authorized to use the Financial Toolbox, your supervisor will provide your Agency Administrator with your:
    - Your email address. Email is used to notify you when you are added to the Financial Toolbox, get a new Financial Toolbox assigned password, or receive email attachments from AFRS created files or reports.
    - Agency number(s) (four characters).
    - First name, last name, middle initial (optional).
    - User role–at least one role must be selected: One or none of these two roles:
        1. "AFRS Submitter" to submit all types of non-cost allocation AFRS transactions.
        2. "AFRS Preparer" to test any type of AFRS transactions against the Financial Toolbox edits, but cannot transmit the batch to AFRS.
    - 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 are but don't require matching AFRS:

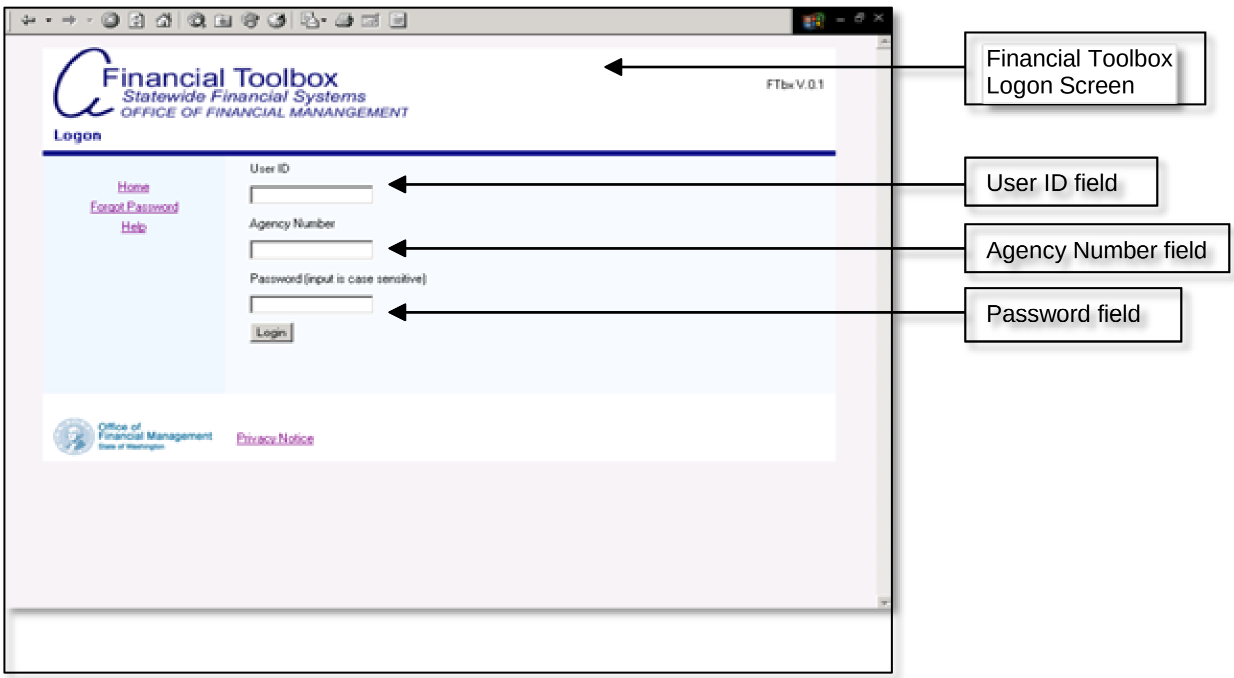
      a. Enterprise Contract Management System (ECMS)
      b. Disclosure Forms

- If they are already a member 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 DES Solutions Center.

3. When added to the Financial Toolbox you will receive two emails. One email is your user ID and the other is your Financial Toolbox temporary password. Once you first log in, the Financial Toolbox will require you to change your Financial Toolbox temporary 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.

Log in



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

1. Start Internet Explorer.
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. **Note:** passwords are case sensitive.
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 for. Some agencies work in two or more separate agency numbers. The agency number is automatically entered on all Financial Toolbox transmittals. On the interface to AFRS transmittal form the agency you are working in is:

- AFRS batch header agency.
- Financial transaction input agency.
- 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 log back in with the other agency number.

SYSTEM ASSIGNED PASSWORD

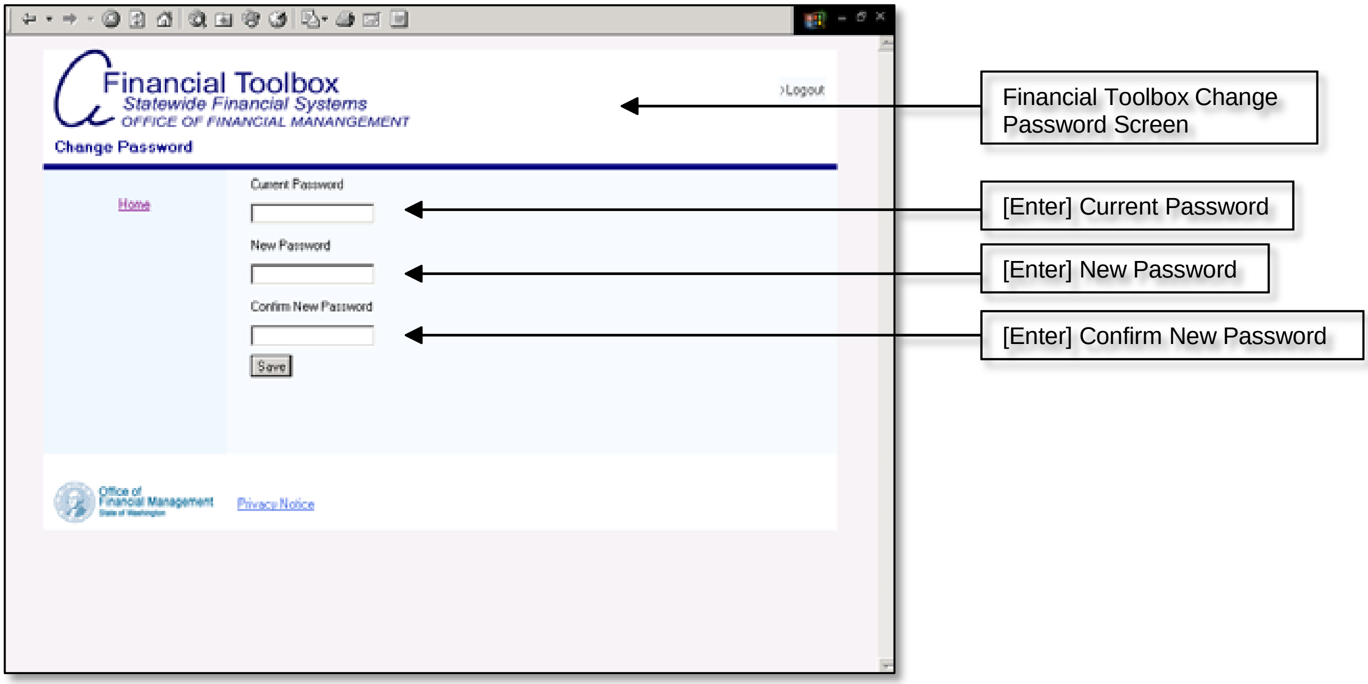
If you forget your Financial Toolbox password, complete the following steps:

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 log in ID 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 email notification of your Financial Toolbox assigned password.

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

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

CHANGE YOUR PASSWORD



Another way to change your password is to click:

1. **My Profile** tab
2. **Manage User Profile** link
3. **Change Password** link

Note: Agency Administrators can click on the **Administration** tab, [click] the **Manage User Profiles** link, [click] the **Change Password** link.

Logging on the first time with a temporary 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:

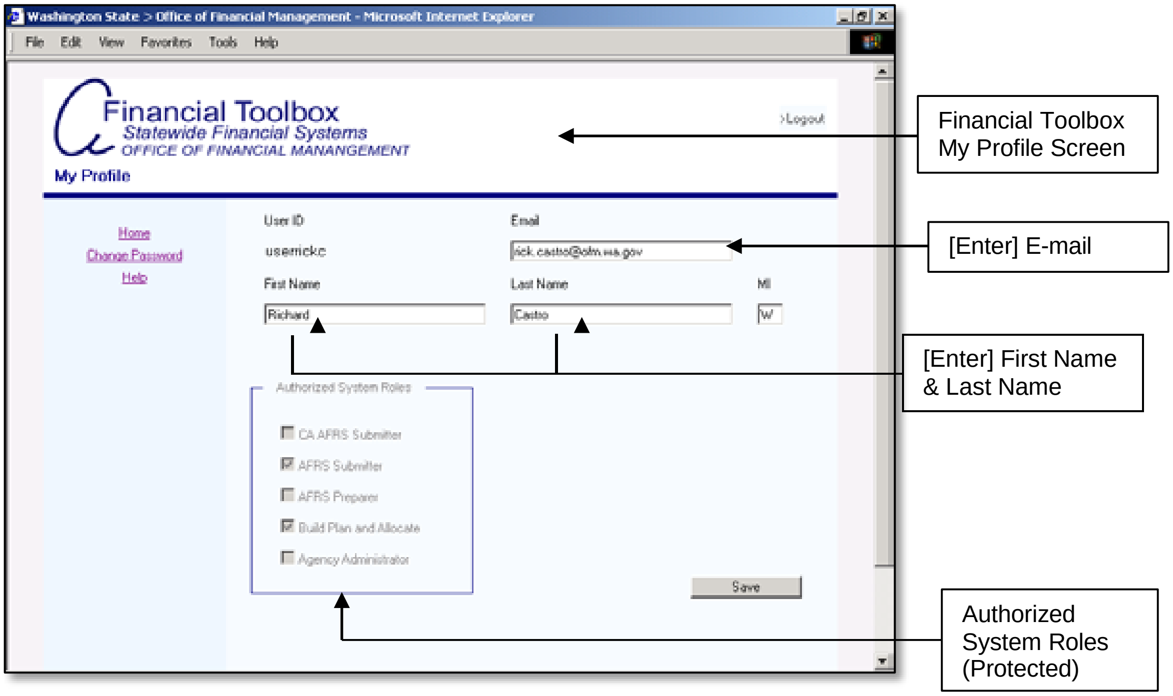
ü At least eight characters long,

ü Contain a special character i.e. ! # $ % ( ) * + , - . / ; : = ? @ [\ ] ^ _ ‘ { } \ | ~, Contain two of the following three items:

- An uppercase letter
- A lower case letter
- A number

Note: The password cannot contain the user’s last name, first name or user ID. When the information entered is validated, your new password will be immediately effective.

CHANGE YOUR NAME AND/OR EMAIL ADDRESS



To change your first name, last name, middle initial (optional) and/or email 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: abcd@agy.wa.gov.

A user cannot change their User ID, authorized agency(s), or authorized system roles. The Agency Administrator can change your first name, last name, middle initial (optional), and/or email address.

Other DES Products/User Desktop

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 software.

USER DESKTOP FUNCTIONS

The user desktop workstation provides the capability for a user to enter and/or modify financial data and/or AFRS financial transactions.

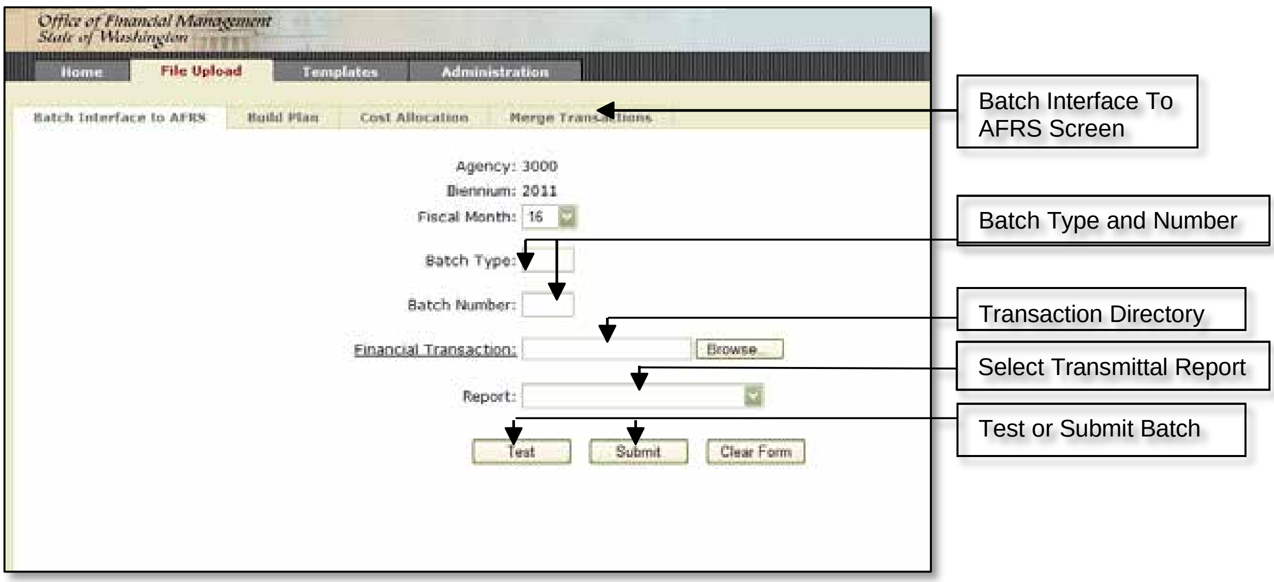
The user can also manually enter this data to their spreadsheet software. The data must be in the templates required for the Financial Toolbox functions. The user can modify the so the correct AFRS financial transactions can be prepared.

AFRS Batch Interface Functions

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.

Merge Data, Interface to AFRS

Interface Financial Transactions to AFRS



To submit 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 prior 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. If the batch type is invalid, begins with the letter P, Q, T, W, Y, or Z, also X in FM25 and A for DSHS the transmittal screen displays the message “Invalid Batch Type”. 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. The financial data interface must conform to the Financial Toolbox template. The file must be saved as a tab-delimited

text file and must contain the pre-defined column headings. 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.

7. In the **report** field, choose one of the reports or "no report," three reports can be selected (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.
9. 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. The user will receive an on-line message that the upload process completed successfully or that the template column titles or data in the templates is in error, 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. 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.

The financial data submitted must follow the Financial Toolbox rules. The user cannot change the template column titles. The user can change the order of the toolbox template data columns positions and exclude the optional columns.

You can find further definition of the fields in the AFRS BATCH INTERFACE documentation that is out on the DES website:
http://des.wa.gov/services/IT/SystemSupport/guidance/Pages/financialSystemsDoc.aspx

The column heading **R, O, NU, & TC** is used to indicate if a data element is **R**equired, **O**ptional, **N**ot **U**sed or controlled by the **T**ransaction **C**ode. Any field listed as '**O**' or '**NU**' does not need to be filled in by the submitting agency. System will **add spaces in the field** if not used.

The financial transaction template data element column title, element length, element requirement, special format, and name are:

Financial Transaction Templates

Template Column Title	Length	R,O,NU & TC	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	0		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

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
amount	13	R	Decimal used for cents in FTBX	Transaction Amount

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.

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_In d	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

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

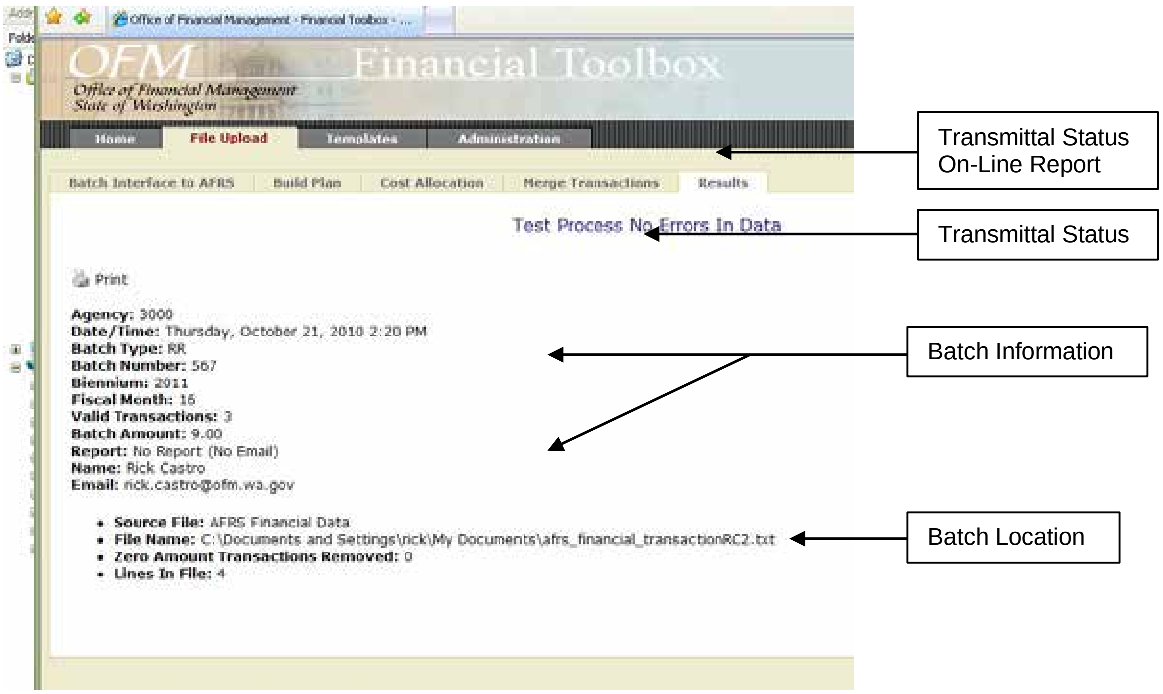
This indicator is controlled by the agency. Generally, the US or Foreign indicator is established by the vendor record. However, an Exception Code record can be established by an interface and this field must be set for the edits.

Vendor-City, Vendor-State, Vendor-Zip Code

If payment is being made using an Exception Code and the payee is for a US address then you are required to enter the city, state, and zip in the appropriate fields.

Reports

TRANSMITTAL STATUS ON-LINE REPORT



The transmittal status screen is supplied to all user roles. This report automatically appears online 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” are all the rows in the file and includes the column titles row and the blank row(s).

AFRS Transaction Transmittal Reports

The AFRS Transaction Reports display the following fields (Report sorts follow this chart):

	DWP91004	DWP91005
Report Header Fields:		
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**

State of Washington
Department of Enterprise Services
Enterprise Technology Services – Solutions Center

SECURITY ADMINISTRATOR(S) FOR DES FINANCIAL TOOLBOX

For information about the Financial Toolbox, visit our website at
http://des.wa.gov/services/IT/SystemSupport/guidance/Pages/financialSystemsDoc.aspx

AGENCY #: _________ AGENCY NAME: ____

The following individuals are designated as Security Administrator(s) for the Financial Toolbox. They are authorized to assign security for individuals within this agency.

___*Add* First Name:_________________________Last Name: ___________________________

___*Delete* E-Mail: ____

*Logon ID: | |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

___*Add* First Name:_________________________Last Name: ___________________________

___*Delete* E-Mail: ____

*Logon ID: | |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

___*Add* First Name:_________________________Last Name: ___________________________

___*Delete* E-Mail: ____

*Logon ID: | |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

*For a user to submit batches to AFRS, the user's Logon ID in the Financial Toolbox must be identical to the user's User ID in AFRS.

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:

Signature ____________________________________ Date _______________________

Printed Name _________________________________ Phone Number _______________

Title ____ Mail Stop __________________

APPROVAL OF NETWORK/DESKTOP ADMINISTRATOR OR DESIGNEE:

Financial Toolbox data are transmitted through the Agency's network. If there are concerns about the volume or type of data being transmitted, contact the DES Solutions Center at solutionscenter@des.wa.gov or call 360.407.9100.

Signature ____________________________________ Date _______________________

Printed Name _________________________________ Phone Number _______________

Title ____ Mail Stop __________________

Email form to: Solutionscenter@des.wa.gov

Or send form to:
Solutions Center
Department of Enterprise Services
PO Box 41433
Olympia, WA 98504-1433

DES USE ONLY: Security entered by______________________________Date ______________________
If new agency, verify: Folder set up____________________ Initiate backup GDG ____________________