Office of Financial Management
Better information. Better decisions. Better government. Better Washington.

Agency Financial Reporting System

Payment Card Menu

Quick Reference Guide
Screen TM.1.3

Table of Contents

Accessing the Payment Card Menu Screen

To access the Payment Card Menu screen, on the AFRS Primary Menu type your agency number and on the Select Function input line type **TM**. Press Enter.

```
=== 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: TM

                    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.
```

On the Table Maintenance menu, on the Select Function input line type **1**. Press Enter.

```
 === AFRS =(TM)=========== TABLE MAINTENANCE MENU =============== C105P05C ===
   TR: _____



                         1 -- ONLINE TABLES

                         2 -- CODING TABLES

                         3 -- SYSTEM CONTROLS

                         4 -- FEDERAL TABLES

                         5 -- IRS TABLES

                         6 -- COST ALLOCATION SYSTEM (CAS)



                         SELECT FUNCTION: 1


                    PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

On the Online Tables menu, on the Select function input line type **3**. Press Enter.

*Or, from any other AFRS screen, in the TR:_____(transfer field) type **TM.1.3**. Press Enter.*

```
    === AFRS =(TM.1)=============== ONLINE TABLES =================== C105P051 ===
      TR: _____



                        1 -- DESCRIPTOR MAINTENANCE

                        2 -- TRANSACTION CODE DECISION MAINTENANCE

                        3 -- PAYMENT CARD

                        4 -- PAYMENT EXCEPTION CODE TABLE

                        5 -- AGENCY SUB-SUBOBJECT INACTIVATE MAINTENANCE



                           SELECT FUNCTION: 3


                     F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

This will bring you to the Payment Card Menu Screen (TM.1.3).

```
    === AFRS =(TM.1.3)============ PAYMENT CARD MENU =============== C105P051 ===
      TR: _____



                        A -- ACCOUNT DETAIL

                        B -- ACCOUNT LIST






                           SELECT FUNCTION: _


                     F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

Account Detail (TM.1.3.A)

This screen is maintained by the agencies. (*OFM IT maintains the Card Types shown on the right of the screen via the AD.1.5.F screen*)

```
=== AFRS =(TM.1.3.A)============ ACCOUNT DETAIL ================= C105P132 ===
TR: _____   ORIGINAL ADD: ..........  LAST UPDATE: ..........   AGENCY: 9990
                  LAST USED: ..........


  FUNCTION: _  (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK)


        ACCOUNT: ____ _____               CARD TYPES:
                                                 1)  P_CARD___
  ACCOUNT VERIFY: _____               2)  CORPORATE
                                                 3)  CTS/CTA__
          TITLE: _____    4)  1-CARD_85
                                                 5)  SPEC_CORP
         STATUS: _                               6)  1-CARD_84

      CARD TYPE: _

  CARD TYPE TITLE: _____


                 F3=RETURN,  F12=MESSAGE,  CLEAR=EXIT
```

Functions: The function codes are as follows:

A = Add a new Payment Card record. Requires the following fields to be filled in:
Account: Credit Card Number (first four digits indicate Card Type)
Account Verify: Reenter card number
Note: the account number must be input on the Account line & the Account Verify line. If they do not match, the user will get an error.
Title: Title of payment card for agency use
Status: (A) Active or (I) Inactive
Card Type: Card type is based on the first four digits of the card number. We recommend reviewing other cards input for your agency to find another one that has the same first four digits & use the same card type or email heretohelp@ofm.wa.gov for OFM for assistance.
Card Type Title: Auto populated after Payment Record is added

C = Change any field except for Card Type Title on a payment card record. You must view the record before changing it. Change the function to **C**, change the fields to be updated, input the Account Verify field and press enter.

D = Delete a payment card record. You must view the record before deleting it. Change the function to **D** and press enter. Press F10 to confirm deletion.

V = View an existing Payment Card Account record. Requires specific Account number.

N = Displays the Next Account Detail record.

B = Back displays the previous record.

Account List (TM.1.3.B)

This is a listing of all the payment card accounts that have been input for the specific agency. The screen will be a blank screen at first. To populate the list of payment card accounts, press the enter key.

```
=== AFRS =(TM.1.3.B)============ ACCOUNT LIST ================== C105P133 ===
TR: _____                                            AGENCY: 9990

       FUNCTION: F (F=FIRST, N=NEXT, B=BACK)
  LINE FUNCTION: S = CHANGE ACCOUNT INFORMATION
                                                         CARD
   S    ACCOUNT              TITLE                       TYPE  STATUS
   _   XXXXXXXXXXXXXXXX  WA REGION 1_____      2     A
   _   XXXXXXXXXXXXXXXX  WA REGION 2_____      2     A
   _   XXXXXXXXXXXXXXXX  WA REGION 3_____      2     I
   _   XXXXXXXXXXXXXXXX  WA REGION 3_____      2     A
   _   XXXXXXXXXXXXXXXX  WA REGION 4_____      1     A
   _   _____  _____      _     _
   _   _____  _____      _     _
   _   _____  _____      _     _
   _   _____  _____      _     _
   _   _____  _____      _     _
   _   _____  _____      _     _
   _   _____  _____      _     _
   _   _____  _____      _     _
   _   _____  _____      _     _
   _   _____  _____      _     _

               F3=RETURN,  F12=MESSAGE,  CLEAR=EXIT
```

Functions: The function codes are as follows:

    F = Displays the First Account Detail page.

    N = Displays the Next Account Detail page.

    B = Back displays the previous page.

Line Functions: The line function codes are as follows:

    S = Select the Payment Card Record, will take you to the Account Detail Screen (TM.1.3.A).