Office of Financial Management
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Intermediate AFRS Practice Exercises

These are practice exercises you can use to become more familiar with the learning objectives demonstrated in the virtual training. You have been given access to the AFRS Training Environment for a limited time to complete the exercises. Your access to the AFRS Training Environment will expire in **two weeks** from the date of the class. Do not use the AFRS production environment to complete these exercises!

If you require assistance to complete the exercises, please use the following link to email the OFM Help Desk with the subject "AFRS Training Question": Click here to start an email. We will respond as soon as we are able and provide you with assistance.

Follow the instructions below to log into AFRS.

Exercise 1.   Log on to **AFRS**

1. At the **CA – TPX** menu, type your **Userid** and **Password** and select Enter.
2. This will take you to the **TPX MENU**. To get to the **AFRS** screen, you can do one of the following:
    - Enter **CICP3** on the command line and select Enter.
    - From the **TPX MENU**, enter an **S** next to **CICP3** and select Enter.
    - From the **TPX MENU**, place your cursor next to **CICP3** and select Enter.
3. On the **CICS** sign-on screen, type your **USER ID** and **PASSWORD** and select Enter. You will get a screen that says **SIGN-ON COMPLETE**.
4. Enter **F002** (F, zero, zero, two) in the upper left-hand corner of the screen and select Enter.
5. View the first AFRS Message Screen and select Enter.
6. View the second AFRS Message Screen and select Enter.
7. On the **AFRS PRIMARY MENU**, type in your **AGENCY** number and a two-character **MENU SELECTION CODE** and select Enter. Typing **9990** as your **AGENCY** number will connect you to the AFRS Training Environment.

Logging out of AFRS

1. Use **F3** until you are back at the **SIGN-ON COMPLETE** screen.
2. Type **LOGO** and select Enter.

For exercises 2-6, use your computer as needed to complete the exercise.

Exercise 2.   Look up a Statewide Vendor

The **COMBINED VENDOR SELECTION SCREEN** (**VE.1**) screen provides agencies with online views of statewide vendor records by vendor number, vendor name, TIN, or zip code. Statewide vendor records found through this screen can be viewed in detail by the use of the 'Select' feature.

Scenario: You have been asked to find several vendors matching different criteria. Using the instructions below:

- Search for King County vendors, then narrow the search for the King County FD 13. What is the SWV number?
- Find the Vendor name for SWV0073226-00.
- Find a business in the 98834 zip code.

1. At the **PRIMARY MENU,** you will type your agency number on the **AGENCY** line. For training, enter **9990** as your agency.
2. Then type **VE** into the **SELECT FUNCTION** line and select Enter. This will take you to the **VENDOR/PAYMENT/CANCELLATION MENU**.
3. Choose **1 -- COMBINED VENDOR SELECTION** and select Enter.
4. On the **IN.1.V** screen, type **P** in the **FUNCTION** field to conduct a Partial search for vendor records.
5. Type a partial (one or more characters) or complete vendor number, vendor name, TIN, or zip code in the appropriate field. Do not use more than one search criteria.
6. Select Enter.

Statewide Vendor Number Lookup website:

1. Go to https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup.
2. Enter the required information in the fields on this page (Ex. Your last name), and select **Search**.

Exercise 3. View a Blocked Vendor
1. Go to the AFRS **PRIMARY MENU**, choose the **VE** function, and select Enter.
2. Enter the number **3** into the **SELECT FUNCTION** and select Enter.
3. At the **VE.3 Statewide Vendor Maintenance** screen, you will need to find the statewide vendor that you want to view. Example: SWV0114178-01 Clallam County Fire Prot Dist 4. SWV0114178-04 is the only active record.
4. Once you have located the vendor, look for the **VENDOR STATUS** field.
   - SWV vendors will have one of the following:
     1) **A** = Vendor record is active and is available for use.
     2) **B** = Vendor record has been blocked and is not available for use.
     3) **F** = Vendor record has been blocked by the Office of Foreign Asset Control List (OFAC).
     4) **I** = Vendor record is restricted for use by OFM for IRS payroll payments.
     5) **S** = Vendor record is restricted for use by OFM for Savings Bonds Payroll payments from HRMS. (NOTE: Savings Bonds are no longer provided within HRMS so these vendors have been blocked.)
     6) **V** = Vendor record is restricted for use by OFM for Third-Party Payroll payments from HRMS.

Exercise 4.   Paying a Vendor

1. Go to the AFRS **PRIMARY MENU**, choose the **IN** function, and select Enter.
2. Type **1** to create a batch header on the next screen and select Enter.
3. Fill in the required fields:
   - **BATCH TYPE**: AA
   - **BATCH NO**: 2XX (where XX = your class workstation - 01-12)
   - **BIENNIUM**: (Use two digits for the current biennium)
   - **FISCAL MONTH**: (Use two digits for the current fiscal month)
   - **NUMBER OF TRANSACTIONS**: 1
   - **BATCH AMOUNT**: 10000 ($100 with two zeroes for cents)
4. Create the batch transaction with the following information:
   - **CURR DOC**: 123456
   - **VENDOR #**: (To find the vendor number, use **F4**, then type **P** for a partial search for a vendor name that includes "ACME." Then type **T** in the vendor selection field and select Enter.)
   - **TRANS CODE**: 210
   - **FUND**: 422
   - **APPN INDEX**: Z96
   - **PROG INDEX**: 80000
   - **SUB OBJECT**: EA
   - **SUB-SUB-OBJ**: A000
   - **AMT**: 10000
   - **INV DATE**: MMDDYY (Use any date.)
   - **INV #**: (Use any series of numbers and/or letters.)
5. Select Enter.
6. Select **F3** to view the **BATCH HEADER SUMMARY** screen.

Exercise 5.   Chart of Accounts (CoA) Table Lookup

1. From the **PRIMARY MENU**, enter your Agency number.
2. Enter **TM**, and select Enter.
3. Choose **1 -- ONLINE TABLES** and select Enter.
4. Choose **1 -- DESCRIPTOR MAINTENANCE** and select Enter.
5. Select the **N** (**NEXT**) function, and enter the following information:
   - **TABLE ID NUMBER**: 07 (Appropriation Code)
   - **BIENNIUM**: (Use two digits for the current biennium)
   - You can continue pressing **N** to get the next entry or number you want.
6. Select Enter.
7. Use **F3** to return to the **TABLE MAINTENANCE MENU** screen.
8. Choose **2 -- CODING TABLES** and select Enter.
9. Choose **1 -- APPROPRIATION INDEX** and select Enter.
10. Choose the **N** (**NEXT**) function and select Enter. Z96 is the only Appropriation Index on the agency's table.