

General Definitions

GL (General Ledger) - A general ledger is an account that begins with a zero. These accounts contain balance sheet items (cash receivables, payables, etc.).

SL (Subsidiary Ledger) - The subsidiary ledger is an account that begins with any number other than zero. These accounts contain income statement items (revenue and expenses).

Subcode - A four-digit code that specifically classifies a type of revenue or expense in a subsidiary ledger account.

Account Control - A four-digit code that specifically classifies a type of asset, receivable, liability, fund balance, etc., in a general ledger account.

BBA - Budget balance available.

YTD - Year-to-date.

PTD - Project-to-date.

DPA (Direct Pay Authorization) - This document is used for small dollar purchases (less than \$1500).

Grouping Sheet - The payment instrument that is sent to the State of Illinois to get a check issued to a specified vendor. The Grouping Sheets are generally mailed the day following the Grouping Sheet date.

W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN

100 FRS Inquiry Menu

WIU Accounts

Fiscal Year: 05

Screen: ____ Acct: _____

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- 039 SL Account Compare to Prior FY

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- SIG Authorized SL Signatures
- WHO Who to Contact

This is the menu that will appear when a user signs on to the Financial Records System.

This menu was built by the FRS implementation team to allow users access to the most common inquiry screens. Additional screens are available through FRS and can be accessed by typing **FIN** in the screen field. The user can get back to screen 100 at any time by typing **100** in the screen field and pressing **ENTER**.

I-FZ211 NO MORE RECORDS FOUND FOR THE ACCOUNT SPECIFIED
 018 GL Account Summary BUSINESS OFFICE ADMN
 WIU Accounts Fiscal Year: 05
 Screen: ___ Acct: 033055

Dept: Resp Person: RONALD G. WARD
 Flags: Del Frz Rvw Drp
 0 0 0 0

Ctl	Description	Beg Bal	YTD Actual	Current Bal
1100	CLAIM ON CASH	49,787.36 ¹	2,907.42 ²	52,694.78 ³
3300	FUND BALANCE	49,787.36 ⁴	2,907.42 ⁵	52,694.78 ⁶
9330	REV SUM LEDG 3	0.00	18,979.02 ⁷	18,979.02 ⁷
9530	EXP SUM LEDG 3	0.00	16,071.60 ⁸	16,071.60 ⁸
9630	ENC SUM LEDG 3	0.00	120,159.05 ⁹	120,159.05 ⁹

From this screen you can identify the following information:

- ① Cash Balance at the beginning of the fiscal year was \$49,787.36.
- ② YTD Cash activity has been a positive \$2,907.42. This account has a net increase in cash of \$2,907.42 so far this year.
- ③ Current cash balance is \$52,694.78.
- ④ Beginning fund balance was \$49,787.36-. (Fund balance normally has a credit balance.)
- ⑤ YTD activity in fund balance has been \$2,907.42- (an addition to fund balance).
- ⑥ Current fund balance is \$52,694.78-.
- ⑦ So far this year \$18,979.02 of revenue has been recorded in this account. This number will agree with the total revenue number in the SL on screen 019 in the 'actual' column.
- ⑧ So far this year \$16,071.60 has been expensed from this account. This number will agree with the total expense number in the SL on screen 019 in the 'actual' column.
- ⑨ Right now \$120,159.05 is encumbered in this account. This number will agree with the total of the 'Encumb' column on screen 019.

I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE

019 SL Account Summary

WIU Accounts

Screen: ___ Acct: 2145005560

DEAN, COLL BUS/TECH

Fiscal Year: 05

Department:
Map Code: 20000

Resp Person: DAVID BEVERIDGE
Flags: Del Frz Rvw Drp Sup ABR
0 0 0 0 0 1

Table with columns: Obj, Description, Budget, Actual, Encumb, Avail. Rows include categories like A/P & FACULTY PO, PERSONAL SERVICE TO, COMMODITIES POOL, TRAVEL POOL, CONTRACTUAL POOL, and EQUIPMENT POOL.

From this screen you can identify the following information:

- 1 The budget (original +/- revisions +/- transfers) for personal services is \$120,000.
2 The budget balance available (BBA) for personal services is \$120,000.00.
3 The budget (original +/- revisions +/- transfers) for commodities is \$3000.
4 Total actual expenditures so far this year for line item 3130 (Office Supplies-Univ St) is \$61.30.
5 There has been \$15.00 encumbered for Office & Library Eq < \$100 (line item 3150).
6 The BBA for commodities is \$2923.70.
7 The budget (original +/- revisions +/- transfers) for Travel is \$5000.
8 Total actual expenditures so far this year for line item 3910 (In-State Travel) is \$109.85.
9 Total actual expenditures so far this year for line item 3940 (In-State Travel-Vend) is \$69.12.
10 Total actual expenditures so far this year for all Travel is \$178.97.
11 The BBA for Travel is \$4821.03.
12 The budget (original +/- revisions +/- transfers) for Contractual Services is \$7500.
13 Total actual expenditures so far this year for line item 4860 (Copying & Photo) is \$25.81.
14 The BBA for Contractual Services is \$7474.19.

I-FZ211 NO MORE RECORDS FOUND FOR THE ACCOUNT SPECIFIED

019 SL Account Summary

DEAN, COLL BUS/TECH

WIU Accounts

Fiscal Year: 05

Screen: ___ Acct: 214500

Department:

Resp Person: DAVID BEVERIDGE

Map Code: 20000

Flags: Del Frz Rvw Drp Sup ABR

0 0 0 0 0 1

Obj	Description	Budget	Actual	Encumb	Avail
5560	EDP EQUIPMENT >	2,000	2,000.00 ¹⁶	0.00	0.00
	EQUIPMENT TOTAL	9,500 ¹⁵	2,000.00	0.00	7,500.00 ¹⁷
7000	TELECOMM. POOL	3,476	0.00	0.00	3,476.11
7110	TELE BASE CHARGE	2,500	0.00	2,500.00 ²⁰	0.00
7275	TEL,RAD,OTHR EQU	24	23.89 ¹⁹	0.00	0.00
	TELECOM TOTAL	6,000 ¹⁸	23.89	2,500.00	3,476.11 ²¹
	TOTAL EXPENSES	151,000 ²²	2,289.97 ²³	2,515.00 ²⁴	146,195.03 ²⁵
	NET REV & EXP	151,000	2,289.97	2,515.00	146,195.03

- ¹⁵ The budget (original +/- revisions +/- transfers) for Equipment is \$9500.
- ¹⁶ Total actual expenditures so far this year for line item 5560 (EDP Equipment >) is \$2000.00.
- ¹⁷ The BBA for Equipment is \$7500.00.
- ¹⁸ The budget (original +/- revisions +/- transfers) for Telecommunications is \$6000.
- ¹⁹ Total actual expenditures so far this year for line item 7275 (Tele, Radio, Other Equip) is \$23.89.
- ²⁰ There has been \$2500.00 encumbered for Tele Base Charges (line item 7110).
- ²¹ The BBA for Tele is \$3,476.11.
- ²² Total expense budget (+/- revisions +/- transfers) for this account (2-14500) is \$151,000.
- ²³ Total actual expenditures so far this year for this account (2-14500) is \$2,289.97.
- ²⁴ Total funds encumbered for this account (2-14500) is \$2,515.00.
- ²⁵ Total BBA for this account (2-14500) is \$146,195.03.

I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE

022 SL Budget Summary

DEAN, COLL BUS/TECH

WIU Accounts

Fiscal Year: 05

Screen: ___ Acct: 2145005560

Department:
 Map Code: 20000

Resp Person: DAVID BEVERIDGE
 Flags: Del Frz Rvw Drp Sup ABR
 0 0 0 0 0 1

Obj	Description	Orig Bud	Revd Bud	Last Yr	Next Yr
2100	A/P & FACULTY PO	120,000	120,000	0	0
	PERSONAL SERVICE TO	120,000	120,000	0	0
3000	COMMODITIES POOL	3,000	2,924	0	0
3130	OFF SUPP-UNIV ST	0	61	0	0
3150	OFF & LIB EQ < \$	0	15	0	0
	COMMODITIES TOTAL	3,000	3,000	0	0
3900	TRAVEL POOL	5,000	4,821	0	0
3910	TRAVEL IN-STATE	0	110	0	0
3940	TR IN-STATE VEND	0	69	0	0
	TRAVEL TOTAL	5,000	5,000	0	0
4000	CONTRACTUAL POOL	7,500	7,474	0	0
4860	COPYING & PHOTO	0	26	0	0
	CONTRACTUAL TOTAL	7,500	7,500	0	0
5500	EQUIPMENT POOL	11,500	7,500	0	0

This screen allows you to do budget comparison work. The difference between the original budget column and the revised budget column on the total lines will be any budget transfers or revisions.

I-FZ211 NO MORE RECORDS FOUND FOR THE ACCOUNT SPECIFIED

022 SL Budget Summary

DEAN, COLL BUS/TECH

WIU Accounts

Fiscal Year: 05

Screen: ___ Acct: 214500

Department:

Resp Person: DAVID BEVERIDGE

Map Code: 20000

Flags: Del Frz Rvw Drp Sup ABR

Obj	Description	Orig Bud	Revd Bud	0	0	0	0	0	1	Last Yr	Next Yr
5560	EDP EQUIPMENT >	0	2,000							0	0
	EQUIPMENT TOTAL	11,500	9,500							0	0
7000	TELECOMM. POOL	6,000	3,476							0	0
7110	TELE BASE CHARGE	0	2,500							0	0
7275	TEL,RAD,OTHR EQU	0	24							0	0
	TELECOM TOTAL	6,000	6,000							0	0
	TOTAL EXPENSES	153,000	151,000							0	0
	NET REV & EXP	153,000	151,000							0	0

For example, this account has a difference on the equipment total line of \$2000. There has been a budget transfer of \$2000 from this account to account 2-28400.

023 Transactions by Account
 WIU Accounts
 Screen: ____ Acct: 214500

DEAN, COLL BUS/TECH
 Fiscal Year: 05

Sub	TC	Ref 1	Date	Description	Amount	I	Batch	Offset	Acct
2100	020		11/09	ORIGINAL BUDGET	120,000.00	D	BBJE02		
3000	020		11/09	ORIGINAL BUDGET	3,000.00	D	BBJE02		
3000	050	R261668	11/10	REQ COMMITMENT;NO V	63.00	D	PCY003		
3115	059	6135029	11/13	COMPUTER SUPPLIES	① 515.00		ECLW01		
3115	068	6135029	11/13	HORIZON USA DATA SU	② 515.00		VCLW01	0-20000-2100	
3130	060	6105651	11/09	OFFICE SUPPLIES	61.30		JBJE01	2-98085-3130	
3150	059	6139954	11/09	MAIL BAGS	15.00		EBJE01		
3900	020		11/09	ORIGINAL BUDGET	5,000.00	D	BBJE02		
3910	059	61T0136	11/09	WALKER/ST. CHARLES	109.85		EBJE01		
3910	068	61T0136	11/09	WALKER DIXIE D	109.85		VBJE02	0-20000-2100	
3910	059	6100008	11/13	WEBSTER/SPRINGFIELD	80.80		ECLW01		
3920	068	6100008	11/13	WEBSTER CHERYL	80.80		VCLW01	0-20000-2100	
3940	059	6156780	11/09	BOND/JACKSONVILLE	69.12		EBJE01		
3940	060	6156780	11/09	BOND/JACKSONVILLE	69.12		JBJE01	2-98030-3940	
4000	020		11/09	ORIGINAL BUDGET	7,500.00	D	BBJE02		

Total Pages: 2 This Page: 1 Next Page: ____

On this screen you can see all transactions in one particular account. It is sorted in subcode order.

If you want to see a particular kind of transaction, use screen 27.

This screen can be a little confusing when you see a payment against an encumbrance. You can see the encumbrance ①, and the payment ②, but you cannot see the liquidation of the encumbrance. The liquidation has happened, though. You can see it on screens 20 and 21.

I-FZ210 500 RECORDS SCANNED. PRESS ENTER TO CONTINUE

027 Transaction Inquiry (Part 2)

WIU Accounts

Fiscal Year: 05

Screen: ___ Acct: _____

Acct No. ①	TC ②	Date ③	Description ④	Amount ⑤	Ind ⑥	
		Batch ⑦	Ref 1 ⑧	Ref 2 ⑨	Offset Acct ⑩	ID ⑪

This screen is for transaction inquiry. It allows you to view any or all types of transactions. Column descriptions are listed below. Certain examples follow.

Column Description:

- ① Account number and subcode
- ② TC - Transaction Code
020 - Original Budget
021 - Budget Revisions
022 - Budget Transfers
050-059 - Encumbrances
060 - Journal Entries
068 - Payments
- ③ Date the transaction occurred
- ④ If the transaction code in number 2 above is not 68, this field will be the description of the entry. If the transaction code is 68, this field will contain the name of the vendor that has been paid.
- ⑤ Amount of the transaction
- ⑥ Debit/Credit Indicator
D - if account number in #1 above is debited
C - if account number in #1 above is credited
- ⑦ The batch in which this transaction was entered.
- ⑧ This is the first reference field. This is where your document number will appear.
- ⑨ For DPA payments, the voucher number is listed in the REF2 column.
- ⑩ If the transaction is a budget transfer (TC022) or a journal entry (TC060-069), the offset account will be in this column.
- ⑪ The vendor number will appear here for payments that have been made (TC068) or encumbrance transactions (TC050-059) from Purchasing for Purchase Orders (document number begins with a 'P').

Screen: ___ Acct: _____

Selection Criteria:

	Start	End
Acct Number:	214500 ^①	214500 ^①
Subcode:	_____	_____
Trans Date:	_____	_____
Batch Ref:	_____	
Batch Date:	_____	
Trans Code:	_____	
Ref Number 1:	_____	
Ref Number 2:	_____	

Press ENTER to list transactions.

^① Account (or account range) for which you want to see transactions.

In this example, the user is limiting the transactions he wants to see to just this account number. There are no other restrictions, so he will see every transaction entered in this account.

I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE

027 Transaction Inquiry (Part 2)

WIU Accounts

Fiscal Year: 05

Screen: ___ Acct: _____

Acct No.	TC	Date Batch	Description Ref 1	Ref 2	Amount Offset Acct	Ind ID
214500-2100	①020	11/09 BBJE02	ORIGINAL BUDGET		120,000.00	D
214500-3000	②020	11/09 BBJE02	ORIGINAL BUDGET		3,000.00	D
214500-3130	③060	11/09 JBJE01	OFFICE SUPPLIES 6105651		61.30 298085-3130	
214500-3150	④059	11/09 EBJE01	MAIL BAGS 6139954		15.00	
214500-3900	⑤020	11/09 BBJE02	ORIGINAL BUDGET		5,000.00	D

-
- ① This is an original budget entry (TC020) for Personal Services.
 - ② This is an original budget entry (TC020) for Commodities.
 - ③ This is a journal entry (TC060) charging office supplies to this account (2-14500). The offset account (2-98085-3130) is the charge-back account that all appropriated office supplies are charged to. In turn, account 2-98085 pays for all appropriated office supply charges.
 - ④ This is an encumbrance entry (TC059) to encumber funds to pay for mail bags on document 6139954. The department will only know the last five digits which are the preprinted numbers on the DPA forms. The first two digits are determined by Business Services.
 - ⑤ This is an original budget entry (TC020) for Travel.

I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE

027 Transaction Inquiry (Part 2)

WIU Accounts

Fiscal Year: 05

Screen: ___ Acct: _____

Acct No.	TC	Date Batch	Description Ref 1	Ref 2	Offset	Amount Acct	Ind ID
214500-3910	⑥059	11/09 EBJE01	WALKER/ST. CHARLES 61T0136			109.85	
214500-3910	⑦068	11/09 VBJE02	WALKER DIXIE D 61T0136	0136000	020000-2100	109.85	A3234061610
214500-3940	⑧059	11/09 EBJE01	BOND/JACKSONVILLE 6156780			69.12	
214500-3940	⑨060	11/09 JBJE01	BOND/JACKSONVILLE 6156780		298030-3940	69.12	
214500-4000	⑩020	11/09 BBJE02	ORIGINAL BUDGET			7,500.00	D

- ⑥ This is an encumbrance entry (TC059) to encumber funds on document number 61T0136 for Walker to go to St. Charles.
- ⑦ This is a travel payment (TC068) to Dixie Walker (vendor number A3234061610) on document number 61T0136 with voucher number 0136000. The TC068 indicates a payment has been made. This entry liquidated the encumbrance in #6 above. The offset account (0-20000-2100) is the payable in the general ledger for appropriated accounts.
- ⑧ This is an encumbrance entry (TC059) to encumber funds on document 6156780 for a state car for Bond to go to Jacksonville.
- ⑨ This is a journal entry transaction (TC060) generated by a travel upload report. This entry liquidated the encumbrance in #8 above. The offset account (2-98030-3940) is the charge-back account that all appropriated travel car charges are charged to. In turn, account 2-98030 pays for appropriated travel car charges.
- ⑩ This is an original budget entry (TC020) for Contractual Services.

I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE

027 Transaction Inquiry (Part 2)

WIU Accounts

Fiscal Year: 05

Screen: ___ Acct: _____

Acct No.	TC	Date Batch	Description Ref 1	Ref 2	Amount Offset Acct	Ind ID
214500-4860	(11)060	11/09 JBJE01	CLASSROOM STRATEGIE 6168341	ST	25.81 298060-4860	
214500-5500	(12)020	11/09 BBJE02	ORIGINAL BUDGET		11,500.00	D
214500-5500	(13)022	11/09 BBJE04	EQUIP SUPPLEMENT		2,000.00- 228400-5500	
214500-5560	(14)059	11/09 EBJE01	COMPUTER 6139956		2,000.00	
214500-5560	(15)068	11/09 VBJE02	RADIO SHACK 6139956	3995600	2,000.00 020000-2100	F A7510477100

- (11) This is a journal entry transaction (TC060) generated by a copy center upload report. The offset account (2-98060-4860) is the charge-back account that all appropriated copy center charges are charged to. In turn, account 2-98060 pays for all appropriated copy center charges.
- (12) This is an original budget entry (TC020) for Equipment.
- (13) This is a budget transfer (TC022) from account 2-14500-5500 to account 2-28400-5500. You can tell this is a transfer from this account since the amount is negative. If the amount was positive, it would have been a transfer to this account.
- (14) This is an encumbrance entry (TC059) to encumber funds on document 6139956 for a \$2000 computer.
- (15) This is a payment (TC068) to Radio Shack (vendor number A7510477100) on document 6139956 and voucher 3995600 for the computer in #14 above. You can tell this from the document number. Therefore, this payment liquidated the encumbrance in #14 above. The offset account (0-20000-2100) is the payable in the general ledger for appropriated accounts.

I-FZ783 NO MORE RECORDS; PRESS ENTER TO RETURN TO SCREEN 027

027 Transaction Inquiry (Part 2)

WIU Accounts

Fiscal Year: 05

Screen: ___ Acct: _____

Acct No.	TC	Date Batch	Description Ref 1	Ref 2	Amount Offset Acct	Ind ID
214500-7000	16020	11/09 BBJE02	ORIGINAL BUDGET		6,000.00	D
214500-7110	17059	11/09 EBJE01	TELE BASE CHARGES 61PHBS		2,500.00	
214500-7275	18059	11/09 EBJE01	ANSWERING MACHINE 6239955		23.89	
214500-7275	19068	11/09 VBJE01	WALMART STORES INC 6239955	3995500	23.89 020000-2100	F A7104151880

-
- 16 This is an original budget entry (TC020) for Telecommunications.
 - 17 This is an encumbrance entry (TC059) to encumber funds for FY96 Tele Base Charges. The reference number for this transaction is 61PHBS.
 - 18 This is an encumbrance entry (TC059) to encumber funds on document 6239955 for an answering machine.
 - 19 This is the payment transaction (TC068) for the answering machine in #18 above. The payment to WalMart (vendor number A7104151880) was made on document 6239955, voucher 3995500, thus liquidating the encumbrance in #18 above. The offset account (0-20000-2100) is the payable in the general ledger for appropriated accounts.

Screen: ___ Acct: _____

Selection Criteria:

	Start	End
Acct Number:	214500 ^①	214500 ^①
Subcode:		
Trans Date:	_____	_____
Batch Ref:	_____	
Batch Date:	_____	
Trans Code:	022 ^②	
Ref Number 1:	_____	
Ref Number 2:	_____	

Press ENTER to list transactions.

- ① Account (or account range) for which you want to see transactions.
- ② Particular transaction code for which you want to see transactions.

In this example, the user is limiting the transactions he wants to see to account 2-14500 and transaction code 022, which is for budget transfers. The user wants to see all budget transfers done to this account this year.

027 Transaction Inquiry (Part 2)

WIU Accounts

Fiscal Year: 05

Screen: ____ Acct: _____

Acct No.	TC	Date Batch	Description Ref 1	Ref 2	Amount Offset Acct	Ind ID
214500-5500	022	11/09 BBJE04	EQUIP SUPPLEMENT		2,000.00- 228400-5500	

One budget transfer has been done in this account so far this year. The amount is negative so the transfer has been transferred from this account to account 2-28400.

Screen: ___ Acct: _____

Selection Criteria:

	Start	End
Acct Number:	214500 ^①	214500 ^①
Subcode:	3000 ^②	3699 ^②
Trans Date:	_____	_____
Batch Ref:	_____	
Batch Date:	_____	
Trans Code:	_____	
Ref Number 1:	_____	
Ref Number 2:	_____	

Press ENTER to list transactions.

I-FZ783 NO MORE RECORDS; PRESS ENTER TO RETURN TO SCREEN 027



- ① Account (or account range) for which you want to see transactions.
- ② Subcode (or subcode range) for which you want to see transactions.

In this example, the user is limiting the transactions he wants to see to this particular account and subcode range. This will limit the transactions the user will see to commodity entries in account 2-14500.

027 Transaction Inquiry (Part 2)

WIU Accounts

Fiscal Year: 05

Screen: ___ Acct: _____

Acct No.	TC	Date Batch	Description Ref 1	Ref 2	Amount Offset Acct	Ind ID
214500-3000	① 020	11/09 BBJE02	ORIGINAL BUDGET		3,000.00	D
214500-3130	② 060	11/09 JBJE01	OFFICE SUPPLIES 6105651		61.30 298085-3130	
214500-3150	③ 059	11/09 EBJE01	MAIL BAGS 6139954		15.00	

These are the three commodity entries that have been done in this account (2-14500) so far this year.

- ① An original budget entry (TC020).
- ② A journal entry (TC060) to pay for office supplies.
- ③ An encumbrance entry (TC059) to reserve funds to purchase mail bags.

Screen: ___ Acct: _____

Selection Criteria:

	Start	End
Acct Number:	214500 ^①	214500 ^①
Subcode:	_____	_____
Trans Date:	_____	_____
Batch Ref:		
Batch Date:	_____	
Trans Code:	_____	
Ref Number 1:	**39955 ^②	
Ref Number 2:	_____	

Press ENTER to list transactions.

-
- ① Account (or account range) for which you want to see transactions.
- ② Reference number for which you want to see transactions. In most cases you will not know the first two or three digits of the reference number. You can mask those digits by using ‘**’ and entering the digits you know (the preprinted numbers on the document).

I-FZ783 NO MORE RECORDS; PRESS ENTER TO RETURN TO SCREEN 027

027 Transaction Inquiry (Part 2)

WIU Accounts

Fiscal Year: 05

Screen: ___ Acct: _____

Acct No.	TC	Date Batch	Description Ref 1	Ref 2	Offset	Amount Acct	Ind ID
214500-7275	①059	11/09 EBJE01	ANSWERING MACHINE 6239955			23.89	
214500-7275	②068	11/09 VBJE01	WALMART STORES INC 6239955	3995500	020000-2100	23.89	F A7104151880

These are the two transactions that have been done for this document.

- ① An encumbrance entry (TC059) to reserve funds to purchase an answering machine.
- ② The payment to WalMart (Vend No. A7104151880) for the answering machine.

I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE

029 List SL Actual Data

WIU Accounts

Screen: ___ Acct: 2145007000

DEAN, COLL BUS/TECH

Fiscal Year: 05

Department:

Map Code: 20000

Resp Person: DAVID BEVERIDGE

Flags: Del Frz Rvw Drp Sup ABR

0 0 0 0 0 1

Obj	Description	Cur Mon Act	YTD Actual	PTD Actual	Balance Avail
2100	A/P & FACULTY P	0.00	0.00		120,000.00
	PERSONAL SERVICE TO	0.00	0.00		120,000.00
3000	COMMODITIES POO	0.00	0.00		2,923.70
3130	OFF SUPP-UNIV S	61.30	61.30		0.00
	COMMODITIES TOTAL	61.30	61.30		2,923.70
3900	TRAVEL POOL	0.00	0.00		4,821.03
3910	TRAVEL IN-STATE	109.85	109.85		0.00
3940	TR IN-STATE VEN	69.12	69.12		0.00
	TRAVEL TOTAL	178.97	178.97		4,821.03
4000	CONTRACTUAL POO	0.00	0.00		7,474.19
4860	COPYING & PHOTO	25.81	25.81		0.00
	CONTRACTUAL TOTAL	25.81	25.81		7,474.19
5500	EQUIPMENT POOL	0.00	0.00		7,500.00
5560	EDP EQUIPMENT >	2,000.00	2,000.00		0.00

This screen is good if you want to see what you have spent in a certain line item for the current month. This screen puts current month expenditures in its own column.

I-FZ211 NO MORE RECORDS FOUND FOR THE ACCOUNT SPECIFIED

038 GL Account Compare to Prior FY

BUSINESS OFFICE ADMN

WIU Accounts

Fiscal Year: 05

Screen: ___ Acct: 033055

Dept:

Resp Person: RONALD G. WARD

Flags:

Del Frz Rvw Drp

0 0 0 0

Ctl	Description	Current Yr Bal	Prior Yr Bal
1100	CLAIM ON CASH	52,694.78	0.00
3300	FUND BALANCE	52,694.78-	0.00
9330	REV SUM LEDG 3	18,979.02-	0.00
9530	EXP SUM LEDG 3	16,071.60	0.00
9630	ENC SUM LEDG 3	120,159.05	0.00

This screen allows you to compare current fiscal year GL dollar information with prior fiscal year information. For example, you can tell what your cash balance is this year compared to what it was this time last year.

039 SL Account Compare to Prior FY
 WIU Accounts
 Screen: ___ Acct: 214500

DEAN, COLL BUS/TECH
 Fiscal Year: 05

Department:
 Map Code: 20000

Resp Person: DAVID BEVERIDGE
 Flags: Del Frz Rvw Drp Sup ABR
 0 0 0 0 0 1

Obj	Description	Cur Mon	Pr Yr	Cur Mon	FYTD	Actual	Pr	FYTD	Act
3115	COMPUTER SUPPLIES	515		0		515			0
3130	OFF SUPP-UNIV STO	61		0		61			0
	COMMODITIES TOTAL	576		0		576			0
3910	TRAVEL IN-STATE	110		0		110			0
3920	TRAVEL OUT-OF-STA	81		0		81			0
3940	TR IN-STATE VEND	69		0		69			0
	TRAVEL TOTAL	260		0		260			0
4860	COPYING & PHOTO S	26		0		26			0
	CONTRACTUAL TOTAL	26		0		26			0
5560	EDP EQUIPMENT > 1	4,064		0		4,064			0
	EQUIPMENT TOTAL	4,064		0		4,064			0
7275	TEL,RAD,OTHR EQU<	24		0		24			0
	TELECOM TOTAL	24		0		24			0
	TOTAL EXPENSES	4,950		0		4,950			0
	NET REV & EXP	4,950		0		4,950			0

This screen allows you to compare current fiscal year SL dollar information with prior fiscal year information. You can compare dollar records from the current month with the same month from the prior year. You can also compare YTD dollar information with prior YTD information.

I-FZ578 NO MORE VENDORS FOR THIS KEY

102 Vendor Name Search

WIU Accounts

Screen: ___ Vend: RADIO SHACK Vchr: _____ Acct: _____

Ln	Vendor Name/Address	City/State	Vendor No.	Drop	Alias	CC
1	RADIO SHACK ACCOUNTS RECEIVABLE	CHICAGO, IL	A7510477100	0	N	99
2	RADIO SHACK FRANCHISE 1000 ONE TANDY CTR	FT WORTH, TX	A7510477102	0	N	99

This screen allows the user to search by vendor name to get a vendor number. The user simply inputs a vendor name on screen 102. The system will display all vendors that have that name, along with their remit-to addresses and vendor numbers.

Screen: ___ Vend: A7510477100 Vchr: _____ Acct: 212000

ACCOUNTS RECEIVABLE				Dt Estb:	10/10/95	Disc:	00	Retn:	99
CHICAGO IL 60693-6062				Lst Actv:	10/30/95	Limit:	0	Com:	
YTD Paid: 1,050.00				Campus:	99	Type:	01	Hold:	0
①	②	③	④	⑤	⑥				
Vchr No.	Acct No.	Inv No./Description	PO No.	Inv Dt	Due Dt	Pd Dt			
3501700	01-2400005510	***** VOIDED *****	6235017	09/25/95	10/26/95	10/26/95			
Gross=	2000.00-	Disc= 0.00	Net=⑦	2000.00	Ck No.=03-200021⑧	TC=147			
3501701	01-2400005560	***** VOIDED *****	6235017	09/23/95	10/26/95	10/26/95			
Gross=	1010.00-	Disc= 0.00	Net=	1010.00-	Ck No.=03-200021	TC=147			
3502101	01-2120005560	COMPUTER	6135021	10/30/95	10/30/95	10/30/95			
Gross=	1050.00	Disc= 0.00	Net=	1050.00	Ck No.=03-200028	TC=147			
*****	Vendor	*****	Gross	Disc	Net				
*****	Totals	*****	1,050.00	0.00	1,050.00				

Total Pages: 1 This Page: 1 Next Page: ___

This screen shows the user what has been paid to a particular vendor. The user simply inputs the vendor number on screen 113. (The vendor number can be found by doing a name search on screen 102.)

- ① The first five digits of this number are the preprinted numbers from a Direct Pay Authorization (DPA) or a Travel Voucher. The voucher number is automatically generated by the system for Purchase Orders.
- ② The account number and subcode from which payment was made.
- ③ The document number from which payment was made. The first two digits are assigned by Business Services while the last five digits contain the preprinted number from a DPA or Travel Voucher. When the document is a Purchase Order, the first three digits are assigned by Purchasing while the last four are pre-printed.
- ④ Invoice date. If there was no invoice date on the original document, the day the items were vouchered will appear in this field.
- ⑤ The date the check was written or will be written. The system has the ability to store a future date in this field. A future date means that a check will be written on the date indicated.
- ⑥ The date the check was paid. This date should be the same as the due date. In general, checks or grouping sheets are mailed the day after the paid date.
- ⑦ The net amount for this voucher.
- ⑧ The check number or grouping sheet number that paid the voucher. If this number is 03-xxxxxx, a grouping sheet was created and a check will be mailed directly from Springfield. If this number is 08-xxxxxx, a check was cut from WIU. If this number is 30-XXXXXX, a check was written from the WIU Foundation.

I-FZ759 NO MORE RECORDS FOUND ON FILE

118 Invoice List

WIU Accounts

RIDDERS BUSINESS SUPPLY

PO BOX 88

Screen: ___ Vend: A3709518640 Invoice: _____

<-----Invoice----->			Vchr	PO	<-----Check----->			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Number	Amount	Date	Number	Number	Number	Amount	Date	St
CMTEST	750.00-	110595	3502600	6035026				A
CM56789	50.00-	093095	3502400	6035022	000092	375.00	110995	C
4321	300.00	100395	3502200	6235024	200054	300.00	110995	C
68428	40.00	093095	3502800	6135028				A
68429	555.00	090495	3502300	6135023	000092	375.00	110995	C
68430	25.25	100995	3502700	6035027				A

This screen allows the user to view select information about a particular vendor. This screen is easier to read than screen 113 but doesn't include account number or TC code.

- (1) Invoice Number
- (2) Invoice Amount
- (3) Invoice Date
- (4) Voucher number - If the document being paid is a DPA or Travel Voucher, the first five digits of this number represent the DPA or Travel Voucher number. If the document being paid is a Purchase Order, this number will be automatically generated by the system.
- (5) PO number - If the first character in this field is a 'P,' payment was made against a Purchase Order. If the first character is a number, payment was made from a DPA or Travel Voucher.
- (6) Check number - If this field is blank, a check has not been written.
- (7) Check amount - If this field is blank, a check has not been written.
- (8) Check date - If this field is blank, a check has not been written.
- (9) Check status:
 - P - The voucher is in Purchasing and has not yet been paid.
 - A - The voucher is in Accounts Payable and has not yet been paid.
 - M - Entered as a prepaid.
 - C - In Accounts Payable and a check has been written.

R-Z0112 KEY FIELD CANNOT BE SPACES

203 Vendor Create/Modify

WIU Accounts

Screen: ___ Vend: _____ PO: _____ Inv: _____ Line: ___

Vendor Name: _____ Federal Tax ID: _____

IHRC: _____ APPLICATION: _ APPL DATE: _____

Order From Address

Remit To Address

Addr: _____

Addr: _____

City: _____ State: ___

City: _____ State: ___

Zip: _____ Country: ___

Zip: _____ Country: ___

Phone: _____ Extension: _____

Phone: _____ Extension: _____

CMS BUS CODE: _____

CMS VENDOR #: _____

Vendor Terms: _____

Payment Terms: _____

Vendor Type: ___

Commodity Code: _____

Currency Code: _____

1099/1042 Code: _

Schedule: _

FOB: _____

Campus Code: ___

Retention Months: ___

Check Limit: _

Hold Payment: _

FAX: _____

TIN Notice/Year: _

Drop: Delete: Freeze: _

Check In-process:

This screen shows the user both the order-from and the remit-to addresses for a particular vendor. The user simply enters the vendor on screen 203.

020 SL Object Code with Encumbrance
 WIU Accounts
 Screen: ___ Acct: 2145007110

DEAN, COLL BUS/TECH
 Fiscal Year: 05

Department:

Resp Person: DAVID BEVERIDGE
 Flags: Del Frz Rvw Drp Sup ABR
 0 0 0 0 0 1

Obj	Description	Budget	Actual	Encumb	Avail
7110	TELE BASE CHARGE	2,500	0.00	2,500.00	0.00

PO Ref	Dt Estb	Original	Liquidated	Adjustments	Current
Vendor No.	Lst Actv	Description			
61PHBS	11/09	2,500.00	0.00	0.00	2,500.00
	11/09	TELE BASE CHARGES			
Account Total		2,500.00	0.00	0.00	2,500.00

This screen lists all current open commitments and any commitments that have been liquidated this month in a ten-digit account number. You can limit the commitments you want to a certain subcode. You must, however, know the detail code because in FRS everything is encumbered at the detail level.

The liquidated commitments will drop off at the end of the month.

I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE

021 Open Commitments by Account

WIU Accounts

Screen: ___ Acct: 214500

DEAN, COLL BUS/TECH

Fiscal Year: 05

Department:

Resp Person: DAVID BEVERIDGE

Flags:

Del Frz Rvw Drp Sup ABR

0 0 0 0 0 1

Obj	PO Ref	Dt	Estb	Original	Liquidated	Adjustments	Current
Vendor No.	Lst	Actv	Description				
3150	6139954	11/09		15.00	0.00	0.00	15.00
		11/09	MAIL BAGS				
3910	61T0136	11/09		109.85	109.85	0.00	0.00
		11/09	WALKER/ST. CHARLES				
3940	6156780	11/09		69.12	69.12	0.00	0.00
		11/09	BOND/JACKSONVILLE				
5560	6139956	11/09		2,000.00	2,000.00	0.00	0.00
		11/09	COMPUTER				
7110	61PHBS	11/09		2,500.00	0.00	0.00	2,500.00
		11/09	TELE BASE CHARGES				
7275	6239955	11/09		23.89	23.89	0.00	0.00
		11/09	ANSWERING MACHINE				
Account Total				4,717.86	2,202.86	0.00	2,515.00

This screen lists all current open commitments and any commitments that have been liquidated this month. The liquidated commitments will drop off at the end of the month.

284 PO Summary
WIU Accounts

AMERIDATA
DEPT 857-0406W

Screen: ___ Vend: A4109976851 PO: ①P161656 Inv: _____ Line: ___

Type: ② Quote Order Ref No.: ③R161656
Buyer: ④ Andrea Henderson Route:
Phone: ⑤ 309/298-1819 Status:

Last Check
Date: ⑥ 11-10-95 Bank No.: ⑦ 03 Check No.: ⑧ 200056
Amount: ⑨ 2,064.00 Invoice No.: ⑩ 524706 Voucher No.: ⑪ 0000082

Summary	Ordered	Invoiced	Vouchered	Received
Date:	11/10/95 ⑫	11/10/95 ⑮	11/10/95 ⑱	11/10/95 ⑳
Quantity:	1.00 ⑬	1.00 ⑯	1.00 ⑲	1.00 ㉑
Amount:	2,064.00 ⑭	2,064.00 ⑰	2,064.00 ⑳	

Status of Orders	Status of Invoices	Status of Receiving
In Process: N	In Process: N	Rejects:
With Tax: N	With Tax: N	Back Ordered:
With Discount: N	With Discount: N	Late:
Held/Frozen: N	Held/Frozen: N	Lines Deleted: 0

-
- ① The user must input a Purchase Order for which information is desired, then press ENTER. Once ENTER is pressed the following information appears:
 - ② Type of order.
 - ③ The document number the Purchase Order was transferred from. This number is generally a Request for Purchase but may also be a bid or another Purchase Order.
 - ④ Buyer name. This is the individual who should be contacted for questions about this particular order.
 - ⑤ The phone number at which the buyer can be reached.
 - ⑥ The date the last check was issued or the date the last Grouping Sheet was sent to the State for payment. (Checks and Grouping Sheets are generally mailed the business day following the check or Grouping Sheet date.)

- ⑦ The bank the item was issued from. 03-the check will be issued by the state; 08-the check was issued from WIU; 30-the check was issued from the Foundation.
- ⑧ Check number of the last check that was issued. If a 03 is in the bank field this number is a Grouping Sheet number rather than a check number.
- ⑨ Amount of the check or Grouping Sheet.
- ⑩ The last invoice for which a check or Grouping Sheet was issued.
- ⑪ Voucher number - In the case of a DPA or a Travel Voucher, the first five digits of this number represent the last five digits of the document number. The system automatically generates a number when payment is made from a Purchase Order.
- ⑫ Date the order was placed with the vendor.
- ⑬ Quantity ordered.
- ⑭ Dollar amount of the order.
- ⑮ Date Purchasing performed the invoicing function. (The invoicing function is the first step in getting a check issued from a Purchase Order.)
- ⑯ Quantity invoiced.
- ⑰ Dollar amount invoiced.
- ⑱ Date the item was vouchered for payment. (The voucher is the last process before a check is issued. Generally a check will be mailed the day after the voucher date. Occasionally a credit memo may hold up the issuance of a check or the check will be due-dated, causing the check date to differ from the voucher date.)
- ⑲ Quantity vouchered.
- ⑳ Dollar amount vouchered.
- ㉑ Date items were received if the type of order requires that receiving information be entered.
- ㉒ Quantity received.

WIU Accounts

Screen: ___ Vend: A4109976851 PO: P161656 Inv: _____ Line: ___

Selection Criteria

	Start	End
Vendor No.:	_____	_____
Invoice No.:	524706_____	524706_____
Invoice Date:	_____	_____
Invoice Amount:	_____	_____
Voucher No.:	_____	_____
PO No.:	_____	_____
Currency:	_____	
Bank No.:	_____	
Check No.:	_____	_____
Check Date:	_____	_____
Check Amount:	_____	_____
Status:	_____	

Press ENTER for list.



Screen 285 is a two-part search screen. For part 1, the user may select various attributes to search. In this particular example, the user wishes to see if a check has been issued for invoice 524706. (This type of search without any other search criteria will be quite lengthy. The system must search through each payment, looking for a match on invoice number. The user must press enter each time the computer has searched through 500 records so that the system will continue the search.)

285 Invoice Status List (Part 2)

WIU Accounts

Screen: ___ Vend: A4109976851 PO: P161656 Inv: _____

Vendor No. (1)	Inv No. (2)	Inv Amount (3)	Inv Dt (4)	Vchr No. (5)	PO No. (6)	Curr Bk (7)	Ck No. (8)	Ck Dt (9)	Ck Amount (10)	Stat (11)
A4109976851 (1)	524706 (2)	2,064.00 (3)	10-11-95 (4)	0000082 (5)	P161656 (6)	03 (7)	200056 (8)	11-10-95 (9)	2,064.00 (10)	C (11)

-
- ① The vendor number to which payment was made.
 - ② The invoice number of the payment.
 - ③ The invoice amount.
 - ④ The invoice date.
 - ⑤ The voucher number. In the case of a DPA or Travel Voucher, the first five digits of this number are the same as the last five digits of the document number. The system automatically generates a number when payment is made from a Purchase Order.
 - ⑥ Purchase Order number - This field will contain either a Purchase Order number, a Travel Voucher number, or a DPA number.
 - ⑦ Bank number on which the check was issued: 03-the check was/will be issued directly from Springfield (Contact the Business Office for check number and date.); 08-the check was issued from WIU; 30-the check was issued from the Foundation.
 - ⑧ The check or Grouping Sheet number (if bank=03, this number is a Grouping Sheet number).
 - ⑨ The date the check was issued OR the date the Grouping Sheet was created to send to Springfield for payment. (Checks and Grouping Sheets are generally mailed on the business day following the check date.)
 - ⑩ Amount of the check or Grouping Sheet.
 - ⑪ Status of the invoice. This field may contain P, A, M, or C.
P - invoice is in Purchasing and has not yet been passed to Accounts Payable.
A - invoice is in Accounts Payable and is not yet paid.
M - invoice is in Accounts Payable and was entered as a prepaid.
C - invoice is in Accounts Payable and a check has been written.

881 Set Fiscal Year and Campus Code

Screen: ____ Acct: 2145007110

Fiscal Year: 05 YEAR SELECTED IS CURRENT
Campus Code: 01 WIU Accounts

Use this screen to set the Fiscal Year (FY) and Campus Code (CC) indicators. These codes will be implicitly attached to all accounts and dollar records accessed by the attribute maintenance screens and the inquiry screens.

For real-time updating, you may set a different FY and CC indicator on the Open/Close Session screens 030/130.

The FY and CC indicators used by Data Collect are set on the Batch Header Transaction which you create on screen 051/151.

This screen tells you what set of accounts you are working with. You will most generally be in campus code 01 unless you have Foundation accounts. If you have Foundation accounts, change the campus code to 08. After you do this, you can only view Foundation accounts on all the other screens.

FIN Financial Systems Menu
WIU Accounts
Screen: ____ Acct: _____

Fiscal Year: 05

001 Financial Accounting Menu
101 Accounts Payable Menu
201 Purchasing Menu
501 Fixed Assets Menu
701 Budget Development Menu
SYS System Controls Menu

This is the menu of menus. At any point you can type **FIN** and get to this screen. This will guide you through to the screen you are looking for.

W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN

REQ On-Line Requisition Menu

WIU Accounts

Fiscal Year: 05

Screen: ____ Acct: _____

Requisitions

250 Header Maintenance
251 Delivery Information
254 Item Description
25L Multi-Line Item Create
256 Trailer
253 Delete Requisition

Purchase Order Inquiry

220 Header
224 Item Description
285 Invoice Status List

Miscellaneous

FIN Financial Systems Menu
881 Select FY And Campus Code

Requisition Approval

214 Select And Approve Documents
252 Approval Screen



This is the menu that will be used for on-line requisitioning. Type **REQ** in the SCREEN field. This will help guide you through the on-line requisitioning screens.

W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN

SIG Authorized Signatures SL

DEAN, COLL BUS/TECH

WIU Accounts

Fiscal Year: 05

Screen: ___ Acct: 214500

Acct Title: DEAN, COLL BUS/TECH^①
Fiscal Agt: FRED EBEID^②

Address: BUSINESS^③
Building: STIPES^④

Alt Signature #1: LARRY WALL
Alt Signature #2: LORI BOYER^⑤
Alt Signature #3: BLOOMBERG, DAVID J.

This screen was designed so the user can see who is authorized to sign for certain accounts. You can get the following information from this screen:

- ① Account title.
- ② Fiscal agent.
- ③ Fiscal agent address.
- ④ Fiscal agent building.
- ⑤ Alternate signatures.

W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN

WHO Who To Contact

PROD WIU Accounts

Fiscal Year: 05

Screen: ___ Acct: _____

Accounting

Travel	Rhonda Vail	8-1811
Appropriated DPA's in Process	Terry Fecht	8-1811
Local/Bond Accts/DPA's in Process	Denis Barnes	8-1811
Local Accts/General Questions	Marge Gosnell	8-1811
Bond Accts/General Questions	Nancy Sprout	8-1811
Grant Accounts	Shannon Sutton/Pam Powell	8-1811
Foundation Accounts	Janet Gabbert	8-1861
Payment Inquiries	Mark Richardson	8-1811
Report Distribution	Lisa Hinman	8-1811
Report Interpretation	Cheryl Webster/Nancy Sprout	8-1811
Property Control	Gary Maguire	8-1811
General Accounting Questions	Cheryl Webster	8-1811
Budget Information	Julie DeWees/Bonnie Elder	8-1953

Purchasing

Contracts & Leases	Theresa Roegge	8-1819
Purchase Orders	John Simmons/Dave Smith/ David Taylor/Bonnie Taylor	8-1819

If you type **WHO** in the SCREEN field, this list will be displayed. You can see who to contact in the Business Office regarding certain types of questions.