

Western Illinois University

Financial Records System

Reference
Information

June 2011



WESTERN
ILLINOIS
UNIVERSITY

FRS AVAILABILITY

FRS is available 4:30am to 7:30pm Monday through Thursday; 4:30am to 6:00pm on Fridays and first working day of the month; and 3am to midnight on weekends. There are some restrictions at fiscal year-end, but they are minimal and will be communicated to you electronically.

ACCESSING FRBR

After logging in to the MVS system, select FRBR from the WIUP Main Menu, by typing FRBR or by selecting the corresponding number on your menu. When finished with FRBR, type SO in the screen field, press Enter and you will be returned to the WIUP Main Menu.

SCREEN INFORMATION

If you are looking at the same screen for various accounts, it is not necessary to retype the screen number each time. When viewing accounts or transactions that do not display entirely on one screen, you can page forward by pressing the ENTER key. You cannot page backward; however, you can return to the beginning of the account by retyping the screen number. Only 26 pages of detail can be displayed. See the Commonly Asked Questions section.

SCREEN DESCRIPTIONS

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100  FRS INQUIRY MENU
      WIU Accounts                               Fiscal Year: 05
Screen: ____ Acct: _____

ACCOUNT INFORMATION                               OPEN COMMITMENT INFORMATION
018  GL ACCOUNT SUMMARY                          020  ENCUMBRANCES BY 10-DIGIT ACCOUNT
019  SL ACCOUNT SUMMARY                          021  ENCUMBRANCES BY 6-DIGIT ACCOUNT
022  SL BUDGET SUMMARY
023  TRANSACTIONS BY ACCOUNT
027  TRANSACTION INQUIRY
029  LIST SL ACTUAL DATA
038  GL ACCOUNT COMPARE TO PRIOR FY
039  SL ACCOUNT COMPARE TO PRIOR FY

PURCHASING INFORMATION
284  PURCHASE ORDER SUMMARY
285  INVOICE STATUS LIST

MISCELLANEOUS
881  SELECT FY AND CAMPUS CODE
FIN  FINANCIAL SYSTEMS MENU
REQ  ON-LINE REQUISITION MENU
SIG  AUTHORIZED SL SIGNATURES
WHO  WHO TO CONTACT

ACCOUNTS PAYABLE INFORMATION
102  VENDOR NAME SEARCH
113  VENDOR ANALYSIS
118  INVOICE LIST
203  VENDOR INQUIRY
```

Most Used Screens

018 Summary of dollar information for a specific 6-digit general ledger account. Displays the account's fiscal year beginning balance, year-to-date actual, and current balance by account control. This screen will only display data for general ledger accounts.

019 Displays current balances for a specific 6-digit subsidiary ledger account.

021 Displays all open commitments for a specified 6-digit account.

023 Displays all transactions for a particular 6-digit or 10-digit subsidiary ledger account.

Other Useful Screens

022 Displays current budget information for a specific 6-digit subsidiary ledger account.

027 Displays all transactions processed against a 6-digit or 10-digit account OR all transactions that meet the selection criteria specified by the user.

029 This screen displays current month and year-to-date balances for a subsidiary account.

038 Displays current year and prior year balances for a general ledger account.

039 Displays current year and prior year balances for a subsidiary ledger account.

102 Displays all vendors with the search criteria specified. A user can find a vendor number by entering all or part of a vendor name.

118 Displays a list of all invoices on file for a particular vendor.

203 Displays both "order from" and "remit to" addresses for a particular vendor.

020 Displays open commitments for a specified 10-digit account.

284 Displays summarized ordering, receiving, invoicing and voucher information for a specific purchase order.

285 Displays information about invoices according to the search criteria specified by the user.

881 Allows the user to switch between campuses. Foundation accounts are in a different campus - in order to see those accounts the user must use screen 881 to move to campus code 08.

FIN Displays other menus available in the Financial Records System.

REQ Displays screens for use with on-line requisitioning.

SIG Displays fiscal agent and alternate signatures for the subsidiary ledger account specified. This screen will only display information on SL accounts.

WHO Displays information about who to contact for various questions. This should provide departments with a place to start when phoning the Business Office.

COMMONLY ASKED QUESTIONS

Q: The system is requiring a new password and it will not accept the one I entered. What is the problem?

A: A previous password cannot be duplicated. The password must contain six to eight characters. It must begin with an alpha character and contain a numeric digit in the third position. It must not contain embedded spaces or special characters.

Q: **I forgot my password.**

A: Call the UTECH Help Desk 298-2704.

Q: I am getting a page of messages that starts by saying 'The FRS System is in an ABORT STATUS.'

A: This means the FRS files are not open. If this message or one indicating an 'I/O' error occurs, there is a problem with the system that needs corrected before files can be opened. Please do not attempt to open these files. The system will be available as soon as the problem has been fixed.

Q: How do I view my Foundation account?

A: In the screen field, type **881** then press ENTER. Without entering anything in the screen field, tab down to the campus code space. Type "**08**" then press ENTER. Proceed to look at screens using your Foundation account number. To view other accounts, the campus code must be reset to **01**.

Q: On screen 023 why can I only see a limited number of transactions?

A: FRS only displays 26 pages of detail at a time. Tab down to the next page field at the bottom of the screen and type *******. This will allow you to see the next 26 pages of detail. Repeat if necessary.

Q: I used to be able to see account x-xxxxx and now I can't - why?

A: You probably have access to online requisitioning, which limits you to which accounts and/or inventory you can see. If you need to see other accounts that you will not be requisitioning out of, a second User ID can be set up. Call the Business Office at 298-1811.

GENERAL DEFINITIONS

SL - Subsidiary ledger account - Subsidiary ledger accounts contain the income statement information (revenues and expenses). These accounts begin with 1, 2, 3, 4, 5, or 7.

GL - General ledger account - General ledger accounts contain balance sheet information (cash, receivables, payables, fund balances, etc...) In most instances the last 0 can be moved to the first position to translate the subsidiary account number to a general ledger account number. Example: account number 3-00000 translates to a general ledger account number of 0-30000. For Foundation accounts the leading 8 in a subsidiary ledger account should be replaced by a 0. Exaple: 8-80000 translates to general ledger account number 0-80000. These accounts begin with a zero.

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.

6-Digit Account - The account number.

10-Digit Account - The six-digit account number followed by the four-digit account control or subcode.

Open Commitment - encumbrance - Funds which are set aside in an account for a specific purchase. In the case of a Request for Purchase, an open commitment represents the intent to purchase a specified item for an estimated price. In the case of a Purchase Order, an open commitment represents the intent to purchase a specified item for a specified price. All other types of encumbrances (Direct Pay Authorizations, state vehicles, etc.) represent funds set aside for items already purchased.

Campus Code 01 - The campus code which contains all WIU accounts.

Campus Code 08 - The campus code which contains all WIUF (Foundation) accounts.

FINANCIAL ACCOUNTING INFORMATION

SL Account

| <u>Number</u> | <u>Type</u> | <u>Description</u> |
|---------------|--------------|--|
| 1-XXXXX | Appropriated | money held in Springfield that is appropriated to the University. In even fiscal years accounts begin with '2' ; in odd years accounts begin with a '1'. |
| 3-XXXXX | Local | funds that are retained locally These funds are generated by activities that support the University's mission of instruction, research, and public service. |
| 4-XXXXX | Revenue Bond | funds generated by the University Union, University Housing and Dining and Campus Recreation |
| 5-XXXXX | Grants | accounts that receive and expend restricted funds from outside sources |
| 7-XXXXX | Plant | accounts that record activity related to the University's physical assets |
| 8-XXXXX | Foundation | funds generated and held by the WIU Foundation |
| 9-XXXXX | Agency | accounts for which WIU is the custodian only. These funds are not University funds. |

NOTE: When using FRS screens, the dash should be left out of the account number. Example: 3-00000 should be entered as 300000 on the screen.

TRANSACTION CODES

Transaction Codes (TC) are used in the FRS system to define the type of transaction. The definitions are:

| | |
|-------------------------------|-------------------------|
| 02X Budget- | 020 Original Budget |
| | 021 BudgetRevision |
| | 022 Budget Transfer |
| 03X Cash Receipts | |
| 04X Cash Disbursements | |
| 05X Encumbrances/Requisitions | |
| 06X Journal Entries- | 060-067 Journal Entries |
| | 068 Payments |