

STEPHEN F. AUSTIN STATE UNIVERSITY

**FINANCIAL RECORDS SYSTEM
USERS MANUAL**

**Financial Records System
Users Manual**

Table of Contents

Access to the Financial Records System	3
Logging onto the FRS	4
Selecting Which Screen to Use.....	5
Using Each Screen	
Screen 19: A Summarized View of Your Sub-ledger Account	7
Screen 20: Viewing Open Commitments for a Specific Object Code.....	8
Screen 21: Viewing Open Commitments for an Account	9
Screen 22: Viewing Current Budget Information for SL Account	10
Screen 23: A Detailed List of Expenditures	11
Screen 26: Information on Specific Purchase Orders	13
Screen 27: A Detailed Transaction Inquiry	14
Screen 29: List Subsidiary Ledger Actual Data.....	15
Screen 38: General Ledger Account Comparison to Prior FY	16
Screen 39: Subsidiary Ledger Account Comparison to Prior FY	17
Screen 40: General Ledger Account Control Snapshot	18
Screen 41: Subsidiary Ledger Object Code Snapshot	19
Screen 42: Open Commitment Snapshot	20
Screen 102 and 113: Searching for Payments to Specific Vendors.....	21
Screen 881: Viewing a Previous Fiscal Year.....	23
Help Key	24
What the Transaction and Object Codes/Subcodes Represent	
Financial Records System Transaction Codes	25
Object Codes/Subcodes	26

Access to the Financial Records System

Before applying for access to the administrative systems, it is your responsibility to read and understand the current University policy on Computer & Network Security. That policy is D-8.1 (last revised July 15, 2003) in the Policy and Procedure Manual.

Complete only the front of the form and obtain the signature of your department head. Indicate the system requested, either Financial Reporting System (FRS), or Student Information System (SIS). It is not necessary to describe the access you are requesting.

Forward the completed form to the applicable system owner for approval. If FRS is requested, the Controller's Office is responsible for approval. If SIS is requested, the Registrar's Office is responsible. (The applicable student account screens in BR are automatically included in your SIS access.) If both systems are being requested, your request will be forwarded automatically to the second office.

After your request has been approved, it will be forwarded to the Security Administrator in University Information Systems, who will implement the access as it has been assigned. The Security Administrator will contact the department head who signed your request when the access has been established. It is the responsibility of the department head to inform you when your access is established. The Security Administrator and/or your department head will assist you in establishing your own password on your first opportunity to use the system.

Please follow the recommendations of the Security Administrator in establishing and protecting your password as it is an important part of the security of both systems. Users are restricted to their individual access and passwords. Sharing access and passwords impairs the integrity of the security system.

Your request should be in effect after five to 10 working days. If your department head has not been contacted after that time you should contact the Security Administrator to inquire about your request. Mary Burton and John Parker currently fill these positions in Information Technology Systems.

Important note to department heads, supervisors, etc.: When any system user leaves your department, it is your responsibility to inform the Security Administrator (Mary Burton 1248) immediately by telephone so the user's access can be deleted. Written instructions should follow this phone call.

Logging On To Financial Records System

From Your Mac...

1. Your Mac needs a terminal emulator software such as Terminal. Contact Telecommunications to install this software.
2. Using your mouse, click on the apple and pull down the menu. Select P2V from the menu by double clicking.
3. USER NAME: Type your user name (assigned by the Security Administrator at Telecommunications) and Enter.
4. PASSWORD: Type your password and Enter.
5. The system will take you to the main menu. Go to step 6.

...and From Windows

1. Select P2V. This can be installed by Telecommunications. Using your mouse, double click on the P2V icon.
2. USER NAME: Type your user name (assigned by the Security Administrator who currently is Mary Burton at 1248) and Enter.
3. PASSWORD Type your password and Enter.
4. The system will take you to the main menu.
5. Your options are all defined on the screen for you. The cursor will be in the lower right-hand corner of the screen and will prompt you for your menu selection. Type frp and Enter.
6. The next screen that appears is the Financial Accounting Menu. At the cursor's prompt, type OQM and Enter.
7. You are now in the Financial Records System and the accounts you have access to appear on the FA Inquiry Menu. The cursor will be in the upper left-hand corner of the screen and will prompt you for your screen selection. Type in the desired screen as a three-digit number. The cursor automatically moves to the Account space. Type your account number without the dash and Enter.
8. If you lack access to a specific account you feel you need, contact the Controller's Office at 468-2303.

Selecting Which Screens to Use

The Financial Reporting System includes many different screens that allow account managers to view accounts in a variety of ways. Data can be summarized or sorted according to date, specific transaction, purchase orders, encumbrances, and vendors.

The key to knowing which screen to use is to understand each screen's function. Following is a summary of the screens' capabilities, as well as where to go for more specific instructions for each screen.

These screens are selected from the FA Inquiry menu or any other screen by entering the desired screen and six-digit account number without the dash.

Account Summary

Two screens show summarized account information. However, the two screens are specific to certain types of accounts. You must understand which type of account you manage before you try to use these screens. The first digit of the six-digit account identification code determines the type of account.

If the account code begins with a "0," the account is a general ledger, or "GL" account. If the account number begins with the numbers "1-9," the account is a subsidiary ledger or "SL" account.

Screen 18 summarizes general ledger account information for the current year.

Screen 19 summarizes subsidiary ledger account information for the current year.

If you try to use a screen not specific to your type of account you will receive an "invalid account for this screen" message, and access will be denied. For additional information for using screen 19, see page 7.

Subsidiary ledger object code with encumbrance

Screen 20 lists all commitment (encumbrance) information for a specific object code on a 6-digit account. For additional information for using screen 20, see page 8.

Account encumbrance summary

Screen 21 lists all commitment not yet paid, or encumbrances, currently on an account. For additional information for using screen 21, see page 9.

Subsidiary ledger budget summary

Screen 22 lists current budget information for a specific 6-digit subsidiary ledger account. For additional information for using screen 22, see page 10.

Detailed listing of all transactions

Screen 23 allows an account manager to view all transactions that have taken place within an account. This screen is best used with screen 19 to isolate information about selected groups of transactions. For information on the optimal use of screen 23, see page 11.

Information on specific purchase orders

Screen 26 shows information on specific purchase orders. This is helpful when purchase orders are split between accounts and object codes. To use this screen you must know the purchase order's reference number. For more information see page 13.

Specific transaction search

Screen 27 provides the option of setting specific criteria to perform a transaction search. Transactions can be sorted based upon set fields. For more information on using screen 27, see page 14.

Subsidiary ledger actual data summary

Screen 29 lists current month and year-to-date cash transaction summaries by object code for subsidiary ledger accounts. For project accounts, project-to-date balances are also displayed. For more information on using screen 29, see page 15.

General ledger account comparison to prior FY

Screen 38 lists current and prior year dollar summaries by account for a general ledger account. For more information on using screen 38, see page 16.

Subsidiary ledger account comparison to prior FY

Screen 39 lists current and prior year dollar summaries by object code for a subsidiary ledger account. For more information on using screen 39, see page 17.

General ledger account control snapshot

Screen 40 lists detailed amount information for a 10-digit general ledger account. For more information on using screen 40, see page 18.

Detailed encumbrance information

Screen 42 also lists information about specific encumbrances. This screen can show whether an encumbrance has been dropped, when it was paid, etc. To use this screen, you must know the purchase order's reference number and object code. For additional information on using screen 42 see page 20.

Search for specific vendors and related transactions

Two screens provide valuable functions when looking for information regarding specific vendors, like date of payment, etc.

Screen 102 first helps account managers find complete vendor names and ID numbers. Then, screen 113 list transactions with the desired vendor. These screens are helpful for managers overseeing many accounts. For detailed information on screen 102 and 113, see page 21.

Viewing account information from previous years

Account information from previous years can only be accessed through screen 881. Then, use the other screen as normal for the requested year. For additional information, see page 23.

Screen 19: A Summarized View of Your Subsidiary Ledger Account

Screen 19 summarizes account information by grouping types of revenues, expenditures, encumbrances and available balances together. It shows total account amounts, like total beginning budget and total available balance.

Screen 19 is accessed from the FA Inquiry Menu or any other screen by entering 019 in the screen field. Then, the cursor moves to account number. Enter your six-digit account number without the dash and press Enter.

Screen 19 now appears.

At the top right corner of the screen 19 is the account number and the year you are viewing. Under this, the screen lists the Resp Person, which is the same as account manager. Your name should appear here.

Beneath the account manager's name are flags. Only the Frz flag is important to account managers. If a 1 is listed beneath this flag, the account is frozen and cannot support any new activity.

The Department and Map Code listings are for use by the Controller's Office in preparing the Annual Financial Report.

NOTICE:

Before proceeding any further, you must understand that the numbers on screen 19 represent summaries, not individual listing, of transactions. Screen 23 lists individual transactions that comprise the summaries on screen 19.

Screen 19 uses six columns:

Obj - Code numbers representing specific types of revenues, expenditures, or budget pools.

Description - A short description of what the object code or subcode represents. An object code's description will never be different, and vice versa. [Click here for a more complete description of what object codes and their descriptions represent.](#)

Budget - Should match the amount submitted by the account manager and approved during the budgetary process. These amounts represent original amounts budgeted for each type of transaction plus any approved revisions.

Actual - This is the total of the actual individual transactions that fit into each category.

Encumb - These amounts represent funds reserved for purchases that have yet to be received and paid for.

Avail - This column lists the amounts available to be spent in each category.

The bottom row lists the total for each column.

A message at the top left corner of the screen will tell you if there are more pages after the one shown on the screen. To move forward through these pages, press Enter.

Also, the last four numbers in the account number are the object code for the first line on the next page.

Screen 20: Viewing Open Commitments for a Specific Object Code

Screen 20 shows all commitment (encumbrance) information for a specific object code on a 6-digit account.

To access screen 20 from the FA Inquiry Menu or any other screen, type 020 at Screen, your 6-digit account number and the 4-digit object code at Account, and Enter.

The system displays the department number, responsible person, and flag settings (deleted, frozen, review, dropped, suppress over-budget message, and ABR rule) for the selected account.

The system also displays the object code and its description followed by the budget amount, actual amount, encumbrance amount, and budget balance available for that specific object code. This information is the same summary information that is displayed on Screen 19.

For each open commitment on the selected 10-digit account, the system displays two lines of information. The first line includes the purchase order (reference) number, the date the commitment was established, the original, liquidated and adjustment amounts, and the current balance. The second line contains the vendor number, the last date a transaction was processed against the order, and a description of the encumbrance.

The current outstanding balance is the original amount minus the liquidated amount plus or minus any adjustments made in later encumbrance transactions.

After the last open commitment, the system displays the totals for the account.

If there are five or more open commitments, the system displays the message, "MORE RECORDS/ PRESS ENTER TO CONTINUE." Press ENTER to see the next set of records and /or the account totals.

Screen 21: Viewing Open Commitments for an Account

Screen 21 shows all current commitments by object code on an account. To access screen 21 from the FA Inquiry Menu or any other screen, type 021 at Screen, your account number at Account, and Enter.

As with all screens, you can also open 21 from another screen by tabbing to the Screen blank and typing the desired screen number. Then press Enter.

The screen that appears groups information under seven descriptions:

Obj. - Commitments are listed in order under the object code they were grouped under.
PO Ref/Vendor No. - This heading lists the reference number assigned to each purchase order. Sometimes the vendor identification number will be listed under the reference number. The reference number is important for using screen 26 and 42.

Dt Estb/Lst Actv - The date the purchase order was established and the date of the last activity that occurred within the purchase order (payment made, etc.) appears here.

Original Description - The original amount of the purchase and what company or person should be paid is shown here.

Liquidated - Amounts shown under this heading reflect an actual check being cut against the order.

Adjustments - Entries here show adjustments in case of a cancellation of an order, an increase or decrease in the dollar amount of the order, corrections of mistakes, etc. Entries here are released back into the account.

Current - The amount left to be paid on a purchase order appears here. If the amount is "0," and payment was made in the current month to make the amount "0," the commitment will be taken off screen 21 in the next month.

Screen 22: View Current Budget Information for Subsidiary Ledger Account

Screen 22 displays current budget information for a specific 6-digit subsidiary ledger account.

It is recommended when accessing this screen that only the 6-digit account is entered in the Account field so that subtotals and totals will be displayed. If you want the system to display data on the 6-digit account beginning with a specific object code, enter the 10-digit account in the Account field. Keep in mind, however, that subtotals and totals will not be displayed.

The system displays the department, responsible person, and flag settings for the specified 6-digit account.

It also displays each object code for the 6-digit account, along with the object code's description, original budget, revised budget, last (prior) year budget, and next (future) year budget.

If you entered a 6-digit account number in the Account field, the system enters, in this field, the 10-digit account number that displays at the beginning of the next page.

If you entered a 10-digit account number in the Account field, the system will display the data on the 6-digit account beginning with the object code specified.

The subtotalling format defined for Screen 19 is also used for Screen 22.

Screen 23: A Detailed List of Expenditures

Screen 23 can be accessed from any FRS screen. However, the most useful way is to open screen 23 from screen 19.

Here's why:

Screen 23 lists the individual transactions that comprise the summaries on screen 19. Opening this screen from the Inquiry Menu will list all individual transactions that have occurred within an account. This can be quite lengthy and cumbersome.

Using screen 23 with screen 19 makes more sense.

For instance, when viewing screen 19, you may have a question about the specific transactions that equal an amount summarized under one of the object codes. By using the tab key, return the cursor to the Screen and Acct line. Enter 23 for the screen. Next to Acct enter your six-digit account number without the dash, followed by the object code/subcode of the transaction summary in question. Press Enter.

What appears next is a list of transactions that add together to equal the summary of that particular object code on screen 19.

At the top right corner of screen 23 should be your account name with the year you are viewing beneath.

Screen 23 has eight columns. Some of the columns are not as important to account managers as others:

Sub - These numbers are the same as object codes. For an explanation of what code numbers represent, see page 26.

TC - These code numbers identify the transaction type, i.e. receipt, budget, etc. See page 25 for the list describing these codes.

Ref 1 - This value can represent a number of things. A P before the number represents a purchase order; an R preceding the number signals a requisition; a C represents a procurement card encumbrance; and a T represents a travel encumbrance or payment. Other values may appear in this field to help describe and identify various transactions.

Date - Shows the date the transaction was made, or the date the payment was made.

Description - Brief description of the payee. If the description is listed as BR ACCOUNTING FEED, it represents a revenue or expense that feeds over from the student billing system.

Amount - Shows the amount of that transaction.

Batch - This is a reference number added to the transaction when the Business Office processes a transaction. It can be used to trace a transaction's progress through the system.

Offset Acct - This account represents the other side of certain transactions, such as budget transfers, fund transfers, expenditure transfers, and IDT's.

NOTICE

Screen 23 does not include any account summaries, like beginning balance and remaining balance. It only lists individual transactions. This is why it is best to start from screen 19 and use screen 23 to see the detailed transactions behind the summaries on screen 19.

A message at the top of screen 23 tells you if there are additional pages after the one you are viewing. To move through these pages, use the Enter key.

However, the bottom of the screen shows how many total pages are in screen 23, what page you are viewing, and gives you the option to select which page you want to see next. This allows you to skip pages. As the entries in screen 23 are often very lengthy, this option is more convenient than going through every page. Use the Tab to move to this option.

Twenty-six pages of detail are available on screen 23 at any time. If an account has more than 26 pages of detail, a message will appear across the top of the screen on page 26 that reads "More records; enter *** in Next Page to see next set of transactions."

Screen 26: Information on Specific Purchase Orders

Screen 26 lists information on encumbrances or open commitments by purchase order number.

Using the Ref 1 number from screen 23 that is assigned to the purchase, you can view a listing of the individual amounts within the purchase order.

If you know the purchase order's reference number, you can open screen 26 from the FA Inquiry Menu or any other screen by entering 026 in the Screen blank, followed by your Account Number and Enter.

If you do not know the reference number, refer to screen 23 first. Find the reference number you need, tab back to the Screen blank, type 026 and Enter.

The screen that appears has four entries at the top: Screen, Acct., Reference No., and Totals Only.

Use the Screen blank to change to a different screen. Your account number appears in the Acct. blank. Enter the Reference Number for the purchase order you want to view in the Reference No. blank. Nothing needs to be entered into the Totals Only space, so press Enter.

Screen 26 uses eight column headings to describe activity within a purchase order:

Acct. No./Vendor No. - This field lists the account and object code under which items on the purchase order are encumbered.

Dt. Estb./Lst Actv. - This entry shows the date the purchase order was established as well as the date of the last activity that occurred within the purchase order (payment made, correction, etc.)

Original Description - The original amount requested for each part of the purchase order and the name of the person requesting the amount is listed here.

Liquidated - Payments made on each section of the purchase order appear under this heading.

Adjustments - This heading shows changes other than payments to the purchase order. For instance, if an order was canceled or the dollar amount increased or decreased, the necessary adjustments would appear here.

Current - The totals still unpaid for each part of the purchase order are listed here.

Screen 27: A Detailed Transaction Inquiry

Screen 27 allows an account manager to search for a specific transaction by selecting criteria to narrow the field of search.

This screen can be selected from any screen.

Once screen 27 is selected, a list of 8 options to narrow the field of search appear. Use the Tab key to move through the selections. Do not press Enter until have finished selecting the search criteria.

The search criteria available are:

Acct Number - Enter a specific six-digit account or a range of accounts.

Subcode - Enter the subcode or range of subcodes for the search. If this option is left blank the search will include all subcodes.

Trans Date - Enter the date or range of dates to be included in the search. The date should be entered as a four-digit number. (Ex.: November 1 would be 1101.) Leaving this option blank will cause the search to include the entire year to date.

Information for the next five options must be obtained from Screen 23.

Batch Ref - Obtained from screen 23. The letters at the beginning of the reference number indicate the type of payment: C = Procurement Card, P = Purchase Order, R = Requisition, and T = Travel Voucher. The next number represents the fiscal year. For example, "5" for 2005. The final five numbers are the actual reference number.

Batch Date - The date the transaction was processed by the Business Office.

Trans Code - Listed on screen 23. For explanation of what the transactions codes represent, [Click Here](#).

Ref Number 1 and 2 - Obtained from screen 23.

Pressing Enter will list the transactions as selected by the search criteria.

Screen 29: List Subsidiary Ledger Actual Data

Back to A Detailed Transaction Inquiry Back to Table of Contents General Ledger
Account Comparison to Prior FY

Screen 29 displays current month and year-to-date cash transaction balances for a specified 6-digit account. For a "Project" account (grants), the display also includes the project-to-date balances.

The display includes account attributes (department, responsible person, map code and flag settings) followed by dollar data: current month, year-to-date (YTD) and project-to-date (PTD) actuals and budget balance available, listed by object code. YTD and PTD figures include the current month amount. If the account in context is not a project account, nothing is displayed in the PTD Actual column.

The system uses the subtotalling rules set up for Screen 19 to display the data on Screen 29.

To page through a list that extends beyond a single screen, press ENTER. In a multi-page listing, the next 10-digit account number is displayed in the ACCT field.

Screen 38: General Ledger Account Comparison to Prior FY

Screen 38 is used to view current and prior year balances for a General Ledger account. A general ledger account is any account that begins with "0".

The display includes account attributes (department, responsible person and flag settings) followed by dollar data: current and prior year-to-date balances, listed by account control.

"Current year" refers to the fiscal year, which is displayed at the upper right of the screen along with the name of the account.

To page through a list that extends beyond a single screen, press ENTER. In a multi-screen display, the next 10-digit account number is displayed in the Acct field.

Screen 39: Subsidiary Ledger Account Comparison to Prior FY

Screen 39 is used to view current and prior year dollar amounts for a Subsidiary Ledger account.

Type the account number (6-digit or 10-digit) in the Account field and press ENTER. If you want the display to begin with a particular object code, enter the corresponding 10-digit account.

The display includes account attributes (department, responsible person, map code and flag settings) followed by dollar data: month-to-date actuals and year-to-date actuals for the current and prior fiscal years, listed by object code. (The current fiscal year is the year displayed at the upper right of the screen along with the name of the account.)

The current year-to-date and prior year-to-date figures include current month activity.

The subtotalling definitions set up for Screen 19 are also used on Screen 39.

To page through a list that extends beyond a single screen, press ENTER. In a multi-page listing, the next 10-digit account number is displayed in the ACCT field.

Screen 40: General Ledger Account Control Snapshot

Screen 40 displays detailed amount information for a 10-digit General Ledger Account.

To view information on this screen you must enter a 6-digit general ledger account and a 4-digit account control code in the ACCT field and press ENTER.

The system displays the flag settings for this account, the account control description, the date of last activity on the account, the current month amount for the account and the current month amount for this month last year.

Screen 41: Subsidiary Ledger Object Code Snapshot

Screen 41 displays detailed amount information for a 10-digit subsidiary ledger account.

You must enter a 6-digit account number and a 4-digit object code in the Acct field and press ENTER to view information.

The system displays the flag settings for the account, the object code description, the map code, the date of last activity on the account, and complete amount information for the account.

Screen 42: Open Commitment Snapshot

Screen 42 shows much of the same information as screen 26 with only slightly more detail. To use screen 42, you must know the object code and reference number assigned to an encumbrance.

Screen 42 can be selected from the FA Inquiry Menu by typing 042 for Screen, your account number without the dash, and Enter.

However, if you do not know the encumbrance's object code and reference number, you should first use screen 21 to find what they are. Tab to the Screen space, type 042 and Enter.

When screen 42 appears, you must enter your account number without the dash followed by the four-digit object code of the encumbrance in the Acct. space. In the Reference Number space, type the encumbrance's reference number and Enter.

Screen 42 resembles screen 26:

Description - Shows who or what company is owed money.

Reference Indicator - An E appears in this blank, showing an encumbrance.

Drop Flag - A 1 shows the encumbrance has been liquidated. 0 shows the encumbrance is still current.

System Drop - If a 1 appears in the Drop Flag space, a 1 will be added here at the end of the month.

Original Amount - Shows the original amount entered for the purchase order.

Liquidated amount - Shows payments.

Current Balance - Shows any balance left to pay on the purchase order.

Original Trans Date - Shows the original date the transaction took place.

Original Trans Type - Shows the original type of encumbrance the purchase order was listed as.

Vendor Number - The vendor's identification number will not always be listed.

Date Created - The date the purchase order was created appears here.

Date Last Activity - The date of the most recent activity on a purchase order is shown here.

Screens 102 & 113: Searching for Payments to Specific Vendors

As an account manager, you may need to research the status of a payment to a vendor who has provided goods or services for your department. Screens 102 and 113 are used to trace that payment.

First, use screen 102 to find the vendor number.

Select screen 102 from the FA Inquiry menu or from any other screen by entering the screen number and Enter.

At the top left corner, the screen will read "102 Vendor Name Search."

Use the Tab key to move to the Vend option. Enter the name of the business you are inquiring about. If there are extra spaces between the end of the vendor's name and the space provided, use the space bar to completely fill the blank provided.

*Note: If the vendor is an individual, enter the person's last name.

Now press Enter.

If the record shows only one business with the name you entered, the vendor number will automatically appear in the Vend space. However, there is often more than one business with the same name. The list will provide a Ln (line number), Vendor Name Address, City/State, and Vendor/St description for each business.

In that instance, Tab to the bottom of the screen where the Line Number option appears. Enter the line number of the business you want and press Enter.

The vendor's number will appear in the Vend blank.

Instead of using the Line Number option, you can also simply tab back to the Vend blank and enter the vendor number as it appears on the screen.

*For an individual, the vendor number is usually his or her social security number, preceded by B and followed by a 0.

Now tab to the Screen blank and enter 113. Press Enter.

Screen 113 is a Vendor Analysis. In the top right corner, the company's name and address appear. The next line is the Screen, Vend, etc. line. Beneath this the date of the first transaction and the last activity with the business are listed. Several other descriptive factors are listed, but the one that interests most account managers is the Hold description. The number in this blank shows how many checks will soon be sent to the business. The specific checks that will be sent are listed later on the screen.

Now the screen lists each check that has been paid or will be paid to a business.

There are seven headings that describe each transaction.

Vchr No. - The number the system assigns to each new transaction taking place within an account.

Acct No. - The account number the check will be paid from.

Inv No. /Description - The number of the payment request followed by a brief description of what was purchased.

PO No. - The purchase order number.

Inv Dt - The date of the invoice.

Due Dt - The date the payment of the invoice is to be made.

Pd Dt - The date the check was paid.

Beneath the headings are descriptions of the check. The gross, discounted and net amounts of the check are listed. The Ck No. (check number) follows.

The first two numbers of the check number show what bank is paying the check. If the number is 01, a local bank paid the check. If the number is 59, 62, and 78 a bank in Austin is paying the check and it will take slightly longer for the business to receive its check. If the check has already been paid, the TC=140 code will follow it. If a check will be cut that week, a Hold is listed.

Screen 881: Viewing a Previous Fiscal Year

Screen 881 does not appear on the FA Inquiry Menu. However, it can still be opened from the menu or any other screen by entering 881 as the desired screen and Enter. Your account number is not required but may be entered in the account field.

Once screen 881 appears, Tab to the Fiscal Year line and enter the year you want to view as a two-digit number, like 04 for 2004. Press Enter.

Next, Tab back to the screen and account number line. Enter the screen number you wish to view for that year. Your account number does not change. Press Enter.

HELP

On-screen help is available if you still need more help understanding the screens after reading this manual.

Using the Tab or arrow keys, move the cursor to the part of the screen causing your confusion and press F2. An explanation of that part of the screen will appear.

To get back to the original screen press F4.

NOTE: Location and formatting of F keys varies from keyboard to keyboard.

Financial Records System Transaction Codes

02x BUDGET ENTRIES

- 020 Original Budget & Original Budget Corrections
- 021 Revised Budget -- General
- 022 Budget Transfers
- 026 Prior Year Budget

03x RECEIPT ENTRIES

- 030 Cash Receipts (Dept. sales, payment to clearing accounts, etc.)

04x DISBURSEMENT ENTRIES

- 040 Cash Disbursements
- 048 Accounts Payable Disbursements/Voided Checks

05x ENCUMBRANCE ENTRIES

- 050 Regular Encumbrance
- 051 Encumbrance Modification or Cancellation
- 053 Salary Encumbrance
- 059 Prior Year Encumbrance

06x GENERAL JOURNAL ENTRIES

- 060 Journal Entries
- 061 Journal Entries -- IDTs
- 062 Journal Entry Freeze Override
- 063 Journal Entries -- Payroll Feed
- 068 Journal Entries -- Accounts Payable (setting up liabilities)
- 069 Compound Journal Entries

09x BANK TRANSFERS; BEGINNING BALANCE ENTRIES

- 090 Bank Transfers
- 098 Beginning Balances

Object Codes

REVENUE

0010 Beginning Balance
0020 State Grants
0021 State Pass-Through
0022 Federal Pass-Through
0023 Private Grants
0024 Local Grants
0030 Tuition and Fees
0031 Break Fee/Residence Halls
0032 Break Fee/Apartments
0033 Tuition and Fee Exemptions
0320 IDC Federal
0322 IDC State
0323 IDC Local
0324 IDC Private
0350 Realized Gain
0351 Unrealized Gain
0353 Interest
0355 Interest Transferred from Endowment
0580 Gifts/Donations

SALARIES

1410 Faculty
1420 Adjunct Faculty
1430 Graduate Teaching Assistant
1510 Professional Staff
1520 Graduate Research Assistant
1530 Graduate Administrative Assistant
1540 Salary-Classified
1550 Additional Compensation-Professional
1560 Additional Compensation-Classified
1610 Wages-Classified
1620 Wages-Student
1622 Wages-Workstudy
1710 Hazardous Duty Pay
1720 Wages-Overtime 1.0
1721 Wages-Overtime 1.5
1730 Longevity Pay
1740 Lumpsum Term Pay-Vacation

BENEFITS

1920 Employee Insurance Payments-State
1930 FICA Employer Match
1950 Unemployment Compensation Benefits
1960 Workers Compensation Claims
1980 Option Retirement-State
1990 Teacher Retirement Reimbursement
2100 Benefit Charges

TRAVEL

3010 Auto Rental-In State
3011 Other Transportation-In State
3012 Airfare-In State

3016 Mileage-In State
3020 Actual Expense Overnight-In State
3025 Incidental Expenses-In State
3030 Meals & Lodging-In State
3045 Parking Fees-In State
3110 Auto Rental-Out of State
3111 Other Transportation-Out of State
3112 Airfare-Out of State
3116 Mileage-Out of State
3120 Actual Exp Overnight-Out of State
3125 Incidental Expenses-Out of State
3130 Meals & Lodging-Out of State
3145 Parking Fees-Out of State
3210 Prospective State Employee
3215 Registration Fees
3310 Foreign Travel
3410 Sal-Per Diem Allowance
5215 Registration

SUPPLIES, MATERIALS AND PARTS

4010 General Supplies-Consumables (*paper, pens, exams, film, soap, cleaning solution, trophies, plaques, transparencies, etc.*)
4020 Computer/Telecommunications Consumables (*diskettes, paper, ribbon, printer toner, fax toner, etc.*)
4025 Subscriptions, Periodicals, and Information Services not for permanent retention (*magazine subscriptions, directories, paperback books, etc.*)
4030 Fuels and Lubricants
4040 Chemicals & Gases
4045 Medical Supplies
4050 Food Purchases (research, seminars, teaching; includes bottled water)
4066 Parts - Machinery, Equipment, Motor Vehicles (*includes projector bulbs*)
4070 Plants (*includes seeds and bulbs*)
4076 Supplies and Materials - Building, Grounds, Road, Highway, Farm, Ranch & Nursery (*nails, lumber, windows, fertilizer and fertilizer spreading, peat moss, asphalt, etc.*)
4080 Fabrics and Linens
4085 Furnishings, Equipment, Clothing (*less than \$5000; NOT Capitalized and NOT Controlled*)
4086 Computer Equipment (*less than \$5000; NOT capitalized and NOT Controlled; external hard drives, keyboards*)
4090 Parts - Computer Equipment (*internal components such as memory, sound cards, cables, etc.*)
5120 Parts - Telecom (*internal modems, etc*)

CREDIT CARD PURCHASES

4100 Credit Card Purchases

TELECOMMUNICATIONS (NOT INFRASTRUCTURE)

5110 Telecom - Long Distance, *including reimbursement for phone calls*
5115 Telecom - Monthly Charge
5130 Telecom - Other Service Charges
5135 Telecom - Dedicated Data Circuit

FEES

5210 Membership Dues
5217 Employee Training Tuition/Registration (*not related to travel*)
5219 Surety Bonds (*for Notary bonds see 5225*)
5220 Property & Casualty Insurance

- 5221 General Liability Insurance
- 5222 Workers' Compensation Insurance
- 5223 Employee Professional Liability
- 5224 Automobile Liability Insurance
- 5225 Notary Bonds
- 5226 Inland Marine Insurance (*scheduled equipment*)
- 5227 Student Professional Liability Insurance

REQUISITION OBJECT CODES

- 5228 Accident Medical Insurance
- 5229 Special Events Liability Insurance
- 5230 Fees - Other (*gifts to memorial funds in lieu of flowers, purchase of tickets we are not printing but attending*)
- 5231 Services Charges
- 5235 Student Prizes/Awards
- 5240 Employee Awards
- 6120 Interest - Other; *must be broken out on capital leases*

CONSULTANT AND PROFESSIONAL SERVICES

- 5350 Consultant Services - Other
- 5355 Consultant Services - Computer
- 5410 Educational/Training Services for Employees
- 5415 Financial and Accounting Services
- 5420 Legal Services approved by Office of Attorney General
- 5425 Medical Services
- 5430 Veterinary Services
- 5435 Lecturers/Speakers/Performers
- 5440 Witness Fees - Other (Civil & Expert)
- 5445 Investment Counseling Services
- 5450 Architectural/Engineering Services
- 5453 Other Professional Services (*umpires and judges*)

MAINTENANCE AND REPAIR

- 5511 M&R - Motor Vehicles
- 5512 M&R - Machinery and Equipment
- 5520 M&R - Computer Software
- 5535 M&R - Computer Equipment

OTHER SERVICES

- 5250 Printing or Reproduction of Agency Publications
- 5610 Hazardous Waste Disposal Services
- 5615 Reproduction & Photographic Services (*business cards*)
- 5620 Temporary Employment Agency Employee Services
- 5625 Computer Programming Services (*includes web design*)
- 5630 Communication Services (*telegraph, electronic subscription, answering services, Westlaw, etc.*)
- 5635 Cleaning Services
- 5640 Advertising Services (*ad campaigns, radio, television, yellow pages, classified ads*)
- 5645 Data Processing Services
- 5650 Freight & Delivery Services (*includes air express and vehicle towing*)
- 5655 Postal Services, including post office box rent
- 5660 Evidence and Informant Services
- 5670 Other Contracted Services
- 5673 Contracted Food Services

CONTROLLED EQUIPMENT

- 5710 Controlled Eqpt - Handguns/Rifles (\$0-\$4999.99)
- 5711 Controlled Eqpt - Fax Machines/telecopiers (\$500-\$4999.99)
- 5712 Controlled Eqpt - Stereo Systems (\$500-\$4999.99)
- 5713 Controlled Eqpt - Cameras (\$500-\$4999.99)

- 5714 Controlled Eqpt - TV, VCR, Camcorder, Laserdisc (\$500-\$4999.99)
- 5716 Controlled Eqpt - Video Data Projectors (\$0.00-\$4999.99)
- 5720 Controlled Eqpt - Servers, minicomputers, printers, Apples, PCs, laptops, (including monitors) scanners, digital cameras (\$0-\$4999.99)

NOT CONTROLLED AND NOT CAPITALIZED - ANY VALUE

- 5725 Computer Software *(includes annual license fees)*
- 5730 Books/Films/Reference material FOR permanent retention
- 5735 Animals *(dead, live, parts, including animal semen)*
- 5740 Telecom Eqpt *(cell phones, pagers, 2-way radios, external modems, etc.)*

RENTALS - DOES NOT INCLUDE OPTION FOR PURCHASE

- 5140 Rental of Telecom Equipment
- 5810 Rental of Machinery, Equipment & Containers
- 5820 Rental of Computer Equipment
- 5822 Rental of Radio Towers
- 5825 Rental of Copy Machines
- 5826 Rental of Copy Machines - Additional copy charges
- 5830 Rental of Computer Software
- 5835 Rental of Reference Material *(includes script & music royalties)*
- 5840 Rental of Motor Vehicles
- 5845 Rental of Aircraft
- 5850 Rental of Marine Equipment
- 5855 Rental of Land
- 5860 Rental of Office Building of Office Space
- 5865 Rental of Services Building
- 5870 Rental of Other Space *(hotel rooms, classroom, conference, storage, exhibit, etc.)*

RECRUITMENT REIMBURSEMENTS

- 5916 Athletic Student Reimbursements related to approved recruiting practices *(includes phone calls, meals, lodging, etc.)*

ITEMS FOR RESALE

- 6701 Items purchased for Resale
- 6702 Bookstores Items for resale purchased directly from the Publisher

CAPITAL LEASES - INCLUDES PURCHASE OPTION WHETHER THE PURCHASE OPTION IS REQUESTED OR NOT, BUT IS STATED IN CONTRACT

- 8340 Capital Lease - Buildings
- 8341 Capital Lease - Facilities & Other Improvements
- 8342 Capital Lease - Other Personal Property
- 8350 Capital Lease - Furnishings & Equipment
- 8355 Capital Lease - Computer Equipment
- 8360 Capital Lease - Infrastructure-Telecom
- 8370 Capital Lease - Motor Vehicles

CAPITAL EQUIPMENT \$5000 AND GREATER AND USEFUL LIFE OF MORE THAN ONE YEAR

- 8415 Motor Vehicles
- 8420 Industrial & Heavy Eqpt, Office Eqpt, Medical & Lab Eqpt, Safety Eqpt
- 8424 Other Furnishings & Equipment
- 8427 Boats, Boat motors, Boat trailers
- 8435 Computer Equipment
- 8436 Telecom Equipment
- 8440 Computer Software

UTILITIES

- 7010 Electrical Utilities
- 7015 Natural & Liquefied Petroleum (LP) Gas
- 7020 Water Utilities *(not bottled water; see 4050)*
- 7025 Other Utilities
- 7030 Waste Disposal

CONSTRUCTION IN PROGRESS

- 5745 CIP-Fabrication of Equipment (less than \$5000)
- 8450 CIP-Fabrication of Equipment (\$5000 or greater)
- 8710 Construction in Progress - *Must meet the category capital threshold; Project must be for 1 or more years in length or cross 2 fiscal years* Building - \$100,000; Facilities - \$100,000; Infrastructure - \$500,000

LAND

- 5545 M&R - Land
- 8010 Purchase of Land (any value)
- 8214 Land Improvements (any value) (*readies the land for intended use*) (*for fences, parking lots, landscaping, etc., see Facilities & Other Improvements*)

BUILDINGS

- 5530 M&R - Buildings
- 5531 Purchase of Buildings or Building Improvements (less than \$100,000)
- 8110 Purchase of Buildings (\$100,000 or greater)
- 8115 Building Improvements (\$100,000 or greater)

LEASEHOLD IMPROVEMENTS

- 5550 Improvements to Leased Buildings-Expensed (less than \$100,000)
- 8310 Improvements to Leased Buildings-Capitalized (\$100,000 or greater)

FACILITIES & OTHER IMPROVEMENTS - NOT BUILDINGS

- 5560 M&R - Facilities/Other Improvements
- 5561 Purchase of Facilities and other Improvements (less than \$100,000)
- 8220 Purchase of Facilities & Other Improvements (\$100,000 or greater) (*includes fencing, landscaping, parking lots, etc.*)

INFRASTRUCTURE AND TELECOM INFRASTRUCTURE

- 5125 M&R - Infrastructure-Telecom
- 5126 Infrastructure-Telecom (less than \$500,000)
- 5540 M&R - Infrastructure
- 5541 Purchase of Infrastructure or Infrastructure Improvements (less than \$500,000)
- 8445 Infrastructure-Telecom (\$500,000 or greater)
- 8447 Infrastructure Preservation (*NOT Improvements*) (\$500,000 or greater)
- 8715 Purchase of Infrastructure (*includes sidewalks*) (\$500,000 or greater)

LIBRARY BOOKS

- 8510 Library Books & Reference Materials (Library use only)

WORKS OF ART/HISTORICAL TREASURES - ANY VALUE

- 8520 Works of Art/Historical Treasures - any value

ANIMALS

- 8610 Purchase of Animals - \$5000 or greater