

The University of Georgia Financial Accounting System Campus User Guide



Finance and Administration Office
Accounting Division
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INTRODUCTION

The University community's need for administrative data continues to grow and change. The Finance and Administration office is committed to continually developing new and enhanced financial systems which will deliver timely information to individual departments.

The Financial Accounting System Campus User Guide is designed to provide detail information about how to use the on-line financial accounting system. This edition (the fifth since 1984) has been updated with accounting system changes and rearranged for smoother flow in IMS classes.

The accounting system is updated daily with transactions processed through the close of business on the previous day. (Certain intra-University billings, however, such as Central Operating Supply and telephone charges, are updated only on a weekly or monthly basis.) Campus departments may access the system by using the 12-digit account number or by other references such as purchase request number, as long as that purchase request number is applicable to a 12-digit account number for which the campus unit is authorized access.

Information as to the computer terminal and communication equipment required for use in accessing any of the on-line administrative systems can be obtained through UCNS Client Services (542-3106).

For information on accessing the University's administrative data contact Financial/Student Information Systems Access Services (542-4000).

Questions with regard to accessing the financial accounting system or concerning information in the system may be directed to the Accounting Department (542-1197). Request for Access forms and instructions for these forms are provided beginning on page 28 or via the internet at: <http://www.busfin.uga.edu/forms/>

Chapter 1

TERMINAL SIGNON

The procedure outlined below establishes communications between a terminal located in the campus unit and the mainframe computer housing the University's financial accounting system.

If you are using an IBM 3178 terminal, note that pressing a key while holding down the ALT key obtains the function labeled on the front side of the key pressed. Pressing a key (without holding ALT) obtains the function labeled on top of the key. If you are using a PC with terminal emulation, follow the emulation instructions and keyboard charts distributed with your software to locate the keys named in the following instructions.

1. The terminal or PC must be on and displaying the UGA logon screen. If using dial-up the screen displayed will vary slightly from the one shown below.
2. The user "connects" to the mainframe computer by keying " f " and pressing the ENTER key.

```
The University of Georgia
```

```
    IBM Services
```

```
To select a desired service, enter the corresponding  
letter followed by the ENTER key (Carriage Return).
```

```
O OASIS           T TSO           F FINANCIAL & STUDENT SYSTEMS
```

```
====> f
```

2. (Continued) After connecting, if the terminal seems to ignore all commands entered, the operator should perform the following steps:

a) clear the screen by pressing CLEAR, type in "/EXIT", and press ENTER.

b) clear the screen by pressing the CLEAR key.

c) Press PA2.

d) Repeat steps b) and C) until there are no more messages, i.e., the screen remains blank.

e) Key "/RCL" and enter.

3. In order to access information stored in the computer, the terminal user must be validated through the security signon facility. The SIGNON screen becomes available automatically after proper execution of the logon screen.

4. The terminal operator's personal identification number and password must be entered. See Chapter 6 for more information on identification number assignment and creation/change of password. (Personal I.D. and password can be obtained by completing forms provided beginning on page 28 and forwarding to Finance and Administration Office.)

SIGN ON SCREEN
WITH VALID PASSWORD



```
*****  
**                IMS System Entry                **  
** Access to IMS is restricted to Faculty/Staff)    **  
*****
```

1. Enter Your User ID: trn025
2. Enter Your Password: georgia
3. Press ENTER

Node = TCP00662 Date = 02/07/00 Time = 09:23:32

If you wish to exit now and return to the IBM Services Screen, press F3.

F1=HELP F3=EXIT

4.(Continued) The following response indicates a successful signon:

Congratulations! You are signed on to IMS.

If you wish to display the FSIS Application Menu,
press F12 or ENTER

If you wish to change your password, press F5

If you wish to exit and return to the IBM Services
Screen, press F3

If you wish to exit and sign on with a different
User ID, press F4

F3=Exit F4=Sign-On F5=Change Password F12=FSIS Menu

5. Optional:

To see any messages which may have been sent to the terminal, the terminal operator may perform the following sequence of steps:

- a) Clear the screen by pressing the CLEAR key,
- b) Press PA2.
- c) Repeat the CLEAR and PA2 steps until there are no more messages, i.e.,the screen remains blank.
- d) Key "menu" and enter.

6. The user is now ready to access one of the information systems shown in the figure below. Select the Financial Accounting System by positioning the cursor on the dash to the left of "Financial Accounting", and key the letter "S" for select. After positioning the cursor, you may simply hit enter without typing "S" if you prefer.

```

HUSP330          ***** Financial and Student Information Systems *****      HUSM3301
Feb  7,00          - Menu -                                                    11:30 AM

                Select  Application
                -----
                _       Alumni Trust Fund Accounting
                s      Financial Accounting
                -       Procurement - Status Inquiry
                        *** End of Menu Items ***

Color(Y/N)? _
Enter-PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10--PF11--PF12----
      help          quit                          bkwrdr frwrdr

```

7. If the system remains on the FAS Information Systems Menu for more than two minutes, it is possible that, due to emergency situations, the databases for the application desired are not available for on-line inquiry. To terminate the session, press PF3. The terminal is now disconnected. The terminal screen will appear the same as in item 1 Chapter 1.

8. If the Financial Accounting System was successfully accessed, the user is now ready to access the detailed accounting screens. Detailed procedures are outlined in Chapter 2.

Chapter 2

IMS FINANCIAL ACCOUNTING SYSTEM

A campus unit may gain access to the University's financial accounting system by the use of computer terminals located within the unit if the steps outlined below are followed. These steps cannot be taken, however, until after the terminal has established communications with the mainframe computer as noted in Chapter 1.

STARTING A FINANCIAL ACCOUNTING SYSTEM SESSION

1. Complete the terminal signon procedure. (Chapter 1)

TRANSACTION SELECTION

1. Select and key the identifier from the screen below. More information is available for identifiers on page 7.

S E C O N D A R Y O P T I O N S E L E C T I O N		PAGE: 1
ACTION:	(C=RETURN TO PRIMARY MENU; Q=EXIT TO SIGNON)	LAST
RETRIEVE MODE: 6	SELECT:	
KEY:		
99 - FSIS MENU	HD - DETAIL OBJECT HISTORY	
AS - ACCOUNT STATUS REPORT	UT - USER TOTAL	
AM - ACCOUNT - MAINTENANCE	UP - USER ACCOUNTING PERIOD	
OS - OBJECT STATUS	UD - USER DETAIL TRANS	
SP - ACCOUNT - SPONSOR	UE - USER ENCUMBRANCE	
CB - RESTRICTED CASH BALANCE	CR - OUTSTANDING CHK REQ	
OA - EXPENDITURE OBJECT SUMMARY	CG - CONTRACT/GRANT	
OT - SUMMARY OBJECT TOTALS	TC - TRANS BY CHECK	
OD - DETAIL OBJECT TOTALS	TE - TRANS BY ENCUMBRANCE	
AP - ACCOUNTING PERIOD	TR - TRANS BY REFERENCE	
AT - ACTUAL TRANSACTION	TV - TRANS BY VENDOR/INVC	
PV - PAYMENT VENDOR	EI - ENCUMBRANCE INQUIRY	
PE - PAYMENT ENCUMBRANCE	EA - ENCUMBERED ACCOUNT	
TD - EXTENDED TRANS DESC	TA - TRANS BY VENDOR/ADDR	
OE - OBJECT ENCUMBRANCE	VN - VENDOR BY NAME	
AR - RELATED ACCOUNT	AL - ACCOUNT BY DEPARTMENT	
AE - ACCT EDIT RESTRICTIONS	WR - TRANS BY WORK ORDER	
HT - SUMMARY OBJECT HISTORY	AN - NON-DEL ACCTS BY DPT	

Primary Key Selection

The primary key selection screen is used to select the type of processing that is desired. The following data may be entered on this screen.

1. OPTION

a) D - Standard Processing - default

b) Q or C - See Chapter 7, Terminating a FAS Session.

c) ? - Help - See Special Options later in this chapter for explanations of Help and other special options.

2. MODE - Only Mode 6, retrieve, is available.

3. IDENTIFIER - Your choice from the previous screen has been entered.

a) Identifiers and their keys are shown in more detail on the next page.

```

                                FINANCIAL ACCOUNTING
      P R I M A R Y   K E Y   S E L E C T I O N   S C R E E N
RETRIEVE              TRANSACTION: SUMMARY OBJECT TOTALS
OPTION:      TRX: 60T      KEY:
                ** ENTER THE FOLLOWING KEY INFORMATION **
      ACCOUNT NUMBER-
      FISCAL YEAR----
      SUMMARY OBJECT-
```

4. For value of required key, see page 8.

CAMPUS USER TRANSACTION IDENTIFIERS & KEYS

IDENTIFIER

	<u>TRANSACTION</u>	<u>KEY DATA REQUIRED</u>
AS	Account Status Report	Account
AM	Account Maintenance	Account
AL	Department/Account No.	Dept No + "percent" (%)
AN	Department/Active Acct. No.	Dept No + "percent" (%)
OS	Object Status	Account + Object
AR	Related Account	Account + Relation Code/Acct
AE	Trans Edit Restr	Account
SP	Sponsored Account	Account
CG	Contract/Grant	Grant No+ "greater than" (>)
CB	Restr Cash Balance	Account + FY/Summary Object
CR	Outstanding Chk Req	Check Request Number
OT	Object Total (Sum)	Account + FY/Summary Object
OD	Object Total (Det)	Account + FY/Summary Object +Detail Object
OA	Expense Obj summary	Account
AP	Accounting Period	Account + FY/Summary Object +Detail Object +Yr/Mo/Da
AT	Actual Transaction	Account + FY/Summary Object + Detail Object + Yr/Mo/Da
OE	Object Encumbrance	Account + FY/Summary Object + Detail object + "greater than"(>)
PV	Payment Vendor	Account + FY/Summary Obj + Detail Obj + Yr/Mo/Da + Type/Ref/Seq + Vendor /Address No
PE	Payment Encumbrance	Account + FY/Summary Obj + Detail obj + Yr/Mo/Da + Type/Ref/Seq + Encumbrance No
HT	Summary Object History	Account + Yr/Mo/Summary Object
HD	Detail Object History	Account + Yr/Mo/Summary Object + Detail Object
TD	Extended Trans Desc	Account + FY/Summary Obj + Detail Obj + Yr/Mo/Da + Type/Ref/Seq + Desc Seq Code
TC	Trans by Chk No	Chk No + "greater than" (>)
TE	Trans by Enc No	Enc No + "greater than" (>)
TR	Trans by Ref No	Ref No + "greater than" (>)
TV	Trans by Vend/Invc	Vendor No/Addr No/Invoice No + "greater than" (>)
TA	Trans by Vend/Addr	Vendor No/Addr no + "greater than" (>)
VN	Vendor by Name	Vend Nme+ "greater than" (>)
WR	Trans by Work Order	Wk Or No+ "greater than" (>)
EI	Encumbrance Inquiry	Encumbrance Number
EA	Encumbered Account	Enc no + "greater than" (>)

FOR DETAILED IDENTIFIER DESCRIPTIONS SEE CHAPTER 3

4. (Continued)

a) The value of the KEY required depends on the IDENTIFIER selected on the previous page. Examples of selected keys and how they are entered follow:

Account number.....i.e., 1062GA025000
*Check number.....i.e., 364133>
*Encumbrance number..i.e., P4647582A>
*Vendor number.....i.e., C16405000>
*Reference number
 PO Number.....i.e., 4647582A>
 JV Number.....i.e., JV000256>
 Ticket Number....i.e., T088-086>
 Work Order Number.i.e., WO16047>
 Cash Receipti.e., AUG^^17> (^=blank space)

```

                                FINANCIAL ACCOUNTING
      P R I M A R Y   K E Y   S E L E C T I O N   S C R E E N
RETRIEVE              TRANSACTION: SUMMARY OBJECT TOTALS
OPTION:    TRX: 6OT   KEY:
                ** ENTER THE FOLLOWING KEY INFORMATION **
ACCOUNT NUMBER- 1062ga025000
FISCAL YEAR----
SUMMARY OBJECT-
```

```

                                FINANCIAL ACCOUNTING
      P R I M A R Y   K E Y   S E L E C T I O N   S C R E E N
RETRIEVE              TRANSACTION: TRANS BY REFERENCE
OPTION:    TRX: 6TR   KEY:                                0
                ** ENTER THE FOLLOWING KEY INFORMATION **
REFERENCE NUMBER-----
ACCOUNT NUMBER-----
FISCAL YEAR-----
DETAIL OBJECT-----
ACCOUNTING PERIOD CC----
ACCOUNTING PERIOD YEAR--
ACCOUNTING PERIOD MONTH-
ACCOUNTING PERIOD DAY---
TRANSACTION TYPE-----
SEQUENCE NUMBER-----                                0
```

*NOTE: If you receive message "NO AUTHORIZED VALUE OF NOACCTOB TO DISPLAY"; before giving up, add the first four digits of the account number to the key as underlined in the following example. (i.e., JV0002561062> or T088-0861062>)

4. (Continued)

b) If KEY requires summary object, enter one of the following:

- Personal Services: Any valid object that begins with a 5.
- Travel: 64000
- Operating Expense: 71000
- Student Aid: 77000
- College Work Study: 78000
- Equipment: 84000
- Holdback (Budget Only): 91000 (Restricted Accounts only)
- Total Indirect Costs: 92000 (Restricted Accounts only)
- Research Foundation Indirect Costs: 92500 (Restricted only)

Secondary Option Menu

If the IDENTIFIER is omitted, the Secondary Option Menu re-appears displaying the list of transaction IDENTIFIERS. A transaction selection is then chosen.

S E C O N D A R Y O P T I O N S E L E C T I O N		PAGE: 1
ACTION:	(C=RETURN TO PRIMARY MENU; Q=EXIT TO SIGNON)	LAST
RETRIEVE MODE: 6	SELECT:	
KEY:		
ADFE050 INVALID TRANSACTION SELECTION		
99 - FSIS MENU	HD - DETAIL OBJECT HISTORY	
AS - ACCOUNT STATUS REPORT	UT - USER TOTAL	
AM - ACCOUNT - MAINTENANCE	UP - USER ACCOUNTING PERIOD	
OS - OBJECT STATUS	UD - USER DETAIL TRANS	
SP - ACCOUNT - SPONSOR	UE - USER ENCUMBRANCE	
CB - RESTRICTED CASH BALANCE	CR - OUTSTANDING CHK REQ	
OA - EXPENDITURE OBJECT SUMMARY	CG - CONTRACT/GRANT	
OT - SUMMARY OBJECT TOTALS	TC - TRANS BY CHECK	
OD - DETAIL OBJECT TOTALS	TE - TRANS BY ENCUMBRANCE	
AP - ACCOUNTING PERIOD	TR - TRANS BY REFERENCE	
AT - ACTUAL TRANSACTION	TV - TRANS BY VENDOR/INVC	
PV - PAYMENT VENDOR	EI - ENCUMBRANCE INQUIRY	
PE - PAYMENT ENCUMBRANCE	EA - ENCUMBERED ACCOUNT	
TD - EXTENDED TRANS DESC	TA - TRANS BY VENDOR/ADDR	
OE - OBJECT ENCUMBRANCE	VN - VENDOR BY NAME	
AR - RELATED ACCOUNT	AL - ACCOUNT BY DEPARTMENT	
AE - ACCT EDIT RESTRICTIONS	WR - TRANS BY WORK ORDER	
HT - SUMMARY OBJECT HISTORY	AN - NON-DEL ACCTS BY DPT	

If the entire key required to access a particular IDENTIFIER is not known, the terminal operator may enter as much of the key as is available followed by a "greater than" symbol (>). The terminal will then display data whose key values are greater than or equal to the partial key. This operation is called "browsing." (See NOTE on page 8.)

S E C O N D A R Y K E Y S E L E C T I O N						
RETRIEVE	TRANSACTION: SUMMARY OBJECT TOTALS					
OPTION:	TRX: 60T	KEY: 1062G>				
SELECTION:	*** ENTER A SELECTION NUMBER FROM THIS SCREEN ***					
	ACCOUNT	BEGINS	ENDS	UPDATED	T&E	F/B
1	1062GA022000	07/01/1982	00/00/0000	06/22/1995	N	
2	1062GA025000	07/01/1982	00/00/0000	04/10/1998	N	
3	1062GA028000	07/01/1982	/ /	07/17/1989	N	
4	1062RA025002	12/01/1982	/ /	05/22/1989	N	
5	1063DA051000	08/26/1993	00/00/0000	08/26/1993	N	

When more than one data record meets the key criteria entered, a Secondary Key Selection screen offers the terminal operator the opportunity to select a particular target for processing. The selection is made by keying the "selection number" shown at the left of the screen into SELECTION and pressing the ENTER key.

Special Options

?: Help

A question mark may be entered in the OPTION to ask for help with a particular screen.

F: Page Forward

1. Automatically displayed in OPTION when more secondary key selection items exist than can be displayed on one screen.
2. Pressing the ENTER key will cause another screen of such items to be displayed.
3. When no additional screens of data exist, the "F" will no longer appear in OPTION.

R: Return to 1st Secondary Key Select Screen

Can be entered when the last Secondary Key Selection screen is displayed.

N: Next Item

Causes the next occurrence of the same screen type (IDENTIFIER) to be displayed.

X: Return to Selection Screen

When positioned on "target" screen, causes the associated "selection" screen to be displayed.

MISCELLANEOUS

Dates are usually entered in the format "MM/DD/YYYY" or "MM DD YYYY". A slash or blank is acceptable as a separator.

SELECTED EXAMPLE

The following example steps through the screens of an Actual Transaction in a particular account using the "AT" identifier.

```

SECONDARY KEY SELECTION
RETRIEVE      TRANSACTION: ACTUAL TRANSACTION
OPTION: F     TRX: 6AT   KEY: 1062GA0250001999> <=Add fiscal year to account key.
SELECTION: 9   PRESS ENTER TO VIEW ADDITIONAL SELECTIONS

```

	FY	OBJ	BUDGET	COMMITMENT	OBLIGATION	ACTUAL	BALANCE
1	1999	51110	-325940	.00	.00	325940.05	.05
2	1999	51120	-29233	.00	.00	29228.38	-4.62
3	1999	51400	-20083	.00	.00	20082.64	-.36
4	1999	51402	-5004	.00	.00	5003.86	-.14
5	1999	51510	-42328	.00	.00	42327.22	-.78
6	1999	51610	-26101	.00	.00	26100.70	-.30
7	1999	51620	-1234	.00	.00	1233.75	-.25
8	1999	51899	-2460	.00	.00	.00	-2460.00
9	1999	71000	-20925	.00	.00	20755.44	-169.56

```

SECONDARY KEY SELECTION
RETRIEVE      TRANSACTION: ACTUAL TRANSACTION
OPTION:        TRX: 6AT   KEY: 1062GA025000199971000
SELECTION: 1   *** ENTER A SELECTION NUMBER FROM THIS SCREEN ***

```

	OBJ	COMMITMENT	OBLIGATION	ACTUAL	YTD ACTUAL
1	71400	.00	.00	.00	5632.50
2	71500	.00	.00	.00	2585.00
3	72732	.00	.00	.00	6.30
4	73300	.00	.00	.00	157.00
5	74201	.00	.00	.00	116.48
6	74220	.00	.00	.00	9642.00
7	74300	.00	.00	.00	420.16
8	76930	.00	.00	.00	2196.00

```

SECONDARY KEY SELECTION
RETRIEVE      TRANSACTION: ACTUAL TRANSACTION
OPTION:        TRX: 6AT   KEY: 1062GA02500019997100071400
SELECTION: 6   *** ENTER A SELECTION NUMBER FROM THIS SCREEN ***

```

	PERIOD	COUNT	AMOUNT
1	1998 07	10	222.39
2	1998 08	10	508.00
3	1998 09	14	156.39
4	1998 10	20	936.70
5	1998 11	9	281.22
6	1998 12	11	401.39
7	1999 01	13	266.52
8	1999 02	14	606.03
9	1999 03	18	229.69
10	1999 04	16	635.22
11	1999 05	15	731.01
12	1999 06	12	657.94

Example continued next page.

"AT" example continued.

S E C O N D A R Y K E Y S E L E C T I O N						
RETRIEVE	TRANSACTION: ACTUAL TRANSACTION					
OPTION:	TRX: 6AT	KEY: 1062GA02500019997100071400199812				
SELECTION:	*** ENTER A SELECTION NUMBER FROM THIS SCREEN ***					
	TRAN	REFER	SEQ	CHECK	DESCRIPTION	AMOUNT
1	400	T099-383	1		CAMPUS MAIL	33.39
2	400	T099-386	3		CAMPUS MAIL	56.50
3	400	T099-394	4		COS PR:3295803	22.50
4	400	T099-395	5		CAMPUS MAIL	2.11
5	400	T099-397	6		CAMPUS MAIL	3.58
6	400	T099-399	7		CAMPUS MAIL	4.68
7	400	T099-401	8		CAMPUS MAIL	2.20
8	400	T099-421	10		CAMPUS MAIL	2.20
9	400	T099-427	9		CENTRAL DUPLICATING	5.96
10	400	T099-432	11		PRINTING DEC	235.00
11	500	7913594	2	737158	UGA MASTER PETTY CAS	33.27

VCFA10-AT	ACTUAL TRANSACTION		02/07/00	14:07:10
OPT:	TRX: 6AT	KEY: 1062GA02500019997100071400199812	400T099-432	11
			----- ACTIVE -----	
ACCOUNT....	1062GA025000	ACCOUNTING DEPARTMENT	BEGINS..	07/01/1982
FY/SUM OBJ.	1999 71000	OPERATING EXPENSE	ENDS....	00/00/0000
DETAIL OBJ.	71400	SUPPLIES AND MATERIALS		
PERIOD.....	1998 12			
TYPE.....	400	TICKET		
REFERENCE..	T099-432	PRINTING DEC	DATE....	12/21/1998
SEQUENCE...	11	AMOUNT.....	235.00	BATCH... 9-432
CHECK.....		ENCUMBRANCE.....		WORK ORDER
VENDOR.....				JV CODE...
INVOICE....				COST CNTR.
GROSS....	.00	LOCATION.....		LEASE PD..
DISCOUNT.	.00	FREE BAL OVER..		EQUIP OBJ.
NET.....	235.00	OVERRIDE REASON		PER DIEM..
BLANKET..		PMT TYPE.....		
		AUTHORITY.....		
DISTRIB NO.				

FINANCIAL ACCOUNTING TRANSACTION IDENTIFIERS

The following is a detailed explanation of identifiers listed in the table on page 7.

ACCOUNT MAINTENANCE

The Account Maintenance transactions are primarily used to access the University's chart of accounts.

1. (AM) Accounting Maintenance...used to determine valid accounts and object codes.
2. (AL) Department/Account Number...used to view all account numbers set up within a particular department i.e., 025%.
3. (AN) Department/Account Number...used to view all active (non-deleted) account numbers set up within a particular department i.e., 025%
4. (OS) Object Status...used to access and determine status of a particular object code within an account. This function may be performed via the AM transaction. AM displays all existing objects within an account, while the OS transaction displays information on only one object at a time.
5. (AR) Account Relationship...used to determine relationships between account numbers. Examples of relationships are:
 - a) Cost-Sharing, Type C
 - b) Forward (account number conversion), Type F
 - c) Backward (account number conversion), Type B
 - d) Pool Budget, Type P
 - e) Staff Benefits, Type E, S, and U
6. (AE) Accounting Transaction Edit Restrictions...used to determine accounting transaction edit restrictions which effectively "close" an account to a particular type of transaction. For example, an account may be designated as "closed" to checks while still "open" to journal vouchers.
7. (SP) Account Sponsor...used to access sponsored accounts and object codes.
8. (CG) Contract/Grant... used to access sponsored accounts and object codes via the sponsoring agency's contract/grant number.

ACCOUNT TOTALS, TRANSACTIONS, AND ENCUMBRANCES

The following transactions are used to view account-related dollar information: budget, encumbrance, and actual.

1. (CB) Cash Balance (Restricted Accounts)...used to calculate, by fiscal year, the current fund balance of a particular restricted income account. Indirect costs associated with the sponsored accounts are only computed at the end of each month.
2. (CR) Outstanding check request...used to access a check request in the outstanding check request suspense file. Requests will be "automatically" relieved when the associated check is written.
3. (OT) Summary or Budgeted Object Totals... used to access, by fiscal year, dollar totals for a particular budgeted object code. Original, approved, and pending budget as well as actual revenue/expense, obligated, and committed amounts are available in fiscal year-to-date, current period, fiscal year beginning, and project life classifications.
4. (OD) Detail Object Totals...used to access dollar totals for a particular detail expense object code. Actual expense, obligated, and committed amounts are available in fiscal year-to-date, current period, fiscal year beginning, and project life classifications.
5. (OA) Expenditure Object Summary... used to access, by fiscal year, year-to-date dollar totals for all detail expenditure object codes associated with an account. Actual expenditure amounts are displayed with sub-totals by object type and a grand total of all expense. Fiscal year and single period selections are available.
6. (AP) Accounting Period...used to access summary statistical information concerning actual transaction activity for a particular accounting period (month). A count of the number of transactions and a total dollar amount are maintained by the system as transactions are processed and posted to the account. The count and amount information may be used to determine which account status hardcopy requests must be "deferred" to batch processing rather than performed in the online environment.
7. (AT) Actual Accounting Transaction...used to access actual detail accounting transactions processed during a particular accounting period against an account/object.
8. (OE) Object Encumbrance...used to access detailed open encumbrance information associated with a particular object code.
9. (PV) Payment Vendor...used to access additional information concerning the accounts payable vendor receiving the payment represented by the actual accounting transaction.
10. (PE) Used to access additional information concerning the open encumbrance against which the payment represented by the actual accounting transaction is applied.
11. (HT) Summary Object History...used to access, by accounting period (year/month), dollar totals for a particular budgeted object code. This transaction displays a "snapshot" of an object's budget, encumbrance, and actual dollar information at some point in the past.
12. (HD) Detail Object History... used to access dollar totals for a particular detail object code. This transaction displays a "snapshot" of an object's encumbrance and actual dollar information at some point in the past.

13. (TD) Extended Transaction Description...used to access an extended description of the actual transaction. The per diem activity description required by the State will be recorded in this area. An extended description may be "attached" to any transaction to accommodate future reporting requirements.

14. (TC) Accounting Transaction by Check Number...used to access accounting transactions via accounts payable check number. A transaction selection list will be presented in check number, account number, object code, accounting period, and transaction type sequence. A selection will result in detail information on the Actual Accounting Transaction.

15. (TE) Accounting Transaction by Encumbrance Number...used to access accounting transactions via encumbrance number. A transaction selection list will be presented in encumbrance number, account number, object code, accounting period, and transaction type sequence. A selection will result in detail information on the Actual Accounting Transaction.

16. (TR) Accounting Transaction by Reference Number...used to access accounting transactions via reference number. A transaction selection list will be presented in reference number, account number, object code, accounting period, and transaction type sequence. A selection will result in detail information on the Actual Accounting Transaction.

17. (TV) Accounting Transaction by Vendor/Invoice No...used to access accounting transactions via accounts payable vendor and invoice numbers. A transaction selection list will be presented in vendor/invoice number, account number, object code, accounting period, and transaction type sequence. A selection will result in detail information on the Actual Accounting Transaction.

18. (TA) Accounting Transaction by Vendor/Address...used to access accounting transactions via accounts payable vendor and address. A transaction selection list will be presented in vendor/address, account number, fiscal year, object code, accounting period, and transaction type sequence. A selection will result in detail information on the Actual Accounting Transaction. The TA identifier presents the same information as the TV identifier but sequenced in a slightly different order.

19. (VN) Vendor by Name...used to obtain the vendor number for particular vendors when the vendor name is known. Knowledge of the vendor number is necessary to use the TV or TA identifiers described above. Selecting a particular vendor on the secondary key selection screen will cause the vendor number associated with a particular vendor to be placed in the KEY. Then add the greater than symbol (>) to the end of the KEY, and change the identifier to TV or TA and enter.

20. (WR) Transaction by Work Order...used to access transactions associated with a particular physical plant work order. A transaction selection list will be presented in work order, account number, fiscal year, object code, accounting period, and transaction type sequence. A selection will result in detail information on the Actual Accounting Transaction.

ACCOUNT STATUS

(AS) Account Status Report...used to request a hardcopy Account Status Report on a local printer. Account Status Report requests are discussed in detail in chapter 4.

ENCUMBRANCE PROCESSING

1. (EI) Encumbrance Inquiry...used for inquiry-only access to open encumbrances created in the batch environment through the Information Systems Scheduling Department.
2. (EA) Encumbered Account...used to access summary information about the encumbered account.
3. Also see (OE) & (PE) above.

The following example steps through the screens using the "VN" and "TA" identifiers to view an accounting transaction starting with the vendor name.

S E C O N D A R Y K E Y S E L E C T I O N

RETRIEVE TRANSACTION: VENDOR BY NAME
 OPTION: F TRX: 6VN KEY: COMPUTERLAND> <=Key "Vendor Name >" & enter.
 SELECTION: 1 PRESS ENTER TO VIEW ADDITIONAL SELECTIONS

	VENDOR NAME	NUMBER	ADDR
1	COMPUTERLAND	C54194000	00
2	COMPUTERLAND OF AUGUSTA	C54570000	00
3	COMPUTERLAND TRAINING	C54570000	10
4	COMPUTERLAND/ATHENS	C54570000	01
5	COMPUTERLAND/ATLANTA	C54570000	03
6	COMPUTERSMART	C54650000	00
7	COMPUTERWORLD	C54700000	01
8	COMPUTERWORLD	C54700000	02
9	COMPUTERWORLD	C54700000	03
10	COMPUTING CONFERENCE	C54038000	00
11	COMPUTING RESEARCH ASSOCIATION	C54800000	00
12	COMSTOR	C54900000	00
13	COMTEC INFORMATION SYSTEMS, INC.	C54926000	00
14	COMTRAD INDUSTRIES	C54930000	00
15	COMVAC KIRBY	C54972000	90
16	CON-WAY SOUTHERN EXPRESS	C59550000	00
17	CON-WAY TRANSPORTATION SER. INC.	C59560000	02
18	CON-WAY TRANSPORTATION SERVICES INC	C59560000	01

S E C O N D A R Y O P T I O N S E L E C T I O N PAGE: LAS

ACTION: (C=RETURN TO PRIMARY MENU; Q=EXIT TO SIGNON)
 RETRIEVE MODE: 6 SELECT: VM
 KEY: C5419400000
 ADFE050 INVALID TRANSACTION SELECTION

99 - FSIS MENU	HD - DETAIL OBJECT HISTORY
AS - ACCOUNT STATUS REPORT	UT - USER TOTAL
AM - ACCOUNT - MAINTENANCE	UP - USER ACCOUNTING PERIOD
OS - OBJECT STATUS	UD - USER DETAIL TRANS
SP - ACCOUNT - SPONSOR	UE - USER ENCUMBRANCE
CB - RESTRICTED CASH BALANCE	CR - OUTSTANDING CHK REQ
OA - EXPENDITURE OBJECT SUMMARY	CG - CONTRACT/GRANT
OT - SUMMARY OBJECT TOTALS	TC - TRANS BY CHECK
OD - DETAIL OBJECT TOTALS	TE - TRANS BY ENCUMBRANCE
AP - ACCOUNTING PERIOD	TR - TRANS BY REFERENCE
AT - ACTUAL TRANSACTION	TV - TRANS BY VENDOR/INVC
PV - PAYMENT VENDOR	EI - ENCUMBRANCE INQUIRY
PE - PAYMENT ENCUMBRANCE	EA - ENCUMBERED ACCOUNT
TD - EXTENDED TRANS DESC	TA - TRANS BY VENDOR/ADDR
OE - OBJECT ENCUMBRANCE	VN - VENDOR BY NAME
AR - RELATED ACCOUNT	AL - ACCOUNT BY DEPARTMENT
AE - ACCT EDIT RESTRICTIONS	WR - TRANS BY WORK ORDER
HT - SUMMARY OBJECT HISTORY	AN - NON-DEL ACCTS BY DPT

S E C O N D A R Y O P T I O N S E L E C T I O N PAGE: 1

ACTION: (C=RETURN TO PRIMARY MENU; Q=EXIT TO SIGNON)
 RETRIEVE MODE: 6 SELECT: ta <=Change to "TA".
 KEY: C5419400000> <=Add greater than (>) to end of key and enter.
 ADFE050 INVALID TRANSACTION SELECTION

99 - FSIS MENU	HD - DETAIL OBJECT HISTORY
AS - ACCOUNT STATUS REPORT	UT - USER TOTAL

Example continued on next page.

ACCOUNT STATUS REPORT

A hardcopy Account Status Report may be requested from the terminal using the "AS" transaction identifier code. The report will be produced on the local printer associated with the requesting terminal or on any valid printer node name specified. **Note: The following instructions pertain to opening the printer node, which is being phased out. Most users will not have to do this procedure.**

Opening the Printer Node

Each day the printer node must be opened in order that information directed to the printer can be output (printed).

1. Immediately after using the signon screen containing your user ID and password (see Chapter 1), do the following:
2. From the Financial and Student Information Systems Menu, choose "IMS Printer Open".
4. Key "/OPN NODE XXXXXX" (where XXXXXX equals your printer node name) and press enter.
5. The message "NO RESPONSE" should be returned.
6. At this point you may either issue another /OPN command or CLEAR the screen and proceed with your normal IMS activities.
7. To return to the menu, Clear the screen, key "MENU" and enter.

Printing the Status Report

The desired 12-digit account number must be supplied by the terminal operator. Other parameters may be specified to control the reporting period, content, format, and destination of the printed report.

1. Specify the accounting period for the desired status report using year and month. If omitted, the current accounting period will be reported.
2. Content may be specified to request the following versions of the account status report:
 - a) G = official University transactions only
 - b) S = user scratch pad transactions only
 - c) U = official University transactions plus user budget and encumbrances (excludes user actual amounts)
 - d) A = both official University and user scratch pad transactions
3. The type of budget information may be specified as follows:
 - a) D = Detail budget amendment activity (original and approved columns)
 - b) S = Summary budget information (original, approved, and pending columns)
4. The type of paper mounted on the printer may be specified as long or short (S the default).
 - a) S = Short causes the report to print 68 lines per page at 8 lines per inch for 8.5 inch paper. The printer should be set to 68 lines per page.
 - b) L = Long causes the report to print 66 lines per page at 6 lines per inch for 11 inch paper. The printer should be set to 66 lines per page.
 - c) 6 = Short causes the report to print 51 lines per page at 6 lines per inch for 8.5 inch paper. The printer should be set to 68 lines per page.
5. Enter printer nick name of the printer on which the status report is to be printed.
6. Type A in the Class field and press enter when ready to print. The Option 5 field has been reserved for future use.

ACCOUNT STATUS EXAMPLE

The following example shows an AS screen in use.

```
VCFA10-AS                ACCOUNT STATUS                02/07/00   15:21:41
OPT:      TRX: 6AS  KEY: 1062GA025000

ACCOUNT... 1062GA025000  ACCOUNTING DEPARTMENT

OBJECT.... _____  BUDGETED OBJECT.....OMIT TO REPORT ALL OBJECTS

PERIOD.... ____ / ____  PERIOD CCYY/MONTH...OMIT TO REPORT CURRENT PERIOD

CONTENT... G
G = OFFICIAL UGA TRANSACTIONS ONLY
S = USER SCRATCH PAD TRANSACTIONS ONLY
U = OFFICIAL TRANSACTIONS AND USER ENCUMBRANCES
A = ALL TRANSACTIONS (OFFICIAL AND USER)

BUDGET.... D
D = DETAIL BUDGET AMENDMENT ACTIVITY
S = SUMMARIZE BUDGET INFORMATION

PAPER..... S
S = SHORT - 8 LPI - 68 LINES/ 8.5 INCH PAGE
L = LONG - 6 LPI - 66 LINES/11.0 INCH PAGE
6 = SHORT - 6 LPI - 51 LINES/ 8.5 INCH PAGE

PRINTER... printer1    CLASS..... a        OPTION 5... _

*** SPECIFY PARAMETERS AND PRESS ENTER ***
```

```
VCFA10-AS                ACCOUNT STATUS                02/07/00   15:21:41
OPT:      TRX: 6AS  KEY: 1062GA025000

ACCOUNT... 1062GA025000  ACCOUNTING DEPARTMENT

OBJECT.... 71000        BUDGETED OBJECT.....OMIT TO REPORT ALL OBJECTS

PERIOD.... 1999 / 08    PERIOD CCYY/MONTH...OMIT TO REPORT CURRENT PERIOD

CONTENT... G
G = OFFICIAL UGA TRANSACTIONS ONLY
S = USER SCRATCH PAD TRANSACTIONS ONLY
U = OFFICIAL TRANSACTIONS AND USER ENCUMBRANCES
A = ALL TRANSACTIONS (OFFICIAL AND USER)

BUDGET.... D
D = DETAIL BUDGET AMENDMENT ACTIVITY
S = SUMMARIZE BUDGET INFORMATION

PAPER..... S
S = SHORT - 8 LPI - 68 LINES/ 8.5 INCH PAGE
L = LONG - 6 LPI - 66 LINES/11.0 INCH PAGE
6 = SHORT - 6 LPI - 51 LINES/ 8.5 INCH PAGE

PRINTER... printer1    CLASS..... a        OPTION 5... _

*** SPECIFY PARAMETERS AND PRESS ENTER ***
```

USER SCRATCH PAD

The "user scratch pad" was developed in the early 1980's before PC's were available in campus units. Though some units that opted for scratch pad use during the 1980's are still using, there have been few new users in later years. The "user scratch pad" facility may be used to maintain local unit accounting records. The "user scratch pad" is intended solely for use by campus units as an aid in maintaining departmental accounting records. The financial accounting system does not update the "user scratch pad."

The "user scratch pad" facility provides the following:

- The ability to define expenditure sub-object codes for use in recording budget, encumbrance and actual expenditure information.
- The ability to record detailed financial transactions for encumbered funds and actual expenditures.
- The ability to request a "user account status statement" which includes only "local accounting" transactions; i.e., only those transactions included in the "user scratch pad."

The following transactions are used to access (Mode 6), update (Mode 5), create (Mode 4), or delete (Mode 3) user scratch pad accounting entries.

1. (UT) User Object Totals (Scratch Pad)...used to access, update, or create "user defined" object classifications tailored to a particular campus department's bookkeeping requirements. A description of the user object may be recorded along with budget, encumbrance, and actual amounts. This "user defined" object is associated with a particular University account, budgeted object, and detail object.
2. (UP) User Accounting Period (Scratch Pad)...used to access summary statistical information concerning user actual transaction activity within the scratch pad. A count of the number of transaction for the period (month) and a total dollar amount are maintained.
3. (UD) User Detail Transaction (Scratch Pad)...used to access, update, or create "user defined" accounting transactions associated with a "user defined" object code. These "unofficial" transactions, when created, updated, or deleted, will automatically update the actual total in the User Total (UT) area of the scratch pad. User transactions will be identified (keyed) by a transaction type code and sequence number and may contain a user reference number, dollar amount, date, and description as well as a University Accounting System reference number to be used for reconciliation with official Business Office records. These user transactions will be available in the scratch pad for the entire fiscal year.
4. (UE) User Encumbrance (Scratch Pad)...used to access, update, or create encumbrances against a "user defined" object code. These "Pre-encumbrances", when created, updated, or deleted, will automatically update the encumbrance total in the User Total (UT) area of the scratch pad. User encumbrances will be identified (keyed) by an encumbrance type code and sequence number and may contain a user reference number, dollar amount, date, and description as well as a University Accounting System reference number to be used for manual reconciliation with official Business Office records. These user encumbrances will be available in the scratch pad for the entire fiscal year.

Remember, the financial accounting system will not update or in any way revise the "user scratch pad." This feature is for local accounting use only.

Chapter 6

User Identification and Password Creation/Change

Each individual employee that has been granted terminal access to the financial accounting system will be assigned a user identification Code (User-ID). The User-ID serves as a control for action/access to which an individual is entitled. As a general rule, the User-ID is constructed by using an employee's initials and the three digit department number from the University's Chart of Accounts. Therefore, the User-ID for John Q. Public, home-based in department 088, is JQP088.

In order to access the financial accounting system an employee must use his/her user-ID and password. At the time that a User-ID is established, a password associated with that User-ID will be created (see Request for Access Forms - page 28.) The password created will be an "expired" password; therefore, it will be necessary to change the password in order to gain access. The password may be changed during the terminal signon procedure, as follows. After keying the current password (even if expired) the new password which has been selected should be entered on line 2. Then repeat the new password on line 3 and enter. If the message "Your password has been successfully changed" appears on the screen, the user is signed on and the new password is in effect. A password may be from 6 to 8 characters in length and may contain a combination of alpha and numeric characters.

- Change Password -

You have requested that your Password be changed.
Follow the steps below to change your password.

1. Enter your current Password:
2. Enter your new Password:
(Select a 6 to 8 character password. Passwords may not be reused.)
3. Enter your new Password again:
(Verify spelling)
4. Press ENTER

If you do not wish to change your password, either
press F2 to return to the Sign On Screen or press F3 to
exit to the IBM Services Menu.

F1=Help F2=Return F3=Exit

The terminal access security features used with the financial accounting system are designed to protect against access by unauthorized persons and to ensure that once access is achieved only those actions authorized for an individual will be permitted. It is important that each person with a password understand it is for his/her use only; the password should not be made available to anyone else. Note that when the password is keyed on the terminal the password does not appear on the screen. Passwords should be changed frequently; they will automatically expire every 90 days. Currently, if User-ID/Password is inactive for 100 days it is automatically revoked.

TERMINATING A FINANCIAL ACCOUNTING SYSTEM SESSION AND SIGNOFF

TERMINATING A FINANCIAL ACCOUNTING SYSTEM SESSION

An FAS session may be ended in either one of four ways, each of which will successfully end the communication in progress.

1. Keying a "Q" in the option on any screen will end the IMS Conversation. If this technique is used, the next display will be the FAS Signon screen. At this point the terminal operator should "clear" the screen (press CLEAR) and proceed with the next signon or signoff.
2. Keying a "C" in the OPTION on the Primary Option Menu screen will end communications. If this technique is used, the next display will be the FAS Signon screen. At this point, the terminal operator should "clear" the screen (press clear) and proceed with the next application or signoff. If the current display is some other FAS screen, keying a "C" in the OPTION and pressing ENTER will cause FAS to return to the Primary Option Menu.

```
VCFA10-AM                ACCOUNT MAINTENANCE                02/07/00   15:26:45
OPT: q   TRX: 6AM   KEY: 1062GA025000
```

^The "q" or "c" may be keyed on any screen that calls for the "OPT:" near the upper left hand corner.

3. The terminal operator may "exit" directly by "clearing" the screen, keying "/EXIT", and pressing ENTER. A message will be displayed confirming the exit or stating that no conversation was in progress.
4. Key "699" on any screen that has the "TRX:" field. This will return you to the Financial and Student Information Systems Menu.

TERMINAL SIGNOFF

4. At this point the terminal is still in communication with the mainframe computer. The user should sign off from the computer by:

A) If you are using the Financial and Student Information Systems Menu, press PF3 and follow the instructions on the screen.

B) If you are not using the Financial and Student Information Systems Menu:

1. Clear the screen, press PF5 twice, or

2. Clear the screen, key "/FOR SIGNOFF" and press ENTER.

```
* *   U G A   S I G N   O F F   S C R E E N   * *
```

```
*****  
***** TO SIGN OFF: DEPRESS THE ENTER KEY *****  
*****
```

```
TO GET SIGN ON SCREEN:  
  DEPRESS PF4 OR  
  ENTER /FORMAT SIGNON
```

```
TO GET SIGN OFF SCREEN:  
  DEPRESS PF5 OR  
  ENTER /FORMAT SIGNOFF
```

3. Follow instructions on the screen.

5. The terminal may then be turned off if desired (not mandatory).

THE UNIVERSITY OF GEORGIA

Gaining Access to University Administrative Systems

(For additional information see <http://www.busfin.uga.edu/access>)

Financial Information Systems (FIS)

1. Complete the appropriate forms found in this packet (photocopy as needed).
 - Complete a *Request for Access* for **each** system desired, for **each** individual requesting access.
 - Each employee (userID) should sign the *Employee Confidentiality Agreement*. This is done once, and then returned to any Data Custodian (DC) selected below.
2. Return the completed paperwork to the appropriate data custodian(s).
 - A unique user Identification (userID) will be created for you which may be used for any IMS or QMF administrative system to which you gain access.
 - Your scope of access within each system is determined by that system's DC, and typically includes information for your home department only.
3. Each DC will contact you as your access to his/her system is completed, and will provide instructions for using the system.

Student Information Systems (SIS)

Send a memo or e-mail to Data Custodian Bill Marshall, 542-6904 or rwcm@arches.uga.edu, with your full name, social security number, department number, description of your responsibilities (related to student data), and a statement of approval from your department head.

PC-Based Departmental Financial Systems (DFIS)

This suite of stand-alone, integrated personal computer (PC) applications focuses on budget, accounting, and other administrative tasks in UGA departments. Instructions and examples may be found at <http://deptfis.busfin.uga.edu>.

Data File Download

When data files are to be downloaded from any FIS/SIS data system, the Business Manager or Department Head of the requesting unit should complete the *Statement of Understanding...* found in this packet, and return it to the system's DC that the download will come from.

Three forms are required to gain access to the financial accounting system.

1. Appendix A. Statement of Understanding and Agreement For the Receipt and Use of Institutional Data. Only one Appendix "A" is required per department and should be signed by the department manager.

2. Appendix B. Employee Confidentiality Agreement.

Appendix A and Appendix B were designed by Financial/Student Information Systems Personnel. If they have previously been completed (i.e. for access to the Purchasing System or the Budget System), they should already be on file in the Financial/Student Information Systems Division.

If these forms are not on file, they should be completed according to the instructions provided by Financial/Student Information Systems on the next page. Each employee requesting an IMS Logon should sign an Appendix B.

If you change departments a new Appendix B should be completed.

3. Appendix C. Request for Terminal Access to Financial Accounting System.

This form is required for each individual requesting access to the Accounting system. This form may also be used to indicate changes in information available on the form. It should be signed by the applicants supervisor.

Accessing the Budget System (Appendix D.)

A Request for Terminal Access to the Budget System is enclosed as a courtesy. This guide does not address the use of the Budget System. For information on the Budget System, contact the Budget Department.