Chapter 13: Campus Menu

Contents

General Information

Direct Command codes follow each heading in this chapter to help you find the section you're looking for.

Tips for using the Campus Menu options

The Campus Menu features many shortcut options. You'll discover that most of the Direct Command codes for menus listed on the Campus Menu are shortcuts to accessing other modules. For example, FI CM AS will take you directly to the Approval System module without having to back out of the Campus Menu module. This saves valuable time and keystrokes.

When appropriate, this chapter will direct you to another chapter of this *FCCSC Finance Administration Manual* for instructions about performing the tasks associated with a specific module. The section of this chapter that describes the Campus Menu option CM AS will direct you to Chapter 12, where the Approval System functions are described in detail.

Campus Menu (CM)

To access the Campus Menu, type CM in the code field at the FCCSC Main Menu or type CM at any Direct Command line within the system and press **<ENTER>**. The Campus Menu will display.

```
FIU001P0                 ***** FINANCIAL SYSTEMS *****
 Apr 16,02                      - Campus Menu -                        10:18 AM

                Code Function
                ---- ------------------------------------
                 AS  Approval System Menu
                 CB  Campus Budgets
                 DR  Department Requisition Menu
                 DM  Disbursement Request Menu
                 UG  User Group Access
                 RC  Receiving Menu
                 DI  Document Inquiry Menu
                 EI  EFT Information Menu
                 FM  Financial Aid Authorization Menu
                 VE  View Vendor
                 ?   Help
                 .   Terminate
                ---- ------------------------------------
           Code: __

 Direct command...: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                                                main
```

Highlighted options indicate that they lead to additional, related menu functions, and in some cases lead to another module of the Finance System. Primary CM functions include the following:

AS **Approval System Menu (CM AS)**
View, approve, and reject department requisitions and disbursement requests. Also select and delegate an alias from this system menu.

CB **Campus Budgets (CM CB)**
Establish annual campus budgets. Also access budget figures and determine whether funds are available, create budget transfers, and assign permission to selected users so that they can perform approval functions for other users, such as when the usual approver is not available.

DR **Department Requisition Menu (CM DR)**
View, update, create, and print department requisitions, as well as search for and modify specific requisitions using the browse functions. Also create, view, update, and print return requests.

DM **Disbursement Request Menu (CM DM)**
Create and modify disbursement requests and search for and modify specific requests using the browse functions.

UG User Group Access (CM UG)
View user groups, find user groups an individual belongs to, and browse various documents and accounts in reference to User Group.

RC Receiving Menu (CM RC)
View, update, create, print and re-print receiving for items on a Purchase Orders as well as process returned items.

DI Document Inquiry Menu (CM DI)
View the status of pending transactions and search for specific transaction records using the browse functions.

EI EFT Information Menu (CM EI)
View, update and create student and customer EFT information.

FM Financial Aid Authorization Menu (CM FM)
View, update and create authorization for student payment for Financial Aid funds.

VE View Vendor (CM VE)
View vendor information and addresses.

Approval System Menu (CM AS)

To access the Approval System Menu, type AS in the code field at the Campus Menu or type CM AS at any Direct Command line within the system and press **<ENTER>**. The Approval Menu will display.

```
FIU002P0                ***** FINANCIAL SYSTEMS *****
Jun  4,01                  - Approval System Menu -                    2:05 PM

               Code Function
               ---- --------------------------
                AD  Approval Inquiry by Date
                AS  Approval Inquiry by System
                DQ  Document Inquiry
                ID  Delegate Your Alias'
                IS  Select Your Alias'
                ?   Help
                .   Terminate
               ---- --------------------------
          Code: __





Direct command...: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                main
```

The Approval Menu functions can also be accessed from the Approval System. Refer to Chapter 12: Approval System for instructions for accessing the functions described on this screen. For your quick reference, the menu options are described below.

AD Approval Inquiry by Date
Display the approval status of various transactions using a known date as the search criteria.

AS Approval Inquiry by System
Display the approval status of various transactions using a known system as the search criteria.

DQ Document Inquiry
View the approval status of various transactions (such as “approved” or “in progress”) using the system id, document type, or document id as the search criteria.

ID Delegate Your Alias
Permit—or “delegate”— a user to use all or some of your system authority during special circumstances, such as when you travel out of the district, take a leave of absence, or are otherwise unavailable. This function protects the identity of your password and allows another user to maintain department requisitions and

disbursement requests. This module is further explained in the next section of this documentation for Campus Budgets.

IS Select Your Alias

When other users authorize you to perform their system functions in their absence you are acting as an “alias.” Use this screen to sign on to the system as yourself or one of the aliases assigned to you. This allows you to perform their functions without needing to know their passwords. Note: when you act as an alias, the User ID of the original person who delegated their alias to you will be the User ID that is posted in the system, rather than your User ID. This module is further explained in the next section of this documentation for Campus Budgets.

Campus Budgets (CM CB)

To access the Campus Budgets screen, type CB in the code field at the Campus Menu or type CM CB at any Direct Command line within the system and press **<ENTER>**. The Campus Budgets screen will display.

```
FIG250P1                ***** FINANCIAL SYSTEMS *****
Jun  4,01                     - Campus Budgets -                       3:08 PM

               Code Function
               ---- ------------------------------
                BO  Budget Preparation Menu
                BT  Budget Transfer Menu
                OQ  List Org Units By Qualifier 1
                ?   Help
                .   Terminate
               ---- ------------------------------
          Code: __








Direct command...: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                main
```

BO **Budget Preparation Menu**
Browse the various organizational units that exist. Also use this function to modify budgets and budget headers. Also select aliases you are allowed to represent in manipulating the Budget Prep System as well as delegate your authority to another user to manipulate the Budget Prep System.

BT **Budget Transfer Menu**
Create and Maintain budget transfers from one account to another. Select or delegate approval authorities for general ledger transactions. Also research budget amounts made available by your authority.

OQ **List Org Units By Qualifier 1**
List Organizational Units by the Qual 1 key in Qual 1 order

Budget Preparation Menu (CM CB BO)

To access the Budget Prep Menu screen, type CB in the code field at the Campus Budgets Menu or type CM CB BO at any Direct Command line within the system and press **<ENTER>**. The Budget Preparation Menu screen will display.

```
FIG250P2                ***** FINANCIAL SYSTEMS *****
Jun  6,01                     - Campus Budgets -                      10:41 AM

               Code Function
               ---- ---------------------------------
                BO  Budget Prep
                DA  Designate Your Budget Prep Alias
                ID  Select Your Budget Prep Alias
                ?   Help
                .   Terminate
               ---- ---------------------------------
          Code: __






Direct command...: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                main
```

BO **Budget Prep**
Add and maintain budgeted account amounts in the Budget Preparation System, which will be used to propagate budgeted amounts in the General Ledger for the new fiscal year

DA **Designate Your Budget Prep Alias**
Permit—or “designate”— a user to use some or all of your system authority during special circumstances, such as when you travel out of the district, take a leave of absence, or are otherwise unavailable. This function protects the identity of your password and allows another user to perform system functions during your absence.

ID **Select Your Budget Prep Alias**
When other users authorize you to perform their system functions in their absence you are acting as an “alias.” Use this screen to sign on to the system as yourself or one of the aliases assigned to you. This allows you to perform their functions without needing to know their passwords.

Budget Prep (CM CB BO BO)

To browse a list of the organizational units and select one or more for modification, type BO at the Budget Preparation Menu and press **<ENTER>**, or type CM CB BO BO at any Direct Command line within the system and press **<ENTER>**. The Budget Prep screen will display, listing only those org units for which you are the budget manager. You may also scroll quickly to the desired organizational unit of interest by using the inputable fields as search filters.

```
FIG505P2                ***** FINANCIAL SYSTEMS *****
Jun  4,01                      - Budget Prep -                         4:12 PM

                                                  2001/2002 ITERATION 1

     Budget  Budget Bud  Budget                               Rpt To  Rpt To Rpt
Act Org Unit Qual 1 Loc  Manager          Org Title          Org Unit Qual 1 Loc
--- -------- ------ --- --------- ------------------------- -------- ------ ---

                          *** End of Data ***









Bud Org Unit: ________ Bud Qual 1: ______ Bud Location: __
Direct command...: ____________________________________________________________
 DisplHdr             MaintBudln ViewBudlns ViewTotals           ROll-up

8074 - No records found for the current input
```

<u>Field descriptions:</u>

Act--The action code desired: DH (display header), MB (maintain budget line item), VB (view budget line item), VT (view totals), or RO (roll-up).
Bud Org Unit--The 8-digit organizational unit defined by the State Accounting Manual**.**
Bud Qual 1--An optional, 6-digit qualifying code that further defines the organizational unit.
Bud Location--The 2-digit code that describes the location of the org unit/qual 1 code.
Broadcast message or "comment"--This message is typed into the system when a new iteration of a budget is created and can be updated by budget department users only.

<u>To view a specific org unit's budget header information:</u>

- From the Budget Prep screen, type DH (Display Header) in the **Act** field next to the record you want to view and press **<ENTER>**, or search for a specific record by typing the **Bud Org Unit**, **Bud Qual 1**, and **Bud Location** codes and press **<ENTER>**. The Maintain Budget Header screen will display.

Sample Data

```
FIG510N1,                ***** FINANCIAL SYSTEMS *****                ,FIG510M1
Jun  7,01,                 - Maintain Budget Header -                 , 5:05 PM
   ,
*Action (A,D,M)           D_

                            Org Unit Qual1  Loc
 Budget Account Number ...: 11110400 110400 10
 Org Title ...............: BIOLOGY-CENTRAL_________________________

 Budget Manager ..........: ZCBHJ____
 Principal Administrator .: PHANEY___
 Fiscal Manager ..........: JBEGEER__

                           *Org Unit*Qual1  Loc*GLC  Qual2
 Control Account Number ..: 10000000 ______ 00 10101 ____
 Control Total Ind .......: T
*Distribution ............: 32__

 Report-Roll-Up            *Org Unit*Qual1  Loc
 Account Number ..........: 11110400 ______ 00
Direct Command:,____________________________________________________________,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                 main
8026 -  Budget Header  16225000-111110-10 displayed successfully,
```

To add, display, or modify budget line detail:

- From the Budget Prep screen, type MB (Maintain Budget Lines) in the **Act** field next to the record you want to view and press **<ENTER>**. Or search for a specific record by typing the **Bud Org Unit**, **Bud Qual 1**, and **Bud Location** codes and press **<ENTER>**. The Maintain Budget Lines browse screen will display.

Sample Data

```
FIG511N1                 ***** FINANCIAL SYSTEMS *****
Jun  7 01                  - Maintain Budget Lines -                   5:05 PM

ORG UNIT: 11110400  QUAL-1: 110400  LOC: 10   2001/2002 ITERATION 1
ORG UNIT DESC: BIOLOGY-CENTRAL

     GL    GL      GL Code           GL  ORIGINAL   ADJUSTED    ZERO
Act  Glc   Q2    Description         Cd BUDGET      BUDGET       BUDGET
--- ----- ---- --------------------- -- -----------  -----------  -----------

__  62001      PRINTING/DUPLICATING            300          300
__  62002      PRINTING/DUPLICATING          1 900        1 900
__  62502      REPAIRS AND MAINT. FU         2 500        2 500
__  62504      SERVICE CONTRACTS/AGR         1 700        1 700
__  65501      EDUCATIONAL MATERIALS        23 500       23 500
__  65502      OFFICE MATRIALS AND S         2 000        2 000
                          *** End of Data ***



Gl Glc: _____ Gl Q2: ____
Direct command…: ____________________________________________________________
Add    Display    Modify     Purge      PF9 Totals
```

- From this screen, you can add, display, or modify budget line details from the budget header.

<u>To add new budget line detail to an org unit:</u>

- From the Maintain Budget Lines browse screen, type A (Add) in the **Act** field and press **<ENTER>**, or press**<PF4>**. The Maintain Budget Detail Line screen will display with AD in the ***Action** field.

```
FIG512N1                 ***** FINANCIAL SYSTEMS *****                 FIG512M1
Jun 14,01               - Maintain Budget Detail Line -               10:25 AM

*Action (A,D,M,P)          AD



                            Org Unit Qual1 Loc *GLC Qual2
 Account Number ..........: 16222000 162115 65 _____ ____
 Account Description .....: CASHIER FLC BCC TEST
 GL Code Description .....:

 Iteration Number ........: 03
 Budget Amount ...........: ___________



Direct Command: ______________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                  main
8056 - Enter information to be added
```

- Type the required information and press <ENTER>. The message *Budget Lines XXXXXX Added Successfully* will display.

<u>To display or modify existing budget line detail for an org unit:</u>

- From the Maintain Budget Lines browse screen, type a D (Display) or M (Modify) in the **Act** field next to the record item and press **<ENTER>**. The requested Maintain Budget Detail Line screen will display. The message *Budget Lines XXXXXX Displayed Successfully* or the message *Enter Changes* will display as appropriate.
- Tab between fields to correct the displayed information and press **<ENTER>**. The message *Budget Lines XXXXXX Modified Successfully* will display.

<u>To view budget totals for the org unit’s budget line items:</u>

- From the Maintain Budget Lines screen, press **<PF9>** Totals. A pop-window will display.

See next page for screen capture.

Sample Data

```
FIG511N1                ***** FINANCIAL SYSTEMS *****
Jun 12,01                 - Maintain Budget Lines -                    2:06 PM

O
O     Org Unit 11110400 110400 10 BIOLOGY-CENTRAL
                                                                  CONTRL BAL
                          ORIGINAL        CAMPUS        FINAL       CAMPUS
A    Description            BUDGET        BUDGET       BUDGET       BUDGET
-    ----------------   ----------    ----------    ----------    ----------
     REVENUE
_
_    PERSONNEL EXPENSE     675,896
_    CURRENT EXPENSE        34,100        31,900
_    CAPITAL OUTLAY
_
_    TOTAL EXPENSES        709,996        31,900                    31,900-
_
_
_
__  59100      SOCIAL SECURITY CONTR         30,911
Gl Glc: _____ Gl Q2: ____
Direct command...:  ____________________________________________________________
Add       Display    Modify     Purge      PF9 Totals
```

To view budget lines for a specific account:

- From the Budget Prep screen, type VB (View Budget Lines) in the **Act** field next to the record you want to view and press **<ENTER>**, or search for a specific record by typing the **Bud Org Unit**, **Bud Qual 1**, and **Bud Location** codes and press **<ENTER>**. The Budget Display screen will display.

Sample Data

```
FIG513N1                ***** FINANCIAL SYSTEMS *****
Jun  7 01                     - Budget Display -                       5:07 PM

ORG UNIT 11110400 QUAL1 110400 LOC 10          2001/2002 ITERATION 1
         BIOLOGY-CENTRAL

                                          ORIGINAL     ADJUSTED     ZERO
  GL  Q2   DESCRIPTION             TYPE   BUDGET       BUDGET       BUDGET
---------- ---------------------   ----   ----------   ----------   ----------
62001      PRINTING/DUPLICATING                  300          300
62002      PRINTING/DUPLICATING                1 900        1 900
62502      REPAIRS AND MAINT. FU               2 500        2 500
62504      SERVICE CONTRACTS/AGR               1 700        1 700
65501      EDUCATIONAL MATERIALS              23 500       23 500
65502      OFFICE MATRIALS AND S               2 000        2 000
                          *** End of Data ***




Gl Glc: _____ Gl Q2: ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit                    bkwrd frwrd TOTAL             main
1811 - Press PF9 for totals
```

- Press **<PF7>** Bkwrd or **<PF8>** Frwrd to scroll vertically backward and forward through the list.
- Press **<PF9>** to view the total budget in aggregate form associated with the displayed budget. An accounting pop-up window will display.

Sample Data

```
FIG513N1                ***** FINANCIAL SYSTEMS *****
Jun 14,01                     - Budget Display -                       9:29 AM

O
      Org Unit 11000000 200000 00 INSTRUCTIONAL PAYROLL
                                                                CONTRL BAL
                        ORIGINAL        CAMPUS         FINAL        CAMPUS
     Description          BUDGET        BUDGET        BUDGET        BUDGET
-    ----------------   ----------    ----------    ----------    ----------
5    REVENUE
5
5    PERSONNEL EXPENSE                24,740,339
5    CURRENT EXPENSE
5    CAPITAL OUTLAY
5
5    TOTAL EXPENSES                   24,740,339                  24,740,339-
5
5
5
53000      OTHER PROFESSIONAL                              916,794
Gl Glc: _____ Gl Q2: ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd TOTAL             main
1811 - Press PF9 for totals
```

To view a budget for an org unit in aggregate form:

- From the Budget Prep screen, type VT (View Totals) in the **Act** field next to the record you want to view and press **<ENTER>**, or search for a specific record by typing the **Bud Org Unit**, **Bud Qual 1**, and **Bud Location** codes and press **<ENTER>**. The accounting pop-up window will display.

```
Org Unit 16213000 162105 65 ACCOUNTING
                         BUDGET        CAMPUS         FINAL
Description            ORIGINAL        BUDGET        BUDGET
----------------    ----------    ----------    ----------
REVENUE

PERSONNEL EXPENSE       80,000        80,000
CURRENT EXPENSE          3,800         3,800
CAPITAL OUTLAY           5,400         5,400

TOTAL EXPENSES          89,200        89,200
```

To view the roll-up accounts:

- From the Budget Prep screen, type RO (Roll-Up) in the **Act** field next to the record you want to view and press **<ENTER>**, or search for a specific record by typing the **Bud Org Unit**, **Bud Qual 1**, and **Bud Location** codes and press **<ENTER>**. A pop-up window will display.

```
      Org Unit              Name

   16213000 162105 65  ACCOUNTING
   16213000 000000 65  ROLLUP
```

- The pop-up window provides a list of all org units that it “reports to” or roll up underneath it. There may be one or more “report to” orgs listed. This information also appears on the Select Budget Org Units screen (FI BP BO); however the pop-up window displayed above provides more levels.

Designate Your Budget Prep Alias (CM CB BO DA)

To add, modify, or purge the parameters for which certain users may enter and modify data in the Finance System using your assigned security authorization, or to purge a user's authority, type DA in the code field at the Budget Preparation Menu and press **<ENTER>** or type CM CB BO DA at any Direct Command line within the system and press **<ENTER>**. The Designate Your Budget Prep Alias screen will display.

```
FIG518P1                ***** FINANCIAL SYSTEMS *****                FIG518M1
Jun  6,01              - Designate Your Budget Alias -               4:40 PM

*Action (A,D,M,P,C)        __

 Id . . .: ZCRYK              Name....: RANDY KIKUCHI

 Condition                    Limit

*Approver:

            Start Date   End Date *Delegated Id              Name
            ----------  ---------- ------------ ------------------------------
 1__ OF  1  06 06 2001  06 06 2098   ZCBHJ___    BRISSET HERN
            __ __ ____  __ __ ____   ________
            __ __ ____  __ __ ____   ________
            __ __ ____  __ __ ____   ________
            __ __ ____  __ __ ____   ________
            __ __ ____  __ __ ____   ________

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd                  main
```

Field descriptions:

***Action**-- The action code for the function you want to perform: A (Add), D (Display), M (Modify), and P (Purge). Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the help screen.

***Approver**--The user ID of the person who is next in line to approve a transaction after the

Start Date--The first day (in MM DD YYYY format) the user is permitted to update budget prep during the delegator's absence.

End Date-- The last day (in MM DD YYYY format) the user is permitted to update budget prep during the delegators' absence.

***Delegated ID**--The user id of the person identifying a user to approve purchase requisition during his or her absence. Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the help screen.

Name--This field populates automatically after you press **<ENTER>**. Each name corresponds with the delegate's user id.

To display a list of users you have permitted authority to perform budget prep functions during your absence

- Type D (Display) in the ***Action** field to display all users for whom you have designated to approved transactions on your behalf. Press **<ENTER>** and the message *GBUD-XXXXX Displayed Successfully* will display at the bottom of the screen.
- Press **<PF7>** Bkwrd or **<PF8>** Frwrd to scroll backward and forward to display additional users, if the list is too long to fit on one screen.

<u>To modify the list of users you have permitted authority to perform budget prep functions</u>

- Type M (Modify) in the ***Action** field next to the user id and press **<ENTER>**. A list of all users to whom you have delegated your approval authority will display.
- Tab to the entry fields and modify the information as appropriate. Press **<ENTER>** and the message *GBUD-XXXXX Modified Successfully* will display.

<u>To purge a user from the list of users you have permitted authority to approve transactions during your absence:</u>

- Type P (Purge) in the ***Action** field for whom you want to purge their access profile.
- Press **<ENTER>**. The message *Press ENTER to Confirm Purge* will display.
- Verify that the user profile displayed is the user you want to purge from the Financial System. If it is, press **<ENTER>** again and the message *GBUD-XXXXX Purged Successfully* will display. If it is not the record you want to purge, press **< PF2>** Retrn to return to the previous screen.

Select Your Budget Prep Alias (CM CB BO ID)

When users assign authority to you to perform system functions in their absence, you can sign on as yourself or use an alias or “assumed user name.” For example, a supervisor who is traveling out of the district on business may assign his or her system authority to you so that you can approve transactions in his or her absence. By designating you as an alias, you do not need to know the supervisor’s protected password to sign on to the Finance System and perform his or her system functions.

To sign on as an alias so that you can perform someone else’s system functions, type ID in the code field at the Campus Budgets menu and press **<ENTER>**, or type CM CB BO ID at any Direct Command line in the system and press **<ENTER>**. The Select Functions screen will display.

If you have not been permitted authority to perform another user’s system functions, the message *There Are No Current Aliases Available to You* will display. Press **<ENTER>** to return to the Campus Budgets menu.

Sample Data

```
FIG502P1                ***** FINANCIAL SYSTEMS *****
Jun 1,01 +----------------------------------------------------------+    9:31 AM
         | FIG032N1     ***** FINANCIAL SYSTEMS *****               |
         | May  1,97        - Select Functions -          9:31 AM |
         |                                                          |
         | CURSOR SELECT THE PERSON WHOSE FUNCTIONS YOU WISH TO     |
         | PERFORM, OR PRESS PF2 TO CONTINUE AS YOURSELF.           |
         |                                                          |
         |                                                          |
         |   ZSKGM     KATY MULLINS                                 |
         |                *** End of Data ***                       |
         |                                                          |
         |                                                          |
         |                                                          |
         |                                                          |
         | Gr Alias Identifier B: ________________ ____ __ __       |
         | Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---P |
 Direct  |       help  retrn quit                    bkwrd frwrd   | ___________
 Enter-P | 8035 - Position cursor or enter screen value to select  | 11--PF12---
       h +----------------------------------------------------------+     main
```

<u>To select an alias so that you can perform another user’s system functions:</u>

- Position the cursor on the user id of the user for whom you want to perform approval functions and press **<ENTER>**. After pressing **<ENTER>**, you will return to the Campus Budgets menu, where you can perform system functions for the user whose alias you selected. Remember that every function you perform from the time you select an alias until you select yourself as the alias—or when you log off the Finance System—is recorded under the original designator name, not your user Id.

<u>To return to the Campus Budgets menu without selecting an alias:</u>

If you change your mind and decide that you want to perform other functions before signing on as another user's alias, press **<PF2>** Retrn to cancel the alias selection and return to the Campus Budgets menu. To begin processing transactions in your own name, return to the Select Functions screen and press **<PF2>** Retrn to cancel the alias. The system will return you to the Campus Budgets Menu.

Budget Transfer Menu (CM CB BT)

To access the Campus Budgets menu, type CM CB BT at any direct command line and press **<ENTER>**. The **Campus Budgets** menu screen will display.

```
 FIG250P3                ***** FINANCIAL SYSTEMS *****
May 21,09                     - Campus Budgets -
11:43 AM

               Code Function
               ---- --------------------------------------
                BT  Create A Budget Transfer
                MT  Maintain A Budget Transfer
                DB  Departmental Budget Summary
                BU  Browse Unposted BT Journals
                BP  Browse Posted BT Journals
                BR  Browse Rejected/Send back BT journals
                BC  Browse Cancelled journals
                SA  Select Your Alias
                DS  Delegate Your Alias
                ?   Help
                .   Terminate
               ---- --------------------------------------
          Code: __


Direct command...:
____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--
PF11--PF12---
      help  retrn quit
main
```

BT Create a Budget Transfer (CM CB BT BT)

Create, edit, and send budget entries for approval. When a budget transfer is entered into the system or sent for approval, a unique budget transfer number is automatically assigned to the entry. Use the number to track the budget transfer through the approval process.

If a selection is made on the BT code on the DOC-TYPE table, an approval path record will be generated. If no selection is made on the BT code in the DOC-TYPE table, the approval path as defined on the MA screen and used in the Budget and General Ledger screen will be used.

MT Maintain A Budget Transfer (CM CB BT MT)
Browse and select budget transfers for modification and approval.

DB Departmental Budget Summary (CM CB BT DB)
Research budget amounts available in accounts you are allowed to manipulate.

BU Browse Unposted BT Journals (CM CB BT BU)
This browse will list the journals created by the user logged on or alias if one is selected which have not been posted. This includes journals in the approval path and journals in GL pending posting. The purpose of this journal is for users to view the status of the unposted journal.

BP Browse Posted BT Journals (CM CB BT BU)
This browse will list the journals created by the user logged on or alias if one is selected which have been posted. The purpose of this journal is for users to view the status posted journals.

BR Browse Rejected/Send back BT journals (CM CB BT BR)
This browse give the user access to their own BT journals that have been Rejected from the Approval path or been Sent back from the Budget/General Ledger screens.

BC Browse Cancelled journals (CM CB BT BC)
This browse will list cancelled journals.

SA Select Your Alias (CM CB BT SA)
Select an identification besides your own which you have been given permission to use in another users behalf while manipulating and approving budget transfers.

DS Delegate Your Alias (CM CB BT DS)
Enable by assignment another user to manipulate and approve budget transfers in your behalf.

This browse will show the campus user their BT journals that have been cancelled through the online system or through batch monthly/Year-End clean-up job.

Note
A Budget type transaction with multiple funds can not be added or saved from the campus menu anymore. This type of transaction can be saved by the Budget Department, but they are not able to send it for approval. Through the General ledger SJ option these multiple fund transactions can be posted by using the Approve functionality from the browse screen. Direct command FI GL SJ Approve.

Create A Budget Transfer (CM CB BT BT)

To create a budget transfer, type BT in the code field at the Budget Transfer Menu, or type CM CB BT BT at any Direct Command line within the system and press **<ENTER>**. The Create a Budget Entry screen will display.

```
FIG058N3               ***** FINANCIAL SYSTEMS *****                FIG058M1
Jun 13,01                - Create A Budget Entry -                  1:46 PM

Budget Transaction : Period: 200106  No: BT        *Type: TP-REALL
1__
   *Org Unit*Qual1 Loc *GLC Qual2  Increase   Decrease          Text
1  14102000 410200 20 65501 ____ 200.00______ ____________
2  14102000 410200 20 65502 ____ ____________ 200.00______
3  ________ ______ __ _____ ____ ____________ ____________
4  ________ ______ __ _____ ____ ____________ ____________
5  ________ ______ __ _____ ____ ____________ ____________
6  ________ ______ __ _____ ____ ____________ ____________
7  ________ ______ __ _____ ____ ____________ ____________
8  ________ ______ __ _____ ____ ____________ ____________
9  ________ ______ __ _____ ____ ____________ ____________
10 ________ ______ __ _____ ____ ____________ ____________
11 ________ ______ __ _____ ____ ____________ ____________
12 ________ ______ __ _____ ____ ____________ ____________
13 ________ ______ __ _____ ____ ____________ ____________
14 ________ ______ __ _____ ____ ____________ ____________
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit        EDIT  APPRO bkwrd frwrd SAVE  HEADE       main
```

Field descriptions:

Period-- One of 12 calendar periods in the Finance System, which represent the months of the year. This period represents the month during which the journal will post to the general ledger (for example, 199704 represents April 1997). This field defaults to the current calendar period. A budget transfer cannot be entered for a closed period. The following error message will be displayed if a posting period that is closed is entered into the Period field 0564 'Adding a journal to a Closed Posting Period is not allowed.'

No--A 2-character code that identifies the journal type being processed, in this case BT represents Budget Transfer. After the transaction is entered, this field will contain a budget transfer number.

***Type**--The type of budget transfer being made which describes to the user which BT's require state approval, which are permanent or temporary, and which will roll over to the next year. Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the active help screen.

***Org Unit *Qual1 Loc**--These three fields are comprised of an 8-digit code field that describes the organizational unit defined by the State Accounting Manual, a 6-digit code field used to further define the org unit, and a 2-digit code field that describe the location of the org unit/qual 1. Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the active help screen.

***GLC Qual2**--The 5-digit general ledger code defined in the Chart of Accounts file and 4-digit Qual 2 field. Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the active help screen.

Increase--The dollar amount by which the budget for this account will be increased. If the amount does not include cents, no decimal is needed. Only an **Increase** or a **Decrease** is allowed; but not both for the same account number.

Decrease-- The dollar amount by which the budget for this account will be decreased. If the amount does not include cents, no decimal is needed. Only an **Increase** or a **Decrease** is allowed; but not both for the same account number.

Note: While working in the Create A Budget Transfer module, the user will create the budget transfer, edit the transfer, and send it for approval. If the user exits the screen after adding the transaction but prior to editing or approving the transaction, the user must again access the Create A Budget Transfer screen to finish the budget transfer process.

Through the Campus Menu a budget transfer cannot be entered for a closed period. The following error message will be displayed if a posting period that is closed is entered into the Period field 0564 'Adding a journal to a Closed Posting Period is not allowed.'

Maintain A Budget Transfer (CM CB BT MT)

To modify and approve budget transfers already added to the system, type MT in the code field at the Campus Budget menu or type FI CM CB MT at any Direct Command line within the system and press **<ENTER>**. The Maintain Budget Transfers screen will display.

Sample Data

```
FIG003P6                ***** FINANCIAL SYSTEMS *****
 Jul 27,04               - Maintain Budget Transfers -                 9:53 AM

               Journal Journal Total    Tot Db       Tot Cr     Status  Respons
 Action Period  Type     No    Lines    Actual       Actual              User
 ------ ------ ------- ------- ----- ------------ ------------ -------- --------
   __   200407   BT        54     2        10.00        10.00  NO EDIT  ZCVDW
                              *** End of Data ***










 Calendar Period: 200407 Journal Type: __ Journal No: _____
 Direct command...: ____________________________________________________________
  Modify     ADd        Edit       APprove    NOte
```

Field descriptions:

Action--The action code desired: MO (Modify), AD (Add), ED (Edit), or A (Approve) or NO (Note).

Calendar Period--One of 12 calendar periods in the Finance System, which represent the months of the year. This period represents the month during which the budget transfer will post to the general ledger (for example, 199704 represents April 1997).

Journal Type--A 2-character code that identifies the journal type being processed (for example, BT represents Budget Transfer).

Journal No--A system assigned number that attaches to a specific journal voucher throughout its life in the system. Journal vouchers are numbered consecutively from the start of each new calendar period.

To approve a budget entry:

- Press **<PF6>** (Approve) key. The pop-up Approve/Reject/Change window will appear to approve the transaction.
- Accept the default A (Approve) code and press **<ENTER>**. The message *Forwarded to next approver in path or Posted to the General Ledger* will display.

To view a Note on a budget entry:

A note can be generated when a journal is rejected from the approval path and the explanation will be listed for reason of action taken.

To modify a budget transfer:

- Press **<PF7>** Bkwrd or **<PF8>** Frwrd to scroll through the list to find the budget transfer you want to modify. Type MO (Modify) in the **Action** field next to it and press **<ENTER>**. The selected record will display.
- Press **<PF10>** Heade to view the total budget dollars allocated for debits and credits to this budget header and to display the reason why the budget transfer was entered, who entered it, and the user currently responsible for it. Press **<ENTER>** to back out of the pop-up window.
- If necessary, tab to each field and modify them as appropriate. Then press **<PF5>** Edit to initiate the system edit process. The message *Budget Edits performed successfully* will display.

To create a budget transfer:

- Type AD (add) **Action** field and press **<ENTER>**. The Create a Budget Entry screen will display.

```
FIG058N3                ***** FINANCIAL SYSTEMS *****                FIG058M1
 Jul 27,04                 - Create A Budget Entry -                   9:55 AM

 Budget Transaction : Period: 200407  No: BT        *Type: TP-REALL
 1__
    *Org Unit*Qual1 Loc *GLC Qual2  Increase   Decrease           Text
 1  ________ ______ __ _____ ____ ____________ ____________
 2  ________ ______ __ _____ ____ ____________ ____________
 3  ________ ______ __ _____ ____ ____________ ____________
 4  ________ ______ __ _____ ____ ____________ ____________
 5  ________ ______ __ _____ ____ ____________ ____________
 6  ________ ______ __ _____ ____ ____________ ____________
 7  ________ ______ __ _____ ____ ____________ ____________
 8  ________ ______ __ _____ ____ ____________ ____________
 9  ________ ______ __ _____ ____ ____________ ____________
 10 ________ ______ __ _____ ____ ____________ ____________
 11 ________ ______ __ _____ ____ ____________ ____________
 12 ________ ______ __ _____ ____ ____________ ____________
 13 ________ ______ __ _____ ____ ____________ ____________
 14 ________ ______ __ _____ ____ ____________ ____________
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit        EDIT  APPRO bkwrd frwrd SAVE  HEADE       main
 8056 - Enter information to be added
```

<u>Field descriptions:</u>

Period-- One of 12 calendar periods in the Finance System, which represent the months of the year. This period represents the month during which the budget entry will post to the general ledger (for example, 199704 represents April 1997). This field defaults to the current calendar period.

No--A 2-character code that identifies the journal type being processed, in this case BT represents Budget Transfer. After the transaction is entered, this field will contain a budget transfer number.

***Type**--The type of budget transfer being made which describe to the user which BT's require state approval, which are permanent or temporary, and which will roll over to the next year. Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the active help screen.

***Org Unit *Qual1 Loc**--These three fields are comprised of an 8-digit code field that describes the organizational unit defined by the State Accounting Manual, the 6-digit code field used to further define the org unit, and the 2-digit code field that describes the location of the org unit/qual 1. Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the active help screen.

***GLC Qual2**--The 9-digit general ledger code field defined in the Chart of Accounts file. Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the active help screen.

Increase--The dollar amount by which the budget for this account will be increased. If the amount does not include cents, no decimal is needed. Only an **Increase** or a **Decrease** is allowed; but not both for the same account number.

Decrease-- The dollar amount by which the budget for this account will be decreased. If the amount does not include cents, no decimal is needed. Only an **Increase** or a **Decrease** is allowed; but not both for the same account number.

- Tab to each field; type the required information to create the budget transfer. Type a line for each account number being increased or decreased. After all account numbers have been entered, press **<ENTER>**. Org unit and general ledger code descriptions will display next to each line.
- When all data is correct, press **<PF5>** Edit to initiate the system edit process and generate the Budget Transaction number, which will appear on the upper left side of the screen. If the transaction does not pass the system edit and you cannot resolve the errors, press **<PF9>** Save to save the transaction without sending it for approval. You can return to the transaction later using the Maintain Budget Transfers (CM CB BT MT) screen to modify the transaction before sending it for approval.
- If the transaction passes the system edits, then press **<PF6>** Apprv to send the transaction for approval. Press **<PF6>** again and a pop-up window will appear. Select "A" to approve and press <ENTER> to confirm. The message *Approval/Reject Complete* will display.

<u>To edit a budget transfer:</u>

- Press **<PF7>** Bkwrd or **<PF8>** Frwrd to scroll through the list to find the budget transfer you want to modify. Type ED (Edit) in the Action field next to it and press **<ENTER>**. The selected record will display.
- Press **<PF10>** Heade to view the total budget dollars allocated for debits and credits to this budget header and to display the reason why the budget transfer was entered, who entered it, and the user currently responsible for it.
- If necessary, tab to each field and modify them as appropriate. Then press **<PF5>** Edit to initiate the system edit process.
- Press **<PF9>** Save. The message *Edits Performed Successfully* will display.

<u>To approve a budget entry:</u>

- Press **<PF7>** Bkwrd or **<PF8>** Frwrd to scroll through the list to find the budget transfer you want to approve. Type AP (approve) in the **Action** field next to it and press **<ENTER>.** The selected record will display with a pop-up window to approve the transaction.
- Accept the default A (approve) code and press **<ENTER>**. The message *Sent to XXXXXXX for Approval* or *Posted to the General Ledger* will display.

<u>To reject a budget entry:</u>

- Type over the A with an R (reject) and press **<ENTER>**. The cursor will move to the comments field where you are required to enter notes. After typing the notes, press **<ENTER>**. Press **<PF2>** Retrn to return to the Maintain Budget Transfers screen. The system will display the message *Approval/Reject Complete*.

Departmental Budget Summary (CM CB BT DB)

To view account summaries and supporting detail for a specific org unit, type DB in the code field at the Budget Transfer Main Menu, or type CM CB BT DB at any Direct Command line within the system and press **<ENTER>**. The Inquire Department Income and Expense screen will display.

```
FIG064P1                ***** FINANCIAL SYSTEMS *****                FIG064M1
Jun 13,01          - Inquire Department Income And Expense -         2:46 PM
        State
         Org     Qual           Active   Org Unit
Action  Unit      1    Location  Ind       Name
------ -------- ------ -------- ------ --------------------------------
 __    11140800 140800    50      A      CPI-EDUCATION-SOUTH
 __    11140800 140801    10      A      PHYSICAL EDUC-CENTRAL
 __    11140800 140801    20      A      PHYSICAL EDUC-EISSEY
 __    11140800 140801    30      A      PHYSICAL EDUC-GLADES
 __    16225000 111110    10      A      BRISSET'S 10TH ACCOUNT
 __    16225000 111111    10      A      BRISSET'S 1ST ACCOUNT
 __    16225000 111112    10      A      BRISSET'S 2ND ACCOUNT
 __    16225000 111113    10      A      BRISSET'S 3RD ACCOUNT
 __    16225000 111114    10      A      BRISSET'S 4TH ACCOUN
 __    16225000 111115    10      A      BRISSET'S 5TH ACCOUNT
                        *** End of Data ***


State Org: ________  *Qual1: ______  Location: __
Direct Command: ____________________________________________________________
 Detail     Total
```

Field descriptions:

Action---The action code desired: DE (detail) or TO (totals).
State Org Qual1 Loc--Codes used to narrow search criteria. Listed in order are the State Org Unit, Qual1, Location code.

To view a summary of a specific org unit's activity:

- From the Inquire Department Income And Expenses screen, type DE in the **Action** field next to the record for which you want to view detailed information and press **<ENTER>**. The Org Unit Income and Expense screen will display for the record specified.

Sample Data

```
FIG042P1                 ***** FINANCE SYSTEM *****
 Jun 13,01             - Org Unit Income and Expense -                3 more >

 DATE 06 2001 CURRENT FY      11140800-140800-50 CPI-EDUCATION-SOUTH
 ------------------------------------------------------------------------------
 GL CODE    DESC           BUDGET        COM/ENC       ACTUAL      BALANCE
 ------------------------------------------------------------------------------
 52300      INSTRUCT-P                                  6837.80
 59100      SOCIAL SEC                                   421.16
 59101      FICA/MEDIC                                    98.50
 59203      FLA RETIRE                                   625.65
 59701      HEALTH INS                                   753.92
 59702      LIFE INSUR                                    30.87
 59703      DENTAL INS                                    28.00
 59704      DISABILITY                                    71.91
 60502      TRAVEL-OUT       500.00                                    500.00
 65501      EDUCATIONA       500.00                      171.00        329.00
                           *** End of Data ***

                              +           +    +            +
 Restart at Gl Code: _________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                    bkwrd frwrd Totl  left  right main
 1517 - Tab and cursor to amount and enter for data
```

- From the Org Unit Income And Expense screen, you may search for a specific general ledger code by entering the code in the **Gl Code** field. Press **<ENTER>** and that record will display at the top of the list.
- Press **<PF9>** from the Org Unit Income And Expense screen to view a pop-up window that summarizes the income and expenses by category.

```
                   Totals for Org Unit Income and Expense
                             For the Year: 2001
  Org Unit: 11140800-140800-50 CPI-EDUCATION-SOUTH
                                      All G/L Codes
                Budget       Commit      Encum       Actual      Avail
             ------------- ----------- ----------- ----------- -------------
 Assets....:
 Liability.:
 Fund Bal..:
 Revenue...:
 Payroll...:                                       8867.81      8867.81-
 Cur Exp...:      1000.00                           171.00       829.00
 Cap Outlay:
 Appreciate:
Reserves..:

 Total.....:      1000.00                          9038.81      8038.81-
                                            PF9:Use Budgeted G/L Codes Only
 8072 - Extended information displayed
```

- Press **<PF10>** Current and **<PF11>** Prior to toggle back and forth between the current fiscal year's data and the prior fiscal year's data, when appropriate.
- To view detailed information for a specific G/L code listed on the screen, tab along the plus (+) signs at the bottom of the screen and use the up and down arrow keys to move the cursor to the line you want to view. The plus signs represent the budget, commitment/encumbrance, and actual detail dollar amounts.
- Press **<ENTER>** and the G/L Detail screen for the selected dollar amount will display.

Sample Data

```
FIG035N1                ***** FINANCIAL SYSTEMS *****
Jun 13,01                        - G/L Detail -                        4:14 PM

Account Number: 11140800-140800-50-65501-     EDUCATIONAL MATERIALS & SUPPLY
Act Period Type Jrnl Line   Commitment   Disb/Po No      Amount       Posted
--- ------ ---- ---- ----- ------------ ------------ --------------- --------
__  200106 CO     16     1 2001000520                          15.25
__  200106 CO     18     1 2001000520                          15.25-










Journal Type: BT Journal No: _____ Line No: _____ Period: 200106
Direct command...: ____________________________________________________________
 Display
```

- To view more detail, type a D (display) in the Action field next to the record of interest and press **<ENTER>**. The Posted General Ledger Transaction screen for the record selected will display.

- need screen capture for Posted General Ledger Transaction -

To view budget totals for a specific org unit:

- Type T in the **Action** field next to the record for which you want to view summary totals and press **<ENTER>**. A pop-up window that summarizes the income and expenses by category will display.

Sample Data

```
Totals for Org Unit Income and Expenses
                           For the Year: 1997
Org Unit: 25800000-258100-50  GRANT FCCJ ORG

               Budget      Commit        Encum        Actual      Avail
             ------------ ------------  ----------- ------------ -----------
Assets.....:
Liabilities:
Fund Bal...:
Revenue....:
Payroll....:                                              77.50       77.50-
Cur Expense:  1000.00        29.80                       122.50      847.70
Cap Outlay.:
Appreciate.:
Reserves...:

Total......:  10000.00       29.80                       200.00      770.20
```

List Org Units By Qualifier 1 (CM CB OQ)

To access the List Org Units By Qualifier 1 screen, type OQ in the code field at the Campus Budgets Menu or type CM CB OQ at any Direct Command line within the system and press **<ENTER>**. The List Org Units By Qualifier 1 screen will display.

```
FIG059P1                ***** FINANCIAL SYSTEMS *****
Jun 13,01             - List Org Units By Qualifier 1 -                4:25 PM

 Qual  State Org Location Status              Name
------ --------- -------- ------ ------------------------------


000000 22000000     10      A    REAL ESTATE RESEARCH 98/99
000002 71110000     00      S    STU CAP IMPRVMENT FEE ROLLUP
100000 10000000     00      S    REVENUE ROLLUP
100000 11000000     00      A    INSTRUCTIONAL COMPUTING COSTS
100000 14000000     00      A    ACADEMIC COMPUTER SUPPORT COST
100000 15000000     00      A    STUDENT COMPUTER SUPPORT COSTS
100000 25100000     94      A    SGA CENTRAL
100000 29100000     10      A    GRANTS - BLANKET
100001 25100000     94      A    INTER-CLUB COUNCIL
100002 25100000     94      A    ACAMPUS ACTIVITIES
100003 25100000     94      A    COORDINATOR OF STUDENT ACTIV.
100004 25100000     94      A    SA/DEAN OF STUDENT SVCS(10%)
100005 25100000     94      A    INTER-CLUB COUNCIL
Qual Org Loc Ind Start Sp: ______ ________ __ _ ____ __ __
Direct command...: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd                  main
```

Browse Unposted BT Journals (CM CB BT Bu)

This browse give the user access to their own BT journals that have not been posted.

```
FIG003PA                ***** FINANCIAL SYSTEMS *****
May 21,09          - Unposted Budget Journals for a User -           12:00 PM

              Journal Journal Total    Tot Db       Tot Cr     Status  Respons
Action Period  Type     No    Lines    Actual       Actual              User
------ ------ ------- ------- ----- ------------ ------------ -------- --------
  __   200904   BT        5     2       550.00       550.00  NO-EDIT  ZCBHJ
  __   200904   BT        4     2       100.00       100.00  NO-EDIT  ZCBHJ
  __   200904   BT        3     1       550.00               SBACK    ZCBHJ
  __   200904   BT        1     1       500.00               APPINGL  BUDGET
  __   200903   BT        5     1     10000.00               APPINGL  BUDGET
  __   200903   BT        3     1     10000.00               REJECTED ZCBHJ
  __   200903   BT        2     1      1000.00               PENDAPPR BUDGET
  __   200902   BT        2     1       200.00               EDITED   ZCBHJ
                          *** End of Data ***




Calendar Period: ______ Journal No: _____ Sequence: D
Direct command...: ____________________________________________________________
 Display    Notes      Q-Appr
```

Field descriptions:

Action---The action code desired: DI (Display), NO (Notes), Q (Q-Appr).

To Display a budget transfer:

- Press **<PF7>** Bkwrd or **<PF8>** Frwrd to scroll through the list to find the budget transfer you want to display. Type DI (Display) in the **Action** field next to it and press **<ENTER>**. The selected record will display.
- Press **<PF10>** Heade to view the total budget dollars allocated for debits and credits to this budget header and to display the reason why the budget transfer was entered, who entered it, and the user currently responsible for it. Press **<ENTER>** to back out of the pop-up window.
- If necessary, tab to each field and modify them as appropriate. Then press **<PF5>** Edit to initiate the system edit process. The message *Budget Edits performed successfully* will display.

To view a Note on a budget entry:

A note can be generated when a journal is rejected from the approval path and the explanation will be listed for reason of action taken.

<u>To view Approval Record for a budget transfer:</u>

- Type Q (Q-Appr) **Action** field and press **<ENTER>**. The approval record for the budget transfer will display if one exist.

Browse Rejected/Send back BT journals (CM CB BT BR)

This browse give the user access to their own BT journals that have been Rejected from the Approval path or been Sent back from the Budget/Finance Department.

```
FIG003P9                ***** FINANCIAL SYSTEMS *****
 Jul 27,04      - Budget journals in Send back/Rejected status -        9:20 AM

               Journal Journal Total    Tot Db       Tot Cr     Status  Respons
 Action Period  Type     No    Lines    Actual       Actual               User
 ------ ------ ------- ------- ----- ------------ ------------ -------- --------
   __   200406   BT         8     2     40000.00               SBACK    ZCVDW
   __   200406   BT        10     1      1000.00               REJECTED ZCVDW
                             *** End of Data ***











 Calendar Period: ______ Journal Type: __ Journal No: _____
 Direct command...: ____________________________________________________________
  Modify     Edit       APprove    NOte
```

Field descriptions:

Action---The action code desired: MO (Modify), ED (Edit), AP (Approve) and NO (Note).

To display a budget transfer Detail:

- Press **<PF7>** Bkwrd or **<PF8>** Frwrd to scroll through the list to find the budget transfer you want to display. Type D (Display) in the **Action** field next to it and press **<ENTER>**. The selected record will display.

To display a budget transfer Header:

- Press **<PF7>** Bkwrd or **<PF8>** Frwrd to scroll through the list to find the budget transfer you want to display. Type H (Header) in the **Action** field next to it and press **<ENTER>**. The selected record will display.

To view a Note on a budget entry:

A note can be generated when a journal is rejected from the approval path and the explanation will be listed for reason of action taken.

To view Approval Record for a budget transfer:

- Type Q (Q-Appr) **Action** field and press **<ENTER>**. The approval record for the budget transfer will display if one exist.

Browse Cancelled journals (CM CB BT BC)

This browse will show the campus user their BT journals that have been cancelled through the online system or through a batch job.

```
FIG004P2                 ***** FINANCIAL SYSTEMS *****
 Jul 27,04                - Browse Cancelled Journals -                 9:21 AM

        Jrnl Jrnl    Maint      Maint
 Period Type Nbr     Date       User                     Reason
 ------ ---- ----- ---------- -------- ----------------------------------------
 200405  BT    452 07/20/2004 ZCVDW    MONTH/YEAR END CLEANUP 20040720
 200405  BT    453 07/20/2004 ZCVDW    MONTH/YEAR END CLEANUP 20040720
 200405  BT    454 07/20/2004 ZCVDW    MONTH/YEAR END CLEANUP 20040720
 200405  BT    455 07/20/2004 ZCVDW    MONTH/YEAR END CLEANUP 20040720
 200405  BT    456 07/20/2004 ZCVDW    MONTH/YEAR END CLEANUP 20040720
 200405  BT    457 07/20/2004 ZCVDW    MONTH/YEAR END CLEANUP 20040720
 200406  BT     24 06/17/2004 ZCVDW    CANCEL THIS JOURNAL AS PART OF TESTING L
                                       OG 17711
 200406  BT     29 07/20/2004 ZCVDW    MONTH/YEAR END CLEANUP 20040720
 200406  BT     30 07/20/2004 ZCVDW    MONTH/YEAR END CLEANUP 20040720
 200406  BT     31 07/20/2004 ZCVDW    REJECT - TESTING PROGRAMS
                                       MONTH/YEAR END CLEANUP 20040720
 200406  BT     39 07/20/2004 ZCVDW    MONTH/YEAR END CLEANUP 20040720
 Calendar Period: ______ Journal Type: __ Journal No: _____
 Direct command...: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                    bkwrd frwrd                   main
```

Select Your Alias (CM CB BT SA)

When users assign authority to you to approve transactions in their absence, you can sign on as yourself and use an alias or “assumed user name.” For example, a supervisor who is traveling out of the district on business may assign his or her system authority to you so that you can approve transactions in his or her absence. By designating you as an alias, you do not need to know the supervisor’s protected password to sign on to the Finance System and perform his or her approval functions.

To sign on as an alias so that you can perform someone else’s budget approval functions, type SA in the code field at the Budget Transfer Menu or type CM CB BT SA at any Direct Command line in the system and press **<ENTER>**. The Select Functions pop-up window will display.

If you have not been permitted the authority to perform another user’s approval functions, the message *There are no Current Aliases Available to You* will display. Press **<ENTER>** to return to the Budget Prep Menu.

```
FIG502P1                 ***** FINANCIAL SYSTEMS *****
Jun 1,01 +---------------------------------------------------------+    9:31 AM
         | FIG032N1     ***** FINANCIAL SYSTEMS *****               |
         | May  1,97        - Select Functions -          9:31 AM |
         |                                                          |
```

```
          | CURSOR SELECT THE PERSON WHOSE FUNCTIONS YOU WISH TO    |
          | PERFORM, OR PRESS PF2 TO CONTINUE AS YOURSELF.          |
          |                                                         |
          |                                                         |
          |   ZSKGM     KATY MULLINS                                |
          |                *** End of Data ***                      |
          |                                                         |
          |                                                         |
          |                                                         |
          |                                                         |
          | Gr Alias Identifier B: ________________ ____ __ __      |
          | Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---P |
 Direct   |       help  retrn quit                    bkwrd frwrd   | ___________
 Enter-P  | 8035 - Position cursor or enter screen value to select  | 11--PF12---
       h  +---------------------------------------------------------+     main
```

<u>To select an alias so that you can perform another user's approval functions:</u>

- Position the cursor on the user id of the user for whom you want to perform approval functions and press **<ENTER>**. If there are multiple users listed, search for a specific user ID using **Gr Alias Identifier B Code**. You will return to the Budget Prep Menu, where you can perform approval functions for the user whose alias you selected. Remember that every function you perform from the time you select an alias until you select yourself as the alias—or when you log off the time you log off the Finance System—is recorded under the alias name.

<u>To return to the Budget Transfer Menu without selecting an alias:</u>

- If you change your mind and decide that you want to perform other functions before signing on as another user's alias, press **<PF2>** Return to cancel the alias selection and return to the Budget Prep Menu. Otherwise, you have to log off the system and log on again to deactivate the alias.

Delegate Your Alias (CM CB BT DS)

```
FIG044P1                 ***** FINANCIAL SYSTEMS *****                 FIG044M1
Jun 13,01                   - Delegate Your Alias -                    2:29 PM

*Action (D,M)               __

 User Id : ZCRYK         Name....: RANDY KIKUCHI
 Approver:

Valid Trans:


START DATE   END DATE  *DESIGNATE ID     NAME            *APPROVAL TRANS TYPE
----------  ----------    --------   -------------------- --------------------
__ __ ____  __ __ ____    ________                          ___ ___ ___ ___ ___
__ __ ____  __ __ ____    ________                          ___ ___ ___ ___ ___
__ __ ____  __ __ ____    ________                          ___ ___ ___ ___ ___
__ __ ____  __ __ ____    ________                          ___ ___ ___ ___ ___
__ __ ____  __ __ ____    ________                          ___ ___ ___ ___ ___
__ __ ____  __ __ ____    ________                          ___ ___ ___ ___ ___

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd                   main
```

Field descriptions:

***Action**-- The action code for the function you want to perform: D (Display), and M (Modify). Active help provides a pop-up list of valid options. Place the cursor in the field and press **<PF1>** to access the help screen.

***Approver**--The user ID of the person who is next in line to approve a transaction after the ***Designate ID** user assigned to your system transactions, whether you approve them or your alias approves them.

Start Date--The first day (in MM DD YYYY format) the user is permitted to update budget prep during the delegator's absence.

End Date-- The last day (in MM DD YYYY format) the user is permitted to update budget prep during the delegator's absence.

***Designate ID**--The user id of the person identifying a user to approve purchase requisition during his or her absence. Active help provides a pop-up list of valid options. Place the cursor in the field and press **<PF1>** to access the help screen.

Name--This field populates automatically after you press **<ENTER>**. Each name corresponds with the delegate's user id.

***Approval Trans Type--**This series of fields represent the journal types you intend to allow the designated user the ability to approve. Active help provides a pop-up list of valid options. Place the cursor in the field and press **<PF1>** to access the help screen.

Department Requisition Menu (CM DR)

To access the Department Requisition Menu, type DR in the code field at the Campus Menu and press **<ENTER>** or type CM DR at any Direct Command line within the system and press **<ENTER>**. The Department Requisition Menu will display. Highlighted functions indicate that they lead to additional, related functions.

```
FIP310P0              ***** FINANCIAL SYSTEMS *****              FIP310M0
Jun  7,01            - Department Requisition Menu -             02:16 PM

                                                          Req.  Fiscal
       Code Function                                      Num.   Year
       ---- -------------------------------------------   ----  ------
        AD  Add New Department Requisition                          R
        VI  View/Update Department Requisition             R
        CO  Copy (Add) New Department Requisition          R
        CP  Copy Purchase Req to Department Req
        SA  Search & Update Requisitions by Account Nbr
        RR  Return/Exception Menu
        SR  Search & Update Requisitions
        SB  Search Rejected/Sent-Back Requisition
        ?   Help
        .   Terminate
        --  -------------------------------------------
          Code: __                                         O - Optional
  *Req Num....: 2001 ________  *Prq Num...: 2001 ________  R - Required
   Fiscal Year: 2001
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                main
```

AD **Add New Department Requisition**
Create a new requisition to purchase departmental goods or services.

VI **View/Update Department Requisition**
View and update an existing department requisition and send requisitions for approval and conversion to purchasing requisition.

CO **Copy (Add) New Department Requisition**
Copy information from an existing department requisition to a new department requisition.

CP **Copy Purchase Req to Department Req**
Copy information from an existing purchase requisition to a new department requisition.

SA **Search & Update Requisitions By Account Number**

RR **Return/Exception Menu**
Request a return of goods, view, print, search, or update return requests.

SR Search & Update Requisitions

Search and modify requisitions. Search criteria include date, account number, buyer, fiscal year, status, and suggested vendor.

SB Search Rejected/Sent-Back Requisitions

Search requisitions that have been rejected in the approval process or returned by the purchasing department.

Add New Department Requisition (CM DR AD)

To access the **Add New Department Requisition** module, type AD in the Department Requisition Menu or type FI CM DR AD at any direct command line and press **<ENTER>**.

```
FIP300P1                ***** FINANCIAL SYSTEMS *****                    FIP300M1
Jun 12 01             - Add New Department Requisition -                 2 more >
*FY Req Nbr..:                *Type: RQ                   Entry Dt: 06/12/2001
*Requestor...: REQUESTOR 1________________________       Dt.Needed: __________
*Contact Name: REQUESTOR 1 NAME________________________
 Cntct Email.: requestor1@fccsc.org___________________   Fax Nbr: ___ ___ ____
 Contact Ph..:  ___ ___ ____    Ext: _____      Req Status:
 Calc Tot Amt:                                  Fin Status:
*Buyer ID....: TBA                             Buyer Phone:             Ext:
*Account: ________ _______ __ _____ ____   Header Has     0 Acct(s)     0 Items
 Suggested Vendor--- *ID./Addr.Seq: _________ ____   (Optional) Addr Type: _
                   Vendor Name...: ________________________________________
                   Attention.....: ________________________________________
                   Suite ........: ________________________________________
                   P.O.Box ......: ________________________________________
                   Street .......: ________________________________________
                   City  St.  Zip: ________________________________________
                   Phone / Fax...: ________________________________________
 Orig Req:                  Prev Req:
 Notes:  Dept: _  Buyer: _  Reject: _  Vendor: _  Attach.(Y/N): N  Check: _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit            Accts Add   frwrd print left  right main
1707 - Enter req'd info on this screen and press <enter> to add.
```

<u>Field descriptions:</u>

***FY,Req Nbr –** The Fiscal Year and Requisition Number will be generated automatically, once the required information is entered and the requisition is added by pressing **<ENTER>**. <u>Note:</u> The system defaults to the fiscal year identified as current in the Department Requisition Menu, usually the current fiscal year.

***Type –** Indicates Requisition Type. <u>Note:</u> The system default is RQ, which indicates a standard requisition. To select other type of requisitions, press the PF1 key.

Entry Dt – System Generated: indicates the creation date of the requisition.

***Requestor –** Indicates the person requesting the merchandise or service. The system automatically populates the user information, such as: **Requestor** from the Security system. The requestor information can be overridden. Pressing**<PF1>** in the requestor field will display information from the Personnel/Payroll system. To select an employee's information, cursor up to the desired employee's name and press **<ENTER>** to populate these fields with the selected user.

Dt Needed--Date the merchandise or service is needed (MMDDYY--later than current date).

***Contact Name –** The person responsible for specifying the request who best can answer specification questions. If the **Contact Name** is different from the **Requestor** in the following fields: **Email ID, Contact Ph**., **Ext** and **Fax**, and it is desired that all contact be made through the **Contact** person, press**<PF1>** on the contact name and choose a contact's name, then, press **<ENTER>** to have the selected person's information populated in those fields.

Contact Email ID—The Contact's email. If the table value is set to default the contact information on the PRSITEPARM (CNTCTDEFLT) table and there is an email address defined on the security file the email address will default. If an email address is not defined on the security file and the user id is defined as an employee, an employee id is defined and the number is found on the employee file the email address will default from there if available.

Fax Nbr – The Requestor's Fax Number; if the name of the requestor and contact are the same. If the name of the Requestor and Contact are different the Fax Number is that of the Contact. A Generic Table "PRSITEPARM" can be set to make the Fax Number a required field.

Contact Ph / Ext – The Requestor's phone number, if the name of the requestor and contact are the same. If the name of the Requestor and Contact are different the phone number is that of the Contact. A Generic Table "PRSITEPARM" can be set to make the phone number a required field. If the table value is set to default the contact information on the PRSITEPARM (CNTCTDEFLT) table and there is a phone number is defined on the security file the email address will default. If a phone number is not defined on the security file and the user id is defined as an employee, an employee id is defined and the number is found on the employee file the "Work" phone number will default from there if available.

Req Status – The document status for the Department Requisition.

Calc Tot Amt –The calculated total of all items on the requisition

Fin Status – The financial status for Department Requisitions.

***Buyer ID –** The buyer assigned to manage the requested merchandise or service.

Buyer Phone – Phone number assigned to the buyer by Purchasing Tables. See Table Management, FI PR TM , BUYER (WITH BUYER'S CATEGORIES).

***Account –** Indicates header account number and general ledger code responsible for charges. Using the <PF6> accts function allows the user to split the cost among up to ten accounts. The system does not allow the splitting of accounts at the header level.

***ID./Addr.Seq** – Indicates the preferred vendor to provide the requested goods or services. The remaining fields on this screen are populated with information from the vendor record. If desired vendor is not in this vendor database, enter the information including Federal Tax ID in the lines provided other than the *ID./Addr.Seq line .

Orig Req – This field will be populated with the number given to the document the first time it was created before sending it through to purchasing only when the requisition is modified by purchasing and then sent back, Ex: After purchasing makes modifications to an original requisition, then sends it back a first time, the document will be given a new requisition number❶. When the requestor reviews and makes changes to the sent back document in the **View/Update Department Requisition** screen, the original document number will be populated in this field. When this happens, the system creates a new requisition with a new number❶, de-commitments are processed under the Orig Req Nbr and new commitments are processed for the requisition the user is working on.

Prev Req – If purchasing sends back the requisition a second time, this field will be populated with the requisition number[1] assigned to the document after purchasing it sent back the first time. See **Orig Req** definition.

Notes Indicators--Each of these fields indicate whether department, buyer, rejection, or vendor notes are attached. The greater than sign “>” indicates that notes do exist for that subject. To view notes type any character over the greater than sign and press **<ENTER>**.

Attach. (Y/N) – Enter a Y to indicate that the originator will be faxing or mailing a hard copy of the department requisition document to the buyer as "back-up" for the electronic version. This field will default to N .

Check – Mark this field with any character to perform an accounting check on items associated with the document.

Panel2

```
FIP300P1                ***** FINANCIAL SYSTEMS *****                FIP300M2
< 1 more              - Add New Department Requisition -             1 more >

 FY Req Nbr.:                Type: RQ                 Entry Dt: 06/12/2001

 Delivery Dept/Name..: _________________________
*Campus ID...........: _  ____
*Building ID.........: ____                         *Room: ______

 Ship To Address: *Code: CR
  ________________________________________  PrePay&Add......: _
  ________________________________________  Calc Tot Amt....:
  ________________________________________  Committed Bal...:
  ________________________________________
  ________________________________________
 Purchasing Date.....:                      Board Date......:
 Blanket Start Date..: __________           Bid Date........:
 Blanket End Date....: __________           Bid Number......:
                                            Proj Num........: ____________
 Orig Req:                   Prev Req:
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit             Accts bkwrd frwrd print left  right main
8061 - Scrolling performed.
```

<u>Field descriptions:</u>

Delivery Dept/Name – Department name for on campus delivery.

***Campus ID** – Indicates campus identifier of the target campus (where the merchandise or service is to be delivered or performed).

***Building ID**-- The building the goods should delivered to.

Room--Room name/number for delivery. When requesting a service, indicate with Ø.

Ship to Address *Code--Defaults to the shipping address. Another delivery address may be selected by pressing**<PF1>** for Active Help.

Prepay/Add--A Y indicates that vendor pricing does not include shipping cost. When left blank the field defaults to -N .

Calc Tot Amt – The calculated total of all items on the requisition

Committed Bal – If the document status is "PE" or "RJ" the committed balance is the total amount of the DR line items.

Purchasing Date –The date received in purchasing and converted to a Purchasing req.

Board Date.--Indicate the date your board is scheduled to meet to approve the purchase.

Blanket Start Date – Enter date the blanket PO is requested to begin.

Bid Date – This field would indicate the date the bid publicly opens if purchasing submitted a RFB (request for bid) for the requested goods or services.

Blanket End Date--Enter date the blanket PO will end. This field is required when the requisition type is BO or CO.

Bid Number – This field would indicate the bid number if the requested goods or services were put out to bid.

Proj Num – This field would indicate the project number associated with the Request.

Panel3

```
FIP300P1                 ***** FINANCIAL SYSTEMS *****                FIP300M3
< 2 more              - Add New Department Requisition -              1:55 PM

FY Req Nbr..:               Type: RQ                  Entry Dt: 06/12/2001

1__ of    Status                          _ of 0  Purchasing Action
------Status Change History-------       --------Purchasing Activities--------
 By User   On Date   Status              By User   On Date   Action




 Orig Req:                  Prev Req:
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit              Accts bkwrd frwrd print left  right main
```

Field descriptions:

Status Change History – A history of users who have changed the status of the requisition. A maximum of 50 statuses are tracked using these fields, when the status changes exceed 50 the oldest status drops off and the latest status is recorded.

Purchasing Action -- These fields will be filled in by the purchasing department to inform the campus user of the status of the request. A maximum of 30 Purchasing Actions are tracked using these fields, when the Purchasing Actions exceed 30 the oldest action drops off and the latest action is recorded.

PF Key functions in the Department Requisition subsystem

Pressing **<PF4> Item** or **<PF5> Items,** invokes the Maintain Req. Line Item(s) module, which allows the user to list the items to order. Use**<PF4>** to add items one at a time when the item descriptions are very long. Using **<PF5>** allows the user to add four items, at a time, with short descriptions.

<PF4> Item--Invokes **Maintain Req. Line Items** screen.
Note: Press **<ENTER>** after completing data entry to record data before pressing **<PF2>** to return to the header screen.

```
FIP301N2              ***** FINANCIAL SYSTEMS *****                 FIP301M2
Jun 12 01                - Maintain Req. Line Items -               2:29 PM

*Action (A C D M N)   AD   YR Req Nbr: 2001 00029387   Item: 1__ of
 Quantity..: ____________               Unit Price: ______________
*Account...: ________ ______ __ _____ ____     *U/M: ______
 Total.....:          .00              *Discount..: ______
*Commodity.: _____________             *Std Text..: _____
 Deliver Dt: __________                 Status....:
Text Line Nbr: 1__ of     ------ Item Description ---------------------
       1   ____________________________________________________________
       2   ____________________________________________________________
       3   ____________________________________________________________
       4   ____________________________________________________________
       5   ____________________________________________________________

 Dept Notes: _                                              Freight: _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  Add         Accts bkwrd frwrd                  main
8056 - Enter information to be added
```

Field descriptions:

***Action**-- Indicates action to take when **<ENTER>** key is pressed.
YR, Req Nbr – Requisition number assigned by the system. Same as *FY, Req Nbr* from previous screen.
Item--Indicates item number being viewed out of the total line items for requisition. To see another line item on this screen, type over the line item number in the field and press **<ENTER>**, or type N for next on the action field.
Quantity--Indicates the number of items or services requested.
Unit Price--Indicates the unit price of line item.
***Account**--Required field if left blank at header. Indicates the account to be charged for each line item if indicated differently than in header.
***U/M**--Unit of measure for **Unit Price** and **Quantity** fields--per each (ea) is default. Populates automatically or allows the user to choose from active help.
Total--Automatically calculates total amount due using **Quantity**, **Unit Price, Discount**, and **U/M** fields.
***Discount**--Indicates percentage discount off **Unit Price** if applicable. For a 10% discount, type 10 in this field. For complex percentages choose from active help.

***Commodity**-- Enter the code of the item or service being requested.

***Std-Text**-- Press **<PF1>** help and choose a numerical code that represents the standard text description to appear in the **Item Description** field. If one does not exist for the item, skip this field and proceed to **Item Description** and begin typing the description on line one (1).

Deliver Dt – Same as Date Needed from previous screen.

Status--Indicates the status of the requisition line item. The most common indicators are: CA=Cancelled, PA=Pending approval, PE=Pending, PI=Pending Item, PR=Purch. Requisition, RJ=APPR REJE, SB=Sent Back, CO=Committed, OP=Open.

Text Line Num--Allows the user to select the item description line they wish to view.

Item Description--Ninety-nine text lines with a length of sixty characters are available to describe the requested item.

Department Notes – Notes entered by the department filling the requisition for the specific line item.

Freight – This indicates if the item has been designated as freight for specific processing during receiving, invoicing and payables. The default is blank, which is equal to no. To designate the item as freight a Y must be entered on the field.

<PF5> Items invokes **Maintain Multiple Dept Req. Items** screen. Highlighted fields may be modified. Note: Press **<ENTER>** to record data before pressing **<PF2>** to return to the header screen.

```
FIP302N2               ***** FINANCIAL SYSTEMS *****              FIP302M2
Jun 12 01          - Maintain Multiple Dept Req. Items -          2:36 PM
Next 1__ /          FY Req.Nbr.. 2001 00029387                       Op/Ca
Item    Quantity  *Commodity   *U/M    Unit Price  *Disc. %  Total Price  Sta
     ____________ _____________ ___ ______________  ______          +0.00  _
Dsc: ______________________________                             Freight: _
   *Act: ________ ______ __ _____ ____ *Std Itm: _____ Notes: _

     ____________ _____________ ___ ______________  ______          +0.00  _
Dsc: ______________________________                             Freight: _
   *Act: ________ ______ __ _____ ____ *Std Itm: _____ Notes: _

     ____________ _____________ ___ ______________  ______          +0.00  _
Dsc: ______________________________                             Freight: _
   *Act: ________ ______ __ _____ ____ *Std Itm: _____ Notes: _

     ____________ _____________ ___ ______________  ______          +0.00  _
Dsc: ______________________________                             Freight: _
   *Act: ________ ______ __ _____ ____ *Std Itm: _____ Notes: _

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  Item        Accts bkwrd frwrd                    main
```

Item--Indicates item number and number of line items for requisition. To see another line item in this screen, type over the line item number in the field and press **<ENTER>**.

Quantity--Indicates the number of items or services being ordered.

***Commodity**-- Press**<PF1>** to invoke active help and use cursor to select commodity number for the item or service being requested.

***U/M**--Unit of measure for **Unit Price** and **Quantity** fields (default is per each).

Unit Price--Indicates the unit price of line item.

***Disc%**--Indicates percentage discount off **Unit Price** if applicable.

Total price--Automatically calculates total amount of this line item using **Quantity**, **Unit Price, Discount**, and **U/M** fields.

Open/Can/Sta--Indicates the status of the requisition. The most common indicators are: CA=Cancelled, PA=Pending approval, PE=Pending, PI=Pending Item, PR=Purch. Requisition, RJ=Approval Rejected, SB=Sent Back, PC=Changed by Purchasing

Dsc--If the standard item text is not used, type a short description of the item or service requested.

Frt -- This indicates if the item has been designated as freight for specific processing during receiving, invoicing and payables. The default is blank, which is equal to no. To designate the item as freight a 'Y' must be entered on the field.

***Account**--Indicates the account to be charged for each line item.

***Std-Itm**-- Indicates standard text description to appear in the **Item Description** field of the previous module (Maintain Req. Line Items).

Notes--A greater-than-sign (**>**) indicates where there are notes. Notes are created automatically when any critical action is taken regarding the requisition. Notes supply the user id, date and time of the changes and allow the user to include some text description/explanation. The notes system will track these critical actions for auditing purposes. Notes can be added by entering any character in this field and pressing **<ENTER>** to invoke the notes screen.

<u>Note:</u> When the items from the requisition become a Purchase Order the Purchase Order number displays for each item. If the item or entire requisition is sent back by purchasing after significant modifications were made a new department requisition is generated by the system and the original Purchasing Requisition number is displayed at the item level. Press **<ENTER>** to record data before pressing **<PF2>** to return to the header screen.

<PF6> Accts invokes **Maintain Departmental Detail Accounts** screen. This function allows the use of up to ten different accounts on the header, or ten different accounts per line item.

```
                         ***** FINANCIAL SYSTEMS *****                  FIP901M1
Jul 11,01                     - Maintain Accounts -                     02:03 PM

Reference Nbr: 2001 00034977        Status: PE
Description..: Header Accounts


        == Account/Custodial Account ==   Split                  Extra
        *Org Unit*Qual1  Lo*GLC   Qual2   Percent   Amount       Cost
         -------- ------ -- ----- -----   --------  ------------ ----
  1      11000000 ______ 00 67501 ____    100.0000  ____________   X
         ________ ______ __ _____ ____
  2      ________ ______ __ _____ ____    ________  ____________   _
         ________ ______ __ _____ ____
  3      ________ ______ __ _____ ____    ________  ____________   _
         ________ ______ __ _____ ____
  4      ________ ______ __ _____ ____    ________  ____________   _
         ________ ______ __ _____ ____
  5      ________ ______ __ _____ ____    ________  ____________   _
         ________ ______ __ _____ ____
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd                     main
```

Field descriptions:

Reference Nbr – Department Requisition number and item number when viewing the accounts at the item level.

Status – Item status from the **<PF5>**item(s) screen.

Total Price – Automatically calculates total amount of this line item using **Quantity**, **Unit Price, Discount**, and **U/M** fields from the Items screen.

***Account/Custodial Account** -**Account** indicates account to charge. Up to 10 accounts can be selected on 10 different Seq lines. **Custodial Account –** indicates the account that has custody of the item, which does not have to be the account that was charged for the item.

Split Percent-- If the cost is being dispersed among two or more accounts, place the percent amount for each in this field so that all items total 100 (%). For example, if the cost of the item will be split between two accounts and the account in Seq1 is paying three fourths of the bill, enter 75.0000 in that **Split Percent** field and enter 25.0000 for the account in Seq 2.

Amount--Specify the maximum amount of this purchase to be taken from this account when percentages are not used. You cannot complete this field if you are indicating an extra cost in the following field. The user can specify amounts instead of percentages to be taken from each account. When amounts are used percentages cannot be used and the amount for each account must equal the **Total Price** of the item.

Extra Cost--Type an X to indicate the account responsible for additional costs. One account must be specified as the extra cost for each item.

Press **<ENTER>** to record information before pressing **<PF2>** to return to header/line item screens. After **<PF2>** is pressed and the user is returned to the line header/line item enter must press again to commit the changes to the requisition. If enter is not pressed and the user leaves the requisitions, the requisition is not updated with the new information and the old information remains on the record.

<PF7> Add (Add New Department Requisition only) clears all field values and allow the user to Add New Department Requisition from scratch.

<u>To cancel the requisition</u> (View/Update Department Requisition only)

- Press **<PF7> Cancl.** The Maintain Notes screen will display
- Enter notes explaining the cancellation. If a requisition is cancelled at the header, the status will change to **CA** (cancelled) status and cannot be sent for approval.

```
FIP900N3           ***** FINANCIAL SYSTEMS *****         FIP900M3
 Jul 11,01                - Maintain Notes -               2:44 PM
                   Department Request Header Notes      Action= M
 Notes are for:
 Type: RQDT          Year-Ref#:  2001-00034977
                                                    Next Line: 3__
   3. **Notes Created by ZCGEB    on 07/11/2001 at 02:44:35 PM____
   4. ____________________________________________________________
   5. ____________________________________________________________
   6. ____________________________________________________________
   7. ____________________________________________________________

       help  retrn quit                    bkwrd frwrd
 8028 - Enter changes.
```

<u>Field descriptions:</u>

Year-Ref#--Indicates the current year and the requisition reference number.
Next Line--indicates the line number of the most recent note. To view previous notes, over type this number with the note line you wish to view and press **<ENTER>** or use **<PF7>** to scroll back.
Line #3. -- This is the note created automatically by the module. It cannot be deleted.

<PF7> UnCxl (View/Update Department Requisition only) invokes the screen below. When you uncancel a requisition it is placed on pending status and is now eligible to be sent for approval.

```
TO CONFIRM THE  Re-Initialize       FOR ALL ITEMS
   in Department Requisition: 2001-00029387

     Type in 'YES' here ===> ___

   To Cancel PRESS PF2 for 'retrn'
```

Un-Canceling the requisition takes you to the Maintain Notes screen where you must enter notes explaining the reason. This module automatically tracks your actions for auditing purposes and records your User Id, Date, and Time of changes. See Cancel **<PF7>** for sample image.

When you uncancel the item, you get this confirmation message: *1726 - 'Dept-Req Re-Opening' successfully completed.*

<PF8> SndAp commits your requisition to the account numbers selected if the funds are available and sends it for approval. To send the requisition for approval, Type a Yes in the prompted field and press **<ENTER>**.

```
TO CONFIRM THE  Send For Approval   FOR ALL ITEMS
   in Department Requisition: 2001-00029387

     Type in 'YES' here ===> ___

    To Cancel PRESS PF2 for 'retrn'
```

The confirmation message: *1726 - 'Send for Approval' successfully completed.* If there are insufficient funds for this transaction, the system invokes an Account Errors screen of all accounts with insufficient funds. To use account with insufficient funds a budget transfer must be completed prior to committing the requisition.

<PF9> print – prints the Requisition to the selected mainframe printer.

View/Update Department Requisition (CM DR VI)

To access the **View/Update Department Requisition** type CM DR VI in the Purchasing/Receiving system and press **<ENTER>**. If the user does not know the reference number, use the cursor to choose from the list of requisitions and then press **<ENTER>**. The record will display in **View/Update Department Requisition.** See the Add New Department Requisitions for more information for this menu.

Copy (Add) New Department Requisition (CM DR CO)

Typing CO and pressing **<ENTER>** at the Department Requisition menu invokes the **Browse Department Requisitions By Req. Num** module**.** Use the cursor to select the requisition to copy and press **<ENTER>**. A popup window immediately ask the user to enter the new Department Requisition Date Needed. Press **<ENTER>** to continue or press **<PF2>** to return.

```
  Delivery Date Needed: __________ MM/DD/CCYY

    To Cancel PRESS PF2 for 'retrn'
```

All information is copied to a new requisition and invokes the View/Update Department Requisition module. See the Add New Department Requisitions for more information for modifying the new requisition.

```
FIP300P3                ***** FINANCIAL SYSTEMS *****                FIP300M1
Jun 12 01           - View/Update Department Requisition -           2 more >
*FY Req Nbr..: 2001 00029388  *Type: RQ STANDARD REQUIS  Entry Dt: 06/12/2001
*Requestor...: REQUESTOR 1_____________________________ Dt.Needed: 03/03/2003
*Contact Name: CONTACT 1_______________________________
 Cntct Email.: requestor1@fccsc.org____________________ Fax Nbr: 954 ___ ____
 Contact Ph..: 954 111 1111  Ext: 1____      Req Status: PE PENDING
 Calc Tot Amt:                                Fin Status: PE PENDING
*Buyer ID....: XXX BUYER 1                    Buyer Phone: 999 999 9999 Ext:
*Account: 16212000 621300 92 60501 ____  Header Has    1 Acct(s)    5 Items
 Suggested Vendor--- *ID./Addr.Seq: 999999999 1___  (Optional) Addr Type: B
                    Vendor Name...: A & A __________________________________
                    Attention.....: ATTENTION:  XXXXXXXXXX__________________
                    Suite ........: ________________________________________
                    P.O.Box ......: ________________________________________
                    Street .......: 9999 9TH AVENUE NORTH___________________
                    City  St.  Zip: LAKE WORTH  FL 99999____________________
                    Phone / Fax...: 9999999999 / 9999999999_________________
 Orig Req:                  Prev Req:
 Notes:  Dept: _  Buyer: _  Reject: _  Vendor: >  Attach.(Y/N): N  Check: _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit  Item  Items Accts Cancl SndAp print left  right main
8028 - Enter changes
```

Copy Purchase Req to Department Req (CM DR CP)

Typing CP at the Department Requisition menu invokes the search module Search Purchasing Requisitions. Use the cursor to select the requisition to copy and press**<ENTER>**. A popup window will immediately ask the user to enter the new Department Requisition Date Needed. Press **<ENTER>** to continue or **<PF2>** to cancel.

```
  Delivery Date Needed: __________ MM/DD/CCYY


    To Cancel PRESS PF2 for 'retrn'
```

The information from that requisition is copied to a new record and invokes the View/Update Department Requisition module. See the Add New Department Requisitions for more information for modifying the new requisition.

```
FIP300P3                 ***** FINANCIAL SYSTEMS *****                FIP300M1
Jun 12 01            - View/Update Department Requisition -           2 more >
*FY Req Nbr..: 2001 00029388  *Type: RQ STANDARD REQUIS  Entry Dt: 06/12/2001
*Requestor...: REQUESTOR 1______________________________ Dt.Needed: 03/03/2003
*Contact Name: CONTACT 1_______________________________
 Cntct Email.: requestor1@fccsc.org____________________  Fax Nbr: 954 ___ ____
 Contact Ph..: 954 111 1111  Ext: 1____      Req Status: PE PENDING
 Calc Tot Amt:                                Fin Status: PE PENDING
*Buyer ID....: XXX BUYER 1                    Buyer Phone: 999 999 9999 Ext:
*Account: 16212000 621300 92 60501 ____  Header Has    1 Acct(s)    5 Items
 Suggested Vendor--- *ID./Addr.Seq: 999999999 1___  (Optional) Addr Type: B
                    Vendor Name...: A & A __________________________________
                    Attention.....: ATTENTION:  XXXXXXXXXX__________________
                    Suite ........: ________________________________________
                    P.O.Box ......: ________________________________________
                    Street .......: 9999 9TH AVENUE NORTH___________________
                    City  St.  Zip: LAKE WORTH  FL 99999____________________
                    Phone / Fax...: 9999999999 / 9999999999_________________
 Orig Req:                   Prev Req:
 Notes:  Dept: _  Buyer: _   Reject: _   Vendor: >  Attach.(Y/N): N  Check: _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit  Item  Items Accts Cancl SndAp print left  right main
8028 - Enter changes
```

Search & Update Requisitions (CM DR SR)

To access the **Search & Update Requisitions** menu, type SR in the code field of the Department Requisition menu and press **<ENTER>**.

```
FIP320P0               ***** FINANCIAL SYSTEMS *****
Jun 12 01             - Search & Update Requisitions -               3:34 PM

               Code Function
               ---- ---------------------------------------------
                RD  Search Requisitions by Entry Date
                RA  Browse Department Requisitions by Account No
                RC  Search Requisitions by Contact Name
                RS  Search Requisitions by Status
                RF  Search Requisitions by Fiscal Year
                RT  Search Requisitions by Type
                RB  Search Requisitions by Buyer
                RV  Search Requisitions by Suggested Vendor
                RR  Search Requisitions by Requestor Name
                RI  Browse Requisition Items in I* Status
                ?   Help
                .   Terminate
               ---- ---------------------------------------------
          Code: __

Direct command...: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit                                                  main
```

The modules in this menu will allow to search the list of department requisitions and the corresponding information for each. Each option provides access to a different sort list. The following fields appear on all module searches (except RA): FY, Req. Number, Status, Type, Entry Date, Buyer, Contact Name, Contact Phone, Vendor Addr-Seq, Total Amount, Requestor Name, Delivery Date, Rcvd.Pur.DT, Suggested Vendor, Requestor Name and Items in I* Status.

These modules return the entire database of department requisitions sorted by ascending alpha or numeric order.

The module RA - Browse Department Requisitions by Account No allows you to search requisitions for one account and includes the following fields: Account Requisition Number, Status, Items.

These are the codes you will encounter in the search returns. Enter the codes in the three digit action field (Act) to invoke the action and press **<ENTER>** to invoke.

Action description as it appears across the bottom of the screen	**Action Code**	**Result**
Add	A	Invokes module--Add New Department Requisition
Items	I	Invokes module--Maintain Multiple Dept Req. Items
Print	P	Prints the department requisition
View-Updt.	V	Invokes module--View/Update Department Requisition

Print Requisition(s) (CM DR PR)

To access the Print Requisitions menu, type PR in the code field on the Department Requisition menu and press **<ENTER>** or type FI CM DR PR at any direct command line and press **<ENTER>**. This screen allows multiple DRs to be printed by three criteria: individual Department Requisition Numbers, Department Requisition approved on a specific date or a sequential range of Department Requisition .

```
FIP350P1                ***** FINANCIAL SYSTEMS *****                FIP350M1
Jun 12 01                  - Print Requisition(s) -                  03:43 PM

Print Requisition by one of the criteria listed below:

1. Requisition Number  -OR-
        Year Req Num     Year Req Num     Year Req Num     Year Req Num
        ____ ________    ____ ________    ____ ________    ____ ________
        ____ ________    ____ ________    ____ ________    ____ ________
        ____ ________    ____ ________    ____ ________    ____ ________
        ____ ________    ____ ________    ____ ________    ____ ________
        ____ ________    ____ ________    ____ ________    ____ ________

2. Requisition Date     -OR-            Approved Date: __________
                                Include Printed Req's: _  (Y/N)

3. Requisition Number Range:    Begining Year/Req Num: ____ ________
                                    Ending Req Number:      ________
                                Include Printed Req's: _  (Y/N)

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit                                               main
                          main
```

Field descriptions:

Year-- Fiscal year that the DR was generated.
Req Num-- print individual DR document number.
Approved Date --Print all DR approved on a specific date.
Beginning Year/Req Number--Print sequential DRs beginning with this date.
Ending Req Number--Print sequential DRs ending with this date.
Include Printed Req's(Y/N)-- Reprint dept reqs previously printed.

Return/Exception Menu (CM DR RR)

To access the **Return Exception Menu** type RR in the code field on the Department Requisition Menu (also the Purchase Order Menu, and the Receiving Menu). Where PO Number is indicated required you must choose from Received Purchase Orders via active help. RR Num requires leading zeros.

```
FIP380P0                ***** FINANCIAL SYSTEMS *****                FIP380M0
Jun 12 01                 - Return/Exception Menu -                  03:46 PM

                                                        PO    RR
          Code    Function                             Num.  Num.
          ----   ------------------------------------  ----  ----
           CR    Create Return Request                   R
           VI    View/Update Return Request              R     R
           PT    Print Return Request                    R     R
           SR    Search & Update Return Requests
           SE    Search & Update Receiving Exceptions    O
           ?     Help
           .     Terminate
          ----   ------------------------------------  ----  ----
     Code: __                                            O -- Optional
                                                         R -- Required
 *PO Num.: 2001 ________
 *RR Num.: __

 Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit                                                main
```

CR Create Return Authorization Request
Create a request to return received Purchase Order items that are damaged, are not up to specifications, have been over shipped or for other reasons.

VI View/Update Return Authorization Request
Modify return requests.

PT Print Return Request
This module is executed from the return/exception menu and will not be further documented. Type PT in the code field, complete PO Num and RR Num fields and press **<ENTER>**. Your return request will print on your assigned mainframe printer and this message confirms success: *Job ZMEALNAT submitted successfully*.

SR Search & Update Return Request
Search and update return requests. Search criteria: RA Request Number, Status, and Department Name.

SE Search & Update Receiving Exceptions
Search and update receiving exceptions. Search criteria: Fiscal Year, PO#, Item Number, Seq. Number, Buyer Code and Receiver.

Create Return Request (CM DR RR CR)

To access the Create Return Request module type CR at the Return/Exception Menu code field or type CM DR RR CR at any direct command line and press **<ENTER>**. This module invokes the Browse Received Purchase Order module. Use the cursor to select a Purchase Order that has been received in order to create a return request. This function is used by a department that received goods which are not up to specs required on the DR. The department can initiate a return request with this function and the receiving and purchasing departments will be notified to carry out the request. The system will populate most of the request with fields from the PO; however, the department can correct this information by typing over the field. After entering the information on this screen, press **<PF4>** to add the items to be returned.

```
FIP850P1                ***** FINANCIAL SYSTEMS *****                 FIP850M1
 Jun 13,01                 - Create Return Request -                   3:45 PM
 Return Request Num: 1999 00000011 1

 Department Name: BUDGET___________________  Status.: OP OPEN
 Requestor Name.: JOE BLACK____________      Phone..: 561 999 8999 _____
 Buyer ID/Name..: DLW DON                    Phone..: 561 999 9999

 Vendor Name..: 999999995 A & F VIDEO           Entry Date....: 06/13/01
 Vendor Phone.: 999 299 9992                    Purchasing Dte:
 RA Number....: _______________                 RA Contact....: _______________
 Shipper......: ______________________________  Completed Date:
 Carrier......: ______________________________  Ship Date.....: __________
                ----------Return Address-----------
                A & F VIDEO________________________ No Shipping Required: _
                ATTN: bob JONES
                 ___________________________________ Total-Value..:
                P.O. BOX 264_______________________
                 ___________________________________ Notes........: _
                GENESEO NY 14454___________________
 Direct Command: ______________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit  Item             Cancl       print             main
 1707 - Enter req'd info on this screen and press <enter> to add.
```

Field descriptions:

Department Name--Indicate department name requesting the return. (Populated from PO)

Status - The status of the PO.

Requestor Name-Indicate the person's name requesting the return. (Populated from PO)

Phone - Enter a phone number for the requestor is required. (Populated from PO)

Buyer ID/Name - The buyer from the PO. (Populated from PO)

Phone The phone number for the buyer. (Populated from PO)

Vendor Name- The vendor who supplied the goods to be returned (Populated from PO)

Entry Date The date the Return Request is created. (auto-populated)

Vendor Phone - The Vendor's phone. (Populated from PO)

RA Number- The return authorization number specified by the vendor. (Populated by purchasing)

RA Contact - The vendor contact person specified by the vendor. (Populated by purchasing).
Shipper - The company name that will be responsible for delivery of the goods back to the vendor. (Populated by purchasing)
Completed Date - The date the request was shipped back and completed.
Carrier- The common carrier's name that will do the actual transport of the goods back to the vendor. (Populated by purchasing)
Ship Date - The date the goods were picked-up by the carrier and shipped back. (Populated by receiving)
Return Address - The vendor address to deliver the goods back to. (Populated by purchasing)
No Shipping Required--A Y (Yes) indicates that the item will be discarded and no shipping back is required. (Populated by purchasing)
Total-Value - The total value of the returned goods. (Populated by purchasing)
Notes - Enter additional information in the notes system.

<u>To cancel the return request</u>

- Press **<PF7>**cancl
- The message "1726 - 'Return Request Cancellation' Successfully completed" will display.

<u>To print the return request</u>

- Press **<PF9>**print
- Select your printer destination from the Browse Printers help and press **<ENTER>**.

To add return request items to the header

- Press **<PF4>** items. Then press **<PF1>** on the *Receive Instance field to choose an item /instance.
- The RETURN REQUEST ITEM screen will display. Press **<ENTER>** to auto-populate the screen.
- Enter in Qty-damaged, Qty-Not-to-Spec, Qty-Overship, Qty-OtherTotal-Qty-Returned, Return-Reason and Item Disposition.
- The message "*8025 - Returned item CCYY-NNNNNNNN-N-N added successfully*" will display.
- Once completed, the Return Request will appear in the buyers Return authorization Que.
- To enter another RR on the same header, press **<PF2>** to go back to the header and press **<PF4>** items again.
- Clear the screen, then type in A and tab to the "*Receive Instance field" and press **<ENTER>**.
- Choose another instance/item and press **<ENTER>**.
- Fill in the required fields and press **<ENTER>**.

```
FIP860P1                ***** FINANCIAL SYSTEMS *****                FIP860M1
Jun 13,01                  - RETURN REQUEST ITEM -                   4:12 PM
*Action (A,C,D,M,N,P) A_    Return Request Num: 1999 00000011 1  RR Item: 1__

*Receive Instance: 199900000011______                      Status: OP OPEN
PO Item/Desc: ___

Qty-Ordered   Qty-Outstanding  Total-Received                Total-Return-Cost
                                                                ____________
Qty-damaged + Qty-Not-to-Spec + Qty-Overship  + Qty-Other = Total-Qty-Returned
____________    ____________    ____________   ____________     ____________
Goto-Txt-Line 1__
Return-Reason 1   ____________________________________________________________
              2   ____________________________________________________________
              3   ____________________________________________________________
Goto Txt Line 1__
Special Instr 1   ____________________________________________________________
              2   ____________________________________________________________
              3   ____________________________________________________________
Item Disposition.:Replace: _     Credit: _      Dispose: _       Denied: _
Direct Command: ______________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  Cancl             bkwrd frwrd                  main
```

Field descriptions:

Action --Type an action to be taken: A(dd), C(lear), D(isplay), M(odify), N(ext), P(urge)
RR Item --number of return requests for each item on PO
Cancel --default is blank. A Y cancels the return request.
Receive Instance --Which receiving instance from PO to return against.
PO Item/Desc --Item number from PO to be returned.
Total-Return-Cost --system generated field.
Qty Damaged --Enter quantity of items damaged.
Qty Not to Spec --Enter items not meeting specifications.

Qty Overship -- Enter items over shipped.
Qty Other --Enter items with other problems.
Total Qty Returned --Enter total items to be returned.
Goto Txt Line Return Reason --Enter notes indicating return reason and recommendation on the action to take with return.
Goto Txt Line Special Instr --notes indicating special instructions. (populated by the buyer)
Replace --Mark to request a replacement for return
Credit --Mark to request credit for return
Dispose --Mark to discard item and request credit
Denied --return is denied. (populated by the buyer)

<u>To cancel the return request</u>

- Press **<PF4>**cancl
- The message "1726 - 'Return Request Cancellation' Successfully completed" will display.

View/Update Return Request (CM DR RR VI)

To access the View/Update Return Request module type VI at the Return/Exception Menu code field or type FI CM DR RR VI at any direct command line and press **<ENTER>**. This module invokes the Return Requests Help module if PO Num is left blank on the Return/Exception Menu. When entering the help module it will default to the current fiscal year. Use the cursor to select a Return Request that has been created from the help and the View/Update Return Request screen will display. See Create Return Request section for information about this screen.

```
FIP850P2                ***** FINANCIAL SYSTEMS *****                FIP850M2
 Jun 14,01                - View/Update Return Request -               9:03 AM
 Return Request Num: 1999 00196197 1

 Department Name: JEN ________________        Status.: PU PURCHASING WORK
 Requestor Name.: JEN ________________        Phone..: ___ 367 9999 _____
 Buyer ID/Name..: DLH DON Ho                  Phone..: 561 439 9999

 Vendor Name..: 199999999 BGR GROUP INC.         Entry Date....: 05/05/99
 Vendor Phone.: 954 999 9999                     Purchasing Dte: 03/06/01
 RA Number....: _______________                  RA Contact....: _______________
 Shipper......: ______________________________   Completed Date:
 Carrier......: ______________________________   Ship Date.....: __________
                ----------Return Address-----------
                BGR GROUP INC._____________________ No Shipping Required: _
                ATTN: MS. MONICA __________________
                SUITE 171__________________________ Total-Value..:
                 __________________________________
                3900  MEMORIAL HWY_________________ Notes........: _
                BOHEMIA NY 11716___________________
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit  Item              Cancl       print              main.
```

Print Return Request (CM DR RR PT)

To access the Print Return Request module type PT at the Return/Exception Menu code field or type FI CM DR RR PT at any direct command line and press **<ENTER>**. This module invokes the Return Requests Help module if PO Num is left blank on the Return/Exception Menu. When entering the help module it will default to the current fiscal year. Use the cursor to select a Return Request that has been created from the help and press**<ENTER>** The Browse Printers screen will display.

```
FIP851H1              ***** FINANCIAL SYSTEMS *****
 Jun 21,01                - Return Requests Help -                2 more >

                                        Entry
   YEAR  PO Num  Seq Department Name  Date    Estimated Value   Status
   ---- -------- --- --------------- -------- --------------- ----------
   2001 00205283  1  SUE BEE         06/21/01                 OP:OPEN
                           *** End of Data ***


 RA Request Number: 2001 ________ __
 Status __ Dept Name(contains) ________

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--P
       help  retrn                          bkwrd frwrd print left  right
 8035 - Position cursor or enter screen value to select
```

Select your printer destination from the Browse Printers help and press **<ENTER>**. The return request will print at the location chosen.

```
UTL930N1             ***** Utility System *****             UTL930M1
 Jun 14,01               - Browse Printers -                  9:43 AM
 Current Printer: FCCSCFTL
           Printer               Description
           -------- ----------------------------------------
           BCCP31P
           BCCP31Q
           BCCP31R
           BCCQ31D
           FCCSCFTL
           FCCSCJAX
           IRCPRT1
           IRC1     INDIAN RIVER COMMUNITY COLLEGE
           KBUD1
           NCTS1
  Printer: ________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11
 cont        retrn                          bkwrd frwd
 8035 - Position cursor or enter screen value to select
```

Search & Update Return Request (CM DR RR SR)

To access the Search & Update Return Requests module type SR at the Return/Exception Menu code field or type FI CM DR RR SR at any direct command line and press **<ENTER>**.

- The **2 more >** message in the upper right corner of the screen indicates there is additional data screens to the right. Press **<PF10>** or **<PF11>** to scroll horizontally to the left or right to view additional data.

```
FIP851P2              ***** FINANCIAL SYSTEMS *****
 Jul 12,01          - Search & Update Return Requests -          2 more >

                                      Entry
 Act Year  PO Nbr  Seq Department Name Date    Estimated Value   Status
 --- ---- -------- --- --------------- -------- ---------------  ----------
  __ 1999 00000008  1  CONTROLLER      06/21/01                   OP:OPEN
  __ 1999 00000011  1  BUDGET          06/26/01                   OP:OPEN
  __ 1999 00196197  1  JEN             05/05/99                   CA:CANCELL
  __ 2000 00198027  1  D.RICHT         07/12/01                   OP:OPEN
  __ 2000 00198027  2  D.RICHT         07/12/01                   OP:OPEN
  __ 2000 00198079  1  D.RICHT         06/26/01          82.00    OP:OPEN
  __ 2000 00198079  2  D.RICHT         07/12/01          82.00    OP:OPEN
  __ 2000 00198079  3  D.RICHT         07/12/01                   OP:OPEN
 RA Request Number: ____ ________ __
 Status __ Dept Name(contains) ________
 Direct command...: ______________________________________________________
  Display    Print      R.A.
```

Field descriptions:

RA Request Number--Enter in the fiscal year and the return request number to narrow the search

Status-- Enter RA Request Number and status to narrow the search.

Dept Name(contains)-- Enter RA Request Number and the full or partial dept name to narrow search.

To view the Purchase Order

- Type D next to the selected record. **<ENTER>**.
- The Display Purchase Order screen will display
- See Maintain Purchase Order section in chapter 8 for more information for this screen.

To print the Return Request

- Type P next to the selected record. **<ENTER>**.
- Select your printer destination from the Browse Printers help and press **<ENTER>** and your return request will print at your location.

To view or update the Return Request

- Type R next to the selected record. **<ENTER>**.
- The View/Update Return Request screen will display
- See Create Return Request section for instructions for this function.

Search & Update Receiving Exceptions (CM DR RR SE)

To access the Search & Update Receiving Exceptions module type SE at the Return/Exception Menu code field or type FI CM DR RR SE at any direct command line and press **<ENTER>**.

- The **3 more >** message in the upper right corner of the screen indicates there is additional data. Press **<PF10>** or **<PF11>** to scroll horizontally to the left or right to view additional data.

```
FIP814P2                ***** FINANCIAL SYSTEMS *****
 Jul  3,01          - Search & Update Receiving Exceptions -         3 more >

                PO    Item Rec   Date     Quantity    Exception      Total
   Act  Year  Number  Nbr  Nbr Received   Received      Types      Exceptions
   ---  ---- -------- ---- --- -------- ------------ ------------ --------------
   __   1999 00194673   1    2 01/07/99       2.0000 OVR
   __   1999 00195420   1    2 05/12/99      20.0000 OVR
   __   1999 00195493   1    1 02/15/99     146.0000 OVR,OTH               26.00
   __   1999 00195914   1    3 05/12/99       1.0000 OVR
   __   1999 00196038   1    1 05/14/99     236.0000 OVR
   __   1999 00196197   1    2 05/05/99      22.0000 OVR
   __   1999 00196816   4    2 04/28/99       1.0000 OVR
   __   1999 00196816   5    2 04/28/99       1.0000 OVR

Fiscal Year: ____ PO#: ________ Item Nbr.: ___ Rec Seq Nbr: ___
 BUYER CODE: ___ RECEIVER: ________
 Direct command...: ____________________________________________________________
  Display    Expt.      Modify     R.A.
```

Field descriptions:

Fiscal Year-- Enter the fiscal year of the PO number to narrow the search.
PO#-- Enter the fiscal year and PO number to narrow the search.
Item Nbr.-- Enter the fiscal year and PO number and the item number to narrow the search.
Rec Seq Nbr-- Enter the fiscal year and PO number and the received number to narrow the search.
Buyer Code-- Enter the fiscal year and PO number and buyer ID to narrow the search.
Receiver-- Enter the fiscal year and PO number and the receiving person to narrow the search.

To add or display a PO

- Type D next to the selected record. **<ENTER>**.
- The Display Purchase Order screen will display.

To view a Receiving record

- Type E next to the selected record. **<ENTER>**.
- The Display Receiving screen will display.

To modify the Receiving record

- Type M next to the selected record. **<ENTER>**.

- The Maintain Receiving screen will display.

To view or update the Return Request

- Records that has an "open" status can be updated and "cancelled" records can only be viewed
- Type R next to the selected record. **<ENTER>**.
- See Create Return Request section for more information about this screen.

Search Rejected/Sent-Back Requisition (CM DR SB)

To access the Search Rejected/Sent Back Requisitions module type SB in the Department Requisition Menu code field or type FI CM DR SB at any direct command line and press **<ENTER>**. The modules in this menu allow searching the list of rejected, "RJ", and sent back, "SB", requisitions.

- The **2 more >** message in the upper right corner of the screen indicates there is additional data. Press **<PF10>** or **<PF11>** to scroll horizontally to the left or right to view additional data.

```
 FIP320P8              ***** FINANCIAL SYSTEMS *****
 Jun 14 01       - Search Rejected/Sent Back Requisitions -       2 more >

            Req.                              Entry
 Act FY.   Number     Status       Type      Date           Buyer
 --- ---- -------- ------------ ----------- -------- ---------------------
 __  2001 00026354 RJ:APPR REJE RQ:STANDARD 07/20/00 DH:DON HO
 __  2001 00026486 RJ:APPR REJE BO:BLANKET  07/25/00 TBA:TO BE ASSIGNED
 __  2001 00026506 RJ:APPR REJE RQ:STANDARD 07/25/00 TBA:TO BE ASSIGNED
 __  2001 00027069 RJ:APPR REJE RQ:STANDARD 08/16/00 TBA:TO BE ASSIGNED
 __  2001 00027073 RJ:APPR REJE RQ:STANDARD 08/16/00 TBA:TO BE ASSIGNED
 __  2001 00027273 RJ:APPR REJE RQ:STANDARD 08/24/00 DH:DON HO
 __  2001 00034527 SB:SENT BACK RQ:STANDARD 05/10/01 DH:DON HO

Status: RJ Fiscal Year: ____ Requisition Number: ________
 Account ________ Year ____ Type __ Buyer ___ Add New Req (Y)? _ Contact N
 __________
 Direct command...: ______________________________________________________
  Add        Items      Print      View-Updt.
```

Field descriptions:

Status-- Type in the status of the requisition to narrow the search.
Fiscal Year - Type in the status and the year of the requisition to narrow the search.
Requisition Number - Type in the status, year, and number of the requisition to narrow the search.
Account - Type in the status, year, and org unit number of the requisition to narrow the search.
Year -Type in the status and the year of the requisition to narrow the search.
Type- Type in the status and the year and req. type of the requisition to narrow the search.
Buyer - Type in the status and the full or partial contact name of the requisition to narrow the search.

<u>To add a new Department Requisition</u>

- Type A next to the selected record or type Y in the *Add New Req (Y)?* field and press **<ENTER>**.
- The <u>Add New Department Requisition</u> screen will display
- See <u>Add New Department Requisition</u> section for information about this screen.

<u>To maintain items on the sent back Requisition</u>

- Type I next to the selected record. **<ENTER>**.
- The <u>Maintain Multiple Dept Req. Items</u> screen will display
- See <u>Add New Department Requisition</u> section for information about this screen.

<u>To print the sent back requisition</u>

- Type P next to the selected record. **<ENTER>**.
- The Department Requisition will print at your location.

<u>To view or update the sent back requisition</u>

- Type V next to the selected record. **<ENTER>**.
- The <u>View/Update Department Requisition</u> screen will display
- See <u>View/Update Department Requisition</u> section for information about this screen.

Disbursement Request Menu (CM DM)

To access the Disbursement Request Menu, type DM in the code field at the Campus Menu or type CM DM at any Direct Command line within the system and press **<ENTER>**. The Disbursement Request Menu will display.

```
FIA310P0                ***** FINANCIAL SYSTEMS *****                FIA310M0
Sep 11,08               - Disbursement Request Menu -                11:15 AM

               Code Function
               ---- -------------------------------------------
                AD  Add Disbursement Request
                VI  View/Update Disbursement Request
                DD  Display Disbursement Request
                CO  Copy(Add) New Disbursement Request
                MS  Maintain Disbursement Request Status
                BR  Browse Rejected/Send Back Disbursements
                BD  Browse ALL Disbursement Requests for a User
                SR  Search and Update Disbursement Requests
                ?   Help
                .   Terminate
              ----- -------------------------------------------
          Code: __
     *Disb Nbr: 2009 ______
   Fiscal Year: 2009

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit                                                main
```

The Disbursement Request Menu functions can also be accessed from the Accounts Payable System. Refer to Chapter 9 Accounts Payable for instructions for accessing the functions described on this screen. For your quick reference, the menu options are described below.

AD Add Disbursement Request
Add, and send for approval, disbursement requests. This function is only available through the Campus Menu.

VI View/Update Disbursement Request
Modify, send for approval disbursement requests.

DD Display Disbursement Request
Display disbursement requests.

CO Copy Disbursement Request
Copy and existing disbursement request.

MS Maintain Disbursement Request Status

Cancel, purge, or put a disbursement request on hold. Notes are required when a disbursement request is canceled, purged, or put on hold.

BR Browse Disbursement Requests by Number
View all disbursement requests sorted by the request number, whether it’s been approved or not.

BD Browse ALL Disbursement Requests for a User
View all disbursement requests sorted by the user who Originated the disbursement request and it's Current Status.

SR Search and Update Disbursement Requests
Search and modify disbursement requests. Search criteria include status, payee id, number, pay to name, type, contact name, account number, invoice number.

Add New Disbursement Request (CM DM AD)

To access the **Add New Disbursemetn Request** module, type AD in the Disbursement Request Menu at any direct command line and press **<ENTER>**.

Sample Data

```
 FIA100P3                **** FINANCIAL SYSTEMS *****               FIA100M6
Sep 11,08              - Modify Disbursement Request -             4 more >
Disb.Req.No: 2009 000185         *Req Type: RQ DISBURSEMENT REQUEST
     Status: PA PEND APPROVAL        Fin St: CO Total Amt: 10.00________
Contct Name: ________________________________________ Ph#: ___ ___ ____ ______
      Email: ________________________________________           Orig: N
PayTo *Type: V_ VENDOR       *ID: A&H500000 *Seq#: 1___ Curr Payee Pay TP: EFT
       Name: A & H AUTOMOTIVE SERVICE________________   Issue Check Payment: _
    Address: 501 N 44TH ST


       City: FORT PIERCE                              St: FL  Zip: 34947
      Phone: 772 466 4131 Ext:           *Tolerance: 02  ZERO TOLERANCE
            *Org Unit*Qual1 Loc*GLC  Qual2       NSF: _                  Lines
   *Account: 11111111 144444 10 60501 ____ for the amount: 7.00_________  3
    Purpose: TEST____________________________________________________________ 1
             ____________________________________________________________
      Notes:Rejected: _  Returned: _  On-Hold: _  Change: _  Addr: _  PaymI: _
 Due Date: 09/11/2008 Sch Pay: 09/11/2008  Project Nbr: ____________  *Reqs/Amt
Attach: _ Pick-Up Chk: _ Sep Chk: _  Invoice#: 21212____________________ 10___
Direct Command: ______________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  Paym  Appr        bkwrd frwrd Print left  right main
```

Field descriptions:

Disbursement Req#--A system-generated number for new requests. To modify an existing disbursement request enter the number to display the record. If the number of an existing disbursement request is unknown, a browse screen will display with a list of disbursement request in accending order.

Req *Type—Required. A code that represents the classification of a disbursement request, such as RQ (Disbursement Request), or RR (Recurring Request). Active help provides a pop-up list of valid options. Place the cursor in the field and press **<PF1>** to access the help screen. The screen defaults to RQ (Disbursement Request).

Status--A system-generated code that represents the current condition of a disbursement request, such as: OH (Request on hold), or AP (Approved), PE (Pending approval), CA (Canceled), SB (Send back), PA (Pending Approval) or CM (Completed).

Fin St – A system generated code. Financial status. Status of PE (Pending) is displayed if not accounting has taken place. A status of CO (Committed) is displayed if any accounting has taken place. Even if the accounting nets to zero a status of CO is displayed if any accounting took place.

Total Amt-- Required. The dollar amount of the payment to be made.

Contct Name – Required if generic table (DISBPARMS) definition is set to be required. Name of person who can be contacted if there is a question about the document. This field will default based on setting on the DISBPARMS table CNTCTDEFLT.

Ph# -- Required if generic table (DISBPARMS) definition is set to be required. If there are any questions rearding the purchase/document this will be the phone number to cal. If the table value is set to default the contact information on the DISBPARMS (CNTCTDEFLT) table and there is a phone number is defined on the security file the email address will default. If a phone number is not defined on the security file and the user id is defined as an employee, an employee id is defined and the number is found on the employee file the "Work" phone number will default from there if available.

Email— Required if generic table (DISBPARMS) definition is set to be required. If there are any questions rearding the purchase/document this will be the email address to send the inquiry. If the table value is set to default the contact information on the DISBPARMS (CNTCTDEFLT) table and there is an email address defined on the security file the email address will default. If an email address is not defined on the security file and the user id is defined as an employee, an employee id is defined and the number is found on the employee file the email address will default from there if available.

Orig—System Generated. This field will display a 'Y" if there has been a change made to the disbursement request by Accounts Payable.

PayTo *Type-- Required. A code that represents the type of individual or organization the payment is being made to, such as E (Employee), S (Student), V (Vendor), or N (Non-employee). Active help provides a pop-up list of valid options. Place the cursor in the field and press **<PF1>** to access the help screen.

***ID**-- Required. The unique number that identifies the type of payee, such as a social security number or federal tax identification number. When a valid ID number is entered in this field, the **Name, Address, Phone#, Ext, City, State, ZIP** field is automatically populated with the data on file in the Finance System. Active help provides a pop-up list of valid options. Place the cursor in the field and press **<PF1>** to access the help screen.

For the new Social Security number mandate that will come into effect July 2005, the help available for Students, Employees and Non-Employees has been changed to assist the user in the transition period as well as allowing higher security options on visibility of the SSN number on the help functions. See more information further down in documentation where a new Disbursement is added to the system.

Seq#-- Required if payee type is Vendor. Many vendors have multiple addresses. This number allows the user to select the correct address for the vendor.

Curr Payee Pay TP – System generated. Displays the current payment status of the payee (i.e. EFT or check). Please note that the system determines how to pay the payee at the time the payment process is executed and this is just the current payment status.

Issue Check Payment – This allows the user entering the document of Accounts Payable to designate a payment as check regardless of the current payment status of the payee.

Name, Address, Phone#, Ext, City, State, ZIP--The payee's address and telephone number information. If the ***ID** of the payee is on file in the Finance System, these fields populate automatically when the payee's ID code is entered on this screen.

Account No—At least one account number is required. The 25-digit department budget number to which the disbursement will be charged. The account number is defined by the State Accounting Manual, and is comprised of the *Org Unit, *Qual1, Loc, *GLC, and Qual2 numbers. Active help provides a pop-up list of valid options. Place the cursor in the field and press **<PF1>** to access the help screen.

for the amount-- Required. The dollar amount or portion of **Total Amt** to be charged to **Account No**. Additional account numbers and portions of the **Total Amt** may be listed on subsequent pages of the disbursement request and are indicated by the **more >** message in the upper right corner of the screen.

Lines – System generated. indicates the number of accounts on this request. All the accounts that are part of the document can be seen by pressing PF11.

Purpose-- Required. A detailed description for the reason the disbursement request is being entered.

Lines – System generated. This indicates the number of description lines on this request. The entire description can be seen by pressing PF11 twice.

Notes--A greater than (>) flag that indicates additional information is available. To display the information, over type the > with a Y (yes) and press **<ENTER>**. To add a new explanation, over type the _ with any character and press **<ENTER>**. The appropriate window will be displayed. **Rejected** indicates that the disbursement request has been rejected by an approver on the approval path, **Returned** indicates that the request was returned to the user by accounts payable, **On Hold** indicates that the request is being placed on hold pending further action, **Change** indicates that a modification has been made to the disbursement request after it was sent for approval and was rejected or sent back or when the Attachment flag is set 'Y', and **Address** indicates that the payee's address sequence was changed by accounts payable. **Payml** indicates that there is a note with instructions for the Pick up Chk and/or Sep Chk.

Dates—Required. Defaults to today's date. These fields indicate when the payment or payments are due. **Due** indicates that the payment is due on this date. **Sch Pay** indicates that the check is needed on this date.

Proj Num – This field would indicate the project number associated with the Request.

Indicators--A Y (yes) flag used to indicate any special instructions that accompany this disbursement request. **Attachments** indicates that there are forms, receipts, or other documentation that must accompany the disbursement when it's mailed. **Pick-Up Check** indicates that the disbursement should not be mailed because the payee will pick it up. **Separate Check** indicates that the payment for this item should not be combined on the same check cut for other disbursements to the same vendor.

Invoice – Required. Indicates the invoice number associated with this disbursement.

Reqs/Amt – The number of disbursement request with the same amount, for the payee specified on the document.

When all fields have been entered correctly, press **<ENTER>**. The message *Disbursement Request XXXXXX Added Successfully* will display and the system will add the Disbursement Request number.

To commit the funds, you must press PF5 (SndAp). This sends the document for approval and commits the funds in the account(s) in the general ledger. After a document is sent for approval the caption for PF5 will change to (Appr) this will show the approval record for the document.

By pressing PF4 (Paym) the user will be able to see if any payables have been linked to the document and the payment type and number for the payable.

By pressing PF9 (Print) the user will be able to select a printer and print the document.

By pressing **<PF10>** Left once or **<PF11>** a user can view all accounts, additional description information and the history of users who added or maintained this record. Following are the additional screens.

Account Screen (Panel 2)

```
 FIA100P2               ***** FINANCIAL SYSTEMS *****                 FIA100M2
< 1 more               - Modify Disbursement Request -                3 more >
Disb.Req.No: 2009 000183          Req Type: RQ DISBURSEMENT REQUEST
     Status: PE PENDING                  Fin Status: PE
                                          Total Amt: 23.00

   ------- Account Number -------  Description                    Amount
   *Org Unit*Qual1 Loc *GLC Qual2 ------------------------------ -------------
 1. 11111111 144444 10 60501 ____ BRISSET'S ACCOUNT              23.00________
 2. ________ ______ __ _____ ____                                _____________
 3. ________ ______ __ _____ ____                                _____________
 4. ________ ______ __ _____ ____                                _____________
 5. ________ ______ __ _____ ____                                _____________
 6. ________ ______ __ _____ ____                                _____________
 7. ________ ______ __ _____ ____                                _____________
 8. ________ ______ __ _____ ____                                _____________
 9. ________ ______ __ _____ ____                                _____________
10. ________ ______ __ _____ ____                                _____________


Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit        SndAp       bkwrd frwrd Print left  right main
```

Field descriptions:

Disbursement Req#--A system-generated number for new requests. To modify an existing disbursement request enter the number to display the record. If the number of an existing disbursement request is unknown, a browse screen will display with a list of disbursement request in accending order.

Req *Type—Required. A code that represents the classification of a disbursement request, such as RQ (Disbursement Request), or RR (Recurring Request). Active help provides a pop-up list of valid options. Place the cursor in the field and press

<PF1> to access the help screen. The screen defaults to RQ (Disbursement Request).

Status--A system-generated code that represents the current condition of a disbursement request, such as: OH (Request on hold), or AP (Approved), PE (Pending approval), CA (Canceled), SB (Send back), PA (Pending Approval) or CM (Completed).

Fin St – A system generated code. Financial status. Status of PE (Pending) is displayed if not accounting has taken place. A status of CO (Committed) is displayed if any accounting has taken place. Even if the accounting nets to zero a status of CO is displayed if any accounting took place.

Total Amt-- Required. The dollar amount of the payment to be made.

Account No—At least one account number is required. The 25-digit department budget number to which the disbursement will be charged. The account number is defined by the State Accounting Manual, and is comprised of the *Org Unit, *Qual1, Loc, *GLC, and Qual2 numbers. Active help provides a pop-up list of valid options. Place the cursor in the field and press **<PF1>** to access the help screen. A disbursement request can have upto 50 accounts.

Description Screen (Panel 3)

```
 FIA100P2                ***** FINANCIAL SYSTEMS *****                FIA100M5
< 2 more               - Modify Disbursement Request -               2 more >
Disb.Req.No: 2009 000183           Req Type: RQ DISBURSEMENT REQUEST
     Status: PE PENDING                   Fin Status: PE
                                           Total Amt: 23.00
Purpose: test________________________________________________________
         ____________________________________________________________
         ____________________________________________________________
         ____________________________________________________________
         ____________________________________________________________
         ____________________________________________________________
         ____________________________________________________________
         ____________________________________________________________
         ____________________________________________________________
         ____________________________________________________________
         ____________________________________________________________
         ____________________________________________________________
         ____________________________________________________________
         ____________________________________________________________
         ____________________________________________________________
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit        SndAp       bkwrd frwrd Print left  right main
```

<u>Field descriptions:</u>

Disbursement Req#--A system-generated number for new requests. To modify an existing disbursement request enter the number to display the record. If the number of an existing disbursement request is unknown, a browse screen will display with a list of disbursement request in accending order.

Req *Type—Required. A code that represents the classification of a disbursement request, such as RQ (Disbursement Request), or RR (Recurring Request). Active help provides a pop-up list of valid options. Place the cursor in the field and press **<PF1>** to access the help screen. The screen defaults to RQ (Disbursement Request).

Status--A system-generated code that represents the current condition of a disbursement request, such as: OH (Request on hold), or AP (Approved), PE (Pending approval), CA (Canceled), SB (Send back), PA (Pending Approval) or CM (Completed).

Fin St – A system generated code. Financial status. Status of PE (Pending) is displayed if not accounting has taken place. A status of CO (Committed) is displayed if any accounting has taken place. Even if the accounting nets to zero a status of CO is displayed if any accounting took place.

Total Amt-- Required. The dollar amount of the payment to be made.

Purpose-- Required. A detailed description for the reason the disbursement request is being entered. A disbursement request can have upto 15 lines of description.

Prepaid Information (Panel 3)

Note: This information is required if the Disbursement Request is a Prepaid type (PR)

```
FIA100P2               ***** FINANCIAL SYSTEMS *****               FIA100M4
< 3 more              - Modify Disbursement Request -              1 more >
Disb.Req.No: 2009 000183          Req Type: RQ DISBURSEMENT REQUEST
     Status: PE PENDING                  Fin Status: PE
                                          Total Amt: 23.00

Pre-Paid on: __________ with the Reference Number: _________________________
   Comments: ____________________________________________________________
             ____________________________________________________________
             ____________________________________________________________
             ____________________________________________________________
             ____________________________________________________________

Receipt Ind: _





Direct Command: ______________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit        SndAp       bkwrd frwrd Print left  right main
```

Field descriptions:

Disbursement Req#--A system-generated number for new requests. To modify an existing disbursement request enter the number to display the record. If the number of an existing disbursement request is unknown, a browse screen will display with a list of disbursement request in accending order.

Req *Type—Required. A code that represents the classification of a disbursement request, such as RQ (Disbursement Request), or RR (Recurring Request). Active help provides a pop-up list of valid options. Place the cursor in the field and press

<PF1> to access the help screen. The screen defaults to RQ (Disbursement Request).

Status--A system-generated code that represents the current condition of a disbursement request, such as: OH (Request on hold), or AP (Approved), PE (Pending approval), CA (Canceled), SB (Send back), PA (Pending Approval) or CM (Completed).

Fin St – A system generated code. Financial status. Status of PE (Pending) is displayed if not accounting has taken place. A status of CO (Committed) is displayed if any accounting has taken place. Even if the accounting nets to zero a status of CO is displayed if any accounting took place.

Total Amt-- Required. The dollar amount of the payment to be made.

Prepaid On – Date the date the prepayment should take place. This is a required field if the disbursement request is a PR (Prepaid) type. This is an information field only.

With the Reference Number – reference number relevant to the prepaid. This is a required field if the disbursement request is a PR (Prepaid) type. This is an informational field only.

Comments – comments relevant to the prepaid document. This is a required field if the disbursement request is a PR (Prepaid) type. This is an informational field only.

Receipt Ind – Indicates if a receipt was received by Accounts Payable for the prepayment. This field can be used by Accounts Payble to keep track of the prepaid disbursement request that need follow up. This field can only be updated by the Accounts Payable department.

Sample Data – Document Status History (Panel 4)

```
FIA100P2               ***** FINANCIAL SYSTEMS *****                  FIA100M3
< 4 more              - Modify Disbursement Request -                 1:37 PM
Disb.Req.No: 2009 000183          Req Type: RQ DISBURSEMENT REQUEST
     Status: PE PENDING                  Fin Status: PE
                                          Total Amt: 23.00
 1__ of 1
       Changed by
       -User-ID--    -on------    -to---   -Status Description------
        ZCBHJ        09/11/2008     PE     PENDING

Direct Command: _____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit        SndAp       bkwrd frwrd Print left  right main
```

Field descriptions:

Status Change History – A history of users who have changed the status of the requisition. A maximum of 50 statuses are tracked using these fields, when the status changes exceed 50 the oldest status drops off and the latest status is recorded.

To send the existing disbursement request for approval:

Upon completion of adding a disbursement request, the user can send it for approval by using the **<PF5>** (SndAp) key. This function key is not displayed until request is successfully added.

Dual Fiscal Year Functionality

Based on the Dual Fiscal Year dates defined on the REQNUM table in the Generic Table System for a Disbursement Request (among other settings) a user can enter a document in the current year for the following year.

Last Req Entry Date

A user can be restricted to enter Disbursement Request for the current year based on their security level to FIP300P0 and the date specified on this field. Security access to enter a Disbursement Request is edited through the Campus Menu. See the Finance Table Documentation – table REQNUM for additional information.

View/Update Disbursement Request (CM DM VI)

To access the **View/Update Disbursement Request** type CM DM VI through the Campus Menu and press **<ENTER>**. If the user does not know the reference number, use the cursor to choose from the list of requests and then press **<ENTER>**. The record will display in **View/Update Disbursement Request.** See the Add New Disbursemetn Request for more information for this menu.

Display Disbursement Request (CM DM DD)

To access the **Display Disbursement Request** type CM DM VI through the Campus Menu and press **<ENTER>**. If the user does not know the reference number, use the cursor to choose from the list of requests and then press **<ENTER>**. The record will display in **Display Disbursement Request.** See the Add New Disbursemetn Request for more information for this menu.

Copy (Add) New Disbursement Request (CM DM CO)

Typing CO and pressing **<ENTER>** at the Disbursement Request menu invokes the **Browse Disbursement Request By Req. Num** module**.** Use the cursor to select the request to copy and press **<ENTER>**. The disbursement request will be added. Press **<ENTER>** and an invoice number will be required. After entering the invoice number and making the necessary modifications the document can be sent for approval.

All information is copied to a new request and invokes the View/Update Disbursement Request module. See the Add New Disbursement Request for more information for modifying the new request.

```
FIP300P3                ***** FINANCIAL SYSTEMS *****               FIP300M1
Jun 12 01           - View/Update Department Requisition -          2 more >
*FY Req Nbr..: 2001 00029388  *Type: RQ STANDARD REQUIS  Entry Dt: 06/12/2001
*Requestor...: REQUESTOR 1_____________________________  Dt.Needed: 03/03/2003
*Contact Name: CONTACT 1_______________________________
 Cntct Email.: requestor1@fccsc.org____________________  Fax Nbr: 954 ___ ____
 Contact Ph..: 954 111 1111  Ext: 1____     Req Status: PE PENDING
 Calc Tot Amt:                               Fin Status: PE PENDING
*Buyer ID....: XXX BUYER 1                   Buyer Phone: 999 999 9999 Ext:
*Account: 16212000 621300 92 60501 ____   Header Has    1 Acct(s)    5 Items
 Suggested Vendor--- *ID./Addr.Seq: 999999999 1___  (Optional) Addr Type: B
                    Vendor Name...: A & A __________________________________
                    Attention.....: ATTENTION:  XXXXXXXXXX__________________
                    Suite ........: ________________________________________
                    P.O.Box ......: ________________________________________
                    Street .......: 9999 9TH AVENUE NORTH___________________
                    City  St.  Zip: LAKE WORTH  FL 99999____________________
                    Phone / Fax...: 9999999999 / 9999999999_________________
 Orig Req:                Prev Req:
 Notes:  Dept: _  Buyer: _  Reject: _  Vendor: >  Attach.(Y/N): N  Check: _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit  Item  Items Accts Cancl SndAp print left  right main
8028 - Enter changes
```

Maintain Disbursement Request Status (CM DM MS)

To cancel or place an existing disbursement request on hold, or lift a hold from a disbursement previously put on hold, type MS in the code field at the Disbursement Request Menu and press **<ENTER>**. The Maintain Disbursement Request Status screen will display.

```
FIA101P1                ***** FINANCIAL SYSTEMS *****                FIA101M1
Sep 16,08          - Maintain Disbursement Request Status -          2:01 PM

 *Disbursement Req#: 2009 000195     for amount of: 13.00
       Status: PE PENDING                     on:
         Type: RQ DISBURSEMENT REQUEST


       To Cancel, type 'CANCEL' in confirmation.
       To place On-Hold, type 'ON-HOLD' in confirm.
             Enter NEW status here ===> __________

 Payee Type: S  STUDENT       ID: E98003239 Seq#:      Payment Type: CHK
       Name: JARAMILLO, EDGAR BALBVENA               Ph: 772 467 0184
    Address: 1212 RAYMOND AVE


       City: FORT PIERCE                              St: FL Zip: 34950
 Indicators:Attachments:    Pick-Up Check:    Separate Check:    NSF Option:
           Notes: >
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit                                                main
```

<u>Field descriptions:</u>

***Disbursement Req#**-- A system-generated number for new requests. If you want to modify an existing disbursement request, you can enter this number to narrow the search for the record. Active help provides a pop-up list of valid options. Place the cursor in the field and press **<PF1>** to access the help screen.

Enter NEW status here--The new status you want to associate with the disbursement request:**Purge** = delete the record from the system entirely, **Cancel**=cancel the disbursement request permanently or temporarily which will decommit the funds if needed, **On-Hold**=place the request on indefinite hold, **Open**=remove the disbursement request from “On-Hold” or un-cancel.

Notes--Descriptive notes are required when placing a disbursement request on hold. When you place an “X” in this field, the Maintain Notes screen will display.

To change the status of an existing disbursement request:

- Type the number of the disbursement request (if known) in the ***Disbursement Request** field and press **<ENTER>**. If you don't know the number of the request, use the active help to search for the specified request.
- Type the new status. Options include: Cancel, On-hold, or Open (to reopen a request that was previously canceled, or to reopen a request previously on hold).
- After changing the status to cancel or on-hold and pressing **<ENTER>**, the system will automatically display the Notes screen. For other status changes, type "X" in the Notes field to display or modify an existing note.
- Type a detailed description of the reason the request is being modified. Press **<ENTER>** and the message *Disbursement Request XXXXXX Modified Successfully* will display.

Browse Rejected/Send Back Disbursements (CM DM BR)

This option will display Disbursement Request that were rejected from the approval path or sent back from Accounts Payable which the user signed on created. This option will allow to display, modify or change status of a rejected or sent back disbursement request.

```
FIA101P6                ***** FINANCIAL SYSTEMS *****
Sep 16,08    - Browse Rejected/Sent-Back Disbursement Requests -       2:10 PM

    Fiscal Request                                                  Vendor
Act  Year  Number          Pay Name           Req.Amount   Status    Id
--- ------ ------- ------------------------- ------------  ------ ---------
__   2009  000218  FLOYD, PATRICIA D                 3.00    RJ   000027033
__   2009  000219  FLOYD, PATRICIA D                20.00    RJ   000027033
__   2009  000220  FLOYD, PATRICIA D              1264.03    RJ   000027033
                          *** End of Data ***







Add User Id: ZCBHJ    Status: __ Fiscal Year: ____ Request Number: ______
Direct command...: ____________________________________________________________
 Display    Modify     Status-Chg
```

See the Add New Disbursement Request for more information for modifying a request.

See the Maintain Disbursement Request Status for more information on how to modify the status of a request.

Browse Disbursement Requests by Originator by Status (CM DM BR)

This option will display Disbursement Request created by the person signed on. The user has the option to request documents by a specific status or starting from a specific fiscal year and/or request number.

```
FIA101P7                ***** FINANCIAL SYSTEMS *****
Sep 16,08  - Browse Disbursement Requests By Originator By Status -    2:14 PM

    Fiscal Request                                         Vendor
Act  Year  Number  Request Amount        Vendor Name          Id     Status
--- ------ ------- -------------- ------------------------- --------- ------
__   2008  008004          10.00  SAM'S CLUB                SAM520000   AP
__   2009  000018          10.00  A & H AUTOMOTIVE SERVICE  A&H500000   AP
__   2009  000020          10.00  A & H Automotive Service  A&H500000   AP
__   2009  000034          10.00  A & H AUTOMOTIVE SERVICE  A&H500000   AP
__   2009  000049          10.00  TRI-COUNTY MORTUARY       TRI525000   AP
__   2009  000072           5.00  A A CASEY                 AAC540000   AP
__   2009  000077          20.00  FLOYD, PATRICIA D         000027033   AP
__   2009  000078          40.00  TEST                      3BU001259   AP
__   2009  000084          13.00  STELLACIE, THEODORE P     000030739   AP
__   2009  000085          15.00  FLOYD, PATRICIA D         000027033   AP
__   2009  000086          15.00  FLOYD, PATRICIA D         000027033   AP
__   2009  000100           6.00  TRANSWORLD SYSTEMS INC.   COLLECT01   AP
Add User Id: ZCBHJ   Status: __ Fiscal Year: ____ Request Number: ______
Direct command...: ____________________________________________________________
 Display    Modify     Status-Chg
```

See the Add New Disbursement Request for more information for modifying a request.

See the Maintain Disbursement Request Status for more information on how to modify the status of a request.

Search & Update Disbursement Request (CM DM SR)

To access the **Search & Update Requisitions** menu, type SR in the code field of the Department Requisition menu and press **<ENTER>**.

```
FIA311P0                 ***** FINANCIAL SYSTEMS *****
Sep 17,08           - Search and Update Disbursments Menu -            10:24 AM

               Code Function
               ---- ---------------------------------------------
                BS  Browse Disbursement Requests by Status
                BP  Browse Disbursement Requests by Payee-ID
                BR  Browse Disbursement Requests by Number
                BN  Browse Disbursement Requests by Pay-To-Name
                BT  Browse Disbursement Requests by Type
                BC  Browse Disbursement Requests by Contact Name
                BA  Browse Disbursement Requests by Account Nbr
                BI  Browse Disbursement Requests by Invoice Nbr
                ?   Help
                .   Terminate
               ---- ---------------------------------------------
          Code: __



Direct command...: ___________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit                                                main
```

The modules in this menu will allow to search the list of disbursement requests and the corresponding information for each document.

These modules return the entire database of disbursement requests sorted by ascending order. The user has the option of sorting the list by decending order.

These are the codes you will encounter in the search returns. Enter the codes in the action field (Act) to invoke the action and press **<ENTER>** to invoke.

Action description as it appears across the bottom of the screen	**Action Code**	**Result**
Display	D	Invokes the Display Disbursement Request.
Modify	M	Invokes the View/Update Disbursement Request module.
Pay-List	P	Payable and related information including payment type and number
Status-Chg	S	Invokes the Maintain Disbursement Request Status module.

Travel Request Menu (CM TR)

To access the Travel Request Menu, type TR in the code field at the Campus Menu or type CM TR at any Direct Command line within the system and press **<ENTER>**. The Travel Request Menu will display.

```
FIT000P0                   ***** Travel System *****                   FIT000M0
Mar  1 07                        - Main Menu -                         3:45 PM

              Code Function
              ---- --------------------------------------------
               TR  Travel Request
               TP  Travel Request Payment
               ?   Help
               .   Terminate
              ---- --------------------------------------------
         Code: __


Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit                                                  main
```

TR **Travel Request**
Add, modify, send for approval, and view travel requests.

TP **Travel Request Payment**
Add, modify, send for approval, and view travel requests payments.

Travel Request (CM TR TR)

To access the **Travel Request Menu** type TR in the code field on the Travel Request Menu.

```
FIT010P0                 ***** Travel System *****                  FIT010M0
Mar  1 07                    - Travel Request -                     3:48 PM

              Code Function
              ---- --------------------------------------------
               AT  Add Request for Travel
               MT  View/Update Travel Request
               TS  Maintain Travel Request Status
               BT  Browse Travel Requests
               ?   Help
               .   Terminate
              ---- --------------------------------------------
         Code: __
  *Travel Req: 2007 ______


Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                main
```

AT Add Request for Travel

Create a request to travel with estimated costs. The estimated costs will be committed when the request is sent for approval and decommitted and encumbered when the approval path is completed/

MT View/Update Travel Request

View, update travel requests.

TS Maintain Travel Request Status

Ability to change the status of the travel request. Status changes are only permitted under certain circumstances.

BT Browse Travel Request

Browse Travel Request by different sort options.

Add Request for Travel (CM TR TR AT)

To access Add Request for Travel module type AT at the Travel Request Menu code field or type CM TR TR AT at any direct command line and press **<ENTER>**.

```
FIT010P1                  ***** Travel System *****                    FIT010M1
Apr  2,09                  - Request for Travel -                      2 more >

  Travel Nbr.: 2009 ______         Status:
  PayTo *Type: __  *ID: _________    *Seq: ____
 *EmpPosition: ________       *Campus/Area: _

 *Org-Unit: ________ *Qual: ______ Loc: __

  Student Travel..: N (Y/N)           SPD Reference Nbr: __________
  Ride with others: N (Y/N)
  Destination.....: _______________  *Destination Ind..: _

  Departure: _______________  Date: __________ Time: _____ AM (am/pm)
  Return...: _______________  Date: __________ Time: _____ PM (am/pm)

  Other Staff: ____________________________________________________________
  Purpose....: ____________________________________________________________
  PCard Nbr..:
  Attachments/Imaged: _          NOTES: Rejected: _   Travel: _
Direct Command: ______________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  Add         Accts bkwrd frwrd Print left  right main
```

<u>Field descriptions:</u>

Travel Nbr – This number will be assigned by the system when the Travel Request is added.

Pay To Type* – This is a required field. The drop down box displays valid payee types (i.e. employee, student, and vendor).

Pay To ID* – This is a required field. This is the traveler's identification number.

Seq – This is a required field if the 'Payee Type' is a vendor. This is the vendor address sequence number.

Position – This is a required field if the 'Payee Type' is an employee. If the employee only has one assigned position, the position will default when the document is added. If the employee has multiple positions the first position will default when a document is added. After the document is added the traveler can select a different position.

Campus – This is a required field. Pressing the PF1 key will displays all valid campuses as defined on the TRVLPRES table.

State Org. Unit, Qual 1, Location – First account number from Account Screen.

SPD Number: – This is an informational field to specify the SPD grant number if your college assigns an SPD number when the SPD grant is approved.

Dest ind. – This is a required field. The traveler can select type of travel from the help menu. The help menu displays all valid types of travel defined on the TRVDESTIND table.

Destination – This is a required field. The traveler must specify the location they are traveling to (i.e. city).

Student Travel – If this field is 'Y' ihe traveler is required to add at least one student on the student travel screen.

Ride with Others – If the traveler is riding with other college staff this field should have a vlue of 'Y'.

Departure City – This is a required field. If a departure city is specified on the Maintain Travel System Parameters it will default in this field. However, the default departure city can be changed by the traveler. If a departure city is not specified on the table the traveler must enter the departure city.

Departure Date – This is a required field. The traveler must specify a departure date

Departure Time – This is a required field. The departure time has three drop down boxes (hours, minutes, and AM/PM). The traveler must select the hour, the minutes (which are in 15 min increments) and if the travel begins on AM or PM).

Return City – This is a required field. If a return city is specified on the Maintain Travel System Parameters it will default in this field. However, the default return city can be changed by the traveler. If a return city is not specified on the table the traveler must enter the information.

Return Date – This is a required field. The traveler must specify a return date

Return Time – This is a required field. The return time has three drop down boxes (hours, minutes, and AM/PM). The traveler must select the hour, the minutes (which are in 15 min increments) and if the travel ends on AM or PM).

Other Staff Traveling – Other staff traveling with the person completing the Travel Request. This is an informational field.

Travel Purpose – This is a required field. The traveler identifies the purpose for their travel. This is field accepts a maximum of 60 characters.

PCard Nbr – This is the last PCard number associated with the travel request.

Attachments/Imaged – Specify if attachements/imaged documents are associated with this travel request.

Notes – Rejected, rejected notes associated with this travel document. Travel, any general travel notes associated with this travel document. Status, notes generated from a status change.

Fund Request – The system will default the value to 'Y'. If no funds are being requested for the Travel Request the traveler must change the value to 'N'.

College Car – Indicate if a college car will be used by the traveler.

Personal Car – Indicate if the traveler will use their personal car for the travel.

Official Miles – This field should contain the number of miles the traveler will drive for the purpose of their travel. The 'Cost' field for the mileage will be calculated by multiplying the number of miles times the mileage rate specified on the 'Maintain Travel System Parameters' table.

Rental Car – Indicate if a car was rented by the traveler.

Pre-Pay – Indicate if the rental car company will be paid directly by the college.

Number of Day – This field should contain the number of days the traveler will rent car. The 'Cost' field for the rental car will be calculated when the record is stored. The 'Cost' field for the rental car will be calculated by multiplying the number of days times the rental rate specified on the ‘Maintain Travel System Parameters’ table . The traveler can modify the cost calculated by the system.

Common Carrier – Indicate if the traveler is purchasing a plane ticket for the purpose of their travel.

Pre-Pay – Indicate if the airline will be paid directly by the college.

Cost – Total airfare cost.

Registration Fee – Indicate if the traveler is paying a registration fee.

Pre-Pay – Indicate if the company will be paid directly by the college.

Cost – Total registration fee.

Meals or Per Diem – a value of ‘M’ will calculate the meals allowed for the travel period or will allow the traveler to change this amount. See Calculate Meals below. A value of ‘P’ will calculate the per diem amount allowed for the travel. Per diem amounts is calculated by the system and cannot be changed.

Room Cost – Indicate if the traveler is staying at a hotel.

Pre-Pay – Indicate if the hotel will be paid directly by the college.

Cost – Total amount for hotel stay.

Calculate Meals – A ‘Y’ of ‘N’ should be on this field. A value of ‘Y’ will calculate the meal amount for the time of the travel. A value of ‘N’ will allow the traveler to modify the amount of the meals.

Meals Allowed – the cost of meals for the time of the travel.

Per Diem Quarters/Amount – this field is automatically calculated by the system based on the departure and return date and departure and return time. The traveler cannot modify this amount.

Tolls Cost – the total estimated tolls, if any.

Other Expenses Cost – Total other expenses that do not fall under above headings.

Estimated Total Cost – total estimated cost of travel. This field is calculated by the system and traveler is not able to modify it.

Authorized Total Cost – total authorized cost. This amount should be specified by traveler if the authorized cost of travel is less than estimated cost.

Accept Certification – Traveler must select this box when the document is sent for approval. This certifies that the traveler agrees with the certification statement above this field. This certification state is defined in the Travel Generic Table – Text to Appear on Travel Request.

View/Update Travel Request (CM TR TR MT)

To access the View/Update Travel Request module type MT at the Travel Request Menu code field or type CM TR TR MT at any direct command line and press **<ENTER>**. This option allows a user to view, update an existing travel request based on the status of the document.

Note: Refer to the Add Travel Request for an explanation of the fields.

```
FIT010P1                 ***** Travel System *****                  FIT010M1
Apr  2,09                  - Request for Travel -                   2 more >

  Travel Nbr.: 2009 ______         Status:
  PayTo *Type: __  *ID: _________    *Seq: ____
 *EmpPosition: ________       *Campus/Area: _

 *Org-Unit: ________ *Qual: ______ Loc: __

  Student Travel..: N (Y/N)           SPD Reference Nbr: __________
  Ride with others: N (Y/N)
  Destination.....: _______________  *Destination Ind..: _

  Departure: _______________   Date: __________ Time: _____ AM (am/pm)
  Return...: _______________   Date: __________ Time: _____ PM (am/pm)

  Other Staff: ____________________________________________________________
  Purpose....: ____________________________________________________________
  PCard Nbr..:
  Attachments/Imaged: _          NOTES: Rejected: _   Travel: _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  Add         Accts bkwrd frwrd Print left  right main
```

Purchasing Card Menu (CM PC)

To access the **Purchasing Card Menu** type PC in the code field on the Purchasing Card Menu.

```
FIA240P0                 ***** FINANCIAL SYSTEMS *****                 FIA240M0
Jan 12,10                   - Purchasing Card Menu -                   02:11 PM

             Code Function
             ---- --------------------------------------------
              BA  Browse / Maintain Purch. Card Transactions
              PS  Browse Purchasing Card Transactions
              PT  Print Reconciliation Report
              ?
              .   Terminate
             ---- -------------------------------------------
        Code: __








Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                  main
```

BA **Browse/Maintain Purch. Card Transactions**
Displays the Purchasing Cards the user has access to with the number of transactions that are pending review. Please see document Purchasing Card Setup & Overview for additional information.

PS **Browse Purchasing Card Transactions**
Displays the Purchasing Cards the user has access to with the total number of transactions per card. Please see document Purchasing Card Setup & Overview for additional information.

PT **Print Reconciliation Report**
A report that can be used to reconcile the Purchasing Cards loaded in the system to the credit card statement. Please see document Purchasing Card Setup & Overview for additional information.

User Group Access (CM UG)

To access the User Group Access Menu, type UG in the code field at the Campus Menu or type CM UG at any Direct Command line within the system and press **<ENTER>**. The User Group Access Menu will display.

```
FIU700P1                ***** FINANCIAL SYSTEMS *****                 FIU700M1
Jun  7,01              - Campus Document Inquiry Menu -               03:07 PM

       Code  Function                                        Group  Org
       ---- ---------------------------------------------  ----- ------
        UG  List a User's Groups
        OG  List Org Units for a User Group                    R
        GL  Browse GL summary for a User Group                 R
        DR  Browse Department Reqs for a Org Unit                    R
        DS  Browse Disbursment Requests for a Org Unit               R
        PO  Browse Purchase Orders for an Org Unit                   R
        BE  Browse GL Encumbrances by Account Number                 R
        BL  Browse GL Transaction by Fiscal/Year-GLCode
        ?   Help
        .   Terminate
       ---------------------------------------------------  ----- ------
         Code: __
   *User Group: ________
     *Org Unit: ________  ______  __

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                main
```

UG List a User's Groups

View all Finance User Groups that the user currently logged on belongs to. Once a group is selected, a browse of organizational units assessable to the group is presented.

OG List Org Units for a User Group

View org units accessible to a given Finance User Group.

GL Browse GL summary for a User Group

View the account amounts in the General Ledger by selecting an organizational unit available to a given Finance User Group

DR Browse Department Reqs for an Org Unit

View the Department Requisitions in Account Number order of account numbers accessible to a given Finance User Group.

DS Browse Disbursement Requests for an Org Unit

View the Disbursement Requests in Account Number order of Account Numbers accessible to a given Finance User Group

PO Browse Purchase Orders for an Org Unit

View the Purchase Orders in Account Number order of Account Numbers accessible to a given Finance User Group

BE Browse GL Encumbrances by Account Number
View General Ledger encumbrance transactions in Account Number order of Account Numbers accessible to a given Finance User Group

BL Browse GL Transactions by Fiscal/Year-GLCode
View General Ledger Transactions by Fiscal Year and GLCode

List a User's Groups (CM UG UG)

To list a User's Financial Groups, type UG in the code field at the User Group Access Menu or type CM UG UG at any Direct Command line within the system and press **<ENTER>**. The List a User's Financial Groups screen will display.

```
FIU715P1                 ***** FINANCIAL SYSTEM *****
Jun  8,01             - List a User's Financial Groups -              8:33 AM

            USER NAME: KIKUCHI RANDY
     ALL GROUP ACCESS: M

         GROUP       Access
          ID         Level         USER GROUP NAME
    ---------------- ------ ----------------------------------------
    ACCONTRL           M     CONTROLLER
    ACBDGT             M     BUDGET
    VPBUS              M     VP OF BUSINESS SERVI
    VPBUS1             M     VP BUSINESS SERVICES
    ACCNTRL1           M     CONTROLLER'S OFFICE
    ACCNTRL2           M     BAD DEBTS
    ACCNTRL3           M     CLASS C MEALS
    ACCNTRL4           M     GENERAL EXPENSE
    ACCNTRL5           M     SICK LEAVE/RETIREMEN
    ACCNTRL6           M     REFUNDS
User ID: ZCRYK
Direct command...: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd                    main
```

Place the cursor anywhere on a line that contains a Group-ID and press **<ENTER>**. That will automatically take you to a screen of all accounts available for manipulation by that group.

List Org Units for a User Group (CM UG OG)

To list Org Units for a User Group, type OG in the code field at the User Group Access Menu or type CM UG OG/***user group name*** at any Direct Command line within the system and press **<ENTER>**. The List of Org Units for that User Group screen will display. If you do not know the user group name type CM UG and use the help on the ***User Group** field. Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the active help screen.

```
FIU725N1                 ***** FINANCE SYSTEMS *****
Jun  8,01               - Browse Org Units for a Group -                8:51 AM

        State
         Org     Qual           Active Start Start Start  End   End End
Action  Unit      1    Location  Ind   Month  Day  Year  Month Day Year
------ -------- ------ -------- ------ ----- ----- ----- ----- --- ----

  __   16213000 621300    92      A     07    01   1990   06   30  2098
  __   19010000 901000    92      A     07    01   1990   06   30  2098
  __   19010000 901001    92      A     07    01   1998   06   30  2098
                          *** End of Data ***







Group ID: ACBDGT           State Org Unit: ________ Qual 1: ______ Location: __
Direct command...: ____________________________________________________________
 GL sum     DIsb reqs  DEpt reqs  POs
```

Field descriptions:

Action-- The action code desired: GL (general ledger summary) or DI (distribution reqs) or DE (departmental Reqs) or PO (purchase orders).

State Org Unit – This is an 8-digit code field that describes the organizational unit defined by the State Accounting Manual.

Qual 1 – This is the 6-digit code field used to further define the org unit.

Location – This is the 2-digit code field that describes the location of the orgunit/qual 1.

To view gl summary for a specific org unit:

- From the Browse Org Units For a Group screen type GL in the **Action** field next to the record for which you want to view summary totals and press **<ENTER>**. A pop-up window that presents summarized amounts per gl-code for the org unit will be presented.

Sample Data:

```
FIU710P1                  ***** FINANCE SYSTEM *****
Jun 14,01              - Org Unit Income and Expense -                3 more >

CURRENT FY     16213000-621300-92 BUDGET OFFICE
-------------------------------------------------------------------------------
GL CODE    DESC           BUDGET        COM/ENC       ACTUAL      BALANCE
-------------------------------------------------------------------------------
52001      INSTRUCTIO                       2.00
54000      TECHNICAL,                                  8634.60
54100      TECH,CLER,                                   396.54
54500      TECH,CLER,                                  1732.19
59100      SOCIAL SEC                                   660.24
59101      FICA/MEDIC                                   154.41
59203      FLA RETIRE                                   984.83
59701      HEALTH INS                                   565.44
59702      LIFE INSUR                                    26.46
59704      DISABILITY                                    61.17
62002      PRINTING/D       100.00                       37.50         62.50
65502      OFFICE MAT       400.00                       48.00        352.00
                             +           +    +            +
Restart at Gl Code: _________         Calendar Period: 2001 06
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                  bkwrd frwrd Totl  left  right main
1517 - Tab and cursor to amount and enter for data
```

Field descriptions:

Gl Code-- The 5-digit general ledger code defined in the Chart of Accounts file and 4-digit Qual 2 field.

Calendar Period—Consists of the Calendar year and a numeric identifier for the month of the year.

- To view detailed information for a specific gl code listed on the screen, tab along the plus (+) signs at the bottom of the screen and use the up and down arrow keys to move the cursor to the line you want to view. The plus signs represent the budget, commitment/encumbrance, and actual detail dollar amounts.

- Press **<ENTER>** and the G/L Detail screen for the selected dollar amount will display.

See the sample data on the next page.

Sample Data:

```
FIG035N1                 ***** FINANCIAL SYSTEMS *****
Jun 14,01                       - G/L Detail -                         1:43 PM

Account Number: 19010000-901000-92-69900-     CURR EXP CONTINGENCY(BUDGT ONL
Act Period Type Jrnl Line   Commitment   Disb/Po No      Amount       Posted
--- ------ ---- ---- ----- ------------ ------------ --------------- --------
                          *** End of Data ***


















Journal Type: BT Journal No: _____ Line No: _____ Period: 200106
Direct command...: ____________________________________________________________
 Display
8004 - End of data reached, enter new start value
```

Field descriptions:

Act-- The action code for the function you want to perform. D (Display).

Journal Type-- A 2-character code that identifies the journal type being processed (for example, BT represents budget transfer).

Journal No-- The system generated number assigned to this group of transactions. This number identifies this group of transactions and provides an audit trail throughout the system.

Line No-- Unique sequential number assigned to each individual transaction that comprises a journal batch. All transactions in a given journal batch would have the Journal No in common.

Period-- The default date; can be modified if necessary. There are 12 calendar periods in the Finance System, which represent the months of the calendar year. This period represents the month during which the journal will post to the general ledger (for example, 199704 represents April 1997). A user can only post journals to open periods.

To view Disbursement Requests using a specific org unit:

- From the Browse Org Units For A Group screen type DI in the **Action** field next to the record for which you want to view disbursement requests and press **<ENTER>**. A browse screen of Disbursements by account will appear.

Sample Data

```
FIU760N1                ***** FINANCIAL SYSTEMS *****                 FIU760M1
Jun 19,01        - Browse Disbursement Requests by Account -          2 more >

         Request   ORG                  GL          Account                      Req
Act Year Number    Unit     Q1    LC Code   Q2   Pay Amount      Status        Typ
--- ---- ------- -------- ------ -- ----- ---- ------------ --------------- ---
 __ 1999 002520  16213000 621300 92 65502              5.98  COMPLETED       RQ
                          *** End of Data ***










               *Org Unit*Qual1 Loc *GLC Qual2
Account Number: 16213000 621300 92 _____ ____
Direct Command: ____________________________________________________________
 Display    Pay-List
8004 - End of data reached, enter new start value
```

<u>Field descriptions:</u>

Act-- The action code for the function you want to perform. D (Display).

***Org Unit**-- This is an 8-digit code field that describes the organizationl unit defined by the State Accounting Manual. Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the active help screen.

***Qual1**-- The 6-digit code field used to further define the org unit

Loc-- The 2 digit code field that describes the location of the org unit/qual 1

***GLC**-- The 5-digit general ledger code field defined in the Chart of Accounts file. Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the active help screen.

Qual2-- The 4 digit code field used to further define the GLC code.

<u>To view a Disbursement Request:</u>

- From the Browse Disbursement Requests by Account screen you can type D in the **Act** field next to the record for which you want to view it's disbursement request and press **<ENTER>**.

To browse payables for a Disbursement Request:

- From the Browse Disbursement Requests by Account screen you can Type P in the **Act** field and press **<ENTER>** and get a browse of payables associated with the disbursement.

"D" option

```
FIA100N3                ***** FINANCIAL SYSTEMS *****                FIA100M4
Jun 19,01         - Display Disbursement Request (Current) -         2 more >

 Disbursement Request Number: 1999 002520                          Committed: Y
     Status: CM COMPLETED                 Total Amt:       111.29 Approved: Y
   *Req Type: RQ DISBURSEMENT REQUEST                                Amended: N
Pay-To Type: V  VENDOR        ID: 888888888 Seq#: 4
       Name: PETTY CASH - CENTRAL
    Address: 4200 CONGRESS AVENUE            Phone#:          -
                                                Ext:
                                  ** PAYEE's Address on File **
       City: LAKE WORTH                   St: FL  Zip: 334614796
  Tolerance: 02 $50 TOLERANCE
             Org Unit Qual1 Loc  GLC Qual2
Account No.: 11230100 230100 10 65501      for the amount:        19.50 *more*
     Reason: PETTY CASH CENTRAL

      Notes:   Rejected: _   Returned: _   On-Hold: _   Change: _   Address: _
 Indicators:Attachments: _   Pick-Up Check:    Separate Check:    NSF Option: Y
      Dates: Due: 02/17/1999 Needed: 02/17/1999 Invoice: GA9198
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                  bkwrd frwrd Orgnl left  right main
8026 -  Disbursement Request 002520  1999-2520 displayed successfully
```

"P" Option

```
FIA102N1                ***** FINANCIAL SYSTEMS *****
 Jun 19,01          - Browse Payables by Origin & Type -          2 more >

 Origin: DSBR Ref Type: RQ   Ref Nbr: 1999002520
      Payable                     Date    Payable     Total              P
 Year Number       Status      Created   Date     Pay Amount   Payee ID  T
 ---- -------- --------------- -------- -------- ------------- --------- -
 1999 00017609 PAID            02/17/99 02/17/99       111.29  888888888 V
                          *** End of Data ***


 Fiscal Year: ____ Payable Number: ________
 Direct command...: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF1
       help  retrn quit                   bkwrd frwrd       left  right
```

To view Departmental Requisitions using a specific org unit:

- From the Browse Org Units For A Group screen type DE in the **Action** field next to the record for which you want to view departmental requisitions and press **<ENTER>**. A browse screen of Departmental Requisitions by account will appear starting with the Org Unit you have selected.

Sample Data

```
FIU740N1              ***** FINANCIAL SYSTEMS *****
 Jun 19,01  - Browse Department Requisitions By Account Number -   8:05 AM

       ------- A c c o u n t -------  -- Requisition --       Total Lines
 Action Org unit   Q1    Lo  G/L   Q2    FY   Number  Itm  Stat  w/Account
 ------ -------- ------ -- ----- ----   ---- -------- ---  ---- -----------
   __   16213000 621300 92 52001       2001 00028482   1    RJ       1
   __   16213000 621300 92 52001       2001 00028482   2    CA       2
   __   16213000 621300 92 65501       1999 00011585   1    PR       1
   __   16213000 621300 92 65502       1999 00012931   1    PR       1
   __   16213000 621300 92 65502       1999 00013471   1    PR       2
   __   16213000 621300 92 65502       1999 00013471   2    PR       3
   __   16213000 621300 92 65502       1999 00013706   1    PR       4
   __   16213000 621300 92 65502       1999 00014420   1    PR       5
   __   16213000 621300 92 65502       1999 00014420   2    PR       6
   __   16213000 621300 92 65502       1999 00014420   3    PR       7
 Req Det Acct Nbr Yr Ref Nbr: 16213000 621300 92 _____ ____ ____ ________
 STATUS: __   QUALIFIER 1: ______
 Direct command...: ______________________________________________________
  View.
```

Field descriptions:

Act-- The action code for the function you want to perform. V (View).

STATUS-- Refers to the current state of the Department requisition. Examples would be CA (cancelled), PR (converted to purchasing requisition), and RJ (rejected).

QUALIFIER 1-- The 6-digit code field used to further define the org unit

- From the Browse Departmental Requisitions by Account Number screen Type V in the **Action** field next to the Dept req you wish to see an press **<ENTER>**. The State of a Department Requisition screen will appear for the selected Department Requisition.

Sample Data

```
FIA610P1                ***** FINANCIAL SYSTEMS *****                FIA610M1
Jun 19,01           - State of a Department Requisition -            8:13 AM

*Action (C,D)              __
*FY, Req.Num.: 1999 00014420 Type: RQ STANDARD REQUISITI  Entry Dt: 02/05/99
 Requestor...: BARBARA BLACK                            Dt.Needed.: 03/08/99
 Email ID....:
 Contact Name: BARBARA BLACK                            Fax Nbr:
 Contact Ph..: 561 439 8021  Ext:             Req Status: PR  PURCH REQ
 Calc Tot Amt:             15.36              Fin Status: CO  COMMITTED
 Buyer Id..: DLW DON WINDHAM
 Account: 16213000 621300 92 65502       Header has: 1   Acct(s)  3   Item(s)

 Delivery Dept/Name: BUDGET
 Campus ID: 1  0000  CENTRAL CAMPUS
 Building ID:  FN    FINANCE             Room: 00103

 PrePay/Add:     PO: 199900195733


Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  DTL   ITEMS       bkwrd frwrd APPRV             main
8026 -  Dept Req Header  1999-00014420 displayed successfully
```

<u>To view Detailed Info for the Department Requisition:</u>

- From the State of a Department Requisition screen press**<PF4>** DTL and a full display of the Department Requisition will appear. From the Display Department Requisition screen pressing the appropriate PF keys will give you full displays of all Item information associated with this Department Requisition.

See Sample Data on next page

Sample Data

```
FIP300NF                ***** FINANCIAL SYSTEMS *****                FIP300M1
Jun 21,01             - Display Department Requisition -             2 more >
*FY,Req Nbr..: 1999 00016819  *Type: RQ STANDARD REQUIS  Entry Dt: 05/03/1999
*Requestor...: BARBARA BLACK___________________________ Dt.Needed: 05/29/1999
 Email ID....: ________________________________________
*Contact Name: BARBARA BLACK___________________________ Fax Nbr: ___ ___ ____
 Contact Ph..:  ___ 439 8021  Ext: _____     Req Status: PR PURCH REQ
 Calc Tot Amt:            55.27              Fin Status: CO COMMITTED
*Buyer ID....: DLW DON WINDHAM              Buyer Phone: 561 439 8275 Ext:
*Account: 16213000 621300 92 65502 ____  Header Has    1 Acct(s)   10 Items
 Suggested Vendor--- *ID./Addr.Seq: 841248716 2___  (Optional) Addr Type: _
                    Vendor Name...: D/B/A CORPORATE EXPRESS OFFICE SUPPLIES_
                    Attention.....:  _______________________________________
                    Suite ........:  _______________________________________
                    P.O.Box ......:  _______________________________________
                    Street .......: 18000 STATE ROAD 9______________________
                    City, St., Zip: MIAMI, FL 33162_________________________
                    Phone / Fax...: 8882034471 / 3059996610_________________
 Orig Req:                 Prev Req:                 PO Nbr..: 1999 00197627
 Notes:  Dept: _  Buyer: _  Reject: _  Vendor: >  Attach.(Y/N): N  Check: _
Direct Command: ______________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  Item  Items Accts bkwrd frwrd print left  right main
8026 -  Dept Req Header  1999-00016819 displayed successfully
```

To view Status Information for the Department Requisition:

- From the State of a Department Requisition screen press **<PF5>** ITEMS and the status information for the detail items will appear.

Sample Data

```
FIA610N3                ***** FINANCIAL SYSTEMS *****
Jun 21,01           - State of a Department Requisition -            5:04 PM

Department Requisition: 1999-00016819
-Item-
Nbr Sq Description        PO Yr/Ref/Item    Received Invoiced Payable  Financal
--- -- ------------------ ----------------- -------- -------- -------- --------
  1    AVE SC1115WE 1 1/2" BINDER
     1 AVE SC1115WE 1 1/2 1999 00197627   1 COMPLETE COMPLETE COMPLETE ENCUMBER
  2    IMN 12881 FORMATTED DISKETTS
     1 IMN 12881 FORMATTE 1999 00197627   2 COMPLETE COMPLETE COMPLETE ENCUMBER
  3    ROG 03004 LETTER OPENER
     1 ROG 03004 LETTER O 1999 00197627   3 COMPLETE COMPLETE COMPLETE ENCUMBER
  4    AMP 24015 GRAY DESK PAD
     1 AMP 24015 GRAY DES 1999 00197627   4 COMPLETE COMPLETE COMPLETE ENCUMBER
  5    MMM655YW POST IT NOTES
     1 MMM655YW POST IT N 1999 00197627   5 COMPLETE COMPLETE COMPLETE ENCUMBER
  6    PAP 30301 AUTOMATIC PENCILS
            +                     +            +        +
Itm Nbr: ___ Itm Seq: __
Direct Command: ______________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd                    main
8035 - Position cursor or enter screen value to select
```

To view the Document Approvals Path info for the Department Requisition:

- From the State of a Department Requisition screen press **<PF9>** APPRV and the Document Approvals Path Maintenance screen will appear.

Sample Data

```
FIU210P1                ***** FINANCIAL SYSTEMS *****                FIU210M1
Jun 21,01          - Document Approvals Path Maintenance -           1 more >

*Action (C,D,N)            __

 *System Id......: FIP FINANCIAL SYSTEMS
 *Document Type..: DN  DEPARTMENT REQUISITION
 *Document Id....: 199900016819________
 *Document Status: AP  APPROVED                      Date: 05/03/1999
  Date Submitted.: 05/03/1999
  Date Finalized.: 05/03/1999
                                                        Date       Date
      Seq  Person                      *Status          Submitted  Finalized
      ---  ---------------------------- --------------- ---------- ----------
 1__  1    BBLACK   Invalid User ID     AP APPROVED     05/03/1999 05/03/1999
of    2    JBEGEER  Invalid User ID     AP APPROVED     05/03/1999 05/03/1999
 2

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  DTL               bkwrd frwrd NOTES left  right main
8026 -  Document  FIP-DN-199900016819 displayed successfully
```

To view Purchase Orders using a specific org unit:

- From the Browse Org Units For A Group screen type PO in the **Action** field next to the record for which you want to view Purchase Orders and press **<ENTER>**. A browse screen of Purchase Orders by Account Number will appear starting with the Org Unit you have selected.

Sample Data

```
FIU750N1              ***** FINANCIAL SYSTEMS *****                FIU750M1
 Jun 19,01      - Search Purchase Orders by Account Number -     2 more >

           P.O.                                                      Type
 Act Year  Number  Org Unit Qual1 Loc  GLC Qual2    Status            PO
 --- ---- -------- -------- ------ -- ----- ---- ------------ ------------
  __ 1999 00195733 16213000 621300 92 65502
  __ 1999 00195733 16213000 621300 92 65502
  __ 1999 00195733 16213000 621300 92 65502
  __ 1999 00197627 16213000 621300 92 65502
  __ 1999 00197627 16213000 621300 92 65502
  __ 1999 00197627 16213000 621300 92 65502
  __ 1999 00197627 16213000 621300 92 65502

 *Account Number: 16213000 621300 92 _____ ____
   Buyer: ___  Status: __  Type: __  Year: ____
 Direct Command: ________________________________________________________
  Display    Hist.      Items      Receivings
```

Field descriptions:

Act-- The action code for the function you want to perform. Examples are D (Display), H (History), I (invoice Items), R (Receiving).

***Account Number**-- The 25-character code comprised of the Org Unit, Qual 1, Location, G/L Code, and Qual 2 codes.

Buyer-- The unique 3-character code identifying the Purchasing Department Buyer that handled the Purchase Order.

Status-- The 2-character code which represents the current state of the Purchase order.

Type-- The 2-character code used to identify what kind of Purchase Order this is.

Year-- The fiscal year in which the purchase order entered the system.

To View the Purchase Order:

- From the Search Purchase Orders by Account Number screen type D in the **Action** field next to the record for which you want to view that Purchase Order and press **<ENTER>**. The State of a Purchase Order screen appear with the Purchase Order you selected. You can get further information by pressing the appropriate PFkeys.

To View Historical Documentation for the Purchase Order:

- From the Search Purchase Orders by Account Number screen type H in the **Action** field next to the record for which you want to view its' originating documents and press **<ENTER>**. From the Origins of a Purchase Order screen Press **<PF11>** for more information.
-

To View Invoice Item History for the Purchase Order:

- From the Search Purchase Orders by Account Number screen type I in the Action field next to the record for which you want to view Invoice information and press **<ENTER>**. The Browse Invoice Item History screen will appear.

To View Receiving for the Purchase Order:

- From the Search Purchase Orders by Account Number screen type R in the Action field next to the record for which you want to view Receiving information and press **<ENTER>**. The Browse Receiving screen will appear.

"D" Option

```
FIA630P1                ***** FINANCIAL SYSTEMS *****                FIA630M1
Jun 19,01               - State of a Purchase Order -                8:30 AM

*Action (C,D)              __

*PO Number: 1999 00195733  Type: PO STANDARD PURCHASE   Entry Date: 02/23/99

 Vend Nbr..: 841248716  Addr: 2               Buyer ID...: DLW DON WINDHAM
 Vend Name.: D/B/A CORPORATE EXPRESS OFFICE S  Status.....: CL  CLOSED
 Attention.:                                  Print Date.: 03/05/99
 Suite.....:                                  Needed by..: 03/08/99
 P.O.Box...:                                  Pay Terms..: 30  NET 30 DAYS
 Street....: 18000 STATE ROAD 9               FOB Terms..: DES FOB DESTINATIO
 City,St,Zp: MIAMI, FL 33162                  Tolerance..: 02  $50 TOLERANCE
 Phone/Fax.: 8882034471 / 3059996610          Tot Cal Amt: 12.96
                                              Tot Enc Bal:
 PrePay&Add:                                  Paid Amt...:
                                              Freight....:
                                              Fr.Itm.Nbr.:

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  DTL   ITEMS                                   main
8026 -  P.O. Header  1999-00195733 displayed successfully
```

"H" Option

```
FIA620P1                ***** FINANCIAL SYSTEMS *****                FIA630M1
Jun 19,01              - Origins of a Purchase Order -               1 more >

*Action (C,D,N)                __

*PO Number: 1999 00195733  Type: PO STANDARD PURCHASE   Entry Date: 02/23/99

 Vend Nbr..: 841248716  Addr: 2               Buyer ID...: DLW DON WINDHAM
 Vend Name.: D/B/A CORPORATE EXPRESS OFFICE S  Status.....: CL  CLOSED
 Attention.:                                   Print Date.: 03/05/99
 Suite.....:                                   Needed by..: 03/08/99
 P.O.Box...:                                   Pay Terms..: 30  NET 30 DAYS
 Street....: 18000 STATE ROAD 9                FOB Terms..: DES FOB DESTINATIO
 City,St,Zp: MIAMI, FL 33162                   Tolerance..: 02  $50 TOLERANCE
 Phone/Fax.: 8882034471 / 3059996610           Tot Cal Amt: 12.96
                                               Tot Enc Bal:
 PrePay&Add:                                   Paid Amt...:
                                               Freight....:
                                               Fr.Itm.Nbr.:

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  Dtl   Items                         left  right main
8026 -  P.O. Header  1999-00195733 displayed successfully
```

"I" Option

```
FIA670P1                ***** FINANCIAL SYSTEMS *****
Jun 19,01              - Browse Invoice-Item History -                8:49 AM

      Invoice         Inv     Quantity     Pay      Freight    Check     Check
      Number          Itm ST  Invoiced    Amount    Amount     Amount    Number
-------------------- --- -- ---------- ---------- --------- ---------- --------
74609811               1 CM       1.00       1.20               3767.75 00312244
74609810               1 CM       1.00       1.20               3767.75 00312244
74609810               2 CM       1.00      10.56               3767.75 00312244
                           *** End of Data ***









P.O. Number: 1999 00195733 for Line-Item: ___          Summarize: N Status: CM
Direct Command: ______________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd                   main
8035 - Position cursor or enter screen value to select
```

- From the Browse Invoice Item History screen place your cursor anywhere on a line with an Invoice Number and press **<ENTER>**. The Display Invoice-I screen will appear.

```
FIA127N4 * FINANCIAL SYSTEMS * FIA127M4
 Jun 19,01 - Display Invoice-I  9:12 AM

  PO Nbr: 1999 00195733   Line Item: 1
 Invoice: 74609811             Item: 1__

   Detail Status: CM - COMPLETED

 Quanity Invoiced:         1.0000
          Payable:         1.0000
          Accrued:
       Pay Amount:           1.20
          Payable:           1.20
          Accrued:
   Freight Amount:
          Payable:
          Accrued:
  Discount Amount:
   Invoice Amount:
 Enter-PF1---PF2---PF3---PF4---PF5---PF6-
       help  retrn quit
 8026 -  Invoice Line Item  1999-00195733
```

"R" Option

```
FIA650N2                 ***** FINANCIAL SYSTEMS *****
Jun 19,01                    - Browse Receivings -                    3 more >

Purchase Order: 1999-00195733

 Item Rec   Date       Received      Exception       Total
 Nbr  Nbr Received     To Date         Types       Exceptions
 ---- --- -------- -------------- --------------- --------------
   1    1 03/05/99        1.0000
   2    1 03/05/99        1.0000
   3    1 03/05/99        1.0000
                        *** End of Data ***






Item Nbr.: ___ Rec Seq Nbr: ___
Direct command...: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd       left  right main
8004 - End of data reached, enter new start value
```

Browse GL summary for a User Group (CM UG GL)

To Browse GL summaries for a user group, type GL in the code field at the User Group Access Menu or type CM UG GL/***user group name*** at any Direct Command line within the system and press **<ENTER>**. A List of Org Units for that User Group screen will display. If you do not know the user group name type CM UG and use the help on the *User Group field. Active help provides a pop-up list of valid options. Place the cursor in the field and press **<PF1>** to access the active help screen.

```
FIU720N1                 ***** FINANCE SYSTEMS *****
Jun  8,01                    - Browse Org Units -                     9:47 AM

        State
         Org     Qual          Active Start Start Start  End  End End
Action  Unit      1    Location  Ind   Month  Day  Year  Month Day Year
------ -------- ------ -------- ------ ----- ----- ----- ----- --- ----

  __   16213000 621300    92      A     07    01   1990   06   30  2098
  __   19010000 901000    92      A     07    01   1990   06   30  2098
  __   19010000 901001    92      A     07    01   1998   06   30  2098
                          *** End of Data ***


Group ID: ACBDGT           State Org Unit: ________ Qual 1: ______ Location: __
Direct command...: ____________________________________________________________
 Detail     Total
```

Field descriptions:

Action---The action code desired: D (Detail) or T (Totals).

State Org Unit – This is an 8-digit code field that describes the organizational unit defined by the State Accounting Manual.

Quall 1 – This is the 6-digit code field used to further define the org unit.

Location – This is the 2-digit code field that describes the location of the orgunit/qual 1.

To view Income/Expense information for a specific org unit:

- From the Browse Org Units screen type D in the **Action** field next to the record for which you want to view detail information and press **<ENTER>**. The Org Unit Income and Expense screen will appear with the Org Unit you have selected.

Sample Data

```
FIU710P1                   ***** FINANCE SYSTEM *****
Jun 19,01               - Org Unit Income and Expense -               3 more >

CURRENT FY      16213000-621300-92 BUDGET OFFICE
--------------------------------------------------------------------------------
GL CODE    DESC           BUDGET        COM/ENC       ACTUAL      BALANCE
--------------------------------------------------------------------------------
52001      INSTRUCTIO                      2.00
54000      TECHNICAL,                                  8634.60
54100      TECH,CLER,                                   396.54
54500      TECH,CLER,                                  1732.19
59100      SOCIAL SEC                                   660.24
59101      FICA/MEDIC                                   154.41
59203      FLA RETIRE                                   984.83
59701      HEALTH INS                                   565.44
59702      LIFE INSUR                                    26.46
59704      DISABILITY                                    61.17
62002      PRINTING/D       100.00                       37.50        62.50
65502      OFFICE MAT       400.00                       48.00       352.00
                           +           +    +            +
Restart at Gl Code: _________         Calendar Period: 2001 06
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd Totl  left  right main
1517 - Tab and cursor to amount and enter for data
```

- To view detailed information for a specific gl code listed on the screen, tab along the plus (+) signs at the bottom of the screen and use the up and down arrow keys to move the cursor to the line you want to view. The plus signs represent the budget, commitment/encumbrance, and actual detail dollar amounts.

- Press **<ENTER>** and the G/L Detail screen for the selected dollar amount will display.

To view Totals for Income/Expense information for a specific org unit:

From the Browse Org Units screen type T in the **Action** field next to the record for which you want to view totals information and press **<ENTER>**. The Totals for Org Unit Income and Expense screen will appear with the Org Unit you have selected.

```
                   Totals for Org Unit Income and Expense
                             For the Year: 2001
  Org Unit: 16213000-621300-92 BUDGET OFFICE
                                      All G/L Codes
                 Budget       Commit      Encum       Actual      Avail
             ------------- ----------- ----------- ----------- -------------
 Assets....:
 Liability.:
 Fund Bal..:
 Revenue...:
 Payroll...:                                        57812.59     57812.59-
 Cur Exp...:      1442.32                            1381.18         61.14
 Cap Outlay:
 Appreciate:
 Reserves..:

 Total.....:      1442.32                           59193.77     57751.45-
                                         PF9:Use Budgeted G/L Codes Only
 8072 - Extended information displayed
```

Browse Department Reqs for a Org Unit (CM UG DR)

To Browse Department Reqs for a Org Unit, type DR in the code field at the User Group Access Menu or type CM UG DR***/user group name/org-unit/qual 1/location*** at any Direct Command line within the system and press **<ENTER>**. A List of Org Units for that User Group screen will display. If you do not know the user group name type CM UG and use the help on the ***User Group** field. You can do the same with the ***Org Unit** field as well. Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the active help screen.

```
FIU740N1              ***** FINANCIAL SYSTEMS *****
 Jun  8,01  - Browse Department Requisitions By Account Number -  11:00 AM

        ------- A c c o u n t -------  -- Requisition --       Total Lines
 Action Org unit   Q1   Lo  G/L   Q2    FY   Number  Itm  Stat  w/Account
 ------ -------- ------ -- ----- ----  ---- -------- ---  ---- -----------
   __   16213000 621300 92 52001        2001 00028482   1   RJ       1
   __   16213000 621300 92 52001        2001 00028482   2   CA       2
   __   16213000 621300 92 65501        1999 00011585   1   PR       1
   __   16213000 621300 92 65502        1999 00012931   1   PR       1
   __   16213000 621300 92 65502        1999 00013471   1   PR       2
   __   16213000 621300 92 65502        1999 00013471   2   PR       3
   __   16213000 621300 92 65502        1999 00013706   1   PR       4
   __   16213000 621300 92 65502        1999 00014420   1   PR       5
   __   16213000 621300 92 65502        1999 00014420   2   PR       6
   __   16213000 621300 92 65502        1999 00014420   3   PR       7
 Req Det Acct Nbr Yr Ref Nbr: 16213000 621300 92 _____ ____ ____ ________
 STATUS: __   QUALIFIER 1: ______
 Direct command...: _______________________________________________________
  View.
```

Field descriptions:

Action---The action code desired: VI (view).

STATUS---Refers to the current state of the Department requisition. Examples would be CA (cancelled), PR (converted to purchasing requisiton), RJ (rejected).

QUALIFIER 1– This is the 6-digit code field used to further define the state organizational unit.

To view a Departmental Requisitions' detail:

- From the Browse Departmental Requisitions by Account Number screen Type V in the Action field next to the Dept req you wish to see an press **<ENTER>**. The State of a Department Requisition screen will appear for the selected Department Requisition.

Sample Data

```
FIA610P1                ***** FINANCIAL SYSTEMS *****                 FIA610M1
Jun 19,01           - State of a Department Requisition -             8:13 AM

*Action (C,D)              __
*FY, Req.Num.: 1999 00014420 Type: RQ STANDARD REQUISITI  Entry Dt: 02/05/99
 Requestor...: BARBARA BLACK                           Dt.Needed.: 03/08/99
 Email ID....:
 Contact Name: BARBARA BLACK                           Fax Nbr:
 Contact Ph..: 561 439 8021  Ext:            Req Status: PR  PURCH REQ
 Calc Tot Amt:             15.36             Fin Status: CO  COMMITTED
 Buyer Id..: DLW DON WINDHAM
 Account: 16213000 621300 92 65502       Header has: 1   Acct(s)  3   Item(s)

 Delivery Dept/Name: BUDGET
 Campus ID: 1  0000  CENTRAL CAMPUS
 Building ID:  FN    FINANCE             Room: 00103

 PrePay/Add:     PO: 199900195733


Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  DTL   ITEMS       bkwrd frwrd APPRV            main
8026 -  Dept Req Header  1999-00014420 displayed successfully
```

Browse Disbursement Requests for a Org Unit (CM UG DS)

To Browse Disbursement Reqs for a Org Unit, type DS in the code field at the User Group Access Menu or type CM UG DS***/user group name/org-unit/qual 1/location*** at any Direct Command line within the system and press **<ENTER>**. A List of Org Units for that User Group screen will display. If you do not know the user group name type CM UG and use the help on the ***User Group** field. You can do the same with the ***Org Unit** field as well. Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the active help screen

```
FIU760N1                ***** FINANCIAL SYSTEMS *****                FIU760M1
Jun 10,01        - Browse Disbursement Requests by Account -         2 more >

         Request   ORG                GL          Account                    Req
Act Year Number    Unit      Q1   LC Code   Q2   Pay Amount      Status      Typ
--- ---- ------- -------- ------ -- ----- ---- ------------ --------------- ---
 __ 1999 002520  16213000 621300 92 65502               5.98  COMPLETED       RQ
                          *** End of Data ***









               *Org Unit*Qual1 Loc *GLC Qual2
Account Number: 16213000 621300 92 _____ ____
Direct Command: ____________________________________________________________
 Display    Pay-List
```

- From the Browse Disbursement Requests by Account screen you can type D in the **Action** field next to the record for which you want to view it's disbursement request and press **<ENTER>**.

- From the Browse Disbursement Requests by Account screen you can Type P in the Action field and press **<ENTER>** and get a browse of payables associated with the disbursement.

See "D" option on next page

“D” option

```
FIA100N3                ***** FINANCIAL SYSTEMS *****                FIA100M4
Jun 19,01         - Display Disbursement Request (Current) -         2 more >

 Disbursement Request Number: 1999 002520                        Committed: Y
     Status: CM COMPLETED                 Total Amt:       111.29 Approved: Y
  *Req Type: RQ DISBURSEMENT REQUEST                               Amended: N
Pay-To Type: V  VENDOR        ID: 888888888 Seq#: 4
       Name: PETTY CASH - CENTRAL
    Address: 4200 CONGRESS AVENUE            Phone#:          -
                                                Ext:
                                    ** PAYEE's Address on File **
       City: LAKE WORTH                     St: FL  Zip: 334614796
  Tolerance: 02 $50 TOLERANCE
             Org Unit Qual1 Loc  GLC Qual2
Account No.: 11230100 230100 10 65501      for the amount:        19.50 *more*
     Reason: PETTY CASH CENTRAL

      Notes:   Rejected: _   Returned: _   On-Hold: _   Change: _   Address: _
 Indicators:Attachments:    Pick-Up Check:    Separate Check:    NSF Option: Y
      Dates: Due: 02/17/1999 Needed: 02/17/1999 Invoice: GA9198
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd Orgnl left  right main
8026 -  Disbursement Request 002520  1999-2520 displayed successfully
```

“P” Option

```
FIA102N1               ***** FINANCIAL SYSTEMS *****
 Jun 19,01           - Browse Payables by Origin & Type -          2 more >

 Origin: DSBR Ref Type: RQ   Ref Nbr: 1999002520
      Payable                  Date    Payable     Total                P
 Year Number       Status      Created   Date     Pay Amount   Payee ID  T
 ---- -------- --------------- -------- -------- ------------- --------- -
 1999 00017609 PAID            02/17/99 02/17/99       111.29   888888888 V
                          *** End of Data ***





 Fiscal Year: ____ Payable Number: ________
 Direct command...: ________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF1
       help  retrn quit                    bkwrd frwrd       left  right
```

Browse Purchase Orders for an Org Unit (CM UG PO)

To Browse Purchase Orders for an Org Unit, type PO in the code field at the User Group Access Menu or type CM UG PO***/user group name/org-unit/qual 1/location*** at any Direct Command line within the system and press **<ENTER>**. A List of Org Units for that User Group screen will display. If you do not know the user group name type CM UG and use the help on the ***User Group** field. You can do the same with the ***Org Unit** field as well. Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the active help screen

```
FIU750N1              ***** FINANCIAL SYSTEMS *****            FIU750M1
 Jun 10,01      - Search Purchase Orders by Account Number -     2 more >

            P.O.                                                   Type
 Act Year  Number  Org Unit Qual1 Loc  GLC Qual2    Status          PO
 --- ---- -------- -------- ------ -- ----- ---- ------------ ------------
  __ 1999 00195733 16213000 621300 92 65502
  __ 1999 00195733 16213000 621300 92 65502
  __ 1999 00195733 16213000 621300 92 65502
  __ 1999 00197627 16213000 621300 92 65502
  __ 1999 00197627 16213000 621300 92 65502
  __ 1999 00197627 16213000 621300 92 65502
  __ 1999 00197627 16213000 621300 92 65502
  __ 1999 00197627 16213000 621300 92 65502
  __ 1999 00197627 16213000 621300 92 65502
 *Account Number: 16213000 621300 92 _____ ____
   Buyer: ___  Status: __  Type: __  Year: ____
 Direct Command: ________________________________________________________
  Display    Hist.      Items      Receivings
```

Field descriptions:

Act---The action code desired: VI (view).

***Account No**---This Refers to the 25 position account number used in the system which consists of the State Org Unit, a 6 digit code field used to further define the state organizational unit known as Qual 1, a 2 digit location code, a 5 digit GL-Code, and a 4 digit code field used to further define the GL-Code known as Qual 2.

Buyer—This refers to the identification code for a given buyer.

Status---Refers to the current state of the Purchase Order. Examples would be CA (cancelled), PR (converted to purchasing requisition), RJ (rejected).

Type– This is the type code for the Purchase Order. An example would be BO (blanket order) or PO (standard purchase order).

Year—This is the fiscal year the Purchase Order was created in.

- From the Search Purchase Orders by Account Number screen type D in the **Action** field next to the record for which you want to view that Purchase Order and press **<ENTER>**. The State of a Purchase Order screen appear with the Purchase Order you selected. You can get further information by pressing the appropriate PFkeys.

- From the Search Purchase Orders by Account Number screen type H in the **Action** field next to the record for which you want to view its' originating documents and press **<ENTER>**. From the Origins of a Purchase Order screen Press **<PF11>** for more information.

- From the Search Purchase Orders by Account Number screen type I in the Action field next to the record for which you want to view Invoice information and press **<ENTER>**. The Browse Invoice Item History screen will appear.

- From the Search Purchase Orders by Account Number screen type R in the Action field next to the record for which you want to view Receiving information and press **<ENTER>**. The Browse Receiving screen will appear.

"D" Option

```
FIA630P1              ***** FINANCIAL SYSTEMS *****                FIA630M1
Jun 19,01             - State of a Purchase Order -                8:30 AM

*Action (C,D)                 __

*PO Number: 1999 00195733  Type: PO STANDARD PURCHASE   Entry Date: 02/23/99

 Vend Nbr..: 841248716  Addr: 2                 Buyer ID...: DLW DON WINDHAM
 Vend Name.: D/B/A CORPORATE EXPRESS OFFICE S  Status.....: CL  CLOSED
 Attention.:                                   Print Date.: 03/05/99
 Suite.....:                                   Needed by..: 03/08/99
 P.O.Box...:                                   Pay Terms..: 30  NET 30 DAYS
 Street....: 18000 STATE ROAD 9                FOB Terms..: DES FOB DESTINATIO
 City,St,Zp: MIAMI, FL 33162                   Tolerance..: 02  $50 TOLERANCE
 Phone/Fax.: 8882034471 / 3059996610           Tot Cal Amt: 12.96
                                               Tot Enc Bal:
 PrePay&Add:                                   Paid Amt...:
                                               Freight....:
                                               Fr.Itm.Nbr.:

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  DTL   ITEMS                                    main
8026 -  P.O. Header  1999-00195733 displayed successfully
```

"H" Option

```
FIA620P1                 ***** FINANCIAL SYSTEMS *****                 FIA630M1
Jun 19,01              - Origins of a Purchase Order -                 1 more >

*Action (C,D,N)             __

*PO Number: 1999 00195733  Type: PO STANDARD PURCHASE   Entry Date: 02/23/99

 Vend Nbr..: 841248716  Addr: 2               Buyer ID...: DLW DON WINDHAM
 Vend Name.: D/B/A CORPORATE EXPRESS OFFICE S  Status.....: CL  CLOSED
 Attention.:                                   Print Date.: 03/05/99
 Suite.....:                                   Needed by..: 03/08/99
 P.O.Box...:                                   Pay Terms..: 30  NET 30 DAYS
 Street....: 18000 STATE ROAD 9                FOB Terms..: DES FOB DESTINATIO
 City,St,Zp: MIAMI, FL 33162                   Tolerance..: 02  $50 TOLERANCE
 Phone/Fax.: 8882034471 / 3059996610           Tot Cal Amt: 12.96
                                               Tot Enc Bal:
 PrePay&Add:                                   Paid Amt...:
                                               Freight....:
                                               Fr.Itm.Nbr.:

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  Dtl   Items                          left  right main
8026 -  P.O. Header  1999-00195733 displayed successfully
```

"I" Option

```
FIA670P1                 ***** FINANCIAL SYSTEMS *****
Jun 19,01              - Browse Invoice-Item History -                  8:49 AM

      Invoice        Inv     Quantity     Pay      Freight    Check     Check
      Number         Itm ST  Invoiced    Amount    Amount     Amount    Number
-------------------- --- -- ---------- ---------- --------- ---------- --------
74609811               1 CM       1.00       1.20                3767.75 00312244
74609810               1 CM       1.00       1.20                3767.75 00312244
74609810               2 CM       1.00      10.56                3767.75 00312244
                        *** End of Data ***









P.O. Number: 1999 00195733 for Line-Item: ___          Summarize: N Status: CM
Direct Command: ________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd                     main
8035 - Position cursor or enter screen value to select
```

- From the Browse Invoice Item History screen place your cursor anywhere on a line with an Invoice Number and press <ENTER>. The Display Invoice-I screen will appear.

```
FIA127N4 * FINANCIAL SYSTEMS * FIA127M4
 Jun 19,01 - Display Invoice-I  9:12 AM

  PO Nbr: 1999 00195733   Line Item: 1
 Invoice: 74609811            Item: 1__

   Detail Status: CM - COMPLETED

 Quanity Invoiced:         1.0000
          Payable:         1.0000
          Accrued:
       Pay Amount:           1.20
          Payable:           1.20
          Accrued:
   Freight Amount:
          Payable:
          Accrued:
  Discount Amount:
   Invoice Amount:
 Enter-PF1---PF2---PF3---PF4---PF5---PF6-
       help  retrn quit
 8026 -  Invoice Line Item  1999-00195733
```

"R" Option

```
FIA650N2                *****  FINANCIAL SYSTEMS *****
Jun 19,01                   - Browse Receivings -                     3 more >

Purchase Order: 1999-00195733

 Item Rec   Date       Received      Exception        Total
 Nbr  Nbr Received     To Date         Types        Exceptions
 ---- --- -------- -------------- --------------- --------------
   1    1 03/05/99         1.0000
   2    1 03/05/99         1.0000
   3    1 03/05/99         1.0000
                          *** End of Data ***




Item Nbr.: ___ Rec Seq Nbr: ___
Direct command...: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd       left  right main
8004 - End of data reached, enter new start value
```

Browse GL Encumbrances by Account Number (CM UG BE)

To Browse G/L Encumbrances for an Org Unit, type BE in the code field at the User Group Access Menu or type CM UG BE***/user group name/org-unit/qual 1/location*** at any Direct Command line within the system and press **<ENTER>**. A List of Org Units for that User Group screen will display. If you do not know the user group name type CM UG and use the help on the ***User Group** field. You can do the same with the ***Org Unit** field as well. Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the active help screen

```
FIU775P1                ***** FINANCIAL SYSTEMS *****
Jun 10,01       - Browse G/L Encumbrances by Account Number -        1 more >

Current Encumbrance Balance from Gl-Summary:              0.00


     Account Number         Period   Typ       PO No         Amount
-------------------------   ------   ---   ------------   ---------------
1621300062130092655O2       200008   EN    200102001047          15.00
1621300062130092655O2       200008   EN    200102001047          15.00-
1621300062130092655O2       200008   EN    200102001047          15.00
1621300062130092655O2       200008   EN    200102001047          15.00-
1621300062130092655O2       200008   EN    200102001065          33.00
1621300062130092655O2       200009   EN    200102001065          33.00-
                          *** End of Data ***






Fiscal Year:  2001    *Account No: 16213000 621300 92 _____ ____
Direct Command...: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd       left  right main
```

Field descriptions:

Fiscal Year—This is the latter year of the fiscal year start and end date range (fiscal years cross 2 calendar years). It will default to the current active fiscal year.

***Account No**---This Refers to the 25 position account number used in the system which consists of the State Org Unit, a 6 digit code field used to further define the state organizational unit known as Qual 1, a 2 digit location code, a 5 digit GL-Code, and a 4 digit code field used to further define the GL-Code known as Qual 2.

Browse GL Transactions by Fiscal/Year-GLCode (CM UG BL)

To Browse GL Transactions for a GLCode within fiscal year, type BL in the code field at the User Group Access Menu or type CM UG BL at any Direct Command line within the system and press **<ENTER>**. A List of GL Codes, their descriptions and Account Numbers will display.

```
FIG776P1                  ***** FINANCE SYSTEM *****                 FIG776M1
Jun 10,01         - Fiscal Year/GL Code Transaction Detail -         9:53 PM

Act  GL Code  Description                            Account Number
---  -------  ------------------------------  -----------------------------
 __  10100    CASH CLEARING ACCT              10000000        00 10100
 __           CASH CLEARING ACCT              10000000        00 10100 9999
 __           CASH CLEARING ACCT              10000000 991    00 10100 9999
 __  10101    CASH IN BANK-BARNETT            10000000        00 10101
 __           CASH IN BANK-BARNETT            10000000        10 10101
 __           CASH IN BANK-BARNETT            10000000        20 10101
 __           CASH IN BANK-BARNETT            10000000        30 10101
 __           CASH IN BANK-BARNETT            10000000        50 10101
 __           CASH IN BANK-BARNETT            10000000 110000 90 10101
 __           CASH IN BANK-BARNETT            10000000 111001 CC 10101
 __           CASH IN BANK-BARNETT            10000000 188810 10 10101
 __           CASH IN BANK-BARNETT            10000000 188811 10 10101
 __           CASH IN BANK-BARNETT            10000000 188812 10 10101
 __           CASH IN BANK-BARNETT            10000000 188813 10 10101
Fiscal Period: 2001  GL Code: _____
Direct Command: ____________________________________________________________
 Display
```

<u>To view general ledger transaction details:</u>

- From the Fiscal Year/GL Code Transaction Detail screen, type DI in the **Action** field next to the record for which you want to view detailed information and press **<ENTER>**. The Browse G/L Transaction by Fiscal Year-Gl Code screen will display for the record specified.

See sample data on next page

Sample Data

```
FIG776P2                *****  FINANCIAL SYSTEMS  *****
Jun 15,01     - Browse G/L Transaction by Fiscal Year-Gl Code -       2 more >

 Account Number : 1632010016321010101010
 Fiscal Period  : 200007 Thru  200106

    Account Number       Period Typ    PO Nbr     Commitment       Amount
------------------------- ------ --- ------------ ------------ ---------------
1632010016321010101010     200104 AP  200100207718                         8.00-
1632010016321010101010     200104 AP  200100207718                         4.00-
1632010016321010101010     200104 AP  200100207718                        10.00-
1632010016321010101010     200104 AP                                       5.00-
1632010016321010101010     200104 AP                                       5.00-
1632010016321010101010     200104 AP                                      15.00-
                          *** End of Data ***









Direct Command...: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd       left  right main
```

Receiving Menu (CM RC)

To access the Receiving Main Menu, type RC in the code field at the Campus Menu or type CM RC at any Direct Command line within the system and press **<ENTER>**. The Receiving Main Menu will display.

```
FIP800P1                ***** FINANCIAL SYSTEMS *****                  FIP800M1
Jun  7,01                  - Receiving Main Menu -                     03:46 PM
                                                          PO
          Code    Function                                Nbr
          ----   ------------------------------------    ----
           RI    Maintain Purchase Order Item Receiving    R
           RM    Browse Purchase Order Item Receiving      R
           RP    Receiving Document Re-print               R
           SR    Search & Update to Receive Po Items
           RE    Return/Exception Menu
           ?     Help
           .     Terminate
          ----   ------------------------------------    ----  ----
     Code: __                                              O -- Optional
  *PO Nbr: 2001 ________                                   R -- Required




 Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                 main
```

The Receiving Main Menu functions can also be accessed from the Purchasing/Receiving System. Refer to Chapter 8 Purchasing/Receiving Receiving Main menu for instructions for accessing the functions described on this screen. For your quick reference, the menu options are described below.

RI **Maintain Purchase Order Item Receiving**
Search for, modify, view receiving, view history, and view the originating Purchase Order for item receiving.

RM **Browse Purchase Order Item Receiving**
Search for, display and view history for Item receiving.

RP **Receiving Document Re-print**
Search for, select and re-print receiving documents.

SR **Search & Update to Receive Po Items**
Search for and update receiving instances for items on a PO.

RE **Return/Exception Menu**

Create, modify, and print return requests for goods that are not up to specifications, were found to be damaged on delivery, or were shipped in excess of what was ordered. Search and update receiving exceptions such as over-shipments or damaged goods.

Document Inquiry Menu (CM DI)

To access the Document Display Menu, type DI in the code field at the Campus Menu and press **<ENTER>,** or type CM DI at any Direct Command line within the system and press **<ENTER>**. The Document Display Menu will display. Highlighted functions indicate that they lead to additional, related functions.

```
FIA600P1                ***** FINANCIAL SYSTEMS *****
Apr  1,02                 - Document Display Menu -                 8:44 AM

               Code  Function
               ---- ---------------------------------------------
                SD  State of a Department Requisition
                OP  Origins of a Purchase Order
                SP  State of a Purchase Order
                BP  Browse Open P.O.s for Invoices/Receivings
                BV  Browse Open P.O.s for Inv/Rcvs by Vendor
                BI  Browse Invoices Sent for Payable/3 Way Match
                PO  Browse Invoice Item History
                BD  Browse Disbursement Req Converted to Payable
                BG  Browse G/L Transactions Detail Menu
                VH  Browse Vendor History
                ?   Help
                .   Terminate
               ---- ---------------------------------------------
          Code: __

Direct command...: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                 main
```

The Document Display Menu functions can also be accessed from the Purchasing and Receiving System. Refer to Chapter 8 Purchasing and Receiving Document Inquiry Menu for instructions for accessing the functions described on this screen. For your quick reference, the menu options are described below.

SD **State of a Department Requisition**
View the current status of a department requisition, including approvals.

OP **Origins of a Purchase Order**
View the originating documentation of a purchase order.

SP **State of a Purchase Order**
View the current status of a purchase order and its origin, such as the department requisition or the purchase requisition.

BP **Browse Open P.O.s for Invoices/Receivings**
Browse through open purchase orders for invoices/receiving. This function provides an option to sort through open purchase orders to locate only those with a particular status. For example, you can view a list of open purchase orders for which you have received materials but not invoices.

BV Browse Open P.O.s for Inv/Rcvs by Vendor
Browse through open purchase orders for invoices/receiving sorted by vendor. This function also provides an option to view purchase orders by vendor.

BI Browse Invoices Sent for Payable/3 Way Match
Browse through open purchase orders for invoices that have been sent for payment and three-way match. Purchase orders for materials or other physical items must meet a three-way match before being paid: a purchase order exists, the materials have been received, and an invoice has been received. This browse function allows you to display invoices to see if items have been received. The status indicates whether the invoice has been paid.

PO Browse Invoice Item History
Browse through Invoices for a given purchase order by line item and status.

BD Browse Disbursement Req Converted to Payable
Browse through disbursement requests that are ready to be paid.

BG Browse G/L Transactions Detail Menu
View general ledger transactions using the following browse options: by account number, by department/purchase requisition, by purchase order, and by disbursement request.

VH Browse Vendor History
Search for and view payment history by payee

EFT Information Menu (CM EI)

To access the EFT Information Menu, type EI in the code field at the Campus Menu or type CM EI at any Direct Command line within the system and press **<ENTER>**. The EFT Information Menu will display.

```
ITF230P1                ***** FINANCIAL SYSTEMS *****
Jun 21,11                  - EFT Information Menu -                  3:40 PM

               Code Function
               ---- ----------------------------
                SE  Student EFT
                SC  Customer EFT
                BS  Browse Student EFT log file
                ?   Help
                .   Terminate
               ---- ----------------------------
          Code: __


Direct command...: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                 main
```

SE **Student EFT**
View, update and create student EFT information.

SC **Customer EFT**
View, update and create customer EFT information.

BS **Browse Student EFT Log File**
View EFT information changed for a student through the web on “green scree.”

Maintain Student EFT information (CM EI SE)

To access the Maintain Student EFT information screen, type SE in the code field at the Campus Menu or type CM SE at any Direct Command line within the system and press **<ENTER>**. The Maintain Student EFT information screen will display.

```
ITS230P1                 ***** FINANCIAL SYSTEMS *****                ITS230M1
Jun 21,11              - Maintain Student EFT Information -           3:29 PM

*Action (D,M,N,C)                 *Student Id: [redacted]
Student Name:....  [redacted]


Assigned Student SSN.......: N   XXX-XX-[redacted]
EFT Authorized.............: Y  (Y/N)
EFT Account Number Verified: Y  (Y/N)
Active EFT Account.........: Y  (Y/N/T)

*Bank Routing Number.......: 042000314
Account Number.............: 987654321___________
Account Type...............: C ( C hecking or  S avings)

Comments...................: _



Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  Log                                             main
8026 - Student F12982963 displayed successfully
```

Field descriptions:

***Action** -- The action code for the function you want to perform: D (Display), M (Modify), and N (Next). Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the help screen.

***Student Id** -- Usually the student's SSN or the number defined by the college for the student

EFT Authorized -- Indicates that the student has authorized the school to debit or credit his account.

EFT Account Number Verified -- indicates that the school has verified the student's account information.

Active EFT Account -- Indicates that the student has an active EFT account to send payments.

***Bank Routing Number** -- the 9 digit number defined by the bank.

Account Number -- The number of the student's bank account to deposit funds.

Account Type -- The type of the account to the student has identified (checking or savings).

Comments -- A ">" in this field indicates that a user has modified this information. To see the notes over-type the ">" with another character. A note is not written to the note file when the EFT information is changed through the web by the student. The log file will indicate the change.

PF4 – will display any log entries for the student. Press enter after pressing PF4 to view the log entries.

Maintain Customer EFT information (CM EI SC)

To access the Maintain Customer EFT information screen, type SC in the code field at the Campus Menu or type CM EI SC at any Direct Command line within the system and press **<ENTER>**. The Maintain Customer EFT information screen will display.

```
FIC251P1                ***** FINANCIAL SYSTEMS *****                FIC251M1
 Apr  1,02          - Maintain Customer EFT information -            11:34 AM

 *Action (D,M,N,C)          _    *Customer Id: _________
 Customer Name...................:



  EFT Account Number Verified: _  (Y/N)
  Active EFT Account.........: _  (Y/N)

 *Bank Routing number........: _________
  Account Number.............: ____________________
  Account Type...............: _  ( C hecking or  S avings)

  Comments...................: _



 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                                               main
```

Field descriptions:

***Action** -- The action code for the function you want to perform: D (Display), M (Modify), and N (Next). Active help provides a pop-up list of valid options. Place the cursor in the field and press**<PF1>** to access the help screen.
***Customer Id** -- Usually the SSN or the Tax id number for the Customer.
EFT Authorized -- Indicates that the customer has authorized the school to debit or credit his account.
EFT Account Number Verified -- indicates that the school has verified the customer's account information.
Active EFT Account -- Indicates that the customer has an active EFT account to send payments.
***Bank Routing Number** -- the 9 digit number defined by the bank.
Account Number -- The number of the customer's bank account to deposit funds.
Account Type -- The type of the account to the student has identified (checking or savings).
Comments -- A ">" in this field indicates that a user had modified this information. To see the notes over-type the ">" with another character.

Browse Student EFT Log File (CM EI BS)

To access the Browse Student EFT Log file, type SC in the code field at the Campus Menu or type CM CE at any Direct Command line within the system and press **<ENTER>**. The Browse payee EFT Log File screen will display.

Records are written to the log file when EFT information is changed. The “old” record is written to the log file and the new EFT information is available through the Maintain EFT Information Screen.

```
ITF231P1                ***** FINANCIAL SYSTEMS *****
Jun 21,11              - Browse Payee EFT Log File -                  3:34 PM

  Log     Log   Log  Log        Flags       Bank         Bank              Acct
  Date    Time  Act  User    Auth Verf Actv  Routing    Account Nbr        Type
-------------------------------------------------------------------------------
06/01/11   2:06P M  WEB2      Y    Y    Y  011900254  567891234             C
05/31/11   1:58P M  WEB2
                          *** End of Data ***









Payee: [redacted] Payee Type: __ Log Date: ________ Log Time: _______ Seq: D
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd                  main
```

Financial Aid Authorization Menu (CM FM)

```
FIU003P0              ***** Financial Aid System *****              FIU003M0
Apr 16,07           - Financial Aid Authorization Menu -            8:50 AM

                        Code Functions
                        ---- --------------------------
                         FA   F/A Student Authorization Screen
                         NA   View Never Attended Class Rosters


                         ?    Help
                         .    Terminate
                        ---- --------------------------
                   Code: __  *Ref Number: ______


Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                  main
```

Financial Aid Student Authorization (CM FM FA)

To access the Financial Aid Student Authorization screen, type FA in the code field at the Campus Menu or type CM FAI at any Direct Command line within the system and press **<ENTER>**. The Financial Aid Student Authorization screen will display.

```
FIC252P1               ***** FINANCIAL SYSTEMS *****                FIC252M1
 Apr  1,02          - Financial Aid Student Authorization -         11:37 AM

 *Action (D,M,N,C)          _    *Student Id: ___________
 Student Name.....



              Student Authorizes Payment Of Other Institutional
                       Charges for the Disbursed Academic Term: _

              Student Authorizes Payment of Prior Outstanding
                      Debts with Disbursed Financial Aid Funds: _

              Comments........................................: _




 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                                                  main
```

Field descriptions:

Student Authorizes Payment Of Other Institutional Charges for the Disbursed Academic Term -- If this flag is set to Y or is ***blank***, the system assumes that the student has given authorization. This is because the C&C disbursement processes have always worked under the assumption that authorization had been received. If set to Y, all fees and tuition receivables for the disbursed term will be paid off, as well as room and board, and any bookstore receivables for the disbursed term, regardless of the setting for the “Bookstore Receivables Part of Fees” flag on the AR System Profile. If the flag is set to N, then only fees and tuition and room and board receivables will be paid off. The payment of bookstore receivables will then depend as to whether they are considered allowable charges or other institutional charges. As of release 7.0, other student receivables and obligations are not being considered part of other institutional charges for the disbursed term and will be processed under the “Pay Prior” flag setting on the AR System Profile. Payment of outstanding debt incurred for terms associated with the disbursed financial aid year will be processed according to the Disbursement Sequence specified in the AR System Profile, starting with the oldest receivables.

Student Authorizes Payment of Prior Outstanding Debts with Disbursed Financial Aid Funds -- If this flag is set to Y or is ***blank***, the system assumes that the student has given authorization to pay any outstanding debt from PRIOR financial aid years, regardless of whether the student received financial aid during that year or not. If the flag is set to N, then receivables associated with terms within prior financial aid years will not be paid off.

Comments -- A ">" in this field indicates that a user has added comments. To see the notes over-type the ">" with another character.

View Class for Never Attended (RG CA NA)

This screen is used to view students who were graded as Never Attended. The NA-COMPLETED field on the class file can be updated with the proper security. If the class has not been graded for NA, it will display “Class Has Not Reported NA” and if it has been graded and all students were in attendance then it will display “All Students Have Attended” at the bottom of the screen.

```
STR540P1              ***** Student Information System *****
 Apr 16,07          - View Never Attended Reported Students -            8:37 AM

       Stdnt Id                 Name                    Term          Date
      -----------     -------------------------     -------     ---------


      Gxx-xx-xxxx     TEST, STUDENT XXXXXXXXXX      20072        03/29/07
      Gxx-xx-xxxx     TEST, STUDENT XXXXXXXXXX      20072        03/29/07
      Gxx-xx-xxxx     TEST, STUDENT XXXXXXXXXX      20072        03/29/07
      Gxx-xx-xxxx     TEST, STUDENT XXXXXXXXXX      20072        03/29/07
```

```
    Gxx-xx-xxxx     TEST, STUDENT XXXXXXXXXX      20072        03/29/07
                           *** End of Data ***



 *Ref Num:   91863                             Class NA Completed: N

 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                    bkwrd frwrd                 main
```

View Vendor (CM VE)

To access the vendor menu, type VE in the Campus Menu's code field or type CM VE at any direct command line and press **<ENTER>**. The Vendor Display screen will display. On this screen, the "R" under the *Vendor Number* heading indicates that the Vendor Number is required. Therefore, the option code and the vendor number must be entered. However, if the Vendor Number is not known, pressing **<PF1>** on the *Vendor Number* field after typing in a code will invoke active vendor help. This help offers the user the option to browse by Vendor Name or Vendor Mailing Name.

```
FIP001P5                 ***** FINANCIAL SYSTEMS *****                 FIP001M5
May 12,11                      - Vendor Display -                      11:19 AM

                                                          Vendor
                Code    Functions                         Number
                ----    -------------------------------   ------
                 VI     View Vendor                         R
                 VM     Search Vendor by Minority Code
                 VN     Search Vendor by Name
                 VT     Search Vendor by Type
                 VB     Search Vendor by Number
                 VZ     Search Vendor by Zip Code
                 VC     Search Vendor by Commodity Code
                 ?      Help
                 .      Terminate
                ----    -------------------------------   ------
          Code: __                                          R -- Required
*Vendor Number: _________


Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                  main
```

VI **View Vendor**
A user can view basic status information and mailing addresses for the vendor.

VM **Search Vendor by Minority Code**
Search vendor information by minority code as the primary filter. Screen provides the ability to select a vendor and view the vendor and address information.

VN **Search Vendor by Name**
Search vendor information by vendor name as the primary filter and vendor number. Screen provides the ability to select a vendor and view the vendor and address information.

VT **Search Vendor by Type**
Search vendor information by vendor type as the primary filter and vendor number. Screen provides the ability to select a vendor and view the vendor and address information.

VB **Search Vendor by Number**

Search vendor information by vendor number as the primary filter. Screen provides the ability to select a vendor and view the vendor and address information.

VZ **Search Vendor by Zip Code**

Search vendor information in ascending order by zip code as the primary filter and/or zip code extentions and vendor number. Screen provides the ability to select a vendor and view the vendor and address information.

VC **Search Vendor by Commodity Code**

Search vendor information in ascending order by commodity code as the primary filter. Screen provides the ability to select a vendor and view the vendor and address information.

View Vendor (CM VE VI)

To access the **View Vendor** menu, type VI at the Vendor Display menu and the vendor number. If the vendor number is not known, type in the code VI and press **<PF1>** on the vendor number field, which invokes a browse option that allows the user to select to browse the Vendors by Vendor Name or by Vendor Mailing Name. Once the user selects a browse option, the browse is invoked with a list of vendors**.** Use the cursor to select the vendor, and press **<ENTER>** to display the vendor profile in the View Vendor module.

```
FIP001P3              ***** FINANCIAL SYSTEMS *****                 FIP001M1
Jun  3,02                   - View Vendor -                          3:09 PM

*Vendor Number 592620700 Vendor Name: A PERFECT PRINTING______________________
                            *Terms: 30 NET 30 DAYS      TaxId/SSN: 592620700
*Vendor Type.....: E EXTERNAL(TAXID)
*Minority........: ASF ASIAN AMERICAN   Prior YTD..........: 31340.25
 Minority Certif.: _                    YTD Paid...........: 1848.00
 Permanent (Y/N).: Y                    Retention Month(s).: +  0
 Term Date.......: __________           Creation Date......: 05/12/99
 Hold Payment.(Y): Y                    Last Activity......: 09/17/01
 1099(Y/N).......: N                    Vendor Status......: A ACTIVE
 Cust. Account...: ____________________ Public Traded Corp(Y): _

    ------------- VENDOR NO RESPONSE -----------------
     Date    Bid/Request#            Title
  __________ ____________ ______________________________
  __________ ____________ ______________________________
  __________ ____________ ______________________________      Notes: _

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    ADDR                        main
8026 -  Vendor  592620700 displayed successfully
```

<u>Field descriptions:</u>

***Vendor Number** --This field is system generated or supplier's Federal Tax ID #.

Vendor Name --The name of the business (or parent company, if multiple subsidiaries share the same Federal ID#) for the vendor being added.

***Terms** -- The payment terms the vendor extends.

Tax Id/SSN -- The vendor's Federal Tax Id number or if the vendor is a sole proprietor this may be the vendor's social security number.

***Ven. Type** --The vendor type.

***Minority** -- The vendor's Minority status.

Prior YTD --System generated. This field indicates the amount paid to the vendor for all the vendor's addresses during the last fiscal year. <u>*Note: This field is updated through a batch process at the end of the fiscal year.*</u>

Minority Certified --Indicates this vendor is certified by the state as a minority vendor.

YTD Paid --System Generated. Amount paid to vendor during the current fiscal year.

Permanent Y/N --A "Y" in this field keeps the vendor active, indefinitely, for use on disbursement requests, department requisitions and purchase requisitions. A "N" requires the user to define a termination date in the **term date** field. The default for this field is **Y.**

Term Date --A buyer can assign a termination date that the vendor will assume an inactive status to for use on DRs, PRs and POs. Before assigning a termination date, the **Permanent Flag** field must be set to **N.**

Ret Month --This field is calculated based on the number of months from the current date until the assigned **term date**; otherwise, this field defaults to **0.**

Creation Date--System generated. Defaults to the present date when the record is created.

Hold Payment -- A "Y" prevents accounts payable from generating any payments to this vendor.

Last Activity --System generated. Indicates the last payment date made to this vendor.

1099 (Y/N) --A "Y" will indicate that the vendor is a sole proprietor. Then A/P or a buyer can indicate whether the college is required to annually submit a 1099 form to the IRS for this vendor.

Vendor Status --Indicates whether the vendor is "active" or "inactive" status by typing A for Active or I for Inactive. A "Y" keeps the vendor "active" for use on DRs, PRs and POs. This field defaults to **A** when left blank.

Cust. Account --Account number assigned by the vendor to the college. This field is information only.

Public Traded Corp. **(Y)** --This field indicates whether the vendor is a publicly traded Corporation (for State Div. CC reporting. Default value is blank, which is equal to No**.**

Vendor No Response --This group of fields allows the college to track each vendor's bid for solicited services for which they did not submit a bid or did submit a formal "no bid".

Notes --A note is recommended when significant changes or important information should be attached to the vendor's information. The note will record the user's id, time and date the note was made. *Note: When selecting a vendor that has a note attached for a Department or Purchasing requisition, a greater than sign, >, will display in the vendor notes field on the requisition header screen indicating that notes exist.*

ADDR --Use the **<PF7>** key to browse addresses for the vendor.

To browse addresses for a vendor:

Press **<PF7>** ADDR. The Browse Addresses for a Vendor screen will display. Select the address by typing the first letter of the action code next to the address sequence desired.

```
FIP001N4                *****  FINANCIAL SYSTEMS  *****               FIP001M4
 Jun  3,02             - Browse Addresses for a Vendor -               1 more >

 Vendor Name: A PERFECT PRINTING                  Tax Id: 592620700
                                          Minority Code: ASF: ASIAN AMERICAN

     Seq  Addr Mailing Name/                                           A/I
 Act Nbr  Type Address                                                 Ind.
 --- ---- ---- ------------------------------------------------------- ----
  _     1   B  A PERFECT PRINTING
               1038 S. MILITARY TRAIL, WEST PALM BEACH, FL:FLORIDA, 33   A
                           *** End of Data ***



 Vendor Code: 592620700    Addr Seq Nbr:    1 of  1        *Addr Type: _
 Add new Address(Y): _
 Direct Command: ____________________________________________________________
  Display
```

Field descriptions:

Seq Nbr -- The address sequence number is a number associated with a specific address for the vendor. A vendor can have up to 9,999 different addresses.

Addr Seq Nbr 1 of 3 -- The second number identifies the total number of the addresses for this vendor. In the case of several pages of addresses, change the first number to quickly scroll to a known sequence number.

***Addr Type** -- This is a filter to browse only by an address type. Put the cursor in this field and press **<PF1>** to invoke help or type the first letter of the address type to filter by.

To display an address:

- To Display an address, type the desired action code D next to the record.

The **2 more >** message in the upper right corner of the screen indicates there are additional screens to view. Press **<PF10>** or **<PF11>** to scroll horizontally to the left or right to view additional data.

```
FIP005N4                ***** FINANCIAL SYSTEMS *****                FIP005M1
Jun  3,02                  - View Vendor Address -                    3:10 PM

*Action (D,N)              __ *Vendor Number: 592620700 Address Seq: 1
Vendor Name..: A PERFECT PRINTING                       Active/Inactive: A
*Address Type: B BUY
Mailing Name.: A PERFECT PRINTING______________________
Attention....: ATTN: INSHAN HOSEIN_____________________
Suite........: ________________________________________  --Year To Date Paid--
P.O.Box......: ________________________________________  Curr.: 1848.00
Street/Campus: 1038 S. MILITARY TRAIL__________________  Prior: 31340.25
City.........: WEST PALM BEACH_________________________
*State.......: FL Zip: 33415 ____ __ *Country: US_ UNITED STATES
E-mail Address: ________________________________________

 1  of 1   Vendor Contact Information -------------------------------------
 Name..........: ALLISON MINTO___________________________
 E-mail Address: ________________________________________
 Title.........: SALES REP.____________________
 Phone Number..: 561 230 3725 PAGER   Fax Number: 561 433 5595 _____
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd                   main
```

Field descriptions:

Action--allows user to D(isplay) a vendor address sequence or N(ext) display the next vendor address sequence.
Vendor Number--This field is system generated or is the supplier's Federal Tax ID.
Address Seq --System generated number.
Vendor Name --Official business name for the vendor.
***Address Type** -- the appropriate type of address (i.e., B=purchase address, P=payment address etc.)
Active/Inactive Addr -- indicates the following address is active for use on DRs, PRs, or POs.
Mailing Name --The subsidiary name of the parent company or other name that will print on the P.O. & check along with other mailing information such as: Attention, Suite, Street/Campus, City, State, Zip and Country. If left blank this field defaults to the official business vendor name.
Email Addr--The vendor's email address (if available).
Vendor Contact Information --The name, title, phone, and fax number for the vendor sales contact. Each address sequence can have a maximum of two Vendor Sales Contact Information (press **<PF7>** & **<PF8>** to scroll).
Year to Date Paid - Curr:--System generated. This field indicates the amount paid during the current fiscal year to the vendor's address sequence.

Year to Date Paid - Prior: --System generated. This field indicates the amount paid to the address sequence displayed for the supplier, during the last fiscal year.