

Western Illinois University

Financial Records System

Reference
Information

2017



WESTERN
ILLINOIS
UNIVERSITY

FRS AVAILABILITY

FRS is available 4:30am to midnight Monday through Friday; and 3am to midnight on weekends.

ACCESSING FRBR

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

For other resources concerning WIUP click on the following link:

http://www.wiu.edu/university_technology/administrative_information_management_systems/instruct_docs.php

SCREEN INFORMATION

When viewing accounts where the transactions that do not display entirely on one screen, you can page forward by pressing the ENTER key. You cannot page backward; however, you can return to the beginning of the account by retying the screen number.

SCREEN DESCRIPTIONS

Other Useful Screens

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

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

029 Displays current month and year-to-date balances for a subsidiary account.

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

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

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

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

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

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

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

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

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

FIN Displays other menus available in the Financial Records System.

REQ Displays screens for use with on-line requisitioning.

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

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

GENERAL DEFINITIONS

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

GL - General ledger account - General ledger accounts contain balance sheet information (cash, receivables, payables, etc.).

Open Commitment -

