General Definitions

GL (General Ledger) - A general ledger is an account that begins with a zero. These accounts contain balance sheet items (cash receivables, payables, etc.).

SL (Subsidiary Ledger) - The subsidiary ledger is an account that begins with any number other than zero. These accounts contain income statement items (revenue and expenses).

Subcode - A four-digit code that specifically classifies a type of revenue or expense in a subsidiary ledger account.

Account Control - A four-digit code that specifically classifies a type of asset, receivable, liability, fund balance, etc., in a general ledger account.

- BBA Budget balance available.
- YTD Year-to-date.
- PTD Project-to-date.

DPA (Direct Pay Authorization) - This document is used for small dollar purchases (less than \$1500).

Invoice Voucher - The payment instrument that is sent to the State of Illinois to get a check issued to a specified vendor. The Invoice Vouchers are generally mailed the day following the Invoice Voucher date.

I-F 782 MONE NECOND ; PNE 019 L A , I A : A : 214500550		•	COLL B. / 1 <u>~</u> :05	ECH
D <u>*</u> : M <u>K</u> C : 20000	F <u>ъ</u>	P:DAID :DF 0C A;	BE ENIDGE N D 0 0 0 E	AB 0 1 A -
2100 A/P & FAC, L PO 12	20,000 20,000 2,924 61 15 3,000 4,821 110 69 5,000 7,474 26 7,500 12 7,500	$\begin{array}{c} 0.00\\ 0.00\\ 0.00\\ 0.00\\ 61.30\\ 0.00\\ 61.30\\ 0.00\\ 109.85\\ 9\\ 69.12\\ 9\\ 178.97\\ 10\\ 0.00\\ 25.81\\ 13\\ 25.81\\ 0.00\\ \end{array}$	0.00 0.00 0.00 15.00 15.00 0.00 0.00 0.0	120,000.00 120,000.00 2,923.70 0.00 2,923.70 4,821.03 0.00 0.00 4,821.03 7,474.19 0.00 7,474.19 4,7500.00

From this screen you can identify the following information:

The budget (original +/- revisions +/- transfers) for personal services is \$120,000.

The budget balance available (BBA) for personal services is \$120,000.00.

The budget (original +/- revisions +/- transfers) for commodities is \$3000.

Total actual expenditures so far this year for line item 3130 (Office Supplies-Univ St) is \$61.30.

There has been \$15.00 encumbered for Office & Library Eq < \$100 (line item 3150).

The BBA for commodities is \$2923.70.

The budget (original +/- revisions +/- transfers) for Travel is \$5000.

Total actual expenditures so far this year for line item 3910 (In-State Travel) is \$109.85.

Total actual expenditures so far this year for line item 3940 (In-State Travel-Vend) is \$69.12.

Total actual expenditures so far this year for all Travel is \$178.97.

The BBA for Travel is \$4821.03.

The budget (original +/- revisions +/- tranfers) for Contractual Services is \$7500.

Total actual expenditures so far this year for line item 4860 (Copying & Photo) is \$25.81.

The BBA for Contractual Services is \$7474.19.

I-F 211 NO MOME MECOMD FO ND FOM HE ACCO N PECIFIED

I-F 782 MONE NECOND ; H 022 L B <u>*</u> , I. A : A : 21450		O CON IN, E	DEAN, COLL B. / ECH F <u>`</u> : 05	
D <u>~</u> : M <u>n</u> C : 2000	00	н Р : F <u>ъ</u> :	DA ID BE ENIDGE D F N D AB	
0 k D	ОВ	,≹ B		
2100 A/P & FAC, L PO	120,000	120,000	0	0
PE ONAL E ICE O	120,000	120,000	0	0
3000 COMMODI IE POOL	3,000	2,924	0	0
3130 OFF , PP-, NI	0	61	0	0
3150 OFF & LIB E < \$	0	15	0	0
COMMODI IE O AL	3,000	3,000	0	0
3900 🔥 A EL POOL	5,000	4,821	0	0
3910 🔥 EL IN- A E	0	110	0	0
3940 🤼 IN- A E END	0	69	0	0
A EL O AL	5,000	5,000	0	0
4000 CON NAC , AL POOL	7,500	7,474	0	0
4860 COP ING & PHO O	0	26	0	0
CON NAC AL O AL	7,500	7,500	0	0
5500 E IPMEN POOL	11,500	7,500	0	0

This screen allows you to do budget comparison work. The difference between the original budget column and the revised budget column on the total lines will be any budget transfers or revisions.

I-F 211 NO MONE NECOND 022 L B <u>3</u> , I, A : A : 21450		HE ACCO, N I	PECIFIED DEAN, COLL B, / ECH F <u>`</u> : 05
D <u> </u>	0	Finite	: DA ID BE E (IDGE D F (ID AB(I) 0 0 0 0 1
O k D	O B	, B	
5560 EDP E IPMEN >	0	2,000	
E IPMEN O AL	11,500	9,500	
7000 ELECOMM. POOL	6,000	3,470	6 0 0
7110 ELE BA E CHANGE	0	2,500	0 0 0
7275 EL, AD, O HA E	0	24	4 0 0
ELECOM O AL	6,000	6,000	0 0 0
O AL E PEN E	153,000	151,000	0 0 0
NE 🔩 E P	153,000	151,000	0 0 0

For example, this account has a difference on the equipment total line of \$2000. There has been a budget transfer of \$2000 from this account to account 2-28400.

023	, T Q	Ă	A		D			
	:	A	: 21450	0 0				
	a	- 1	T.	D				
		. 1	<u>Ľ₹</u> 					
2100	020		11/09	O. IGINAL B. DGE	12			
				ONIGINAL B DGE				
3000	050	261668	11/10	NE COMMI MEN ; NO				
				COMP, E, , PPLIE	S			
				HONI ON , A DA A ,			0-20000-2100	
3130	060	6105651	11/09	OFFICE . PPLIE	61.30	JBJE01	2-98085-3130	
3150	059	6139954	11/09	MAIL BAG ONIGINAL B DGE	15.00	EBJE01		
3900	020		11/09	ONIGINAL B DGE	5,000.00	D BBJE02		
				ALKEN/ . CHANLE				
				ALKEN DI IE D	109.85	BJE02	0-20000-2100	
				- EB E / P INGFIELD				
				FEB EN CHEN L BOND/JACK ON ILLE	80.80		0-20000-2100	
3940	059	6156780	11/09	BOND/JACK ON ILLE	69.12	EBJEUI TD TEO1	2 00020 2040	
3940 4000	000	0130/00	11/09	ONIGINAL B, DGE	750000	D BB.TEO2	2-98030-3940	
4000	020		11/09	ONIGINAL D. DGE	7,500.00	D BBOEOZ		
			۲ <u>م</u> آ	en : 2 Pa	: . 7.50.	N	ILLE	
3940	060	6156780	11/09	P. : 2 P. BOND/JACK ON ILLE	69.123	5 - 17 - 3.	ILLE	AI
			=, = =	· · · · · · · · · · · · · · · · · · ·		7 =		

	0 ,∿ECO,∿D I¶		EN E. O CON IN E
027 <u>ř</u> ř , I, A ;			F <u></u> <u></u> <u></u> :05
a n.()	C ² D ₁ B1 B1	(3) (7) D (1) - 1(8)	$ \begin{array}{c} 4 \\ 2 \\ 2 \\ 2 \\ 2 \\ 3 \\ 3 \\ 3 \\ 3 \\ 3 \\ 3$

This screen is for transaction inquiry. It allows you to view any or all types of transactions. Column descriptions are listed below. Certain examples follow.

Column Description:

(2)

(4)

Account number and subcode

- TC Transaction Code 020 - Original Budget 021 - Budget Revisions 022 - Budget Transfers 050-059 - Encumbrances 060 - Journal Entries 068 - Payments
- 3 Date the transaction occurred

If the transaction code in number 2 above is not 68, this field will be the description of the entry. If the transaction code is 68, this field will contain the name of the vendor that has.67.96 0 l/ paid.-6.66 c-6.6 -6.66 l-3 -6-

027 <u>i</u> <u>i</u> I ¶ (P<u>1</u>) , I A F <u>i</u> <u>i</u> : 05 : A :

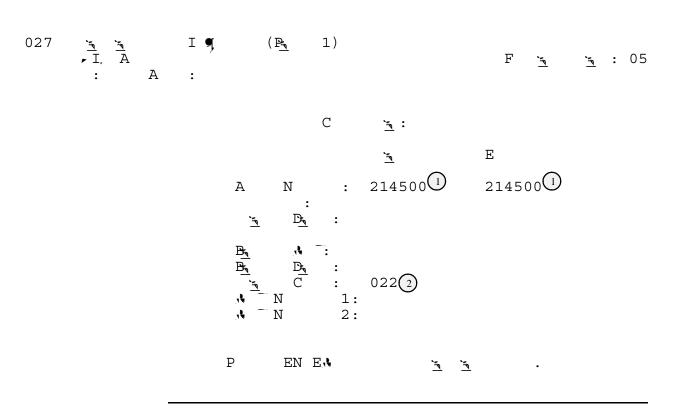
C
$$\underline{\tilde{}}$$
:
 $\underline{\tilde{}}$ E
A N : 214500 (1) 214500 (1)

I-F 782 MONE NECOND; PNE EN EN CON IN E 027 $\underline{3}$ $\underline{3}$ I $\underline{9}$ (P₂ 2) , I, A : A AN O CON IN E F $\underline{3}$ $\underline{3}$: 05 1 51

I-F 782 MOME MECOMD ; PME EN EM O CON IN E

I-F 782 MO.€E	, ECO, D	; P. E	EN E	E, I O	CON IN	ΙE			
027 <u>`a</u> ` <u>a</u>	I	¶,	(<u>P</u>	2)					
►I, A		,					F	بتع	<u>`</u> : 05
:	A :								

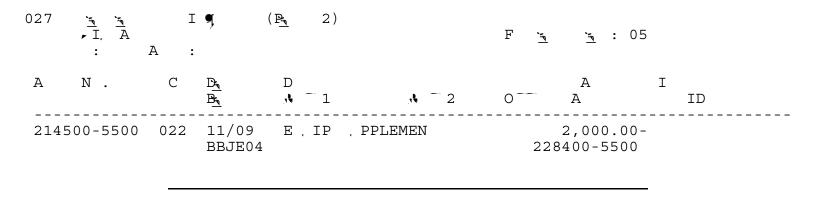
I-F 783 NO MONE NE 027 <u>i</u> i FI, A : A :	I ¶	, KE EN E.K (₽ <u></u> 2)	ONE, NN	O C.EEN 027 F <u></u> : 05
AN. C	De Be	D , 1	. 2	A I A ID
214500-7000	11/09 BBJE02	ONIGINAL E	B, DGE	6,000.00 D
214500-7110(17)059	11/09 EBJE01	ELE BA E 61PHB	CHA⊀GE	2,500.00
214500-7275	11/09 EBJE01	AN ▶E,4ING 6239955	MACHINE	23.89
214500-7275 (19068	11/09 BJE01	► ALMA \ 6239955	O, NE INC 3995500	23.89 F 020000-2100 A7104151880



Account (or account range) for which you want to see transactions.

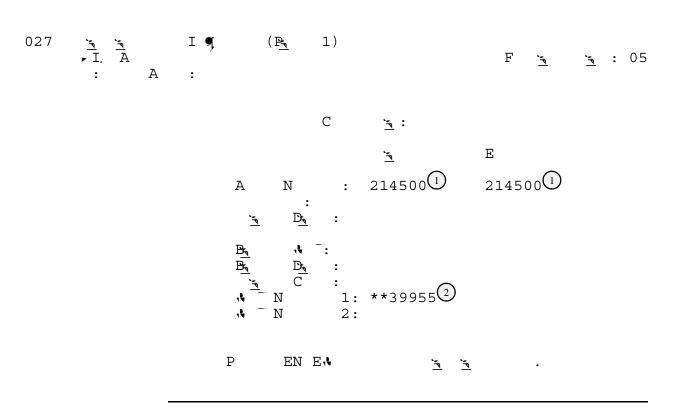
2 Particular transaction code for which you want to see transactions.

In this example, the user is limiting the transactions he wants to see to account 2-14500 and transaction code 022, which is for budget transfers. The user wants to see all budget transfers done to this account this year.



One budget transfer has been done in this account so far this year. The amount is negative so the transfer has been transferred <u>from</u> this account to account 2-28400.

$\underline{\check{}}_{\underline{\bullet}}$ $\underline{\check{}}_{\underline{\bullet}}$ I \P (P₁ 1)



- ① Account (or account range) for which you want to see transactions.
- Reference number for which you want to see transactions. In most cases you will not know the first two or three digits of the reference number. You can mask those digits by using '**' and entering the digits you know (the preprinted numbers on the document).

I-F 782 MONE NECOND ; PN 029 L L A <u> </u>	<u>9</u>		DEAN, COLL B. / ECH F 強 強 : 05
D <u>*</u> : M <u>r</u> C : 200 O D C	00 M A	F P : F · · · · · · · · · · · · · · · · · · ·	DA ID BE ENIDGE DFNDABN 000001 PDA <u>B</u> AAAA
PE ONAL EN ICE O	0.00 0.00 61.30 61.30 0.00 109.85 69.12 178.97 0.00 25.81 25.81 0.00 2,000.00	0.00 0.00 61.30 61.30 0.00 109.85 69.12 178.97 0.00 25.81 25.81 0.00 2,000.00	120,000.00 $120,000.00$ $2,923.70$ 0.00 $2,923.70$ $4,821.03$ 0.00 0.00 $4,821.03$ $7,474.19$ 0.00 $7,474.19$ $7,500.00$ 0.00

This screen is good if you want to see what you have spent in a certain line item for the current month. This screen puts current month expenditures in its own column.

I-F 211 N	NO MO,€E	, ECO, D	FO, ND	FO	ΗE	ACC	0, N	PE	CIFI	ED			
038 GL	A	C j	P		F				B,	INE	OF	FICE	ADMN
► I.	A								F	1	بنع	: 05	
:	A	: 0330	55										
	D:					, Ļ	Ρ	:	NON	IALD	G. 🕨	A, D	
						F 🛐	:		D	F	, 1	D	
									0	0	0	0	
С	D				С			B			Ρ		Br
1100	-	ON CA H					,694						.00
3300	F. ND BA	ALANCE				52	,694	.78-				0	.00
9330	NE I	M LEDG 3				18	,979	.02-				0	.00
9530	EP.ľ	M LEDG 3				16	,071	.60				0	.00
9630	ENC I	M LEDG 3				120	,159	.05				0	.00
	-												

This screen allows you to compare current fiscal year GL dollar information with prior fiscal year information. For example, you can tell what your cash balance is this year compared to what it was this time last year.

039	LA FI, A	С	بتع	Ρ	F				DEAN, F %	COLL ř					
	: A	:	214500						<u> </u>	<u>r</u>	. 05				
	D <u>ř</u>		:				Ρ		DA ID						
	M <u>∎</u> C	:	20000			F <u>~</u>	:		D F 0	0 0		0	AB ₁ 1		
4 O	D			С	М	Ρ	С	М		DA	<u>``</u>	P	F	DA	L
3115	COMP, E	, PI	PLIE		515			0)		515				0
3130	OFF , PP-,	NI	0		61			0)		61				0
COM	MODI IE () AI	J		576			0)		576				0
3910					110			0)		110				0
3920					81			0)		81				0
3940		Ε	END		69			0)		69				0
	EL O AL				260			0)		260				0
	COP ING &				26			0)		26				0
	AC AL (26			0)		26				0
	EDP E , IPN		> 1	4	•			0)		,064				0
	IPMEN O A				,064			C)	4	,064				0
	EL, NAD, O	H.	E . <		24			C)		24				0
	ECOM O AL				24			0)		24				0
	AL E PEN E				,950			C)		,950				0
NE	.KE & E P			4	,950			0)	4	,950				0
	_														

This screen allows you to compare current fiscal year SL dollar information with prior fiscal year information. You can compare dollar records from the current month with the same month from the prior year. You can also compare YTD dollar information with prior YTD information.

I-F 578 NO MONE ENDON FON HI 102 Na ž , I. A	KE	
: A ADIO HACK	: A :	
L N <u></u> /A	C / <u>×</u>	N.D.A 强 CC
1 NADIO HACK ACCO N NECEI ABLE	CHICAGO, IL	A7510477100 0 N 99
2 MADIO HACK FMANCHI E 1000 ONE AND C M	F • 0. H,	A7510477102 0 N 99

This screen allows the user to search by vendor name to get a vendor number. The user simply inputs a vendor name on screen 102. The system will display all vendors that have that name, along with their remitto addresses and vendor numbers.

113 A 強 , I. A						ACK NECEI	ABLE			
:	: A7510477100	:		A	: 212000					
ACCO N NECEI CHICAGO	ABLE IL 60693-6062				10/10/95 10/30/95					99
DP ₁ :	1,050.00		G	:	99		: 01	Η	:	0

I-F 759 NO MONE 118 I L , I A	MECOMD FO ND ON FILE	NIDDEN B. INE , PPL PO BO 88
•	: A3709518640 I :	10 10 00
۲I	2 3 4 PO	5) <c></c>

N- 0112 KE FIELD CANNO PACE ΒE 203 С /M بنع ► I. A PO: I : : : L : F ID: NŁ. : ž 5 APPL DA E: IH C: APPLICA ION: Ο F Α ٩, Α А Α : : С С : : : 1 <u>``</u> : C E С : : : : Е Ρ Ρ : : : : CMENDO, #: B, CODE: СМ ₽<u>_</u> C : : : С : С С 1099/1042 C : : FOB: : C C С 1 Μ : : L Η P : : FA : IN N / 1 : D : D : F : С I -:

This screen shows the user both the order-from and the remit-to addresses for a particular vendor. The user simply enters the vendor on screen 203.

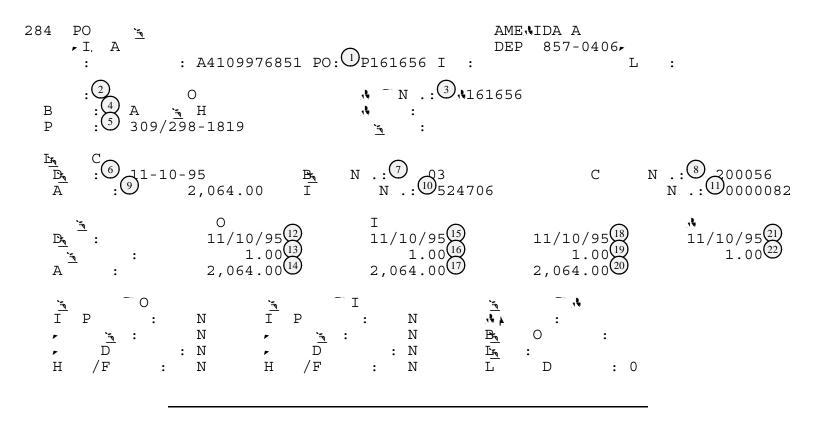
020 LON C I. A : A : 2145	E 🚡 007110	DEAN, COLL B _. / ECH F <u>3</u> : 05
D <u>*</u> :		$\begin{array}{cccc} \bullet & P & : DA & ID & BE & E & IDGE \\ F & \vdots & D & F & D & AB & \\ & & 0 & 0 & 0 & 0 & 1 \end{array}$
O↓ D 7110 ELE BA E CHA.€GE	B 2,500	A <u>*</u> E A <u>*</u> 0.00 2,500.00 0.00
PO N D E N L A	0 <u>*</u> D	L¶ 强 AL C
61PHB 11/09 11/09	2,500.00 ELE BA E CH	0.00 0.00 2,500.00 A.GE
A <u>`</u>	2,500.00	0.00 0.00 2,500.00

This screen lists all current open commitments and any commitments that have been liquidated this month in a ten-digit account number. You can limit the commitments you want to a certain subcode. You must, however, know the detail code because in FRS everything is encumbered at the detail level.

The liquidated commitments will drop off at the end of the month.

I-F 782 MONE 021 O C /I. A :	NECOND ; PN A : 21450	A	CON IN E	DEAN, COLL B. / F <u>`a</u> : 05	ECH
D <u>*</u>	:		м Р : F <u>ъ</u> :	DA ID BE ENIDGE D F N D 0 0 0 0	AB. 0 1
O PO N T		0 <u>*</u> D	L¶, <u>`</u>	A 🖌	С
3150 6139954		15.00 AIL BAG	0.00	0.00	15.00
3910 61 0136	11/09	109.85 ALKE&/ . CH		0.00	0.00
3940 6156780	11/09	69.12 OND/JACK ON	69.12	0.00	0.00
5560 6139956	11/09	-	2,000.00	0.00	0.00
7110 61PHB	11/09	2,500.00 ELE BA E CHA	0.00	0.00	2,500.00
7275 6239955	11/09	23.89 N FENING MAC	23.89	0.00	0.00
A <u>ř</u>	11/0 <i>7</i> A		2,202.86	0.00	2,515.00

This screen lists all current open commitments and any commitments that have been liquidated this month. The liquidated commitments will drop off at the end of the month.



- ⁽¹⁾ The user must input a Purchase Order for which information is desired, then press ENTER. Once ENTER is pressed the following information appears:
- ² Type of order.
- ⁽³⁾ The document number the Purchase Order was transferred from. This number is generally a Request for Purchase but may also be a bid or another Purchase Order.

(4) Buyer name. This is the individual who should be contacted for questions about this particular order.

 $^{(5)}$ The phone number at which the buyer can be reached.

⁽⁶⁾ The date the last check was issued or the date the last Grouping Sheet was sent to the State for payment. (Checks and Grouping Sheets are generally mailed the business day following the check or Grouping Sheet date.)

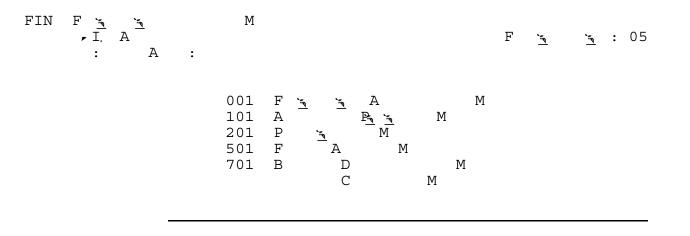
- The bank the item was issued from. 03-the check will be issued by the state; 08-the check was issued from WIU; 30-the check was issued from the Foundation.
- ⁽⁸⁾ Check number of the last check that was issued. If a 03 is in the bank field this number is a Grouping Sheet number rather than a check number.
- (9) Amount of the check or Grouping Sheet.
- $^{(1)}$ The last invoice for which a check or Grouping Sheet was issued.
- U Voucher number In the case of a DPA or a Travel Voucher, the first five digits of this number represent the last five digits of the document number. The system automatically generates a number when payment is made from a Purchase Order.
- (12) Date the order was placed with the vendor.
- ⁽¹³⁾ Quantity ordered.
- ¹⁴ Dollar amount of the order.
- Date Purchasing performed the invoicing function. (The invoicing function is the first step in getting a check issued from a Purchase Order.)
- ¹⁶ Quantity invoiced.
- Dollar amount invoiced.
- Date the item was vouchered for payment. (The voucher is the last process before a check is issued. Generally a check will be mailed the day after the voucher date. Occasionally a credit memo may hold up the issuance of a check or the check will be due-dated, causing the check date to differ from the voucher date.)
- (19) Quantity vouchered.
- ⁽²⁰⁾ Dollar amount vouchered.
- (21) Date items were received if the type of order requires that receiving information be entered.
- (22) Quantity received.

285	I	7		كرها		L	(<u>P</u>	1)				AMENIDA	A		
	• I, :	F	7		: 2	4109	976851	PO:	P1616	556 I	:			L	:
		N	С 1.:		, 1 0	- 	L			E					
I I I			N. D <u></u> A N.	:	:	524	4706			52470)6				
PO C M ^C C C C		N D A	:	:											
<u>-</u>		:													
Ρ	EI	1 E				•									

Screen 285 is a two-part search screen. For part 1, the user may select various attributes to search. In this particular example, the user wishes to see if a check has been issued for invoice 524706. (This type of search without any other search criteria will be quite lengthy. The system must search through each payment, looking for a match on invoice number. The user must press enter each time the computer has searched through 500 records so that the system will continue the search.)

285 I \cdot I, A \cdot I. (P, 2) \cdot I, A \cdot A4109976851 PO: P161656 I : I D $\stackrel{(1)}{4}$ I N $\stackrel{(2)}{\cdot}$ PO N $\stackrel{(3)}{\cdot}$ C N $\stackrel{(3)}{\cdot}$ C N $\stackrel{(3)}{\cdot}$ C D C A $\stackrel{(3)}{\cdot}$ 881 С F <u>, ja</u> 1 19 C. : 2145007110 А : C : 05 C : 01 F C<u>r</u> EAN ELEC ED I C NNEN 'n ►I, A (F) <u>*</u> F كلاح كلاح C, С (CC)ja ň . <u>`</u> ¶ 3 ž 5 بنا 'n ž 10 1 5 • F 🛐 F 030/130. CC بنع بر بتع , 2 /C D<u>n</u><u>n</u> C F CC ₿ŗ ž ž <u>~</u> 051/151. Н <u>`л</u> 5 1 بتع

This screen tells you what set of accounts you are working with. You will most generally be in campus code 01 unless you have Foundation accounts. If you have Foundation accounts, change the campus code to 08. After you do this, you can only view Foundation accounts on all the other screens.



This is the menu of menus. At any point you can type **FIN** and get to this screen. This will guide you through to the screen you are looking for.

- 013		EC, MI		D, MA M	NO	, PDA	Ε(ON	ΗI	C. \ €I	EN				
	►I, A	A								F	كنف	بنع	: 05		
250								P	20	<u>та</u> О Н <u>та</u>		ΙĄ			
251 254	H 🛐 D I	D	+ (كيما يما					2	24	I I I I	D	كالم	L		
25L 256 253	M T	-L . % ¶		C <u>*</u>				M F	'IN	^{روا} ۲ ۲	بمو			М	
214			Ă	D				8	881		F	A	C		С
252	A	<u>م</u> م		2											

This is the menu that will be used for on-line requisitioning. Type **REQ** in the SCREEN field. This will help guide you through the on-line requisitioning screens.

- 0137 - EC NI -	O, MA NO , I	PDA E ON HI CNEE	EN	
HO C <u>*</u> PNOD I A		F	<u>م</u> : 05	
: A :				
A				
<u>Ja</u>		it in in		8-1811
A 强 DPA	Р	В		8-1811
L×,/B A /DPA	P	že že D	/K <u>a</u> · <u>`a</u>	8-1811
L <u>`</u> A/DPA L <u>`</u> A/G <u>`</u>		н		8-1811
B A /G		J 🛬 D		8-1811
G 🛪 A		Minini King /J	-	8-1191
$\begin{array}{cccccccccccccccccccccccccccccccccccc$		H F /C	۲ <u>۲۰</u> ۲	8-1861
₽, ζ		в О'В 🛐		8-1811
J D		C F /L 🛓 H	H <u>`a</u>	8-1811
1 I <u>š</u>		H /C	•	8-1811