

## 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.





019 L A  
 I, A  
 : A : 2145005560

DEAN, COLL B. / ECH  
 F : 05

D : P : DA ID BE E,IDGE  
 M C : 20000 F : D F D AB  
 0 0 0 0 0 1

O	D	B	A	E	AB
2100	A/P & FAC, L PO	120,000	0.00	0.00	120,000.00
	PERSONAL SERVICE O	120,000 (1)	0.00	0.00	120,000.00 (2)
3000	COMMODITY POOL	2,924	0.00	0.00	2,923.70
3130	OFF, PP-, NI	61	61.30 (4)	0.00	0.00
3150	OFF & LIB E < \$	15	0.00	15.00 (5)	0.00
	COMMODITY OAL	3,000 (3)	61.30	15.00	2,923.70 (6)
3900	TRAVEL POOL	4,821	0.00	0.00	4,821.03
3910	TRAVEL IN- STATE	110	109.85 (8)	0.00	0.00
3940	TRAVEL IN- STATE VEND	69	69.12 (9)	0.00	0.00
	TRAVEL OAL	5,000 (7)	178.97 (10)	0.00	4,821.03 (11)
4000	CONTRACTUAL POOL	7,474	0.00	0.00	7,474.19
4860	COPYING & PHOTO	26	25.81 (13)	0.00	0.00
	CONTRACTUAL OAL	7,500 (12)	25.81	0.00	7,474.19 (14)
5500	EQUIPMENT POOL	7,500	0.00	0.00	7,500.00

From this screen you can identify the following information:

- (1) The budget (original +/- revisions +/- transfers) for personal services is \$120,000.
- (2) The budget balance available (BBA) for personal services is \$120,000.00.
- (3) The budget (original +/- revisions +/- transfers) for commodities is \$3000.
- (4) Total actual expenditures so far this year for line item 3130 (Office Supplies-Univ St) is \$61.30.
- (5) There has been \$15.00 encumbered for Office & Library Eq < \$100 (line item 3150).
- (6) The BBA for commodities is \$2923.70.
- (7) The budget (original +/- revisions +/- transfers) for Travel is \$5000.
- (8) Total actual expenditures so far this year for line item 3910 (In-State Travel) is \$109.85.
- (9) Total actual expenditures so far this year for line item 3940 (In-State Travel-Vend) is \$69.12.
- (10) Total actual expenditures so far this year for all Travel is \$178.97.
- (11) The BBA for Travel is \$4821.03.
- (12) The budget (original +/- revisions +/- transfers) for Contractual Services is \$7500.
- (13) Total actual expenditures so far this year for line item 4860 (Copying & Photo) is \$25.81.
- (14) The BBA for Contractual Services is \$7474.19.

I-F 211 NO MORE RECORD FOUND FOR THE ACCOUNT SPECIFIED

I-F 782 MORE RECORD ; PAGE EN EN O CON IN, E  
 022 L B  
 I, A  
 : A : 2145005560

DEAN, COLL B. / ECH  
 F : 05

D : P : DA ID BE E, WIDGE  
 M C : 20000 F : D F D AB

O	D	O	B	B	0	0	0	0	0	1
-----										
2100	A/P & FAC, L PO		120,000	120,000					0	0
	PERSONAL SERVICE 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	RA EL POOL		5,000	4,821					0	0
3910	RA EL IN- A E		0	110					0	0
3940	IN- A E END		0	69					0	0
	RA EL O AL		5,000	5,000					0	0
4000	CON RAC , AL POOL		7,500	7,474					0	0
4860	COP ING & PHO O		0	26					0	0
	CON RAC , 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 MORE RECORD FOUND FOR THE ACCOUNT SPECIFIED
022 L B DEAN, COLL B. / ECH
I, A F : 05
: A : 214500

D : P : DA ID BE E,IDGE
M C : 20000 F : D F D D AB
0 0 0 0 0 1
O D O B B I N
-----
5560 EDP E, IPMEN > 0 2,000 0 0
E, IPMEN O AL 11,500 9,500 0 0
7000 ELEC COMM. POOL 6,000 3,476 0 0
7110 ELE BA E CHANGE 0 2,500 0 0
7275 EL, RAD, O H E, 0 24 0 0
ELECOM O AL 6,000 6,000 0 0
O AL E PEN E 153,000 151,000 0 0
NE E & E P 153,000 151,000 0 0

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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

I, A

A

D

: A : 214500

C 1 D

2100	020		11/09	ORIGINAL B, DGE	12		
3000	020		11/09	ORIGINAL B, DGE			
3000	050	261668	11/10	RE COMMI MEN ;NO			
3115	059	6135029	11/13	COMP, E, PPLIE			
3115	068	6135029	11/13	HOI ON, A DA A	515.00	CL 01	0-20000-2100
3130	060	6105651	11/09	OFFICE, PPLIE	61.30	JBJE01	2-98085-3130
3150	059	6139954	11/09	MAIL BAG	15.00	EBJE01	
3900	020		11/09	ORIGINAL B, DGE	5,000.00	D BBJE02	
3910	059	61 0136	11/09	ALKE/ . CHALE	109.85	EBJE01	
3910	068	61 0136	11/09	ALKE DI IE D	109.85	BJE02	0-20000-2100
3910	059	6100008	11/13	EB E/ PRINGFIELD	80.80	ECL 01	
3920	068	6100008	11/13	EB E CHE L	80.80	CL 01	0-20000-2100
3940	059	6156780	11/09	BOND/JACK ON ILLE	69.12	EBJE01	
3940	060	6156780	11/09	BOND/JACK ON ILLE	69.12	JBJE01	2-98030-3940
4000	020		11/09	ORIGINAL B, DGE	7,500.00	D BBJE02	

3940 060 6156780 11/09 BOND/JACK ON ILLE : 2 P : . 7,50. N ILLE  
 69.123 I7 -3. ILLE AI



I-F 210 500 RECORD CANNED. P/E EN E/O CON IN, E  
 027 I A (P 2) F : 05  
 : A :  
 A N . ① C ② D ③ D - 1 ⑧ ④ - 2 ⑨ O A ⑩ I ⑤ ⑥ ID ⑪

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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:

- ① Account number and subcode
- ② 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
- ④ 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.

027

I, A  
:

A

I  
:

(P 1)

F : 05

C  
:

E

A N : 214500<sup>1</sup> 214500<sup>1</sup>

I-F 782 MORE RECORD ; PAGE EN E O CON IN, E

027 I (P 2)

I, A

: A A O CON IN, E

F : 05  
1 51

I-F 782 MORE RECORD ; PRE EN E O CON IN, E

I-F 782 MORE RECORD ; P, E EN E, O CON IN, E  
027 I (P 2)  
I, A  
: A :

F : 05

I-F 783 NO MORE RECORD ; PLEASE EN EN O RE , AN O CREEN 027

027 I ( 2)

I, A

F : 05

: A :

A	N .	C	D B	D 1	D 2	O	A	I	ID
214500-7000	(16)	020	11/09 BBJE02	ORIGINAL B, DGE			6,000.00	D	
214500-7110	(17)	059	11/09 EBJE01	ELE BA E CHANGE 61PHB			2,500.00		
214500-7275	(18)	059	11/09 EBJE01	AN , E, ING MACHINE 6239955			23.89		
214500-7275	(19)	068	11/09 BJE01	ALMA, O, E INC 6239955 3995500			23.89	F	A7104151880

I, A

I (P 1)

F : 05

A :

C :

E

A N : 214500<sup>①</sup> 214500<sup>①</sup>

D :

B :

B D C : 022<sup>②</sup>

N 1 :

N 2 :

P EN E

① 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.

027 I (P 2)

F : 05

A N . C D D O A I  
B B 1 2 A ID

-----  
214500-5500 022 11/09 E , IP , PPLEMEN 2,000.00-  
BBJE04 228400-5500

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







I. A  
:

A :

I (P 1)

F : 05

C :

E

A N : 214500<sup>①</sup> 214500<sup>①</sup>

D :

B :

B D :

C N 1: \*\*39955<sup>②</sup>

N 2:

P EN E .

① Account (or account range) for which you want to see transactions.

② 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 783 NO MORE RECORD ; PLEASE ENJOY THE SUN AND CREEEN 027

I-F 782 MONTH RECORD ; PER EN EN O CON IN, E

029 L L A D D  
 I, A  
 : A : 2145007000

DEAN, COLL B. / ECH  
 F : 05

D : P : DA ID BE E,IDGE  
 M C : 20000 F : D F D D AB

O	D	C	M	A	D	A	P	D	A	B	E	A	IDGE	AB
2100	A/P & FAC, L	P		0.00		0.00								120,000.00
	PERSONAL SERVICE	O		0.00		0.00								120,000.00
3000	COMMODITY POOL			0.00		0.00								2,923.70
3130	OFF, PP-, NI			61.30		61.30								0.00
	COMMODITY POOL			61.30		61.30								2,923.70
3900	WATER POOL			0.00		0.00								4,821.03
3910	WATER IN- A E			109.85		109.85								0.00
3940	WATER IN- A E EN			69.12		69.12								0.00
	WATER POOL			178.97		178.97								4,821.03
4000	CONTRACT, AL POOL			0.00		0.00								7,474.19
4860	COPYING & PHOTO			25.81		25.81								0.00
	CONTRACT, AL POOL			25.81		25.81								7,474.19
5500	EMPLOYEE POOL			0.00		0.00								7,500.00
5560	EMPLOYEE, IPMEN >			2,000.00		2,000.00								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 NO MORE RECORD FOUND FOR THE ACCOUNT SPECIFIED  
 038 GL A C P F B, INE OFFICE ADMN  
 I, A F : 05  
 : A : 033055

D : P : DONALD G. AD  
 F : D F D  
 0 0 0 0

C	D	C	B	P	B
1100	CLAIM ON CA H	52,694.78			0.00
3300	F, ND BALANCE	52,694.78-			0.00
9330	E, M LEDG 3	18,979.02-			0.00
9530	E P, M LEDG 3	16,071.60			0.00
9630	ENC, 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 L A C P F DEAN, COLL B. / ECH  
 I, A F : 05  
 : A : 214500

D : P : DA ID BE E WIDGE  
 M C : 20000 F : D F D AB

O	D	C	M	P	C	M	F	D	A	P	F	D	A
3115	COMP. E. PPLIE		515			0				515			0
3130	OFF. PP-. NI O		61			0				61			0
	COMMODI IE O AL		576			0				576			0
3910	EL IN- A E		110			0				110			0
3920	EL O. -OF- A		81			0				81			0
3940	IN- A E END		69			0				69			0
	EL O AL		260			0				260			0
4860	COP ING & PHO O		26			0				26			0
	CON AC. AL O AL		26			0				26			0
5560	EDP E. IPMEN > 1		4,064			0				4,064			0
	E. IPMEN O AL		4,064			0				4,064			0
7275	EL, AD, O H. E. <		24			0				24			0
	ELECOM O AL		24			0				24			0
	O AL E PEN E		4,950			0				4,950			0
	NE E & 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 MORE ENDO, FO, HI KE

102 N

I, A

: RADIO HACK : A :

L	N /A	C /	N . D	A	CC
1	RADIO HACK ACCO, N RECEI ABLE	CHICAGO, IL	A7510477100	0	N 99
2	RADIO HACK FRANCHI E 1000 ONE AND C	F O, 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 remit-to addresses and vendor numbers.



113

I, A A

RADIO HACK

ACCO, N RECEI ABLE

: A7510477100 :

A : 212000

ACCO, N RECEI ABLE  
CHICAGO IL 60693-6062  
D P : 1,050.00

D E : 10/10/95 D : 00 : 99  
L A : 10/30/95 L : 0 C :  
G : 99 : 01 H : 0

I-F 759 NO MORE RECORD FOUND ON FILE

118 I L

I, A

:

: A3709518640 I

:

MIDDLE B, INE, PPL

PO BO 88

<-----I

①

----->

②

③

④

PO

⑤

<-----C

⑥

----->

⑦

0112 KE FIELD CANNOT BE PAGED

203

I, A

: : PO: I : L :

IHC: OFA  
OFA

APPLICATION: APPL DATE:  
A A

CM B CODE:

CE :

CM ENDO #:

CE :

C C :

1099/1042 C :

GL C  
CL :

FOB: M :  
H P :

FA : D : D : F :

INN / :  
C 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	L O C	E	DEAN, COLL B. / ECH
I, A	F	:	05
:	A	:	2145007110
D	:	P	DA ID BE E, RIDGE
F	:	D	D F D D AB
			0 0 0 0 0 1
O D	B	A	E
7110	ELE BA E CHARGE	2,500	0.00 2,500.00 0.00
PO	D E O L A C		
	N . L A D		
61PHB	11/09	2,500.00	0.00 0.00 2,500.00
	11/09	ELE BA E CHARGE	
A		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 MORE RECORD ; P/E EN E/O CON IN, E

021 O C A  
 I, A  
 : A : 214500

DEAN, COLL B. / ECH  
 F : 05

O	PO	D	E	O	L	P	DA	ID	BE	E	RIDGE	AB
	N	.	L	A	D		0	0	0	0	0	1
							A					C
3150	6139954		11/09		15.00		0.00			0.00		15.00
			11/09		MAIL BAG							
3910	61 0136		11/09		109.85		109.85			0.00		0.00
			11/09		ALKE/ . CHA							
3940	6156780		11/09		69.12		69.12			0.00		0.00
			11/09		BOND/JACK ON ILLE							
5560	6139956		11/09		2,000.00		2,000.00			0.00		0.00
			11/09		COMP. E							
7110	61PHB		11/09		2,500.00		0.00			0.00		2,500.00
			11/09		ELE BA E CHA							
7275	6239955		11/09		23.89		23.89			0.00		0.00
			11/09		AN EING MACHINE							
A					4,717.86		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.

```

284 PO : A4109976851 PO: ①P161656 I : L :
      I, A :
      : ② O : ③ 161656
B : ④ A H :
P : ⑤ 309/298-1819 :
      :
      C : ⑥ 11-10-95 : ⑦ 03 : C : ⑧ 200056
      A : ⑨ 2,064.00 : I : N : ⑩ 524706 : N : ⑪ 0000082
      :
      O : I : 11/10/95 ⑫ : 11/10/95 ⑮ : 11/10/95 ⑰ : 11/10/95 ⑲
      : : 1.00 ⑬ : 1.00 ⑯ : 1.00 ⑱ : 1.00 ⑳
      A : : 2,064.00 ⑭ : 2,064.00 ⑰ : 2,064.00 ⑳ : 1.00 ㉑
      :
      O : I :
      I P : N I P : N :
      : N : N :
      D : N : D : N : O :
      H /F : N H /F : N L : D : 0

```

- 
- 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.)

- ⑦ 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.
- ⑩ The last invoice for which a check or Grouping Sheet was issued.
- ⑪ 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.
- ⑮ 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.
- ⑰ Dollar amount invoiced.
- ⑱ 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      L      (P 1)      AMERICA A
    I, A
    :      : A4109976851 PO: P161656 I      L      :
          C
          N .:
I      N .:      524706      524706
I      D :
I      A :
          N .:
PO N .:
C      :
D N .:
C      N .:
C      D :
C      A :
    :

```

P EN E .

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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 L (P 2)

I, A  
:

: A4109976851 PO: P161656 I :

I N (1) I N (2)  
D (4) N (5) PO N (6) C I A (7) (3)  
C N (8) C D C A

I

881 F A C

: A : 2145007110

F : 05 EA ELEC ED I C EN  
C : 01 I A

F (F ) G C (CC)  
O /C 030/130. F CC  
H F CC D C 051/151. B



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.

FIN F I A : A :

F : 05

001	F	A	M
101	A	P	M
201	P	M	
501	F	A	M
701	B	D	M
		C	M

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.

```

- 0137 - EC, I - O, MA NO , PDA E ON HI C, EEN
E O -L M
I, A F : 05
: A :

250 H M I
251 D I
254 I D
25L M -L I C
256
253 D

P O I
220 H
224 I D
285 I L

M
FIN F F A G M C
881 F A G M C

A A D
214 A A
252 A

```

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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, I - O, MA NO , PDA E ON HI C, EEN

HO C

PROD I, A

F : 05

: A :

A

A  
 L /B A DPA P  
 L A /G  
 B A /G  
 G A  
 F I A  
 D  
 I

B  
 D /K  
 H  
 J D  
 M K /J  
 H F /C  
 B O' B  
 C F /L H  
 H /C

8-1811  
 8-1811  
 8-1811  
 8-1811  
 8-1191  
 8-1861  
 8-1811  
 8-1811  
 8-1811