## **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; P. 019 L A   |  | O CON      |  | AN, COLL B. /  | ECH   |
|---|--|------------|--|--|---|
| D <u>~</u> :<br>M <u>*</u> C : 2000   | 00   | F <u>~</u> | P : DA : D   | F 🔥 D  | AB₁   |
| O <b>,</b> D  | В  |            | 0<br>A <u>š</u>  | 0 0 0<br>E   | 0 1<br>A <u>~</u>   |
| 2100 A/P & FAC L PO PE ONAL ENICE O 3000 COMMODI IE POOL 3130 OFF PP-NI 3150 OFF & LIB E < \$ COMMODI IE O AL 3900 A EL POOL 3910 A EL IN- A E 3940 IN- A E END A EL O AL 4000 CON AC AL POOL 4860 COP ING & PHO O CON AC AL O AL 5500 E IPMEN POOL | 120,000<br>120,000<br>2,924<br>61<br>15<br>3,000<br>4,821<br>110<br>69<br>5,000<br>7,474<br>26<br>7,500<br>7,500 |            | 0.00 $0.00$ $0.00$ $61.30$ $0.00$ $61.30$ $0.00$ $109.85$ $69.12$ $178.97$ $0.00$ $25.81$ $0.00$ | 0.00<br>0.00<br>0.00<br>15.00<br>15.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00 | 120,000.00<br>120,000.00<br>2,923.70<br>0.00<br>0.00<br>2,923.70<br>6<br>4,821.03<br>0.00<br>0.00<br>4,821.03<br>11<br>7,474.19<br>0.00<br>7,474.19<br>7,500.00 |

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.

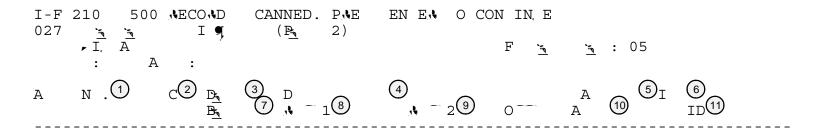
| I-F 782 MONE NECOND; P. 022 LB <u>3</u> ,I A : A : 21450 |         |              | AN, COLL B, / ECH     |       |
|--|---------|--------------|-----------------------|-------|
| D <u>~</u> :<br>M <sub>to</sub> C : 2000                 | 0       | P : DA F : D | ID BE ENIDGE<br>F N D | AB₊   |
| _  |         | _ 0          | 0 0 0 0               | 1     |
| O <b>b</b> D   | О В     | . <b>\</b> B | <u> </u>              | N<br> |
| 2100 A/P & FAC, L PO                                     | 120,000 | 120,000      | 0                     | 0     |
| PEN ONAL EN 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 NA 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 AC AL POOL                                      | 7,500   | 7,474        | 0                     | 0     |
| 4860 COP ING & PHO O                                     | 0       | 26           | 0                     | 0     |
| CON .AC 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 | FO ND FO | HE ACCO, N       | PECIFIE | )           |     |   |
|------------------------|----------|------------------|---------|-------------|-----|---|
| 022 LB 強               |          |                  | DEAN    | , COLL B. / | ECH |   |
| ► I. A                 |          |                  | F '=    | × : 05      |     |   |
| : A : 21450            | 0        |                  | _       |             |     |   |
|                        |          |                  |         |             |     |   |
| D 🔪 :                  |          | , P              | : DA II | D BE ENIDGE |     |   |
| C : 2000               | 0        | F % :            |         | F , D       | AB√ |   |
| - <u>4</u>             |          |                  | 0       | 0 0 0       | 0 1 |   |
| O <b>A</b> D           | О В      | <b>,</b> В       | ŭ       | Ľą          | N   |   |
|                        |          | ., <sub>14</sub> |         |             |     |   |
| 5560 EDP E IPMEN >     | 0        | 2,00             | 0       | 0           |     | 0 |
| E IPMEN O AL           | 11,500   | 9,50             |         | 0           |     | 0 |
| 7000 ELECOMM. POOL     | 6,000    | 3,47             |         | 0           |     | 0 |
| 7110 ELE BA E CHA⊀GE   | 0        | 2,50             |         | 0           |     | 0 |
| 7275 EL, AD, O H. E    | 0        | 2                |         | 0           |     | 0 |
| ELECOM O AL            | 6,000    | 6,00             |         | 0           |     | 0 |
| O AL E PEN E           | 153,000  | 151,00           |         | 0           |     | Ö |
| NE &E E P              | 153,000  | 151,00           |         | 0           |     | 0 |
| 1412 /412 Of 12 E      | 133,000  | 131,00           | O       | O           |     | U |
|                        |          |                  |         |             |     |   |
|                        |          |                  |         |             |     |   |

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  | <u> </u> | Ă<br>A          | A          |                                    | Ι   |          |     |         |              |              |
|------|----------|-----------------|------------|------------------------------------|-----|----------|-----|---------|--------------|--------------|
|      | :        | A               | : 21450    | 00                                 |     |          |     |         |              |              |
|      | C        | . 1             | <u>D</u>   | D                                  |     |          |     |         |              |              |
|      |          |                 |            | ONIGINAL B. DGE<br>ONIGINAL B. DGE | 12  | 2        |     |         |              |              |
| 3000 | 050      | <b>4</b> 261668 | 11/10      | ME COMMI MEN; NO COMP, E. PPLIE    | (   |          |     |         |              |              |
|      |          |                 |            | HONI 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  |              |              |
|      |          |                 |            | ONIGINAL B. DGE                    |     |          |     |         |              |              |
| 3910 | 059      | 61 0136         | 11/09      | - ALKEN/ . CHANLE                  |     | 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 M PNINGFIELD                |     | 80.80    |     | ECL 01  |              |              |
| 3920 | 068      | 6100008         | 11/13      | EB EN CHEN L                       |     | 80.80    |     | CL, 01  | 0-20000-2100 | )            |
|      |          |                 |            | BOND/JACK ON ILLE                  |     |          |     |         |              |              |
|      |          |                 |            | BOND/JACK ON ILLE                  |     |          |     |         | 2-98030-3940 | )            |
| 4000 | 020      |                 | 11/09      | ONIGINAL B. DGE                    |     | 7,500.00 | D   | BBJE02  |              |              |
|      |          |                 | <u>~</u> ] | <u>9</u> : 2 <u>P</u>              | : . | 7,50.    |     | N :     | ILLE         |              |
| 3940 | 060      | 6156780         | 11/09      | BOND/JACK ON ILLE                  |     | 69.123   | 3 🐐 | I7 - 3. | ${	t ILLE}$  | $\mathbf{A}$ |



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:

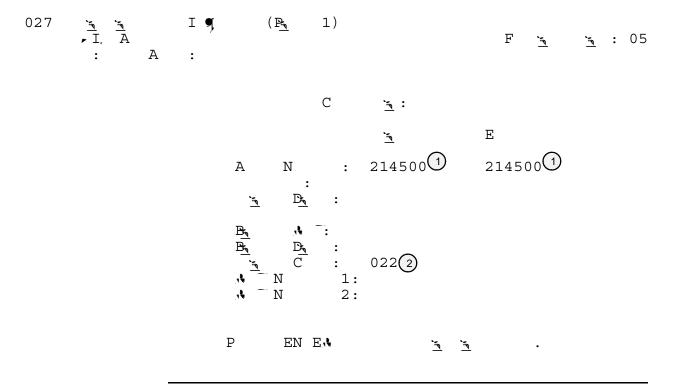
- Account number and subcode
- TC Transaction Code
  020 Original Budget
  021 Budget Revisions
  022 Budget Transfers
  050-059 Encumbrances
  060 Journal Entries
  068 Payments
- 3 Date the transaction occurred
- If the transaction code in number 2 above is not 68, this field will be the description 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>A</u> I (P<sub>3</sub> 1) F <u>i</u> : 05

C <u>~</u>:

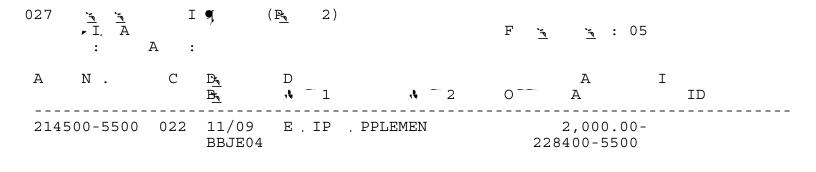
N : 214500 1 214500 1 Α

 I-F 783 NO MONE NECOND; PNE EN EN ONE NN O CREEN 027 027 <u>\*</u> <u>\*</u> I ¶ (<u>P</u> 2) F ~ ~ : 05 : A : N. C  $\mathbb{D}_{\mathfrak{q}}$ D A 1 1 0 A 214500-7000 000 11/09 ONIGINAL B. DGE 6,000.00 D BBJE02 214500-7110<sup>1</sup>059 11/09 ELE BA E CHA**.**€GE 2,500.00 EBJE01 61PHB 214500-7275 18059 11/09 AN FEGING MACHINE 23.89 EBJE01 6239955 214500-7275 19068 11/09 • ALMA • O. INC 23.89 F BJE01 6239955 3995500 020000-2100 A7104151880



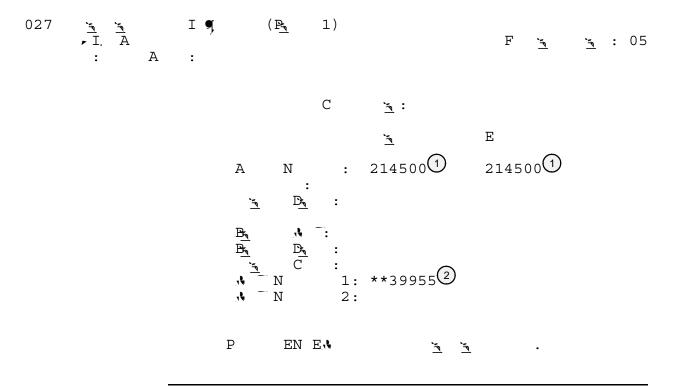
- Account (or account range) for which you want to see transactions.
- 2 Particular transaction code for which you want to see transactions.

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.

027 <u>%</u> <u>%</u> I ¶ (<u>P</u> 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<br>029 L LA <u>*</u> <u>D</u> <u>*</u><br>• I A<br>: A : 21450 | 1        |          | DEAN, COLL B. / ECH<br>F <u>à</u> : 05 |
|--|----------|----------|--|
| D <u>~</u> : 200   | 0 0      |          | DA ID BE ENIDGE<br>D F N D ABN         |
| <u> </u>   |          | - 1      | 0 0 0 0 0 1                            |
| O, D C   | M A      | D A 🛐    | PDA 🔄 Baja Aja                         |
| 2100 A/P & FAC L P   | 0.00     | 0.00     | 120,000.00                             |
| PEN ONAL EN ICE O  | 0.00     | 0.00     | 120,000.00                             |
| 3000 COMMODI IE POO  | 0.00     | 0.00     | 2,923.70                               |
| 3130 OFF , PP-, NI   | 61.30    | 61.30    | 0.00                                   |
| COMMODI IE O AL  | 61.30    | 61.30    | 2,923.70                               |
| 3900 AA EL POOL  | 0.00     | 0.00     | 4,821.03                               |
| 3910 🔥 A EL IN- A E  | 109.85   | 109.85   | 0.00                                   |
| 3940 🤼 IN- A E EN  | 69.12    | 69.12    | 0.00                                   |
| .A EL O AL   | 178.97   | 178.97   | 4,821.03                               |
| 4000 CON NAC AL POO  | 0.00     | 0.00     | 7,474.19                               |
| 4860 COP ING & PHO O   | 25.81    | 25.81    | 0.00                                   |
|  | 25.81    | 25.81    | 7,474.19                               |
| 5500 E IPMEN POOL  |          | 0.00     | 7,500.00                               |
| 5560 EDP E 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 I<br>038 GL<br>• I. |                | C 3<br>: 0330 | Р | FO. <b>↓</b> |                          | O, N      | PEC      | CIFI<br>B,<br>F | ED<br>INE<br>Ž |        | FICE<br>: 05 | ADMN     |
|-----------------------------|----------------|---------------|---|--------------|--------------------------|-----------|----------|-----------------|----------------|--------|--------------|----------|
|                             | D :            |               |   |              | , <b>.</b><br>F <u>~</u> | P<br>:    | :        | D               | F              | G      | D            |          |
| C<br>                       | D              |               |   | _            | C                        |           | <u>B</u> | 0               | 0              | 0<br>P | 0            | <u>B</u> |
| 1100                        | CLAIM C        | ON CA H       |   |              | 52                       | ,694.     | 78       |                 |                |        | 0.           | 00       |
| 3300                        | F. ND BA       | ALANCE        |   |              |                          | ,<br>694. |          |                 |                |        | 0.           | 00       |
| 9330                        | , <b>€</b> E N | I LEDG 3      |   |              | 18                       | ,979.     | 02-      |                 |                |        | 0.           | 00       |
| 9530                        | EP.N           | I LEDG 3      |   |              | 16                       | ,071.     | 60       |                 |                |        | 0.           | 00       |
| 9630                        | ENC , N        | I 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 <u>~</u>   | P F  |                     |                                 | COLL B, / I  | ECH                                  |
|--|--|--|---------------------|---------------------------------|--|--------------------------------------|
| • I, A<br>: A  | : 214500   |  |                     | F <u>~</u>                      | <u>*</u> : 05  |                                      |
| D <u>~</u> C   | : 20000  |  | . Р<br>Г <u>ъ</u> : | : DA II<br>D F                  | BE ENIDGE D 0 0 0  | AB <b>.</b><br>0 1                   |
| O <b>,</b> D   |  | СМ   | P C                 | •                               |  | P F D A                              |
| 3115 COMP EN 3130 OFF PP-COMMODI IE (3910 NA EL IN 3920 NA EL O 3940 NIN-A EL O AL 4860 COP ING & CON NAC AL (5560 EDP E IPMEN O AT 7275 EL, AD, O ELECOM O AL | NI O D AL - A E -OF- A E END PHO O D AL MEN > 1 AL | 515<br>61<br>576<br>110<br>81<br>69<br>260<br>26<br>4,064<br>4,064<br>24 |                     | 0<br>0<br>0<br>0<br>0<br>0<br>0 | 515<br>61<br>576<br>110<br>81<br>69<br>260<br>26<br>4,064<br>4,064<br>24<br>24 | 0<br>0<br>0<br>0<br>0<br>0<br>0<br>0 |
| O AL E PEN E<br>NE . LE & E P  |  | 4,950<br>4,950   |                     | 0<br>0                          | 4,950<br>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.

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 3 ACCO. N ACCO. N A : 212000 . ADIO HACK

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ACCO N SECEI ABLE

CHICAGO IL 60693-6062 D Pa : 1,050.00

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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.

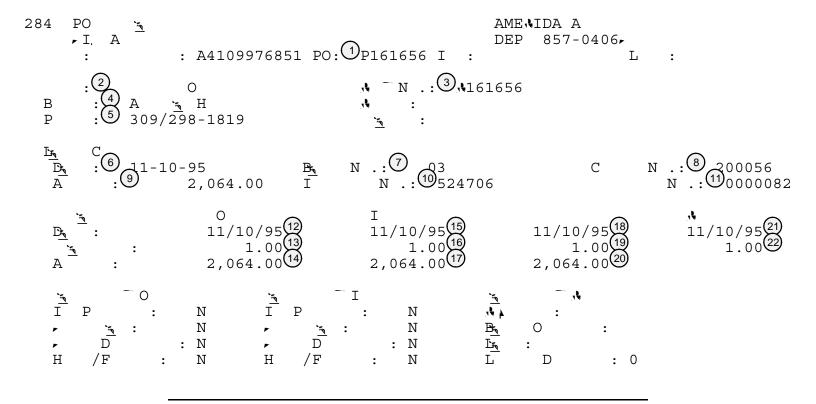
| 020 LOA            | С                  | E <u>*</u>              |                       | DEAN, COLL B. / F % % : 05     |                         |
|--------------------|--------------------|-------------------------|-----------------------|--------------------------------|-------------------------|
| : A                | : 214500           | 7110                    |                       | 1 <u>1</u> <u>1</u> . 00       | ,                       |
| D <u>~</u>         | :                  |                         | F <u>*</u> :          | DA ID BE ENIDGED F N D 0 0 0 0 | E<br>AB <b>.</b><br>0 1 |
| O D<br>7110 ELE BA | E CHA. <b>\</b> GE | B<br>2,500              | A <u>~</u> 0.00       | E<br>2,500.00                  | A <u>~</u><br>0.00      |
|                    | D E<br>L A D       | O <u>~</u>              | L ¶, 🔏                | A                              | С                       |
| 61PHB              | 11/09<br>11/09     | 2,500.00<br>ELE BA E CH | 0.00<br>A <b>.</b> GE | 0.00                           | 2,500.00                |
| 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 7<br>021 | 82 MONE NECOND;<br>O C<br>I A<br>: A : 214 | A                        | O CON IN E            | DEAN, COLL B. /<br>F <u>~</u> <u>~</u> : 05 | ECH      |
|--------------|--|--------------------------|-----------------------|---|----------|
|              | D <u>~</u> :                               |                          | . Р :<br>F <u>ъ</u> : | DA ID BE ENIDGE D F D 0 0 0 0               | AB.      |
| 0 1          | PO N D E<br>N . L A                        | O <u>~</u><br>D          | L ¶ <u>~</u>          | A <b>,</b>                                  | С        |
| 3150         | 6139954 11/09<br>11/09                     | 15.00<br>MAIL BAG        | 0.00                  | 0.00  | 15.00    |
| 3910         | 61 0136 11/09<br>11/09                     | 109.85<br>• ALKE • / . C |                       | 0.00  | 0.00     |
| 3940         | 6156780 11/09                              |                          | 69.12                 | 0.00  | 0.00     |
| 5560         | 6139956 11/09<br>11/09                     | 2,000.00<br>COMP, E.     |                       | 0.00  | 0.00     |
| 7110         | 61PHB 11/09                                | 2,500.00<br>ELE BA E CH  |                       | 0.00  | 2,500.00 |
| 7275         | 6239955 11/09                              |                          | 23.89                 | 0.00  | 0.00     |
| A            | <u>**</u>                                  |                          | 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.

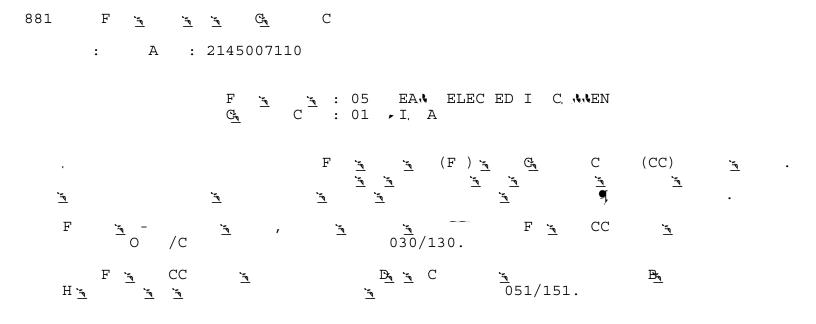


- 1 The user must input a Purchase Order for which information is desired, then press ENTER. Once ENTER is pressed the following information appears:
- 2 Type of order.
- (3) The document number the Purchase Order was transferred from. This number is generally a Request for Purchase but may also be a 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.
- <sup>6</sup> 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.)

 $\circlearrowleft$  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. 10 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.  $\bigcirc$  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.  $^{f (1)}$  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. Dollar amount vouchered.  $\stackrel{\text{(2)}}{}$  Date items were received if the type of order requires that receiving information be entered. 22 Quantity received.

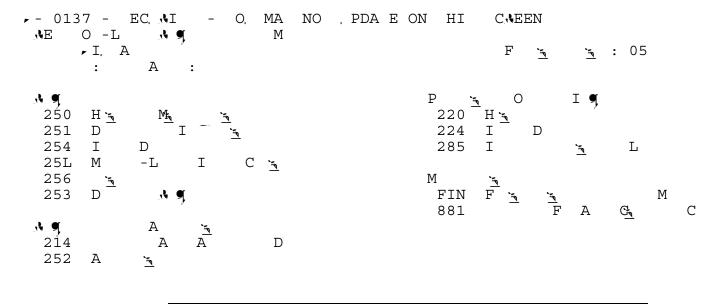
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Screen 285 is a two-part search screen. For part 1, the user may select various attributes to search. In this particular example, the user wishes to see if a check has been issued for invoice 524706. (This type of search without any other search criteria 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.)



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.



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.

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