## FINANCIAL ACCOUNTING INQUIRY SCREENS

To access the screens below, type **screen number** in the SCREEN field and hit enter.

### Screen 700: Financial Accounting Menu
- **Description:** Shows the various Financial Accounting screens available.

### Screen 047: Automatic Budget Reallocation Rule List
- **Description:** Shows the automatic budget reallocation table.

To access the screens below, type **screen number** in the SCREEN field and **account number** in the ACCT field and hit enter.

### Screen 02A: General Ledger Attribute Screens-All Funds
- **Screens:** 02A & 02B

### Screen 04A: General Ledger Attribute Screens-Trust Funds
- **Screens:** 04A & 04B

### Screen 05A: General Ledger Attribute Screens-Contracts and Grants
- **Screens:** 05A & 05B

### Screen 06A: Subsidiary Ledger Attribute Screens-All Funds
- **Screens:** 06A & 06B

### Screen 08A: Subsidiary Ledger Attribute Screen-Trust Funds
- **Screens:** 08A

### Screen 09A, 09B, 09C: Subsidiary Ledger Attribute Screens-Contracts and Grants
- **Screens:** 09A, 09B, 09C

### Screen 018: Six-Digit General Ledger Inquiry Screen
- **Description:** Shows summary dollar information for general ledgers.

### Screen 019: Six-Digit Subsidiary Ledger Inquiry Screen
- **Description:** Shows summary dollar information for subsidiary ledgers.

### Screen 021: Six-Digit Subsidiary Ledger Open Commitment Inquiry Screen

### Screen 022: Subsidiary Ledger Budget Data Inquiry Screen

### Screen 023: Transaction Inquiry - Ten digits account number and object code can also be typed in
- **Description:** Shows a listing of the current month transactions on a six or ten-digit general ledger or subsidiary ledger account number.

### Screen 029: List Six-Digit Subsidiary Ledger 08X Amounts

### Screen 045: List Associated Subsidiary Ledger Accounts

### Screen 0CG: Summary of Contracts and Grants
- **Description:** Shows attribute and summary dollar information for contract and grants account numbers.
To access the screen below, type screen number in the SCREEN field, account number and object code in the ACCT field and hit enter.

SCREEN: 020  ACCT: 2345672611

Screen 020

*Ten-Digit Subsidiary Ledger Open Commitment Inquiry Screen*

Shows open commitment information for a four-digit object code on a six-digit account number.

To access the screen below, type screen number in the SCREEN field, account number and object code in the ACCT field, and reference number in the REFERENCE NUMBER field and hit enter.

SCREEN: 042  ACCT: 2345675111  REFERENCE NUMBER: P526789

Screen 042

*Open Commitment Record Snapshot*

Shows information for a specific open commitment posted to a ten-digit subsidiary ledger account number.

**ACCOUNTS PAYABLE INQUIRY SCREEN**

To access the screen below, type screen number in the SCREEN field and vendor number in the VEND field and hit enter. As an option, an invoice number may be typed in the INVOICE NUMBER field and hit enter.

SCREEN: 118  VEND: V0000024950  VCHR: ACCT: INVOICE NUMBER: 91476

Screen 118

*Duplicate Invoice File List*

Shows a list of all invoices paid by the university to a specific vendor. If an invoice was entered, the screen will show just the invoice paid to the specific vendor.

**PURCHASING INQUIRY SCREENS**

To access the screen below, type screen number in the SCREEN field and hit enter.

SCREEN: 701  ACCT:

Screen 701

*Purchasing Menu*

Shows the various Purchasing screens available.

To access the screens below, type screen number in the SCREEN field, code number in the CODE field, and document number in the DOCUMENT field and hit enter.

SCREEN: 220  VENDOR: CODE: 1 DOCUMENT: R234567  LINE:

Screen 220

*Document Header For Requisitions, Bids, Purchase Orders*

Shows an overview of a requisition, bid, or purchase order.
| Screen 228 | **Purchase Order Line Inquiry**  
Shows a summary of purchase order activity - two line items at a time |
| Screen 258 | **Requisition Line Inquiry**  
Shows a summary of requisition or bid activity - three line items at a time |
| Screen 284 | **Purchase Order Summary Screen**  
Shows all the invoices that have been posted to a purchase order |

To access the screens below, type **screen number** in the SCREEN field, **code number** in the CODE field, **document number** in the DOCUMENT field, and **line item number** in the LINE field and hit enter.

**SCREEN: 221 VENDOR:         CODE: 1 DOCUMENT: R234567 LINE: 001**

| Screen 221 | **Document Line Tracking**  
Shows the tracking of line items from requisitions to bids and purchase orders |
| Screen 224 | **Document Lines for Requisitions, Bids, and Purchase Orders**  
Shows each line item on a requisition, bid, or purchase order |
| Screen 239 | **Receiving Header**  
Shows a summary of purchase order receiving activity by line item |
| Screen 249 | **Purchase Order Invoice Inquiry**  
Shows all the invoices that have been posted to each purchase order line item |

To access the screen below, type **screen number** in the SCREEN field, **code number** in the CODE field, **document number** in the DOCUMENT field, and **invoice number** in the INVOICE field and hit enter.

**SCREEN: 248 VENDOR:            CODE: 0 DOCUMENT: P234567 LINE: 001**

| Screen 248 | **Invoice Inquiry**  
Shows additional information on a particular invoice |
ON-LINE BUDGET TRANSFER SCREEN

To access the screen below, type **screen number** in the SCREEN field and hit enter. Then type **increase account number** and object code in the INCREASE ACCOUNT NUMBER and OBJECT field, **decrease account number** and object code in the DECREASE ACCOUNT NUMBER and OBJECT field, and **amount** in the AMOUNT field. The reference field is optional.

<table>
<thead>
<tr>
<th>Screen 0BT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-Line Budget Transfer</strong></td>
</tr>
<tr>
<td>Allows a user to perform a budget transfer on-line - Access can be requested on the &quot;Request for Access to the FRS On-Line System&quot; form</td>
</tr>
</tbody>
</table>

- INCREASE ACCOUNT NUMBER: 2 - 34567  OBJECT: 2000
- DECREASE ACCOUNT NUMBER: 2 - 34567  OBJECT: 5000
- REFERENCE 1: MTP
- AMOUNT: 100