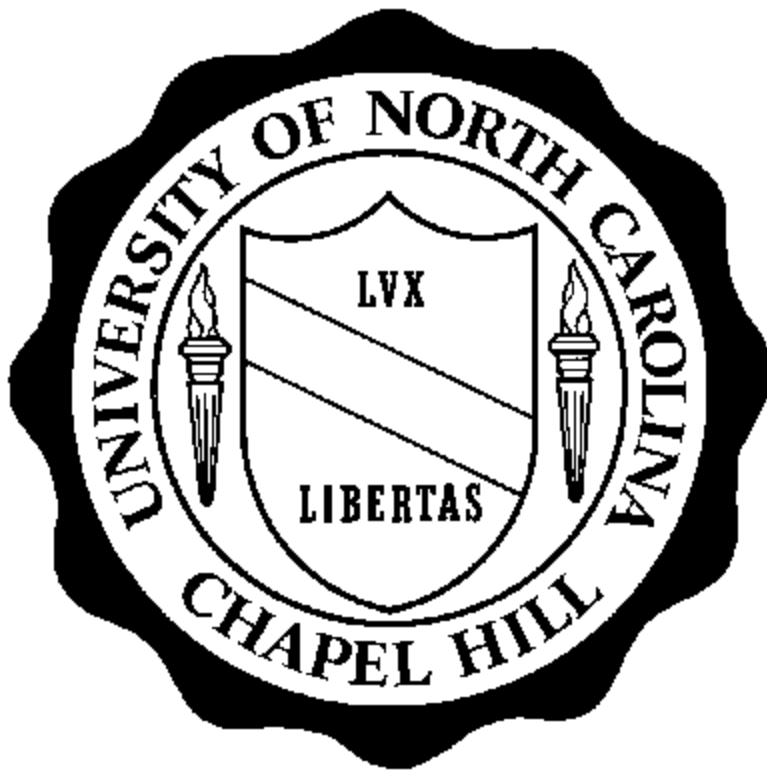


FINANCIAL RECORDS SYSTEM

ON-LINE REFERENCE MANUAL



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

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LOGON PROCEDURES

MENU FOR J. G. SMITH

1 HELP
2 LOGOFF
3 CALENDAR
4 MAIL
5 PERSONAL OPTIONS
6 FRS FINANCIAL ACCTG

ENTER SELECTION:

ENTER 6 (or corresponding number), for FRS Financial Accounting.

(To exit FRS see Logoff Procedures)

LOGOFF PROCEDURES

Type **SO** in the Screen field and press **ENTER**, then press **ENTER** again and your personal HSL menu will appear. **ENTER 2**, (or corresponding number) on your personal HSL menu to logoff the ADP Mainframe.

```
700 UNC CAMPUS MENU - FINANCIAL ACCTING      IDMS/FRS RELEASE 3.0

SCREEN: SO          ACCT:

6 DIGIT ACCOUNT INQURY ACCOUNT INQUIRY - DOLLARS  10 DIGIT ACCOUNT UPDATE

02A GL-ALL FUNDS      018 6 DIGIT GL              0BT BUDGET TRANSFERS
02B GL-ALL FUNDS      019 6 DIGIT SL
04A GL-TRUST FUNDS    020 10 DIGIT SL-OC
04B GL-TRUST FUNDS    021 OPEN COMMITMENTS (OC)
05A GL-CONTRACTS/GRANTS 022 SL BUDGET DATA      ACCTS PAYABLE INQUIRY
05B GL-CONTRACTS/GRANTS 023 TRANSACTIONS BY ACCT 118 DUPLICATE INVOICE
06A GL-ALL FUNDS      029 6 DIGIT SL - 08X AMTS LIST
06B GL-ALL FUNDS      042 OC SNAPSHOT
08A GL-TRUST FUNDS    045 ASSOCIATED SL ACCTS
09A SL-CONTRACTS/GRANTS 047 ABR RULES           OTHER UNC CAMPUS MENUS
09B SL-CONTRACTS/GRANTS 0CG 6 DIGIT SL -       701 PURCHASING
09C SL-CONTRACTS/GRANTS CONTRACTS/GRANTS

                                           FISCAL YR: 96
```

HELP SCREENS

The FRS screens have three kinds of **HELP** that provide information about how to use the system.

1. Screen **HELP** explains the purpose of the screen.

For the **HELP** screen, move the cursor to the first input character in the screen field, press the **PF2** key.

2. Data Element **HELP** provides the definition of individual fields on a screen and valid values for that field. For Data Element **HELP**, move the cursor to the first input character of the field, press the **PF2** key.

3. Diagnostic Message **HELP** explains the message and any corrective action you may need to take.

For Diagnostic Message **HELP**, note the six digit error message code. Move the cursor to the message and press the **PF2** key. Type the six digit error message code, press **ENTER**.

Press **ENTER** to view more help information. At the end of **HELP** screen(s), press **ENTER** to return to original screen.

Note: To return to original screen before the end of the **HELP** Screen, type the letter **N** and press **ENTER**

ACCOUNTING

ACCOUNTING

Inquiry Screens

There are three types of Inquiry Screens:

Menu Screens, Attribute Screens and Dollar Field Screens.

A user, with inquiry capabilities only, cannot change the data on any of the screens.

To access a screen and account, type the desired screen number and account number in the two fields at the top of the screen. Press the *ENTER* key and the data will be displayed.

Menu Screens

Menu Screens list the various inquiry screens available. There are two Menu Screens for inquiry, Screen 700 for Financial Accounting and Screen 701 for Purchasing.

700 UNC CAMPUS MENU - FINANCIAL ACCTING		IDMS/FRS RELEASE 3.0
SCREEN:	ACCT:	
6 DIGIT ACCOUNT INQUIRY UPDATE	ACCOUNT INQUIRY-DOLLARS	10 DIGIT ACCOUNT
02A GL-ALL FUNDS	018 6 DIGIT GL	0BT BUDGET TRANSFERS
02B GL-ALL FUNDS	019 6 DIGIT SL	
04A GL-TRUST FUNDS	020 10 DIGIT SL-OC	
04B GL-TRUST FUNDS	021 OPEN COMMITMENTS (OC)	
05A GL-CONTRACTS/GRANTS	022 SL BUDGET DATA	ACCTS PAYABLE INQUIRY
05B GL-CONTRACTS/GRANTS	023 TRANSACTIONS BY ACCT	118 DUPLICATE INVOICE
06A SL-ALL FUNDS	029 6 DIGIT SL - 08X AMTS	LIST
06B SL-ALL FUNDS	042 OC SNAPSHOT	
08A SL-TRUST FUNDS	045 ASSOCIATED SL ACCTS	
09A SL-CONTRACTS/GRANTS	047 ABR RULES	OTHER UNC CAMPUS MENUS
09B SL-CONTRACTS/GRANTS	0CG 6 DIGIT SL -	701 PURCHASING
09C SL-CONTRACTS/GRANTS	CONTRACTS/GRANTS	

FISCAL YR: 96

Attribute Inquiry Screens

Attributes are the fields that define the six-digit FRS account numbers.

Screens 02A, 02B, 04A, 04B, 05A, and 05B are used for General Ledger accounts. General Ledger accounts start with a zero and show summary information.

Screens 06A, 06B, 08A, 09A, 09B and 09C are used for Subsidiary Ledger accounts. Subsidiary Ledger accounts start with one thru nine and show detailed information.

Screens 02A, 02B, 06A and 06B contain general information, such as account title, that applies to all accounts. Screens 04A, 04B and 08A contain attribute information that is only used for Trust Fund accounts. Screens 05A, 05B, 09A, 09B and 09C contain attribute information that is only used for Contract and Grant accounts. A sample of each of the Attribute Screens follows:

```
02A GL ACCOUNT CREATE/INQUIRY (ALL FUNDS)
                                     5/31/96 10:44:24 FISCAL YR: 96
SCREEN:      ACCT:
FG040  ACCOUNT DESCRIPTION:
FG042  RESPONSIBLE PERSON:
FG044  ADDRESS:
FG897  DEPT NUMBER:      FG146  SUB DEPT:
FG888  RPT DEPT NUMBER:
FG892  RPT DISTN NUMBER:
FG142  SCHOOL:
FG140  DIVISION:
FG811  MEMO BANK ACCOUNT: 00
FG046  YEAR END PROCESS: F
FG815  AUTOMATIC BUD CREATE:
FG898  UNC BUD CODE:
FG820  BUD CODE/PURPOSE CODE:
FG148  FUND GROUP:
FG501  LONG DESCRIPTION:

NEXT ID:
```

02B GL ACCOUNT CREATE/INQUIRY (ALL FUNDS) 5/31/96 10:44:30 FISCAL YR: 96

SCREEN: ACCT:

FG840 DATE FUND EST (MO. YEAR):
FG824 ACCOUNT CLASSIFICATION: 5
FG849 RESPONSIBLE OFFICE: 2
FG846 RECEIPT SUPPORT FLAG:
FG814 PRINT/NON-PRINT FBM091: 0
FG160 RECLASSIFICATION:
FG812 INST TRUST FUND TYPE:
FG813 INST TRUST FUND CLASS:
FG819 SAS FUND CODE:
FG150 GASB FUND CODE:
FG162 OLD ACCOUNT NUMBER:
FG818 DOWNLOAD SELECTOR: 00
FG847 CURRENT FUND INDICATOR: 1
FG817 RESTRICT CODE: 2
FG816 OVERNIGHT INQUIRY:
FG825 NATURE OF PLANT: 00

NEXT ID:

04A GL ACCOUNT CREATE/INQUIRY (TRUST FUNDS) 5/31/96 11:10:28 FISCAL YR: 96

SCREEN: ACCT:

FG884 GIFT DISTN INDICATOR:
FG848 SPECIAL FUND TYPE:
FG858 ENDOW PRINCIPAL TYPE:
FG861 INVESTMENT MANAGEMENT:
FG862 INVESTMENT POOL:
FG864 MANAGER CNTL ACCOUNT:
FG866 LIVING TRUST:
FG868 GL INCOME ACCOUNT:
FG870 GL PRINCIPAL ACCOUNT:
FG872 TRUSTEE ACCOUNT:
FG873 ENDOW RPT:
FG877 ENDOW INCOME DESIG:
FG878 ENDOW INCOME USE:

NEXT ID:

04B GL ACCOUNT CREATE/INQUIRY (TRUST FUNDS)
5/31/96 11:10:51 FISCAL YR: 96

SCREEN: ACCT:

FG851 LOAN FUND TYPE:
FG852 LOAN FUND SOURCE:
FG855 AGENCY FUND TYPE:
FG856 AGENCY FUND SOURCE:
FG857 AGENCY FUND CLASS:
FG881 SELECT FUNDING SOURCE:
FG882 SELECT FUNDING CLASS:
FG810 HOME ACCOUNT:
FG899 MONEY MARKET PARTIC:

NEXT ID:

05A GL ACCOUNT CREATE/INQUIRY (C/G)
5/31/96 11:11:37 FISCAL YR: 96

SCREEN: ACCT:

FG807 PRELIM ACCOUNT IND:
FG828 SPONSOR AGENCY NAME:
FG837 AWARD AMOUNT: 0.00
FG829 PROJ PERIOD - BEGIN DATE: 000000
FG830 PROJ PERIOD - END DATE: 000000
FG436 BUD PERIOD - BEGIN DATE: 000000
FG438 BUD PERIOD - END DATE: 000000
FG832 SPONSOR AWARD NUMBER:
FG831 PRIME ACCOUNT NUMBER:
FG834 PRIME/SUB IND:
FG854 CFDA:
FG853 PASS THRU GRANTORS:

NEXT ID:

```
05B GL ACCOUNT CREATE/INQUIRY (C/G)
                                         5/31/96 11:12:04 FISCAL YR: 96

SCREEN:      ACCT:

FG138 CONTRACT SPECIALIST (EXEC LVL):
FG880              TYPE FUNDING:
FG833              BILLING FREQUENCY:
FG838              PRIMARY LOCATION OF WORK:
FG344              CONTINUATION IND (DESIG):
FG842              MAJOR AWARD AGENCY:
FG843              SECOND LEVEL AGENCY:
FG844              THIRD LEVEL AGENCY:
FG845              FOURTH LEVEL AGENCY:
FG835              LIMIT OF COST CLAUSE:
FG340              G/C CODE:
FG839              SPONSOR CATEGORY:
FG338              INTENT OF AWARD (RES TYPE):
FG836              FINAL REPORT OF EXPENDITURES: 0000
FG841              CONTINUING ACCOUNT:

NEXT ID:
```

```
06A SL ACCOUNT CREATE/INQUIRY (ALL FUNDS)

SCREEN:      ACCT:      MODEL:  5/31/96 11:12:04 FISCAL YR: 96

FS039              MAP CODE:
FS040 ACCOUNT DESCRIPTION:
FS042 RESPONSIBLE PERSON:
FS060              ADDRESS:
FS897              DEPT NUMBER:      FS054  SUB DEPT:
FS824              RPT DEPT NUMBER:
FS884              RPT DISTN NUMBER:
FS050              SCHOOL:
FS048              DIVISION:
FS814 MEMO BANK ACCOUNT: 00
FS058 YEAR END PROCESSING: F
FS036              ABR METHOD:
FS811              UNC BUD CODE:
FS815 BUD CODE/PURPOSE CODE:
FS066              FUND GROUP:
FS140              LONG DESCRIPTION:

NEXT ID:
```

06B SL ACCOUNT CREATE/INQUIRY (ALL FUNDS) 5/31/96 11:13:47 FISCAL YR: 96

SCREEN: ACCT: 012345

FS088 RESPONSIBILITY ROLL-UP:
FS092 SUBTOTAL RULE:
FS074 MAJOR FUND SOURCE:
FS864 DATE FUND EST (MO. YEAR):
FS819 ACCOUNT CLASSIFICATION: 5
FS879 RESPONSIBLE OFFICE: 2
FS823 RECEIPT SUPPORT FLAG:
FS810 PRINT/NON-PRINT FBM090/91: 0
FS821 INST TRUST FUND TYPE:
FS822 INST TRUST FUND CLASS:
FS830 SAS FUND CODE:
FS068 GASB FUND CODE:
FS162 OLD ACCOUNT NUMBER:
FS829 DOWNLOAD SELECTOR: 00
FS831 CURRENT FUND IND: 1
FS828 RESTRICT CODE: 2
FS820 OVERNIGHT INQUIRY:

NEXT ID:

08A SL ACCOUNT CREATE/INQUIRY (TRUST FUNDS) 5/31/96 11:15:52 FISCAL YR: 96

SCREEN: ACCT:

FS876 GIFT DISTN IND:
FS877 SPECIAL FUND TYPE:
FS868 ENDOW PRINCIPAL TYPE:
FS869 MANAGER CNTL ACCOUNT:
FS870 LIVING TRUST:
FS871 TRUSTEE ACCOUNT:
FS872 ENDOW REPORT:
FS873 ENDOW INCOME DESIG:
FS878 ENDOW INCOME USE:
FS865 AGENCY FUND TYPE:
FS866 AGENCY FUND SOURCE:
FS867 AGENCY FUND CLASS:
FS874 SELECT FUNDING SOURCE:
FS875 SELECT FUNDING CLASS:
FS826 HOME ACCOUNT:
FS899 MONEY MARKET PARTIC:

NEXT ID:

```
09A SL ACCOUNT CREATE/INQUIRY (C/G)                    5/31/96 11:15:52 FISCAL YR: 96
SCREEN:          ACCT:
FS827           FUND AUTHORITY IND:
FS805 LAST FUND AUTHORITY DATE:
FS837           PRELIM ACCT IND:
FS833           SPONSOR AGENCY NAME:
FS863           AWARD AMOUNT:          0.00
FS834 PROJ PERIOD - BEGIN DATE: 00/00/00
FS835 PROJ PERIOD - END DATE: 00/00/00
FS276 BUD PERIOD - BEGIN DATE: 00/00/00
FS278 BUD PERIOD - END DATE: 00/00/00
FS840           SPONSOR AWARD NUMBER:
FS842           DOCUMENT NUMBER:
FS860           CAN NUMBER:
FS886           FISCAL YEAR (OE):
FS861           APPROPRIATION CODE:
FS839           PRIME ACCOUNT NUMBER:
FS844           PRIME/SUB IND:
FS841           DESIG RESTRICT:

NEXT ID:
```

```
09B SL ACCOUNT CREATE/INQUIRY (C/G)                    5/31/96 11:16:25 FISCAL YR: 96
SCREEN:          ACCT:
FS046 CONTRACT SPECIALIST (EXEC LVL):
FS832           TYPE FUNDING:
FS862           BILLING FREQUENCY:
FS268 OVERHEAD RATE - ON CAMPUS:
FS266 OVERHEAD BASE - ON CAMPUS:
FS846 OVERHEAD RATE - OFF CAMPUS:
FS845 OVERHEAD BASE - OFF CAMPUS:
FS851           INDIRECT COST RATE TYPE:
FS848           PRIMARY LOCATION OF WORK: 1
FS843           COST SHARE (CSPCT):
FS248 CONTINUATION IND (DESIG):
FS852           MAJOR AWARD AGENCY:
FS853           SECOND LEVEL AGENCY:
FS854           THIRD LEVEL AGENCY:
FS855           FOURTH LEVEL AGENCY:
FS264           PROPOSAL NUMBER:

NEXT ID:
```

```
09C SL ACCOUNT CREATE/INQUIRY (C/G)                    5/31/96 11:16:48 FISCAL YR: 96
SCREEN:          ACCT:
FS282                FISCAL RPT DATE: 000000
FS280                TECHNICAL RPT DATE: 000000
FS286                RENEWAL RPT DATE: 000000
FS847                LIMIT OF COST CAUSE:
FS244                G/C CODE: 9
FS859                SPONSOR CATEGORY:
FS242                INTENT OF AWARD (RES TYPE):
FS857                TYPE OF ACTIVITY:
FS858                CLERICAL/ADMINISTRATIVE IND.:
FS887                HUMAN SUBJECTS:
FS888                ANIMAL SUBJECTS:
FS889                RADIOACTIVE MATERIALS:
FS890                BIOLOGICAL HAZARDS:
FS891                CHEMICAL HAZARDS:
FS836                EXPANDED AUTHORITY:
FS850                FINAL REPORT OF EXPENDITURES:
FS856                CONTINUING ACCOUNT:

NEXT ID:
```

Dollar Field Screens

The FRS Dollar Field Inquiry Screens are 018, 019, 020, 021, 022, 023, 029, 042, 045 047 and OCG. A sample of each and a brief description is included in this section of the manual.

SCREEN 018 - SIX DIGIT GL INQUIRY

018 LIST 6 DIGIT GL		FINANCIAL SYSTEMS SUPPORT		
SCREEN: ACCT: 012345		5/31/96 11:17:12 FISCAL YR: 96		
DEPT: 3105		RESP PERSON: DIRECTOR		
		FLAGS: DFRDSR		
		0000000		
CTL	DESCRIPTION	BEG BAL	CURRENT MONTH	YEAR TO DATE
1100	CLAIM ON CASH	1,015.83	0.00	1,015.83
1140	PETTY CASH	75.00	0.00	75.00
1241	MONEY MKT EQUITY ITF	4,000.00	0.00	4,000.00
3110	FD BAL CUR UNRES	5,090.83-	0.00	5,090.83-
9110	BUDGET CUR-UNRES REV	475.62-	0.00	0.00
9120	BUDGET CUR-UNRES EXP	5,602.29	5,090.83	5,090.83
9130	BUDGET CUR-UNRES VAR	5,126.67	5,090.83	5,090.83
9330	CUR UNRES REV LEDG 3	475.62-	0.00	0.00
9530	CUR UNRES EXP LEDG 3	511.46	0.00	0.00
	* ACCT TOTAL *	35.84	0.00	0.00

Screen 018 is similar to the General Ledger FBM090 report. The six-digit account number selected and several descriptive attributes appear at the top of the screen. The dollar field columns contain account control number and description, the beginning fiscal year balance, the current month transactions total, and the year-to-date balance for each account control. If there is more than one page of information press the **ENTER** key to scroll to the next page.

SCREEN 019 - SIX-DIGIT SL INQUIRY

019 SL Account Summary		FINANCIAL SYSTEMS SUPPORT					
		5/31/96 11:17:16 FISCAL YR: 96					
Screen:	Acct: 222441	Subtotal Option: AB		Print Subtotal: Y			
Department: 2244		Resp Person: DIRECTOR					
Map Code: 11900		Flags: Del Frz Rvw Drp Sup ABR					
		0	0	0	0	1	1
Obj	Description	Budget	Actual	Encumb	Avail		
-							
2000	SUPPLIES & MA	2,287.00	0.00	0.00	2,287.00		
	TOTAL SUPP &	2,287.00	0.00	0.00	2,287.00		
3000	CURRENT SERV	5,222.00	0.00	0.00	5,222.00		
	TOTAL CURRENT	5,222.00	0.00	0.00	5,222.00		
4000	FIXED CHARGES	50,668.00	0.00	0.00	50,668.00		
	TOTAL FIXED C	50,668.00	0.00	0.00	50,668.00		
5000	CAPITAL OUTLA	9,550.00	0.00	0.00	9,550.00		
	TOTAL CAPITAL	9,550.00	0.00	0.00	9,550.00		
	TOTAL REQUIRE	194,274.00	4,631.05	0.00	189,642.95		

Screen 019 is similar to the Subsidiary Ledger FBM090 report. The user types in an **account number** and press **ENTER**. The **subtotal option** field is used to show different subtotal formats. The default value for subtotal option is **AB** for state funds, **AC** for contracts and grants, **AT** for trust funds, and **A1** generic. The **print subtotal** field is used on **Screen 019** to print detail object codes only (**N**), subtotal lines only (**O**), or both (**Y**), the default value.

The six-digit account number selected and several descriptive attributes appear at the top of the screen. The dollar field columns contain object code number and description, revised budget, actual year to date revenues and expenditures, encumbrance balances, and budget balance available. If there is more than one page of information press the **ENTER** key to scroll to the next page.

SCREEN 020 - TEN DIGIT SL OPEN COMMITMENT INQUIRY

OBJ	DESCRIPTION	BUDGET	ACTUAL	ENCUMB	AVAIL
020	LIST 10 DIGIT SL-OC				
5/31/96 11:18:22 FISCAL YR: 96 FINANCIAL SYSTEMS					
SCREEN:	ACCT: 3224412611				
	DEPT: 2244	RESP PERSON: DIRECTOR			
		FLAGS: DFRDSR			
		0000110			
2611	OFFICE SUPPLIES	1,200	0.00	513.00	687.00
OBJ REF.	DATE DESCRIPTION	ORIGINAL	LIQUIDATED	CURRENT	
2611 P913621	11/30 PC AGE INC	115.00	0.00	115.00	
2611 P915937	12/29 VANSTAR CORP	185.00	0.00	185.00	
2611 R918762	12/28 REQ COMMITMENT;NO	213.00	0.00	213.00	
	* ACCT TOTAL *		513.00	0.00	513.00

Screen 020 is a condensed version of the Open Commitment Status section of the FBM090 report for one object code. A six-digit account number and a four-digit object code must be requested on the account number line of this screen. The revised budget, actual year to date revenues and expenditures, encumbrances, and beginning balance available will be shown for the object code selected. The detailed encumbrances are listed underneath. If there is more than one page of information press the *ENTER* key to scroll to the next page.

SCREEN 021 - OPEN COMMITMENT INQUIRY

021 LIST OC RECORDS				FINANCIAL SYSTEMS		
				01/04/96	16:41:38	FISCAL YR:
96						
SCREEN: ACCT: 3224412611						
DEPT: 2244 RESP PERSON: DIRECTOR						
FLAGS: DFRDSR						
0000110						
OBJ	REF	DATE	DESCRIPTION	ORIGINAL	LIQUIDATED	CURRENT
2611	P006485	10/24	PRT SER/FORMS	1,500.00	0.00	
0.00						
2611	P913621	11/30	PC AGE INC	74.73	0.00	
74.73						
2611	P915937	12/29	VANSTAR CORP	85.84	0.00	
85.84						
2611	R918762	12/28	REQ COMMITMENT;	12.34	0.00	
0.00						
2911	P915954	12/29	MICROSOFT CORP	145.69	0.00	
845.69						
2911	R914809	12/20	REQ COMMITMENT;	145.69	0.00	
0.00						
3121	T110921	08/17	M BARLOW PA 110	91.00	50.00	
0.00						
3121	T151701	08/17	M PENDERGRASS P	73.00	50.00	
0.00						
3221	11178T	11/15	TELEPHONE BILL	181.65	0.00	
0.00						
3221	12178T	12/15	TELEPHONE BILL	155.70	0.00	
155.70						
3511	J000672	09/30	FAC MGMNT - JOB	020.00	753.56	
266.44						
* ACCT TOTAL *				3,808.44	1,068.44	
2,328.40						
SCREEN 021 - OPEN COMMITMENT INQUIRY						

Screen 021 is similar to the Open Commitment Status section of the FBM090 report. The six-digit account number and several descriptive attributes appear at the top of the screen. The dollar field columns contain object code, first reference number (usually Purchase Order No.), date the encumbrance was entered, vendor name description, original encumbrance amount, liquidating expenditure amount, and current balance. One line will be listed for every encumbrance outstanding for the account. If there is more than one screen of information press the *ENTER* key to scroll to the next screen.

The Adjustment column of the FBM090, which shows any adjustments made to the open commitment, does not appear on this screen. See **Screen 042** to see adjustments.

SCREEN 022 - SL BUDGET DATA INQUIRY

022 SL Budget Summary		FINANCIAL SYSTEMS SUPPORT				
		5/31/96 11:18:43 FISCAL YR: 96				
Screen:	Acct: 224411	Subtotal Option: AB			Print Subtotal: Y	
Department: 2244		Resp Person: DIRECTOR				
Map Code: 11900		Flags: Del Frz Rvw Drp Sup ABR				
		0	0	0	0	1 1
Obj	Description	Original	Current	Last Yr.	Next Yr.	
1870	OPTIONAL RETI	0.00	0.00	587.36	0.00	
	TOTAL TIAA RE	0.00	0.00	587.36	0.00	
	TOTAL STAFF B	0.00	0.00	31,434.54	0.00	
2000	SUPPLIES & MA	2,287.00	2,287.00	2,004.00	0.00	
	TOTAL SUPP &	2,287.00	2,287.00	2,004.00	0.00	
3000	CURRENT SERV	5,222.00	5,222.00	6,211.00	0.00	
	TOTAL CURRENT	5,222.00	5,222.00	6,211.00	0.00	
4000	FIXED CHARGES	50,668.00	50,668.00	8,755.00	0.00	
	TOTAL FIXED C	50,668.00	50,668.00	8,755.00	0.00	

Screen 022 lists budget information for a six-digit account number in object code order. The Original and Current (Revised) Budgets are listed as well as Last Year's and Next Year's Budget if that information has been entered for the account. If there is more than one screen of information press the **ENTER** key to scroll to the next page.

SCREEN 023 - TRANSACTION INQUIRY

023 TRANSACTION INQUIRY (BY ACCOUNT)				FINANCIAL SYSTEMS SUPPORT					
SCREEN: ACCT: 222441				5/31/96 11:21:03 FISCAL YR: 96					
				ORDER: D					
CTL	TC	REF	DATE	DESCRIPTION	AMOUNT	I	2ND REF	OFFSET	ACCT
1110	020		07/01	EPA REGULAR SALARI	260.00	D	000287		
1110	083		07/01	EPA REGULAR SALARI	260.00	D	000287		
1210	020		07/01	SPA REGULAR SALARI	287.00	D	000288		
1210	083		07/01	SPA REGULAR SALARI	287.00	D	000288		
1212	042		07/09	PAYROLL & CK REG(0	727.99		B26		
1812	042		07/09	STAFF BEN. RECAP(0	225.86		B26		
1813	042		07/09	STAFF BEN. RECAP(0	52.82		B26		
1822	042		07/09	STAFF BEN. RECAP(0	407.48		B26		
1832	042		07/09	HOSP. BEN. SUMRY(0	72.30		B26		
1834	042		07/09	HOSP. BEN. SUMRY(0	72.30		B26		
1838	042		07/09	HOSP. BEN. SUMRY(0	72.30		B26		
2000	020		07/01	SUPPLIES & MATERIA	287.00	D	000289		
2000	083		07/01	SUPPLIES & MATERIA	287.00	D	000289		
3000	020		07/01	CURRENT SERVICES	222.00	D	000290		
3000	083		07/01	CURRENT SERVICES	222.00	D	000290		
CONTINUED									
PAGE 1 OF		NEXT PAGE:		PF7=PAGE BACKWRD		PF8=PAGE FORWARD			

Screen 023 corresponds to the SL FBM091 report or the GL FBM091 report. Type a six or ten-digit account number in the account number field. The current month transactions that have been processed by the inquiry date will be displayed. The dollar fields listed include object/account control, transaction code, first reference number, transaction date, transaction description, transaction amount, indirect /direct indicator, second reference number, and journal voucher offset account. If there is more than one screen of information press the **ENTER** key to scroll to the next screen.

The following is an explanation of reference field numbers 1 and 2.

TRANSACTION TYPE	REFERENCE FIELD 1	REFERENCE FIELD 2
02X Budgets-Current year	Budget Entry No.	Budget Reference No.
03X Cash Receipts	Cash Receipts Voucher No.	Cash Receipt No.
04X Cash Disbursements	Check Request No. or Purchase Order No.	Check No., Bi-Weekly Pay Period No.
05X Encumbrance	Requisition No. or Purchase Order No.	Requisition No.
06X Journal Entry	Transaction Reference No.	Journal Voucher No.
08X Budgets-Future Year	Budget Entry No.	Budget Reference No.

The Indirect/Direct Indicator (I) field, if applicable, may display the following liquidation information: **D** (Debit), **C** (Credit), **P** (Partial) or **F** (Final).

SCREEN 029 - LIST SIX-DIGIT SL 08X AMOUNTS

029 LIST 6 DIGIT SL - 08X AMTS		FINANCIAL SYSTEMS SUPPORT			
SCREEN: ACCT: 222441		5/31/96 11:21:55 FISCAL YR: 96			
DEPT: 2244		RESP PERSON: DIRECTOR			
MAP CODE: 11900		FLAGS: DFRDSR			
		000011			
OBJ	DESCRIPTION	080 AMOUNT	081 AMOUNT	082 AMOUNT	083 AMOUNT
4000	FIXED CHARGES	0.00	0.00	0.00	668.00
4912	PERIODICALS &	0.00	0.00	0.00	0.00
5000	CAPITAL OUTLA	0.00	0.00	0.00	550.00
	ACCT TOTAL	0.00	0.00	0.00	274.00

There are four user defined dollar fields, **080-Amount** through **083-Amount**, that are for discretionary use by the UNC central business offices. **Screen 029** lists the amounts in these fields. State Fund accounts will show future year original budget in the **082-Amount** column and future year revised budget in the **083-Amount** column. Capital Improvement accounts will show allotment balances in the **080-Amount** column.

SCREEN 042 - OC RECORD SNAPSHOT

042 OC RECORD SNAPSHOT		FINANCIAL SYSTEMS SUPPORT	
SCREEN:	ACCT: 222441	REFERENCE NUMBER:	P006485 REFERENCE ID: E
DESCRIPTION:		FISCAL YEAR:	95 CAMPUS CODE: 00
ORIGINAL DOLLARS:	2,722.80	CREATE DATE:	10/24/96
CURRENT DOLLARS:	0.00	LAST ACTIVITY DATE:	12/15/96
LIQUIDATED AMOUNT:	0.00	ORIGINAL TRAN DATE:	10/24
ADJUSTMENT AMOUNT:	2,722.80	DROP FLAG:	1
ORIGINAL TRAN CODE:	059	SYSTEM DROP FLAG:	0
VENDOR NUMBER:	V0000503210		

Screen 042 lists information for a specific Open Commitment posted to a 10-digit SL account (6-digit account plus 4-digit object code). Dollar fields, vendor number, and activity dates are listed on the screen.

Type **042** in the screen field, press **ENTER**.

On screen 042, press TAB key to move cursor to REFERENCE NUMBER field. Type the reference number including the alpha prefix (IE: P,R,B,A,T,X, or W). Press **ENTER**.

The create date is the posted date and the original transaction date is the date assigned.

SCREEN 045-LIST ASSOCIATED SL ACCOUNTS

045 LIST ASSOCIATED SL ACCOUNTS				ACKLAND ART MUS CURA		
ACCOUNT	YEAR END	DEPT	RESPONSIBLE PERSON	ACCOUNT TITLE		
0 12345	F FISCAL YEAR	3105	DIR ACKLAND ART	ACKLAND ART MUS CURA		
3 12345	F FISCAL YEAR	3105	DIR ACKLAND ART	ACKLAND ART MUS CURA		

This screen lists information related six-digit SL and GL accounts. This screen will provide information about SL accounts that are mapped to a specific GL account. Type the six-digit GL account number desired and the associated SL accounts will be listed with descriptive information.

SCREEN 047 - ABR RULE LIST

047 ABR RULE LIST			
SCREEN:		ACCT: 322244	
RULE	POOL	START	STOP
1	1110	1110	1119
1	1120	1120	1129
1	1130	1130	1139
1	1140	1140	1149
1	1210	1210	1219
1	1220	1220	1229
1	1230	1230	1239
1	1240	1240	1249
1	1250	1250	1259
1	1270	1270	1279
1	1280	1280	1289
1	1310	1310	1319
1	1340	1340	1349
1	1380	1380	1389
1	1410	1410	1419

This screen lists information about the Automatic Budget Reallocation Table. All the ABR Method codes will be listed. Each line lists the ABR Method code, the budget pool object code, and then the range of object codes that will draw from that pool.

The ABR rule code is found on screen 06A for SL accounts.

The different ABR rules are below:

- 1.-State Accounts
- 2.-Contracts and Grants Accounts
- 3.-Trust Accounts
- 4.-Special Contracts and Grants/Trust Accounts
- 5.-Other Accounts

SCREEN 0CG - SUMMARY OF CONTRACTS AND GRANTS

OBJ	DESCRIPTION	BUDGET	ACTUAL	ENCUMB	AVAIL
1210	SPA REGULAR S	13,032.26	0.00	0.00	13,032.26
1212	SPA ON CAMPUS	13,184.74	13,184.74	0.00	0.00
	*TOTAL 1210	26,217.00	13,184.74	0.00	13,032.26
1270	SPA LONGEVITY	598.00-	0.00-	0.00	598.00
1271	SPA LONGEVITY	598.00	598.00	0.00	0.00
	*TOTAL 1270	0.00	598.00-	0.00	598.00
1810	SOCIAL SECURI	701.01	0.00	0.00	701.01
1812	SOCIAL SECURI	809.64	809.64	0.00	0.00
1813	SOC SECUR - H	189.35	189.35	0.00	0.00
	*TOTAL 1810	1,700.00	998.99	0.00	701.01
1820	STATE RETIREM	1,089.41	0.00	0.00	1,089.41
1822	STATE RETIREM	1,510.59	1,510.59	0.00	0.00
	*TOTAL 1820	2,600.00	1,510.59	0.00	1,089.41
	*SUB TOTAL *	30,517.00	16,292.32	0.00	14,224.68

Screen 0CG (zero, C, G) is similar in format to screen 019. The 0CG screen provides totals at the ABR (automatic budget reallocation) pool levels. There are also additional descriptive attributes provided relative to the selected six-digit account number. The dollar field columns contain object code numbers and descriptions, revised budgets, actual cumulative expenditures, encumbrance balances and budget balances available. If there is more than one page of information, press the **ENTER** key to scroll to the next page.

PURCHASING

PURCHASING

Inquiry Screens

A user, with inquiry capabilities only, cannot change the data on any of the screens. The only fields on inquiry screens that can be typed in are those fields across the top of each screen.

To access a screen, type the desired screen number.

Note: Screens 252, 254, 720, 724, 726 are associated with On-Line Requisitioning.

Menu Screens

Menu screens list the various inquiry screens available. There are two menu screens for inquiry, Screen 701 for Purchasing and 700 for Accounting.

701 UNC CAMPUS MENU - PURCHASING		IDMS/FRS RELEASE 3.0
SCREEN:	ACCT:	
PURCHASING INQUIRY	PURCHASING UPDATE	OTHER UNC CAMPUS MENUS
220 DOCUMENT HEADER	720 REQUISITION (PR)	700 FINANCIAL ACCTING
221 DOC LINE TRACKING	HEADER	
224 DOCUMENT LINES	724 PR LINES	
228 PURCHASE ORDER	726 PR TRAILER	
(PO) LINES		
239 RECEIVING HDR		
248 INVOICE LINES		
249 POSTED INVOICES		
252 PR APPROVAL		
254 ACTIVE PR LIST		
258 PR/FO/BID LINES		
284 PO SUMMARY		
		FISCAL YR: 96

SCREEN 220 - DOCUMENT HEADER (REQUISITION, BID, PURCHASE ORDER)

```
DC900553 I-Z0553 INQUIRY ACCESS ONLY; PRESS "ENTER" TO CONTINUE
220 HEADER ADD/MODIFY/INQUIRE (PAGE 1 OF 2)      CAROLINA CABLE & CONNECTOR
INC

SCREEN:      VENDOR:      CODE: 0 DOCUMENT: P314366 LINE:
            INVOICE:      COMMODITY:

DOCUMENT DATE: 11/24/94 TYPE: RO      BUYER: SAG      TELEPHONE CODE: SAG
REFERENCE: R607974      START DATE: 00/00/00      END DATE: 00/00/00
CHANGE DATE: 00/00/00      CHANGE NUMBER: 00 QUOTE REFERENCE:
QUOTE DATE: 00/00/00      CURRENCY:      FREIGHT:      DELIVERY DATE: 00/00/00
ROUTE:      VENDOR: V0000004590 CAROLINA CABLE & CONNECTOR INC
VENDOR TERMS: 0.000 0 I 30      PRINT: N      PRINT DATE: 11/24/94
DELIVER TO NAME/ADDRESS      NAME: JANE SMITH
  ADDR 1: FINANCIAL SYSTEMS SUPPORT      ADDR 2: UNIV OF NC-CHAPEL HILL
  ADDR 3: RM 115, 440 W FRANKLIN ST      ADDR 4: CB #1234
  CITY: CHAPEL HILL      STATE: NC      ZIP CODE: 27599      COUNTRY:
  TELEPHONE: 919 962 1370      EXTENSION:      SHIPPING CODE:
TEXT:

DOCUMENT AMT:      66.00 INV AMT:      74.52
DELETE: 0 FREEZE: 0 IN PROCESS: 0 STATUS:
```

Screen 220 displays date and address information on requisitions, bids and purchase orders.

Type **220** in the screen field, press *ENTER*.

On screen 220, press **TAB** key to move cursor to CODE field. Type **1** for requisitions, type **3** for bids, or type **0** (zero) for purchase order documents. The cursor moves to the DOCUMENT field. Type the document number including the alpha prefix (IE: R,B,P,or W). Press *ENTER*.

Press *ENTER* to continue with page 2 of screen 220.

**SCREEN 220 - DOCUMENT HEADER (REQUISITION, BID, PURCHASE ORDER) -
Continued**

DC900553 I-Z0553 INQUIRY ACCESS ONLY; PRESS "ENTER" TO CONTINUE			
220 HEADER ADD/MODIFY/INQUIRE (PAGE 2 OF 2) CAROLINA CABLE & CONNECTOR INC			
SCREEN:	VENDOR:	CODE: 0	DOCUMENT: P314366
	INVOICE:	LINE:	COMMODITY:
AUTHORIZATION ID 1:		AUTHORIZATION ID 2:	
DEPARTMENT CONTACT: JANE SMITH			
CAMPUS: 00	DIVISION: 00		
SCHOOL: 00	DEPARTMENT: 2244		
ACCOUNT	PERCENT	DOLLAR	AMOUNT
3224412911	100.00		0.00
	0.00		0.00
	0.00		0.00
	0.00		0.00
	0.00		0.00
	0.00		0.00

Screen 220 (page 2 of 2) displays information regarding department contact, department number, account numbers, the percent distribution and/or dollar amount.

Press **ENTER** to continue with screen 224.

SCREEN 224 - DOCUMENT LINES (REQUISITION, BID, PURCHASE ORDER)

```

DC900559 I-Z0559 INQUIRY ACCESS ONLY
224 DOCUMENT LINE ADD/MODIFY          CAROLINA CABLE & CONNECTOR
INC
SCREEN:      VENDOR:      CODE: 0 DOCUMENT: P314366 LINE: 001
            INVOICE:      COMMODITY:
                                EXPECTED DELIVERY DATE:  /  /
                                TRADE
QUANTITY  COMMODITY      UNIT PRICE  DISCOUNT  UOM EXTENDED PRICE  UPO
PL
    3.00  25005770000      22.0000    0.000    EA      66.00
Disc Type:      TAX CODE: T6      EXTENDED PRICE PLUS TAX:      69.96
DESCRIPTION: TOKEN RING ADAPTER CABLE 15FT.

TEXT:

INVENTORY:

MORE LINES (Y/N/BLANK):
    
```

Screen 224 displays each purchase order or requisition by line item number.

Type the line item number in the LINE field, press **ENTER**.

This screen will enable you to review quantity, unit price and description of item(s).

To view all line item numbers, go to screen 258 (see page PUR 6) for requisitions or bids and screen 228 (see page PUR 12) for purchase orders.

SCREEN 221 - DOCUMENT LINE TRACKING

221 DOCUMENT LINE TRACKING		CAROLINA CABLE & CONNECTOR INC	
SCREEN:	VENDOR:	CODE: 0	DOCUMENT: P314366
	INVOICE:	LINE: 001	COMMODITY:
TO/FROM	DOCUMENT CODE	DOCUMENT NUMBER	DOCUMENT LINE
FROM	1	R607974	001
PF7=PAGE BACKWARD		PF8=PAGE FORWARD	PAGE: 0001

Screen 221 displays the tracking of line items from one document to another. You can review to and from which documents another document was transferred. This is useful if you know a Purchase Order Number, but cannot see the requisition number on any other screen because the requisition was transferred to a Bid first--in this case, the Bid number will be reflected in all reference fields and on the FBM091 report. Screen **221** will show the requisition number if you enter the Bid number at the top in the document field.

Type **221** in the screen field, press **ENTER**.

On screen 221, press TAB key to move cursor to CODE field.

Type **1** for requisition documents, type **3** for bids, or type **0** (zero) for purchase order documents. The cursor moves to the DOCUMENT field.

Type the document number including the alpha prefix (R for requisitions, B for bids, P or W for purchase orders). The cursor moves to the LINE field.

Type the document line number. Press *ENTER*.

SCREEN 258 - REQUISITION LINE INQUIRY

258 PR/FO/Bid/Response Line Inquiry									
Screen:	Vendor:	Code: 1 Document: R607974 Line:							
	Invoice:	Commodity:							
Line	Quantity	Commodity	Unit Price	Trade Disc	UOM	Extended Price	UPO	PL	
001	3.00		22.0000	0.000	EA	0.00	D	N	
		Tax Code: T6	Extended Price Plus Tax:			0.00			
Reference: P314366		Description: TOKEN RING ADAPTER CABLE 15FT.							
Inventory:									

Screen 258 displays by line number the requisition or bid as it was entered into the Purchasing system. You can review three lines at a time, displaying quantities, unit price and description of item(s). The REFERENCE field displays the Purchase Order Number if the requisition has been transferred.

Type **258** in the screen field, press *ENTER*.

On screen 258, press TAB key to move the cursor to CODE field.

Type **1** for requisition documents or type **3** for bid documents. The cursor moves to the DOCUMENT field.

Type the document number including the alpha prefix (R for requisitions, B for bids). Press *ENTER*.

SCREEN 239 - RECEIVING HEADER

```
239 Receiving Information Review                CAROLINA CABLE & CONNECTOR
INC

Screen:      Vendor:      Code: 0 Document: P314366 Line: 001
            Invoice:      Commodity:

PO Line  Quantity Ordered:      3.00 Commodity: 25005770000 UOM: EA   UPO:
Quantity Accepted:      3.00 Last Received Date: 12/04/95
Description: TOKEN RING ADAPTER CABLE 15FT.

Receiving Lines
Delete: 0 Date: 12/04/94                UOM: EA
Comments:
Accepted  Quantity:      3.00 Quality: A  Action:
Rejected  Quantity:      0.00 Quality:
Delete Date: 07/06/96

PF7=Page Backward                PF8=Page Forward                Page: 0001
```

Screen 239 displays a summary of Purchase Order Receiving activity by line item.

Type **239** in the screen field, press **ENTER**.

On screen 239, press TAB key to move cursor to CODE field.

Type **0** (zero) for purchase order documents. The cursor moves to the DOCUMENT field.

Type the document number including the alpha prefix (IE: P or W). The cursor moves to the LINE field.

Type the document line number. Press **ENTER**.

If there is more than one page of information, press the **PF7** or **PF8** key to scroll to the next page.

SCREEN 249 - PURCHASE ORDER INVOICE INQUIRY

```

249 POSTED INVOICE INQUIRY                                CAROLINA CABLE & CONNECTOR INC
SCREEN:      VENDOR:      CODE: 0 DOCUMENT: P314366 LINE: 001
            INVOICE:      COMMODITY:
            QUANTITY      UNIT PRICE  UOM  EXTENDED PRICE  UPO
ORDERED:      3.00        22.0000  EA          66.00
INVOICED:      3.00        66.00
DESCRIPTION:  TOKEN RING ADAPTER CABLE 15FT.

INVOICE      DATE      QUANTITY  UNIT PRICE  UOM  EXTENDED PRICE  STAT
60661        12/03/94    3.00      22.0000  EA          66.00      F
1099:        CREDIT MEMO:  DELETE: 0  FREEZE 0  TRANSFER:
Y

PF7=PAGE BACKWARD      PF8=PAGE FORWARD      PAGE:
0001
    
```

Screen 249 is used for an invoice search. It displays the purchase order line and all invoices that have been posted to it.

Type **249** in the screen field, press **ENTER**.

On screen 249, press TAB key to move cursor to the CODE field.

Type **0** (zero) for purchase order documents. The cursor moves to the DOCUMENT field.

Type the document number including the alpha prefix (IE: P or W). The cursor moves to the LINE field.

Type line number of item on purchase order. Press **ENTER**.

If there is more than one page of information, press the **PF7** or **PF8** key to scroll to the next page.

SCREEN 248 - INVOICE INQUIRY

```

248 INVOICE LINE INQUIRY                                CAROLINA CABLE & CONNECTOR INC
SCREEN:          VENDOR:                                CODE: 0 DOCUMENT: P314366 LINE: 001
                INVOICE: 60661                        COMMODITY:

INVOICE HEADER   VENDOR: V0000004592 CAROLINA CABLE & CONNECTOR INC
CURRENCY:        CREATE DATE: 12/10/95 DATE: 12/03/95 AMOUNT: 74.52
REFERENCE:       VOUCHER: 6612068
VOUCHER DESCRIPTION: CHECK:          CHECK DATE: 00/00/00
ENCLOSURE:       BANK:          HOLD:          CREDIT MEMO: N
AP BATCH REFERENCE: PVC110      AP BATCH DATE: 12/10/95

LINE   QUANTITY   UNIT PRICE   UOM   EXTENDED PRICE   STATUS   ERRORS
001    3.00        22.0000    EA    66.00            F
      LIABLE TAX CODE: T6   ACCOUNT:
      DESCRIPTION:
901    0.00         0.0000    FRT    4.56
      LIABLE TAX CODE: T6   ACCOUNT:
      DESCRIPTION:
902    0.00         0.0000    TAX    3.96
      LIABLE TAX CODE: TX   ACCOUNT:
      DESCRIPTION:

PF7=PAGE BACKWARD                PF8=PAGE FORWARD                PAGE: 0001
    
```

Screen 248 gives additional information on a particular invoice. This screen displays individual lines paid on the invoice, as well as the invoice date, create date and AP batch date (date invoice transferred to Accounts Payable for payment), check number and check date.

Type the invoice number (from screen 249) in the INVOICE field, press **ENTER**.

If there is more than one page of information, press the **PF7** or **PF8** key to scroll to the next page.

SCREEN 118 - DUPLICATE INVOICE FILE LIST

118 DUPL INVOICE FILE LIST				CAROLINA CABLE & CONNECTOR INC			
SCREEN:	VEND: V0000004590	VCHR:	ACCT:				
		INVOICE NUMBER:					
<-----INVOICE----->		VOUCHER	PO	<-----CHECK----->			
NUMBER	AMOUNT	DATE	NUMBER	NUMBER	NUMBER	AMOUNT	DATE
STAT							
903333:	117.00	061093	7421238	P323344			A
903333.	-620.10	061093	7421237	P323344			A
I334014	120.31	062193	7420057	P334014	544277	120.31	062993 C
63302	43.91	012093	6806275	K152884	476165	43.91	021593 C
	-338.88					164.22	
PAGE:	1 OF	1	NEXT PAGE:	PF7=PAGE	BACKWARD	PF8=PAGE	FORWARD

Screen 118 is an Accounts Payable screen. Screen 118 allows you to be able to see if a check is going to be cut or has been cut. To utilize screen 118 you **must** have a vendor number. You can get the vendor number from screen 284 or screen 248.

TAB to the screen field, type **118**, then TAB to the vendor number, type the vendor number, and then press **ENTER**. The screen will show you invoice number, amount, and date, voucher number, PO number, check number, amount, date, and status. The status field may contain an A (In Accounts Payable but unpaid), C (In Accounts Payable and paid by check), M (In Accounts Payable and paid by manual check), or a P (In Purchasing application awaiting vouchering to Accounts Payable).

SCREEN 284 - PURCHASE ORDER SUMMARY SCREEN

284 PURCHASE ORDER SUMMARY SCREEN				CAROLINA CABLE & CONNECTOR INC			
SCREEN:	VENDOR:	CODE: 0		DOCUMENT: P314366		LINE: 001	
	INVOICE:	COMMODITY:					
VENDOR: V0000004590 CAROLINA CABLE & CONNECTOR INC DATE: 11/24/95							
TYPE: RO		BUYER: SAG		TELEPHONE: SAG			
ROUTE:		REFERENCE: R607974		TRACKING STATUS:			
TOTAL AMOUNT:		66.00		LAST RECEIVING DATE: 12/04/95		LAST LINE NO:002	
INV NUMBER	INV DATE	CK DATE	AMOUNT	VOUCHER	BANK/CHECK	CREDIT	
60661	12/03/95	00/00/00	74.52	6612068		N	
PAGE BACKWARD = PF7			PAGE FORWARD = PF8			PAGE: 0001	

Screen 284 displays a summary of Purchase Order activity. This screen combines order, receiving and invoicing dates and other information.

Type **284** in the screen field, press **ENTER**.

On screen 284, press TAB key to move the cursor to CODE field. Type **0** (zero) for purchase order documents. The cursor moves to the DOCUMENT field. Type the document number including the alpha prefix (IE: P or W). Press **ENTER**.

If there is more than one page of information, press the **PF7** or **PF8** key to scroll to the next page.

SCREEN 228 - PURCHASE ORDER LINE INQUIRY

228 PO LINE INQUIRY				CAROLINA CABLE & CONNECTOR INC			
SCREEN:	VENDOR:	CODE: 0		DOCUMENT:	P314366	LINE:	
	INVOICE:	COMMODITY:					
LINE	QUANTITY	COMMODITY	UNIT PRICE	TRADE DISC	UOM	EXTENDED PRICE	UPO
PL							
001	3.00	25005770000	22.0000	0.000	EA	66.00	
RECEIVED QUANTITY:		3.00	REJECTED QTY:		.00	RECEIVED FLAG: F	
INVOICED QUANTITY:		3.00	INVOICE AMOUNT:		66.00	INVOICE FLAG: F	
TAX CODE: T6		EXTENDED PRICE PLUS TAX:			69.96	DISC TYPE:	
DESCRIPTION: TOKEN RING ADAPTER CABLE 15FT.				REFERENCE: R607974			
PF7=PAGE BACKWARD			PF8=PAGE FORWARD			PAGE: 0001	

Screen 228 displays a summary of purchase order activity by line item. This screen displays ordered, received and invoiced quantities and/or dollar amounts, two lines at a time.

Type **228** in the screen field, press **ENTER**.

Press TAB key to move cursor to CODE field.

Type **0** (zero) for purchase order documents. The cursor moves to the DOCUMENT field.

Type the document number including the alpha prefix (IE: P or W). Press **ENTER**.

If there is more than one page of information, press the **PF7** or **PF8** key to scroll to the next page.

ACCOUNTS PAYABLE

ENTERING RECEIVING AGAINST A PURCHASE ORDER

Press the TAB key to move the cursor to the SCREEN field of the action line. Type **230** and press the TAB key to move the cursor to the DOCUMENT field. Type the purchase order number and press **ENTER**.

Screen 230, RECEIVING HEADER ADD, is displayed. Review the displayed information, verifying the delivery address and vendor name. If the information is not correct, review the purchase order number in the DOCUMENT field. Only those purchase orders with a blank SHIPPING CODE field can be received by a department.

```

DC918936 I-FZ936 ENTER PO NUMBER
230 RECEIVING HEADER ADD

SCREEN:      VENDOR:      CODE:  DOCUMENT:      LINE:
            INVOICE:      COMMODITY:

PO HEADER
DATE: 00/00/00      TYPE:      BUYER:      TELEPHONE CODE:
REFERENCE:      START DATE: 00/00/00      END DATE: 00/00/00

DELIVER TO NAME/ADDRESS      NAME:
ADDR 1:      ADDR 2:
ADDR 3:      ADDR 4:
CITY:      STATE:      ZIP CODE:      COUNTRY:
TELEPHONE:      EXTENSION:      SHIPPING CODE:

AUTHORIZATION NAME:      FREIGHT:      DELIVERY DATE: 00/00/00
ROUTE:      VENDOR:
CAMPUS: 00      DIVISION: 00      SCHOOL: 00      DEPARTMENT: 0000
DELETE: 0      FREEZE: 0      IN PROCESS: 1

RECEIVING HEADER      RECEIVE ALL/MULTIPLE LINES: N
DATE: 00/00/00      RECEIPT #:      LOCATION:      RECEIVER ID:
# OF BOXES:      WT:      CARRIER:      B/L:
    
```

If the information is correct press the TAB key to move the cursor to the LOCATION field.

LOCATION (Required) - Type **DEP**. The cursor is displayed in the RECEIVER ID field.

RECEIVER ID (Required) - Type your initials and press **ENTER**.

Note: RECEIPT # (assigned by FRS) - Displays sequential receipt numbers.

The message PRESS **"ENTER"** TO CONTINUE is displayed at the top of the screen and the cursor is displayed in the SCREEN field. To move to **screen 231**, press **ENTER** again.

Screen 231, RECEIVING LINE ADD, is displayed.

NOTE: Screen 231 cannot be accessed directly; if you exit the header without adding lines, see instructions under "Adding Lines to an Existing Header" in this section.

```

DC918936 I-FZ936 ENTER PO NUMBER
231 Receiving Line Add

Screen:      Vendor:      Code:  Document:      Line:
           Invoice:      Commodity:

PO Line
Quantity Ordered:      0.00  Commodity:      UOM:      UPO:
Quantity Accepted:      0.00  Last Received Date: 00/00/00
Description:
Text Line 1:

Receiving Line
Date: 00/00/00      UOM:
Comments:
Accepted
Quantity:      0.00  Quality:      Status:
Rejected
Quantity:      0.00  Quality:
Quantity Back Ordered:      0.00
Quantity Late:      0.00

Screen 238 (Y/N):
    
```

Review the displayed information, verifying the description, quantity and UOM. If the information is not the correct line number, press **ENTER** to display the next item or type the desired line number in the LINE field of the action line. If the line number is correct, enter the receiving information.

DATE (Required) - Type date received (MMDDYY format without slashes) and press the END key to erase the remainder of the field. Press the TAB key to move the cursor to the COMMENTS field.

COMMENTS (Optional) - Type any explanatory remarks concerning the receipt, if necessary. Press the TAB key to move the cursor to the ACCEPTED QUANTITY field.

ACCEPTED QUANTITY (Required) - Type the quantity received and press the END key. Press the TAB key to move the cursor to the ACCEPTED QUALITY field.

ACCEPTED QUALITY (Required) - Type **A** if quality is good.
B if quality is fair.

C if quality is poor but accepted.

Press ***ENTER***

ENTERING RECEIVING AGAINST A PURCHASE ORDER
continued

NOTE: If all or part of a shipment is received damaged, the above instructions for 3 and 4 apply to the REJECTED QUANTITY and REJECTED QUALITY fields instead.

The message REQUEST PROCESSED SUCCESSFULLY is displayed at the top of the screen. If there are more items on this order to receive, press **ENTER** and repeat the above instructions for each line to be received. Once the last receipt has been entered, type **228** in the screen field to return to the PO LINE INQUIRY screen and review each line for accuracy.

ADDING LINES TO AN EXISTING HEADER:

Screen 231 can not be accessed directly to add more lines to a receiving header, you must add lines through **screen 232**, RECEIVING HEADER HISTORY.

```

DC918936 I-FZ936 ENTER PO NUMBER
232(1) RECEIVING HEADER HISTORY

SCREEN:      VENDOR:      CODE:  DOCUMENT:      LINE:

PO HEADER
VENDOR NO:      NAME:      PO TYPE:
REQ. NO:      DEPT: 00000      PO DATE:
BUYER:      ROUTE:      DELIVERY DATE:

REC S LINES  DATE  WHO LOC HOW  WEIGHT CARRIER BILL OF LADING DELVY
T  ADD INQ RECEIVED      MANY      SLIP

PF7=PAGE BACKWARD      PF8=PAGE FORWARD      PAGE:      OF:
    
```

To add lines to an existing header, type **232** and press **ENTER**. Move the cursor to the LINES ADD field beside the desired header and press **ENTER**. **Screen 231** will then be displayed and you may add receipts following the instructions for screen **231**.

Screen 232(1) will also show all receiving headers that have been entered for a purchase order. The information is listed by LOC (location), WHO (initials of person entering the receipt) and DATE (date the header was entered). Inquiry is obtained by pressing the TAB key to move the cursor to the INQ (inquiry) field, then press the **ENTER** key.

ADDING LINES TO AN EXISTING HEADER continued

The 232 (2) RECEIVING LINE INQUIRY screen is displayed.

```

232(2) RECEIVING LINE INQUIRY  RECEIPT #:

SCREEN:      VENDOR:      CODE:  DOCUMENT:      LINE:

PO HEADER
VENDOR NO:      NAME:      PO TYPE:
REQ. NO:      DEPT:      PO DATE:
BUYER:      ROUTE:      DELIVERY DATE:

LINE  DESCRIPTION:      STATUS:
001      EXT.
      ORDERED QUANTITY:      UOM: EA
      ACCEPTED QUANTITY:      QUALITY:      DATE REC'D:
      REJECTED QUANTITY:      QUALITY:      DELETED?:
      COMMENTS:

LINE  DESCRIPTION:      STATUS:
      ORDERED QUANTITY:      UOM:
      ACCEPTED QUANTITY:      QUALITY:      DATE REC'D:
      REJECTED QUANTITY:      QUALITY:      DELETED?:
      COMMENTS:

PF7=PAGE BACKWARD      PF8=PAGE FORWARD      PAGE:  1 OF:  1
    
```

Screen 232(2) shows each line of a purchase order that was received under the previous header. Each received line is listed by number, description, quantity ordered, quality accepted or rejected, date received and delete status.

CORRECTING A RECEIVING ERROR

If a quantity less than the actual amount received is checked into the system in error, receive the balance on **screen 231** (via screen **232**) according to the instructions under "Adding Lines to an Existing Header".

If a quantity greater than the actual amount received is checked into the system in error, delete the receipt and re-enter the correct quantity on **screen 231** (via screen **232**) according to the instructions under "Adding Lines to an Existing Header".

To delete a receipt, type **237** in the SCREEN field. In the DOCUMENT field type the purchase order number. **Screen 237**, CHANGE SHIPMENT STATUS, is displayed.

```

DC918936 I-FZ936 ENTER PO NUMBER
237(1) CHANGE SHIPMENT STATUS

SCREEN:      VENDOR:      CODE:  DOCUMENT:      LINE:

PO HEADER
VENDOR NO:      NAME:      PO TYPE:
REQ. NO:      DEPT: 00000      PO DATE:
BUYER:      ROUTE:      DELIVERY DATE:

REC  S FLAG LINE  DATE  WHO LOC HOW  WEIGHT CARRIER BILL OF LADING
T  CHG DEL  RECEIVED      MANY

PAGE BACKWARD = PF7      PAGE FORWARD = PF8      PAGE:      OF:
    
```

Screen 237(1) will show all receipt headers entered for this document. To delete a line, select the receipt header and place the cursor under LINE DEL(ETE) and press **ENTER**. **Screen 237(2)** will be displayed.

If a receipt header has more than 200 lines and you want to delete one of these lines, type a **C** under LINE DEL(ETE) and press **ENTER**. **Screen 237(2)** will begin its display with line 201.

Press the TAB key to move the cursor to the LINE DEL(ETE) field beside the desired header and press **ENTER**. **Screen 237(2)**, RECEIVING LINE DELETE , is displayed.

```

DC918936 I-FZ936 ENTER PO NUMBER
237(2) RECEIVING LINE DELETE    RECEIPT #:    1

SCREEN:      VENDOR:              CODE:    DOCUMENT:      LINE:

PO HEADER
VENDOR NO:      NAME:              PO TYPE:
REQ. NO:        DEPT: 00000        PO DATE:
BUYER:          ROUTE:              DELIVERY DATE:

LINE DESCRIPTION:              STATUS:

DELETE?  0          COMMENTS:
ORDERED QUANTITY:              UOM:
ACCEPTED QUANTITY:            QUALITY:      DATE REC'D:
REJECTED QUANTITY:            QUALITY:
LINE DESCRIPTION:              STATUS:

DELETE?  0          COMMENTS:
ORDERED QUANTITY:              UOM:
ACCEPTED QUANTITY:            QUALITY:      DATE REC'D:
REJECTED QUANTITY:            QUALITY:

PF7=PAGE BACKWARD      PF8=PAGE FORWARD      PAGE:  0 OF:  0
    
```

The cursor is displayed in the SCREEN field of the action line. Press the PF8 key to scroll forward until the correct line item appears. Press the TAB key to move the cursor to the DELETE field.

DELETE (Required) - Type **Y** and press the TAB key to move the cursor to the COMMENTS field.

COMMENTS (Required) - Type a brief explanation for the deletion with your initials at the end and press **ENTER**.

The message REQUEST PROCESSED SUCCESSFULLY is displayed at the top of the screen.

Receive the correct quantity on **screen 231** (via **screen 232**) according to the instructions under "Adding Lines to an Existing Header".

RECEIVING ALL (OR MULTIPLE LINES) OF A P.O.

The ability to receive an entire order at once with one screen is available in the Purchasing system; or you can receive multiple selected lines of a purchase order from the same screen. This ability provides an alternative to the line-by-line method of receiving, and will expedite payment processing, especially for orders received in full.

Screen 931 RECEIVE MULTIPLE LINES has been developed for this purpose. This screen cannot be accessed directly, but only through Screens **230** and **232(1)**. Details follow in the next section.

You cannot access **Screen 931** directly (by entering its Screen Number in the Action Line), but only through either one of these following screens:

230 RECEIVING HEADER ADD
231(1) RECEIVING HEADER HISTORY

These screens have fields that allow you to select multiple line receiving, as described below.

The field, "Receive All/Multiple Lines," is at the bottom, right-hand portion of **Screen 230**. This field is located in the "Receiving Header" portion of the screen, which displays information about the entire receipt.

```

DC8936 I-FZ936 ENTER PO NUMBER
230 RECEIVING HEADER ADD

SCREEN:      VENDOR:      CODE:  DOCUMENT:      LINE:
            INVOICE:      COMMODITY:

PO HEADER
DDATE 00/00/00      TYPE:      BUYER:      TELEPHONE CODE:
REFERENCE:      START DATE: 00/00/00  END DATE: 00/00/00

DELIVER TO NAME/ADDRESS      NAME:
ADDR 1:      ADDR 2:
ADDR 3:      ADDR 4:
CITY:      STATE:      ZIP CODE:      COUNTRY:
TELEPHONE:      EXTENSION:      SHIPPING CODE:

AUTHORIZATION NAME:      FREIGHT:      DELIVERY DATE: 00/00/00
ROUTE:      VENDOR:
CAMPUS:00      DIVISION: 00      SCHOOL: 00  DEPARTMENT: 00000
DELETE: 0      FREEZE: 0      IN PROCESS: 1

RECEIVING HEADER      RECEIVE ALL/MULTIPLE LINES: N
DATE: 00/00/00      RECEIPT #:      LOCATION:      RECEIVER ID:
# OF BOXES:      WT:      CARRIER:      B/L:
    
```

To access **Screen 931**, type a **Y** in this field and press **ENTER** to verify your data entry. When you press **ENTER** again, the system takes you to **Screen 931** with the selected purchase order in context. (If you leave this field blank, the system will transfer to **Screen 231** instead of **931**.)

Screen 232(1) is shown below. This screen displays the receiving history by purchase order, and also provides a means for accessing the individual receiving lines for maintenance or for inquiry. A brief recap is provided below.

To maintain the lines of a receipt, TAB to the ENT (Enter) field and press **ENTER**. The system takes you to **Screen 231**.

To review the existing lines of a receipt, TAB to the INQ (Inquiry) field and press **ENTER**. The system takes you to **Screen 232(2)**.

To receive all or multiple lines, use the ENT field for a selected receipt, but type in a specific value before pressing **ENTER**. You TAB to the ENT field, enter M (for multiple lines) and press **ENTER**. The system takes you to Screen 931, where you can receive the entire order (or selected purchase order lines).

```
DC918936 I-FZ936 ENTER PO NUMBER
232(1) RECEIVING HEADER HISTORY

SCREEN:      VENDOR:      CODE:  DOCUMENT:      LINE:

PO HEADER
VENDOR NO:      NAME:      PO TYPE:
REQ. NO:      DEPT: 00000      PO DATE:
BUYER:      ROUTE:      DELIVERY DATE:

REC  S  LINES  DATE  WHO  LOC  HOW  WEIGHT  CARRIER  BILL OF LADING  DELVY
T  ADD  INQ  RECEIVED  MANY


```

TO RECEIVE SELECTED PURCHASE ORDER LINES:

Particular purchase order lines can be selected for receipt. These lines will each be received in their entirety.

The "Receive" column in the left-hand portion of the screen corresponds to the individual purchase order line items. Type a **Y** in the appropriate field(s) and type a valid Accepted Quality Code in the Quality field(s). (The quality code is required for each line you wish to receive.)

When you press **ENTER**, the system returns an "R" in the Receive field(s) to indicate the lines that have been received.

Up to four line items are displayed on each screen page. To view the next page of line items, press the **PF8** or **ENTER** key.

USE SCREEN 931 TO RECEIVE ALL OR MULTIPLE LINES.

Screen 931 is used for receiving all or multiple lines. For the purchase order in context, this screen displays up to four line items per screen page. (Line items with a UPO code of D, T, !, or N will not be displayed, as they cannot be received through this screen.)

```

931 Receive Multiple Lines

Screen:      Vendor:      Code: 0 Document:      Line: 001
            Invoice:      Commodity:

Receive Entire Order: y  Quality: a

                                Last
Receive  Quality  Line  Qty Ord  Qty Rec'd  UOM  Dt Rec'd  UPO  Commodity
-----  -
001      1.00      1.00  EA   07/22/95  17554000000
Description: 27324, 3.9MMX300MM COLUMN (10UM)

Comments:
002      1.00      1.00  EA   07/22/95  17554000000
Description: 88141, GUARD PAK HOLDER

Comments:
003      1.00      1.00  EA   07/22/95  17554000000
Description: 88070, GUARD PAK INSERT

Comments:

Page: 1 of      Next Page:      PF7=Page Backward  PF8=Page Forward
    
```

To receive the entire purchase order:

Type a **Y** in the "Receive Entire Order" field and a valid Accepted Quality Code in the "Quality" field near the top of the screen. (The quality code is required and will apply to all line items.)

Press **ENTER**, the system creates one line of receiving for each purchase order line, with the QUANTITY and UOM fields duplicated for the purchase order. (This process works like a status code of "M" on Screen 231.)

There is no system edit for previous receiving entries. However, if a receipt has been posted against a line item, the quantities received and last receiving date are displayed on the screen.

BUDGET TRANSFER

BUDGET TRANSFER

On-Line Budgeting

A user, with on-line capabilities can change the budget of an account if the user has access to that account. The user must comply with the general rules of on-line budgeting.

To access the screen, type *OBT* (zero, B, T) in the screen field, **DO NOT ENTER AN ACCOUNT NUMBER IN THE ACCT: FIELD. IF YOU DO, THE TRANSACTION WILL NOT BE PROCESSED**, then press *ENTER*.

```

OBT BUDGET TRANSFER
                                01/03/96   8:43:02   FISCAL YR: 96
SCREEN:      ACCT:

      INCREASE                DECREASE
ACCT NO   OBJECT   ACCT NO   OBJECT   REFERENCE 1   AMOUNT
-----
-
-
-
-
-
-

      TRANSACTION CODE: 022
              DATE: 0103
      DESCRIPTION: BUDGET TRANSFER

*****
**   BEFORE PRESSING THE ENTER KEY TO UPDATE,   **
** VERIFY THAT ALL DATA IS CORRECT!  PF2=HELP  **
** IF ANY LINE IN ERROR NO LINES ARE PROCESSED **
*****
    
```

BUDGET TRANSFER continued

On screen ***OBT***, press TAB key to move cursor to the INCREASE ACCOUNT NUMBER field. Do not type anything in the screen and account fields in the upper left hand corner.

INCREASE ACCOUNT NUMBER (required) - Type the 6 digit account number. The budget will be reallocated within this account. The cursor will move to INCREASE OBJECT CODE field.

INCREASE OBJECT CODE (required) - Type the 4 digit object code to be increased.

DECREASE ACCOUNT NUMBER (required) - Type the 6 digit account number. The budget will be reallocated within this account. The cursor will move to DECREASE OBJECT CODE field.

DECREASE OBJECT CODE (required) - Type the 4 digit object code to be decreased.

REFERENCE (optional) - Type up to seven alpha/numeric characters in this field to identify transaction. Press TAB key to move cursor to the AMOUNT field.

AMOUNT (Required) - Type amount of budget to be transferred. The amount must be in whole dollars only. No cents, dollar signs, or decimal points may be entered. You may continue to enter multiple transfers by repeating the directions listed above.

Verify all information to ensure accuracy. TAB to any field that may be in error; make changes as necessary. When all transfers have been entered, press ***ENTER***.

BUDGET TRANSFER RULES

THE FOLLOWING GENERAL RULES APPLY TO ALL ACCOUNTS:

1. Budget Transfers entered by campus departments on Screen 0BT are simple Entry Transactions, that is increase account amount must equal the decrease account amount.
2. Budget Transfer Screen may only be used for transferring budget within the same account. (STATE FUNDS WILL ALLOW CERTAIN TYPES OF TRANSFERS BETWEEN ACCOUNTS).
3. No revenue object codes may be used with state or trust accounts.
4. No Salary Object Codes(1XXX) may be used with trust accounts. Exceptions may exist for a few Contract and Grant Accounts.
5. Budget Transfers are in whole dollars ONLY. NO CENTS will be allowed.
6. Sufficient budget must exist in the decreased account and object code.
7. Budget Transfers on frozen accounts will not be allowed.

IN ADDITION TO THE GENERAL RULES, THE FOLLOWING RULES APPLY TO STATE FUND ACCOUNTS:

8. Budget Transfers between different purpose codes will not be allowed.
9. Budget Transfers between account ledgers and/or budget codes will not be allowed.
10. Budget Transfers for objects 11XX, 12XX, 13XX, 194X, 197X, 33XX, and 56XX will not be allowed.
11. Budget Transfers between 14XX objects will be allowed within accounts and between accounts in the same purpose.
12. Budget Transfers for 19XX objects will be allowed between accounts in the same purpose, but not between different 19XX objects.

13. Budget Transfers between 2000-5000 objects will be allowed within accounts and between accounts in the same purpose.
14. Other objects not identified above will not be included in the On-Line Budget System

IN ADDITION TO THE GENERAL RULES, THE FOLLOWING RULES APPLY TO TRUST FUND ACCOUNTS:

15. Only UNC Physicians and Associates (3-14XXX) and Athletics (3-19XXX) may qualify for On-Line Departmental Budget Transfers.
16. For Athletics accounts, Budget Transfers will not be allowed for budget codes ending in 0 (*zero*).
17. For UNC P&A accounts, accounts must not have ABR METHOD assigned. Refer to screen 47 to see the current ABR RULE LIST.

IN ADDITION TO THE GENERAL RULES, THE FOLLOWING RULES APPLY TO CONTRACT AND GRANT ACCOUNTS:

18. If the contract or grant has expired, no transfers will be allowed.
19. Budget transfers will not be allowed for object codes 3511, 4915, 4916 or object codes greater than 5999.
20. See designated restriction codes and definitions listed below. Code assigned to your account will appear on the OCG screen.

	: Blank
000	: No Rebudgeting Allowed
001	: No Budgetary Restrictions
002	: Allow Between 2000; 3000 & 4000 Series
003	: Allow Between 1900 Series; 2000; 3000; 4000 Series; & 5001
004	: Allow Between 1001 & 1800
005	: Allow Between 1001;1800;19000 Series 2000;3000 & 4000 Series
006	: Allow Between 1001;1800;1900 Series 2000;3000;4000 Series; & 5001

IF YOU HAVE ADDITIONAL QUESTIONS, PLEASE CONTACT THE APPROPRIATE ACCOUNTING OFFICE (STATE FUNDS, TRUST FUNDS, OR CONTRACTS AND GRANTS) OR THE BUDGET OFFICE.