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.

```
W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN
 100  FRS Inquiry Menu
      WIU Accounts                               Fiscal Year: 05
 Screen: ___  Acct: _____

Account Information                  Open Commitment Information
018  GL Account Summary             020  Encumbrances by 10-Digit Account
019  SL Account Summary             021  Encumbrances by 6-Digit Account
022  SL Budget Summary
023  Transactions by Account        Purchasing Information
027  Transaction Inquiry            284  Purchase Order Summary
029  List SL Actual Data            285  Invoice Status List
038  GL Account Compare to Prior FY
039  SL Account Compare to Prior FY  Miscellaneous
                                     881  Select FY and Campus Code
Accounts Payable Information         FIN  Financial Systems Menus
102  Vendor Name Search             REQ  On-Line Requisition Menu
113  Vendor Analysis                SIG  Authorized SL Signatures
118  Invoice List                   WHO  Who to Contact
203  Vendor Inquiry


                    _____
```

This is the menu that will appear when a user signs on to the Financial Records System.

This menu was built by the FRS implementation team to allow users access to the most common inquiry screens. Additional screens are available through FRS and can be accessed by typing **FIN** in the screen field. The user can get back to screen 100 at any time by typing **100** in the screen field and pressing **ENTER.**

```
I-FZ211 NO MORE RECORDS FOUND FOR THE ACCOUNT SPECIFIED
018   GL Account Summary                           BUSINESS OFFICE ADMN
      WIU Accounts                                  Fiscal Year: 05
Screen: ___  Acct: 033055

        Dept:                          Resp Person: RONALD G. WARD
                                       Flags:      Del Frz Rvw Drp
                                                     0   0   0   0
   Ctl  Description                 Beg Bal       YTD Actual      Current Bal
   ----  --------------------       -------------  ----------------  --------------
   1100  CLAIM ON CASH              49,787.36①      2,907.42②         52,694.78③
   3300  FUND BALANCE               49,787.36-④     2,907.42-⑤        52,694.78-⑥
   9330  REV SUM LEDG 3                  0.00      18,979.02-⑦       18,979.02-⑦
   9530  EXP SUM LEDG 3                  0.00      16,071.60⑧        16,071.60⑧
   9630  ENC SUM LEDG 3                  0.00     120,159.05⑨       120,159.05⑨
```

From this screen you can identify the following information:

①   Cash Balance at the beginning of the fiscal year was $49,787.36.

②   YTD Cash activity has been a positive $2,907.42. This account has a net increase in cash of $2,907.42 so far this year.

③   Current cash balance is $52,694.78.

④   Beginning fund balance was $49,787.36-. (Fund balance normally has a credit balance.)

⑤   YTD activity in fund balance has been $2,907.42- (an addition to fund balance).

⑥   Current fund balance is $52,694.78-.

⑦   So far this year $18,979.02 of revenue has been recorded in this account. This number will agree with the total revenue number in the SL on screen 019 in the 'actual' column.

⑧   So far this year $16,071.60 has been expensed from this account. This number will agree with the total expense number in the SL on screen 019 in the 'actual' column.

⑨   Right now $120,159.05 is encumbered in this account. This number will agree with the total of the 'Encumb' column on screen 019.

```
I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE
019  SL Account Summary                        DEAN, COLL BUS/TECH
     WIU Accounts                              Fiscal Year: 05
Screen: ___  Acct: 2145005560

        Department:                  Resp Person: DAVID BEVERIDGE
        Map Code:   20000            Flags:    Del Frz Rvw Drp Sup ABR
                                                0   0   0   0   0   1
Obj  Description          Budget         Actual         Encumb          Avail
---- --------------- ------------ -------------- -------------- --------------
2100 A/P & FACULTY PO  120,000          0.00           0.00       120,000.00
     PERSONAL SERVICE TO  120,000①       0.00           0.00       120,000.00②
3000 COMMODITIES POOL    2,924          0.00           0.00         2,923.70
3130 OFF SUPP-UNIV ST       61         61.30④          0.00             0.00
3150 OFF & LIB EQ < $       15          0.00          15.00⑤          0.00
     COMMODITIES TOTAL    3,000③        61.30          15.00         2,923.70⑥
3900 TRAVEL POOL         4,821          0.00           0.00         4,821.03
3910 TRAVEL IN-STATE       110        109.85⑧          0.00             0.00
3940 TR IN-STATE VEND       69         69.12⑨          0.00             0.00
     TRAVEL TOTAL        5,000⑦       178.97⑩          0.00         4,821.03⑪
4000 CONTRACTUAL POOL    7,474          0.00           0.00         7,474.19
4860 COPYING & PHOTO        26         25.81⑬          0.00             0.00
     CONTRACTUAL TOTAL   7,500⑫        25.81           0.00         7,474.19⑭
5500 EQUIPMENT POOL      7,500          0.00           0.00         7,500.00
```

From this screen you can identify the following information:

① The budget (original +/- revisions +/- transfers) for personal services is $120,000.

② The budget balance available (BBA) for personal services is $120,000.00.

③ The budget (original +/- revisions +/- transfers) for commodities is $3000.

④ Total actual expenditures so far this year for line item 3130 (Office Supplies-Univ St) is $61.30.

⑤ There has been $15.00 encumbered for Office & Library Eq < $100 (line item 3150).

⑥ The BBA for commodities is $2923.70.

⑦ The budget (original +/- revisions +/- transfers) for Travel is $5000.

⑧ Total actual expenditures so far this year for line item 3910 (In-State Travel) is $109.85.

⑨ Total actual expenditures so far this year for line item 3940 (In-State Travel-Vend) is $69.12.

⑩ Total actual expenditures so far this year for all Travel is $178.97.

⑪ The BBA for Travel is $4821.03.

⑫ The budget (original +/- revisions +/- tranfers) for Contractual Services is $7500.

⑬ Total actual expenditures so far this year for line item 4860 (Copying & Photo) is $25.81.

⑭ The BBA for Contractual Services is $7474.19.

```
I-FZ211 NO MORE RECORDS FOUND FOR THE ACCOUNT SPECIFIED
019   SL Account Summary                         DEAN, COLL BUS/TECH
      WIU Accounts                               Fiscal Year: 05
Screen: ___  Acct: 214500


         Department:                    Resp Person: DAVID BEVERIDGE
         Map Code:    20000             Flags:      Del Frz Rvw Drp Sup ABR
                                                     0   0   0   0   0   1
Obj   Description          Budget          Actual          Encumb          Avail
----  ----------------  -----------   -------------   -------------   -------------
5560 EDP EQUIPMENT >        2,000      2,000.00⑯          0.00            0.00
   EQUIPMENT TOTAL          9,500⑮     2,000.00           0.00        7,500.00⑰
7000 TELECOMM. POOL         3,476          0.00           0.00        3,476.11
7110 TELE BASE CHARGE       2,500          0.00       2,500.00⑳          0.00
7275 TEL,RAD,OTHR EQU          24         23.89⑲          0.00            0.00
   TELECOM TOTAL            6,000⑱        23.89       2,500.00        3,476.11㉑
   TOTAL EXPENSES         151,000㉒    2,289.97㉓    2,515.00㉔    146,195.03㉕
   NET REV & EXP          151,000      2,289.97      2,515.00      146,195.03
```

⑮   The budget (original +/- revisions +/- transfers) for Equipment is $9500.

⑯   Total actual expenditures so far this year for line item 5560 (EDP Equipment >) is $2000.00.

⑰   The BBA for Equipment is $7500.00.

⑱   The budget (original +/- revisions +/- transfers) for Telecommunications is $6000.

⑲   Total actual expenditures so far this year for line item 7275 (Tele, Radio, Other Equip) is $23.89.

⑳   There has been $2500.00 encumbered for Tele Base Charges (line item 7110).

㉑   The BBA for Tele is $3,476.11.

㉒   Total expense budget (+/- revisions +/- transfers) for this account (2-14500) is $151,000.

㉓   Total actual expenditures so far this year for this account (2-14500) is $2,289.97.

㉔   Total funds encumbered for this account (2-14500) is $2,515.00.

㉕   Total BBA for this account (2-14500) is $146,195.03.

```
I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE
022  SL Budget Summary                      DEAN, COLL BUS/TECH
     WIU Accounts                           Fiscal Year: 05
Screen: ___  Acct: 2145005560

       Department:                   Resp Person: DAVID BEVERIDGE
       Map Code:   20000             Flags:      Del Frz Rvw Drp Sup ABR
                                                  0   0   0   0   0   1
Obj  Description       Orig Bud       Revd Bud       Last Yr        Next Yr
---- ---------------- -----------  --------------  --------------  --------------
2100 A/P & FACULTY PO  120,000        120,000                  0               0
  PERSONAL SERVICE TO  120,000        120,000                  0               0
3000 COMMODITIES POOL    3,000          2,924                  0               0
3130 OFF SUPP-UNIV ST        0             61                  0               0
3150 OFF & LIB EQ < $        0             15                  0               0
  COMMODITIES TOTAL      3,000          3,000                  0               0
3900 TRAVEL POOL         5,000          4,821                  0               0
3910 TRAVEL IN-STATE         0            110                  0               0
3940 TR IN-STATE VEND        0             69                  0               0
  TRAVEL TOTAL           5,000          5,000                  0               0
4000 CONTRACTUAL POOL    7,500          7,474                  0               0
4860 COPYING & PHOTO         0             26                  0               0
  CONTRACTUAL TOTAL      7,500          7,500                  0               0
5500 EQUIPMENT 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-FZ211 NO MORE RECORDS FOUND FOR THE ACCOUNT SPECIFIED
 022  SL Budget Summary                        DEAN, COLL BUS/TECH
      WIU Accounts                             Fiscal Year: 05
 Screen: ___  Acct: 214500

        Department:                 Resp Person: DAVID BEVERIDGE
        Map Code:   20000          Flags:       Del Frz Rvw Drp Sup ABR
                                                 0   0   0   0   0   1
 Obj  Description       Orig Bud       Revd Bud      Last Yr        Next Yr
 ---- ---------------- -----------  --------------  --------------  --------------
 5560 EDP EQUIPMENT >          0          2,000               0               0
   EQUIPMENT TOTAL       11,500          9,500               0               0
 7000 TELECOMM. POOL      6,000          3,476               0               0
 7110 TELE BASE CHARGE        0          2,500               0               0
 7275 TEL,RAD,OTHR EQU        0             24               0               0
   TELECOM TOTAL          6,000          6,000               0               0
   TOTAL EXPENSES       153,000        151,000               0               0
   NET REV & EXP        153,000        151,000               0               0
```

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

```
023  Transactions by Account                    DEAN, COLL BUS/TECH
     WIU Accounts                               Fiscal Year: 05
  Screen: ___  Acct: 214500

  Sub  TC   Ref 1    Date   Description              Amount I Batch  Offset Acct
  ---- ---  -------  -----  --------------------- ------------- - ------ ------------
  2100 020           11/09  ORIGINAL BUDGET        120,000.00 D BBJE02
  3000 020           11/09  ORIGINAL BUDGET          3,000.00 D BBJE02
  3000 050  R261668  11/10  REQ COMMITMENT;NO V         63.00 D PCY003
  3115 059  6135029  11/13  COMPUTER SUPPLIES      ①   515.00   ECLW01
  3115 068  6135029  11/13  HORIZON USA DATA SU    ②   515.00   VCLW01 0-20000-2100
  3130 060  6105651  11/09  OFFICE SUPPLIES             61.30   JBJE01 2-98085-3130
  3150 059  6139954  11/09  MAIL BAGS                   15.00   EBJE01
  3900 020           11/09  ORIGINAL BUDGET          5,000.00 D BBJE02
  3910 059  61T0136  11/09  WALKER/ST. CHARLES         109.85   EBJE01
  3910 068  61T0136  11/09  WALKER DIXIE D             109.85   VBJE02 0-20000-2100
  3910 059  6100008  11/13  WEBSTER/SPRINGFIELD         80.80   ECLW01
  3920 068  6100008  11/13  WEBSTER CHERYL              80.80   VCLW01 0-20000-2100
  3940 059  6156780  11/09  BOND/JACKSONVILLE           69.12   EBJE01
  3940 060  6156780  11/09  BOND/JACKSONVILLE           69.12   JBJE01 2-98030-3940
  4000 020           11/09  ORIGINAL BUDGET          7,500.00 D BBJE02

                Total Pages:   2  This Page:   1  Next Page: ___
```

On this screen you can see all transactions in one particular account. It is sorted in subcode order.

If you want to see a particular kind of transaction, use screen 27.

This screen can be a little confusing when you see a payment against an encumbrance. You can see the encumbrance ①, and the payment ②, but you cannot see the liquidation of the encumbrance. The liquidation has happened, though. You can see it on screens 20 and 21.

```
I-FZ210   500 RECORDS SCANNED. PRESS ENTER TO CONTINUE
027  Transaction Inquiry (Part 2)
     WIU Accounts                                    Fiscal Year: 05
Screen: ___   Acct: _____

Acct No.①    TC② Date③  Description④                    Amount⑤Ind⑥
                  Batch⑦ Ref 1⑧       Ref 2⑨   Offset Acct⑩      ID⑪
-------------------------------------------------------------------------
```

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

Column Description:

①   Account number and subcode

②   TC - Transaction Code
      020 - Original Budget
      021 - Budget Revisions
      022 - Budget Transfers
      050-059 - Encumbrances
      060 - Journal Entries
      068 - Payments

③   Date the transaction occurred

④   If the transaction code in number 2 above is not 68, this field will be the description of the entry. If the transaction code is 68, this field will contain the name of the vendor that has been paid.

⑤   Amount of the transaction

⑥   Debit/Credit Indicator
      D - if account number in #1 above is debited
      C - if account number in #1 above is credited

⑦   The batch in which this transaction was entered.

⑧   This is the first reference field. This is where your document number will appear.

⑨   For DPA payments, the voucher number is listed in the REF2 column.

⑩   If the transaction is a budget transfer (TC022) or a journal entry (TC060-069), the offset account will be in this column.

⑪   The vendor number will appear here for payments that have been made (TC068) or encumbrance transactions (TC050-059) from Purchasing for Purchase Orders (document number begins with a 'P').

```
027  Transaction Inquiry (Part 1)
      WIU Accounts                              Fiscal Year: 05
  Screen: ___  Acct: _____


               Selection Criteria:

                         Start          End

             Acct Number:  214500①       214500①
             Subcode:      ____          ____
             Trans Date:   _____         _____

             Batch Ref:    _____
             Batch Date:   _____
             Trans Code:   ___
             Ref Number 1: _____
             Ref Number 2: _____


             Press ENTER to list transactions.

        _____
```

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

In this example, the user is limiting the transactions he wants to see to just this account number. There are no other restrictions, so he will see every transaction entered in this account.

```
I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE
 027  Transaction Inquiry (Part 2)
      WIU Accounts                                   Fiscal Year: 05
 Screen: ___  Acct: _____

 Acct No.      TC   Date    Description                  Amount  Ind
                    Batch   Ref 1        Ref 2     Offset Acct    ID
-----------------------------------------------------------------------
 214500-2100①020   11/09   ORIGINAL BUDGET           120,000.00  D
                    BBJE02

 214500-3000②020   11/09   ORIGINAL BUDGET             3,000.00  D
                    BBJE02

 214500-3130③060   11/09   OFFICE SUPPLIES                61.30
                    JBJE01  6105651                298085-3130

 214500-3150④059   11/09   MAIL BAGS                      15.00
                    EBJE01  6139954

 214500-3900⑤020   11/09   ORIGINAL BUDGET             5,000.00  D
                    BBJE02
```

①   This is an original budget entry (TC020) for Personal Services.

②   This is an original budget entry (TC020) for Commodities.

③   This is a journal entry (TC060) charging office supplies to this account (2-14500). The offset account (2-98085-3130) is the charge-back account that all appropriated office supplies are charged to. In turn, account 2-98085 pays for all appropriated office supply charges.

④   This is an encumbrance entry (TC059) to encumber funds to pay for mail bags on document 6139954. The department will only know the last five digits which are the preprinted numbers on the DPA forms. The first two digits are determined by Business Services.

⑤   This is an original budget entry (TC020) for Travel.

```
 027  Transaction Inquiry (Part 2)
      WIU Accounts                                  Fiscal Year: 05
 Screen: ___  Acct: _____

 Acct No.     TC   Date    Description                 Amount  Ind
                   Batch   Ref 1       Ref 2   Offset Acct      ID
--------------------------------------------------------------------
214500-3910 ⑥059  11/09   WALKER/ST. CHARLES          109.85
                   EBJE01  61T0136

214500-3910 ⑦068  11/09   WALKER DIXIE D              109.85
                   VBJE02  61T0136     0136000  020000-2100  A3234061610

214500-3940 ⑧059  11/09   BOND/JACKSONVILLE            69.12
                   EBJE01  6156780

214500-3940 ⑨060  11/09   BOND/JACKSONVILLE            69.12
                   JBJE01  6156780              298030-3940

214500-4000 ⑩020  11/09   ORIGINAL BUDGET           7,500.00  D
                   BBJE02
```

⑥　This is an encumbrance entry (TC059) to encumber funds on document number 61T0136 for Walker to go to St. Charles.

⑦　This is a travel payment (TC068) to Dixie Walker (vendor number A3234061610) on document number 61T0136 with voucher number 0136000. The TC068 indicates a payment has been made. This entry liquidated the encumbrance in #6 above. The offset account (0-20000-2100) is the payable in the general ledger for appropriated accounts.

⑧　This is an encumbrance entry (TC059) to encumber funds on document 6156780 for a state car for Bond to go to Jacksonville.

⑨　This is a journal entry transaction (TC060) generated by a travel upload report. This entry liquidated the encumbrance in #8 above. The offset account (2-98030-3940) is the charge-back account that all appropriated travel car charges are charged to. In turn, account 2-98030 pays for appropriated travel car charges.

⑩　This is an original budget entry (TC020) for Contractual Services.

```
I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE
 027  Transaction Inquiry (Part 2)
      WIU Accounts                                    Fiscal Year: 05
 Screen: ___  Acct: _____

 Acct No.     TC   Date    Description                    Amount  Ind
                   Batch   Ref 1        Ref 2     Offset Acct     ID
 ---------------------------------------------------------------------
 214500-4860⑪060   11/09   CLASSROOM STRATEGIE              25.81
                   JBJE01  6168341      ST        298060-4860

 214500-5500⑫020   11/09   ORIGINAL BUDGET             11,500.00   D
                   BBJE02

 214500-5500⑬022   11/09   EQUIP SUPPLEMENT             2,000.00-
                   BBJE04                            228400-5500

 214500-5560⑭059   11/09   COMPUTER                     2,000.00
                   EBJE01  6139956

 214500-5560⑮068   11/09   RADIO SHACK                  2,000.00   F
                   VBJE02  6139956      3995600   020000-2100   A7510477100
```

⑪   This is a journal entry transaction (TC060) generated by a copy center upload report. The offset account (2-98060-4860) is the charge-back account that all appropriated copy center charges are charged to. In turn, account 2-98060 pays for all appropriated copy center charges.

⑫   This is an original budget entry (TC020) for Equipment.

⑬   This is a budget transfer (TC022) from account 2-14500-5500 to account 2-28400-5500. You can tell this is a transfer from this account since the amount is negative. If the amount was positive, it would have been a transfer to this account.

⑭   This is an encumbrance entry (TC059) to encumber funds on document 6139956 for a $2000 computer.

⑮   This is a payment (TC068) to Radio Shack (vendor number A7510477100) on document 6139956 and voucher 3995600 for the computer in #14 above. You can tell this from the document number. Therefore, this payment liquidated the encumbrance in #14 above. The offset account (0-20000-2100) is the payable in the general ledger for appropriated accounts.

```
I-FZ783 NO MORE RECORDS; PRESS ENTER TO RETURN TO SCREEN 027
 027  Transaction Inquiry (Part 2)
      WIU Accounts                              Fiscal Year: 05
 Screen: ___  Acct: _____

 Acct No.      TC   Date    Description                  Amount  Ind
                    Batch   Ref 1        Ref 2    Offset Acct      ID
 ------------------------------------------------------------------------
 214500-7000⑯020   11/09   ORIGINAL BUDGET             6,000.00  D
                    BBJE02

 214500-7110⑰059   11/09   TELE BASE CHARGES           2,500.00
                    EBJE01  61PHBS

 214500-7275⑱059   11/09   ANSWERING MACHINE              23.89
                    EBJE01  6239955

 214500-7275⑲068   11/09   WALMART STORES INC             23.89  F
                    VBJE01  6239955      3995500   020000-2100  A7104151880
```

⑯   This is an original budget entry (TC020) for Telecommunications.

⑰   This is an encumbrance entry (TC059) to encumber funds for FY96 Tele Base Charges. The
      reference number for this transaction is 61PHBS.

⑱   This is an encumbrance entry (TC059) to encumber funds on document 6239955 for an answering
      machine.

⑲   This is the payment transaction (TC068) for the answering machine in #18 above. The payment to
      WalMart (vendor number A7104151880) was made on document 6239955, voucher 3995500, thus
      liquidating the encumbrance in #18 above. The offset account (0-20000-2100) is the payable in the
      general ledger for appropriated accounts.

```
027  Transaction Inquiry (Part 1)
     WIU Accounts                                Fiscal Year: 05
 Screen: ___  Acct: _____


              Selection Criteria:

                       Start        End

         Acct Number:  214500①      214500①
         Subcode:
         Trans Date:   _____        _____

         Batch Ref:    _____
         Batch Date:   _____
         Trans Code:   022②
         Ref Number 1: _____
         Ref Number 2: _____


         Press ENTER to list transactions.

     _____
```

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

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

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

```
027  Transaction Inquiry (Part 2)
     WIU Accounts                                    Fiscal Year: 05
 Screen: ___  Acct: _____

 Acct No.      TC   Date    Description                   Amount  Ind
                    Batch   Ref 1        Ref 2    Offset Acct       ID
 --------------------------------------------------------------------
 214500-5500  022  11/09   EQUIP SUPPLEMENT             2,000.00-
                    BBJE04                         228400-5500
         _____
```

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

```
027   Transaction Inquiry (Part 1)
      WIU Accounts                                     Fiscal Year: 05
Screen: ___  Acct: _____


               Selection Criteria:

                          Start          End

            Acct Number:  214500①       214500①
            Subcode:      3000②          3699②
            Trans Date:   _____         _____

            Batch Ref:    _____
            Batch Date:   _____
            Trans Code:   ___
            Ref Number 1: _____
            Ref Number 2: _____


            Press ENTER to list transactions.


  I-FZ783 NO MORE RECORDS; PRESS ENTER TO RETURN TO SCREEN 027
```

_____

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

②   Subcode (or subcode range) for which you want to see transactions.

In this example, the user is limiting the transactions he wants to see to this particular account and subcode range. This will limit the transactions the user will see to commodity entries in account 2-14500.

```
027  Transaction Inquiry (Part 2)
     WIU Accounts                                    Fiscal Year: 05
Screen: ___  Acct: _____

Acct No.      TC   Date    Description                    Amount  Ind
                   Batch   Ref 1        Ref 2     Offset Acct         ID
--------------------------------------------------------------------------
214500-3000  020   11/09   ORIGINAL BUDGET               3,000.00  D
          (1)     BBJE02

214500-3130  060   11/09   OFFICE SUPPLIES                  61.30
          (2)     JBJE01  6105651                  298085-3130

214500-3150  059   11/09   MAIL BAGS                        15.00
          (3)     EBJE01  6139954
```

These are the three commodity entries that have been done in this account (2-14500) so far this year.

(1)   An original budget entry (TC020).

(2)   A journal entry (TC060) to pay for office supplies.

(3)   An encumbrance entry (TC059) to reserve funds to purchase mail bags.

```
027   Transaction Inquiry (Part 1)
        WIU Accounts                                    Fiscal Year: 05
 Screen: ___  Acct: _____


                    Selection Criteria:

                         Start          End

          Acct Number:  214500①        214500①
          Subcode:       ____           ____
          Trans Date:    _____          _____

          Batch Ref:
          Batch Date:    _____
          Trans Code:    ___
          Ref Number 1: **39955②
          Ref Number 2:  _____


          Press ENTER to list transactions.

        _____
```

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

②   Reference number for which you want to see transactions. In most cases you will not know the first two or three digits of the reference number. You can mask those digits by using '**' and entering the digits you know (the preprinted numbers on the document).

```
I-FZ783 NO MORE RECORDS; PRESS ENTER TO RETURN TO SCREEN 027
 027  Transaction Inquiry (Part 2)
     WIU Accounts                                    Fiscal Year: 05
 Screen: ___  Acct: _____

 Acct No.      TC   Date    Description                     Amount  Ind
                    Batch   Ref 1        Ref 2     Offset Acct        ID
 -----------------------------------------------------------------------------
 214500-7275①059  11/09   ANSWERING MACHINE                 23.89
                   EBJE01  6239955

 214500-7275②068  11/09   WALMART STORES INC                23.89   F
                   VBJE01  6239955      3995500    020000-2100   A7104151880
```

These are the two transactions that have been done for this document.

①   An encumbrance entry (TC059) to reserve funds to purchase an answering machine.

②   The payment to WalMart (Vend No. A7104151880) for the answering machine.

```
I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE
 029  List SL Actual Data                         DEAN, COLL BUS/TECH
      WIU Accounts                                Fiscal Year: 05
 Screen: ___  Acct: 2145007000

         Department:                  Resp Person: DAVID BEVERIDGE
         Map Code:   20000           Flags:    Del Frz Rvw Drp Sup ABR
                                               0   0   0   0   0   1
 Obj  Description      Cur Mon Act     YTD Actual     PTD Actual  Balance Avail
 ----  ---------------  -----------  --------------  -------------- --------------
 2100 A/P & FACULTY P        0.00            0.00                     120,000.00
  PERSONAL SERVICE TO        0.00            0.00                     120,000.00
 3000 COMMODITIES POO        0.00            0.00                       2,923.70
 3130 OFF SUPP-UNIV S       61.30           61.30                           0.00
  COMMODITIES TOTAL         61.30           61.30                       2,923.70
 3900 TRAVEL POOL            0.00            0.00                       4,821.03
 3910 TRAVEL IN-STATE      109.85          109.85                           0.00
 3940 TR IN-STATE VEN       69.12           69.12                           0.00
  TRAVEL TOTAL             178.97          178.97                       4,821.03
 4000 CONTRACTUAL POO        0.00            0.00                       7,474.19
 4860 COPYING & PHOTO       25.81           25.81                           0.00
  CONTRACTUAL TOTAL         25.81           25.81                       7,474.19
 5500 EQUIPMENT POOL         0.00            0.00                       7,500.00
 5560 EDP EQUIPMENT >    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-FZ211 NO MORE RECORDS FOUND FOR THE ACCOUNT SPECIFIED
 038  GL Account Compare to Prior FY                 BUSINESS OFFICE ADMN
      WIU Accounts                                   Fiscal Year: 05
 Screen: ___  Acct: 033055


        Dept:                        Resp Person: RONALD G. WARD
                                     Flags:     Del Frz Rvw Drp
                                                 0   0   0   0
  Ctl    Description                 Current Yr Bal        Prior Yr Bal
  ----   --------------------        ---------------       ---------------
  1100   CLAIM ON CASH                    52,694.78                   0.00
  3300   FUND BALANCE                     52,694.78-                  0.00
  9330   REV SUM LEDG 3                   18,979.02-                  0.00
  9530   EXP SUM LEDG 3                   16,071.60                   0.00
  9630   ENC SUM 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  SL Account Compare to Prior FY              DEAN, COLL BUS/TECH
     WIU Accounts                                Fiscal Year: 05
Screen: ___  Acct: 214500

        Department:                    Resp Person: DAVID BEVERIDGE
        Map Code:   20000             Flags:    Del Frz Rvw Drp Sup ABR
                                                  0   0   0   0   0   1
Obj  Description        Cur Mon Pr Yr Cur Mon   FYTD Actual   Pr FYTD Act
----  ----------------- ----------- ------------- ------------- -------------
3115 COMPUTER SUPPLIES       515            0           515             0
3130 OFF SUPP-UNIV STO        61            0            61             0
 COMMODITIES TOTAL           576            0           576             0
3910 TRAVEL IN-STATE         110            0           110             0
3920 TRAVEL OUT-OF-STA        81            0            81             0
3940 TR IN-STATE VEND         69            0            69             0
 TRAVEL TOTAL               260            0           260             0
4860 COPYING & PHOTO S        26            0            26             0
 CONTRACTUAL TOTAL           26            0            26             0
5560 EDP EQUIPMENT > 1     4,064            0         4,064             0
 EQUIPMENT TOTAL          4,064            0         4,064             0
7275 TEL,RAD,OTHR EQU<        24            0            24             0
 TELECOM TOTAL               24            0            24             0
 TOTAL EXPENSES           4,950            0         4,950             0
 NET REV & EXP           4,950            0         4,950             0
                      _____
```

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

```
I-FZ578 NO MORE VENDORS FOR THIS KEY
 102  Vendor Name Search
     WIU Accounts
 Screen: ___  Vend: RADIO SHACK Vchr: _____  Acct: _____

 Ln Vendor Name/Address            City/State        Vendor No.  Drop Alias CC
 -- ----------------------------- ----------------- ----------- ---- ----- --
  1 RADIO SHACK                                      A7510477100  0    N   99
    ACCOUNTS RECEIVABLE           CHICAGO, IL
  2 RADIO SHACK FRANCHISE                            A7510477102  0    N   99
    1000 ONE TANDY CTR            FT WORTH, TX
    _____
```

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

```
113  Vendor Analysis                                    RADIO SHACK
     WIU Accounts                                    ACCOUNTS RECEIVABLE
Screen: ___  Vend: A7510477100 Vchr: _____  Acct: 212000

 ACCOUNTS RECEIVABLE                    Dt Estb:  10/10/95   Disc:  00    Retn: 99
 CHICAGO          IL  60693-6062        Lst Actv: 10/30/95   Limit: 0    Com:
 YTD Paid:        1,050.00              Campus:   99         Type:  01   Hold: 0
    ①                  ②                      ③         ④         ⑤          ⑥
 Vchr No.    Acct No. Inv No./Description   PO No.   Inv Dt   Due Dt    Pd Dt
 3501700 01-2400005510 ****** VOIDED ******  6235017 09/25/95 10/26/95 10/26/95
 Gross=      2000.00- Disc=       0.00 Net=⑦  2000.00 Ck No.=03-200021⑧  TC=147

 3501701 01-2400005560 ****** VOIDED ******  6235017 09/23/95 10/26/95 10/26/95
 Gross=      1010.00- Disc=       0.00 Net=   1010.00-  Ck No.=03-200021 TC=147

 3502101 01-2120005560 COMPUTER             6135021 10/30/95 10/30/95 10/30/95
 Gross=      1050.00  Disc=       0.00 Net=   1050.00   Ck No.=03-200028 TC=147

    *****  Vendor *****         Gross            Disc              Net
    *****  Totals *****         1,050.00         0.00              1,050.00

           Total Pages:   1  This Page:   1     Next Page: ___
```

This screen shows the user what has been paid to a particular vendor. The user simply inputs the vendor number on screen 113. (The vendor number can be found by doing a name search on screen 102.)

① The first five digits of this number are the preprinted numbers from a Direct Pay Authorization (DPA) or a Travel Voucher. The voucher number is automatically generated by the system for Purchase Orders.

② The account number and subcode from which payment was made.

③ The document number from which payment was made. The first two digits are assigned by Business Services while the last five digits contain the preprinted number from a DPA or Travel Voucher. When the document is a Purchase Order, the first three digits are assigned by Purchasing while the last four are pre-printed.

④ Invoice date. If there was no invoice date on the original document, the day the items were vouchered will appear in this field.

⑤ The date the check was written or will be written. The system has the ability to store a future date in this field. A future date means that a check will be written on the date indicated.

⑥ The date the check was paid. This date should be the same as the due date. In general, checks or grouping sheets are mailed the day after the paid date.

⑦ The net amount for this voucher.

⑧ The check number or grouping sheet number that paid the voucher. If this number is 03-xxxxxx, a grouping sheet was created and a check will be mailed directly from Springfield. If this number is 08-xxxxxx, a check was cut from WIU. If this number is 30-XXXXXX, a check was written from the WIU Foundation.

```
I-FZ759 NO MORE RECORDS FOUND ON FILE
118   Invoice List                              RIDDERS BUSINESS SUPPLY
      WIU Accounts                              PO BOX 88
Screen: ___  Vend: A3709518640 Invoice: _____

<-----------Invoice------------> Vchr      PO       <---------Check---------->
Number            Amount  Date   Number   Number   Number     Amount  Date   St
CMTEST            750.00- 110595 3502600  6035026                            A
CM56789            50.00- 093095 3502400  6035022  000092      375.00 110995 C
4321              300.00  100395 3502200  6235024  200054      300.00 110995 C
68428              40.00  093095 3502800  6135028                            A
68429             555.00  090495 3502300  6135023  000092      375.00 110995 C
68430              25.25  100995 3502700  6035027                            A
```

This screen allows the user to view select information about a particular vendor. This screen is easier to read than screen 113 but doesn't include account numer or TC code.

① Invoice Number

② Invoice Amount

③ Invoice Date

④ Voucher number - If the document being paid is a DPA or Travel Voucher, the first five digits of this number represent the DPA or Travel Voucher number. If the document being paid is a Purchase Order, this number will be automatically generated by the system.

⑤ PO number - If the first character in this field is a 'P,' payment was made against a Purchase Order. If the first character is a number, payment was made from a DPA or Travel Voucher.

⑥ Check number - If this field is blank, a check has not been written.

⑦ Check amount - If this field is blank, a check has not been written.

⑧ Check date - If this field is blank, a check has not been written.

⑨ Check status: P -   The voucher is in Purchasing and has not yet been paid.
                          A -   The voucher is in Accounts Payable and has not yet been paid.
                          M -   Entered as a prepaid.
                          C -   In Accounts Payable and a check has been written.

```
R-Z0112 KEY FIELD CANNOT BE SPACES
 203  Vendor Create/Modify
      WIU Accounts
 Screen: ___   Vend: _____   PO: _____   Inv: _____   Line: ___

 Vendor Name: _____   Federal Tax ID: _____
 IHRC:     _____              APPLICATION: _  APPL DATE: _____
 Order From Address                    Remit To Address
  Addr: _____   Addr:  _____
        _____          _____
        _____          _____
        _____          _____
  City: _____   State:    __    City: _____   State:      __
  Zip:  _____   Country:   ___      Zip:  _____       Country:    __
  Phone: ___ _____   Extension: ___  Phone: ___ _____   Extension: ____
 CMS BUS CODE:   _____             CMS VENDOR #:          _____
 Vendor Terms:  _____ ___ _ ___   Payment Terms:      _____ ___ _ ___
 Vendor Type:   __                 Commodity Code:     ___
 Currency Code: ___                1099/1042 Code:     _
 Schedule:      _                  FOB:                __
 Campus Code:   _                  Retention Months:   __
 Check Limit:   __                 Hold Payment:       _
 FAX:           ___ ___ _____      TIN Notice/Year:    _ ____
 Drop:     Delete:    Freeze: _    Check In-process:


            _____
```

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.
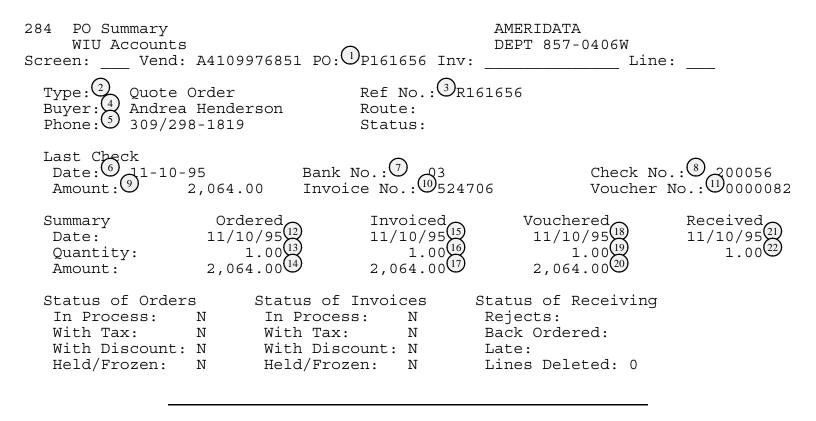
```
020   SL Object Code with Encumbrance              DEAN, COLL BUS/TECH
      WIU Accounts                                 Fiscal Year: 05
 Screen: ___  Acct: 2145007110

         Department:                    Resp Person: DAVID BEVERIDGE
                                        Flags:     Del Frz Rvw Drp Sup ABR
                                                     0   0   0   0   0   1
Obj  Description          Budget          Actual          Encumb          Avail
7110 TELE BASE CHARGE      2,500          0.00          2,500.00           0.00

PO Ref        Dt Estb    Original     Liquidated    Adjustments       Current
  Vendor No. Lst Actv   Description
-------------------------------------------------------------------------------
61PHBS        11/09      2,500.00         0.00            0.00        2,500.00
              11/09     TELE BASE CHARGES

Account Total             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-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE
 021  Open Commitments by Account              DEAN, COLL BUS/TECH
      WIU Accounts                             Fiscal Year: 05
 Screen: ___  Acct: 214500

          Department:             Resp Person: DAVID BEVERIDGE
                                  Flags:    Del Frz Rvw Drp Sup ABR
                                             0   0   0   0   0   1
Obj   PO Ref Dt Estb    Original     Liquidated   Adjustments      Current
   Vendor No.  Lst Actv  Description
-------------------------------------------------------------------------------
3150  6139954 11/09         15.00          0.00          0.00          15.00
              11/09    MAIL BAGS
3910  61T0136 11/09        109.85        109.85          0.00           0.00
              11/09    WALKER/ST. CHARLES
3940  6156780 11/09         69.12         69.12          0.00           0.00
              11/09    BOND/JACKSONVILLE
5560  6139956 11/09      2,000.00      2,000.00          0.00           0.00
              11/09    COMPUTER
7110  61PHBS  11/09      2,500.00          0.00          0.00       2,500.00
              11/09    TELE BASE CHARGES
7275  6239955 11/09         23.89         23.89          0.00           0.00
              11/09    ANSWERING MACHINE
Account Total            4,717.86      2,202.86          0.00       2,515.00
```

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

```
284  PO Summary                                    AMERIDATA
    WIU Accounts                                   DEPT 857-0406W
Screen: ___  Vend: A4109976851 PO:①P161656 Inv: _____ Line: ___

  Type:②   Quote Order            Ref No.:③R161656
  Buyer:④  Andrea Henderson       Route:
  Phone:⑤  309/298-1819           Status:

  Last Check
   Date:⑥ 11-10-95        Bank No.:⑦   03              Check No.:⑧ 200056
   Amount:⑨    2,064.00   Invoice No.:⑩524706          Voucher No.:⑪0000082

  Summary              Ordered          Invoiced         Vouchered          Received
   Date:            11/10/95⑫        11/10/95⑮        11/10/95⑱         11/10/95㉑
   Quantity:            1.00⑬            1.00⑯            1.00⑲             1.00㉒
   Amount:          2,064.00⑭        2,064.00⑰        2,064.00⑳

  Status of Orders       Status of Invoices       Status of Receiving
   In Process:    N        In Process:    N          Rejects:
   With Tax:      N        With Tax:      N          Back Ordered:
   With Discount: N        With Discount: N          Late:
   Held/Frozen:   N        Held/Frozen:   N          Lines Deleted: 0
```

① The user must input a Purchase Order for which information is desired, then press ENTER. Once ENTER is pressed the following information appears:

② Type of order.

③ The document number the Purchase Order was transferred from. This number is generally a Request for Purchase but may also be a bid or another Purchase Order.

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

⑤ The phone number at which the buyer can be reached.

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

⑦ The bank the item was issued from. 03-the check will be issued by the state; 08-the check was issued from WIU; 30-the check was issued from the Foundation.

⑧ Check number of the last check that was issued. If a 03 is in the bank field this number is a Grouping Sheet number rather than a check number.

⑨ Amount of the check or Grouping Sheet.

⑩ The last invoice for which a check or Grouping Sheet was issued.

⑪ Voucher number - In the case of a DPA or a Travel Voucher, the first five digits of this number represent the last five digits of the document number. The system automatically generates a number when payment is made from a Purchase Order.

⑫ Date the order was placed with the vendor.

⑬ Quantity ordered.

⑭ Dollar amount of the order.

⑮ Date Purchasing performed the invoicing function. (The invoicing function is the first step in getting a check issued from a Purchase Order.)

⑯ Quantity invoiced.

⑰ Dollar amount invoiced.

⑱ Date the item was vouchered for payment. (The voucher is the last process before a check is issued. Generally a check will be mailed the day after the voucher date. Occasionally a credit memo may hold up the issuance of a check or the check will be due-dated, causing the check date to differ from the voucher date.)

⑲ Quantity vouchered.

⑳ Dollar amount vouchered.

㉑ Date items were received if the type of order requires that receiving information be entered.

㉒ Quantity received.

```
285  Invoice Status List (Part 1)                    AMERIDATA
     WIU Accounts
Screen: ___  Vend: A4109976851 PO: P161656 Inv: _____ Line: ___

 Selection Criteria
                      Start              End
   Vendor No.:        _____       _____
   Invoice No.:       524706_____     524706_____
   Invoice Date:      _____             _____
   Invoice Amount:    _____       _____
   Voucher No.:       _____            _____
   PO No.:            _____            _____
   Currency:          ___
   Bank No.:          __
   Check No.:         _____             _____
   Check Date:        _____             _____
   Check Amount:      _____       _____
   Status:            _


 Press ENTER for list.
       _____
```

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

```
285  Invoice Status List (Part 2)
     WIU Accounts
Screen: ___  Vend: A4109976851 PO: P161656 Inv: _____

Vendor No  ①  Inv No. ②          Inv Amount ③
   Inv Dt ④ Vchr No. ⑤ PO No. ⑥ Curr  Bk ⑦     Ck No. ⑧ Ck Dt ⑨ Ck Amount ⑩ Stat ⑪

A4109976851 ① 524706 ②              2,064 00 ③
   10-11-95 ④ 0000082 ⑤ P161656 ⑥      03 ⑦   200056 ⑧ 11-10-95 ⑨  2,064.00 ⑩ C ⑪
```

---

① The vendor number to which payment was made.

② The invoice number of the payment.

③ The invoice amount.

④ The invoice date.

⑤ The voucher number. In the case of a DPA or Travel Voucher, the first five digits of this number are the same as the last five digits of the document number. The system automatically generates a number when payment is made from a Purchase Order.

⑥ Purchase Order number - This field will contain either a Purchase Order number, a Travel Voucher number, or a DPA number.

⑦ Bank number on which the check was issued: 03-the check was/will be issued directly from Springfield (Contact the Business Office for check number and date.); 08-the check was issued from WIU; 30-the check was issued from the Foundation.

⑧ The check or Grouping Sheet number (if bank=03, this number is a Grouping Sheet number).

⑨ The date the check was issued OR the date the Grouping Sheet was created to send to Springfield for payment. (Checks and Grouping Sheets are generally mailed on the business day following the check date.)

⑩ Amount of the check or Grouping Sheet.

⑪ Status of the invoice. This field may contain P, A, M, or C.
   P - invoice is in Purchasing and has not yet been passed to Accounts Payable.
   A - invoice is in Accounts Payable and is not yet paid.
   M - invoice is in Accounts Payable and was entered as a prepaid.
   C - invoice is in Accounts Payable and a check has been written.

```
881 Set Fiscal Year and Campus Code

 Screen: ___  Acct: 2145007110


                    Fiscal Year: 05  YEAR SELECTED IS CURRENT
                    Campus Code: 01  WIU Accounts


    Use this screen to set the Fiscal Year (FY) and Campus Code (CC) indicators.
    These codes will be implicitly attached to all accounts and dollar records
    accessed by the attribute maintenance screens and the inquiry screens.

    For real-time updating, you may set a different FY and CC indicator
    on the Open/Close Session screens 030/130.

    The FY and CC indicators used by Data Collect are set on the Batch
    Header Transaction which you create on screen 051/151.

                   _____
```

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

```
FIN   Financial Systems Menu
      WIU Accounts                              Fiscal Year: 05
  Screen: ___  Acct: _____


                    001   Financial Accounting Menu
                    101   Accounts Payable Menu
                    201   Purchasing Menu
                    501   Fixed Assets Menu
                    701   Budget Development Menu
                    SYS   System Controls Menu


          _____
```

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.

```
W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN
 REQ  On-Line Requisition Menu
      WIU Accounts                               Fiscal Year: 05
 Screen: ___  Acct: _____

 Requisitions                        Purchase Order Inquiry
  250  Header Maintenance             220  Header
  251  Delivery Information           224  Item Description
  254  Item Description               285  Invoice Status List
  25L  Multi-Line Item Create
  256  Trailer                       Miscellaneous
  253  Delete Requisition             FIN  Financial Systems Menu
                                      881  Select FY And Campus Code
 Requisition Approval
  214  Select And Approve Documents
  252  Approval Screen


          _____
```

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.

```
W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN
 SIG  Authorized Signatures SL                      DEAN, COLL BUS/TECH
      WIU Accounts                            Fiscal Year: 05
 Screen: ___  Acct: 214500

         Acct Title: DEAN, COLL BUS/TECH①     Address: BUSINESS③
         Fiscal Agt: FRED EBEID②              Building: STIPES④

   Alt Signature #1: LARRY WALL
   Alt Signature #2: LORI BOYER           ⑤
   Alt Signature #3: BLOOMBERG, DAVID J.
```

This screen was designed so the user can see who is authorized to sign for certain accounts. You can get the following information from this screen:

① Account title.

② Fiscal agent.

③ Fiscal agent address.

④ Fiscal agent building.

⑤ Alternate signatures.

```
W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN
WHO  Who To Contact
PROD WIU Accounts                              Fiscal Year: 05
Screen: ___  Acct: _____

Accounting
 Travel                         Rhonda Vail                    8-1811
 Appropriated DPA's in Process  Ben Sollenberger               8-1811
 Local/Bond Accts/DPA's in Process   Tara Dorethy/Katie Wall      8-1811
 Local Accts/General Questions  Holly Spence                   8-1811
 Bond Accts/General Questions   Jessica Dunn                   8-1811
 Grant Accounts                 Meagan Kramer/Jennifer Scott   8-1191
 Foundation Accounts            Holly Fecht/Christie Weishaar  8-1861
 Payment Inquiries              Bob O'Bear                     8-1811
 Report Distribution            Cindy Feld/Lisa Hinman         8-1811
 Report Interpretation          Holly Spence/Cheryl Webster    8-1811
 Property Accounting            Denis Barnes/Lorin Waller      8-3118
 General Accounting Questions   Holly Spence                   8-1811
 Budget Information             Bonnie Elder                   8-1953
                                 Matt Bierman 8-2005/Renee Georges 8-1673

Purchasing
 Contracts & Leases             Dawna Zimmerman 8-1819/Digger Oster 8-1800
 Purchase Orders                                               8-1819
```

If you type **WHO** in the SCREEN field, this list will be displayed. You can see who to contact in the Business Office regarding certain types of questions.