

# Western Illinois University

## Financial Records System

Reference  
Information

2017



WESTERN  
ILLINOIS  
UNIVERSITY

## FRS AVAILABILITY

FRS is available 4:30am to midnight Monday through Friday; and 3am to midnight on weekends.

## ACCESSING FRBR

After logging in to the MVS system, select FRBR from the WIUP Main Menu, by typing FRBR or by selecting the corresponding number on your menu. If you are logging in from WIUP on the web, select Financial Accounting, then FRBW from the menu. When finished with FRBR, type SO in the screen field, press Enter and you will be returned to the WIUP Main Menu.

For other resources concerning WIUP click on the following link:

[http://www.wiu.edu/university\\_technology/administrative\\_information\\_management\\_systems/instruct\\_docs.php](http://www.wiu.edu/university_technology/administrative_information_management_systems/instruct_docs.php)

## SCREEN INFORMATION

When viewing accounts where the transactions that do not display entirely on one screen, you can page forward by pressing the ENTER key. You cannot page backward; however, you can return to the beginning of the account by retying the screen number.

## SCREEN DESCRIPTIONS

100 FRS INQUIRY MENU	
WIU Accounts	Fiscal Year: 15
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	

### Commonly Used Screens

**018** Summary of dollar information for a specific 6-digit general ledger account. Displays the account's fiscal year beginning balance, year-to-date actual, and current balance by account control. This screen will only display data for general ledger accounts.

**019** Displays current balances for a specific 6-digit subsidiary ledger account.

**021** Displays all open commitments for a specified 6-digit account.

**023** Displays all transactions for a particular 6-digit or 10-digit subsidiary ledger account. Only 26 pages of detail can be displayed at a time. To continue to the next set of pages, tab down to the next page field at the bottom of the screen and type \*\*\* and press enter. This will allow you to see the next 26 pages of detail. Repeat if necessary.

## **Other Useful Screens**

**022** Displays current budget information for a specific 6-digit subsidiary ledger account.

**027** Displays all transactions processed against a 6-digit or 10-digit account OR all transactions that meet the selection criteria specified by the user.

**029** Displays current month and year-to-date balances for a subsidiary account.

**038** Displays current year and prior year balances for a general ledger account.

**039** Displays current year and prior year balances for a subsidiary ledger account.

**102** Displays all vendors with the search criteria specified. A user can find a vendor number by entering all or part of a vendor name.

**118** Displays a list of all invoices on file for a particular vendor.

**203** Displays both "order from" and "remit to" addresses for a particular vendor.

**020** Displays open commitments for a specified 10-digit account.

**284** Displays summarized ordering, receiving, invoicing and voucher information for a specific purchase order.

**285** Displays information about invoices according to the search criteria specified by the user.

**881** Allows the user to switch between campuses. Foundation accounts are in a different campus - in order to see those accounts the user must use screen 881 to move to campus code 08.

**FIN** Displays other menus available in the Financial Records System.

**REQ** Displays screens for use with on-line requisitioning.

**SIG** Displays fiscal agent and alternate signatures for the subsidiary ledger account specified. This screen will only display information on SL accounts.

**WHO** Displays information about who to contact for various questions. This should provide departments with a place to start when phoning the Business Office.

## **GENERAL DEFINITIONS**

**SL** - Subsidiary ledger account - Subsidiary ledger accounts contain the income statement information (revenues and expenses). These accounts begin with 1, 2, 3, 4, 5, or 7.

**GL** - General ledger account - General ledger accounts contain balance sheet information (cash, receivables, payables, fund balances, etc...) In most instances the last 0 can be moved to the first position to translate the subsidiary account number to a general ledger account number. Example: account number 3-00000 translates to a general ledger account number of 0-30000. For Foundation accounts the leading 8 in a subsidiary ledger account should be replaced by a 0. Exaple: 8-80000 translates to general ledger account number 0-80000. These accounts begin with a zero.

**Subcode** - A four-digit code that specifically classifies a type of revenue or expense in a subsidiary ledger account. Also referred to as Object Code.

**Account Control** - A four-digit code that specifically classifies a type of asset, receivable, liability, fund balance, etc... in a general ledger account.

**6-Digit Account** - The account number.

**10-Digit Account** - The six-digit account number followed by the four-digit account control or subcode.

**Open Commitment** - encumbrance - Funds which are set aside in an account for a specific purchase. In the case of a Request for Purchase, an open commitment represents the intent to purchase a specified item for an estimated price. In the case of a Purchase Order, an open commitment represents the intent to purchase a specified item for a specified price. All other types of encumbrances (Direct Pay Authorizations, state vehicles, etc.) represent funds set aside for items already purchased.

**Campus Code 01** - The campus code which contains all WIU accounts.

**Campus Code 08** - The campus code which contains all WIUF (Foundation) accounts.

**BBA** - Budget Balance Available

**YTD** - Year-to-date

**PTD** - Project-to-date

**DPA** - Direct Pay Authorization

**Pool** – refers to Pool budgeting. Examples include 3000 = Commodities, 4000 = Contractual Services

**Object Code** - A four-digit code that specifically classifies a type of revenue or expense in a subsidiary ledger account. Also referred to as Subcode.

**J.E. Offset or Offset Account** – Is the debit/credit side of transactions in the account.

**Report Distribution Code** – Each account is issued a code based on the Fiscal Agent of the account.

## FINANCIAL ACCOUNTING INFORMATION

### SL Account

<u>Number</u>	<u>Type</u>	<u>Description</u>
1-XXXXX	Appropriated	money held in Springfield that is appropriated to the University. In even fiscal years accounts begin with 2; in odd years accounts begin with a 1.
3-XXXXX	Local	funds that are retained locally These funds are generated by activities that support the University's mission of instruction, research, and public service.
4-XXXXX	Revenue Bond	funds generated by the University Union, Campus Recreation, and University Housing and Dining.
5-XXXXX	Grants	accounts that receive and expend restricted funds from outside sources
7-XXXXX	Plant	accounts that record activity related to the University's physical assets
8-XXXXX	Foundation	funds generated and held by the WIU Foundation
9-XXXXX	Agency	accounts for which WIU is the custodian only. These funds are not University funds.

NOTE: When using FRS screens, the dash should be left out of the account number. Example: 3-00000 should be entered as 300000 on the screen.

## TRANSACTION CODES

Transaction Codes (TC) are used in the FRS system to define the type of transaction. The definitions are:

02X Budget-	020 Original Budget 021 BudgetRevision 022 Budget Transfer
03X Cash Receipts	
04X Cash Disbursements	
05X Encumbrances/Requisitions	
06X Journal Entries-	060-067 Journal Entries 068 Payments

## COMMONLY ASKED QUESTIONS

Q: The system is requiring a new password and it will not accept the one I entered. What is the problem?

A: A previous password cannot be duplicated. The password must contain eight characters. It must contain at least one letter and one number. It must not contain embedded spaces or special characters. The password is not case sensitive.

Q: **I forgot my password or my access has been revoked.**

A: Call the UTECH Help Desk 298-2704.

Q: I am getting a page of messages that starts by saying 'The FRS System is in an ABORT STATUS.'

A: This means the FRS files are not open. If this message or one indicating an 'I/O' error occurs, there is a problem with the system that needs corrected before files can be opened. The system will be available as soon as the problem has been fixed.

Q: How do I view my Foundation account?

A: In the screen field, type **881** then press ENTER. Without entering anything in the screen field, tab down to the campus code space. Type "**08**" then press ENTER. Proceed to look at screens using your Foundation account number. To return to the University accounts, go back to the 881 screen and change the campus code back to "**01**" and press enter.

Q: On screen 023 why can I only see a limited number of transactions?

A: FRS only displays 26 pages of detail at a time. Tab down to the next page field at the bottom of the screen and type **\*\*\*** and press enter. This will allow you to see the next 26 pages of detail. Repeat if necessary.

Q: I used to be able to see account x-xxxxx and now I can't - why?

A: You probably have access to online requisitioning, which limits you to which accounts and/or inventory you can see. If you need to see other accounts that you will not be requisitioning out of, a second User ID can be set up. Call the Business Office at 298-1811.