

*Comprehensive Information Management for Schools III (CIMS® III)*

## Financial Management System User's Guide

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#### **Fourth Edition (February 1999)**

This edition applies to Version 5.00 of the NCS Comprehensive Information Management for Schools III (CIMS® III) Financial Management System (FMS™) product for IBM AS/400\* systems, and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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# About This Book

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This book is intended for management-level and staff-level users of the **Financial Management System** (FMS™). It contains instructions for setting up the FMS application, entering and approving routine financial transactions, performing month-end closing procedures, and maintaining vendor records.

This manual discusses the routine tasks that typical users perform. It does not provide instructions for running financial reports, performing year-end processes, or operating the IBM AS/400\* system. To obtain detailed information about FMS programs not discussed in this manual, see the following publications:

- *Financial Management System Year End User's Guide*
- *Financial Management System Report Writers User's Guide*
- *Financial Management System Sample Reports*

## How This Book Is Organized

This book is organized into the following chapters:

**Chapter 1, “Planning Your System,”** provides an overview of the FMS application and introduces the topics you need to consider as you plan your system. It also illustrates how the FMS application shares information with the other CIMS® III financial applications.

**Chapter 2, “Using the General Setup Programs,”** explains how to use the programs that apply to setting up the FMS application as a whole. These include your general management options, defining control documents, and testing your financial setup status.

**Chapter 3, “Defining Your Chart of Accounts,”** explains how to define your chart of accounts, including subledgers, journal titles, account code format, and beginning account balances. This chapter also helps you set up a level of system security by limiting access to account elements.

**Chapter 4, “Setting up Control Accounts,”** describes how to set up and use special control accounts.

**Chapter 5, “Using the General Ledger Module,”** explains how to make journal entries and perform month-end closing. It also presents the special programs you can use to make adjustments to the general ledger.

**Chapter 6, “Using the Purchasing Module,”** explains how to create and maintain purchase order requisitions and purchase orders and discusses the differences between the two. The chapter also discusses how to maintain your vendor records.

**Chapter 7, “Receiving,”** explains how to enter and print information about the merchandise you receive.

**Chapter 8, “Working with Accounts Payable,”** explains how to enter, print, and post invoices, created with or without a purchase order.

**Chapter 9, “Working with Cash Disbursements,”** explains how to generate continuous form checks for Accounts Payable invoices. It also describes how to record manual and voided checks, and how to reconcile your bank statement.


**Chapter 10, “Entering Cash Receipts,”** explains how to record bank deposits and print a list of cash receipts.

**Appendix A** provides a description of the accounting principles in the FMS application, with sample accounting entries for typical transactions. **Appendix B** describes two cash transfer methods. **Appendix C** provides a list of annual and non-annual files in the FMS application.

The **Index** to this manual lists all the commands, and special terms discussed in the manual.

## Conventions Used in This Book

This book follows specific conventions for presenting different types of information such as field names, program names, and key names. The following table describes the convention for each type of information and provides an example of its usage.

<b>New terms</b>	<p>When a term is used for the first time in this book, the term is bold-faced, italicized, and then defined briefly. For example, when “field” is used for the first time, the term is bold-faced and italicized:</p> <p>Each screen in the Financial Management System contains information in limited areas known as <b>fields</b>. A field may present information for you to review, or it may present a place for you to type information.</p>
<b>Field names</b>	<p>Field names are italicized whenever they are referenced. For example:</p> <p>Type a 1- to 9-digit identifier in the <i>Vendor Number</i> field.</p>
<b>Characters you type</b>	<p>Whenever you are instructed to type one or more characters on the keyboard, the characters appear in bold-face. For example:</p> <p>Type <b>A</b> on the first line.</p>
<b>Locations on your screen</b>	<p>A white number on a black background in instructions refers to a particular point on your display screen. It corresponds with the identical number on the representation of that display screen that you find preceding the instructions. For example:</p> <p>Type a vendor name at ②.</p>
<b>Keys you press</b>	<p>Whenever you are instructed to press a key on the keyboard, the key name appears in a key replica. For example:</p> <p>Type the total amount of the invoice at ③ and press .</p>
<b>Default values</b>	<p>Whenever instructions identify a <b>default</b>, the value appears in bold-face type. A default is a value that a system assumes if no other value is specified. For example:</p> <p>The default is <b>N</b>.</p>

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# Planning Your System

To manage the business side of your school or district effectively, you need quick, easy access to current, accurate financial information. You need a financial system that can manage your complex fund-based accounting. You need a flexible system that will let you decide which account code format to use. Finally, you need a comprehensive system that can provide you with a complete picture of your financial status at any time, so you do not have to reconcile information from several sources.

The CIMS III financial applications are designed to meet these needs. These financial applications work together to provide a flexible, interactive, integrated set of tools to help you do your job.

There are five CIMS III financial applications:

- Financial Management System (FMS™)
- Employee Management System (EMS™)
- Warehouse Inventory System (WHS™)
- Fixed Asset Inventory System (FAS™)
- Human Resource Management System (HMS™)

This guide discusses planning, implementing, and using the Financial Management System, which is the basis for all of the CIMS III financial applications.

## Working with FMS

The Financial Management System is a modified double-entry accrual accounting system designed for governmental accounting organizations. This type of system posts a debit entry to an expense account when a charge is incurred (for example, when an invoice is posted) rather than when a check is written. The offsetting credit entry is posted to a liability account, which then **accrues**, or accumulates, a balance. This liability entry is liquidated automatically when you write checks for the accrued invoices.

The FMS application consists of six smaller subsystems or modules that work together and share information. These modules are described briefly below.

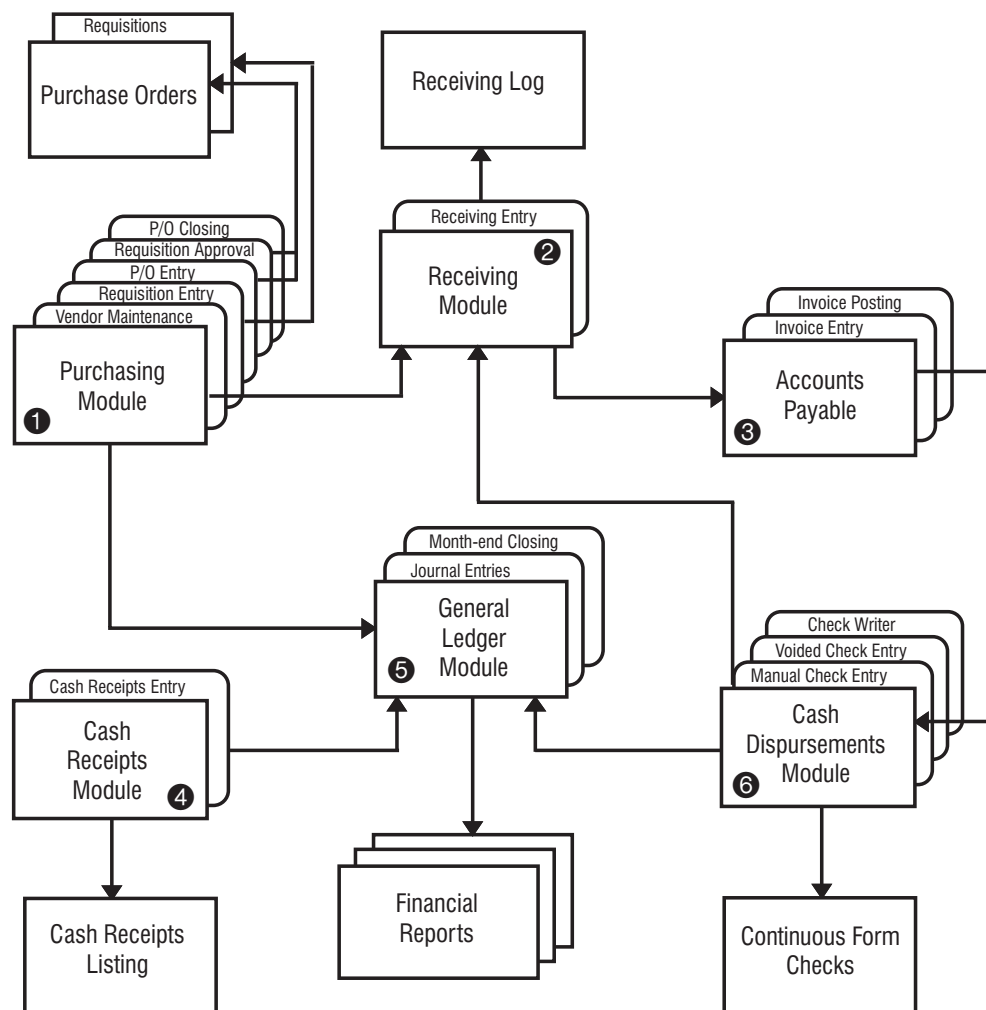
<b>General Ledger</b>	Maintains accounting journals for all CIMS III financial applications. The General Ledger report writers allow you to create and print user-defined financial reports.
<b>Purchasing</b>	Prepares and prints purchase orders and purchase requisitions. A purchase order is an order for goods or services. A purchase requisition is a request for goods or services.
<b>Receiving</b>	Records receiving information and prints receiving logs. Receiving information can be used by the Cash Disbursements module to determine when invoices are ready to be paid.
<b>Accounts Payable</b>	Maintains and accrues vendor invoices.
<b>Cash Disbursements</b>	Determines when invoices should be paid and prints continuous form checks for these invoices. It also records manual checks and voided checks.
<b>Cash Receipts</b>	Records cash receipts and prints cash receipts listings.

The FMS application uses Generally Accepted Accounting Principles (GAAP) to record all transactions. FMS also maintains a comprehensive audit trail so you can easily research transactions recorded on the system.

The FMS application provides a simplified method for double-entry accounting. For most transactions you enter half of the accounting entry and FMS automatically enters the offsetting side of the entry. The FMS application makes the appropriate entries based on information that you provide when you set up your system. This means less work for you and reduces the chance of making data entry mistakes.

In addition to providing increased accuracy of accounting records, the FMS application enables you to obtain financial reports quickly and easily. There are many standard reports, as well as report writers that enable you to design and print custom reports. Like all CIMS III applications, you can use the Application Control System to customize your FMS menus for individual users. You can assign each user assigned to only those modules or programs that are required for his or her specific duties. This way, users are not forced to search through programs they never use in order to find the ones they need. This method also provides strong internal control over the system, since users can only access those programs included on their individual menus.

## How Information Flows in FMS



- ① The Purchasing module maintains vendor and purchase order information. When you create a purchase order, the system automatically **encumbers** (or reserves) a portion of the budget for all general ledger accounts listed on the purchase order. When you create a purchase order requisition you can check for available budgets. However, the system does not encumber budget accounts until a manager approves the requisition and creates the purchase order.
- ② The Receiving module maintains information about the goods you receive. It checks the items you received against the items you ordered on your purchase order to determine if the order is complete.
- ③ The Accounts Payable module handles vendor invoices. Invoices are entered in batches and accrue in the system until they are ready to be paid. The system determines when to pay invoices based on:
  - The age of the invoice.
  - The vendor priority. You can assign priority levels (1-9) to individual vendors and select the vendors to pay by their priority.
  - Whether the items have been received and recorded in the Receiving module.
  - Other criteria that you establish for individual vendors or invoices, including whether the invoice should be considered as a 1099 invoice.

When you post an invoice, the system automatically debits the expense accounts for the items purchased and credits the liability account for the vendor. If you post an invoice against a purchase order, the system automatically closes the encumbrance entries in the general ledger budget.

- ④ The Cash Receipts module records bank deposit information and then records the information in the general ledger by debiting the appropriate general ledger bank account, and crediting the account you identify.
- ⑤ The General Ledger module maintains all the accounting journals for the financial system. It receives information from other modules and updates the accounting records to reflect this information. Its powerful free form report writer lets you create custom financial reports.
- ⑥ The Cash Disbursements module prints continuous form checks against vendor invoices. You can also enter manual checks against invoices or manual checks directly to a vendor. It debits the outstanding liability balance and credits the general ledger bank account. In the case of a direct check, the system debits an account you identify (an expense account, for example) and credits the general ledger bank account.

## FMS Accounting Entries

	Activity	Journal	Entry	
A	Purchase Order Entry PUR.410 Encumbrance Creation	Encumbrance Purchasing	<u>Exp****</u> A	<u>Encumb*</u> A
B	Invoice Posting ACP.660 Encumbrance Liquidation	Encumbrance Accounts Payable	<u>Encumb*</u> B	<u>Exp****</u> B
B	Invoice Posting ACP.660 Expense Recognition	Transaction Accounts Payable	<u>Exp****</u> B	<u>A/P**</u> B
C	Check Writing CDS.610 Reduction of Cash	Transaction Cash Disbursements	<u>A/P**</u> C	<u>Cash***</u> C
D	Cash Receipt CRS.401 Revenue Recognition	Transaction Cash Receipts	<u>Cash***</u> D	<u>Rev****</u> D
E	Journal Entry GNL.401 Entries are user-defined	Transaction General Journal	<u>??****</u> E	<u>??****</u> E

**Legend:**

- \* Automatic Entry from Keywords
- \*\* Automatic Entry from Vendor Record
- \*\*\* Automatic Entry from Bank Identifier
- \*\*\*\* Operator Input/Review

## File Allocation Design

To protect the integrity of posted invoices and check writer processing, the system temporarily disables access to the following programs under the circumstances described below.

1 While ACP.660 – Invoice Batch Posting is running, you will not be able to run the following programs until the posting process is complete:

- CDS.401 – Manual Check Entry
- CDS.421 – Check Voider
- CDS.610 – Check Writer
- CDS.626 – Bank Reconciliation File Purge
- CDS.620 – Bank Statement Input
- CDS.674 – Load Bank Reconciliation File from Tape

2 If any one of the following programs is running:

- CDS.401 – Manual Check Entry
- CDS.421 – Check Voider
- CDS.610 – Check Writer
- CDS.674 – Load Bank Reconciliation File from Tape

the following programs will not run until processing is complete:

- ACP.660 – Invoice Batch Posting
- CDS.610 – Check Writer
- CDS.626 – Bank Reconciliation File Purge

3 If any of the following programs is running:

- CDS.610 – Check Writer
- CDS.626 – Bank Reconciliation File Purge

the following programs will not run until processing is complete:

- ACP.660 – Invoice Batch Posting
- CDS.401 – Manual Check Entry
- CDS.421 – Check Voider
- CDS.610 – Check Writer
- CDS.620 – Bank Statement Input
- CDS.674 – Load Bank Reconciliation File from Tape

### File Allocation and the Payroll Processor

If CDS.610 – Check Writer is being run in the FMS application, and PAI.600M – Payroll Processor is running an actual payroll in EMS, the payroll may not complete. In this situation you could receive a message informing you that the objects needed to run payroll are currently in use by another job and to try your request later. This situation could occur if the payroll processor tries to assign check numbers at the same time as the file is already allocated for the FMS check run.

## Planning Your Implementation Schedule

It is important to determine at what time of the year to implement the Financial Management System and the other financial applications. You can seriously overburden your system and your employees if you attempt to implement all aspects of the financial applications at once. Of course, the time of year you purchase your system and the requirements of your school district both play an important role in your plan to implement the applications. You must also take into account the time it takes to enter all of your existing data into your new system.

This section provides some recommendations for how (and when) to implement the financial applications. There are two steps that are required for the CIMS III financial applications:

- 1 You must install and implement the Application Control System before you can install any of the financial applications on your system. See the *Application Control System User's Guide* for more information about installing the ACS application.
- 2 You must install and implement the FMS application before you can install any of the other financial applications. You will use the ACS application to install the FMS application (and the other financial applications).

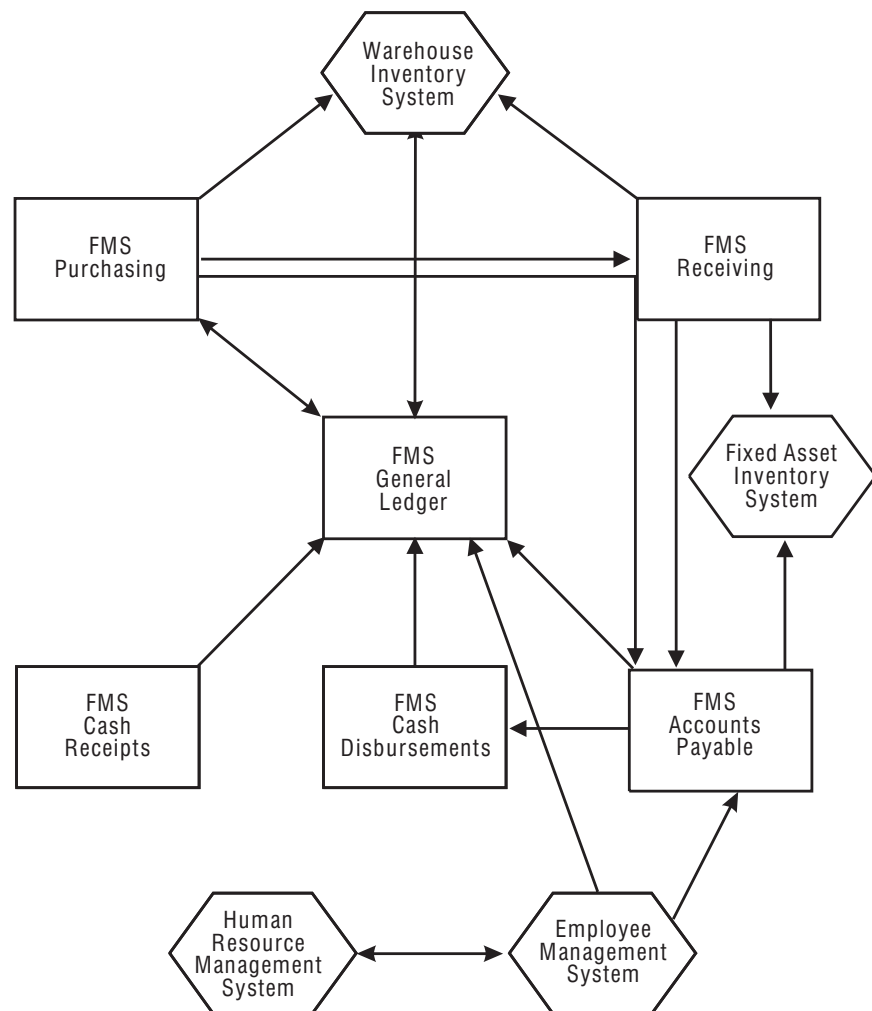
Once you meet these two requirements, the balance of the implementation depends on which of the applications you plan to use. Although you can implement the applications at any time during the fiscal or calendar year, we recommend the following implementation timing for the financial applications:

- Implement the FMS application at the beginning of the fiscal year (this reduces the amount of data entry).
- If you plan to use the Employee Management System, plan to implement the EMS application at the beginning of the calendar year. Or, as a second choice, you can implement the EMS application at the beginning of the fiscal year. See the *Employee Management System User's Guide* for information about implementing the EMS application.
- If you are using the Fixed Asset Inventory System or the Warehouse Inventory System, these applications should also be implemented at the beginning of the fiscal year. (It is also a good idea to perform a physical inventory just before implementation.) See the *Fixed Asset Inventory System User's Guide* and the *Warehouse Inventory System User's Guide* for information about implementing these two applications.

- If you plan to use the Human Resource Management System, try to implement the system at the beginning of your fiscal or calendar year. See the *Human Resource Management System: Position Control System User's Guide* for information about implementing the HMS application.

The FMS application performs all your basic accounting functions and maintains your general ledger. The other CIMS III financial applications exchange information with the FMS application and expand your financial system to include payroll (the EMS application), fixed asset inventory, warehouse inventory, and human resource management.

The following figure shows how the financial applications work together and exchange information.



## Financial Applications Decision Making

Making a few thoughtful decisions before implementing the FMS application can save you time and money and ensure that you perform the implementation correctly. Consider the following as you plan the use of your financial applications:

- State reporting requirements
- Forms (accounts payable checks, invoices, and so on)
- Source documents you will need to implement the FMS application
- Financial applications responsibility guidelines

### State Reporting Requirements

You must examine the requirements that you need to fulfill for reporting financial information to your state. Review the following list of items to consider in meeting your state reporting requirements:

- Identify your state reporting requirements. State requirements vary from state to state, and your first step is to make sure you have considered all aspects of your state's requirements.
- Plan how you will meet the requirements. This plan should include identifying the resources, data, and formats needed. It should also include a planned schedule for completion.
- Determine if your state reporting requirements can be met completely with the financial applications using the FMS reporting capabilities:
  - General ledger report writers
  - General ledger free-form report writer/user-defined report writer
  - The Sequel report writer
  - Other reports generated using IBM Query
  - Downloads to PC spreadsheet packages using PC Support

Most states' reporting requirements can be met by using these features. Both the Sequel report writer and the free-form report writer enable you to design reports for your specific needs. If your state has reporting needs that cannot be handled by using some combination of the report writers and IBM Query, you may have to consider some customization of your system.

If you are considering customization of the financial applications, you will need to perform the following steps:

- Describe, in detail, the programs that need to be enhanced and why they need enhancement. Include sample screens, reports, or both.
- Develop an implementation schedule for any custom deliverables.
- Identify the impact that custom code might have on the standard CIMS III applications, particularly future releases.
- Outline the process of maintaining the custom programs.
- Establish guidelines and restrictions for using custom code.

Contact your custom code vendor to determine the development schedule and cost.

## Forms

Before you implement the financial applications, make sure to order whatever preprinted forms you will need from your forms supplier. Using the sample data provided with the FMS application, print an example of each of the forms listed below to make sure that the forms you order for your system are appropriate for use with the CIMS III financial applications. Check and then order the following forms if applicable:

- Accounts payable checks
- Purchase orders
- Invoices
- Payroll checks
- Direct deposit advice of deposits
- Net checks

The following table lists the print specifications for the various form types.

Form Type	Program
<b>Accounts Payable Checks – 11 inch check</b>	CDS.610
<b>Print Specifications:</b> 66 lines per page 85 characters wide 6 lines per inch (LPI) 10 characters per inch (CPI)	66 overflow line Align: *YES Form type: CHECKS
<b>Accounts Payable Checks – 7 inch check</b>	CDS.6107
<b>Print Specifications:</b> 42 lines per page 85 characters wide 6 lines per inch (LPI) 10 characters per inch (CPI)	42 overflow line Align: *YES Form type: CHECKS
<b>Purchase Orders</b>	PUR.410PC PUR.410 PUR.410P2C
<b>Print Specifications:</b> 66 lines per page 85 characters wide 6 lines per inch (LPI) 10 characters per inch (CPI)	52 overflow line Align: *YES Form type: PO

# Sample Paycheck

BOARD OF EDUCATION <b>CIMS SCHOOL DISTRICT</b> 123 MAIN STREET ANYTOWN, USA 12345		PAYROLL		MAIN OFFICE FIRST NATIONAL BANK MAIN STREET - YOURTOWN, USA		123 456
PAY EXACTLY 1,313 DOLLARS AND 84 CENTS		147		DATE 6/26/91		CHECK NUMBER 90262
TO THE ORDER OF ANN M. ADAMS 12 ASH STREET GREENFIELD, AZ 85210-4321				CHECK AMOUNT \$1,313.84		
VOID IF NOT CASHED WITHIN 90 DAYS						

6/26/91 114 Check: 90262

THE BOARD OF EDUCATION, CIMS SCHOOL DIST.

ADAMS, ANN M.	123-45-6789	Fiscal	Calendar	Current
SCHOOL PRINCIPAL		8,930.77	8,930.77	1,971.15
CAFETERIA 125 PLAN		96.48	96.48	32.16
PAY DOCK		74.62	74.62	10.00-
<b>Total Pay</b>		<b>9,101.87</b>	<b>9,101.87</b>	<b>1,993.31</b>
CERTIFIED RETIREMENT			1,178.71-	119.60-
FICA (SOC. SECURITY--6.20)			1,065.91-	116.17-
FICA (HOSPITAL INS.--1.45)			249.29-	27.17-
ARIZONA STATE INCOME TAX			683.48-	73.31-
FEDERAL INCOME TAX			2,988.12-	293.22-
SAVINGS BOND DEDUCTION			250.00-	50.00-
<b>Total Deductions</b>			<b>6,415.51-</b>	<b>679.47-</b>
<b>NET CHECK</b>		<b>901.16</b>		<b>1,747.84</b>

\*\*\*\*\*

Tax Marital Status: M Exemptions: 01 Location: 147 ADM 147

Absence/Leave Summary	Beg Bal	Earned	Absence	Adjust	Balance	
CERTIFIED SICK LEAVE	11.1541	.3847	.0000	.0000	11.5388	DAYS
CERTIFIED VACATION	1.8079	.7693	.0000	.0000	2.5772	DAYS

Employer Contribution

CERTIFIED RETIREMENT	159.46-
FICA (SOC. SECURITY--6.20)	116.17-
FICA (HOSPITAL INS.--1.45)	27.17-
DENTAL INSURANCE	49.93-
MEDICAL INSURANCE	70.81-
LIFE INSURANCE	43.83-

PAYROLL

# Sample Purchase Order

Vendor:	89	<b>PURCHASE ORDER</b> <b>CIMS SCHOOL DISTRICT</b> 123 MAIN STREET ANYTOWN, USA 12345 (123) 456-7890	P/O #: 930004 1
		IMPORTANT PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACK- AGES AND CORRESPONDENCE	
TO:	BARCOURT BRACK JOVANICH 6578 NORTH ST. CHARLES ROAD ST. LOUIS, MO 26534	SHIP TO:	CIMS SCHOOL DISTRICT 5050 EAST BROADWAY PHOENIX, AZ 85064 (602) 892-8013 ATTN: CENTRAL RECEIVING
ATTN:			
DATE:	4/09/93	REQUIRED:	SHIP: FOB DESTINATION
			REQ:

QTY	DESCRIPTION	DISCOUNT	UNIT PRICE	TOTAL
100	EA 001.20.200.00.5410 RED BADGE OF COURAGE		4.5000	450.00
100	EA 001.20.200.00.5410 MIND IN THE WILLOWS		5.1000	510.00
75	EA 001.20.200.00.5410 TALE OF TWO CITIES		5.2500	393.75
50	EA 001.20.200.00.5410 OLIVER TWIST PLEASE DO NOT BACK ORDER		4.9500	247.50
				Sub Total
				1,601.25
				Taxes
				108.10
				TOTAL
				1,709.35

SAMPLE  
 (AS/400)

PLEASE INCLUDE PURCHASE ORDER NUMBER  
 ON ALL INVOICES AND CORRESPONDENCE.  
 ALL ORDERS WILL BE CANCELED IF NOT  
 SHIPPED PRIOR TO JUNE 30, 1993.

PURCHASING AUTHORITY  PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25 OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL  TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE. 1. SIGNED DELIVERY RECEIPT 2. INSURANCE RECEIPT/NUMBER 3. AIR BILL, WAY BILL, BL OF LADING	INSTRUCTIONS TO VENDOR  1. DO NOT overship or substitute without prior Purchasing Dept. Approval. 2. Send all invoices, in triplicate, to: BOARD OF EDUCATION - CIMS SCHOOL DISTRICT, 123 MAIN STREET, ANYTOWN, USA 12345. 3. A separate TAX FREE invoice set must be submitted for each order. 4. Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt. 5. Purchase Order Number and Location Number must appear on all docu- ments relating to this order.
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## Source Documents Needed to Implement the FMS Application

Before you implement the FMS application, you need to identify the information that you will store on the computer and develop a plan for entering it into the new system. To do this, you must decide which source documents you will use to enter pertinent financial information. This is especially true if you are moving from a manual system to a computerized one. These documents include:

- Your state accounting manual
- Your chart of accounts
- List of ship-to addresses for your district
- List of vendor names and addresses
- Checking account numbers

## Using the Planning Worksheets

As you work through the process of planning and implementing the FMS application, you may find it helpful to use a worksheet to help you plan your system. The setup programs introduced in this guide have a worksheet for you to use while planning your system. The FMS planning worksheets are available on the Customer Link on the Internet for you to download and use as needed. You can make as many copies of these worksheets as you need to help you plan.

Filling out the worksheets can make your data entry process more efficient by accumulating the information in a central location and ensuring that the data is in the correct order for entry. The completed worksheets also serve as a useful record of your initial system implementation.

## Financial Applications Responsibility Guidelines

There are many aspects that you must consider when planning to use the CIMS III financial applications. You will need to determine the answers to questions such as:

- How will you set up your account code structure?
- Who will need to use which capabilities of the system?
- What kind of reports do you need?

You may be able to handle these planning decisions easily, or you may need the periodic assistance of other employees or co-workers. You should determine whether you need assistance based on:

- The size of your school(s)
- The extent to which you want to use CIMS III capabilities
- Your workload during the planning, installation, and implementation phases
- Your responsibilities in working with the CIMS III applications and your knowledge of the financial application functions
- When you plan to install and implement the financial applications.

To maximize the benefit of the installed system, you should have input from decision makers in various disciplines involved in the planning process. These decision makers include:

- System administrator
- District financial officer
- Business manager or controller
- District administrators
- Data processing (DP) manager

You may also want to assign one of your team members to the following planning areas:

<b>Account Codes</b>	Determining the structure and content of your account codes should be the responsibility of the financial officer, the business manager, or controller.
<b>FMS Security</b>	Security information should be the responsibility of the system administrator or DP manager.
<b>Purchasing</b>	Planning the purchasing and receiving review and approval process should be the responsibility of the business manager or the individual in charge of purchasing.

## FMS Implementation Checklist

To help guide you through the process of implementing the FMS application, follow the steps outlined in the FMS checklist.

Step	Task	Menu	Program
<input type="checkbox"/> 1.	<b>Order purchase orders, checks, and other necessary forms</b>  Order any special forms you will need for your system.	—	—
<input type="checkbox"/> 2.	<b>Build FMS client members</b>  Use the FMS.000 – Set up Client members for FMS System Files program to create new file members for your annual files. See Chapter 2 for information about how to use this program.	GNL200	FMS.000
<input type="checkbox"/> 3.	<b>Set your general financial management options</b>  Use GNL.100 – General Financial Management Options to define the basic operations of your Financial Management System. You will set up these options as part of the implementation process and then again at the start of each new fiscal year. See Chapter 2 for information about how to use this program.	GNL000	GNL.100
<input type="checkbox"/> 4.	<b>Define your subledgers</b>  Use GNL.205 – Define Subledgers to define the identifiers for your subledgers. The FMS application requires at least the A/P identifier. See Chapter 3 for information about how to use this program.	GNL200	GNL.205
<input type="checkbox"/> 5.	<b>Define journal titles</b>  Use GNL.206 – Define Journal Titles to provide titles for your transactions journals. See Chapter 3 for information about how to use this program.	GNL200	GNL.206
<input type="checkbox"/> 6.	<b>Define your account code format</b>  Use GNL.101 – Define Account Code Format to set up your account code structure. See Chapter 3 for information about how to use this program.	GNL200	GNL.101
<input type="checkbox"/> 7.	<b>Define your account element titles</b>  Use GNL.202 – Define Single Account Code Elements to specify account element titles for the elements of your account code. See Chapter 3 for information about how to use this program.	GNL200	GNL.202
<input type="checkbox"/> 8.	<b>Define account numbers</b>  Use GNL.203 – Define Account Code Numbers to define titles, posting method, and financial statement classification for your account numbers. See Chapter 3 for information about how to use this program.	GNL200	GNL.203

Step	Task	Menu	Program
<input type="checkbox"/> 9.	<b>Define account codes and enter beginning balances</b>	GNL200	GNL.601
	Use GNL.601 – Beginning Account Balance Maintenance to string together your valid account codes and to add beginning balances for each of your accounts. See Chapter 3 for information about how to use this program.		
<input type="checkbox"/> 10.	<b>Print your chart of accounts</b>	GNL200	GNLR010
	Use this program to print and check your chart of accounts. See Chapter 3 for information about how to use this program.		
<input type="checkbox"/> 11.	<b>Set up account number security</b>	GNL200	GNL.110
	Use GNL.110 – Define Account Code Element Restrictions to establish an additional level of security for your system. See Chapter 3 for information about how to use this program.		
<input type="checkbox"/> 12.	<b>Define control accounts (optional)</b>	GLB000	GLB.601
	Use this program to set up control accounts for your system. If you wish, you can set up control accounts and attach detail accounts to each control account. You determine whether the detail accounts have a budget allocated to them, in addition to sharing the control account's budget. See Chapter 4 for information about setting up control accounts.		
<input type="checkbox"/> 13.	<b>Define account code keywords</b>	GNL200	GNL.201
	Use GNL.201 – Define Account Code Keywords to assign keywords to refer to account codes. See Chapter 3 for information about how to use this program.		
<input type="checkbox"/> 14.	<b>Define ship-to addresses</b>	PUR200	PUR.201
	Use PUR.201 – Define Ship-to Address to the define codes for the addresses for each of the receiving locations in your school district. See Chapter 6 for information about how to use this program.		
<input type="checkbox"/> 15.	<b>Define messages for purchase orders (optional)</b>	PUR200	PUR.202
	Use PUR.202 – Define Message Text for Purchase Orders to define typical messages that you may want printed on your purchase orders. See Chapter 6 for information about how to use this program.		
<input type="checkbox"/> 16.	<b>Define purchase order default information</b>	PUR200	PUR.101
	Use PUR.101 – Define Purchase Order Default Information to define defaults for your purchase orders, such as default ship-to and bill-to addresses, shipping terms, and so on. See Chapter 6 for information about how to use this program.		

Step	Task	Menu	Program
<input type="checkbox"/> 17.	<b>Define categories for your vendor</b> (optional)	PUR200	PUR.204
	Use PUR.204 – Define Vendor Category Codes to define category codes for groups of vendors. This program is optional. See Chapter 6 for information about how to use this program.		
<input type="checkbox"/> 18.	<b>Enter vendor information</b>	PUR300	PUR.301
	Use PUR.301 – Maintain Vendor Records to set up records for each of your vendors. See Chapter 6 for information about how to use this program.		
<input type="checkbox"/> 19.	<b>Define invoice batch edit options</b>	ACP000	ACP.210
	Use ACP.210 – Invoice Batch Edit Options to define the responses you want the system to make to various invoice situations. See Chapter 8 for information about how to use this program.		
<input type="checkbox"/> 20.	<b>Run a test of your setup</b>	GNL200	GNL.901S
	Use GNL.901S – Test Financial Setup Status to check your setup. The system checks your implementation and notifies you of any setup errors. If there are no errors, you can open your system to transactions for the year. See Chapter 2 for information about how to use this program.		
<input type="checkbox"/> 21.	<b>Define document control information</b>	GNL000	MGR.501
	Use MGR.501 – Define Control Documents to define documents such as accounts payable checks to the system and choose whether their numbers are selected by the system or by the user. You can also use ACS.310 – Maintain Menu Item Definitions to set default values for your documents. See Chapter 3 for information about how to set up your documents in the FMS application.		
<input type="checkbox"/> 22.	<b>Define your bank accounts</b>	CDS000	CDS.100
	Use CDS.100 – Define Bank Accounts to define bank account information for each of your bank accounts. See Chapter 9 for information about how to use this program.		



# Using the General Setup Programs



.....

This chapter provides information about the programs that globally affect the Financial Management System. You will use these programs at various times throughout the implementation process. See the FMS Implementation Checklist in Chapter 1 for information about when you use these programs in the implementation process. Using the programs in this chapter, you can perform the following tasks:

- 1 Set up file members for the FMS application.
- 2 Set up the system's basic options.
- 3 Define your basic forms, such as checks and invoices.

This chapter provides step-by-step instructions for using the following programs:

- FMS.000 – Setup Client Members for FMS
- GNL.100 – General Financial Management Options
- MGR.501 – Define Control Documents
- GNL.901S – Test Financial Setup Status

## Understanding User Access Levels

The FMS application helps you maintain the integrity of your financial data by enabling you to assign your users as either manager-level or staff-level users. You establish the level of user access in the ACS application.

Many of the programs involved in your system implementation are manager-level programs. Your manager-level users may also have access to programs that control how your system operates or approve purchase orders and invoices. A manager-level program does not appear on staff-level menus. Staff-level programs are typically data entry, transaction maintenance, or lookup programs.

Although the FMS programs are initially delivered to you with a default manager- or staff-level designation, you can control which programs are accessible by management-level and staff-level users in the ACS application. See the *Application Control System User's Guide* for additional information.

## Setting Up Client Members

Use FMS.000 – Set up Client Members for FMS to set up file members for annual files for the fiscal year. The program also builds the non-annual members, if they do not already exist in your system.

You will need to use this program when you first implement the FMS application and again at the beginning of each fiscal year.

One of the first tasks you need to perform when you implement FMS is to set up client **file members** for the current fiscal year. File members are essentially placeholders for information, like the folders in a file cabinet. They are places you tell the system to set aside for specific items of information. There are two types of files:

- Annual
- Non-annual

**Annual** files contain information that changes every year. Purchase Orders change every year, so purchase orders are in an annual file.

The information in **non-annual** files remains the same from year to year. The ship-to addresses are a non-annual file, since the contents stay the same from year to year.

The system stores the file names and their file types are stored in PFMS001 (physical file), which you can maintain using the program FMS.001. You will probably only have to work with this program if plan to use custom code in your system. See the *Financial Management System Year End User's Guide* for information about this program.

You can build new file members for as many different fiscal years as you want. You can also control access to them using the ACS user assignments capability.

## Specifying the Client and Year

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      13:36:10 DSP13
FMS                Set Up Client Members for FMS      Ref: FMS.000 .01

  1
Add
Change
Delete
Lookup
Index
End

Client: 2 ___ Year: 3 ___

Index: 1
1 = Client File Members for FMS

Auto Next Record? N
    
```

1 To build members, type **A** in the command field at 1.

2 In the *Client* field at 2, type the client ID.

Your client ID is the client identifier that is defined in the ACS application in ACS.140 – Maintain Clients. The FMS application uses the client ID to identify information specific to a particular organization or school district. In most cases you have only one client ID.

3 Type all 4 digits of the fiscal year in the *Year* field at 3.

This specifies the fiscal year for which you want the system to build files.

When you press **Enter**, the system displays the following screen.

## Adding a Comment

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      13:37:17 DSP13
FMS              Set Up Client Members for FMS      Ref: FMS.000 .11

Client: CIMS3 CIMS III DEMONSTRATION DISTRICT
Year:   1996
Comment: ① _____

Mode: Add          F3=Exit  F4=Index  F5=Reset  F12=Cancel

```

1 If you wish, you can type a short comment in the *Comment* field at ①. You can use this field to describe the file members you are creating. This field is optional.

2 Press .

The program runs interactively and could take 10 to 20 minutes, depending on your system's hardware. You will see messages flash across the bottom of the screen stating that access paths are being created. No intervention is necessary.

When the file build is complete, the system displays the command screen.

Once the system files are built, the system displays a status line showing the time and date the files were built along with the user's ID. You can review this information when you access this screen again using the Lookup or Change command.

## Setting Your General Financial Management Options

Use GNL.100 – General Financial Management Options to define your district's business policies and specify the way the system processes financial information. Using this program you will set up the basic parameters for the following modules and processes:

- Purchasing options
- Using control accounts
- Receiving options
- Accounts payable options
- Cash disbursement options

## Setting Purchase Order Approval Options

Use the management options in GNL.100 – General Financial Management Options to control the system's processing of purchase order approval lists.

Purchase order approval list processing only functions when you have set up preapprovers and approvers with sufficient approval authority in GNL.110 – Define Account Code Element Restrictions. See Chapter 3 for information about GNL.110 – Define Account Code Element Restrictions.

There are many approval list scenarios which could result from your choice of Purchasing options in GNL.100 – General Financial Management Options.

The system builds the approval list based on the options selected in GNL.100 and the user authorizations defined in GNL.110 – Define Account Code Element Restrictions.

The following table provides sample user authorizations defined in GNL.110, which will be used in the next example.

User	Routing Level	Account Number	\$ Amount	Preapprove/ Approve
Alex G.	1	001.???.100.???.5410		P
Ann T.	2	001.???.100.???.5410	30.00	A
Mark W.	3	001.???.???.???.5410	75.00	A
Martha G.	4	001.???.???.???.????	65.00	A
Tim K.	5	001.???.???.???.????	100.00	A
Dave M.	8	001.???.???.???.????	99,999.99	A
Rex J.	9	???.???.???.???.????	9,999,999.99	A

For this example, a staff-level user creates a purchase order (PUR.410 – Purchase Order Input) for one item @ \$70.00, to be charged to account number 001.10.100.02.5410. When this user exits the program, the system builds the approval list for this purchase order line, based on the sample approvers shown above and the GNL.100 options. The following table shows examples of the approval scenarios that are possible.

<b>Users on the PO approval list:</b>	<b>Minimum approvals required:</b>	<b>Approval list selection: 0 – All authorized 1 – Start w/1st qual. 2 – Up to 1st qual.</b>	<b>Approval review sequence: 0 – All at once 1 – Routing order 2 – Dollar amt.</b>	<b>PO line item approval: 0 – 1st qualified approver 1 – All approve</b>
<b>Options Selected</b>				
Alex, Ann, Mark, Martha, Tim, and Dave	Mark or Tim or Dave	0	0	0
Alex, Ann, Mark, Martha, Tim, and Dave	Alex, Ann, Mark, Martha, Tim, and Dave	0	0	1
Alex, Ann, Mark, Martha, Tim, and Dave	Alex, Ann, and Mark in routing order	0	1	0
Alex, Ann, Mark, Martha, Tim, and Dave	Alex, Ann, Mark, Martha, Tim, and Dave in routing order	0	1	1
Alex, Ann, Martha, Mark, Tim, and Dave	Alex, Ann, Martha, and Mark in dollar order	0	2	0
Alex, Ann, Martha, Mark, Tim, and Dave	Alex, Ann, Martha, Mark, Tim, and Dave in dollar order	0	2	1
Mark, Tim, and Dave	Mark or Tim or Dave	1	0	0
Mark, Tim, and Dave	Mark, Tim, and Dave	1	0	1
Mark, Tim, and Dave	Mark can approve	1	1	0
Mark, Tim, and Dave	Mark, Tim, and Dave in routing order	1	1	1
Mark, Tim, and Dave	Mark can approve	1	2	0

<b>Users on the PO approval list:</b>	<b>Minimum approvals required:</b>	<b>Approval list selection: 0 – All authorized 1 – Start w/1st qual. 2 – Up to 1st qual.</b>	<b>Approval review sequence: 0 – All at once 1 – Routing order 2 – Dollar amt.</b>	<b>PO line item approval: 0 – 1st qualified approver 1 – All approve</b>
<b>Options Selected</b>				
Mark, Tim, and Dave	Mark, Tim, and Dave in dollar order	1	2	1
Alex, Ann, Martha, and Mark	Mark must approve	2	0	0
Alex, Ann, Martha, and Mark	Alex, Ann, Mark, and Martha	2	0	1
Alex, Ann, Mark, and Martha	Alex, Ann, and Mark in routing order	2	1	0
Alex, Ann, Mark, and Martha	Alex, Ann, and Mark in routing order	2	1	1
Alex, Ann, Martha, and Mark	Alex, Ann, Martha, and Mark in dollar order	2	2	0
Alex, Ann, Martha, and Mark	Alex, Ann, Martha, and Mark in dollar order	2	2	1

As shown in these examples, choosing different options could result in the same users appearing on the approval list. This is due to the built-in flexibility of the Purchasing module. Make sure you carefully consider your district's requirements when you define management options in GNL.100 and user authorizations in GNL.110.

## Setting up General System Options

To set up your FMS application's basic options, choose the GNL.100 – General Financial Management Options option from the General Ledger System menu. The system displays the following screen.

```

3/26/98  FY 98      CIMS III DEMONSTRATION DISTRICT      11:19:26 SUTTMGS1
FMS          General Financial Management Options      Ref: GNL.100 .11
FISCAL YEAR ENDED 6/30/1998 ①

General Ledger Options:

A. Open for access to chart of accounts? . . . . . N ②

B. On-line budget checking for purchasing transactions:  Manager Staff ③
   (E=Error, W=Warning, Blank=No budget checking)      Level Level
   On-line budget editing for purchase orders:          W       E
   On-line budget editing for purchase requisitions:    W       E

C. Should interfund entries be made automatically? . . . . . N ④

D. Are staff-level users authorized to set up new G/L accounts? . . . . N ⑤

E. Use control account budgeting? . . . . . Y ⑥

F. Disable budget editing for balance sheet accounts?. . . . . Y ⑦

Mode: Change      F3=Exit      F5=Reset  F12=Cancel      Cancel? N
    
```

1 Type the ending date for your district's fiscal year in the *Fiscal Year Ended* field at ①. Use MMDDCCYY format for the date.

For example, if your fiscal year is July 1, 1998, to June 30, 1999, type **06301998**.

2 Review the default (N) for option A at ②.

Before you can perform any transactions on the system, you need to open the system for transactions by changing this field to Y. Once the system has been opened for transactions, you need to finalize the account code structure in GNL.101 – Define Account Code Format. Once set this structure should not be changed until a new fiscal year is defined.

Therefore, you should leave this field as N while you are implementing the FMS application.

After you have completed the FMS Implementation Checklist and have checked your financial setup with GNL.901S – Test Financial Set-up Status, you should then change the answer to this question to "Yes."

- 3 Review the four defaults for *On-line budget checking for purchasing transactions* at ③. To change one of the values, type W or E, or press  to leave the field blank. Use this field to choose how you want the system to handle on-line budget checking.

The system can check for transactions in excess of remaining budget for purchase orders and purchase requisitions. You must define four elements for this option: purchase orders for both manager and staff level and purchase requisitions for both manager and staff level.

If you want to warn users when a purchase order or requisition is over budget, but allow them to continue, choose "W" for warning; you can individually set this option for both manager- and staff-level users.

If you want to force users to immediately resolve a purchase order or requisition that is over budget, choose "E" for error; you can individually set this option for both manager- and staff-level users.

When the system checks to make sure that budget is available for purchase requisitions, the system is checking the available budget without regard to additional purchase requisitions that may also be entered against the budget.

If you do not want to use on-line budget checking, press  to clear the fields and leave them blank.

Users who have approval lists set up in program GNL.110 – Define Account Code Element Restrictions will continue to receive warnings or errors for over budget transactions in PUR.450 – Purchase Order Approval or Lookup.

- 4 Review the default (**N**) for interfund entries at ④.

The system makes balancing entries within a single fund account code element automatically whenever you enter a transaction. If you want balancing entries to cover interfund transactions and allow multiple funds to be used on a single invoice, check, or purchase order, choose "Yes."

If you want balancing entries to be restricted to single fund transactions, choose "No."

- 5 Review the default (**N**) for Option D at ⑤.

You can create a new general ledger account interactively in the FMS application by typing the word "new" one space after an account code (assuming that each element is already defined).

If you want to authorize staff-level users to set up new general ledger accounts, type **Y**.

If you want to restrict creating new general ledger accounts to management-level users, choose **N**.

- 6 Review the default (**N**) in the *Use Control Account Budgeting?* field at 6. To change the value, type **Y**.

You can use control account budgeting to help manage your budget in the FMS product. Using this method, you can assign a budget amount to one control account that consists of several detail accounts. The detail accounts then share the budget of the control account. If you want to use control account budgeting, type **Y**.

If you do not want to use control account budgeting, type **N**.

- 7 Review the default (**Y**) in the *Disable budget editing for balance sheets accounts?* field at 7. To change the value, type **N**.

You can control whether the system does budget editing for balance sheet accounts.

**Y** means that you do not want the system to do budget editing for balance sheet accounts.

**N** means that you do not want to disable budget editing for balance sheet accounts.

When you press **Enter**, the system displays the options that apply to purchasing.

## Setting Up Purchasing Options

Your selections in this screen establish policies for the purchasing system.

3/26/98 FY 98 CIMS III DEMONSTRATION DISTRICT 11:17:21 DSP13  
 FMS General Financial Management Options Ref: GNL.100 .12

Purchasing Options:

A. Management review and approval policy . . . . . 4 ①

- 0. All purchase orders are approved automatically.
- 1. All purchase orders are automatically unapproved.
- 2. All purchase orders which exceed remaining budget are unapproved.
- 3. All purchase orders which exceed \$ 5,000.00
- 4. Both 2 and 3.

B. Approval list selection . . . . . 0 ②

- 0. Select all authorized users.
- 1. Select authorized users beginning with first qualified.
- 2. Select authorized users up to the first qualified.

C. Approval review sequence. . . . . 0 ③

- 0. Allow all approvers immediate access.
- 1. Sequence by routing order.
- 2. Sequence by dollar amount.

Mode: Change F3=Exit F5=Reset F12=Cancel Cancel? N

- 1 Review the default (**4**) in the *Management review and approval policy* field at ①. To change the value, type one of the numbers shown below.

Your selection in this field affects the amount of editing that the system performs when a staff-level user enters a purchase order. Your options are:

- 0 All purchase orders entered are accepted without checking for over-budget conditions. The system automatically approves all purchase orders
- 1 All purchase orders entered by a staff-level user must be reviewed by a manager-level user before being accepted by the system
- 2 Any purchase order entered by a staff-level user that exceeds the remaining budget for that item must be reviewed and approved by a manager-level user before being accepted.
- 3 Any purchase order entered by a staff-level user that exceeds the dollar amount you enter here must be reviewed and approved by a manager-level user before being accepted. Although the system default for this amount is \$5,000, you can change this to any amount you want. Enter the dollar amount in the space provided.
- 4 Any purchase order entered by a staff-level user that exceeds the remaining budget or the amount specified in option 3 must be reviewed and approved by a manager-level user before being accepted.

If a purchase order approval list is associated with any of the lines on a purchase order, then your selection in this field will be overridden by your selections in the fields for options B and C on this screen and D and E on the next screen for the affected lines.

- 2 Review the default (0) in the *Approval list selection* field at 2. To change the value, type one of the numbers shown below.

Your selection in this field affects the way the system builds the approval lists when a user enters a purchase order. Your options are:

- 0 The system builds the approval list to include every preapprover or approver from file PGNL110L who is authorized to an account included in the purchase order regardless of dollar amounts.

- 1 The system builds the approval list to include the first qualified approver and all approvers with equal or greater dollar authorization. (The system finds the first qualified approver and builds up.)
- 2 The system builds the approval list to include the first qualified approver and all preapprovers or approvers with equal or lower dollar authorization. (The system finds the first qualified approver and builds down.)
- 3 Review the default (0) in the *Approval review sequence* field at ③. To change the value, type one of the numbers shown below.
- Your selection in this field affects the way the system routes the approval lists when a user enters a purchase order. Your options are:
- 0 The system routes the approval list for a purchase order line item to every user defined as a preapprover or approver for the account number (or range of accounts if question mark logic is used) when the line item is created. The system ignores the routing level and dollar amount orders defined in GNL.110 – Define Account Code Element Restrictions.
- 1 The system routes the approval list for a purchase order line item to each user defined as a preapprover or approver for the account number (or range of accounts if question mark logic is used) in the routing level order defined in GNL.110 – Define Account Code Element Restrictions.
- 2 The system routes the approval list for a purchase order line item to each user defined as a preapprover or approver for the account number (or range of accounts if question mark logic is used) in the dollar amount order defined in GNL.110 – Define Account Code Element Restrictions.

If the system selects multiple preapprovers or approvers at the same level, it builds the purchase order approval list alphabetically within that level.

When you press **Enter**, the system displays the third General Financial Management Options screen.

## Completing Purchasing, Receiving, and Cash Disbursement Options

```

3/26/98  FY 98      CIMS III DEMONSTRATION DISTRICT    11:17:54 SUTTMGS1
FMS              General Financial Management Options      Ref: GNL.100 .13

Purchasing Options: (Cont.)

D. When is the Purchase Order line item marked as approved? . . . . . 0 ❶
   0. When the first qualified approver approves the PO line.
   1. When all approvers have approved the PO line.

E. Allow changes to the approval list review order? . . . . . N ❷

F. Print account numbers on purchase orders? . . . . . Y ❸

Receiving Options:

A. Show the receiving staff the expected quantity to be received? . . . Y ❹

Cash Disbursement Options:

A. Print checks in alphabetical order? . . . . . Y ❺

Mode: Change      F3=Exit      F5=Reset  F12=Cancel      Cancel? N
    
```

- ❶ Review the default (0) in the *When is the Purchase Order line item marked as approved?* field at ❶. To change the value, type one of the numbers shown below.

Your selection in this field affects when the system marks a purchase order line item as "approved." Your options are:

- |   |  |
|---|--|
| 0 | The system marks the PO line item as approved when any qualified approver on the list approves the line. |
| 1 | The system marks the PO line item as approved when all approvers on the list have approved it.           |

The system marks the PO header as approved when all the PO lines are approved.

- ❷ Review the default (N) in the *Allow changes to the approval list review order?* field at ❷. To change the value, type Y.

Your selection in this field determines whether a manager-level user can override the routing order sequence on a given purchase order approval list using PUR.452 – Purchase Order Review List Maintenance.

**Y** means a manager-level user can override the routing order sequence on a purchase order approval list.

**N** means a manager-level user cannot override the routing order sequence on a purchase order approval list.

- 3 Review the default (**Y**) in the *Print account numbers on purchase orders?* field at ③. To change the value, type **N**.

**Y** instructs the system to print account numbers on all purchase orders.

**N** instructs the system not to print account numbers on purchase orders.

- 4 Review the default (**N**) for Show the receiving staff the expected quantity to be received? field at ④.

Two schools of thought exist on controlling receiving information. If the amounts are shown, will the staff assume the quantities are correct without counting, or will they use the figures to double check the count and improve accuracy?

**Y** tells the system to display the expected quantities from the purchase order on the receiving entry screen.

**N** tells the system not to display the expected quantities (receiving staff will take physical count of goods received and enter that number into the system).

- 5 Review the default (**N**) for the *Print checks in alphabetical order?* field at ⑤. To change the value, type **Y**.

**Y** tells the system to print checks in alphabetical order by vendor name.

**N** tells the system to print checks in vendor number order.

When you press **Enter**, the system displays the next set of options.

## Setting Up Accounts Payable Options

```

3/26/98  FY 98      CIMS III DEMONSTRATION DISTRICT      11:18:22 DSP13
FMS              General Financial Management Options      Ref: GNL.100 .14

Accounts Payable Options:

A. Are invoices automatically unapproved without a purchase order? . . . Y ①
B. May the accounts payable staff post invoices to different
   accounts than the ones stated on the purchase orders? . . . . . Y ②
C. Disposition of freight, discounts, taxes, etc. . . . . 2 ③
   1. Expense them into separate accounts.
   2. Prorate them over invoice line items.
   3. Treatment is decided at entry time.
D. Take cash discounts regardless of expiration date? . . . . . Y ④
E. Cash discount accounting method . . . . . 1 ⑤
   1. Prorate discounts over invoice lines. Expense discounts lost.
   2. Book liabilities at gross amounts. Book discounts earned if taken.

Mode: Change      F3=Exit      F5=Reset  F12=Cancel      Cancel? N
    
```

- 1 Review the default (**Y**) for *Are invoices automatically unapproved without a purchase order?* field at ❶. To change the value, type **N**.

If you choose **Y**, all invoices entered by staff-level users that do not have a purchase order reference must be approved by a manager-level user.

**N** tells the system that a purchase order is not required for invoice accrual. An invoice not referencing a purchase order can be entered into the system.
- 2 Review the default (**Y**) for Option G at ❷. To change the value, type **N**.

**Y** tells the system to allow the Accounts Payable staff to change the account code on an invoice to an account code other than the one shown on the purchase order.

**N** tells the system that invoices must be posted to the account code on the purchase order. If a staff-level user then changes the account code, a message prints on the invoice edit report and a manager's approval is required.
- 3 Review the default (**2**) for the *Disposition of freight, discounts, taxes, etc.?* field at ❸. To change the value, type either **1** or **3** in the field.

This option accounts for disposition of the costs related to purchasing an item, such as freight, taxes, and trade discounts. You can select from the following options:

  - 1** Expense the costs into separate accounts. If you select this option, you must also define a general ledger expense/revenue account for each type of cost (for example, a freight expense account, a tax expense account, and a trade discount earned account).
  - 2** Prorate the costs over the invoice line items. Costs are posted to the same expense account used to pay for the item.
  - 3** You want the system to prompt the user for the method of disposition when the invoice is entered on the system.
- 4 Review the default (**Y**) for the *Take cash discounts regardless of expiration date?* field at ❹.

Use **Y** to take advantage of all cash discounts on invoices, regardless of expiration date as indicated at invoice entry.

To have the system check expiration dates before taking cash discounts on invoices, type **N**.

- 5 Review the default (1) in the *Cash discount accounting method* field at 5. To change the value, type 2.

1 tells the system to prorate cash discounts over invoice lines. Invoices are recorded net of the cash discount. If the invoice is not paid prior to the expiration date, the discount amount will be recorded to the expense account originally charged as discount lost, on a pro rata basis.

2 tells the system to record invoices at the gross amount. If the invoice is paid prior to the expiration date, the discount amount will be recorded in a separate account. (This option requires that you set up a separate cash discounts earned revenue account in the general ledger.)

### Completing the Accounts Payable Options

```

3/26/98  FY 98      CIMS III DEMONSTRATION DISTRICT      11:18:47 SUTTMGS1
FMS              General Financial Management Options      Ref: GNL.100 .15

Accounts Payable Options: (Cont.)

F. Must goods be received before payment can be issued? . . . . . N 1
G. May the accounts payable staff close a purchase order
   even if the invoice differs? . . . . . Y 2
H. Consider a purchase order cleared if the vendor invoice
   is within 5.0000% 3 of the purchase order amounts.

Mode: Change      F3=Exit      F5=Reset  F12=Cancel      Cancel? N
    
```

- 1 Review the default (Y) in the *Must goods be received...* field at 1. To change the value, type N.

Y tells the system that goods must be received through the Receiving program before the Cash Disbursement program will issue payment on an invoice against a purchase order. The system posts the invoice but does not actually write the check.

N tells the Cash Disbursement program to process payment when invoiced against a purchase order.

- 2 Review the default (**N**) for Option G in the field at ②. To change the value, type **Y**.

Your response to this option determines who can close a purchase order. Ordinarily a purchase order is closed when the invoice is accrued and posted. If the invoice only partially completes the purchase order, the purchase order should remain open.

If you want the users doing accounts payable entry to close purchase orders, choose "Yes." The system displays the *Force PO Closed (Y/N)* field during invoice processing, which enables an accounts payable clerk to close the related purchase order.

If you want the purchasing department to make that decision, choose "No." All purchase orders must be closed through the purchasing system; *the Force PO Closed (Y/N)* field does not display.

■ You cannot open a closed purchase order; closing the purchase order liquidates any outstanding encumbrance amounts.

- 3 Review the default percent in the *Consider a purchase order cleared...* field at ③. Although the system default for this field is **5.0000%**, you can change this to any percent you want. Enter the percent in the space provided.

Purchase orders with an invoiced amount within the percent set in this field will be cleared by the system.

- 4 Press . The system displays the General Ledger System menu.

## Defining Control Documents

Any transactions that use a series of numbers for control are defined as **documents** in the financial applications. For each document in your system, you select a code to represent that document, determine whether it is to be user-numbered or system-numbered, and provide the series of numbers you want the system to use. You use MGR.501 – Define Control Documents to define the documents in your system.

The system assigns each document a default identifier of up to 5 characters. We recommend that you assign the same default code that the system uses. The following list describes defaults used by the system:

### For the Financial Management System:

APCK	Accounts Payable Check
DEP	Cash Deposit
MANCK	Manual Check
PO	Purchase Order
RC	Receiving Report
RPO	Purchase Requisition

### For the Employee Management System:

DDCK	Direct Deposit Remittance Advice
NETCK	Net Payroll Check
PAYCK	Payroll Check
PRRUN	Payroll Run Number

### For the Fixed Asset Inventory System:

FA	Fixed Asset Tag Number
FAADJ	Fixed Asset Adjustments
FASUS	Fixed Asset Suspense Records
FAEXP	Fixed Asset Exception Records

### For the Warehouse Inventory System:

WHEXP	Warehouse Exceptions
REQ	Warehouse Requisition
RTN	Stock Item Returns
ADJ	Warehouse Adjustments
ISU	Stock Issues

You can change the defaults for MGR.501 – Define Control Documents in the program definition in the ACS application.

## Customizing Document Defaults

You can use ACS.310 – Menu Item Definitions to customize the some of the default document IDs. For example, you can change the defaults for Purchase Orders (PO) and Purchase Order Requisition (RPO) to specify the fiscal year: PO97 or RPO97. The following lists the documents whose defaults you can change through the Application Control System.

Default Document ID	Description
APCK	Accounts Payable Check
DEP	Cash Deposits
MANCK	Manual Checks
PO	Purchase Orders
RC	Receiving
RPO	Purchase Order Requisitions
PO	Purchase Order

Some of the document IDs must be entered exactly as shown. For example, in the WHS application, you cannot change the document ID for Warehouse Adjustments (ADJ).

To define your documents, choose the MGR.501 – Define Control Documents option from the General Ledger System menu.

## Adding a Document Control Identifier

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 13:38:09 DSP13  
 FMS Define Control Documents Ref: MGR.501 .01

1 DOCUMENT ID: 2 \_\_\_\_ FOR CLIENT ID 3 \_\_\_\_

- Add
- Change
- Delete
- Lookup
- Index
- End

- 1 To define a new document, type **A** in the command field at ❶.
- 2 In the *Document ID* field at ❷, type the document ID to be defined. (See the document IDs listed on page 36).  
When you press , the system displays the Document Control Information detail screen.
- 3 In the *For Client ID* field at ❸, type the client identifier you are using. This should be the same client identifier you used when you built FMS client file members in FMS.000.

## Defining the Document ID

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      13:38:23 DSP13
FMS                Define Control Documents      Ref: MGR.501 .11
DOCUMENT ID: TEST  Title: ❶ _____
DOCUMENT NUMBERING OPTION: ❷
                        U = user inputs document number.
                        S = serial number is assigned automatically.
                        = not numbered.
IF AUTOMATICALLY NUMBERED:
  Current series is from ❸ _____ thru _____
  Last one used was _____
  Next series is from ❹ _____ thru _____
  At end: ❺ R = repeat the current series.
           = halt if no more numbers are available.
ACCOUNT FOR:
  All numbers assigned: ❻ (Y/N)

Mode: Add          F3=Exit  F4=Index  F5=Reset  F12=Cancel      Cancel? N

```

- 1 In the *Title* field at ❶, type the title for this document ID.  
This provides a descriptive title of up to 50 characters for the document ID. You should use the document ID title shown for the default system codes listed, but you can modify the wording if you wish.
- 2 In the *Document Numbering Option* field at ❷, type **U**, **S**, or press the .
  - U** Means you want the user to enter a number for each transaction (for example, for manual checks).
  - S** Means you want the system to automatically number the defined documents (for example, for purchase orders or normal checks).
  - Blank** Means you do not want the documents numbered.

- 3 If you chose to have the system automatically number the document, type the beginning sequence number in the *Current Series is From* field at ③, press , enter the sequence final number in the *Thru field and press* .

The system will automatically keep track of the most recent number it used in the *Last One Used Was* field. You can update this field, if necessary (for example, if you later have to void and replace a check, or reprint a payroll check).

- 4 The *Next Series is from* field at ④ and the *Thru* field are optional for automatic numbering. If you decide to use them, enter the values in the same manner you did in step 3. If you do not want to use them, press  in each field to skip.

This sequence of numbers is used by the system if the Current Series sequence is completely used and more numbers are needed.

- 5 For automatic numbering, type **R** or press the  in the *At End* field at ⑤. **R** tells the system to repeat the current number series once the defined sequence(s) of numbers are all used.

If you leave the field blank, it tells the system to halt when the number sequence(s) you defined are completed.

- 6 Type **Y** or **N** in the *Account For All Numbers Assigned* field at ⑥.

**Y** tells the system to log each number in the sequence used by this document ID. You can print the log for this document ID with an AS/400 Utility program.

**N** means you do not want the system to keep a log.

## Testing the Status of the FMS Setup

Use GNL.901S – Test Financial Setup Status to test for proper implementation before you enter any transactions in the Financial Management System. The system prints either a 1-page report listing errors found in the setup or a report indicating that no errors were noted.

If there are no errors in the report, you are ready to open the system for transactions. Change the option in the *Open for access to chart of accounts* field in GNL.100 – General Financial Management Options to **Y**. This opens the system to transactions for the year. Also change the *Finalized?* field in GNL.101 – Define Account Code Format to **Y**.

Run this setup test *before* you define your bank accounts using CDS.100 – Define Bank Accounts.

If you plan to use purchasing approval lists, either wait to set up your account restrictions until after you run this program, or define a level 9 user in GNL.110 before you run this program.

To test the setup, choose the GNL.901S – Test Financial Setup Status option from the Chart of Accounts Maintenance menu. The system displays a submittal prompt. Press  to proceed, or type **Y** in the *Cancel?* field to cancel processing.



# 3 Defining Your Chart of Accounts

---

The Financial Management System (FMS) is a fund-based encumbrance accounting system designed just for schools. The FMS product enables your school district to define its account code structure, manage financial transactions, and generate timely and accurate reports.

This chapter guides you through the decisions that you must make to define your chart of accounts.

In this section you will continue implementing your FMS application by defining your chart of accounts. Using the programs described in this chapter you can perform the following tasks:

- 1 Define your subledger identifiers.
- 2 Define your journal titles.
- 3 Define your account code structure.
- 4 Define single account elements and account number elements.
- 5 String together your account codes and provide beginning balances.

- 6 Identify any additional restrictions and approval levels for accessing accounts.

After you implement your chart of accounts, you may need to make changes to an account's financial classification or add a subledger identifier. This chapter introduces two programs to maintain your accounts after you have defined them.

This chapter contains step-by-step instructions for the following programs:

- GNL.101 – Define Account Code Format
- GNL.205 – Define Sub-ledgers
- GNL.206 – Define Journal Titles
- GNL.202 – Define Single Account Code Elements
- GNL.203 – Define Account Code Numbers
- GNL.601 – Beginning Account Balance Maintenance
- GNL.201 – Define Account Code Keywords
- GNL.R010 – Print Chart of Accounts
- GNL.110 – Define Account Code Element Restrictions

## Designing Your Chart of Accounts

You will need to decide how you want to structure your account codes. Look, for example, at a sample account code:

01.025.GHS.006.1234

The letters and numbers in this example (01, 025, GHS, 006, 1234) are called **elements**. The periods (.) that separate the elements are called **delimiters**. You can use up to nine elements in the account code; each element can have up to 6 characters. The complete account code can contain up to 28 characters in total, excluding the delimiter.

One frequently used account code structure uses the following format:

*Fund.Location.Function.Course.Object*

You need to plan how many elements you will need and what each element should be. As you do this, keep in mind that your chart of accounts should support your state's Department of Education accounting guidelines, if there are any.

You also need to decide what character you want to use as the delimiter; the most commonly used delimiter is the period (.), since it is on both the main and auxiliary keypad. We also recommend that you use all numbers for your account elements to speed data entry.

### Using Keywords

A keyword represents an account code. You can define keywords for frequently used account codes, then type the keyword in place of the entire account code to save time during data entry. Many of the FMS programs enable you to use keywords.

You can also use question mark substitution logic for keywords. See the next section for more information.

### Using Question Mark Substitution Logic

Some programs in the CIMS III software enable you to substitute a question mark (?) for the elements in an account code. The question mark acts like a "wild card" that represents any valid character. For example, entering "?????" for an account code element means that any valid character is acceptable; entering "54???" for an account code element means that any valid code that begins with 54 is acceptable.

You may also use question mark logic when you define account security (for example, account restrictions and approval levels). You enter a question mark for any digit for which you want to use wild card logic.

## FMS Security Considerations

To provide security for the FMS application, consider whether you want to enable users to access certain accounts. You define this level of security in program GNL.110 – Define Account Code Element Restrictions.

In addition, you can provide security for the FMS application by establishing levels of security and providing different levels of access to financial information, transactions, and decision making. You can restrict users to **work areas**, districts, and schools. An employee who uses any part of the CIMS III software to perform a task is considered a user. You define a user with program ACS.260 – Maintain Users. You can also use this program to restrict the menu items a user can access. See the *Application Control System User's Guide* for more information about defining users.

A work area is a grouping of users with similar access criteria. You can define a user work area in program ACS.250 – Maintain Work Areas. See the *Application Control System User's Guide* for information about defining a work area.

You can also limit users to specific applications, to specific menus, or to specific menu items. You can make user assignments in program ACS.270 – Maintain User Assignments. See the *Application Control System User's Guide* for information about user assignments.

## Defining Your Account Code Format

Use this program to define the format of your account code for a specific fiscal year. You define the account code format by selecting for each element of the code:

- An element name
- The number of characters in the element
- The type of characters for the element (alphabetic, numeric, or both)
- A descriptive code

You must also select a delimiter (the character used to show where one element ends and the next begins).

The account codes you will use in the FMS application are composed of elements and delimiters. For example, in the sample account code:

001.10.210.12.5410

the number groups (001, 10, 210, 12, and 5410) are elements, and the periods that separate the elements are delimiters.

■ Fund must be defined as the first element in your account string.

To define the format for your account codes, choose the GNL.101 – Define Account Code Format option from the Chart of Accounts Maintenance menu.

- 1 When the system displays the command screen, type the command you want to use followed by the last two digits of the fiscal year. You must define the format for each fiscal year, although you can use the same format from year to year.

When you press **Enter**, the system displays the Account Code Formatting Information detail screen.

## Defining the Account Code Format

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 15:01:18 DSP13  
 FMS Define Account Code Format Ref: GNL.101 .11  
 FISCAL YEAR 1996 FINALIZED? N

ACCOUNT ELEMENT NAME	LENGTH	TYPE	CODE	DELIMITER
① _____	②	③	④	⑤
_____	-	-	-	-
_____	-	-	-	-
_____	-	-	-	-
_____	-	-	-	-
_____	-	-	-	-
_____	-	-	-	-
_____	-	-	-	-

Length: 1-6 characters. Code: F = Fund.  
 A = Account number element.  
 Type: A = Alphabetic only. R = Required on all accounts.  
 N = Numeric only. B = Required on balance sheet accounts.  
 = Any characters. E = Required on expenditures and revenues.  
 X = Required on expenditures only.  
 D = Department number.  
 = Optional.

1 In the *Account Element Name* field at ①, type the name of your first element. This defines the name of the account element. Some typical element names are Fund, Function, Course, Location, Object and Project.

While many organizations use the fiscal year as part of an account code, you do not need to do this for the FMS application. Fiscal years are already separated as part of the sign-on process.

2 In the *Length* field at ②, type the number of characters (1 to 6) long this element can be.

The total account code can contain up to 28 characters, excluding the delimiter.

3 In the *Type* field at ③, type **A**, **N**, or press the space bar for a blank to select the type of characters that this element can contain:

- A** Use alphabetic characters only
- N** Use numeric characters only
- Blank** Use alphanumeric characters

4 Select one of the codes shown on the screen and type the corresponding letter in the *Code* field at ④. A code is a letter that identifies the descriptive code for the element. Only define codes for elements if you really need them. If you define a code for an element, it is then required for all account codes, and the system does not enable you to use all zeros for an element.

If you choose the "Optional" selection, press the space bar for a blank space. You can select one descriptive code for each element in the account code.

5 In the *Delimiter* field at ⑤, type the character you want to use as the delimiter in the account code. This character separates the elements of the account code to show where one element ends and another begins. You need to select the delimiter only once.

We recommend a decimal point (.) because it exists on both the regular keyboard and the numeric key pad. Other characters that can be used are:

- Comma (,)
- Slash (/)
- Minus (-)
- Plus (+)
- Equal (=)
- Vertical bar (\)
- Exclamation (!)

6 Repeat the steps for each of the elements in your account code. You can assign up to nine different elements, with up to 28 total characters (excluding the delimiter).

7 Review the default (**N**) in the *Finalized?* field at ⑥. To change the field, press the BACK TAB key several times to position the cursor at the *Finalized?* field and type **Y**.

**N** is the recommended setting during implementation. This tells the system that changes can still be made as implementation continues.

When you complete the FMS implementation and you complete GNL.901S – Test Financial Setup Status with no errors, change this field to **Y**. **Y** tells the system that implementation is finalized. After you change this field to **Y**, you should make no further changes to the account code format for this fiscal year.

Press  when you have completed the account format.

## Sample Account Code Format

The screen below shows a sample account code format.

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      15:01:18 DSP13
FMS              Define Account Code Format      Ref: GNL.101 .11
FISCAL YEAR 1996                                FINALIZED? Y
ACCOUNT ELEMENT NAME  LENGTH  TYPE  CODE  DELIMITER
FUND_____          3      N    F    .
UNIT_____          2      N    -
FUNCTION_____       3      N    -
DEPARTMENT_____     2      N    -
OBJECT_____         4      N    A
_____              -      -
_____              -      -
_____              -      -
_____              -      -

Length: 1-6 characters.      Code: F = Fund.
                             A = Account number element.
Type:  A = Alphabetic only.  R = Required on all accounts.
        N = Numeric only.   B = Required on balance sheet accounts.
        = Any characters.    E = Required on expenditures and revenues.
                             X = Required on expenditures only.
                             D = Department number.
                             = Optional.
Mode: Add                    F3=Exit      F5=Reset  F12=Cancel  Cancel? N
    
```

You can change the format as often as you want before changing the *Finalized?* field to Y.

If you begin typing in elements and then change your account structured, you may have to re-enter the elements you already entered. For example, you can add to the end of the format, or change an element from numeric to alphanumeric. However, changes to element attributes such as length of element and sequence in the account format may require you to re-enter elements you have already entered.

## Defining Subledgers

Use GNL.205 – Define Subledgers to define subledger identifiers. The system uses subledger identifiers to indicate that account codes with this “account number” element are included in a special function (such as an additional report or an interface with another system).

For example, assume you have installed the warehouse system and that you have defined an account as the warehouse expense account with W/H as the subledger. When you issue a purchase order against that account in the FMS application, the system requires that you also enter a part number to indicate the stock item to be updated in the warehouse system.

Three subledger IDs are required by the system and you must enter them exactly as shown:

- A/P – Accounts payable subledger
- W/H – Warehouse subledger (if included in your system)
- F/A – Fixed asset subledger (if included in your system)

To define the subledgers for your system, choose the GNL.205 – Define Sub-Ledgers option from the Chart of Accounts Maintenance menu. When the system displays the Sub-Ledger Definition command screen, type **A** in the command field. Then type the identifier for the subledger you are defining.

■ You must define at least the **A/P** subledger for Accounts Payable.

When you press , the system displays a screen where you can specify a title for the subledger.

## Defining a Subledger Title

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 15:01:57 DSP13  
FMS Define Sub-Ledgers Ref: GNL.205 .11

Sub-Ledger ID: F/A

Title: ① \_\_\_\_\_

Mode: Add F3=Exit F5=Reset F12=Cancel Cancel? N

- 1 In the *Title* field at ①, type the subledger title. You can modify the wording of the titles as desired (you cannot modify the IDs).
- 2 Press **Enter**. The system displays the Subledger Definition command screen.

## Defining Journal Titles

All financial transactions create journal entries. Because of the high volume of transactions, journal entries are grouped into journals. To identify each journal, the FMS application uses a 3-character journal identifier. The FMS application requires that you define certain journal identifiers for its use:

<b>A/P</b>	Accounts Payable Invoice Accrual Journal
<b>C/D</b>	Cash Disbursements Journal
<b>C/R</b>	Cash Receipts Journal
<b>F/A</b>	Fixed Asset (if you use the FAS application)
<b>GEN</b>	General Journal Entries
<b>P/O</b>	Purchase Order Journal
<b>P/R</b>	Payroll Journal (if you use the EMS application)
<b>R/C</b>	Receiving Journal
<b>W/H</b>	Warehouse Journal (if you use the WHS application)

You must define these journal identifiers before you begin transactions in the new year.

If you are interfacing custom programs to the FMS application, you also need to set up journal identifiers to use in cross-referencing to the incoming data.

During the month-end closing process, journal entries are posted to the general ledger.

To define the journals for your system, choose the GNL.206 – Define Journal Titles option from the Chart of Accounts Maintenance menu. When the system displays the Journal Titles command screen, type **A** in the command field. Then type the identifier for the journal you are defining. When you press **Enter**, the system displays a screen where you can specify a title for the journal.

## Defining a Title

```
6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      15:02:28 DSP13
FMS                Define Journal Titles                                Ref: GNL.206 .11

Journal ID:   F/A
Journal Title: ① _____

Mode: Add      F3=Exit      F5=Reset  F12=Cancel      Cancel? N
```

- 1 In the *Title* field at ①, type the journal title. You can modify the wording of the titles as desired (you cannot modify the IDs).
- 2 Press `Enter`. The system displays the Journal Titles command screen.  
Continue adding journal titles until you have added at least the required journals.

## Defining Single Account Code Elements

Now that you have selected the format of the elements you are going to use, you also need to define titles for each of the actual element codes. Use GNL.202 – Define Single Account Code Elements to specify account element titles for the elements of the account code you defined in GNL.101 – Define Account Code Format (such as fund, function, and object).

The titles you define in this program appear on various reports and displays throughout the system. If you choose, you can define titles for your account number elements in this program. However, you must also enter titles for account number elements in GNL.203 – Define Account Code Numbers.

You must define an account code element title in this program (or GNL.203 – Define Account Code Numbers for the account number element) before you can include it in GNL.601 – Beginning Account Balance Maintenance or before referring to it in a transaction.

## Switch Settings

This program provides a switch that you can use to affect the way the program operates. You can use ACS.310 – Maintain Menu Item Definitions to change a switch setting.

- **Allow restriction of account element**

If you set this switch to **Y**, the program displays a field you can use to restrict access to the account element.

To define titles for account elements, choose the GNL.202 – Define Single Account Code Elements option from the Chart of Accounts Maintenance menu. The system displays the following screen.

## Specifying the Element

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	15:02:39 DSP13
FMS		Define Single Account Code Elements	Ref: GNL.202 .01

①	Account Element	② _____	Type 1	③
Add			1. FUND	
Change			2. UNIT	
Delete			3. FUNCTION	
Lookup			4. DEPARTMENT	
Index			5. OBJECT	
End				

Auto Next Record? Y

1 To define a new single account element title, type **A** in the command field at ①.

2 In the *Account Element* field at ②, type the specific code to be defined.

Identify each specific account element code to be defined (however, defining account number elements here is optional). The code must be of the correct length and type, as you defined them in the account code format. For example, if you defined FUND as being 3 numeric characters, the code you enter here must conform to that definition (for example, 001).

If the code has fewer than 6 characters, press  after you type the code. For example, if you are defining fund element 1, type 1 and press .

3 In the *Type* field at ③, type the number that selects the correct element type from the list the system displays below the field.

The list of types consists of the elements you defined in GNL.101 – Define Account Code Format.

4 Press . The system displays the Account Element Titles detail screen.

## Adding an Element Title

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	15:03:40 DSP13
FMS		Define Single Account Code Elements	Ref: GNL.202 .11
FUND ③			
Account Element:		001 ④	
Element Title:		① _____	
Type 'R' if restricted:		②	
Mode: Add                      F3=Exit                      F5=Reset    F12=Cancel                      Cancel? N			

- 1 In the *Element Title* field at ①, type the element's title as you want it to appear on reports. This title appears on various reports and screens throughout the system.

If you choose not to enter a title for account number elements here, you must enter them in GNL.203 – Define Account Code Numbers.

- 2 If the system displays the *Type 'R' if restricted* field at ②, type **R** if you want to restrict this account element.

The system displays this field only if the switch for account element restriction is set on.

- 3 Press . The Account Element Titles detail screen remains, and the system automatically increments the *Fund* field at ③ and the *Account Element* field at ④ to the next element for you to define.

The system automatically fills the field with zeros up to the maximum specified field length. Therefore, even if you typed 1 on the command screen, the system inserts zeros into the number to get 000001.

- 4 To exit the Account Element Titles detail screen, press  with the *Element Title* field blank.

The system displays the Account Element Titles command screen.

## Defining Account Code Numbers

Use GNL.203 – Define Account Code Numbers to define account code numbers. Each account code has at least one element that is the **account number**. The account number element identifies the financial classification such as asset, expense, and revenue. In other words, the account number element of the account code is the element that indicates what type of transaction is being entered (for example, supplies expense or tax revenue). This is the element you indicated with a code of **A** in the account code format. You can define up to four account number elements in an account code. (You would only need more than one account number element if you want to combine elements to derive a special meaning.)

### Switch Setting

This program provides a switch that you can use to restrict single account elements. You can use ACS.310 – Maintain Menu Item Definitions to change a switch setting.


- **Allow restriction of account element**

If you set this switch to **Y**, the program displays a field you can use to restrict access to the account element.


To define your account number(s), choose the GNL.203 – Define Account Code Numbers from the Chart of Accounts Maintenance menu. The system displays the following screen.

### Defining an Account Number

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	15:03:57 DSP13
FMS		Define Account Code Numbers	Ref: GNL.203 .01
<p>①</p> <p>Add</p> <p>Change</p> <p>Delete</p> <p>Lookup</p> <p>Index</p> <p>End</p>	Account Number:	②	OBJECT
			Auto Next Record? Y

- 1 To add a new account number, type **A** in the command field at ❶.
- 2 In the *Account Number* field(s) at ❷, type an account number code for each account title displayed. If a code contains fewer than 6 characters, press  after you type the code.

The account number title(s) displayed represent each “account number” element you designated in GNL.101 – Define Account Code Format (usually only one).

When you press , the system displays the Account Number Definition detail screen.

## Completing the Account Number Definition

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 15:04:10 DSP13  
 FMS Define Account Code Numbers Ref: GNL.203 .11  
 Account Number: 6228  
 OBJECT

Account Title: ❶ \_\_\_\_\_

General Ledger Postings: D ❷  
 S = Summarized by period closings.  
 D = Detailed.

Financial Statement Classification: 8 ❸  
 0. Current asset. 3. Current liability. 6. Capital/surplus.  
 1. Fixed asset. 4. Long-term debt. 7. Revenue.  
 2. Other asset. 5. Other liability. 8. Expenses.  
 9. All other.

Sub-Ledger Identifier: ❹\_\_ (Optional)

Type 'R' if restricted: ❺

Mode: Add F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

- 1 In the *Account Title* field at ❶, type the account title. This is the title that will be associated with the account number element.
- 2 Review the default (**D**) in the *General Ledger Postings* field at ❷. To change the value, type **S**.

Journals can be posted in summary or detail to the general ledger. Typically, the Expense and Revenue accounts are posted in detail so the transactions can be traced. Balance Sheet accounts (Assets, Liabilities, and Capital) can be posted in summary.

You can change this field after you begin entering transactions for the year. However, posted transactions will remain as they were defined when the transactions occurred. Changing this setting affects only future transactions.

- S** Tells the system to post one line summarizing this month's transactions where the reference fields are identical for the account number element.
- D** Tells the system to post a detailed list of all the month's transactions for the account number element.

3 Review the default (**8**) in the *Financial Statement Classification* field at ③. To change the value, type in one of the other numbers from the list displayed.

Your selection in this field determines the financial statement classification of the account number you are defining. This establishes the information to be included in various reports generated throughout the system.

4 In the Subledger Identifier field at ④, type a 3-character subledger ID.

This is an optional field. It is used to indicate "account number" elements that are to be included in an interface with another system or additional reports. The subledger IDs that can be used are:

**A/P** Accounts Payable (required subledger). This ID is included on liability accounts.

**W/H** Warehouse (if the WHS application is included in your system). All purchases from account codes identified with this ID are included in the interface between the FMS and WHS applications.

**F/A** Fixed Asset (if the FAS application is included in your system). All purchases from account codes identified with this ID are included in the interface between the FMS and FAS applications.

5 To restrict this account element, type **R** in the *Type 'R' if restricted* field at ⑤.

The system only displays this field if the switch controlling this field is Y. To change the setting, use ACS.310 – Maintain Menu Item Definitions.

6 Press . The Account Number Definition screen remains so you can add more account titles if needed.

7 To exit the screen, press  with the *Account Title* field blank. The system displays the command screen.

## ***Combining Elements into Account Codes***

After you define the individual elements that are to be part of your account codes, use GNL.601 – Beginning Account Balance Maintenance to “string” the individual elements together to make a complete account code. In addition, you can use this program to assign beginning budget, encumbrance, or ledger balances to each account.

You can also use this program to set up new accounts and enter beginning budget, encumbrance, and ledger balances.

## Adding the Account Code

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	14:04:42 DSP13
FMS		Beginning Account Balance Maintenance	Ref: GNL.601 .01

<p>①</p> <p>Add</p> <p>Change</p> <p>Delete</p> <p>Lookup</p> <p>Index</p> <p>End</p>	<p>Account Number: ② _____</p> <p>Update: B ③</p> <p>B = Budget Balances.</p> <p>T = Transaction Balances.</p> <p>E = Encumbrance Balances</p> <p>= No Balance Update.</p> <p>Index: 1</p> <p>1 = Chart of Accounts.</p> <p>2 = G.L. Accounts in Budget Control.</p> <p>3 = G.L. Accounts by Budget Control Account.</p>
---	--

Auto Next Record? N

1 To add the account code, type **A** in the command field at ①.

You can only delete accounts that have not had any kind of activity.

2 Type the complete account code in the *Account Number* field at ② (including the delimiter character between elements).

This identifies the account code you are adding.

3 Type **B**, **T**, **E**, or press the  in the *Update* field at ③.

**B** Enter a beginning budget balance.

**T** Enter a beginning transaction balance.

**E** Enter a beginning encumbrance balance.

Press  for no balance entry. This option enables you to set up the account code but establish the beginning balances at a later time, if desired.

Normally you would only enter beginning encumbrance balances if you start up your system at mid-year. This program is typically used to enter beginning transaction budget balances.

4 Press . The system displays the Account Balance Maintenance detail screen, with the *Beginning Balance* field for the chosen option highlighted (underlined).

## Entering Beginning Balances



```


6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      15:06:53 DSP13
FMS          Beginning Account Balance Maintenance      Ref: GNL.601 .11
Account Number: 001.34.000.00.5410 NEW
                SUPPLIES AND MATERIALS      Type: 0  Int #:
Status: A (A,D,I,R) ①      Transaction      Encumbrance      S/L:
Beginning Balance:      Budget
Unclosed Activity:
Activity: Month 1:
                2:
                3:
                4:
                5:
                6:
                7:
                8:
                9:
                10:
                11:
                12:
Year-End Entries:
Closing Entries:
Current Balance:      .00      .00      .00
Mode: Add      F3=Exit      F5=Reset  F12=Cancel      Cancel? N

```


Notice the *Type*, *Int #*, and *S/L* fields in the upper right portion of the screen. Whether the system displays these fields is controlled by a switch setting. You can use ACS.310 – Maintain Menu Item Definitions to change the setting.

- 1 Review the default (**A**) in the *Status* field at ①. If you want to change the default, press BACKTAB and change the field to **R**, **D**, or **I**.
- A** Means the account is active, can be used on transactions, and will be printed on reports.
  - R** Means the account is inactive and cannot be used on transactions, but will be included on reports generated through the report writer programs. These accounts are carried forward when the chart of accounts is copied to the new fiscal year using FIN.010 – Copy Prior Year’s Accounts to Current Year.
  - D** Means the account is inactive and cannot be used in transactions, but will be included on reports generated through the report writer programs. These accounts are dropped from the system when the chart of accounts is copied to the new fiscal year.
  - I** Means the account is inactive, cannot be used on transactions, and is not included on reports generated through the report writer programs (as long as the net balance is \$0). These accounts are not carried forward when the chart of accounts is copied to the new fiscal year.

- 2 Type the beginning balance in the highlighted (underlined) field at  and press . Only one beginning balance field can be selected from the *Update* field on the previous screen for entry. (The "budget" field is highlighted in this example.)

You must enter balances with the correct sign for that account type. For example, enter revenue budgets as credits using the FIELD - key. Use the FIELD + or  key to indicate a debit entry.

No account detail on the remainder of the screen appears during the implementation process. As transactions are posted by the system, summarized amounts will be displayed.

- 3 Press . The system displays the Account Balance Maintenance and Lookup command screen.

## Defining Account Code Keywords

Use GNL.201 – Define Account Code Keywords to define keywords for your account codes. The system uses keywords to make automatic accounting entries for most transactions. With the keywords defined, you only need to enter the debit or credit portion of the transaction, while the system makes all of the appropriate balancing entries.

You can also use an account keyword instead of typing a full account code during data entry.

Use this program to assign the standard keyword definitions required by the system, plus any additional keywords that you might need.

### Required Keywords

Some keywords are required by the FMS application:

- BACKUP\_WITHHOLD
- CASH\_DISCOUNT
- ENCUMBRANCE
- ENCUMBRANCE\_PY
- FREIGHT
- FUND\_BALANCE
- INTERFUND
- INTERFUND\_EMS
- PAYABLE
- SALES\_TAX
- TRADE\_DISCOUNT

In addition, if you are using the Employee Management System application, you must also define the keywords you will need for that system. A typical list of EMS keywords might include:

- ENCUMBRANCE\_EMS (REQUIRED IF YOU ARE USING EMS)
- FEDTAX\_PAYABLE
- FICA\_PAYABLE
- INSUR\_PAYABLE
- RETIRE\_PAYABLE
- STATETAX\_PAYABL
- VOL\_DED\_PAYABLE

You can also assign keywords for your more commonly used accounts to use at transaction entry time.

## Defining Keywords for Purchasing Vendors

If you want to define additional A/P liability keywords for use in purchasing (PUR.301 – Maintain Vendor Records on page 134), first define the account code in GNL.203 (using the A/P subledger ID), and then string them together in all applicable funds before you define keywords for the accounts with this program.

Each keyword must be one consecutive word (multiple words are joined by an underline symbol) of at least 7 characters. The first character must be alphabetic. You can use question mark substitution logic when you define your keywords. Enter ? for any character in the fund element.

To define keywords for your accounts, choose the GNL.201 – Define Account Code Keywords option from the Chart of Accounts Maintenance menu. The system displays the following screen.

## Specifying the Keyword

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 15:07:12 DSP13  
 FMS Define Account Code Keywords Ref: GNL.201 .01

ACCOUNT CODE KEYWORD ② \_\_\_\_\_

①  
 Add  
 Change  
 Delete  
 Lookup  
 Index  
 End

Index: 1  
 1 = Account Code Keywords

Auto Next Record? N

- 1 To add a keyword, type **A** in the command field at ①.
- 2 In the *Account Code Keyword* field at ②, type the keyword to be defined.  
  
Be sure to add each of the keywords required by the system. Keywords must be at least seven characters and must begin with an alphabetic character.
- 3 Press **Enter**. The system displays the Account Code Keywords detail screen.

## Specifying the Account Code for the Keyword

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      15:07:17 DSP13
FMS                Define Account Code Keywords      Ref: GNL.201 .11

Keyword:           ENCUMBRANCE ____

Account Code or
Partial Code: ① _____

Mode: Add          F3=Exit  F4=Index  F5=Reset  F12=Cancel      Cancel? N
  
```

- 1 In the *Account Code or Partial Code* field at ①, type the account code (or partial account code) to be associated with the keyword. For the required keywords, the "Fund" account code element characters (defined in GNL.101 – Define Account Code Format) must be replaced with a set of "???" symbols. This allows the system to automatically substitute the appropriate fund element characters in place of the "???" symbols as it makes balancing entries for a transaction.
- 2 Press **Enter**. The system displays the Account Code Keywords command screen.

## Printing Your Chart of Accounts

Once you have defined each of the accounts in your chart of accounts, use GNL.R010 – Print Chart of Accounts to print a copy of the chart of accounts so you can review your entries.

You can use this program to print the following three reports.

- Single account elements
- Account numbers
- General ledger accounts

### Selecting What to Print

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	15:07:37 DSP13
FMS		Print Chart of Accounts	Ref: GNL.010P.01
Print Single Element Definitions ? (Y/N)			Y
Print Account Number Element Definitions ? (Y/N)			Y
Print Account Dictionary ? (Y/N)			Y
Type of Accounts to Include ( _,A,I)			-
(Blank = All, A = Active, I = Inactive)			
F3=Exit		F5=Reset	F12=Cancel
		Cancel? N	

- 1 Review the default selections. To exclude any of the items from the listing, change the appropriate option to **N**.
- 2 In the *Type of Accounts to Include* field, type **A** to include just active accounts, type **I** to include just inactive accounts, or leave the field blank to include all accounts in the listing.
  - Inactive includes all accounts whose status is R, D, or I.
- 3 Press **Enter**. The system displays a submittal prompt. Press **Enter** to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

## Restricting Access to Accounts

Use GNL.110 – Define Account Code Element Restrictions to enhance the security of your data. For example, you can use this program to prevent two schools from using the same account code elements.

You can use this program to accomplish two tasks:

- Restricting access to specified accounts
- Setting up purchase order approval lists

As you define approval lists, keep the following in mind:

- You can only define one routing level per user ID and work area
- You must define account restrictions and approval authority on separate lines
- You must specify a work area when defining any record

■ A routing level 9 user must have a work area specified.

After you define approval authorizations and users begin entering purchase orders into the system, the system builds and routes PO approval lists, based on the routing level and account restrictions you define in this program and the purchasing options you define in GNL.100 – General Financial Management Options.

## Setting Up Account Authorizations

The following table provides an overview of how the account restrictions and approval authority work together.

<b>Restrict</b>	<b>Authority</b>	<b>Comments</b>
–	–	Not valid.
–	P	This user is not restricted to using specific accounts, has unlimited access to the programs in the General Ledger System, and can process purchase orders. This user appears on the purchase order approval queue with preapproval authority for the account or range of accounts you specify.
–	A	This user is not restricted to using specific accounts, has unlimited access to the programs in the General Ledger System, and can process purchase orders. This user appears on the purchase order approval queue with approval authority for the account or range of accounts you specify.

<b>Restrict</b>	<b>Authority</b>	<b>Comments</b>
Y	-	This user is restricted to using the account or range of accounts you specify, has unlimited access to the programs in the General Ledger System, and can process purchase orders. This user does not appear on the purchase order approval list for the account or range of accounts you specify.
Y	P	Not Valid
Y	A	Not valid
X	-	This user is restricted from using any of the programs in the General Ledger System
X	P	Not valid
X	A	Not valid

## Setting Up Purchase Order Approval Lists

This program enables you to set up multiple levels of approval for a single purchase order. The approval levels you define in this program affect account code security, purchase order creation, and purchase order approval.

The routing logic is designed to follow the same flow as a paper document, where typically the larger the amount of the purchase, the more parties who are required to approve the transaction. The account code is used to determine which users need to review each line item on a purchase order. The routing level or dollar amount is used to determine the order in which the reviewers are listed on the approval list.

The following is a summary of the current operation of the multi-level approval logic for purchase orders.

## Multi-level Approval Logic

Each person with the authority to preapprove or approve purchase orders must be set up through GNL.110 – Define Account Code Element Restrictions. This program enables you to establish the accounts to which a user is authorized, the maximum dollar amount they can approve, and their routing level (1-9).

The routing level controls the order in which a purchase order is routed to the various approvers, depending on your Purchasing options in GNL.100 – General Financial Management Options. See page 31 for more information.

## Understanding Routing Levels

When you establish the approval logic for purchase orders, the best approach is to think of the routing order as a pyramid of users, defined into nine layers. The lower levels of the pyramid include those users who can approve transactions with smaller dollar values. The higher levels include those users who can approve transactions with larger dollar values. The top of the pyramid is routing level 9. This user has the authority to approve any transaction, regardless of the dollar amount.

If Purchasing Option B is set to **1** (Select authorized users beginning with first qualified) in GNL.100 – General Financial Management Options, make sure you set up an approver with sufficient dollar authority to approve any purchase order, such as routing level 8. When this option is set to **1**, the system looks for an approver who has enough dollar authority to make the purchase order line approved and builds the list up from there. If the system does not find a qualified approver, it does not build an approval list for the line. In this case, the system references Purchasing Option A (GNL.100) to determine whether to approve the PO line or hold it as unapproved.

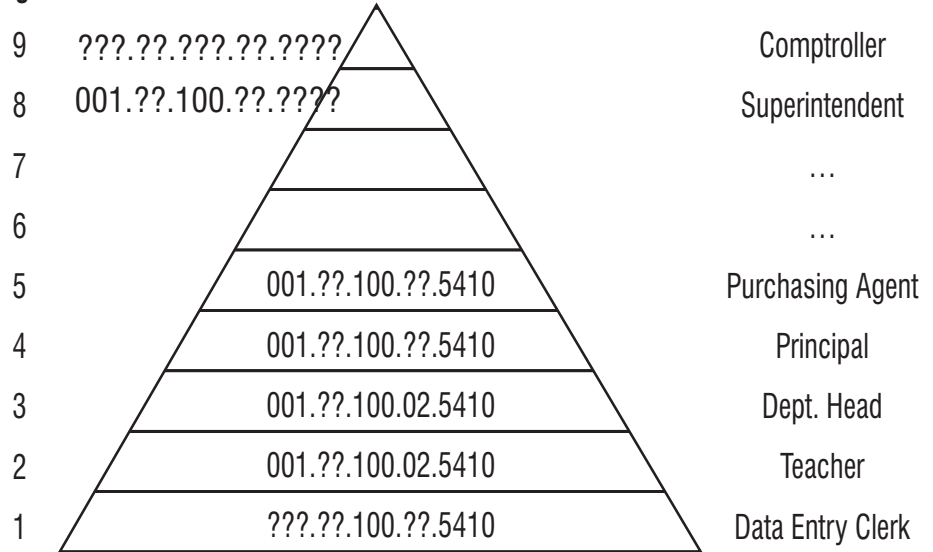
You don't have to use all the routing levels if you don't need them; however, you must define a level 9 user with an account string of all question marks (for example, ????.???.????.???.????) and a maximum amount of \$9,999,999.99. This requirement ensures that you never end up with a purchase order that cannot be approved.

The level 9 user:

- Must be a manager-level user
- Can approve any transaction
- Can override another approver's rejection of a line item
- Must review large transactions, such as purchase orders over \$50,000.00, and appears on the approval list when the transaction exceeds the amount authorized for users assigned to the next lowest routing level

A sample routing level pyramid is provided in the following illustration.

**Routing Level**



Title	Account Number	Routing Level	Approval Level	\$ Amount
Data Entry Clerk	???.???.100.???.5410	1	P	
Teacher	001.???.100.02.5410	2	P	
Dept. Head	001.???.100.02.5410	3	A	50.00
Principal	001.???.100.???.5410	4	A	100.00
Purchasing Agent	001.???.100.???.5410	5	A	1,000.00
Superintendent	001.???.100.???.?????	8	A	99,999.99
Comptroller	???.???.???.???.?????	9	A	9,999,999.99

**Expediting PO Approval**

Only manager-level users can expedite purchase order approval using PUR.452 – Purchase Order Review List Maintenance. For more information, see page 171.

## Rebuilding a PO Approval List

If a purchase order is changed during the approval process, the system activates one of the following rebuild processes:

- Global approval list rebuild (activated from GNL.110 – Define Account Code Element Restrictions)
- Local approval list rebuild (activated from PUR.410 – Purchase Order Input)

The following section describes the global rebuild process. See PUR.410 – Purchase Order Input in Chapter 6 for details about the local rebuild process.

## Global Approval List Rebuild

Use this program to rebuild the approval lists for all open purchase orders. This rebuild process will:

- Run in batch mode
- Rebuild the approval list for all open purchase order lines, unless a manager-level user has changed the approval review sequence of a purchase order line using PUR.452 – Purchase Order Review List Maintenance
- Leave existing approvals intact for any given PO line item
- Create records for approvers added through this program
- Remove records for inactive or deleted approvers from the file (PPUR410A) for open lines only, provided the review order has not been modified through PUR.452
- Leave the existing approval records intact for all lines if the PO header record is marked as approved

Approval list records for open purchase orders reside in file PPUR410A. These records are written to the approval list history file (PPUR412) when the purchase order is closed.

To activate this process, do one of the following:

- Choose **R** (Rebuild) on the command screen (GNL.110 .01)
- Change the approval authority setup on the detail screen (GNL.110 .11) and select **Y** (Yes) on the prompt screen when exiting

The rebuild process takes more time than it did in prior releases of the FMS application, because the system now builds the approval list at the purchase order line level.

## Limiting the Number of Accounts in Purchase Orders

As you define your purchase order approval structure in GNL.110, keep in mind that each account may have several users that appear on the approval list for that account. If you enter many different, unrelated accounts on a single purchase order, the approval list for that transaction could be very long. To avoid routing a purchase order to a large number of users, you should limit the number of different accounts that you enter on a purchase order.

## Defining Account Restrictions and Approval Lists

To define account element restrictions, choose the GNL.110 – Define Account Code Element Restrictions option from the Chart of Accounts Maintenance menu. The system displays the following screen.

## Specifying the User ID and Work Area

3/27/98 FY 98 CIMS III DEMONSTRATION DISTRICT 9:48:26 SUTTMGS1  
 FMS Define Account Code Element Restrictions Ref: GNL.110 .01

①
User ID: ②
Work Area: ③

Add  
 Change  
 Delete  
 Lookup  
 Rebuild  
 Index  
 End
 

 Index: 1  
 1 = User Restrictions  
 2 = Users by Last Name  
 3 = Work Areas  
 4 = User Assignments

Auto Next Record? N

- 1 To add a new restriction, type **A** in the command field at ①.
- 2 In the *User ID* field at ②, type the user's signon code.  
 This identifies the user for whom you are adding an account number restriction.
- 3 In the *Work Area* field at ③, type the work area.
- 4 Press **Enter**. The system displays the Define Account Code Element Restrictions detail screen.

## Setting Up Restrictions and Approval Levels

3/27/98 FY 98 CIMS III DEMONSTRATION DISTRICT 9:49:57 DSP13  
 FMS Define Account Code Element Restrictions Ref: GNL.110 .11  
 User ID: BUSMGR BUSINESS MANAGER Work Area: ADMIN  
 Routing Level: 0 ① Active? (Y/N) Y ②

Account Number	Restrict Authority		Maximum Amount
	Y/X/-	A/P/-	
③ _____	④	⑤	⑥ .00
_____	--	--	.00
_____	--	--	.00
_____	--	--	.00
_____	--	--	.00
_____	--	--	.00
_____	--	--	.00
_____	--	--	.00
_____	--	--	.00
_____	--	--	.00
_____	--	--	.00
_____	--	--	.00
_____	--	--	.00

Mode: Add F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

1 In the *Routing Level* field at ①, type a number from 1 to 9. You can use this field to group users with equal levels of authority.

If you choose 1 in the *Approval review sequence* field on screen GNL.100 .12, then your selection in the field at ① determines the sequence in which purchase order approval lists are routed.

Whether the system sequences the approval list by routing level or dollar amount depends on the Purchasing options defined in GNL.100 – General Financial Management Options (see page 31).

Staff-level users can be assigned a routing level of 1-8.

Only a manager-level user can be assigned a routing level of 9. A routing level 9 user can bypass the defined routing order and approve or reject any line item on an open purchase order, unless the purchase order has been printed and has not been revised.

You can only define one routing level 9 user for each client ID.

2 Review the default (Y) in the *Active?* field at ②. You can change the default if you wish.

**Y** means this user ID is active for preapproval and approval functions and account restrictions.

**N** means this user ID is not active for preapproval and approval functions or account restrictions.

- 3 In the *Account Number* field at ③, type an account code using either valid element codes or question mark symbols (?).

The question mark symbols are used as "wild cards" to represent any code in the element that can be accessed in transactions entered by the defined user ID.

You can enter "?" symbols for an entire element code (for example, .????.), or you can combine the "?" symbol with partial codes (for example, .54??.).

- 4 Type **Y** or **X** in the *Restrict* field at ④, or press f to leave this field blank.

**Y** This user ID can process purchase orders and use the programs in the General Ledger system in transactions for the account (or range of accounts if question mark logic is used) specified on the corresponding line.

If you type **Y** in this field, you must leave the *Authority* and *Maximum Amount* fields blank.

**X** This user ID cannot enter purchase orders or use the programs in the General Ledger system.

If you type **X** in this field, you must leave the *Authority* and *Maximum Amount* fields blank.

**Blank** This user ID has unrestricted access to programs in the General Ledger system for the account (or range of accounts if question mark logic is used) specified on the corresponding line.

**Example 1:**

To restrict the user to Fund 001, use the following setup:

001.???.????.????.???? Y \_ \$\_\_\_\_\_

**Example 2:**

To restrict the user to only enter purchase orders for Fund 001 and define approval authority for Fund 001, use the following setup:

????.???.????.????.???? X \_ \$\_\_\_\_\_
   
001.???.????.????.???? Y \_ \$\_\_\_\_\_
   
001.???.????.????.???? \_ A \$500.00

**Example 3:**




To restrict the user from entering purchase orders for Fund 001, use the following setup:

????.???.????.???.????	Y	-	\$_____
001.???.????.???.????	X	-	\$_____

**Example 4:**

To restrict the user from entering purchase orders for Fund 001 and define approval authority for Fund 001, use the following setup:

????.???.????.???.????	Y	-	\$_____
001.???.????.???.????	X	-	\$_____
001.???.????.???.????	-	A	\$500.00

- 5 Type **A** or **P** in the *Authority* field at ⑤, or press  to leave this field blank if you do not want to include this user on purchase order approval lists.
  - A** This user ID has purchase order approval authority for the account (or range of accounts if question mark logic is used) specified on the corresponding line
  - P** This user ID can preapprove purchase orders for the account (or range of accounts) specified on the corresponding line.
  - Blank** This user ID does not have access to purchase order approval processing.
- 6 In the *Maximum Amount* field at ⑥, type a number that represents the maximum dollar amount this user can approve for a purchase order line item, and press .
- 7 Press . The system displays the command screen.

If you change a user's approval authority while a purchase order is still in the approval process, the system displays a prompt. Type **Y** to activate the global purchase order rebuild process.



# 4

## Setting Up Control Accounts

---

This chapter introduces the concepts and programs that set up control accounts. Control account budgeting provides you with a second method for handling budgeting. You can set the budget at the detail account level, or you can set the budget to one control account that contains several detail accounts. The detail accounts share the budget of the control account.

This chapter shows you how to set up control accounts and attach detail accounts to each control account. The detail accounts do not have a budget attached but instead share the control account's budget. This enables you to set up one control account budget that controls the expenditures of many detail accounts.

The Control Account Budget Development System enables you to do the following:

- 1 Set up control accounts.
- 2 Associate one or more detailed line item accounts with a control account.
- 3 Define a beginning budget amount for each control account.
- 4 Look up control account budget, expenditure, and encumbrance amounts.

This chapter describes the following programs:

- GLB.601 – Control Account Maintenance
- GLB.610L – Control Account Lookup

## Before You Begin

Before you begin implementing the Control Account Budget Development System you should make sure that you have changed the value to **Y** in the *Use Control Account Budgeting* field in GNL.100 – General Financial Management Options.

Also, elements for control accounts must already be defined in GNL.202 – Define Single Account Elements and GNL.203 – Define Account Code Numbers.

## Setting up Control Accounts

Use GLB.601 – Control Account Maintenance to set up control accounts and detail line accounts. You establish a budget for a control account and specify detail line accounts that will use the control account budget. You cannot use control accounts for transaction detail.

You can also use the control accounts as a management tool to group accounts together for reporting with either the standard FMS report writers or the free-form report writer.

■ You cannot use this program for transactions; it is for budget only.

To add a control account, choose the GLB.601 – Control Account Maintenance option from the Control Account Functions menu. The system displays the following screen.

### Adding a Control Account

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      14:04:42 DSP13
FMS                Control Account Maintenance      Ref: GLB.601 .01

  ①
Add
Change
Delete
Lookup
Index
End

Account Number: ② _____

Update: B ③
         B = Budget Balances.
         = No Balance Update.

Index: 1
       1 = Budget Control Accounts.
       2 = Chart of Accounts.
       3 = G.L. Accounts in Budget Control.
       4 = G.L. Accounts by Budget Control Account.

Auto Next Record? N

```

1 To add a control account, type **A** in the command field at ①.

2 Type the account number that you want to add in the *Account Number* field at ② and press .

The account number you type in this field is a control account.

- 3 Review the default (**B**) in the *Update* field at 3. To change the value, press  to clear the field.

If you leave **B** in the field, the system enables you to add a budget amount for the account. If you change the value to a blank space, you will not be able to add a budget amount for the account.

- 4 Press . The system displays the Budget Control Account Maintenance detail screen.

## Adding a Budget Amount

If you have allotted a budget to this account in GNL.601, the system will use the budget set up there before using the amount you specify here.

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      14:06:04 DSP13
FMS              Control Account Maintenance      Ref: GLB.601 .11
Account Number: 001.40.100.99.5410 NEW _____ Budget Checking: I 1
              SUPPLIES AND MATERIALS
Status: A 2 (A,D,I,R)      Transaction      Encumbrance      Budget
Beginning Balance: _____ 3 _____

Un-Closed Activity:
Activity: Month 1:
          2:
          3:
          4:
          5:
          6:
          7:
          8:
          9:
          10:
          11:
          12:
Year-End Entries:
Closing Entries:
Current Balance:          .00          .00          .00
Mode: Add      F3=Exit      F5=Reset  F12=Cancel      Cancel? N
    
```

- 1 Review the default (**I**) in the *Budget Checking* field at 1. You can change the default if you wish.

**I** Individual means the system checks the budget for the specified account. If this budget has been exceeded, then the system checks the budget for the control account.

**T** Total means the system checks the budget for the specified account. If this budget has been exceeded, then the system checks the budget for the control account. If this budget has also been exceeded, the system checks the budget for any other accounts under this control account.

- 2 Review the default in the *Status* field at ②. If you want to change the default, type the appropriate letter.
- A* (Active) The account is active, can be used on transactions, and will be printed on reports.
- I* (Inactive) The account is inactive, cannot be used on transactions, and is not included on reports generated through the report writer programs (as long as the net balance is zero). These accounts are not carried forward when the chart of accounts is copied to the new fiscal year.
- D* (Drop) The account is inactive and cannot be used in transactions, but will be included on reports generated through the report writer programs. These accounts are dropped from the system when the chart of accounts is copied to the new fiscal year.
- R* (Report Only) The account is inactive and cannot be used on transactions, but will be included on reports generated through the report writer programs. These accounts are carried forward when the chart of accounts is copied to the new fiscal year using FIN.010 – Copy Prior Year's Accounts to Current Year.
- 3 In the *Budget* field at ③, type the budget amount for the account number.
- If you did not type **B** in the *Update* field, you will not be able to add a budget amount in this field.
- 4 Press **Enter**. The system displays the Budget Account Maintenance line screen.

## Specifying Detail Accounts for the Control Account

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT   14:08:49 DSP13
FMS                               Control Account Maintenance           Ref: GLB.601L.11
CONTROLLING ACCOUNT: 001.40.100.99.5410 SUPPLIES AND MATERIALS
CMD          BUDGET ACCOUNT
BEGIN

1.000 Budget Account:  ① _____

F3=Exit  F4=Index  F5=Reset  F12=Cancel  Cancel? N

```

- 1 Type the detail account number you want to add in the *Budget Account* field at ①.  
The detail account number you enter here will be tied to the control account budget.
- 2 Press **Enter**. The program puts the account that you just typed in the list at the top of the screen and clears the input fields so you can enter another detail account.
- 3 Repeats steps 1 and 2 for each detail account you want to have included with the control account. You can define as many detail accounts as you need.
- 4 To stop adding detail accounts, press **Enter** twice. The cursor moves to the CMD field at the top of the screen.  
Type **E** in the CMD field and press **Enter**.  
The system displays the Budget Control Account Maintenance command screen.

## Looking Up Control Accounts

Use GLB.610L – Control Account Lookup to display the detailed transactions for a control account. The program enables you to display both closed and unclosed budget adjustments, encumbrances, and expenditures for each control account. The system also displays the detail account number for each transaction.

To look up detail about a control account, choose the GLB.610L – Control Account Lookup option from the Control Account Functions menu. When the system displays the command screen, type **L** in the command field and then the account number of the control account you want to review. The system displays the following screen.

### Budget Control Account Inquiry

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	14:10:13 DSP13
FMS		Control Account Lookup	Ref: GLB.610L.11
Account Code: 001.10.200.00.5410			Budget Checking: I
SUPPLIES AND MATERIALS		INSTRUCTION	Expense
Total Original Budget:		Detail	.00
Total Closed Budget Adjustments:		①	.00
Total Unclosed Budget Adjustments:			.00
Total Revised Budget:			.00
Total Closed Expenditures:			.00
Total Unclosed Expenditures:			.00
Total Current Expenditure Balance:			.00
Total Un-Expended Budget Remaining:			.00
Total Closed Encumbrances:			.00
Total Un-Closed Encumbrances:			.00
Total Current Encumbrance Balance:			.00
Total Un-Encumbered Balance Remaining:			.00
Detail Cutoff:	Un-Closed Activity:	Date: ②	
	Closed Activity:	Month: MAY ③	Limit? ④
		Journal: ⑤	
F3=Exit	F5=Reset	F12=Cancel	Cancel? N

1 Choose the detail you want to display by typing **Y** in the appropriate *Detail* field below ①.

2 If you chose display unclosed data, type the cutoff date for unclosed transaction activity in the *Date* field at ②.

The system displays all unclosed activity up to and including this date.

3 If you chose to display closed data, type the cutoff month for closed transaction activity in the *Month* field at ③. The system displays all closed activity up to and including this month.

- 4 Review the default (**N**) in the Limit? field at 4. If you enter **Y**, this field limits the information to the month you selected at 3 for closed activity.
- 5 To limit the transactions displayed to a single journal, type the journal in the *Journal* field at 5. The system will only display the closed activity from this journal. If you leave the field blank, all journal activity displays.
- 6 Press . The system will display all of the transaction activity that you have requested.

Depending on the detail you choose for review, you can use the *Position to* fields to look up transactions by date, month, and journal fields for open or closed activity.

Press  when you finish viewing the detail.

# Using the General Ledger Module

# 5

This chapter describes how to use the CIMS III General Ledger module. As you work with the General Ledger, you can perform the following tasks.

- 1 Look up account balances and accounting detail.
- 2 Make journal entries.
- 3 Perform month-end closing.
- 4 Maintain account codes.

To perform these tasks, you will use the following programs:

- GNL.601L – Account Balance and Transaction Detail Lookup
- GNL.401 – Journal Entry Input
- GNL.930 – Out of Balance Journal Printer
- GNL.935 – Correct Out-of-Balance Journals
- GNL.935R – Journal Correction Audit Report
- GNL.710 – Month-end Closing
- GNL.911 – Update Account Subledger
- GNL.910 – Replace Financial Classification

## General Ledger Reports and Listings

The General Ledger module provides the following reports. You can find samples of these reports in the *Financial Management System Sample Reports*.

- **GNL.500 – Account Restrictions/Authorization Listing**

This program enables you to print a listing of account restrictions and authorizations.

- **GNL.5002 – Account Restr/Auth. Listing by Account**

This program enables you to print a listing of account restrictions and authorizations sorted by general ledger account number.

- **GNL.501 – Ledger Printer**

This program produces listings of the transaction ledger, budget ledger, or encumbrance ledger for closed months. You can specify the month for the report and either a balance forward or year-to-date ledger. This program also has a switch setting that controls whether the program prints account code totals or not.

- **GNL.510 – Journal Printer**

This program produces listings of the transaction, encumbrance, and budget journals. These reports can be printed in transaction detail, account number detail, or in summary.

- **GNL.520 – Journal Entry Listing**

This program produces a listing of adjustments entered through GNL.401 – Journal Entries. The report can include adjusting, budget, or encumbrance entries for a specific month, or range of months.

- **GNL.540 – Outstanding Encumbrance Listing**

This report lists all outstanding encumbrances, sorted by account. You can print a list for one account, a range of accounts, or all accounts. The report includes all FMS encumbrance entries, but does not include encumbrance activity from the Employee Management System (EMS).

- **GNL.R010 – Print Chart of Accounts**

This program produces reports that list account information defined in GNL.202 – Define Single Account Code Elements, GNL.203 – Define Account Code Numbers, and GNL.601 – Beginning Account Balance Maintenance.

## Additional General Ledger Capabilities

In addition to the basic reports described in this manual, the General Ledger module also contains sophisticated report writers for you to use to build custom reports. These report writers are described in detail in the *Financial Management System Report Writers User's Guide*.

New year setup procedures, 1099 preparation, and budget development are also capabilities of the General Ledger module. These capabilities are described in the *Financial Management System Year End User's Guide*.

## Management- and Staff-Level Users

As part of CIMS III system security, some programs and functions are designated as "management-level" and others are "staff-level." While you are using the general ledger procedures discussed in this chapter, the responsibilities of management-level and staff-level users differ as follows:

- Only a management-level user can initiate the Month-End Closing using GNL.710 – General Ledger Month-End Closing and the FMS correction programs.
- A staff-level user can check transaction balances and detail with GNL.601L – Account Balance and Transaction Detail Lookup; staff-level users can also input journal entries with GNL.401 – Journal Entry Input.

## Looking Up Account Balances

Use GNL.601L – Account Balance & Transaction Detail Lookup to check your account balances. You can review the balance of any of your accounts to a level of detail you choose. You can review current balances; or you can look up individual transactions and journal entries for an account.

In addition, you can use this program to check detailed accounting information for your accounts. The program displays the following types of information for your accounts (depending on how you have set up your management options):

<b>Account Type</b>	<b>Information Displayed</b>
<i>Expense</i>	<ul style="list-style-type: none"> <li>– Budget adjustments</li> <li>– Revised budget balance</li> <li>– Expenditures</li> <li>– Unexpended budget remaining</li> <li>– Encumbrances</li> <li>– Unencumbered balance remaining</li> <li>– Open requisitions</li> </ul>
<i>Revenue</i>	<ul style="list-style-type: none"> <li>– Budget adjustments</li> <li>– Revised budget</li> <li>– Transaction activity</li> <li>– Remaining balance.</li> </ul>
<i>Asset</i>	<ul style="list-style-type: none"> <li>– Transaction activity</li> <li>– Remaining balance.</li> </ul>
<i>Liability</i>	<ul style="list-style-type: none"> <li>– Transaction activity</li> <li>– Remaining balance.</li> </ul>
<i>Capital/Surplus</i>	<ul style="list-style-type: none"> <li>– Transaction activity</li> <li>– Remaining balance.</li> </ul>

You can also choose to display detailed accounting information about any transaction.

## Understanding the Lookup Screen

The following illustration provides some explanation for what you are looking at when you review account information.

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	12:59:59 DSP13
FMS	Account Balance & Transaction Detail Lookup		Ref: GNL.601L.11
Account Code: 003.00.000.00.5060		Expense	
Status: A	BUILDING MAINTENANCE		
Original Budget:	Detail	100,000.00	<b>A</b>
Closed Budget Adjustments:	-		
Unclosed Budget Adjustments:	-	.00	
Revised Budget:			100,000.00 <b>B</b>
Beginning Expenditure Balance:		.00	
Closed Expenditures:	-	20,452.57	
Unclosed Expenditures:	-		
Current Expenditure Balance:			20,452.57 <b>C</b>
Unexpended Budget Remaining:			79,547.43 <b>D</b>
Closed Encumbrances:	-	.00	
Unclosed Encumbrances:	-	18,605.40	
Current Encumbrance Balance:			18,605.40 <b>E</b>
Unencumbered Balance Remaining:			60,942.03 <b>F</b>
Display Control	Account Balance:	N	
Detail Cutoff:	Unclosed Activity:	Date:	
	Closed Activity:	Month: MAY	Limit? N
Total Open Requisitions:		Journal:	
	F3=Exit	F5=Reset	F12=Cancel
			Cancel? N

- A** Beginning Budget Amount
- B** This amount is the Beginning Budget Amount plus any closed or open adjustments to the budget. This value is the budget total from which both expenditures and encumbrances are subtracted.
- C** This amount is the total of the closed and unclosed expenditures. This is subtracted from the revised budget amount to give you the Unexpended Budget Remaining.
- D** This amount is the revised budget minus the current expenditure balance.
- E** This amount is the total of closed and unclosed encumbrances.
- F** This figure is the total amount that consists of the following: Revised Budget – (Current Expenditure Balance + Current Encumbrance Balance)

## Switch Settings

This program provides switch settings that impact how the program operates. These switches are as follows:

- **Show account balances on index?**

This switch controls whether or not account balances are displayed in the index.

- **Display account type, internal pointer, and sub-ledger ID?**

## Selecting the Account to Display

To lookup an account balance or transaction detail, choose the GNL.601L – Account Balance & Transaction Detail Lookup option from the General Ledger System menu. When the system displays the command screen, type **L** for lookup, type the account code you want to check, and press **Enter**. The system displays the following screen.

## Reviewing Account Information

The screen the system displays depends on the type of account you select to review. Fields display or not according to the type of account. This screen sample describes the fields in a typical expense account and how to display and review detailed accounting information.

```

6/15/95  FY 95          CIMS III DEMONSTRATION DISTRICT    12:59:59 DSP13
FMS          Account Balance & Transaction Detail Lookup    Ref: GNL.601L.11
Account Code: 001.00.000.00.5410          Expense
Status: A    SUPPLIES AND MATERIALS
Original Budget:          Detail          10,000.00  ①
  Closed Budget Adjustments:          ②          300.00CR
  Unclosed Budget Adjustments:          -          .00
  Revised Budget:          -          9,700.00
Beginning Expenditure Balance:          1,000.00
  Closed Expenditures:          -          1,400.00
  Unclosed Expenditures:          -          25.00
  Current Expenditure Balance:          -          2,425.00
  Unexpended Budget Remaining:          -          7,275.00

Closed Encumbrances:          -          .00
Unclosed Encumbrances:          -          1.00
  Current Encumbrance Balance:          -          1.00
  Unencumbered Balance Remaining:          -          7,274.00
Display Control Account Balance:          N ③
Detail Cutoff:  Unclosed Activity:  Date: ④
                Closed Activity:   Month:  MAY ____ ⑤  Limit? N ⑥
Total Open Requisitions:          Journal: ⑦
                F3=Exit          F5=Reset  F12=Cancel          Cancel? N
    
```

- 1 If the system displays it, review the budget information beginning at the *Original Budget* field at ❶.

The system displays these fields if you entered a beginning budget for the account.

*Closed* Means that the month-end closing procedure has been run.

*Unclosed* Means that the month-end closing procedure has not yet been run.

- 2 As you review the information displayed, you can choose to see more detail by typing **X** in the appropriate *Detail* field starting with ❷.

If you choose to see more detail, you can limit the amount of detail the system displays by using the limiting fields at the bottom of the screen.

- 3 If applicable, review the default (**N**) in the *Display Control Account Balance* field at ❸. To change the default, type **Y**.

The system displays this field only if the account is defined as a control account in GLB.601 – Control Account Maintenance.

If you type **Y**, the system displays control account information for this account after you press .

- 4 To limit the amount of unclosed activity the system displays, type the date through which you want the system to display detailed activity in the *Date* field at ❹ and press . Type the date in the MMDDYY format.

If you do not limit the information by typing a date, the system will display all unclosed activity.

- 5 If you chose to display closed activity, review the default in the *Month* field at ❺. To change the month, type a different month in the field. The default is the last closed month.

If you are displaying closed activity, you have a number of ways you can limit the amount of information the system displays, depending on the way you fill out the detail cutoff fields (*Month*, *Limit*, and *Journal*).

The system will display all closed activity up to the month specified in the *Month* column.

- 6 To limit the closed activity the system displays to just the month displayed in the *Month* field, type **Y** in the *Limit* field at ❻. The system will display activity for only that month.

7 To limit the activity displayed to a specific journal, type the journal identifier in the *Journal* field at 7. Valid journal identifiers are as follows:

- A/P** Accounts Payable Invoice Accrual Journal
- C/D** Cash Disbursements Journal
- C/R** Cash Receipts Journal
- GEN** General Journal Entries
- P/O** Purchase Order Journal
- P/R** Payroll Journal
- R/C** Receiving Journal
- W/H** Warehouse Journal

8 Press **Enter**.

If you selected additional detail, the system displays the Transaction Journal Detail screen with the detail you chose. See "Reviewing Transaction Journal Detail" for an example of this screen.

If you chose to see the control account information, the system displays the Budget Control Account Inquiry screen. See "Reviewing Control Account Information" for an example of the screen.

If you did not select any detail, the system displays the Account Balance Inquiry command screen.

## Reviewing Control Account Information

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	14:10:13 DSP13
FMS		Control Account Lookup	Ref: GLB.610L.11
Account Code: 001.10.200.00.5410			Budget Checking: I
SUPPLIES AND MATERIALS		INSTRUCTION	Expense
Total Original Budget:		Detail	.00
Total Closed Budget Adjustments:			.00
Total Unclosed Budget Adjustments:	-		.00
Total Revised Budget:			.00
Total Closed Expenditures:			.00
Total Unclosed Expenditures:	-		.00
Total Current Expenditure Balance:			.00
Total Un-Expended Budget Remaining:			.00
Total Closed Encumbrances:			.00
Total Un-Closed Encumbrances:	-		.00
Total Current Encumbrance Balance:			.00
Total Un-Encumbered Balance Remaining:			.00
Detail Cutoff:	Un-Closed Activity:	Date:	
	Closed Activity:	Month: MAY_____	Limit? _
		Journal: _____	
F3=Exit	F5=Reset	F12=Cancel	Cancel? N

- 1 Review the information the system displays.

You can follow the same procedures to display additional detail (type **X** in the detail column) and to limit the detail displayed as you did on the initial Account Balance Inquiry screen.

- 2 Press **Enter**. The system displays the additional detail you selected or the Account Balance Inquiry command screen if you chose not to review detail.

## Reviewing Transaction Journal Detail

2/10/98 FY 98 CIMS III DEMONSTRATION DISTRICT				11:12:56 DSP05	
FMS Transaction Journal Detail				Ref: GNL.502L.01	
Account: 001.00.000.00.5513					
Position to: _____					
"X"	Date	Reference	JNL	Description	Amount
①	2/20/98	101	A/P	UTILITIES	10000.00
-	7/22/98	102	A/P	UTILITIES	500.00

- 1 Review the transactions the system displays.

If there is more than one page of detail, press the PAGE or ROLL keys to see the next page.

- 2 To see further detail for a particular transaction, type **X** in the 'X' column such as at ① and press **Enter**. You can also use the *Position to* field to find a transaction quickly.

The system displays the accounting detail for the transaction you selected.

## Reviewing Accounting Detail

12/10/98	FY 98	CIMS III DEMONSTRATION DISTRICT	11:13:14 DSP05
FMS		Transaction Journal Detail	Ref: GNL.502L.11
Account:		001.00.000.00.5513	
Journal ID:		A/P	
Transaction Date:		2/20/98	
Posting Date:		2/20/98	
Reference #1:		101	
Reference #2:			
Reference #3:		PO	
External Reference:		ELECTRIC AA	
Description:		UTILITIES	
Amount:		10,000.00	
System:		ACP	
Vendor:		101 S.R.P.	
User Code:			
Line #:			
			Cancel? N

- 1 Review the information the system displays and press .

The system displays the Transaction Journal Detail index screen so you can choose another transaction to display.

- 2 To stop reviewing detail, press . The system displays the Account Balance Inquiry screen.

- 3 To stop reviewing account information, press . The system displays the Account Balance Inquiry command screen.

## Making Journal Entries

Use GNL.401 – Journal Entry Input to make a journal entry. A journal entry is a manual adjustment to the account balance. Journal entries are usually made to correct errors in transactions or to record transactions that occur outside of the purchasing and cash receipt cycles, such as recording bank charges or budget transfers and adjustments.

You would **not** use this program to correct the balance of an account because an invoice was entered for the wrong dollar amount. That correction must be made through the Accounts Payable module, so that your general ledger Accounts Payable account and your Accounts Payable subsidiary are always in balance.

## Types of Journal Entries

There are three types of journal entries:

- **Adjusting journal entries** adjust the transaction balance in an account.
- **Budget journal entries** adjust the appropriation or budget balance in an account.
- **Encumbrance journal entries** adjust the encumbrance balance in an account.

## Sample Journal Entries

Following are examples of situations in which you would make journal entry transactions through GNL.401 – Journal Entry Input:

- **An invoice is posted to the wrong expense account.**  
Use an adjusting entry to reverse the entry in the incorrect account and post it to the correct account.
- **The appropriation in an account needs to be increased.**  
Use a budget journal entry to move budget from another appropriation account into the account to be increased.

## Understanding Debits and Credits

All journal entries must be balanced. This means that you must provide both **debit** and **credit** entries, and that the amount of debits must equal the amount of credits. The tables below show how debit and credit entries affect the general ledger. When applied to the general ledger, a debit entry affects the accounts as follows:

Account Type	Affect of Debit Entry on Balance
Asset	Increase (+)
Liability	Decrease (-)
Fund Balance	Decrease (-)
Expenditure	Increase (+)
Revenue	Decrease (-)

When applied to the general ledger, a credit entry affects the accounts as follows:

Account Type	Affect of Credit Entry on Balance
Asset	Decrease (-)
Liability	Increase (+)
Fund Balance	Increase (+)
Expenditure	Decrease (-)
Revenue	Increase (+)

## Switch Settings

This program provides switch settings that influence the operation of the program. These switches are as follows.

- **Allow Adjusting J/Es only?**

The initial setting for this switch is **N**.

- **Allow budget J/Es only?**

The initial setting for this switch is **N**.

- **Allow encumbrance J/Es only?**

The initial setting for this switch is **N**.

To make journal entries, choose the GNL.401 – Journal Entry Input option from the General Ledger System menu. The system displays the following screen.

## Selecting the Journal and Month

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	14:18:50 DSP13
FMS		Journal Entry Input	Ref: GNL.401 .01
① ___	②	J/E No. ③ ___	For month ④ ___
Add A			
Change B			
Delete E			
Lookup			
Index			
End		Index: 1	
		1 = Journal Entries	
Auto Next Record? N			

- 1 To make a new journal entry, type **A** in the command field at ①.
- 2 Type **A**, **B**, or **E** in the 1-character field at ② to identify the type of journal entry. Journal entry types are:
  - A** An adjusting entry adjusts the transaction balance in the general ledger.
  - B** A budget entry adjusts budgeted amounts.
  - E** An encumbrance entry adjusts outstanding encumbrance amounts.
- 3 Type the journal entry number for this journal entry in the *J/E No.* field at ③ and press .
 

The journal entry number can be up to 4 digits and should follow a numbering sequence.
- 4 Review the month in the *For month* field at ④. To change this field, type the first three letters of the month you wish to update.
 

The month that appears at ④ is the month to which the system posts the journal entry. The default for this field is the current system month.

When you press , the system displays the Journal Entries header screen.

## Entering a Title and Date

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      14:18:50 DSP13
FMS                               Journal Entry Input      Ref: GNL.401 .11
JUN AJE      1 Title: ❶ _____
Date: 6/15/95 ❷ _____

Mode: Add      F3=Exit      F5=Reset  F12=Cancel      Cancel? N
    
```

- ❶ Type a title for the journal entry you are making in the *Title* field at ❶.
- ❷ Review the date at ❷. To change it, type the correct date in MMDDYY format and press . The date must be within the month you specified in the *For month* field on the previous screen.  
When you press , the system displays the Journal Entries lines screen.



## Making Journal Entries

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      14:19:09 DSP13
FMS                               Journal Entry Input      Ref: GNL.401L.01
JUN AJE      1 TEST JOURNAL ENTRY      Total:           .00
CMD      A C C O U N T      DEBIT      CREDIT
BEGIN___

1.000 Account: ❶ _____
Debit: ❷ _____ Credit: _____
Description: ❸ _____

F3=Exit  F4=Index  F5=Reset  F12=Exit  Cancel? N
    
```

1 Type the first account code to be adjusted in the *Account* field at ❶ and press . You can use field-level indexing () to help you select the account.

2 Type the debit amount to be posted to the account for this line in the *Debit* field at ❷ and press .


**Or**


Type the credit amount to be posted to the account for this line in the *Credit* field and press .

If you are making entries that cross funds and the journal entry as a whole is balanced, the system offsets the balance to the appropriate fund's interfund account for you (except for budget journal entries, which must be in balance within the fund).


If you are making a single fund entry and the entry as a whole is balanced, the system does not offset the balance for you.

3 Type a description of this journal entry in the *Description* field at ❸.

When you press , the system updates the Journal Entries Lines display. Your first line of information appears at the top of your screen and the fields appear at the bottom for your next entry.

4 Repeat Steps 1 through 3 for each line of the journal entry. When you have completed your entries, press  twice.

The total of your journal appears in the upper right hand corner of your screen. This total must equal zero before you can complete this journal.

5 To stop making entries, type **E** in the *CMD* column and press . The system displays the Journal Entries command screen.


## Printing Out-of-Balance Journal Entries

Use GNL.930 – Out of Balance Journal Printer to print a list of out-of-balance journal entries. Normally, you would do this in preparation for closing the month. With this report, you can review any out-of-balance entries for the month you specify. You can print out-of-balance encumbrance, budget, and transaction entries for closed or unclosed activity.

To check for out-of-balance entries, choose the GNL.930 – Out of Balance Journal Printer option from the Month End Closing menu. The system displays the following screen.

### Selecting the Journal Entries to Print

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	14:19:34 DSP13
FMS		Out of Balance Journal Printer	Ref: GNL.930P.01
Cut-Off Date For Journals:		6/15/95	①
Journals To Print:			②
Transactions Journals:		Y	
Encumbrance Journals:		Y	
Budget Journals:		Y	
Print The Following:			③
Detail In Transaction Sequence:		Y	
Detail In Account Number Sequence:		N	
Account Summary:		N	
Files To Use:			④
Un-Closed Data:		Y	
Closed Data:		N	
Print Requested Month Only:		N	
Select The Following:			
Journal I/D: (P/O, A/P, etc.)		⑤	__
Fund:		⑥	_____
F3=Exit F4=Index F5=Reset F12=Cancel			Cancel? N

- 1 Review the date in the *Cut-off Date for Journals* field at ①. To change the cutoff date, type a new date in MMDDYY format and press .
- 2 Review the defaults in the selections beneath the *Journals to Print* fields at ②. Change the defaults as needed.  
  
These fields enable you to select the journals you want to have included in your report. You can select any one or all of the journals.
- 3 Use the fields beneath the *Print the Following* field at ③ to select the detail you want in your report. To make a selection, type **Y** in the appropriate field.  
  
You can choose any one or all of the options.

- 4 Review the default *Files to Use* selections beneath ④. To have the selection included in the report, type **Y** next to the selection. **N** excludes the selection.

You can include unclosed data and closed data in your report. You can also specify that only the out-of-balance entries for the month specified in the *Cut-off Date for Journals* field be included.

- 5 To restrict the listing to just one journal ID, type the ID you want in the *Journal I/D* field at ⑤.

Type a valid journal ID such as A/P, C/D, or P/O.

If you leave this field blank, the system will check all journals to make sure they are in balance.

- 6 To restrict the listing to just one fund, type the fund number in the *Fund* field at ⑥.

If you leave this field blank, the system checks all funds.

- 7 Press . The system displays a submittal prompt. Press  to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

## Correcting Out-of-Balance Journals

Use GNL.935 – Correct Out-of-Balance Journals to make one-sided journal entries when necessary. Normally, the system makes balancing entries automatically. However, you might need to make one-sided journal entries in the event of a computer hardware problem, a power interruption, or an abnormal termination of the job.

This program gives you the capability of making new journal entries, in addition to making changes to existing journal entries. Before you can make changes or deletions to the journal entries, however, you need to know the entry's relative record number. The relative record number is the record's physical location in the journal. You can find the record number by using one of the programs index entries.

Any changes you make to the journals are tracked by the system.

Before you begin making corrections to out-of-balance journals, you should run GNL.930 – Out of Balance Journal Printer to provide a list of out-of-balance entries. The report will also provide you with the information you will need to fill in the fields of this program.

To correct out-of-balance journals, choose the GNL.935 – Correct Out-of-Balance Journals option from the Month End Closing menu. The system displays the following screen.

### Selecting the Journal to Correct

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	14:19:50 DSP13
FMS		Correct Out-of-Balance Journals	Ref: GNL.935P.01
<p>Journal to Correct: T <b>1</b></p> <p>T = Transaction Journal  E = Encumbrance Journal  B = Budget Journal</p>			
F3=Exit		F5=Reset F12=Cancel	
			Cancel? N

- 1 Review the default, **(T)**, in the *Journal to Correct* field at ❶. To change the journal, type **E** or **B**.  
Use this field to select the journal you want to correct.
- 2 Press **Enter**. The system displays the Correct Out of Balance Journal command screen.

## Selecting the Record to Correct

```

6/15/95  FY 95 CIMS3 TEST SCHOOL DISTRICT      14:19:55 DSP13
FMS          Correct Out of Balance Transaction Journal  Ref: GNL.935 .01

❶ _____ Relative Record Number ❷ _____
Add                                     (Not needed for Add option)
Change
Delete
Lookup
Index      Index: 1
End        1 = Relative Record Number.
          2 = Account & Posting Date.
          3 = Account, Journal & Posting Date.
          Account _____
          Journal _____
          Date      0/00/00
          Reference _____

Auto Next Record? Y

```

- 1 Type the first letter of the command you want to use in the command field at ❶.
- 2 Type the relative record number of the record you want to correct in the *Relative Record Number* field at ❷.

**■** You do not need to supply a relative record number if you are using the Add command.

You can use the Index command to see a list of relative record numbers. Or you can get the relative record number from the report generated by GNL.930 – Out of Balance Journal Printer.

When you press **Enter**, the system displays the Correct Out of Balance Transaction Journal detail screen.

## Making a Correcting Journal Entry

6/15/95	FY 95	CIMS3 TEST SCHOOL DISTRICT	14:20:13 DSP13
FMS		Correct Out of Balance Transaction Journal	Ref: GNL.935 .11
RECORD NUMBER:		5	
ACCOUNT NUMBER:	002.00.000.00.5999	_____	
JOURNAL ID:	A/P		
TRANSACTION DATE:	5/10/95		
POSTING DATE:	5/10/95		
SYSTEM:	ACP		
DESCRIPTION:	SALES_TAX	1 _____	
DOCUMENT REF #1:	15	① _____	
DOCUMENT REF #2:		_____	
DOCUMENT REF #3:	44	PO _____	
OTHER REFERENCE:	44	_____	
NET AMOUNT:	② _____		
QUANTITY:			
UNITS OF MEASURE:	---		
LINE NUMBER:			

Mode: Change Cancel? N

It is important that you fill out the fields on this screen accurately. If you do not, you can cause the transaction to be further out of balance.

1 Review the fields and revise as necessary.

If you are making a correction for one-sided entries due to a system failure, change the date to the transaction date shown in the journal.

2 Use the *Document Ref* and *Other Reference* fields beginning at ① to include document and vendor numbers as needed to describe the entry you want to make.

There are two fields for each of the *Document Ref* fields. You can use these fields to enter vendor numbers, purchase order numbers, and check numbers to describe the transaction. How you use these fields depends on the type of transaction you are making.

### For Encumbrances:

**REF #1** Purchase order number, followed by **PO**

**REF #2** Vendor number

**REF #3** Purchase order number, followed by **PO**

### For Invoices:

**REF #1** Vendor number


**REF #2** Leave blank

**REF #3** Purchase order number, followed by **PO**


**Other Reference** Invoice number

**For Checks:**

<b>REF #1</b>	Check number followed by document type
<b>REF #2</b>	Vendor number
<b>REF #3</b>	Purchase order number, followed by <b>PO</b>
<b>Other Reference</b>	Invoice number.

- 3 Type in the net amount of the correcting transaction in the *Net Amount* field at ② and press .

If the amount is negative, type a minus sign (-) after the number.

- 4 When you are finished, press . The system makes the balancing entry and returns to the top of the screen.

■ This program defaults to Auto Next Record.

To end the program, move the cursor to the *Cancel?* field and type **Y**.

## Printing an Audit Report

Use GNL.935R – Journal Correction Audit Report to print an audit report of the changes made to the journals. You can select the type of activity (budget, transaction, or encumbrance) you want to print. In addition, you can specify the following:

- Report sequence (relative record number or account number)
- Activity for a single account code
- A date range
- Journal type
- Activity for a single fund

### Selecting the Report to Print

6/15/95 FY 95	CIMS III DEMONSTRATION DISTRICT	14:20:38 DSP13
FMS	Journal Correction Audit Report	Ref: GNL.935R.01
Journals To Print:	①	
Transaction Journal Corrections:	Y	
Encumbrance Journal Corrections:	Y	
Budget Journal Corrections:	Y	
Print The Following:	②	
Relative Record Number Sequence:	Y	
Account Number Sequence:	Y	
Account Number:	_____	
Date Range:	③	
From Date (blank=from beginning):	0/00/00	
Through Date (blank=to end):	0/00/00	
Select The Following:		
Journal I/D: (P/O, A/P, etc.)	④	__
Fund:	⑤	_____
F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N		

1 Review the selections beneath the *Journals to Print* field at ①. To print all three journals, press Tab in each field. To exclude any of the journals, type **N** next to the journal you want excluded.

The default selection prints the journal changes to the transaction, encumbrance, and budget journals.

2 Review the defaults in the *Print the Following* fields at ②. Use these fields to select the sequencing of the report.

If you want to limit the report to a single account number, type the account number in the appropriate field. If you leave the field blank, all accounts will be used for the report.

- 3 If you want to limit the report to a certain date range, use the date range fields at ③. Type the date you want the report to begin in the *From Date* field.  
  
■ Leave the *From Date* field blank if you want the report to start at the beginning.  
  
Type the date at which you want the report to end in the *Through Date* field.  
  
To include all the changes, leave the field blank.
- 4 To limit the report to a specific journal ID, type the 3-character journal ID in the *Journal ID* field at ④. If you leave the field blank, all journal IDs are included.
- 5 To limit the report to a specific fund, type the fund number in the *Fund* field at ⑤. If you leave the field blank, all funds are included.
- 6 Press . The system displays a submittal prompt. Press  to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

## Month-End Closing

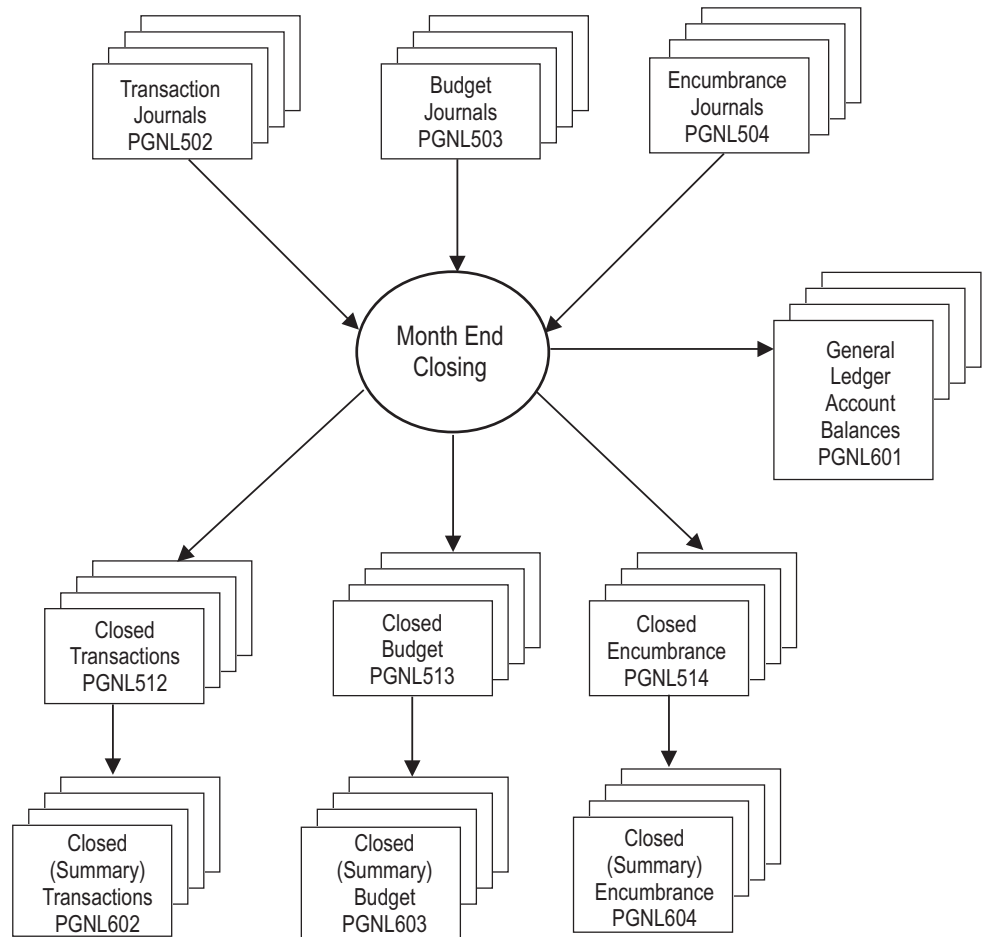
Use GNL.710 – Month-End Closing to process your general ledger closing at the end of each month, at the end of your fiscal year, and, if necessary, once all auditor's adjustments have been made.

When you close a month, the system finalizes any transactions posted with a date within the closing month; therefore, you do not have to close precisely at the end of the month. If you need to post additional transactions to a closed month, you may re-close the month to finalize these transactions, as long as you have not closed the next month.

For example, if you have closed the general ledger for the month of September, but on October 20, you find additional transactions that should have been posted in September, you can post the transactions with a September date, re-close September, and continue processing for October. If, however, you find the additional transactions on November 20, and you have already closed October, you can post the transactions in September, but instead of closing September again, the transactions remain open until the next general ledger closing. The September transactions close in that month.

## Month-end Process

The following flow chart illustrates the result of the month-end closing process.



The system allows for 14 “buckets” for which to close the general ledger. The first 12 buckets are for the months of your fiscal year. The 13th, or Year-End, bucket allows you to process your routine year-end transactions. The 14th, or Final, bucket allows you to process auditor adjustments and to close the year.

## Before You Begin

Before you begin, you should run GNL.930 – Out of Balance Journal Printer to see if there are any out-of-balance journal entries.

You should also back up your system files so that if there is a problem with your closing, you can restore your FMS files and restart.

No other users may be using the CIMS III financial files while you are closing the general ledger. This includes all FMS programs and all EMS, WHS, and FAS programs that interface with the Financial Management System. It is usually best to run this program at night.

## Closing the General Ledger

6/15/95 FY 95  
FMS

CIMS III DEMONSTRATION DISTRICT  
Month-End Closing

14:20:55 DSP13  
Ref: GNL.710P.01

1 Review the value in the *Month to Close* field at ❶.

■ You must close the general ledger sequentially; that is, you cannot close September before you close August.

The default is the next month to be closed. You may change this value to the previous month, if you want to re-close that month. You may only choose **Year End** or **Final** if you have closed the last month of your fiscal year.

■ You can close Year End and Final as many times as you choose. However, once you close Final, you can't reclose Year End.

The numbers next to the CLOSED indicator tell you how many times the month has been closed.

2 Press . The system displays a submittal prompt. Press  to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

## Updating Account Subledgers

Use GNL.911 – Update Account Subledger to update the subledger if you make any changes to the subledger. For example, if you add a new subledger ID to an account number element after account codes have been defined, you must use this program to update the account number file. This program allows the system to recognize modified data in the account number elements.

To update account subledgers, choose the GNL.911 – Update Account Subledger option from the FMS Correction Procedures menu. The system displays a submittal prompt.

## Replacing Financial Classification

If you make any changes to the financial statement classifications in GNL.203, you must use GNL.910 – Replace Financial Classification to update the system. You can also use this program to update the financial classification for payroll history file PPAI718 (Account Distribution) in the Employee Management System (EMS).

This program allows the system to recognize modified data in the account number elements.

## Updating Payroll History Classification

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	15:08:34 DSP13
FMS		Replace Financial Classification	Ref: GNL.910P.01

If you use the Employee Management System, do you wish to

Update Payroll History Classification? N **1**

If Yes, enter the appropriate EMS data files library and program library.

EMS Data Files Library: EMSFILES\_ **2**

EMS Program Library: EMS400 \_\_\_\_\_

F3=Exit                      F5=Reset    F12=Cancel                      Cancel? N

- 1 Review the default (**N**) in the *Update Payroll History Classification?* field at **1**. If you want to accept the default, proceed to Step 3. To change the default, type **Y**.  
**N** means that you do not want to update payroll history classification. If you do not update the payroll history classification, skip Step 2.  
**Y** means that you want to update the payroll history financial classification.
- 2 If you typed **Y** in the field at **1**, review the default EMS files and program libraries beginning at **2**. If your files or program libraries are named differently, substitute the appropriate name(s).
- 3 Press **Enter**. The system displays a submittal prompt. Press **Enter** to submit the job, or type **Y** in the *Cancel?* field to cancel processing.



# Using the Purchasing Module

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This chapter describes the Purchasing module of the Financial Management System. With the programs described in this chapter, you can perform the following tasks:

- 1 Set up your purchasing system, including purchase order approvals.
- 2 Enter and maintain your vendor records.
- 3 Set up backup withholding.
- 4 Work with purchase order requisitions.
- 5 Work with purchase orders.

## Working with the Purchasing Module

The following sections provide an overview of the purchasing module and provide information about some of the general capabilities the module offers. For example:

- Manager- and staff-level programs
- Using search logic in indexes
- Implementing the purchasing system
- Maintaining vendor records
- Using purchase order requisitions
- Working with purchase orders
- Purchasing reports and listings

### Manager- and Staff-level Programs

The responsibilities of manager-level and staff-level users differ in the Purchasing module as follows:

- Staff-level users enter and print purchase order requisitions and purchase orders and may also change purchase orders before they are printed. Staff-level users cannot change purchase orders after they have been printed.
- Management level users approve purchase orders that have been held by the system as exceptions and also change purchase orders that have already been printed.
- Staff- and management-level users may have preapproval or approval authority if authorized in GNL.110 – Define Account Code Element Restrictions.

### Using Search Logic in Indexes

Once you have established your vendor records, you can use the question mark (?) to search vendor name indexes throughout the system. For example, if you type **baker?** in the *Vendor by Name* index field, the system would find all the vendors that start with "baker." For example:

- Baker Brothers Carpet Shop
- Baker's Apothecary
- Bakersmith and Green

If you type **?baker** in the *Vendor by Name* index field, the system would locate all of the vendors that end with "baker." For example:

- Eva Baker
- Classic Studebaker
- The Family Baker

If you type **?baker?** in the *Vendor by Name* index field, the system would locate all vendors that have "baker" anywhere in the name.

## Implementing the Purchasing System

Before you can start purchasing using the FMS application, you need to perform the following tasks to set up your purchasing system:

- 1 Review the options you defined for purchasing in GNL.100 – General Financial Options.
- 2 Check the document identifier you specified for purchasing in MGR.501 – Define Control Documents.
- 3 Define which addresses in your district will receive merchandise.
- 4 Define default information for your purchase orders.
- 5 Define categories for your vendors.

This chapter provides step-by-step instructions for the following programs.

- PUR.201 – Define Ship-to Addresses
- PUR.202 – Define Message Text for Purchase Orders
- PUR.101 – Define Purchase Order Default Information
- PUR.204 – Define Vendor Category Codes

## Reviewing Your Purchasing Management Options

Many of the options that control how your purchasing system works are defined in the program GNL.100 – General Financial Management Options. The options that pertain to the purchasing system are defined on the second and third screens in the program. These include:

- The policy you want to use for approving purchase orders
- Approval lists and purchase order review sequence
- Whether goods must be received before payment can be issued
- Whether the accounts payable staff can close a purchase order if the invoice amount differs
- At what percentage of invoice amount you can consider a purchase order cleared
- When is a PO line considered cleared?
- Whether to allow changes to approval list order
- Whether to print account numbers on purchase orders

## Reviewing the Purchasing Document Control Information

You may also want to review the way you chose to identify and number the documents you will use in purchasing, such as purchase orders, requisition forms, and checks. Note especially:

- Whether you must assign numbers for these forms, or if the system automatically assigns purchase order numbers for you.
- If the system assigns numbers, what numbering system to use.

## Maintaining Vendor Records

Before you can issue purchase orders, you need to define all of the vendors you use. As vendor information changes, you must update the vendor file. This chapter provides step-by-step information about how to use PUR.301 – Maintain Vendor Records to enter and maintain your vendor information.

## Using Purchase Order Requisitions

Requisitions differ from purchase orders in the following ways:

- The system does not post an encumbrance entry when it creates a requisition. (An encumbrance entry reserves a portion of an account's budget to cover an outstanding purchase order.)
  - Each school or location in your district can create and print purchase order requisitions and indicate the site where the requisition was created. This enables you to distribute the data entry process to individual locations without losing control over the budget.
  - A management-level user can create a purchase order from a requisition by approving the requisition. When the requisition is approved, the system posts encumbrance entries to the correct general ledger accounts.

This chapter provides step-by-step instructions for using the following purchase order requisition programs:

- PUR.420 – Purchase Order Requisition Input
- PUR.530 – Print Purchase Order Requisitions
- PUR.620 – Purchase Order Creation from Requisitions
- PUR.625 – Purchase Order Requisition Group Approval

## Working with Purchase Orders

You can create a purchase order using PUR.410 – Purchase Order Entry or by approving a purchase order requisition. When you create a purchase order, the system automatically posts an encumbrance journal entry to each general ledger account used on the purchase order and to the general ledger account that is associated with the keyword ENCUMBRANCE. Automatic posting ensures that the amount of outstanding encumbrances always matches the amount of open purchase orders.

### **Changing Purchase Orders**

You can change purchase orders, if necessary, either before or after they are printed. When you change an existing purchase order, the system automatically reverses the original encumbrance entry and replaces it with the changed entry.

### **Approving Purchase Orders**

Some purchase orders require management approval; the system holds these purchase orders until a management-level user approves them and releases them for printing. The system can approve purchase orders automatically, providing there is sufficient budget available. The system can also dynamically create and route a list of names that are necessary to approve a purchase order. If your user ID is needed to approve a purchase order, the system displays the user ID on the approval list when you enter programs to add, change, or approve purchase orders.

### **Printing Purchase Orders**

You can print all unprinted purchase orders, or you can select individual purchase orders to print. You can also print duplicate copies of purchase orders or reprint ones that you have changed. You cannot print purchase orders that are being held by the system as unapproved.

### **Closing Purchase Orders**

When a purchase order has been completely filled, you close it and remove it from the open purchase order list. If you want to cancel all items remaining on an open purchase order, you can close the uncompleted purchase order; the system automatically reverses any outstanding encumbrance amount.

## Understanding the Types of Purchase Orders

Detailed Purchase Order	Blanket Purchase Order
■ Does not use "blanket amount" on header	■ Uses "blanket amount" on header
■ Uses quantity on line detail entry	■ Does not use quantity on line detail entry
■ Uses unit cost on line detail entry	■ Does not use unit cost on line detail entry
■ Can use multiple description lines	■ Can use multiple description lines
■ Uses receiving	■ Bypasses receiving

This chapter provides step-by-step instructions for using the following purchase order programs:

- PUR.410 – Purchase Order Input
- PUR.450 – Purchase Order Approval and Look-up
- PUR.451 – Purchase Order Group Approval
- PUR.452 – Purchase Order Approval List Maintenance
- PUR.410PC – Print Purchase Orders in Account Detail
- PUR.410P2C – Print Purchase Orders in Account Summary
- PUR.415 – Change Vendor on Purchase Order
- PUR.460 – Purchase Orders with Encumbrance Detail
- PUR.455 – Change Hold Flags in Purchase Orders
- PUR.910 – Purchase Order Closing Procedure
- PUR.920 – Purchase Order Approval History File Purge

## Purchasing Reports and Listings

The Purchasing module provides the following reports. Samples of these reports are in the *Financial Management System Sample Reports*.

### ■ PUR.503 – Backup Withholding History

This report shows backup withholding history for vendors who are subject to it. You can run the report for a specific vendor, a range of vendors, or all backup withholding vendors. You can sort the report by backup withholding invoice number, 1099 vendor number, or 1099 vendor name.

### ■ PUR.510 – Purchase Order Status Report

This report shows the status of the open, closed, or both purchase orders. The report includes outstanding items, the cost of each item, the vendor from whom they are ordered, the expense accounts encumbered, and whether the goods have been received, invoiced, or canceled. You can choose the sorting order of this report (by purchase order, vendor number, vendor name, or date).

**■ PUR.515 – Aged Open Purchase Order Status**

This report lists the same information as PUR.510. However, but rather than printing in purchase order number, this report presents the open items by age of the request, with the oldest open purchase orders first, and proceeding to the most current purchase orders.

**■ PUR.520 – Unapproved Purchase Orders Listing**

This report lists all purchase orders that require approval and lists all users in the approval queue.

**■ PUR.521 – Rejected Purchase Order Lines Report**

This listing shows the purchase order lines that have been rejected. The report includes the following information: Originating, modifying, and rejecting user IDs; purchase order number and document identifier; line number; creation and rejection dates, and PO memo.

**■ PUR.540 – Vendor Name and Address Listing**

This report prints an alphabetical list of vendors and includes the vendor name, address and phone number.

**■ PUR.545 – Vendor Directory by Name**

This report lists, in alphabetical order, vendor names and phone numbers.

**■ PUR.550 – Vendor Directory by Number w/Remit Address**

This report lists vendors in vendor number order, and includes the vendor name and remit-to address.

**■ PUR.560 – Vendor Directory by Name w/Remit Address**

This report lists vendors in alphabetical order, and includes the vendor name and remit-to address.

**■ PUR.565 – Purchase Order Vendor Change Audit Report**

This report enables you to track vendor changes made on purchase orders. The report lists the purchase order number, the before vendor, the new vendor, the date the vendor was changed and the user ID of the person who made the change.

**■ PUR.570 – Vendor Performance Report**

You can use this report to track vendor performance. The report prints purchase order information, receiving information, and invoice information for a vendor. It shows the number of days between the date the purchase order was issued and the date of the last invoice. A percentage price variance between the original purchase order and the total of all invoices is also printed. In addition the report prints a summary for each vendor including the average days for completion of an order and an average price variance. The program has a prompt screen that enables you to select a specific vendor or vendors. You can also limit the report by specifying a range of dates, the average number of days in excess, the average percentage variance, or summary totals only.

**■ PUR.571 – Vendor Transaction Report**

This program allows you to create a report to print selected transaction history for vendors by date, transaction value or check amount. It also allows you to print a report of vendors by name or with no activity.

**■ PUR.585 – Purchase Order Approval History Report**

This program prints the approval list history for approved and unapproved purchase orders. This is a manager-level program. The approval records for purchase orders reside in the PO approval lists file (PPUR410A) until you close the purchase order. Then the system copies the approval records from the PPUR410A file into the PO approval history file (PPUR412) and deletes these records from PPUR410A. For open purchase orders, the system accesses the records in PPUR410A. For closed purchase orders, the system accesses the records in PPUR412.

**■ PUR.590 – Vendor Listing – Vendors by Category**

This report lists vendors by category. The listing is printed by category, followed by the vendors in each category. The report includes open orders, unpaid invoices, and volume this year.

**■ PUR.592 – Categories by Vendor**

This report lists categories by vendor. The report also shows open orders, unpaid invoices, and volume this year.

**■ ACP.550 – Print Vendor Labels**

You can use this program to print mailing labels for vendors. The program enables you print labels either in vendor name or vendor number order. You can also select a range of vendor numbers or a specific category of vendors. You can print the labels either 1 across or 3 across.

You can print purchase requisitions using PUR.530 – Print Purchase Requisitions and you can print purchase orders using PUR.410PC – Print Purchase Orders – Account Detail Format or PUR.410P2C – Print Purchase Orders – Account Summary Format.

## Defining Your Ship-to Addresses

Use PUR.201 – Define Ship-to Addresses to define your shipping addresses to be used on purchase orders. You need to define each of the addresses in your district that will be used as “ship-to” addresses on purchase orders. As you define each address, you also select a short code to represent that address. You should also define a ship-to address to be used as the default ship-to address.

To define ship-to addresses, choose the PUR.201 – Ship-to Addresses option from the Purchasing System Setup Items menu. When the system displays the command screen, type the first letter of the command you want to use, and then supply a code to represent the address you are defining.

If you are using school numbers or other location codes as an element in the account code, use them here as ship-to codes so the codes are consistent.

When you press **Enter**, the system displays the following screen.

### Defining the Ship-to Address

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      14:23:44 DSP13
FMS                Define Ship-To Addresses      Ref: PUR.201 .11

      Code: ADMIN_

      Name: ① _____
      Attention: _____
      Address line 1: _____
      Address line 2: _____
      City: _____ State: __ Zip: 00000 0000
      Province: _____ Postal code: _____
      Telephone: ( ) _____

Mode: Add          F3=Exit          F5=Reset  F12=Cancel          Cancel? N
  
```

- 1 Beginning in the *Name* field at ❶, type the name of the department or school to receive the goods.

Continue typing the address and phone information as appropriate for the ship-to address you are defining.

For US addresses use the *City*, *State*, and *Zip* fields for the addresses; for Canadian addresses, use *City*, *Province*, and *Postal Code* fields instead.

- 2 When you have completed the address, press . The system displays the Ship-to Addresses command screen.

## Defining Message Text for Purchase Orders

Use PUR.202 – Define Message Text for Purchase Orders to define message text for purchase orders. Many purchase orders need to have printed messages included on them. For example, you may need to indicate certifications of tax-exempt status, declarations of authority to encumber purchases, or instructions for submitting invoices. Use this program to set up these messages so you can retrieve them by typing a short code when you enter purchase orders.

To define messages, choose the PUR.202 – Define Message Text for Purchase Orders option from the Purchasing System Setup Items menu. When the system displays the command screen, type the first letter of the command you want to use, followed by a brief code to represent the message you are defining. (This will be the code you type to have the system include the text for the message). When you press **Enter**, the system displays the following screen.

### Specifying the Message Text

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      14:24:15 DSP13
FMS                Define Message Text for Purchase Orders      Ref: PUR.202 .11xtMe11052532TD(Message)-48

```

- 1 In the *Text* fields beginning at ❶, type the purchase order message text. Press **Tab** at the end of each line.

The program does not automatically wrap text; when you fill up a line with text, press **Tab** to move the cursor to the beginning of the next line.

- 2 Press **Enter** when the message is complete. The system displays the Maintain PO Messages command screen.

## Defining Purchase Order Default Information

Use PUR.101 – Define Purchase Order Default Information to identify default information that you want to have on your purchase orders. When a user enters a new purchase order, this default information appears automatically, although the user can change the default as needed. You can define defaults for each of the following:

- Purchase order ship-to address
- Bill-to address
- Shipping terms
- Payment terms
- Tax rate
- Default message code

You must complete the purchase order default information program before you can use the Purchasing module.

The bill-to address is required and you cannot change it when you enter a purchase order.

To define default information for your purchase orders, choose the PUR.101 – Define Purchase Order Default Information option from the Purchasing Setup items menu. The system displays the following screen.

### Specifying Ship-to and Bill-to Address Information

6/15/95 FY 95 CIMS3 TEST SCHOOL DISTRICT 14:24:34 DSP13  
 FMS Purchase Order Default Information Ref: PUR.101 .11

UNLESS SPECIFIED OTHERWISE AT TRANSACTION TIME:

SHIP TO: ① \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State Zip \_\_\_\_\_  
 Province: \_\_\_\_\_ Postal code \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_

BILL TO: ② \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State Zip \_\_\_\_\_  
 Province: \_\_\_\_\_ Postal code \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

- 1 In the *Ship To* field at ❶, type the code associated with the main ship-to address, if any, for your school district. If you do not want to enter a specific ship-to address, leave the field blank.

The ship-to address as defined in PUR.201 – Define Ship-To Addresses appears after the bill-to address is completed. You can modify the ship-to address during purchase order entry, if desired.

- 2 In the *Bill To* field at ❷, type the school district name.

The bill-to address is printed on all purchase orders and cannot be modified during purchase order entry.

Continue filling out the address information you want to use for your bill-to address. Press  when you complete the address.

## Completing the Purchase Order Defaults

6/15/95	FY 95	CIMS3 TEST SCHOOL DISTRICT	14:25:20 DSP13
FMS		Purchase Order Default Information	Ref: PUR.101 .12
Shipping terms:	❶	_____	
Payment terms:	❷	_____	
Usual tax rate:	❸	.0000 %	
MESSAGE:	❹	_____	
Mode: Change      F3=Exit   F4=Index   F5=Reset   F12=Cancel      Cancel? N			

- 1 In the *Shipping Terms* field at ❶, either type the shipping terms or leave the field blank.

This field is optional. If you specify shipping terms, they appear on the screen during purchase order entry and can be modified before the purchase order is processed.

- 2 In the *Payment Terms* field at ❷, type the payment terms, or leave the field blank.

This is an optional field. If you specify them, payment terms appear on the screen during purchase order entry and can be modified before the purchase order is processed.

- 3 In the *Usual Tax Rate* field at ③, type a tax rate, or leave the field blank.

This is an optional field. If you specify a tax rate, it appears on the screen during purchase order entry and can be modified before the purchase order is processed.

- 4 In the *Message* field at ④, type a message code to be used as the default. You can leave the field blank if you do not want to specify a default message.

This is an optional field. If you specify a message code, the message represented by that code (defined in PUR.202 – Record Message Text for Purchase Orders) appears on the screen during purchase order entry and can be modified before the purchase order is processed.

- 5 Press . The system records the purchase order default information and then displays the Purchasing System menu.

## Defining Vendor Categories

Use PUR.204 – Define Vendor Category Codes to define vendor category codes. Vendor category codes enable you to group vendors into specific categories. You can then index vendors by category code, grouping vendors who supply similar products. For example, you could define the vendor category OFF and assign it to all office supplies vendors.

To define vendor category codes, choose the PUR.204 – Define Vendor Category Codes option from the Purchasing System Setup Items menu. When the system displays the command screen, type the first letter of the command you want to use, followed by the code you want to define. When you press **Enter**, the system displays the following screen.

### Specifying a Vendor Category Code Description

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      14:25:47 DSP13
FMS              Define Vendor Category Codes      Ref: PUR.204 .11

Vendor Category: OFFICE

Description:  ❶ _____

Mode: Add          F3=Exit          F5=Reset  F12=Cancel      Cancel? N

```

- ❶ In the *Description* field at ❶, type a description of the vendor category.
- ❷ Press **Enter**. The system displays the Vendor Category Codes command screen.

## Maintaining Your Vendor Records

Use PUR.301 – Maintain Vendor Records to add new vendors to your system and to revise that information if it changes. You must establish vendors before you can process purchase requisitions, purchase orders, or invoices.

This section discusses how to add one vendor to your system. If you are adding more than one vendor, you can use the Auto Next Record feature. See *Using CIMS Software* for information about how to use the Auto Next Record feature.

## Using Backup Withholding

You can use this program to track backup withholding for vendors and report the amounts withheld on 1099 forms. To use backup withholding, you need to perform the following tasks:

- 1 Define the liability keyword BACKUP\_WITHHOLD in GNL.201 – Define Account Code keywords.
- 2 Use ACS.310 – Maintain Menu Item Definitions to select the switch for using backup withholding.
- 3 Define backup withholding information for the Federal vendor (see PUR.303 – Backup Withholding Vendor Maintenance).
- 4 Specify the vendor as a 1099 vendor.
- 5 If you have been tracking backup withholding using some other method, indicate which vendors have returned W9 forms, and enter beginning balances for those 1099 vendors you have already been tracking. See also page 239 for a description of the backup withholding logic.

## Switch Setting

This program provides a switch to choose whether you want to use backup withholding.

### ■ Do you need to track Backup Withholding?

If you select this switch, the system displays two fields pertaining to backup withholding in PUR.301 and performs the backup withholding process. If you do not select this switch, the fields will not display and the system will not perform the backup withholding process.

## Specifying the Vendor Number

To maintain vendor information, choose the PUR.301 – Maintain Vendor Records option from either the Purchase Requisition Processing or Purchase Order Processing menus. The system displays the following screen.

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	14:26:09 DSP13
FMS		Maintain Vendor Records	Ref: PUR.301 .01

<b>1</b> Add Change Delete Lookup Index End	Vendor Number: <b>2</b>  Index: 1 1 = Vendor By Name: _____ 2 = Vendor By Number. 3 = Vendor By Category: _____
---	--

Auto Next Record? N


- 1 In the command field at **1**, type the first letter of the command you want to use.
- 2 In the *Vendor Number* field at **2**, type a number you want to assign to the vendor and press Field  
Exit. This field is numeric. You can enter any number between 0 and 999999999.
- 3 Press Enter. The system displays the following screen.


## Completing the Vendor Information Screen


6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	10:02:22 DSP13
FMS		Maintain Vendor Records	Ref: PUR.301 .11
Vendor Number:	97	Related to vendor group:	①
Name:	② _____		Remit To: (If different)
Attention:	③ _____		_____
Address:	_____		_____
City:	_____		_____
State:	Zip: 00000 0000	_____	00000 0000
Province:	P/C: _____	_____	_____
Telephone: ( )	Ext: _____	( )	Ext: _____
Fax Phone: ( )			
Vendor's Usual Terms:	⑤	Shipping terms:	④
Cash discount:	.0000 %	Payment terms:	⑥
Trade discount:	.0000 %	Recipient Number:	⑦
Minimum order \$		Open orders:	
Hold new orders? N	⑧	Unpaid invoices:	
Hold payments? N	⑨	Volume this year:	
Maximum payable without P/O:	⑩	Volume last year:	
Payment priority: 5 (9 = Highest)	⑪	Box Number if 1099 Vendor:	⑫
Liability account keyword: PAYABLE	⑬	1099 Volume:	
Mode: Add	F3=Exit F4=Index F5=Reset F12=Cancel	Cancel? N	

- 1 In the *Related to vendor group* field at ①, type a vendor number and press . You can use this to connect this vendor with an existing vendor. If you do, any payments issued for the new vendor can be made payable to the vendor you indicate at ①.
- 2 In the *Name* fields beginning at ②, type the vendor's name. The vendor's name can be up to two lines.
- 3 Complete the vendor's address on the left side of the display beginning with the *Attention* field. If applicable, complete the remit-to address on the right side of the display at ③.  
  
Only complete the remit-to address on the right side of the display if the address differs from the ship-to address.  
  
The system prints the vendor's address on purchase orders for this vendor. If you type a remit-to address, the system prints the remit-to address on any checks paid to this vendor.
- 4 In the *Shipping Terms* field at ④, type the usual shipping terms for this vendor. The system uses this information as the default shipping terms for this vendor on purchase requisitions and purchase orders.

- 5 Fill out the usual terms for this vendor in the fields beneath 5 if they apply to this vendor.

*Cash Discount* Type the usual cash discount offered by this vendor in the *Cash Discount* field and press . The system uses this information as the default cash discount information on invoice entry.

*Trade Discount* Type the usual trade discount for this vendor in the *Trade Discount* field and press . The system uses this as the default trade discount information on purchase requisitions and purchase orders.

*Minimum Order* Type the minimum order amount accepted by this vendor in the *Minimum order* field and press . If a staff-level user enters a purchase order for less than this amount, the system holds it as "unapproved."

- 6 In the *Payment Terms* field at 6, type the usual payment terms for this vendor. The system uses this information as the default payment terms information on purchase requisitions and purchase orders.

- 7 If this is a 1099 vendor, type the vendor's Social Security number or taxpayer ID number in the *Recipient Number* field at 7. If this is not a 1099 vendor, skip the field.

Use the dashes when you type the vendor's Social Security number or taxpayer ID, for example, 111-11-1111. The system prints the recipient information on the 1099.

If you used ACP.835 – Change Vendor 1099 Status, the system updates the *Recipient Number* and *Box Number if 1099 Vendor* fields.

- 8 Review the default (N) in the *Hold new orders?* field at 8.


**Y** means that you want the system to issue an error message if any user tries to enter a purchase requisition or purchase order for this vendor.

**N** means you want the system to process new orders for this vendor normally.

- 9 Review the default (**N**) in the *Hold Payments?* field at 9.

**Y** tells the system to hold payments to this vendor. Depending on how your invoice edit options are defined in ACP.210 – Invoice Batch Edit Options, you may receive a warning or an error when you run ACP.650 – Invoice Batch Edit Listing or ACP.660 – Invoice Batch Posting. If you receive an error you will not be able to post invoices for this vendor.

**N** means that there is no hold on payments for this vendor.

- 10 In the *Maximum payable without P/O* field at 10, type the maximum dollar amount payable to this vendor without a purchase order and press .

This field appears only if you are a management-level user. The dollar amount you enter sets the maximum dollar amount for which a staff-level user can post an invoice for this vendor without a purchase order.

If you leave this field blank, the system assumes that all invoices for this vendor require a purchase order.

- 11 Review the default (**5**) in the *Payment Priority* field at 11. To change this value, type a number between 1 and 9.

The payment priority determines which vendors receive payment first. When you run CDS.610 – Check Writer, you can select the vendors to pay by their priority level.

- 12 If the vendor is a 1099 vendor, type the box number on the 1099 form where you want the system to put the 1099 amounts in the *Box Number if 1099 Vendor* field at 12. If this vendor is not a 1099 vendor, skip the field.

■ The Federal vendor cannot be flagged as a 1099 vendor.

If this vendor receives 1099 income, but may also receive payments that should not be reported on a 1099, you must type the box number in order to properly record 1099 payments. When you create invoices for the vendor, you can identify which payments are to be reported on a 1099.

- 13 Review the *default (PAYABLE)* in the *Liability Account Keyword* field at 13. This field tells the system which liability account to credit when invoices for this vendor are posted. The account keyword must have been defined in GNL.201 – Define Account Keywords.



- 2 If this is a vendor that requires 1099 reporting, type a 1099 vendor name in the *1099 Vendor Name* field at ❷.  
  - The Federal vendor cannot be flagged as a 1099 vendor.
- 3 If you have received a W9 form for this vendor, type **Y** at ❸. The system uses backup withholding, commencing with the first payment, until you receive a W9 from the vendor and change this field to **Y**. Once you change the field to **Y**, whether you continue backup withholding for this vendor is optional.
- 4 Review the default **Y** in the *Backup Withholding Vendor* at ❹ field. You cannot change this field to **Y** until you receive the vendor's W9 form and change the *W9 Form Received?* field to **Y**.
- 5 Type up to six lines of text about the vendor in the *Comments* field at ❺. Press  to move from line to line.  

You can use these lines to record information about the vendor. The lines do not "wrap," so press  to end each line.
- 6 In the *Category Codes* fields beginning at ❻, you can type up to 35 vendor category codes for this vendor. Classifying your vendors enables you to search your list of vendors for those who supply a certain product or service. You can use field-level indexing () to help you select valid category codes.
- 7 Press . The system displays the Vendor Information command screen.

## Defining the Federal Vendor

If you are using backup withholding for your 1099 vendors, use PUR.303 – Backup Withholding Vendor Maintenance to enter the Federal government vendor to which backup withholding amounts accumulated will be paid.

■ Note the Federal vendor cannot be flagged as a 1099 vendor.

To set up the Federal vendor for backup withholding, choose the PUR.303 – Backup Withholding Vendor Maintenance option from the Purchase Requisition Processing or Purchase Order Processing menus. The system displays the following screen.

### Defining the Federal Vendor

12/10/98	FY 98	CIMS III DEMONSTRATION DISTRICT	11:10:05 DSP05
FMS		Backup Withholding Vendor Maintenance	Ref: PUR.303.11
Federal Vendor Number:		① __	
Backup Withholding Percentage:		② __%	
Backup Withholding Keyword:		BACKUP_WITHHOLD ③	
Type of depositor:		Monthly ④	
Total Backup Withholding Amount:		65.10	
JAN	.00	JUL	.00
FEB	.00	AUG	.00
MAR	.00	SEP	.00
APR	.00	OCT	.00
MAY	.00	NOV	65.10
JUN	.00	DEC	.00
Mode: Change	F3=Exit	F5=Reset	F12=Cancel
			Cancel? N

- 1 In the *Federal Vendor Number* field at ①, type the vendor number for the Federal government vendor to which backup withholding amounts will be paid.
- 2 In the *Backup Withholding Percentage* field at ②, type the percent of backup withholding (currently 31%).
- 3 The value in the *Backup Withholding Keyword* field at ③ is the keyword defined in your system. This field is display only.

- 4 The *Type of Depositor* field at ④ defaults to **Monthly**. It remains Monthly until the amount for any month goes over \$100,000, when the type changes to Semiweekly.

The rest of the fields on the screen are display only.

- 5 Press . The system displays the menu you selected the program from.

## Entering Purchase Order Requisitions

Use PUR.420 – Purchase Order Requisition Input to create new purchase requisitions. A purchase requisition contains the same information as a purchase order (with the addition of a field to identify a location at which the requisition was created) but does not encumber your budget. Therefore, you can allow staff at multiple locations to create purchase requisitions and only approve them at your main site. In this way, you can spread the workload across your district, but maintain control at the district office.

A purchase requisition consists of two parts: the header information and detail line information. The header contains basic purchase order information, such as vendor name and address, as well as information to be used with the detail, such as a default general ledger account number, and discounts. You may create a requisition for a blanket purchase order, or one issued for a total dollar amount, or you may create a requisition for a purchase order where the dollar amounts are included with each detail line of the purchase order.

To enter purchase order requisitions, choose the PUR.420 – Purchase Order Requisition Input option from the Purchase Requisition Processing menu. The system displays the following screen.

### Choosing the Vendor


```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      14:29:25 DSP13
FMS                Purchase Order Requisition Input      Ref: PUR.420 .01

  ①      Vendor: ②      P/O Requisition: ③      RPO
Add
Change
Delete
Lookup
Index
End
Index: 1
1. Requisitions By Number.
2. Requisitions By Vendor.
3. Requisitions by Location: _____
4. Vendors By Name: _____
5. Vendors By Number.

```

1 To add a new requisition, type **A** in the command field at ①.

2 In the *Vendor* field ②, type the number of the vendor with whom you want to place the order and press .

- 3 If you are assigning requisition numbers, type the number to identify this requisition in the *P/O Requisition* field at 3.

**Or**

Press **Field Exit** to leave the field blank and have the system assign the number.

The method for assigning purchase order requisition numbers was defined in MGR.501 – Define Control Documents.

- 4 Press **Enter**. The system displays the Purchase Order Requisition header screen. The system fills out much of the information on the header screen based on the vendor you specified.

### Completing Purchase Order Requisition Header Information

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      14:33:08 DSP13
FMS          Purchase Order Requisition Input      Ref: PUR.420 .11
P/O Requisition:      5105 RPO
Vendor:              2                      SHIP TO: MAIN_ 1
NATIONAL COMPUTER SYSTEMS      GREENVILLE SCHOOL DISTRICT
1201 SOUTH ALMA SCHOOL ROAD    5050 EAST BROADWAY
SUITE 9500                    P.O. BOX 159
MESA, AZ 85210 9885           GREENVILLE, AZ 85064 1231
Attention:
Requisition Date:      6/15/95 2          CENTRAL RECEIVING 3
Date Required:         0/00/00 4          Reference:          5
From Location:         6
Charge Account Code:   8
Default trade discount:      % Tax rate:      %

REQ freight:          $ 9
May A/P close this?   Y 10 (Y/N)      Hold payment?      N 11 (Y/N)
Receiving required?   Y 12 (Y/N)      MESSAGE:          DFLT 13
                                           PLEASE INCLUDE PURCHASE ORDER NUMBER
                                           ON ALL INVOICES AND CORRESPONDENCE. ...
Shipping Terms:      FOB DESTINATION 14      Payment Terms:    NET 30 DAYS__ 15
Internal Note:       16
Mode: Add           F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N
    
```

- 1 Review the ship-to address that appears on your screen. To change it, press **Shift-Tab** or BACKTAB to move the cursor to the *Ship to* field at 1, and type the new ship-to code and press **Field Exit**.

The default ship-to code is based on the default ship-to address defined in PUR.101 – Purchase Order Default Information.

- 2 Review the date in the *Requisition Date* field at 2. To change it, type the date in MMDDYY format, and press **Field Exit**.

The system date automatically appears in this field.

- 3 Review the *Attention* field at ③. To change this value, type new attention information. The default is the attention information defined for the default ship-to address in PUR.101 – Purchase Order Default Information.

If you change the ship-to code, the system does not automatically change the *Attention* field for you. You must change this information if it is different from the default information.

- 4 In the *Date Required* field at ④, type the date by which you need the items you are ordering in MMDDYY format, and press . This date will print on the requisition.

- 5 If you want, you can type a reference for this requisition in the *Reference* field at ⑤.

This reference is for your information only.

- 6 In the *From Location* field at ⑥, type the number for the location from which this requisition was requested. Type the location for the school making this purchase order requisition.

When you print requisitions using PUR.530 – Print Purchase Order Requisitions, you can limit the requisitions you print to a specific location.

- 7 If this requisition is for a blanket purchase order, type the blanket dollar amount of this purchase order in the *Blanket Amount* field at ⑦ and press .

Only type an amount here if this requisition is for a blanket purchase order. A blanket purchase order is issued for a total dollar amount rather than for individual line items.

- 8 Complete the next three fields to either provide information for encumbrance transactions for a blanket purchase order, or, if the requisition is not for a blanket purchase order, to establish defaults for each line of the purchase order requisition:

Type the code for the account to be charged in the *Charge Account Code* field at ⑧ and press .

Review the default discount percentage in the *Default Trade Discount* field and press . This field defaults from PUR.301 – Maintain Vendor Records.

Review the default tax rate in the *Tax Rate* field.

- 9 In the *REQ Freight* field at ⑨, type the freight amount for this order and press . The system adds this amount to the line total when it calculates the encumbrance amount.

- 10 Review the *May A/P Close This?* field at 10.

**Y** means that the accounts payable department can close the purchase order created from this requisition even if the amount of the purchase order differs from the invoice amount.

The default is based on the value defined in GNL.100 – General Financial Management Options.

- 11 Review the *Hold Payment?* field at 11.

**Y** means that the purchase order created from this requisition should be held from payment. If the accounts payable department tries to create an invoice accrued against the purchase order, they receive an error and cannot post the invoice.

The default is **N**.

- 12 Review the *Receiving Required?* field at 12. To change this value, type **N**.

**Y** means that you must receive the merchandise before the system will allow you to pay the invoice. The default is based on a selection in GNL.100 – General Financial Management Options.

- 13 Review the message displayed below 13. To change this message, type a different message code in the *Message* field. The default is based on the default message defined in PUR.101 – Purchase Order Default Information.

- 14 Review the *Shipping Terms* field at 14. To change the default terms, type the correct terms and press . To leave this field blank, press .

The default is based on the shipping terms defined in PUR.101 – Purchase Order Default Information.

- 15 Review the *Payment Terms* field at 15. To change the terms, type the correct terms and press . To leave this field blank, press . The default is based on the payment terms defined in PUR.101 – Purchase Order Default Information.

- 16 If you wish you can type an internal note in the *Internal Note* field at 16. This note only appears on your screen when you Lookup or Change this purchase order requisition or the purchase order created from this requisition. It does not print on the purchase order and is for reference only.

- 17 Press **Enter**. The system displays the P/O Requisition Line Entry screen.

If this is a requisition for a blanket purchase order, the system displays the Purchase Order Requisition Input detail screen for blanket orders. Review the amount, percentage, and account information on this screen. If necessary, you can distribute the blanket order over multiple accounts by specifying the amount or percentage of the distribution and the applicable account number. When you are finished, press **Enter**.

### Completing the Purchase Order Requisition Line Screen

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      14:33:57 DSP13
FMS          Purchase Order Requisition Input      Ref: PUR.420L.11
P/O Requisition: 5105 RPO   Vendor:      2   P/O Total:      .00
                                           Line Total:
CMD      Qty Ord      U/M Description      Unit Cost
BEGIN

1.000 Qty:  ①      EA_ ②  Vend Part: ③      Whs Part: ④
Desc: ⑤      Unit cost $ ⑥
Trade Disc $ ⑦      or      % Freight $ ⑧      Tax: ⑨      %
Account: 001.00.000.00.5400__⑩
Cancelled:
                                           Continue: N ⑪
                                           Cancel? N
                                           F4=Index  F5=Reset  F12=Cancel
    
```


- 1 In the *Qty* field at ①, type the quantity you need for the first line item of the purchase order and press **Field Exit**.  
You can type a number of up to four decimal places in this field.  
■ Blanket purchase requisitions do not require a quantity.
- 2 Review the default unit of measure at ②. To change it, type the correct unit of measure and press **Field Exit**.  
■ If this is a requisition for a blanket purchase order, leave this field blank.
- 3 In the *Vend Part* field at ③, type the vendor's part number for the item.
- 4 If you are using the Warehouse Inventory System, type the warehouse stock item number in the *Whs Part* field at ④. The stock number must have been defined in INV.310 – Stock Item Input.


5 Type a description of the item to be ordered in the field at 5.

6 In the *Unit Cost* field at 6, type the cost per item and press .

You can use up to four decimal places in this field. If this is a blanket purchase order, leave this field blank.

7 Review the amount in the *Trade Disc* field at 7. To change it, type the correct amount and press .


To enter a discount percentage, type the percentage and press . The default is the discount entered on the header display.

8 Type the amount of freight for this line item at 8 and press .

The system adds the amount you enter to the amount for freight entered on the header display.

9 Review the rate for this line item in the *Tax* field at 9. To change it, type the tax rate and press .

The default is the tax rate entered on the header display. To erase the tax rate for this item, press .

10 Review the account code for this line item in the *Account* field at 10. To change it, type the account code and press .

The system does not post a general ledger entry for a purchase order requisition. However, if this requisition later becomes a purchase order, the system posts an encumbrance entry for this line item to the account you enter here.

Depending on how you chose your management options, the system may issue an error or warning if the account specified is over budget.

Remember, this system edit is just a “snap shot” of the budget at this moment. If after this requisition is created, additional purchase orders are created that cause the budget to be exceeded, this purchase requisition could still end up causing an error or warning later, even if it didn't when you created it.

11 Leave the *Canceled* field blank. This field is used with purchase orders to cancel line items remaining open on a purchase order.

12 Type **Y** in the *Continue* field at 11 if you want to use the same description and unit cost on the next line of the requisition, but you want to change the general ledger account code.

If you type multiple lines with the same description and unit cost, they print as one line item for the total amount of all lines entered when you print purchase orders using the account summary format in PUR.410P2C – Print Purchase Orders in Account Summary Format.

- 13 Press **Enter**. The line you just entered appears at the top of your screen and the input fields at the bottom of the screen are cleared for the next entry.

Continue entering lines until you have entered all the line items you need for this requisition. You can enter as many line items as you need.

- 14 To stop entering lines, press **Enter** twice. The system displays the P/O Requisition Entry command screen.

## Printing Purchase Order Requisitions

Use PUR.530 – Print Purchase Order Requisitions to print purchase requisitions.

Before you begin, make sure that there is at least one outstanding requisition on file. Once you create purchase orders from requisitions, the system can no longer print the requisitions through this program.

### Selecting the Requisitions

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 14:35:26 DSP13  
FMS Print Purchase Order Requisitions Ref: PUR.530P.01

Document ID: RPO\_\_ ①

Limit Printing To:

Requisitions: ②

Sub-Ledger: ③\_\_

Location: ④\_\_\_\_\_

If not limited, all requisitions will be printed.

Index: \_

- 1 Review the default (**RPO**) in the Document ID field at ①. To change the default, type the correct document ID for purchase requisitions on your system.

If you want to print all of your purchase requisitions, you can press **Enter** at this point. However, if you want to limit which requisitions are printed in any way, review steps 2, 3, and 4.

- 2 To limit the requisitions printed to a selected range of requisition numbers, type the starting requisition number at ②; type the ending requisition number in the next field.

Leave the fields blank to include all requisitions.

- 3 To print only those requisitions associated with a specific subledger ID, type the ID of the subledger you want to include in the *Subledger* field ③.

Leave the field blank to include requisitions for all subledgers.

- 4 To print only those requisitions for a specific location, type the location code in the *Location* field at 4.

Leave this field blank if you do not want to limit the printing of requisitions to a specific location.

- 5 Press . The system displays a submittal prompt. Press  to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

## Approving a Purchase Requisition

Use PUR.620 – Purchase Order Creation from Requisitions to:

- Approve a requisition and create a purchase order from that requisition. When you approve a requisition, the system automatically posts encumbrance entries to all accounts identified on the requisition and creates a purchase order from the requisition.
  - Only management-level can approve requisitions.
- Look up a requisition. When you Lookup a requisition, you can determine if any accounts used on the requisition are over budget. You may find it useful to review a requisition before you approve it.

### Selecting the Requisition

To look up or approve a requisition, choose the PUR.620 – Purchase Order Creation from Requisitions option from the Purchase Requisition Processing menu. The system displays the following screen.

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 14:35:45 DSP13  
 FMS Purchase Order Creation from Requisitions Ref: PUR.620 .01

1      Requisition Number: 2      RPO\_ 3  
 Approve  
 Lookup  
 Index  
 End

Index: 1  
 1 = Requisitions By Number.  
 2 = Requisitions By Vendor:  
 3 = Requisitions by Location: \_\_\_\_\_  
 4 = Purchase Orders by Number: \_\_\_\_\_  
 5 = Purchase Orders by Vendor: \_\_\_\_\_  
 6 = Purchase Orders by Requisition: \_\_\_\_\_  
 7 = Vendors By Name: \_\_\_\_\_

Auto Next Record? N

- 1 To approve a requisition, type **A** in the command field at **1**. A requisition becomes a purchase order when you approve it.
  - In Lookup mode, you can use the Auto Next Record option to display the next requisition to be approved.
- 2 In the *Requisition Number* field at **2**, type the requisition number to be approved and press Field Exit.

- 3 Review the default document ID (**RPO**) of the requisition at 3. To change it, type the correct document ID for this requisition.

Document IDs are defined in MGR.501 – Define Control Documents.

- 4 Press **Enter**. The system displays the Requisition Approval header screen.

## Reviewing the Requisition Header

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      14:36:10 DSP13
FMS          Purchase Order Creation from Requisitions      Ref: PUR.620 .11
Vendor:      2          Ship To: MAIN
NATIONAL COMPUTER SYSTEMS      GREENVILLE SCHOOL DISTRICT
1201 SOUTH ALMA SCHOOL ROAD      5050 EAST BROADWAY
MESA, AZ 85210 9885          GREENVILLE, AZ 85064 1231

```

```

Date Entered: 6/15/95  Date Required: 0/00/00  Location:
Requisition:      5105  Reference:
Account Code: 001.00.000.00.5400

```

```

Amounts:
Purchase Order Line Total:          .00
Freight Total:                      .00
Sales Tax: .0000 %                  .00
Purchase Order Total:                .00

```

```

Display Lines? N
Approve This One? N 1 Purchase Order: 2 PO___ 3 Date: 6/15/95
Mode: Approve      F3=Exit      F5=Reset  F12=Cancel  Cancel? N

```

- 1 Review the requisition information that appears on your screen. To approve this requisition, type **Y** in the *Approve This One?* field at 1.

To review the line detail for the requisition, type **Y** in the *Display Lines* field.

If this is not the correct requisition, press **Enter** to return to the command screen.

If the detail account for the requisition is over budget, the system displays a window containing the applicable account balance information.

- 2 If you are assigning purchase order numbers, type the purchase order number in the *Purchase Order* field at 2 and the document ID at 3.

If the system assigns purchase order numbers, you can leave this field blank.

- 3 Press **Enter**. The system approves the requisition and it becomes a purchase order. The system then displays the Requisition Approval command screen.

## How Do You Find out What the PO Number Is?

Once you approve the requisition, you can use the following approaches to find out what the purchase order is if they are system assigned:

- Index by Requisition Number in PUR.450 – Purchase Order Approval and Lookup
- Print the PO Status Report (PUR.510)
- For group approval, review the report printed by the program

## Approving Groups of Requisitions

Use PUR.625 – Purchase Order Requisition Group Approval to approve a group of purchase order requisitions. Approved purchase requisitions become purchase orders.

Before you can use the program to approve groups of purchase requisitions, the document IDs in MGR.501 – Define Control Documents must specify serial numbering.

This program can also check requisitions against your purchasing policies defined in GNL.100 – General Financial Management Options and generate a listing showing which requisitions are approved and which are not approved. Since there is no similar edit listing for purchase orders, many users find it useful to enter requisitions first.

### Approving a Group of Purchase Order Requisitions

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	14:36:40 DSP13
FMS		Purchase Order Requisition Group Approval	Ref: PUR.625P.01
Select:			
Requisition Document ID:		RPO__	①
From:		②	_____
Thru:		③	_____
Purchase Order Document ID:		PO__	④
Purchase Order Date:		6/15/95	⑤
Edit Against Financial Management Options? (Y/N)		Y	⑥
F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N			

- 1 Review the information in the *Requisition Document ID* field at ①. If this is not the ID of the requisitions you want to approve, type the correct document ID.
- 2 Type the starting number for the group of requisitions that you want to approve in the *From* field at ②.
  - If you are approving one requisition, type that number at ②.
- 3 Type the ending number for the group of requisitions that you want to approve in the *Thru* field at ③.

If you are approving just one requisition, leave the field blank.

- 4 Type the purchase order document ID that you want the system to use when it creates purchase orders from these requisitions in the *Purchase Order Document ID* field at 4.
- 5 Review the default in the *Purchase Order Date* field at 5. This is the date that will be on the purchase order. You can change this date if you want to.
- 6 Review the default (**Y**) in the *Edit Against Financial Management Options?* field at 6.  
  
**Y** means you want the system to check the requisitions against your purchasing policies defined in GNL.100 – General Financial Management Options. The system generates a report indicating which requisitions are approved and which are not approved. Requisitions that are not approved are marked with an asterisk (\*).  
  
**N** means that you do not want to have the system check the requisitions.
- 7 Press . The system displays a submittal prompt. Press  to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

## Entering Purchase Orders

Use PUR.410 – Purchase Order Input to:

- Add new purchase orders
- Change purchase orders that were originally purchase requisitions
- Distribute blanket purchase orders over multiple account codes by amount or percentage
- Change existing purchase orders

Each purchase order consists of two parts: the header information and detail line information. The header contains basic purchase order information, such as vendor name and address, as well as information to be used with the detail, such as a default general ledger account number and discounts. You can create a blanket purchase order (one issued for a total dollar amount), or you can create a purchase order where the dollar amounts are included with each detail line of the purchase order.

As you enter purchase order information, the system automatically posts encumbrance entries to each general ledger account used on the purchase order. An encumbrance entry reserves a portion of the budget for this purchase order.

### Local Approval List Rebuild

When you make a change to a purchase order line item that affects the quantity, unit cost, or account number, the system activates the approval list rebuild process for the line. This local rebuild process will:

- Run interactively when you exit the line command screen (PUR.410L.01)
- Clear all existing approvals for the changed line, which means all users on the approval list will have to review this PO line item again, unless a manager-level user has changed the approval list review sequence using PUR.452 – Purchase Order Review List Maintenance
- Rebuild the approval list based on GNL.110 records and GNL.100 options

■ The rebuild process may take some time, because the system builds the approval list at the purchase order line level.

This program does not display the approval list. You can view the approval list using PUR.450 – Purchase Order Approval or Lookup.

Manager-level users can also use PUR.452 – Purchase Order Review List Maintenance to view the purchase order approval list.

## Selecting the Purchase Order

To enter a purchase order, choose the PUR.410 – Purchase Order Input option from the Purchase Order Processing menu. The system displays the following screen.

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 14:51:48 DSP13  
 FMS Purchase Order Input Ref: PUR.410 .01

1 Vendor: 2 Purchase Order: 3 PO \_\_\_

1 Add  
2 Change  
3 Delete  
4 Lookup  
5 Index  
6 End

Index: 1  
 1 = Purchase Orders by Number  
 2 = Purchase Orders by Vendor Number  
 3 = P/O's By Requisition Number: \_\_\_\_\_  
 4 = Blanket Purchase Orders by Number  
 5 = Vendors By Name: \_\_\_\_\_  
 6 = Vendors By Number.

- 1 To add a purchase order, type A in the command field at 1.

Whenever you use the Change command, the system creates encumbrance transactions. Use Lookup if you want to just review the purchase order to minimize excess encumbrance transactions in the purchasing journal.

- 2 Type the number of the vendor you want to use on this purchase order in the *Vendor* field at 2 and press Field Exit.

Vendors numbers are defined in PUR.301 – Maintain Vendor Records.

- 3 If you are assigning purchase order numbers, type the number to identify this order in the *Purchase Order* field at 3.

If the system assigns purchase order numbers, press Field Exit.

The method for assigning purchase order numbers is defined in MGR.501 – Define Control Documents.

- 5 Press Enter. The system displays the Purchase Order header screen. The system fills out much of the information on the header screen based on the vendor you specified.

## Adding Purchase Order Header Information

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	14:52:36 DSP13
FMS		Purchase Order Input	Ref: PUR.410 .11
Purchase Order Number: 75 P095			
Vendor: 8765		SHIP TO: MAIN__ ①	
AMERICAN OFFICE SUPPLY		GREENVILLE SCHOOL DISTRICT	
654 SOUTH MAIN		5050 EAST BROADWAY	
SUITE 123		P.O. BOX 159	
HARRISVILLE, MI 77451		GREENVILLE, AZ 85064-1231	
P/O Date: 6/15/95 ②		Attention: CENTRAL RECEIVING _____ ③	
Date Required: 00/00/00 ④		Reference: _____ ⑤	
Requisition: _____ ⑥		Blanket Amount: \$ _____ ⑦	
Charge Account Code: _____ ⑧			
Default trade discount: _____ %		Tax rate: _____ %	
P/O freight: \$ _____ ⑨			
May A/P close this? Y (Y/N) ⑩		Hold payment? N ⑪ (Y/N)	
Receiving required? Y (Y/N) ⑫		MESSAGE: DFLT _____ ⑬	
Confirmation copy? N (Y/N) ⑭		PLEASE INCLUDE PURCHASE ORDER NUMBER	
Draft copy? N (Y/N) ⑮		ON ALL INVOICES AND CORRESPONDENCE. ...	
Shipping Terms: FOB DESTINATION ⑯		Payment Terms: NET 30 DAYS__ ⑰	
Internal Note: _____ ⑱			
Mode: Add		F3=Exit F4=Index F5=Reset F12=Cancel	Cancel? N


- 1 Review the ship-to address that appears on your screen. To change it, press **Shift-Tab** or **BACKTAB** to move the cursor to the *Ship to* field at ①, and type the new ship-to code and press **Field Exit**.  
The default ship-to code is based on the default ship-to address defined in PUR.101 – Purchase Order Default Information.
- 2 Review the date in the *P/O Date* field at ②. To change it, type the date in MMDDYY format, and press **Field Exit**.  
The system date automatically appears in this field.
- 3 Review the *Attention* field at ③. To change this value, type new attention information. The default is the attention information defined for the default ship-to address in PUR.101 – Purchase Order Default Information.  
If you change the ship-to code, the system does not automatically change the Attention field for you. You must change this information if it is different from the default information.
- 4 In the *Date Required* field at ④, type the date by which you need the items you are ordering in MMDDYY format, and press **Field Exit**. This date will print on the purchase order.
- 5 If you want, you can type a reference for this purchase order in the *Reference* field at ⑤.  
This reference is for your information only.

- 6 If applicable, type the requisition number for this purchase order in the *Requisition* field at 6 or review the requisition number that appears in the field.

If your purchase order was created from a requisition using PUR.620 – Purchase Order Creation from Requisitions or PUR.625 – Purchase Order Requisition Group Approval, the original requisition number appears here.


If you are using a manual requisition process, you can type the requisition number in this field.

The system prints the requisition number, if any, on the purchase order form.


- 7 If this is a blanket purchase order, type the blanket dollar amount in the *Blanket Amount* field at 7 and press .


Only type an amount here if this purchase order is for a blanket purchase order. A blanket purchase order is issued for a total dollar amount rather than for individual line items.


- 8 Complete the next three fields to either provide information for encumbrance transactions for a blanket purchase order, or, if this is not for a blanket purchase order, to establish defaults for each line of the purchase order:

Type the code for the account to be charged in the *Charge Account Code* field at 8 and press .

If the account you specify has an approval list tied to it, the system builds an approval list for this purchase order.

Review the default discount percentage in the *Default Trade Discount* field (if any) and press . This amount defaults from the vendor record (PUR.301). You can change it if appropriate.

Review the default in the *Tax Rate* field and press . This amount defaults from the vendor record (PUR.301). You can change it if appropriate.

- 9 In the *P/O Freight* field at 9, type the freight amount for this order and press .

Depending on how your management options were defined in GNL.100 – General Financial Management Options, the system either adds the freight amount to the total of the order line items to create an encumbrance entry, or creates a separate encumbrance for the amount of the freight.

- 10 Review the *May A/P Close This?* field at 10.

**Y** means that the accounts payable department can close the purchase order even if the amount of the purchase order differs from the invoice amount.

**N** means that the accounts payable department cannot close this purchase order if the amounts differ.

The default is based on the value defined in GNL.100 – General Financial Management Options.

- 11 Review the *Hold Payment?* field at 11.

**Y** means that the purchase order should be held from payment. If the accounts payable department tries to create an invoice accrued against the purchase order, they can post the invoice, but the system holds the invoice from payment until you change this field to **N**.

The default is **N**.

- 12 Review the *Receiving Required?* field at 12. To change this value, type **N**.

**Y** means that the merchandise must be received through REC.401 – Receiving Input before the invoice is paid.

**N** means that purchase order items are considered outstanding until accrued in ACP.660A – Invoice Batch Processing.

The default is based on information from GNL.100 – General Financial Management Options.

- 13 Review the message displayed below 13. To change this message, type a different message code in the *Message* field. The default is based on the default message defined in PUR.101 – Purchase Order Default Information.

- 14 Review the default (**N**) in the *Confirmation Copy?* field at 14. To change the default, type **Y**.

**Y** means that the system prints the words CONFIRMATION COPY on the purchase order.

**N** means that this purchase order is a normal purchase order.

- 15 Review the default (**N**) in the *Draft Copy?* field at 15.

**Y** means that the system prints the words DRAFT COPY on the purchase order.

**N** means that this is a normal purchase order.

- 16 Review the *Shipping Terms* field at 16. To change the default terms, type the correct terms and press . To leave this field blank, press .

The default is based on the shipping terms defined in PUR.101 – Purchase Order Default Information.

- 17 Review the *Payment Terms* field at 17. To change the terms, type the correct terms and press . To leave this field blank, press . The default is based on the payment terms defined in PUR.101 – Purchase Order Default Information.

- 18 If you wish you can type an internal note in the *Internal Note* field at 18. This note only appears on your screen when you Lookup or Change this purchase order. It does not print on the purchase order and is for reference only.

- 19 Press . The system displays the P/O Line Entry screen.

If this is a blanket purchase order, the system displays the Purchase Order Input detail screen for blanket orders. Review the amount, percentage, and account information on this screen. If necessary, you can distribute the blanket order over multiple accounts by specifying the amount or percentage of the distribution and the applicable account number. When you are finished, press .

### Completing the Purchase Order Line Screen

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	14:53:13	DSP13
FMS		Purchase Order Input	Ref: PUR.410L.11	
Purchase Order:	75 PO	Vendor: 8765	P/O Total:	.00
			Line Total:	
CMD	Qty Ord	U/M Description		Unit Cost
BEGIN				
1.000 Qty:	1	EA 2	Vend Part: 3	Whs Part: 4
Desc: 5			Unit cost \$ 6	
Trade Disc \$ 7	or	% Freight \$ 8	Tax: 9	%
Account: 001.00.000.00.5410	10			
Cancelled:	Received:	Paid:	Continue: N 11	Cancel? N
	F4=Index	F5=Reset	F12=Cancel	

- 1 In the *Qty* field at ❶, type the quantity you need for the first line item of the purchase order and press .

You can type a number of up to four decimal places in this field.

    - Blanket purchase orders do not require a quantity.
- 2 Review the default unit of measure at ❷. To use this value, press . To change it, type the correct unit of measure and press .
    - If this is a blanket purchase order, leave this field blank.
- 3 In the *Vend Part* field at ❸, type the vendor's part number for the item.
- 4 If you are using the Warehouse Inventory System, type the warehouse stock item number in the *Whs Part* field at ❹. The stock number must have been defined in INV.310 – Stock Item Input.
- 5 Type a description of the item to be ordered in the field at ❺.
- 6 In the *Unit Cost* field at ❻, type the cost per item and press .

You can use up to four decimal places in this field. If this is a blanket purchase order, leave this field blank.
- 7 Review the amount in the *Trade Disc* field at ❼. To use this discount, press . To change it, type the correct amount and press .

To enter a discount percentage instead of a discount amount, type the percentage after the *or* and press .

The default (if any) is the discount entered on the header screen.
- 8 Type the amount of freight for this line item at ❽ and press .
    - The system adds the amount you enter to the amount for freight entered on the header display.
- 9 Review the rate for this line item in the *Tax* field at ❾. To change it, type the tax rate and press .

The default is the tax rate entered on the header display. To erase the tax rate for this item, press .
- 10 Review the account code for this line item in the *Account* field at ❿. To change it, type the account code and press .

The system posts an encumbrance entry for this line item to the account you enter here, and posts a balancing entry to the G/L account identified with the ENCUMBRANCE keyword in GNL.201 – Define Account Keywords.
- 11 Leave the *Canceled* field blank.

Use this field to cancel any items that remain outstanding on this detail line that will not be received. The system reverses the encumbrance for these items, and, when you review this purchase order, the number of items you cancel appears in this field. Items that remain outstanding for other detail lines of this purchase order are not affected.

To cancel all remaining items on the purchase order, see PUR.910 – Purchase Order Closing Procedure later in this chapter.

- 12 Type **Y** in the *Continue* field at **11** if you want to use the same description and unit cost on the next line of the purchase order, but you want to change the general ledger account code.

If you type multiple lines with the same description and unit cost, they print as one line item for the total amount of all lines entered when you print purchase orders using the account summary format in PUR.410P2C – Print Purchase Orders in Account Summary Format.

- 13 Press **Enter**. The line you just entered appears at the top of your screen and the input fields at the bottom of the screen are cleared for the next entry.

Depending on how you chose your management options, the system may issue an error or warning if the account specified is over budget.

Remember, this system edit is just a “snap shot” of the budget at this moment. If after this requisition is created, additional purchase orders are created that cause the budget to be exceeded, this purchase requisition could still end up causing an error or warning later, even if it didn't when you created it.

Continue entering lines until you have entered all the line items you need for this purchase order. You can enter as many line items as you need.

- 14 To stop entering lines, press **Enter** twice. The cursor moves to the *CMD* column at the top of the screen.

- 15 To exit the line item entry screen, type **E** in the *CMD* column and press **Enter**.

If the system displays the Purchase Order command screen, type **E** to exit the program.

## Approving a Purchase Order

Use PUR.450 – Purchase Order Approval and Look-Up to:

- View existing purchase orders.
- View purchase order approval lists that are pending
- Approve purchase order lines for which you have approval authority
- Approve purchase orders that the system has held as unapproved. The system holds purchase orders based on criteria defined in GNL.100 – General Financial Management Options.

When all the lines on a purchase order have been approved, the system marks the purchase order header as approved.

When you close a purchase order (PUR.910 – Purchase Order Closing Procedure), the system copies the records from the purchase order approval lists file (PPUR410A) into the purchase order approval history file (PPUR412). The system then deletes these records from the PPUR410A file.

You cannot approve or reject a closed purchase order. Although you can use the Lookup command to view a closed purchase order, you cannot view the approval list.

Before you begin, you may find it helpful to print a list of unapproved purchase orders through PUR.520 – Unapproved Purchase Orders Listing. The listing includes the numbers of all unapproved purchase orders and the reasons they are being held.

If you are a staff-level user who does not have preapproval or approval authority, the option that appears on your menu is PUR.450L – Purchase Order Lookup. You can use this menu item to view a purchase order using the **L** (Lookup) command.

## Switch Settings

This program provides switches you can use to affect the operation of the program. You can use ACS.310 – Maintain Menu Item Definitions to change a switch setting.

- **Auto approve users with equal or lower routing order entries?**

This switch controls whether the system automatically approves all users on a purchase order approval list with equal or lower routing order, regardless of whether they have entered an approval status for the line.

■ **Allow F21 to approve all unapproved lines for user?**

This switch controls whether the F21 (Approve All) function is available. The Approve All function enables you to approve all the lines on a purchase order that are within your approval authority, regardless of the approval review sequence defined in GNL.100 – General Financial Management Options.

## Selecting the Purchase Order

```

8/03/98  FY 98      CIMS III DEMONSTRATION DISTRICT      12:50:59 DSP13
FMS                Purchase Order Approval or Lookup      Ref: PUR.450 .01

  ❶                Purchase Order: ❷          P0
Lookup
Approve
Index
End
Index: 1
1 = Open POs by Vendor Number:
2 = POs by Requisition Number:
3 = Unapproved POs by PO Number
4 = Closed POs
5 = POs Needing Action by User: ❸ _____
6 = Approval Lists by PO
7 = Invoices with POs
8 = Unapproved POs with Approval List
   by Vendor Number:
9 = Vendors by Name: _____

Auto Next Record? N
    
```

❶ To approve a purchase order, type **A** in the command field at ❶.

If you are a staff-level user without preapproval or approval authority, the Approve command does not appear on your screen. You can type **L** in the command field at ❶ to view purchase orders.

If you have preapproval or approval authority, the Approve command appears on your screen when you are next in the approval queue or when you have already taken an approval action on a line item.

❷ Type the purchase order number in the *Purchase Order* field at ❷ and press FIELD EXIT.

If you do not know the purchase order number or document ID, refer to the report generated using PUR.520 – Unapproved Purchase Orders Listing. You can also use index options 3, 5, 6, or 8 to view a list of unapproved purchase orders.

To review a list of unapproved purchase orders not associated with an approval list, type **I** in the command field, **5** in the Index field, and **\*NONE** in the field at **3**. When you press **Enter** the system displays an index of unapproved purchase orders not associated with an approval list.

- 3 Press **Enter**. The system displays the Purchase Order Approval or Lookup screen for the purchase order you selected.

## Reviewing the Purchase Order

```

5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT      13:36:42 DSP13
FMS          Purchase Order Approval or Lookup      Ref: PUR.450 .11
Purchase Order: 92076 PO - Unapproved - Ship To: MAIN
Vendor        350 DISCOUNT OFFICE PRODUCTS      GREENVILLE SCHOOL DISTRICT
              9868 WEST WAVERLY                  5050 EAST BROADWAY
              MODESTO, CA 32124 5000            GREENVILLE, AZ 85064 1231

Invoice Vendor:
P/O Date:      1/17/96          Date Required: 0/00/00
Requisition:   000005107       Reference:
Account Code:  001.00.100.00.5410
Created By:    SANDYM          A/P Can Close: Y
Receiving Required: N          Draft Copy:    N
Hold Payments: N
Amounts:
Purchase Order Line Total:      100.00
Freight Total:                  .00
Sales Tax: .0000 %              .00
Purchase Order Total:           100.00
Total Accrued to Date:          .00
Total Paid to Date:             .00

Mode: Approve      F3=Exit F7=Approval List F12=Cancel

```

- 1 Review the header information for this purchase order.
- 2 Review the message area near the bottom of the screen.

For manager-level users: When an unapproved purchase order does not have any lines, the system displays the *Approve?* prompt in the message area of the screen. To approve the PO, type **Y** and press **Enter**.

If this purchase order is not subject to PO approval list processing and is greater than the budgeted amount, then the system displays an over-budget message when the *Management review and approval policy* field is set to **2**, **3**, or **4** in GNL.100 – General Financial Management Options. To review the over-budget information, press F14. The system displays the Purchase Order Accounts Over Budget window.

- 3 If there are outstanding approvals on this purchase order, the system displays a message. To view the approval list for this purchase order, press **F7**. The system displays the following screen.

## Reviewing the Approval List

5/07/98	FY 98	CIMS III DEMONSTRATION DISTRICT	13:39:37	DSP13
FMS		Purchase Order Review List Inquiry	Ref: PUR.452R. 01	
		PO Number: 92076 PO		
Position to: User ID: _____				
User ID /				Authority/
Account #		Line #	Comments	Status
GEORGEZ				
001.00.000.00.5410		1.000		A
MARYG				
001.00.000.00.5410		1.000		A
WINGJ				
001.00.000.00.5410		1.000		A

- 1 Review the approval list for this purchase order. When you finish reviewing this information, press **Enter**. The system displays the header screen.

The *Authority / Status* column reflects the approval authority of the user ID shown and the approval status entered by that user. The following is a list of status codes:

<b>A</b>	Approved
<b>U</b>	Unapproved
<b>'h'</b>	Blank
<b>R</b>	Rejected
<b>O</b>	Routing level 9 approval (override of a "Rejected" status)

If the originator of the purchase order has approval authority defined in GNL.110 – Define Account Code Element Restrictions, then this user does not appear on the approval list, unless approval authority is also defined for this user in another work area.

- 2 Press **Enter**. The system displays the following screen.

## Reviewing the Purchase Order Lines

```

5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT      13:53:25 DSP13
FMS          Purchase Order Approval or Lookup      Ref: PUR.450L.01
Purchase Order: 92592 P0      Vendor: 710      P/O Total: 100.00
CMD          Qty Ord      Uninv.Qty      Description      Line Cost Auth/Stat
BEGIN
0001.000      1          1          CHAIR          100.00      A

```

```

COMMANDS: C L F T E          POSITION: +n,n.n,-n,Roll-up,Roll-down
Mode: Approve      F3=Exit  F5=Reset  F7=Approval List  F21=Approve All

```

- 1 Review the information on the screen.

If an approval list is associated with any of the lines, the *Auth / Stat* column reflects the approval authority of the current user ID and work area as well as the approval status of this line (Y = approved, blank = unapproved, and O = level 9 user's override of a rejected line).

- The system highlights the lines that you can approve.

- 2 To preapprove or approve all the lines on this purchase order within your authority, press **F21**.

- An ACS switch controls the display of the Approve All function key.

The Approve All function changes the approval status to "A" (Approved) for the current user ID and work area on all approval lists pending for this purchase order, regardless of the approval review sequence that is defined in GNL.100 – General Financial Management Options. This function does not affect any lines that another user has rejected or overridden.

- For a level 9 user: The Approve All function overrides any lines that another user has rejected and approves all the lines on the purchase order, which also marks the purchase order header as approved. The Reset function (**F5**) does not "undo" the Approve All function.

- 3 To preapprove or approve an individual line on this purchase order, type **C** in the **CMD** column beside the line and press **Enter**. The system displays the line detail screen.

If you do not have approval authority for a purchase order line, you can type **L** (Lookup) in the **CMD** column beside the line and press **Enter**.

## Approving Individual Lines

```

5/07/98 FY 98      CIMS III DEMONSTRATION DISTRICT      13:51:30 DSP13
FMS                Purchase Order Approval or Lookup      Ref: PUR.450L.11
Purchase Order:   92592 PO      Vendor: 710      P/O Total: 100.00
CMD              Qty Ord      Uninv.Qty      Description      Line Cost Auth/Stat
BEGIN
-                1                1      CHAIR                100.00      A

1.000 Qty:        1      EA      Vend Part:                Whs Part:
Desc:                Unit cost $      100.0000
Trade Disc $                or                % Freight $      .00      Tax: .0000 %
Account: 001.00.000.00.1130
Cancelled: 0      Received: 0      Invoiced: 0
Action? 1 (A R U) Comments: 2
F5=Reset F7=Approval List F12=Cancel      Cancel? N
    
```

- 1 Review the information on the screen.
- 2 If you want to view the approval list for this line, press **F7**. The system displays the screen shown on page 168.
- 3 If you are next in the approval queue (or have already entered an approval status) for this purchase order line, the system displays the *Action?* Prompt.

If you are a manager-level user or a routing level 9 user, and there is no approval list for this purchase order line, the system displays the *Approve this line?* prompt instead. Type **Y** and proceed to step 6.

4 Type **A**, **R**, or **U** in the *Action?* field at ❶.

- A** The system flags this line as approved by this user. The system marks this line as approved based on your GNL.100 settings. The system marks the purchase order header as approved when all lines on the purchase order have been approved.
- R** The system flags this line as rejected by this user. If Purchasing Option D is set to **1** (all users must approve) in GNL.100 – General Financial Management Options, then this line cannot be approved until the originator corrects it and the system rebuilds the approval list.
- U** The system flags this line as unapproved by this user. This option enables you to change a line that you have previously approved or rejected. If you choose this option, the line stays unapproved until you approve, reject, or change it. This option is not available to a routing level 9 user

A routing level 9 user can reject a line approved by another user if Purchasing Option D is set to **1** (all users must approve) in GNL.100 – General Financial Management Options. In this case, the system adds the level 9 user to the approval list with a status of "R" (Rejected).

If Purchasing Option D is set to **0** (first qualified approver) in GNL.100, the routing level 9 user can reject a line, but the first qualified approver can still approve it. To make the line unapproved, you must change the quantity, unit cost, or account number for the line using PUR.410 – Purchase Order Input. This rebuilds the approval list and removes the line's "Approved" status.

5 To add a comment, type a message in the *Comments* field at ❷.

■ This field is required when you type **R** in the *Action?* field.

6 Press . The system displays the line command screen. To exit this screen, type **E** in the *CMD* column and press . The system displays the command screen.

## Reviewing the Approval List for a Line

FMS		Approval List Review		PUR.450R.02	
Account #:		001.00.000.00.5410			
Line:		1.000			
User ID	Work Area	Comments	Authority	Status	
MARYG	FMSUSER		A		
JEFFW	FMSMGR		A		
F12=Cancel			Bottom		

- 1 When you press **F7** on the line detail screen, the system displays the Approval List Review screen.

Review the information on the screen. The *Authority* column reflects the approval authority of the user ID and work area shown. The *Status* column reflects the status entered by the user ID and work area shown.

- 2 When you are finished, press **Enter**. The system displays the line detail screen.

## Approving Groups of Purchase Orders

Use PUR.451 – Purchase Order Group Approval to approve a group of unapproved purchase orders by specifying a range of numbers and a valid document identifier.

When you process the purchase orders, the system flags each purchase order within the specified range as approved at the header and line level. The program ignores any purchase orders within the specified range that have purchase order approval lists.

This is a manager-level program. A routing level 9 user can also use this program to perform group approval on unapproved purchase orders that do not have approval lists.

### Specifying the Purchase Orders to Approve

3/31/98 FY 98 CIMS III DEMONSTRATION DISTRICT 15:47:31 SUTTMGS1  
 FMS Purchase Order Group Approval Ref: PUR.451P.01

Select:

Document ID: PO ❶

From Purchase Order: ❷ (Blank for all)

To Purchase Order: ❸ (Blank for all)

F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

- ❶ Review the default (**PO**) in the *Document ID* field at ❶. To change this value, type the correct document ID.

The document identifier for purchase orders is defined in MGR.501 – Define Control Documents. If you defined a different document identifier for purchase orders, use that identifier here.

- ❷ Type the purchase order number of the first purchase order you want to include in the group you are approving in the *From P/O #* field at ❷ and press Field Exit.

To approve all unapproved purchase orders, leave this field blank.

- 3 Type the number of the last purchase order in the group of purchase orders you want to approve in the *To P/O #* field at ③ and press .

Purchase order numbers must be sequential and are inclusive of the "From" and "To" numbers.

To approve all unapproved purchase orders, leave this field blank.

- 4 Press . The system displays a submittal prompt. Press  to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

## Changing the Approval List Review Order

Use PUR.452 – Purchase Order Review List Maintenance to:

- Review a purchase order approval list at the header or line level
- Change the approval review sequence of an approval list
- Add users to the approval list without using GNL.110 – Define Account Code Element Restrictions (you cannot add yourself)
- Delete users who have been added to the approval list through this program

This is a manager-level program. When you use this program to change the approval review sequence of a purchase order line, the system exempts the re-sequenced approver(s) from the global (GNL.110) and local (PUR.410) rebuild processes.

If you use GNL.110 to add users to a re-sequenced approval list, the system places them first on the list by default. You can use PUR.452 to change their review order, unless they have already approved or rejected the purchase order line (their review order will display as 990).

To use this program, select PUR.452 – Purchase Order Review List Maintenance from the Purchase Order Approval and Lookup menu.

## Selecting the Purchase Order

5/07/98 FY 98 CIMS III DEMONSTRATION DISTRICT 13:20:19 DSP13  
 FMS Purchase Order Review List Maintenance Ref: PUR.452 .01

1 Purchase Order: 2 P0  
 Change  
 Lookup  
 Index  
 End

Approval List Index: 1  
 1 = PO Number  
 2 = Vendor Name: \_\_\_\_\_  
 3 = Vendor Number:  
 4 = User ID: \_\_\_\_\_

Auto Next Record? N

- 1 To change the review order on a purchase order, type **C** in the command field at 1.

- 2 Type the purchase order number and document ID in the *Purchase Order* field at 2 and press Field Exit.

If you do not know the purchase order number, you can use index options 1, 3, or 4 to help you select one.

- 3 Press Enter. The system displays the header screen for the purchase order you selected.

■ If the purchase order header has been marked as approved, the system displays a message.

## Reviewing the Purchase Order

```

5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT      16:36:58 QPADEV0015
FMS          Purchase Order Review List Maintenance      Ref: PUR.452 .11
Purchase Order: 92590 PO - Unapproved - Ship To: 99
Vendor       710 DISCOUNT OFFICE          CENTRAL WAREHOUSE
              840 W. GROVE                      7456 MECHANIC ST
              MESA, AZ 12345 123 GREENVILLE, AZ 85122

Invoice Vendor:
P/O Date:           4/15/98          Date Required:      0/00/00
Requisition:
Account Code:       001.00.000.00.5410
Last Update By:    GEORGEZ          A/P Can Close:     Y
Receiving Required: N              Draft Copy:         N
Hold Payments:     N

Amounts:
Purchase Order Line Total:          1,000.00
Freight Total:                      .00
Sales Tax: .0000 %                  .00
Purchase Order Total:                1,000.00
Total Accrued to Date:               .00
Total Paid to Date:                  .00

Approval Message: PUR 0107  THERE ARE OUTSTANDING APPROVALS ON THIS P.O.
Mode: Change      F3=Exit      F7=Approval List  F12=Cancel  Cancel? N
    
```

- 1 Review the header information for this purchase order.
- 2 To view the approval list for this purchase order, press F7. The system displays the following screen.

## Reviewing the Approval List

5/07/98 FY 98		CIMS III DEMONSTRATION DISTRICT		17:21:01 DSP13	
FMS		Purchase Order Review List Inquiry		Ref: PUR.452R. 01	
Position to: User ID: _____		PO Number: 92590 PO			
Account #	User ID /	Line #	Comments	Authority/ Status	
SANDY					
001.00.000.00.5410		1.000		A	
SUTTONG					
001.00.000.00.5410		1.000		A	

- 1 Review the approval list for this purchase order.

The *Authority / Status* column shows the approval authority of the user ID shown and the status code entered by that user ID. The following is a list of status codes:

<i>A</i>	Approved
<i>U</i>	Unapproved
"	Blank
<i>R</i>	Rejected
<i>O</i>	Routing level 9 approval (override of a "Rejected" status)

If the originator of the purchase order has approval authority defined in GNL.110 – Define Account Code Element Restrictions, then this user does not appear on the approval list, unless approval authority is also defined for this user in another work area.

- 2 When you finish reviewing this information, press **Enter**. The system displays the header screen.
- 3 To exit the header screen, press **Enter**. The system displays the line command screen.

## Changing the Approval List

```

5/07/98 FY 98      CIMS III DEMONSTRATION DISTRICT      17:10:37 DSP13
FMS                Purchase Order Review List Maintenance      Ref: PUR.452L.01
Purchase Order:    92590 PO      Vendor:      710      PO Total:    1000.00

CMD  LINE      QTY U/M DESCRIPTION                                LINE TOTAL
-    1.000      1 EA  PHOTOCOPIER                                1000.00

LOCATE ____      Valid Commands: C L F E                                Cancel? N
    
```

- 1 To change the approval list for a purchase order line, type **C** in the **CMD** column for the line item and press **Enter**. The system displays the line detail screen.

## Changing the Review Order

```

5/07/98 FY 98      CIMS III DEMONSTRATION DISTRICT      17:12:36 DSP13
FMS                Purchase Order Review List Maintenance      Ref: PUR.452L.11
PO Number          92590 PO          PO Line #      1.000 PO Line Amount      1000.00
Account: 001.00.000.00.5410
Review
Order  User ID  Work Area  Routing  Amount  Approval Authority  Status  Manually
010   SANDYM   FMSUSER   5        500.00  Approver          No
020   JEFFW    FMSMGR    6        1000.00 Approver          No
999   MARYG    FMSMGR    8        999999.99 Approver          Yes

```

Mode: Change F3=Exit F5=Reset F6=Add Approver F23=Remove Approver F12=Cancel

- 1 Review the information on the screen. To add a user to the approval list, press **F6**. Follow the instructions on page 176.  
The system assigns the following to a manually-added user: review order 999, routing level 8, and amount \$99999.99 (see screen PUR.452L.11 above).
- 3 To remove a manually-added approver from the approval list, press **F23**. See the instructions on page 177.
- 4 To change the review order sequence, type a number from **1** to **999** in the *Review Order* column next to the user ID whose review order you want to change and press FIELD EXIT.
- 5 When you are finished, press **Enter**. The system sorts the subfile and displays the new review order.
- 6 Review the new review order. To reject this review order, press **F5**. The system re-sorts the subfile and displays the approval list in the original order. Repeat steps 2-5 to change the review order again.

If you press **F5**, it also clears any entries you made with the Add Approver (**F6**) or Remove Approver (**F23**) functions.

To accept this review order, press **Enter**. The system updates the approval records in the PPUR410A file and displays the line command screen.

The system exempts re-sequenced approvers from the global (GNL.110) and local (PUR.410) rebuild processes.

- 7 To exit the line command screen, type **E** and press **Enter**. The system displays the command screen.

## Adding an Approver

FMS PO Add Approver Maintenance PUR.452A.01

PO Number: 92060 PO Line #: 1.000 Line Amt: 100.00  
 Account: 001.00.000.00.5400

User ID: ① \_\_\_\_\_ Work Area: ② \_\_\_\_\_

F4=Index F12=Cancel

- 1 To add a staff- or manager-level user to the approval list, type the user ID in the field at ①. You can use field-level indexing (**F4**) to select a user ID.
- 2 Type a work area for this user in the field at ②. You can use field-level indexing (**F4**) to select a work area.
- 3 Press **Enter**. The system redisplay the screen.
- 4 You can add more approvers if you wish. When you are finished, leave both fields blank and press **Enter**. The system displays the line detail screen.

The system adds the record(s) to the approval list file (PPUR410A) when you exit the line detail screen.

## Deleting an Approver

FMS	PO Remove Approver Maintenance		PUR.452D.01
PO Number:	92590 PO	PO Line #:	1.000
Account: 001.00.000.00.5410			
"X" to Mark for Removal			
	User ID	Work Area	
-	MARYG	FMSUSER	
F12=Cancel			

- 1 To delete an approver, type **X** in the "X" column next to the user ID you want to remove.

You can delete any user that has been added with the Add Approver (F6) function.

■ You cannot delete manually added users if they have entered a status on a purchase order line.

- 2 Press **Enter**. The system removes this user from the approval list and displays the line detail screen.

If you remove a user from the approval list, it does not affect any other changes you have made using this program.

■ The system removes the record(s) from the approval list file (PPUR410A) when you exit the line detail screen.

## Printing Purchase Orders

You can use either PUR.410PC – Print Purchase Orders in Account Detail or PUR.410P2C – Print Purchase Orders in Account Summary to print purchase orders. Use these programs to print:

- Purchase orders that you have never printed
- Purchase orders that you changed after they were printed
- Duplicate copies of printed purchase orders

You can print purchase orders in two different formats, depending on the program you use:

- **Account Detail Format**

PUR.410PC – Print Purchase Orders in Account Detail prints the account code and the amount charged for each line of the purchase order.

- **Account Summary Format**

PUR.410P2C – Print Purchase Orders in Account Summary prints a summary at the bottom of the purchase order and lists the account codes and the total dollar amounts charged to each account.

Before you begin, you may find it helpful to use PUR.520 – Unapproved Purchase Orders Listing to print a list of unapproved purchase orders to ensure that a management-level user reviews and approves the purchase orders you want to print.

To print purchase orders, select the program you want to use from the Purchase Order Reports menu.

## Switch Settings

Both of the purchase order printing programs provide switches that impact how the programs operate. You can use ACS.310 – Maintain Menu Item Definitions to Change a switch setting.

- **Print account summary?**
- **Print on plain paper?**
- **Print on S/36 forms?**

## Selecting the Purchase Orders to Print

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      14:57:48 DSP13
FMS              Print Purchase Orders in Account Detail      Ref: PUR.4100.01

Purchase Order Print Information
Document ID:  PO___ ①


Print Type:    2 ②          Print ALL?:  N ③ (Y=YES OR N=NO)
              1 = Single**
              2 = Unprinted***
              3 = Revised***   Revised Date: 6/15/95 ④
              4 = Open***
              5 = All***

Number Range (If Applicable):
From P/O #: ⑤
To P/O #: ⑥

** Single print requires a valid P/O number to be entered in FROM field.
*** These print types require either a valid number range or a "Y"
response to Print ALL.

F3=Exit  F4=Index  F5=Reset  F12=Cancel  Cancel? N

```

- 1 Review the default document identifier (**PO**) in the *Document ID* field at ①. To change the default, type another valid document identifier and press .

If you use a different document identifier for purchase orders, type that identifier in this field.

- 2 Review the default (**2**) in the *Print Type* field at ②. To change the default, type one of the other listed option numbers.

Print types are:

- 1 A single PO
- 2 All unprinted POs
- 3 All POs that were revised since the date shown in the *Revised Date* field at ④
- 4 All open POs
- 5 All POs

- 3 To print all purchase orders of the selected print type, type **Y** in the *Print All?* field at ③.

**Or**

To print a single purchase order, type **N** in the *Print All?* field at ③, and type the number of the purchase order you want to print in the *From P/O #* field at ⑤ and press .

**Or**

If you are using Print Types 2 - 5, you must either type **Y** in the *Print ALL?* field, or enter a range of purchase order numbers in the *From P/O #* at ⑤ and *To P/O #* fields at ⑥.

- 4 Press . The system displays a submittal prompt. Press  to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

## Changing the Vendor on a Purchase Order

Use PUR.415 – Change Vendor on Purchase Order to change the vendor on a purchase order you have already entered but not yet printed. This program updates all references associated with the purchase order with the new vendor number. You can use PUR.565 – Purchase Order Vendor Change Audit Report to print a report of purchase orders whose vendors were changed.

To change the vendor for a purchase order, choose the PUR.415 – Change Vendor on Purchase Order option from the Purchase Order Processing menu. The system displays the following screen.

### Changing the Vendor Number

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	14:58:12 DSP13
FMS		Change Vendor on Purchase Order	Ref: PUR.415P.01



Purchase Order: ①                      PO \_\_\_ ②

New Vendor Number: ③

Index:     
           1 = Purchase Orders by Number

F3=Exit F4=Index F5=Reset F12=Cancel                      Cancel? N

- 1 In the *Purchase Order* field at ①, type the number of the purchase order whose vendor you want to change and press . The number you type should represent an existing purchase order.
- 2 Review the default document ID in the field at ②. To change the document ID, type another valid document ID in the field.
- 3 In the *New Vendor Number* field at ③, type the NEW vendor number.
- 4 Press . The system changes the vendor information in the purchase order and returns to the Purchase Order Processing menu.

## Reviewing Encumbrance Information for Purchase Orders

Use PUR.460 – Purchase Orders with Encumbrance Detail to review the encumbrance detail associated with a purchase order.

To view encumbrance information, choose the PUR.460 – Purchase Orders with Encumbrance Detail option from the Purchase Order Processing menu. When the system displays the command screen, type the command you want to use and type the number of the purchase order you want to review. The system displays the following screen.

### Selecting the Encumbrance Detail to Review

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	14:59:01	DSP13
FMS		Purchase Orders With Encumbrance Detail		Ref: PUR.460 .11
Purchase Order:	15	P095 - Un-Printed -	Ship To:	MAIN
Vendor	550	JOHNSON & ASSOCIATES	GREENVILLE SCHOOL DISTRICT	
		6848 COLFAX	5050 EAST BROADWAY	
		DALLAS	TX GREENVILLE	AZ
P/O Date:	5/09/95	Date Required:	0/00/00	
Requisition:	000005104	Reference:		
Account Code:	500.00.000.00.5830			
Last Update By:	CHERYL	A/P Can Close:	Y	
Receiving Required:	Y	Draft Copy:	N	
Hold Payments:	N			
Accumulated Line Total:			475.00	
Freight Total:			.00	
Sales Tax: .0000 %			.00	
Purchase Order Total:			475.00	
Total Accrued To Date:			475.00	
Enter D to Display or P to Print				P/O Lines: N ①
				Open Encumbrance Entries: N ②
				Closed Encumbrance Entries: N ③

- 1 Review the default (N) in the *Enter D to Display or P to Print P/O Lines* field at ①. If you want to display the information for this purchase order, type **D** in the field. If you want to print the information for this purchase order, type **P**.
- 2 Review the default (N) in the *Open Encumbrance Entries* field at ②. If you want to display the open encumbrance information, type **D**. If you want to print the open encumbrance information, type **P**.  
An open encumbrance entry is one that has not gone through a month-end closing.
- 3 Review the default (N) in the *Closed Encumbrance Entries* field at ③. If you want to see the closed encumbrance information for this purchase order, type **D**. If you want to print the closed encumbrance information, type **P**.  
A closed encumbrance entry is one that has gone through a month-end closing.

4 Press **Enter**.

If you selected **D** in Step 1, 2, or 3, the system displays the detail screens in order. Press **Enter** when you have finished reviewing each screen. After the last screen is displayed, press **Enter** to return to the command screen.

If you selected **P** in Step 1, 2, or 3, the system immediately sends the information to print and returns you to the command screen.

## Changing the Hold Flags in Purchase Orders

Use PUR.455 – Change Hold Flags in Purchase Orders to change the *Hold for Payments* and/or *Receiving Required* fields for selected purchase orders (open or closed).

To change the hold flags, choose the PUR.455 – Change Hold Flags in Purchase Orders option from the Purchasing Fix Programs menu. When the program displays the command screen, type the command you want to use and the purchase order number you want to revise. The system displays the following screen.

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      15:13:42 DSP13
FMS          Change Hold Flags in Purchase Orders      Ref: PUR.455 .11
Purchase Order: 10 P095 - Closed - Ship To: MAIN
Vendor        20 BUSINESS MART          GREENVILLE SCHOOL DISTRICT
              456 JACKSON AVENUE         5050 EAST BROADWAY
              GREENVILLE, AZ 45612 1234 GREENVILLE, AZ 85064 1231

Invoice Vendor: 20 BUSINESS MART
P/O Date:       5/09/95          Date Required: 0/00/00
Requisition:   Reference:
Account Code:  500.00.000.00.5410
Last Update By: ADMIN          A/P Can Close: Y
Receiving Required: N ① (Y/N)   Draft Copy: N
Hold Payments:  N ② (Y/N)

Amounts:
Purchase Order Line Total:      167.02
Freight Total:                  .00
Sales Tax: .0000 %              .00
Purchase Order Total:          167.02
Total Accrued to Date:         167.02
Total Paid to Date:            167.02

Mode: Change      F3=Exit      F5=Reset F12=Cancel      Cancel? N
  
```

- ① You can change the selections in the *Receiving Required* field at ① and/or the *Hold Payments* field at ②.

## Closing Purchase Orders

Use PUR.910 – Purchase Order Closing Procedure to:

- Close any purchase orders that have been completely paid, and remove them from the open purchase order list
- Cancel items remaining on open purchase orders, and reverse any outstanding encumbrance amounts for those items

Once you close a purchase order, you can look at it, but you cannot make any changes.

Before you begin, you may want to print a list of open purchase orders, using PUR.510 – Open Purchase Order Status Report. Although this is not required, it is helpful to refer to this report when closing purchase orders. This report includes all purchase orders that have a zero encumbrance balance but have not been closed.

To close purchase orders, choose the PUR.910 – Purchase Order Closing Procedure from the Purchase Order Processing menu. When the program displays the command screen, type the command you want to use, and then type the purchase order number you want to close. The system displays the following screen.

## Reviewing the Purchase Order

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      14:59:27 DSP13
FMS          Purchase Order Closing Procedure      Ref: PUR.910 .11
P/O No.      6          Document ID: P095
Vendor:      15          SHIP TO:      MAIN
BURNS OFFICE SUPPLY      GREENVILLE SCHOOL DISTRICT
1480 EAST BROWNING      5050 EAST BROADWAY
                          P.O. BOX 159
GREENVILLE, AZ 85202 1234      GREENVILLE, AZ 85064 1231
( 602 ) 662-8900 Ext. 1234

P/O Date:    5/08/95          Date Required:    0/00/00
Requisition: 000005103      Reference:
Amount, if blanket P/O: $
Charge Account Code:      710.00.000.00.5410
Shipping Terms: F.O.B. DOCK

Tax rate:          %      MESSAGE:      DFLT
May A/P cclose this? Y      PLEASE INCLUDE PURCHASE ORDER NUMBER
Receiving required? Y      ON ALL INVOICES AND CORRESPONDENCE.
Hold payment?      N      ALL ORDERS WILL BE CANCELED IF NOT
Draft copy?        N      SHIPPED PRIOR TO JUNE 30, 1992.
Internal Note:
Mode: Close      CONTINUE? N 1      Cancel? N
  
```

1 To close the purchase order, type **Y** at **1**, and press **Enter**.

To exit without closing this purchase order, press **Enter**.

The system automatically cancels all remaining items on the purchase order, reverses any outstanding encumbrance balance, and removes the purchase order from the open purchase order status report.

The system displays the Purchase Order Closing command screen.

## Purging Approval History Records

Use PUR.920 – Purchase Order Approval History File Purge to delete all or selected records from the PO approval history file (PPUR412).

This is a manager-level program. This program requires a dedicated Purchasing system. Before you run this program, make sure no other users are logged onto the system.

This program generates an edit listing that shows all approval records included in the purge. If a break occurs in the sequence of history records, it is noted by asterisks (\*\*\*) on the listing. Items that could cause a sequence break include: unclosed POs, deleted POs, or POs that do not have approval lists.

**Use this program with caution.** After the purchase order approval history has been purged, there is no way to retrieve it.

To use this program, select PUR.920 – Purchase Order Approval History File Purge from the Purchase Order Approval and Lookup menu. The system displays the following screen.

### Selecting Records to Purge

```

6/09/98  FY 98      CIMS III DEMONSTRATION DISTRICT      9:25:57 DSP13
FMS          Purchase Order Approval History File Purge      Ref: PUR.920P.01

          * * *  W A R N I N G !  * * *

This procedure will permanently remove purchase order approval history.

          P r o c e e d   W i t h   C a u t i o n !

Purge Parameters: (Blank for All)

          From/Only      Through
PO Number ..... ①
PO Creation Date ..... ②
PO Approval Date ..... ③

Backup Files to be Purged? Y ④ (Y/N)      Purge? N ⑤ (Y/N)

F3=Exit  F4=Index  F5=Reset  F12=Cancel      Cancel? N

```

- 1 To limit the records in the purge to a specific purchase order number or a range of purchase order numbers, use the *PO Number* fields at ❶.

To limit the purge to a specific purchase order number, type the purchase order number and document ID in the *From/Only* field.

To limit the purge to a range of purchase order numbers, type the first purchase order number and document ID in the range in the *From/Only* field. Type the last purchase order number and document ID in the range in the *Through* field.

To include all purchase orders in the purge, leave both fields blank.

- 2 To limit the records in the purge to a specific PO creation date or a range of dates, use the *PO Creation Date* fields at ❷. Type the date in MMDDCCYY format. You do not need to type the slashes.

To limit the purge to a specific PO creation date, type the date in the *From/Only* field.

To limit the purge to a range of PO creation dates, type the first date in the range in the *From/Only* field and the last date in the range in the *Through* field. (If you leave the *From/Only* field blank, the system will purge all records up to and including the date you specify in the *Through* field.)

To include all records in the purge, leave both fields blank.

If you choose this option, you cannot choose the option at ❸.

- 3 To limit the records in the purge to a specific PO header approval date or a range of dates, use the *PO Approval Date* fields at ❸. Type the date in MMDDCCYY format. You do not need to type the slashes.

To limit the purge to a specific PO approval date, type the date in the *From/Only* field.

To limit the purge to a range of PO approval dates, type the first date in the range in the *From/Only* field and the last date in the range in the *Through* field. (If you leave the *From/Only* field blank, the system will purge all records up to and including the date you specify in the *Through* field.)

To include all records in the purge, leave both fields blank.

■ If you choose this option, you cannot choose the option at ❷.

- 4 Review the default (Y) in the *Backup Files to be Purged?* field at ❹. You can change this value; however, it is recommended that you backup your files before purging them.

- 5 Review the default (**N**) in the *Purge?* field at ⑤.

If you choose **N**, the system generates an edit listing of the records you have selected to be purged.

If you choose **Y**, the system purges the records you have selected and generates an edit listing of the records that were purged.

- 6 Press **Enter**. If you chose **Y** at ④, the system displays the following screen. Otherwise, the system displays a submittal prompt.

## Choosing Your Backup Media

```

6/09/98  FY 98      CIMS III DEMONSTRATION DISTRICT    14:43:04 DSP13
FMS          Purchase Order Approval History File Purge    Ref: PUR.920P.11

          * * *  W A R N I N G !  * * *

This procedure will permanently remove purchase order approval history.

          P r o c e e d   W i t h   C a u t i o n !

Backup Parameters:

Tape or Diskette (T/D) ..... T ①
Device Name ..... TAP01 ②

Initialize Media Prior to Backup? (Y/N) ..... Y ③

F3=Exit          F5=Reset  F12=Cancel          Cancel? N

```

- 1 Review the default (**T**) in the *Tape or Diskette* field at ①. Type **D** in this field if your backup media is a diskette.

- 2 Review the default (**TAP01**) in the *Device Name* field at ②. Type a new device name in this field if appropriate.

- 3 Review the default (**Y**) in the *Initialize Media Prior to Backup?* field at ③.

If you choose **Y**, the system initializes the backup media before copying the history file to the media.

If you choose **N**, the system appends the history file to the information on the backup media.

- 4 Press **Enter**. The system displays a submittal prompt.



# Receiving

---



This chapter explains how to use the FMS Receiving module to enter and print information about the merchandise you receive. The Receiving module enables you to record information about the actual goods received from purchase orders.

If your system has been defined so that invoices can be paid only after the goods have been received, you must use the receiving programs to indicate when goods are received. If you do not have to receive goods before paying on an invoice, you may still use the receiving programs to record this information.

Receiving information enhances your internal accounting controls in two ways:

- The system verifies vendor invoices and alerts you to incomplete orders. When you enter invoices in the Accounts Payable module, the system checks the invoiced goods against the received goods. If an order is incomplete, the system generates a warning to the accounts payable user.

- If your general financial management options require that goods be received before payment is made, then the system will automatically hold payment on invoices for items that have not been received.

The receiving process consists of the following steps:

**1 Create a purchase order**

Using PUR.410 – Purchase Order Input create a purchase order. The purchase order contains a line-by-line list of items ordered, the quantity requested for each item, and the general ledger account against which to charge the items.

**2 Record quantities received**

When your shipment arrives use REC.401 – Receiving Input to record the quantity received for each line requested on the purchase order. If your general financial management options have been defined to pay invoices after goods are received, the system uses this information to determine when invoices should be paid.

**3 Print receiving logs**

After you have entered receiving information, use REC.510 – Receiving Log to print a log of receipts. This log provides a detailed list of the information you entered in REC.401 – Receiving Input. This program can generate a report by vendor or by the date the goods are received.

**4 Purge the receiving files**

After the receiving information has been processed, use REC.910 – Purge of Receiving Logs to remove receiving information that is no longer needed by the system to process invoices.

This chapter provides step-by-step instructions for following programs:

- REC.401 – Receiving Input
- REC.510 – Receiving Log
- REC.910 – Purge of Receiving Logs

## Entering Receiving Information

Use REC.401 – Receiving Input to enter the quantities of items you have received. The system uses this information to determine if invoices are ready for payment.

You can only enter receiving information for detailed purchase orders, not for blanket purchase orders. If you attempt to enter a blanket purchase order for receiving, the system displays an error message.

## Switch Settings

This program has switch settings that impact how this program works. You can use ACS.310 – Maintain Menu Item Definitions to change a switch setting.

- **Allow Staff Level Users to Receive Against Closed PO's?**
- **Allow F21 to receive all non received items?**
- **Allow receiving when remaining line quantity is zeros?**

## Special Function Key

This program provides a special function key (F21) that helps you receive items more efficiently. The availability of this function key is controlled by a switch in the program's technical definition. If the F21 key is enabled, you can press F21 to have the system receive all non-received items on a purchase order and to change the quantity received to the quantity expected. If you do not use the F21 function, you can still receive items one at a time.

To enter receiving information, choose the REC.401 – Receiving Input option from the Receiving System menu. The system displays the following screen.

## Specifying the PO and the Receiver

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 15:10:03 DSP13  
 FMS Receiving Input Ref: REC.401 .01

1 Purchase Order: 2 PO\_\_\_ Receiver Number: 3 RC\_\_\_


Add  
 Change  
 Delete  
 Lookup  
 Index  
 End

Index: 1  
 1 = Receivers By Number.  
 2 = Purchase Orders By Number.  
 3 = Purchase Orders By Vendor:  
 4 = Document Identifiers.  
 5 = Receivers by Purchase Order.


- 1 To add receiving information for a purchase order, type **A** in the command field at 1.
- 2 In the *Purchase Order* field at 2, type the purchase order number that applies to the goods you are receiving, and press FieldExit. Review the document ID for purchase orders; change it if you need to.  
  
 Normally, the document identifier for purchase orders is **PO**. Document IDs are defined in MGR.501 – Define Control Documents.
- 3 If you are assigning receiver numbers, type the number for this entry in the *Receiver Number* field at 3, followed by the document ID for receivers, and press Enter.  
  
 If you are not assigning receiver numbers, press Enter.  
  
 The system uses **RC** as the default receiver number document ID. You can use ACS.310 – Maintain Menu Item Definitions to change the default document ID.  
  
 The system displays the Receiving Report Entry Header screen.

## Completing the Receiving Report Entry Header Screen

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	15:10:47 DSP13
FMS		Receiving Input	Ref: REC.401 .11
Purchase Order:	10 P095	Receiving Number:	110 RC
Vendor	20 BUSINESS MART	Ship To: MAIN	
	456 JACKSON AVENUE	GREENVILLE SCHOOL DISTRICT	
	GREENVILLE, AZ 45612 1234	5050 EAST BROADWAY	
		GREENVILLE, AZ 85064 1231	
Invoice Vendor:	20 BUSINESS MART		
Received Date:	6/15/95		
P/O Date:	5/09/95	Date Required:	0/00/00
Requisition:		Reference:	
Account Code:	500.00.000.00.5410		
Last Update By:	CHERYL	A/P Can Close:	Y
Receiving Required:	N	Draft Copy:	N
Hold Payments:	N		
Amounts:			
	Purchase Order Line Total:		167.02
	Freight Total:		.00
	Sales Tax: .0000 %		.00
	Purchase Order Total:		167.02
	Total Accrued To Date:		167.02
Mode: Add	F3=Exit	F5=Reset	F12=Cancel
			Cancel? N

- 1 Review the date in the *Received Date* field. To change the date, type a new date and press .

Use this field to specify the date the goods were received. The default is the system date.

- 2 Press . The system displays the Receiving Lines Processing screen.

## Completing the Receiving Lines Processing Screen

6/15/95 FY 95 CIMS3 TEST SCHOOL DISTRICT				15:11:28 TOK60WS21	
FMS Receiving Lines Processing				Ref: REC.401L.11	
Receiving Number:		110 RC	Vendor:		20
Purchase Order #:		10 PO	Name:		BUSINESS MART
CMD	QTY REC	QTY EXP	U/M DESCRIPTION		
BEGIN					
①	-	2	EA CALCULATORS		
0002.000		6	ROL CALCULATOR PAPER		
0003.000		2	EA CALCULATOR RIBBON		
0004.000		2	EA CALCULATOR COVERS		
1.000 Quantity Received:		②	Units: EA_ Expected Qty:		2.00
Description:		CALCULATORS _____			
Part Number:		_____			

- 1 Press **Tab** to move the cursor to the first line item of goods received. Type **C** (Change) in the corresponding space under ①, and press **Enter**.

The line you are changing appears at the bottom of the screen, enabling you to change the information.

If your system has the **F21** function, you can press **F21** to receive all of the items on this purchase order in one step. Use of this function key is controlled by a switch setting.

- 2 Type the quantity of items received in the *Quantity Received* field at ② and press **Field Exit**.

The default information that appears in the *Units*, *Expected Qty*, *Description*, and *Part Number* fields come from the purchase order line information. You may change these fields, if you wish. However, any changes you make here do not change the purchase order.

- 3 Press **Enter**.

Your screen again lists the items on the purchase order. The quantity requested may appear in the *Qty Exp* column. The quantity you typed at ② appears in the *Qty Rec* column.

This feature is controlled by an option in GNL.100 – General Financial Management Options.

- 4 Repeat steps 1 through 3 until you have entered all items received.  
After you record all items received for this purchase order, press **Enter** twice.
- 5 Type **E** in the CMD column and press **Enter**. The system displays the command screen.

## Printing the Receiving Log

Use REC.510 – Receiving Log to print a detailed list of the receiving information entered in REC.401 – Receiving Report Entry. You can print the log in either date or vendor order.

To print the receiving log, choose the REC.510 – Receiving Log option from the Receiving System menu. The system displays the following screen.

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	15:12:43 DSP13
FMS		Receiving Log	Ref: REC.510P.01
Select:			
By Date:		N (Y/N) ①	
From:		0/00/00	
To:		6/15/95	
- OR -			
By Vendor:		N (Y/N) ②	
Vendor Number:			
F3=Exit F4=Index F5=Reset F12=Cancel			Cancel? N

- 1 Choose whether you want to print the receiving log in date or vendor order.

To print the receiving log in date order, type **Y** in the *By Date* field at ①. To limit the dates included in the report, type the *From* and *To* dates. If you leave these fields blank, the system includes all receipts.

To print the log in order by vendor, type **Y** in the *By Vendor* field at ②. To limit the report to include only receiving information for a specific vendor, type the vendor's number in the *Vendor Number* field.

To print the log for all vendors, leave this field blank.

- 2 Press **Enter**. The system displays a submittal prompt. Press **Enter** to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

## Purging Receiving Logs

Use REC.910 – Purge of Receiving Logs to remove receiving detail from your files if you want. When you run this program, you select the date through which receiving information is purged. You cannot purge information for goods that have been received within 30 days of the date you run this program.

To purge receiving logs, choose the REC.910 – Purge of Receiving Logs from the Receiving System menu. The system displays the following screen.

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	15:12:55 DSP13
FMS		Purge of Receiving Logs	Ref: REC.910P.01
Delete Through: ①/00/00			
F3=Exit		F5=Reset F12=Cancel	
Cancel? N			

- 1 Type the date through which you want to purge receiving information in the *Delete Through* field at ①.  
Type the date in MMDDYY format. The date cannot be within 30 days of the date you run this program.
- 2 Press . The system displays a prompt for you to verify the date.  
If the date is correct, type **Y**. The system displays a submittal prompt. Press  to submit the job, or type **Y** in the *Cancel?* field to cancel processing.  
If the date is not correct, press .



# 8

## Working with Accounts Payable

---

This chapter describes the Accounts Payable module of the Financial Management System. Using the information provided in this chapter you can perform the following tasks:

- 1 Set up the editing you want the system to perform on invoices.
- 2 Enter vendor invoices individually or in groups.
- 3 Print edit listings about the invoices.
- 4 Look up and approve invoice batches.
- 5 Post invoices.

This chapter describes the following programs:

- ACP.210 – Invoice Batch Edit Options
- ACP.401 – Invoice Batch Accrual
- ACP.650 – Invoice Batch Edit Listing
- ACP.660 – Invoice Batch Posting
- ACP.470 – Invoice Lookup and Approval
- ACP.460 – Posted Invoice Look Up & PO Index
- ACP.465 – Look Up Vendor Activity

## Accounts Payable Accounting

The CIMS III Financial Management System uses modified accrual accounting for accounts payable. This type of system posts a debit entry to the expense account when the invoice is posted, rather than when the check is written. The offsetting credit entry is posted to the accounts payable account, which then accrues, or accumulates, a balance. To provide a current balance of outstanding liabilities, you should enter invoices on a daily basis. The liability is reversed when checks are run.

### Management- and Staff-Level

The responsibilities of management-level and staff-level users differ in this module as follows:

- A staff-level user enters invoice batches. The system processes and posts invoices that conform to the Management Options and the Invoice Batch Edit Options. The system holds invoices that contain errors if they were entered by a staff-level user. To post the batch, a management-level user must approve them, or they must be removed from the batch.
- A management-level user may override an error message if the severity level for the message for a management-level user is a warning.

A management-level user overrides an error by entering ACP.401 – Invoice Batch Accrual, and, using the Change command, reviewing the invoice or by using ACP.470 – Invoice Lookup and Approval.

## Reviewing Your Accounts Payable Management Options

Many of the options that control how your accounts payable system works are defined in the program GNL.100 – General Financial Management Options. The options that pertain to accounts payable are defined on the fourth screen in the program. These include:

- Whether invoices are automatically unapproved if they do not have a purchase order
- Whether Accounts Payable staff can post invoices to accounts other than the one specified on the purchase order
- How you want to handle freight, discounts, and taxes
- Whether you want to take cash discounts regardless of expiration date
- Which cash discount accounting method you want to use
- Whether you want to print checks in vendor number order or alphabetically by vendor name

# Accounts Payable Reports

The Accounts Payable module provides the following reports:

- **ACP.510 – Accounts Payable Sub-Ledger by Vendor Number**

This report lists, in vendor number order, all open invoices and details each invoice line item. The report also includes aging totals.

- **ACP.515 – Schedule of Checks to be Written**

This report produces a list of A/P checks to be written against open invoices. The list includes criteria you select. This report is also generated when you run CDS.610 – Check Writer. An option enables you to select only those invoices that are being held because they are not completely received but need to be. The report also includes backup withholding amounts, if appropriate.

- **ACP.520 – Accounts Payable Sub-Ledger by Vendor Name**

This report lists, in vendor name order, all open invoices and details each invoice line item. The report also includes aging totals.

- **ACP.525 – Accounts Payable Aged Open Invoice Report**

This report prints a report of open invoices with amounts printed under aging columns. You can run the report for a single vendor or for all vendors.

- **ACP.550 – Print Vendor Labels**

Use this program to print mailing labels with vendor address information. The program provides a number of options:

- Print purchase order address
- Print remit-to address
- Print all vendors in a category code
- Print a number range of vendors
- Print a single vendor
- Print in alphabetic or numeric order

- **ACP.650 – Invoice Batch Edit Listing**

The program that generates this report reviews the invoice information entered in ACP.401 – Invoice Batch Input and generates a list of invoices in a requested batch. It lists any errors detected in the batch and prints a message telling if the batch can be posted using ACP.660 – Invoice Batch Posting

- **PUR.550 – Vendor Directory by Number w/Remit Address**

This report lists vendors in vendor number order, and includes the vendor name and remit-to address.

- **PUR.560 – Vendor Directory by Name w/Remit Address**

This report lists vendors in alphabetical order, and includes the vendor name and remit-to address.

## 1099 Processing Procedures

In addition to the programs you use to enter, maintain, and post invoices, the FMS accounts payable module provides programs that enable you to run 1099 processing procedures. These programs are as follows:

- ACP.450 – Change 1099 Flag in Posted Invoices
- ACP.835 – Change Vendor 1099 Status
- ACP.830 – 1099 Processing

Since these programs are most frequently used at calendar year end, you can find instructions for using these programs in the *Financial Management System Year End User's Guide*. You can, of course, use these programs any time during the year.

# Setting Up Invoice Batch Edit Options

Use ACP.210 – Invoice Batch Edit Options to set up the editing options

- 1 Type a dollar amount in the *Amount Payable Without a P/O Without Approval* field at **1**, and press **[Tab]**. Or leave the field blank.

Any amount that you enter here appears on the second and third Invoice Batch Edit Options screens.

The cursor moves to the first default setting under the *M* (manager) column.

- 2 Read each category of invoice testing and decide which responses for Managers and Staff are appropriate for your school district. To change a response, use the cursor movement keys to move the cursor to the response you want to change, and type the new choice (**E**, **W**, or press **[Space Bar]**).

The column of responses listed under "M" for Manager all default to W for Warning message only, and the column under "S" for Staff all default to **E** for Error (the invoice will not be posted until the error is cleared).

You can change as many or as few responses as you want.

- 3 Press the **[Cap Lock]** or **ROLL** keys to select the next response screen.

The system displays the second Invoice Batch Edit Options screen.

## Reviewing the Second Edit Options Screen

```

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT      15:15:07 DSP13
FMS           Invoice Batch Edit Options           Ref: ACP.210 .11


Amount Payable Without A P/O Without Approval:      10,000.00

Edit Error Messages:
(For each error message specify the way it should be handled for both
management (M) and staff (S) personnel. E = Error, W = Warning, or
' ' = don't consider.)
Message Description                                     M S
ACP 6534 THE ACCOUNT NUMBER IS NOT IN THE CHART OF ACCOUNTS      W E
ACP 6535 THE INVOICE TOTAL EXCEEDS THE AMOUNT PAYABLE WITHOUT APPROVAL W E
ACP 6536 THERE WAS NO FREIGHT ENCUMBERED ON THE PURCHASE ORDER    W E
ACP 6537 THE FREIGHT AMOUNT EXCEEDS THE OUTSTANDING FREIGHT ON THE P/O W E
ACP 6538 THERE WAS NO SALES TAX ENCUMBERED ON THE PURCHASE ORDER  W E
ACP 6539 THE PURCHASE ORDER FOR THIS INVOICE IS UNAPPROVED.      W E
ACP 6551 THIS LINE WAS NOT ON THE PURCHASE ORDER                 W E
ACP 6552 THE QTY INVOICED IS GREATER THAN THE P/O QTY OUTSTANDING W E
ACP 6553 THE QTY INVOICED HAS NOT BEEN RECEIVED                  W E
ACP 6554 THERE IS NO LINE DESCRIPTION                            W E
ACP 6555 THE LINE ACCOUNT NUMBER IS NOT IN THE CHART OF ACCOUNTS W E
ACP 6556 THE LINE ACCOUNT HAS EXCEEDED ITS BUDGET                 W E
ACP 6557 THERE IS NO UNIT COST ON THIS LINE                       W E +
    
```

- 1 Read each category of invoice testing and decide which responses for Managers and Staff are appropriate for your school district. To change a response, use the cursor movement keys to move the cursor to the response you want to change, and type the new choice (**E**, **W**, or press **[Space Bar]**).

The column of responses listed under "M" for Manager all default to W for Warning message only, and the column under "S" for Staff all default to E for Error (invoice will not be posted until the error is cleared).

You can change as many or as few responses as you want.

- 2 Press the  or ROLL keys to select the next response screen. The system displays the last Invoice Batch Edit Options screen.

## Reviewing the Third Edit Options Screen


```

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT      15:15:07 DSP13
FMS          Invoice Batch Edit Options             Ref: ACP.210 .11

Amount Payable Without A P/O Without Approval:      500.00

Edit Error Messages:
(For each error message specify the way it should be handled for both
management (M) and staff (S) personnel. E = Error, W = Warning, or
' ' = don't consider.)
Message Description                                M S
ACP 6558 THE INVOICED COST IS DIFFERENT THAN THE P/O COST      W E
ACP 6559 THE ACCOUNT NUMBER IS NOT THE SAME AS THE P/O'S ACCOUNT NUMBE W E
ACP 6562 MANAGEMENT APPROVAL IS REQUIRED ON THIS INVOICE.      W E
ACP 6565 THIS INVOICE NUMBER IS ALREADY ON FILE IN THE PRIOR FISCAL YE W E

```

- 1 Read each category of invoice testing and decide which responses for Managers and Staff are appropriate for your school district. To change a response, use the cursor movement keys to move the cursor to the response you want to change, and type the new choice (**E**, **W**, or press ).

The column of responses listed under "M" for Manager all default to W for Warning message only, and the column under "S" for Staff all default to **E** for Error (invoice will not be posted until the error is cleared).

- 2 Press  when you have completed all the selections. The system displays the Accounts Payable System menu.

## Entering Invoices

Use ACP.401 – Invoice Batch Accrual to:

- Enter invoices in batches
- Change invoices
- Approve invoices, if you are a management-level user

You can either enter invoices for which a purchase order was created through the Purchasing module, or enter invoices directly, without using the purchasing module. If you enter invoices for items that have associated purchase orders, the system supplies the information from PUR.410 – Purchase Order Input that is necessary to create this invoice. You can change prices, delete items, and otherwise revise the information for the invoice. However, any changes you make here do not affect the original purchase order.

## Recurring Invoice Batches

As you set up batches for your invoices, you can identify a batch as recurring. When you post recurring batches, the system appends alphabetic characters to the invoice number so you can tell the difference between the recurring batches. For example,

<b>For the first batch</b>	<b>System Appends</b>
A111	AA
A112	AA
A113	AA
<b>For the next occurrence of the batch</b>	
A111	AB
A112	AB
A113	AB
<b>For the third occurrence of the batch</b>	
A111	AC
A112	AC
A113	AC

You can see these system-appended labels in the journals, in the batch edit listing, and in the schedule of checks to be written. These added alphabetic labels will help you identify a particular batch in a recurring batch.

In you set up recurring invoices with a **Y** in the *Print Separate Checks?* field, the program creates an invoice that will be paid with a separate check each time the recurring batch is posted with ACP.660.

## Switch Settings

This program has the following switches that impact how the program operates. You use ACS.310 – Menu Item Definitions in the Application Control System to set these switches.

- **Default PO total less accrued to date on invoice header?**
- **Default quantities received to invoice lines?**
- **Load Only P/O Lines with Quantities Remaining to be Paid?**

If you change the switch to **Y**, the system displays only the purchase order lines with quantities remaining to be paid on the invoice line screen.

- **If Referencing Single Line Blanket P/Os, Default P/O Line?**

This switch is initially set to **Y**, which means that if the blanket purchase order only references an amount line, the system places the purchase order line containing the dollar amount in the *P/O Line #* field. If you change the switch to **N**, when a line is added to an invoice that is tied to a single line amount blanket purchase order, the system does not default a value in the *P/O Line#* field.

To enter invoice batches, choose the ACP.401 – Invoice Batch Accrual option from the Accounts Payable System menu. The system displays the following screen.

## Naming an Invoice Batch

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	15:15:53 DSP13
FMS		Invoice Batch Accrual	Ref: ACP.400 .01

<p>①</p> <p>Add</p> <p>Change</p> <p>Delete</p> <p>Lookup</p> <p>Index</p> <p>End</p>	<p>BATCH ID: ②__</p> <p>Index: 1</p> <p>1 = Non-recurring invoice batches</p> <p>2 = Recurring invoice batches</p> <p>3 = Payroll batches only</p> <p>4 = All invoice batches</p>
---	--

Auto Next Record? N

- 1 To add a new invoice batch, type **A** in the command field at ❶.

Entering invoices in batches enables the system to handle groups of invoices separately. For example, you can enter invoices by location, or, if you have multiple clerks entering invoices, they can each process their invoices in separate batches by using their initials to name batches.

You can delete an invoice batch by typing **D** in this field and then typing the appropriate code in the *Batch ID* field.

- 2 Type a unique identifier in the *Batch ID* field at ❷. Use an identifier that is meaningful to you, such as your initials or **INS** as an invoice batch for insurance payments.
- 3 Press **Enter**. The system displays the following screen.

### Describing the Invoice Batch

6/15/95 FY 95	CIMS III DEMONSTRATION DISTRICT	15:16:04 DSP13
FMS	Invoice Batch Accrual	Ref: ACP.400 .11
Batch ID:	JKD	
Description:	❶ _____	
Recurring?	N (Y/N) ❷	
Mode: Add	F3=Exit	F5=Reset F12=Cancel
		Cancel? N

- 1 In the *Description* field at ❶, type a description of this invoice batch.

After you enter a description for this Batch ID, it is only displayed again when you type **I** or **C** in the command field on the Invoice Batch Accrual command screen.



If you do not have a purchase order reference for this invoice, you must type a vendor number in the *Vendor* field. You can use field-level indexing (**F4**) for a list of valid vendor numbers.

- 4 Press **Enter**. The system displays the Invoice Batch Entry header screen.

## Completing the Invoice Header Screen

10/27/98	FY 98	CIMS III DEMONSTRATION DISTRICT	11:22:01 CAPTURE
FMS		Invoice Batch Accrual	Ref: ACP.401 .11
Vendor:	1	Invoice: 8989540	Purchase Order: 92040 P0
Name:	NATIONAL COMPUTER SYSTEMS		Remit To Vendor: ①
Address:	11000 PRAIRIE LAKES DRIVE		1099 Invoice: N ②
	P.O. BOX 9365		Print Separate Check? N ③
	EDEN PRAIRIE		MN 55440 1441
Invoice Date:	10/27/98 ④	Invoice Due Date:	⑤
Voucher Number:	⑥	Other Reference:	⑦
Allocate Freight, Etc.:	N ⑧	Force P/O Closed:	N ⑨
Invoice Description:	NATIONAL COMPUTER SYSTEMS ⑩		
Account Number:	001.00.000.00.5410 ⑪		
Invoice Total:	50.00 ⑫		
Includes:	⑬		
Tax:			
Freight:			
Trade Discount:			
Cash Discount:	⑭	.0000 % or \$	if paid in days.
Mode: Add	F3=Exit	F4=Index	F5=Reset F12=Cancel Cancel? N

- 1 Review the vendor name and address. If you want the payment to be sent to a different vendor, press **↑Shift-Tab** or **BACKTAB** to move the cursor to the *Remit To Vendor* field at ①, and type the correct vendor number.

If you enter a remit-to vendor number, the remit-to vendor's name and address prints on the check. You can use field-level indexing (**F4**) to help you select a vendor number.

- 2 Review the *1099 Invoice* field at ②. If this vendor was defined as a 1099 vendor, then the default for this field is **Y**. You can change this to **N** if you want to exclude this invoice from the vendor's 1099 total.


If this vendor is not defined as a 1099 vendor, the system will not check this field to determine if the invoice should be added to a 1099 total. Therefore, if you want to track certain invoices for this vendor for 1099 reporting, you must ensure that the vendor is defined as a 1099 vendor in **PUR.301 – Maintain Vendor Records** or **ACP.835 – Change Vendor 1099 Status**.


- 3 Review the default (**N**) in the *Print Separate Check?* field at ③. Use this field to choose whether you want this invoice paid with a separate check.

**Y** means you want the system to pay this invoice with a separate check.

**N** means you want the system to accumulate any invoices for this vendor and pay with a single check.

■ If you enter a negative invoice, you must enter **N** in this field.

- 4 Review the default in the *Invoice Date* field at ④. To change the date, type a different invoice date in MMDDYY format and press .

- 5 Type the invoice due date, in MMDDYY format, in the *Invoice Due Date* field at ⑤ and press . This field is for your information only.

- 6 You can type the voucher number of this payment in the *Voucher Number* field at ⑥.

A voucher number is a way to group unrelated invoices together. When you print checks using CDS.610 – Check Writer, you can print checks by voucher number.

- 7 You can type a reference for this invoice in the *Other Reference* field at ⑦. Use this field to record any additional information about this invoice.

- 8 Review the *Allocate Freight, Etc.* field at ⑧. The default for this field and whether you can type in this field are based on options defined in GNL.100 – General Financial Management Options.

**Y** means that the system allocates freight, taxes, and trade discounts across all the invoice lines.

**N** means that the system does not prorate freight, taxes and trade discounts across the invoice line items, but posts them as separate line items. If you type **N**, the system posts general ledger entries for freight charges against the general ledger account associated with the keyword FREIGHT; tax against the general ledger account associated with the keyword SALES\_TAX; trade discount against the general ledger account associated with the keyword TRADE\_DISCOUNT. Account keywords were defined in GNL.201 – Define Account Code Keywords.

- 9 Review the default (**N**) in the *Force P/O Closed* field at ⑨.

**Y** tells the system to close the purchase order and reverse any outstanding encumbrance. Type **Y** if this is the only invoice or the final invoice for this purchase order. If you close the purchase order here, it is removed from the open purchase order status report and you can no longer modify the purchase order.

**N** tells the system to leave the purchase order open.

Your management options may be set up to prevent you from closing a purchase order through this program. If you attempt to close a purchase order, you receive an error when you run ACP.650 – Invoice Batch Edit Listing or ACP.660 – Invoice Batch Posting and you cannot post the invoice.

10 Review the *Invoice Description* field at 10. To change it, type a new description and press . The invoice description prints on invoice reports. The default for this field is the vendor's name.

11 Review the *Account Number* field at 11. If this field is blank, type the account number to be used on each line of the invoice.

If this field already contains an account number, verify that it is correct and press . If it is not the correct account number, type the correct account number and press .

If this invoice has a purchase order reference, then the account number from the purchase order is displayed in this field. If you change this number, you must also change it on each line of the invoice on the next screen.

12 Type the invoice total, including all freight, taxes, and trade discounts, in the *Invoice Total* field at 12 and press .

Do not subtract the cash discount from this total; the system calculates the net balance automatically if you enter an amount in the *Cash Discount* fields.

You can use a switch setting to default the remaining encumbrance amount to this field.

If this invoice references a purchase order, the amount from the purchase order defaults into the *Invoice Total* field.


13 Enter the amounts this total includes as appropriate at 13.

*Tax* Type the charge for tax on this invoice and press . You must enter an amount if tax was charged on this invoice.

*Freight* Type the freight charge for this invoice and press . You must enter an amount if freight was charged on this invoice.

*Trade Discount* Type the trade discount given for this invoice and press . You should enter an amount if a trade discount was subtracted from this invoice, unless the trade discount was already entered on the purchase order. If the trade discount was entered on the purchase order, the discount amount automatically defaults to each invoice line on the next screen.





4 Type the unit cost of this line item in the *Unit Cost* field at ④ and press .

5 Type a description of the items on this line at ⑤.

6 Review the *Taxable?* field at ⑥. To change this value, type **Y** or **N**.


**Y** means that this line is subject to sales tax.


**N** means this line is not subject to sales tax.


7 Review the *Acct* field at ⑦. To use this account number, press . To change it, type a new account number and press .

The default for this field is the account number from the header screen. The account number you enter here must have been previously defined in GNL.601 – Beginning Account Balance Maintenance.

8 If the invoice references a blanket purchase order, select the purchase order line you want to reference in the *P/O Line #* field at ⑧.

For blanket purchase orders, you can use field-level indexing () to help you select the appropriate purchase order line.

When you create an invoice that references either a line item or a blanket purchase order, you can  through the quantity field to designate the line on the invoice as a description line. Any invoice line that does not contain a quantity is recognized by the system as a description line.

9 Type the trade discount dollar amount for this line at ⑨ and press .

**Or**


Type the trade discount percentage for this line. Press .

Do not use these fields if you entered a trade discount total on the Invoice Batch Entry header screen.

10 If appropriate, type **Y** in the *Close P/O Line?* field at ⑩ to close this line of the purchase order and reverse any remaining encumbrance for this line.

Closing the purchase order line cancels any outstanding items for the line and reverses any remaining encumbrance balance.

This field appears on your screen only if the invoice you are entering is being created from a purchase order.

11 Press . The information you typed appears at the top of your display. You can add as many line items as you need for this invoice. When you have entered all the invoice lines, the invoice totals and the line totals that appear in the upper right corner of the display should be the same.

If the totals do not agree, you cannot post the invoice. You can exit the screen, but you must correct the amounts as necessary before you can post the batch.

## Entering a Credit Amount

Sometimes you may need to enter a credit amount on an invoice with items. For example, you can enter:

- 1 A credit amount on an invoice with other items.
- 2 A credit amount only on an invoice.

You can use the *Invoice Total* field on the Invoice Batch Entry header screen and the *Quantity* field on the Invoice Lines screen to indicate the credit.

For example, assume that you want to enter a credit memo for \$100 for a vendor. To do so, follow the instructions for entering an invoice until you reach the *Invoice Total* field on the Invoice Batch Entry header screen.

Credit invoices remain on file until payments to the vendor total or exceed the pending credit amount. The credit amount is then subtracted from the total amount paid to the vendor.

```

6/15/95  FY 95          CIMS III DEMONSTRATION DISTRICT  15:16:44 DSP13
FMS              Invoice Batch Accrual          Ref: ACP.401 .11
Vendor:          1 Invoice: 566234          Purchase Order:      PO

Name:           NATIONAL COMPUTER SYSTEMS      Remit To Vendor:
Address:         P.O. BOX 1600                  1099 Invoice: N

                EDEN PRAIRIE                    MN 55444

Invoice Date:    6/15/95      Invoice Due Date:
Voucher Number:                               Other Reference:
Allocate Freight, Etc.:  N          Force P/O Closed:      N
Invoice Description:  NATIONAL COMPUTER SYSTEMS
Account Number:     _____

Invoice Total:    ①
Includes:
  Tax:
  Freight:
  Trade Discount:


Cash Discount:    .0000 % or $          if paid in      days.
Mode: Add         F3=Exit  F4=Index  F5=Reset  F12=Cancel  Cancel? N

```

- 1 Review and change the information on the invoice header screen as necessary and enter the account number in the *Account Number* field.

- 2 Type the credit amount in the *Invoice Total* field at ❶ and press FIELD - (minus).

When you press the FIELD - key, the system changes the last digit of the amount you type to a different character. For example, if you type 100, the system displays the amount as 10}. This is a function of the IBM AS/400 system, not the FMS software, and is normal.

If you wish, you can also enter the number, followed by a hyphen (-), and press . If you use this approach, the system does not substitute the last digit of the number.



- 3 Press . The system displays the Invoice Lines screen.

### Entering a Credit Line Amount

```

6/15/95  FY 95          CIMS III DEMONSTRATION DISTRICT  15:17:48 DSP13
FMS              Invoice Batch Accrual          Ref: ACP.401L.11
Vendor:          1 NATIONAL COMPUTER SYSTEMS      Invoice Total:    100.00-
Invoice: 566234      P/O #:          PO          Line Total:      .00
CMD      Quantity  U/M Description                      Amount
BEGIN

1.0 Qty: ❶          ___ Part: _____ Unit cost: $ ❷
Desc: _____ Taxable? N
Acct: 001.00.000.00.5400
Trade discount: $ _____ or _____ %
F3=Exit  F4=Index  F5=Reset  F12=Cancel  Cancel? N
    
```

- 1 Type the quantity (1 in the case of the example) in the *Qty* field at ❶ and press FIELD - (minus).  
Typing the FIELD - after the quantity will give you the credit for the amount you type in the *Unit Cost* field.
- 2 Fill out the rest of the fields as necessary. When you reach the *Unit Cost* field at ❷, enter the amount of the credit.  
You enter this amount as a positive (press , not FIELD -).  
Entering the quantity with FIELD - will make the amount a credit.
- 3 Press . The *Invoice Total* and the *Line Total* should match.
- 4 Exit the line screen and the program as usual.

## Printing an Invoice Batch Edit Listing

Use ACP.650 – Invoice Batch Edit Listing to produce a list of the invoice batches that you entered using ACP.401 – Invoice Batch Accrual. This program reviews your invoices and generates an edit list of warnings and errors found in the batch. Use this listing to identify invoices that require correction or management approval. If your Batch Edit Listing contains errors, you must correct them before you can post the batch.

To print an edit listing, choose the ACP.650 – Invoice Batch Edit Listing option from the Accounts Payable menu. The system displays the following screen.

### Printing the Listing

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      15:19:10 DSP13
FMS              Invoice Batch Edit Listing      Ref: ACP.650P.01

      BATCH ID: ① ___

      Index:
      1 = Non-recurring invoice batches
      2 = Recurring invoice batches
      3 = Payroll batches only
      4 = All invoice batches

      Print Options:

      N ② Vendor Order: Type A for Alpha or N for Numeric

      N ③ Invoices with errors only (Y/N)

      F3=Exit  F4=Index  F5=Reset  F12=Cancel      Cancel? N
  
```

1 Type the identifier of the batch for which you want to print a listing in the *Batch ID* field at ①. You can use field-level indexing (**F4**) for a list of valid batch IDs.

2 Review the default (**N**) in the *Order* field at ②. To change the default, type **A**.

**N** is the default and means the system lists the invoices in numeric order by vendor.

**A** means the system lists the invoices in alphabetical order by vendor.

- 3 Review the default (**N**) in the *Invoices With Errors Only* field at ❸. To change the default, press **Y**.

**N** is the default and means the system lists all the invoices in the batch.

**Y** means the system only lists those invoices that have errors.

- 4 Press . The system displays a submittal prompt. Press  to proceed, or type **Y** in the *Cancel?* field to cancel processing.

## Looking Up and Approving Unposted Invoices

You can use ACP.470 – Invoice Lookup and Approval either to look up invoice information or to approve invoices (if you are a manager-level user) that the system has held as unapproved. The system holds invoices based on criteria defined in GNL.100 – General Financial Management Options. Only management-level users can approve invoices.

To approve invoices, choose the ACP.470 – Invoice Lookup and Approval option from the Accounts Payable menu. When the system displays the Invoice Batch Selection screen, choose the batch you want to access. The system displays the following screen.

### Specifying the Invoice to Approve

```

6/15/95  FY 95          CIMS III DEMONSTRATION DISTRICT  15:19:52 DSP13
FMS                               Invoice Lookup and Approval          Ref: ACP.470 .01
                                                Batch: REC

  ①      Invoice: ② _____  Purchase Order: ③ _____
  Approve Vendor: ④ _____
  Lookup
  Index
  End

      Index: 1
            1 = Unapproved Invoices.
            2 = Invoices By Vendor.
            3 = Invoices By P/O Number.
  
```

- 1 To see a list of unapproved invoices in this batch, type **I** in the command field at ① and press **Enter**.

The system displays a list of the unapproved invoices.

- 2 Select an invoice to approve by typing **X** next to it and press **Enter**.

The system displays the command screen again with the key information from the invoice you selected already in the screen's input fields.

Or, you can type the information in fields ② through ④ without checking the index if you already know all the information.

- 3 To approve the selected invoice, type **A** in the command field at ❶ and press . The system displays the invoice header for you to review.

■ If the invoice is defined to print on a separate check, the system notifies you with a message.

If you want to approve this invoice, type **Y** in the *Approve This One?* field and press .

If you do not want to approve it, press  without changing the *Approve This One?* field.

The system displays the Invoice Lookup and Approval command screen.

- 4 To approve the next invoice in the batch, type **N** in the command field and press . The system displays the next invoice for your approval.

## Posting Invoices

Use ACP.660 – Invoice Batch Posting to post invoice batches. When the system posts an invoice, it debits the balance in the expense accounts identified on the invoice, and credits the accounts payable account identified for the vendor. If there is an associated purchase order, it automatically reverses the appropriate amount of the purchase order encumbrance.

When the program posts the batch:

- 1 The expense and liability accrual is recorded in the accounts payable transaction journal.
- 2 The PO disencumbrance entries are posted to the accounts payable encumbrance journal.
- 3 If you forced the PO closed, the remaining disencumbrance entries are posted to the purchasing encumbrance journal.

This program also generates a Batch Edit Listing. If it encounters an error, the system lists the errors and indicates on the last page of the report that the batch was not posted. If it encounters no errors, the system lists the invoices in the batch and indicates on the last page of the report the total of the invoices posted. (The system may print some warning messages based on your Batch Edit Options.)

Before you begin, make sure that you have run ACP.650 – Invoice Batch Edit Listing to ensure that this batch contains the invoices you want to post, and that the invoices in the batch are correct.

## Switch Settings

This program uses a switch that can change this program to permit the posting of partial batches. You can use ACS.310 -Maintain Menu Item Definitions to change switch settings.

- **Post partial batches? Invoices with errors will not post.**

**N** means that if there are any invoices with errors in the batch, none of the invoices in the batch can be posted.

- **List invoices while posting?**

**N** means that the invoices are not listed as they are posted.

To post invoices, choose the ACP.660 – Invoice Batch Posting option from the Accounts Payable menu. The system displays the following screen.

## Posting an Invoice Batch

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	15:22:39 DSP13
FMS		Invoice Batch Posting	Ref: ACP.650P.01

BATCH ID: ① \_\_

Index:

- 1 = Non-recurring invoice batches
- 2 = Recurring invoice batches
- 3 = Payroll batches only
- 4 = All invoice batches

Print Options:

N ② Vendor Order: Type A for Alpha or N for Numeric

N ③ Invoices with errors only (Y/N)

F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

- 1 Type the identifier of the batch you want to post in the *Batch ID* field at ①. You can use field-level indexing (**F4**) for a list of batch IDs.
- 2 Review the default (**N**) in the *Order* field at ②. To change the default, type **A**.
 

**N** is the default and means the system posts the invoices in numeric order by vendor.

**A** means the system posts the invoices alphabetically by vendor.
- 3 Review the default (**N**) in the *Invoices With Errors Only* field at ③. To change the default, type **Y**.
 

**N** is the default and means the system prints all invoices in the batch on the edit listing.

**Y** means the system only prints those invoices that do not have errors on the edit listing.
- 4 Press **Enter**. The system displays a submittal prompt.
- 5 Review the date in the *Processing Date* field. The system posts the invoice based on the processing date, not on the invoice date.
- 6 To accept the displayed date, press **Enter**. To change the date displayed, type the correct date in the *Processing Date* field and press **Enter**. Accounting entries are posted to the general ledger using the date in this field.
 

Press **Enter** to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

## Looking Up Posted Invoices

Use ACP.460 – Posted Invoice Lookup and PO Index to view detailed information about invoices that are already posted. Before you begin, make sure that the batch you wish to view was posted. Only posted batches are available for viewing with this program. To view invoices that are not yet posted, use ACP.401 – Invoice Batch Accrual.

To review a posted invoice, choose the ACP.460 – Posted Invoice Lookup and PO Index option from the Accounts Payable menu. When the system displays the command screen, type the **L** command, followed by the vendor number and invoice number. The system displays the following screen.

### Selecting the Posted Invoice to View

```

10/27/98  FY 98      CIMS III DEMONSTRATION DISTRICT      11:27:57 CAPTURE
FMS          Posted Invoice Lookup and P/O Index      Ref: ACP.460 .11
Vendor:      20 Invoice: 123              Purchase Order:
BUSINESS MART                               Entered by: BARNUMJ
                                         Batch ID:
                                         Posted:    10/15/98
                                         1099 Inv:  N
                                         AZ 45612 1234
Invoice Date: 10/15/98      Invoice Due Date:
Voucher Number:              Other Reference:      MANUAL CHK
Invoice Description: TO REPLACE INVOICE NUMBER 3CBF
Account Number: 001.00.000.00.6001
Invoice Total: 30.00
Cash Discount:              Days:      Taken:
Paid Invoice Information:
Check Number:  MANCK 8812121
Bank:          FB 123456789
Check Date:    10/15/98
Amount Paid:   30.00
Paid To:      BUSINESS MART
Enter D to Display or P to Print
Invoice Lines: N ① Open A/P Journal Detail: N ② Closed A/P Journal Detail: N ③
Mode: Lookup      F3=Exit      F5=Reset  F12=Cancel      Cancel? N
  
```

- 1 Review the invoice header information. You cannot change any information on this screen; this program is for inquiry only.
- 2 To review the invoice lines, type **D** in the *Invoice Lines* field at ①. To print the lines, type **P**.
- 3 You can also view or print *Open A/P Journal Detail* at ② and/or *Closed A/P Journal Detail* at ③.
- 4 When you press **Enter**, the system either displays the detailed information you selected or prints it (depending on your selections).

## Reviewing Vendor Activity

Use ACP.465 – Look Up Vendor Activity to select a vendor for whom you want to view the following information:

- Purchase orders
- Posted invoices
- Unposted invoices
- Issued checks

To look up vendor activity, choose the ACP.465 – Look Up Vendor Activity from the Accounts Payable menu. The system displays the command screen. Type **L** in the command field, and then enter the vendor number for the vendor you want to review. When you press **Enter**, the system displays the following screen.

### Reviewing the Vendor Activity Screen

```

6/15/95  FY 95          CIMS III DEMONSTRATION DISTRICT  15:25:14 DSP13
FMS              Lookup Vendor Activity          Ref: ACP.465 .11
Vendor Number:    1          Related to vendor group:
Name:            NATIONAL COMPUTER SYSTEMS_____
                _____
Attention:        MR. TOM CUNNINGHAM_____
Address:         11000 PRAIRIE LAKES DRIVE_____
                P.O. BOX 9365_____
City:            EDEN PRAIRIE_____
State:           MN Zip: 55440 1441          MN 55444 0000
Province:        _____ P/C: _____
Telephone:       ( 612 ) 829-3000 Ext: 7232_   ( 612 ) 829-3000 Ext: 7232_
Fax Phone:       ( 612 ) 829-3124
Vendor's Usual Terms:
Cash discount:   .0000 %
Trade discount:  .0000 %
Minimum order $  1.00
Hold new orders? N
Hold payments?  N
Maximum payable without P/O:
Payment priority: 9 (9 = Highest)
Liability account keyword: PAYABLE_____
Mode: Lookup   F7=P0s  F8=Posted Inv. F9=Unposted Inv. F10=Checks Cancel? N

Remit To: (If different)
                _____
                P.O. BOX 1600_____
                _____
                EDEN PRAIRIE_____
Shipping terms: _____
Payment terms:   NET 30_____
Recipient Number: _____
Open orders:    2,200.00
Unpaid invoices: 300.00
Volume this year: 300.00
Volume last year:
Box Number if 1099 Vendor:
1099 Volume:
    
```

- 1 Review the information on this screen and press **Enter**. The system displays the second Lookup Vendor Activity detail screen.

## Viewing Additional Vendor Information

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	15:25:35 DSP13
FMS		Lookup Vendor Activity	Ref: ACP.465 .12
Vendor Number:		1 NATIONAL COMPUTER SYSTEMS	
Short Vendor Name:	_____		
1099 Vendor Name:	_____		
Comments:	THIS IS THE FINEST EDUCATION VENDOR WE HAVE EVER HAD. THEY ALWAYS SHIP ON TIME, INVOICE US PROPERLY WITH OUR P.O.# ON ALL CORRESPONDENCE. THE SALES PEOPLE ARE ALWAYS THE BEST LOOKING AND MOST KNOWLEDGABLE IN THE SOFTWARE AND SCANNING HARDWARE TECHNOLOGIES.		
Category Codes:			
CURRIC	_____	_____	_____
DP	_____	_____	_____
OFC	_____	_____	_____
PAPER	_____	_____	_____
SOFT	_____	_____	_____
Mode: Lookup F7=P0s F8=Posted Inv. F9=Unposted Inv. F10=Checks Cancel? N			

- 1 Review the information on this screen.

To view additional information about this vendor, use the function keys described in the following table.

Key	What It Does	Explanation
<b>F7</b>	Look up Purchase Orders	Use the <b>F7</b> function key to display the index of purchase orders by the vendor you selected. See Chapter 6, "Purchasing Module," for more information about PUR.460 – Purchase Orders with Encumbrance Detail.
<b>F8</b>	Look up Posted Invoices	Press the <b>F8</b> function key to display an index of posted invoices by the vendor you selected. See Chapter 8, "Working with Accounts Payable," for more information about ACP460 – Posted Invoice Lookup and PO Index.
<b>F9</b>	Look up Unposted Invoices	The <b>F9</b> function key enables you to display an index of unposted invoices by the vendor you selected. See Chapter 8, "Working with Accounts Payable" for more information about ACP.401 – Invoice Batch Accrual.
<b>F10</b>	Look up Issued Checks	Use the <b>F10</b> function key to display a list of issued checks by the vendor you selected. See Chapter 9, "Working with Cash Disbursements" for more information about CDS.460 – Checks by Vendor.



# Working with Cash Disbursements



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This chapter provides information about how to set up and work with the Cash Disbursements module of the Financial Management System. With the information provided in this chapter, you can perform the following tasks:

- 1 Define each of your bank accounts.
- 2 Print checks.
- 3 Record manual checks.
- 4 Void and rewrite checks.
- 5 Reconcile your bank statement.

The chapter provides step-by-step instructions for the following programs:

- CDS.100 – Define Bank Accounts
- CDS.610 – Check Writer
- CDS.401 – Manual Check Entry
- CDS.421 – Check Voider
- CDS.610P – Check Writer Re-Write
- CDS.460 – Checks by Vendor
- CDS.620 – Bank Statement Listing
- CDS.622 – Bank Statement Edit Listing
- CDS.625 – Bank Reconciliation
- CDS.670 – Edit Bank Tape Information
- CDS.670R – Reset Bank Reconciliation Flags
- CDS.674 – Load Bank Reconciliation File from Tape
- CDS.626 – Bank Reconciliation File Purge

## Cash Disbursement Reports

The Cash Disbursements module provides the following reports. You can find samples of these reports in the *Financial Management System Sample Reports*.

- **CDS.510 – Manual Check Register**

This report consists of a list of manual checks entered through CDS.401 – Manual Check Entry.

- **CDS.530 – Schedule of Checks Already Written**

This report lists the payments made using CDS.610 – Check Writer and CDS.401 – Manual Check Entry. You can print a list of all checks written, or limit the report by criteria you select.

- **CDS.540 – Voided Check Listing**

This program prints a list of the checks voided through CDS.421 – Check Voider. You may limit the report to specific criteria, or you may print all voided checks. You may also include account detail information.

- **CDS.541 – Replacement Check Listing**

You can print a listing of replacement checks sorted by voided check number or replacement check number. You can also limit the report to a specific range of dates. The report contains the replacement check number, the original (voided) check number, the void date, the vendor name, invoice number(s), and items included.

- **CDS.630 – Vendor Payment Listing**

This report presents a list in vendor order, of all payments made to the vendor, and details the invoices that were paid, the date of the checks and the bank accounts on which the checks were written.

- **CDS.650 – Check Register in Fund Sequence**

This report lists checks written in the most recent check run. Unlike the Check Register generated in CDS.610 – Check Writer, this report lists the checks in fund number order, rather than check order. Fund totals are calculated based on the header account number only for each invoice.

- **CDS.660 – Outstanding Check List**

This report provides a list of all checks recorded in the system that have not been flagged as having cleared the bank through CDS.625 – Bank Reconciliation. You can limit the checks listed on this report, or you can include all checks written through CDS.610 – Check Writer, or CDS.401 – Manual Check Entry.

The Bank Reconciliation programs of the Cash Disbursements module also generate the Bank Statement Edit Listing.

## Setting Up Cash Disbursements

You may want to review the way you chose to identify and number the documents you will use in accounts payable. These include accounts payable checks and manual checks.

## Defining Bank Accounts

Use CDS.100 – Define Bank Accounts define your bank accounts. You need to give the system information about each bank account that you use. The system uses this bank account information to identify with which bank account cash transactions are associated and which general ledger account is to be updated by the system.

Use this program to define bank account information for each of your bank accounts, including the following:

- A bank ID
- A bank account number
- A document identifier (defined in MGR.501 – Define Control Documents)

Before you use this program, run GNL.901S – Test Financial Setup Status to check your system setup. If there are problems, fix them before you define your bank accounts. When you run GNL.901S successfully, check GNL.100 – General Financial Management Options to be sure that the ready to accept transactions flag is **Y**.

## Using an INTERFUND Keyword

For you example, if you want to set up a separate cash account for the Student Council so that you can track their activities, you could:

- 1 Create a general ledger cash account for Student Council monies using GNL.203 and GNL.601.
- 2 Define an INTERFUND\_SC keyword in GNL.201 using the cash account you just created.
- 3 Define a Bank ID for the Student Council and use INTERFUND\_SC for the INTERFUND keyword in CDS.100.

Make sure to string the cash account together in all funds, including your cash clearing fund, as appropriate.

Now use the new bank ID for all Student Council cash receipts and disbursements. Using this approach you can both track Student Council activities and not have any of the Student Council activity in your general cash account.

To define your bank accounts, choose the CDS.100 – Define Bank Accounts option from the Cash Disbursements System menu. The system displays the following screen.

## Specifying the Account Number and Document ID

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 15:27:37 DSP13  
 FMS Define Bank Accounts Ref: CDS.100 .01

1 Bank ID 2 Bank Account 3 Check Forms ID 4

Add  
 Change  
 Delete  
 Lookup  
 Index  
 End

Index: 1  
1 = Cash Disbursement Banks

Auto Next Record? N

- 1 To add an account, type **A** in the command field at 1.
- 2 Type the Bank ID code to be defined in the *Bank ID* field at 2.
- 3 Type the bank account number in the *Bank Account* field at 3 and press Field Exit.

This is a numeric field of up to 9 digits for the bank account number established at the specified bank.

To simplify bank statement reconciliation, you can define one bank account for use by both Cash Disbursements and Cash Receipts.

Make sure you complete both *Bank ID* and *Bank Account* fields.

- 4 Type the document identifier code in the *Check Forms ID* field at 4.

This is a document ID for checks that you defined in MGR.501 – Define Control Documents.

You must define a separate ID for each type of check that is written from this bank, such as APCK or MANCK. You can use field-level indexing (F4) to help you select a document ID.

- 5 Press Enter. The system displays the following screen.

## Specifying Bank Information

12/27/95	FY 96	CIMS III DEMONSTRATION DISTRICT	14:27:33 DSP13
FMS		Define Bank Accounts	Ref: CDS.100 .11
Bank ID: FNB__	Bank Account: 789099889_	Check Forms ID: APCK_	
Bank Name:	① _____		
General Ledger Cash Account:	② _____		
Post Interfund Entries to Keyword:	INTERFUND__③__		
Restrict To The Following Funds:	④ _____		
Print Headings On Checks:	⑤		
Print Option:	⑥		
	1 = Invoice Header Description Only		
	2 = Invoice Header Account Only		
	3 = Invoice Account Summary with Header Description		
	4 = Invoice Account Detail with Header Description		
Run Checkwriter From: Program:	⑦ _____		
	Library: _____		
Mode: Add	F3=Exit F4=Index F5=Reset F12=Cancel		

- 1 In the *Bank Name* field at ①, type the name of the bank.

The system will accept several bank accounts with the same name, as long as the account numbers or the document IDs are different.

- 2 In the *General Ledger Cash Account* field at ②, type the complete General Ledger cash account number code. This is the cash account you defined in GNL.601 – Beginning Account Balance Maintenance and is the account the General Ledger system debits or credits for transactions associated with this bank account.

- 3 Review the default (**INTERFUND**) in the *Post Interfund Entries to Keyword* field at ③. You can change this keyword if appropriate (for example, you could use the keyword INTERFUND\_EMS).

- 4 If you want to restrict this bank account to certain funds, type the fund codes this bank account definition is restricted to in the fields beginning at ④.

This tells the system which funds the checks can be drawn from for this bank account. If you leave the fields blank, the system assumes that it can draw from all funds. If the fund code(s) are numeric, you must also type leading zeros to fill the field.

- 5 In the *Print Headings On Checks* field at ⑤, type **Y** or **N**.

**Y** tells the system to print system headings on the check stubs.

**N** suppresses the headings.

- 6 In the *Print Option* field at ⑥, type **1**, **2**, **3**, or **4**.
- 1 Means the invoice header account numbers are printed on the check stubs.
  - 2 Means the account numbers are suppressed, and only the invoice description is printed.
  - 3 Means the system prints the header description and a summary of the gross invoice line amount, cash discounts, and net amounts for each General Ledger account for each invoice.
  - 4 Means the system prints the header description, the gross line amount, cash discounts, and net amounts for all General Ledger accounts for all lines for each invoice.

- 7 In the *Program* field beneath ⑦, type the program ID from which to run the check writer.

The program ID for the check writer is either CDS610P for check forms that are 8 1/2 x 11 inches, or CDS610P7 for forms that are 8 1/2 x 7 inches. If you have a custom program that outputs to a specific custom form, type the program's ID in this field.

Type the name of the library that contains these programs in the *Library* field. The library ID to use is FMS400.

- 8 Press . The system displays the command screen.

## Writing Checks

Use CDS.610 – Check Writer to print continuous form checks for invoices that have accrued through the Accounts Payable module. When you run this program, you can select from the following options:

- You can print the check schedule without printing checks
- You can pay all outstanding invoices
- You can select the invoices you want to pay
- You can select the invoices you want to hold from payment

This program generates a Schedule of Checks to be Written report, which lists the A/P checks to be written against open invoices. The list includes payment against invoices based on criteria you select, including backup withholding amounts, if appropriate.

When you generate checks, the system debits the liability account that was credited when the invoices were posted, and credits the general ledger cash account defined in CDS.100 – Define Bank Accounts.

■ If there is a printing problem with the check run, you can rerun the checks using CDS.610P – Check Writer Re-write.

## Backup Withholding Logic

If you are using backup withholding for your 1099 vendors, you need to make sure of the following:

- The switch for backup withholding in PUR.301 is selected
- The vendor is identified in PUR.301 as a 1099 vendor
- The backup withholding flag for the vendor is set to **Y**

Assuming all these conditions are met, the system allows the Payable account to process as is and reduces cash by the withholding percentage [ $\text{Cash} = \text{Cash} - (\text{Cash} * 31\%)$ ]. The amount deducted from cash will be credited to the account associated with the backup withholding keyword (BACKUP\_WITHHOLD). In addition, the following events take place:

- A batch will be defined in file PACP400 with a batch ID of Bxx, where xx is the number for the current month.
- A header entry will be recorded for each vendor in the check run in PACP401H for the Federal vendor. The invoice number consists of B and the system date and time (for example, B092598132630).
- A line entry is recorded for each fund paid by the check written with an associated 1099 vendor using backup withholding. The description line is used to reference the fund the line is for.
- The check description on the remittance advice prints the amount withheld.
- The Schedule of Checks to be Written report also displays the amount withheld.
- A history record is created in PPUR303H.

## Switch Settings

This program has the following switches that impact how the program operates. You can use ACS.310 – Maintain Menu Item Definitions to change switch settings.

- **Go to second line if description is over 30 characters?**

This switch controls what the system does if there is more than one line of description.

- **Suppress Attention Line?**

This switch controls whether there is an attention line on the check.

- **Print the schedule of checks not paid?**

This switch controls whether the system also prints a list of checks not paid (in addition to the schedule of checks to be written).

To write checks for invoices, choose the CDS.610 – Check Writer option from the Cash Disbursements System menu. The system displays the following screen.

## Completing the Check Writer Control Options

```

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT      15:28:45 DSP13
FMS           Check Writer Control Options          Ref: CDS.6100.11


Bank Identifier:  FB___ ①
Bank Account #:  1234567
Forms Identifier: APCK_

Date for Checks:  6/15/95 ③      Copies of Schedule:      1 ②
                                Copies of Register:           1 ④

Processing Option: 2 ⑤      Prompt For Hold / Pay Items: Y ⑥
                        1 - Pay all invoices unless marked 'HOLD'.
                        2 - Pay only invoices marked 'PAY'.

Other Options: ⑦
  1. Minimum check amount:                               1.00
  2. Pay only invoices on voucher:
  3. Pay only invoices in fund:
  4. Pay only invoices older than: (days)
  5. Pay only invoices on or above priority level: 0
  6. Pay only invoices with a cash discount:          N
  7. Print checks in alphabetical order:              N

Print Checks? Y ⑧ ('N' will print the schedule only)  Cancel? N
    
```

- 1 Review the default bank information in the *Bank Identifier* field at ① and in the *Bank Account #* field and the *Forms Identifier* field. To change the bank, type another valid bank ID and press .

These fields identify the bank information from which these checks are to be written. Bank identifiers are defined in CDS.100 – Define Bank Accounts. The default is the bank information from the last check run.

If this is your first check run, these fields are blank and you must supply the bank identification information.

- 2 Review the default (1) in the *Copies of Schedule* field at 2. To change the number of copies of the check schedule to print, type the correct number and press .

You must print at least one copy of this report.

- 3 Review the date in the *Date for Checks* field at 3. To change the date, type a different date and press .

This field specifies the date to be printed on the checks in MMDDYY format. The system posts the general ledger entries with this date. The default value is the system date.

- 4 Review the default (1) in the *Copies of Register* field at 4. To change the number of copies of the check register to print, type the correct number and press .

You must print at least one copy of the check register.

- 5 Review the default (1) in the *Processing Option* field at 5.

Use option 1 to pay all outstanding invoices or to pay all invoices except those marked "Hold."

Use option 2 to pay only those invoices marked "Pay" and to hold all others.

The Hold and Pay flags are effective for this check run only. The invoices not paid in this check run will be eligible in the next check run.

- 6 Review the default (N) in the *Prompt for Hold/Pay Items* field at 6.

If you select option 2 at 6, you must type Y to mark which invoices to pay.

If you want to mark any invoices "Hold" or "Pay," type Y. The system displays the Check Writer Hold / Pay Line Input screen when you complete this screen and press . This line screen enables you to flag vendor invoices with either a hold or pay status.

If you want to print checks for all outstanding invoices, type N.

- 7 Make your selections in the *Other Options* fields beginning at 7.

*Minimum Check Amount* This field is optional. If you enter a minimum check amount, the system holds any payments that fall below the minimum for this check run. The default value is **1.00**.

<i>Pay only invoices on voucher</i>	If you are paying a group of invoices identified by a voucher number, type the voucher number. Voucher numbers were identified for your invoices in ACP.401 – Invoice Batch Input. If you enter a voucher number, the system processes only those invoices identified with this voucher number.
<i>Pay only invoices in fund</i>	If you type a fund number, the system processes only those invoices which are identified with this fund as part of the general ledger account number.
<i>Pay only invoices older than</i>	If you want to pay only invoices that have been outstanding for more than a specified number of days since their posting date, enter the number of days. If you want to pay all outstanding invoices, regardless of age, leave this field blank.
<i>Priority level</i>	If you are limiting payment to vendors by vendor priority, type the vendor priority level (a number between 1 and 9). If you want to pay only invoices to vendors at or above a certain priority level, type the priority level. The vendor priority level was defined using PUR.301 – Maintain Vendor Records. The default value is <b>0</b> , meaning that the system processes invoices for all vendors.
<i>Cash discount</i>	To pay only invoices with a cash discount, type <b>Y</b> . The default is <b>N</b> .
<i>Print checks in alphabetical order</i>	If you want to print the checks in alphabetical order by vendor name, type <b>Y</b> . Otherwise, type <b>N</b> to print checks in vendor number order. The default in this field is determined by the setup in GNL.100 – General Financial Management Options.

**8** Review the default (**N**) in the *Print Checks?* field at **8**. To change the default, type **Y**.

**Y** means you want to print checks in addition to printing the check schedule.

**N** means you want to print the check schedule without printing the checks.

9 Press **Enter**.

The beginning check number to be used in this check run appears at the bottom of the screen. Review the beginning check number. If it is correct, press **Enter**. If it is incorrect, type **Y** in the *Cancel?* field and press **Enter** to exit this program.

To change the beginning check number, you must use MGR.501 - Define Control Documents and update check numbers.

10 Press **Enter**.

If you typed **Y** at ⑥, the system displays the Check Writer Hold/Pay Line Input screen. Proceed to "Completing the Check Writer Hold/Pay Line Input Screen."

If you typed **N** at ⑥, the system displays a Submittal Prompt screen.

## Completing the Check Writer Hold/Pay Line Input Screen

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      15:29:42 DSP13
FMS                               Check Writer      Ref: CDS.610L.11
CMD   Type   Vendor  Invoice
BEGIN

1.000  Option: ①  Vendor: ②      Invoice: (or '*ALL') ③ _____
          H - Hold
          P - Pay
          F3=Exit  F4=Index  F5=Reset  F12=Cancel      Cancel? N

```

1 In the *Option* field at ①, type **H** to Hold or **P** to Pay a specific invoice or group of invoices.

Type **H** if you selected processing option 1 in the *Processing Option* field at ⑤ on the Check Writer Control Options screen. Type **P** if you selected processing option 2 at ⑤.

- 2 In the *Vendor* field at ②, type the ID of the vendor whose invoice you want to pay (or hold).

If you indicated that payments were to be held for this vendor in PUR.301 – Maintain Vendor Records, or if you indicated that payments for a purchase order for this vendor were to be held in PUR.410 – Purchase Order Entry, you cannot override that hold status by indicating **P** for this invoice.

- 3 To pay (or hold) only one invoice to this vendor, type the invoice number in the *Invoice* field at ③ and press .

**Or**

To pay (or hold) all invoices to this vendor, type **\*ALL** and press . The line you completed appears at the top of the screen, with an associated line number. The fields at the bottom are cleared so you can enter information about another invoice or vendor.

When you have held or paid all necessary invoices, press  twice.

- 4 To exit the line command screen, type **E** in the *CMD* field and press . The system displays a submittal prompt. Press  to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

## Entering Checks Manually

Use CDS.401 – Manual Check Entry to enter information for checks that were written outside of the system, such as hand-written checks. This program updates the general ledger, but does not print checks. You can use manual checks to pay:

- Vendor invoices that were posted through ACP.660 – Invoice Batch Posting and for which the system has posted the liability and expense account general ledger transactions. When you enter a manual check for such an invoice, the system automatically debits the outstanding liability and credits the cash account for the correct bank account, just as it would if you had written a continuous form check.
- Other expenditures that did not accrue through the Accounts Payable module. When you enter a manual check for such expenditures, the system debits the expense account directly and credits the cash account for the correct bank account.


While the system posts the necessary accounting entries for either type of transaction, accruing invoices through the accounts payable module prior to recording manual check information leaves a more comprehensive audit trail, if you are using the accrual method of accounting. Therefore, it is a good idea to enter all invoices and expenditures into the system using the Accounts Payable module.


To record a manual check, choose the CDS.401 – Manual Check Entry from the Cash Disbursements System menu.

## Specifying the Check Number and Bank

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 15:30:04 DSP13  
FMS Manual Check Entry Ref: CDS.401 .01

1 Check #: 5742 B 03D I D

- 1 To record a manual check, type **A** in the command field at ❶.
- 2 In the *Check #* field at ❷, type the check number to be recorded and press .
 

Type the number that is printed on the manual check.
- 3 In the *Bank ID* field at ❸, type the bank ID for the manual check. The bank ID you include here must already be defined in CDS.100 – Define Bank Accounts.
- 4 In the *Account* field at ❹, type the bank account number of the manual check.
- 5 Review the type of form in the *Forms ID* field at ❺. You can change this ID if you need to. Document IDs are defined in MGR.501 – Define Control Documents and one was assigned to this bank account in CDS.100 – Define Bank Accounts. The default value is **MANCK**.
- 6 Press . The system displays the Manual Check Entry header screen.

### Completing the Manual Check Entry Header Screen

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 15:30:27 DSP13  
 FMS Manual Check Entry Ref: CDS.401 .11  
 Batch: Check #: 10428 APCK  
 Bank: FB 123456789 FIRST NATIONAL CITY BANK

Vendor: ❶


Check Date: 6/15/95 ❷

Check Amount: ❸

Description: ❹ \_\_\_\_\_

Reference: ❺ \_\_\_\_\_

Mode: Add F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

- 1 Type the vendor number for the vendor you want to pay with this manual check at ❶ and press .
 

Vendor numbers are defined in PUR.301 – Maintain Vendor Records.



- 1 If the manual check is paying against an invoice that was posted in the accounts payable module, type the invoice number at ❶.

**Or**

If the manual check is for an expenditure that was not recorded in the accounts payable system, move the cursor to the *Acct.* field. Type the expense account number to be debited.

If you type an invoice number, the system automatically reverses the outstanding liability for this invoice.

- 2 In the *Net Amount* field at ❷, type the net amount for this line of the check and press .

If you typed an invoice number at ❶, the net amount must match the amount outstanding on the invoice.

- 3 In the *Cash Discount* field at ❸, type the cash discount for this line of the manual check, if applicable and press .

Use this field to enter the amount of any applicable cash discount. The net amount of the invoice plus the cash discount amount should agree with the gross invoice total.

- 4 In the *Backup Withholding* field at ❹, type the amount to be deducted for backup withholding, if appropriate. This field displays only if the vendor is a 1099 vendor who is using backup withholding.

- 5 Press . The information you typed appears at the top of the screen. The system clears the input fields so you can enter another line.

- 6 When you have added all the lines that apply to this check, press  twice. The cursor will return to the *CMD* column at the top of the screen.

The check total and the line total at the top of the display should be the same.

- 7 To stop working with the check lines, type **E** in the *CMD* and press . The system displays the Manual Check command screen.

## Voiding Checks

Use CDS.421 – Check Voider to:

- Record information about voided continuous form and manual checks
- Record replacement checks for the ones you have voided.

When you record a voided check, the system debits the balance in the general ledger cash account and credits an account you identify.

The fields in the posted invoice header that reference the paid check number reflect the replacement check information. You can change or delete replacement check information as often as you want, and the system posts and unposts these changes to the posted invoice file as appropriate. In addition, the system writes a record (or deletes the record) in the check reconciliation file (PCDS801) to reflect this information.

## Using Replacement Checks

The following are some notes about working with replacement checks:

- 1 The system does not print the replacement check; you must prepare the check manually. Replacement checks must be for the exact dollar amount as the voided check.
- 2 Replacement check numbers must be user-assigned, not system-assigned. For example, you could use MANCK or define another document ID in MGR.501 that requires user-assigned numbers.

## Voiding Backup Withholding Checks

If you void a backup withholding check, the system creates a credit invoice when a check to a 1099 vendor who is using backup withholding is voided and not replaced. If you are replacing the check, the credit invoice is not created. The replacement check information will be captured in the PPUR303H file and used instead of the original check information.

## Specifying the Check to Void

To void a check, choose the CDS.421 – Check Voider option from the Cash Disbursements System menu. The system displays the following screen.

```

12/19/95  FY 96      CIMS III DEMONSTRATION DISTRICT      16:11:20 DSP13
FMS                Check Voider                Ref: CDS.421 .01

  ❶          Voided Check #:  ❷          Pay From: Bank ID: ❸ _____
Add
Change
Delete
Lookup
Index
End          Index:  1
              1 - Voided Checks
              2 - Invoices Paid by Check Number
              3 - Replacement Checks by Bank ID: _____
                  Account: _____
                  Forms ID: _____
                  Check #: _____

Auto Next Record? N
    
```

- 1 To add a voided check, type **A** in the command field at ❶.
- 2 In the *Voided Check #* field at ❷, type the number of the check to be voided and press .
- 3 Starting with the *Bank ID* field at ❸, type the appropriate bank, account, and forms ID information for the check you are voiding.
- 4 Press . The system displays the Check Voider header screen.

## Specifying Replacement Check Information

6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	15:37:40 DSP13
FMS		Check Voider	Ref: CDS.421 .11
Voided Check #:	10428	Bank: FB1 123456789	Forms ID: APCK
Paid To: Vendor:	1	NATIONAL COMPUTER SYSTEMS 11000 PRAIRIE LAKES DRIVE P.O. BOX 9365 EDEN PRAIRIE MN 55440 1441	
Check Date:	6/10/95	①	
Amount:	221.00		
Void Date:	6/15/95	②	
Void Description:	③ _____		
Replacement Check Information:	④		
Check Number:	_____		
Bank ID:	_____		
Bank Account:	_____		
Bank Forms ID:	_____		
Mode: Add	F3=Exit	F4=Index	F5=Reset F12=Cancel Cancel? N

- 1 Review the date in the *Check Date* field at ①.

A warning message is displayed if the date is in the prior fiscal year.

If the date is in the prior fiscal year and the system finds the check, the check detail information is displayed on the Voided Check Lines screen.

If the date is in the prior fiscal year and the system does not find the check, you must add the check detail information on the Voided Check Lines screen.

- 2 Review the date in the *Void Date* field at ②. The default is the system date. If it is incorrect, type the correct date and press F3. The system posts the general ledger transactions for the voided check with this date.
- 3 Type the reason for voiding the check in the *Void Description* field at ③.
- 4 If you are replacing the voided check, record the appropriate information in the *Replacement Check Information* fields beneath ④:

**Check Number** Type the check number for the replacement check.

**Bank ID** Type the bank ID for the replacement check. This will normally be the same as the bank identifier of the voided check.

**Bank Account**

Type the bank account number for the replacement check.

**Bank Forms ID**

Type the document ID for the replacement check. The forms identifier for a replacement check will usually be MANCK for manual check.

- 5 Press **Enter**. The system displays the Check Voider line screen.

## Entering Check Voider Lines

```

6/15/95  FY 95          CIMS III DEMONSTRATION DISTRICT      15:38:18 DSP13
FMS                               Check Voider                               Ref: CDS.421L.11
Check #:      10428                Check Total:                221.00
Bank: FB1 123456789  Check Forms ID: APCK  Total of Lines:                .00
CMD  Account Number                Amount
BEGIN

2.000
Account: ① _____ Amount: ②

F3=Exit  F4=Index  F5=Reset  F12=Cancel  Cancel? N
    
```

- 1 In the **Account** field at ①, type the account number to credit and press **Field Exit**.

The account number should be the same account number that was debited when this check was written. However, if you are voiding a check from a previous year, you may enter a miscellaneous revenue or fund balance account number, as appropriate. You can enter as many accounts as you need for the voided check. The system automatically debits the cash account for each fund for the voided check.

- 2 Type the amount to be credited to the above account number at in the **Amount** field at ② and press **Field Exit**.

When you press **Enter**, the system displays the line you typed at the top of the screen and then clears the input fields so you can enter another account.

- 3 Continue adding lines for account pertinent to this check. When you have finished adding line information, press **Enter** twice.

The check total and the line total at the top of the display must be the same. If they are not, the system displays an error message. Continue to revise the lines until the totals are the same.

- 4 To exit the line screen, type **E** in the *CMD* column and press **Enter**. The system displays the Voided Check Entry command screen.

## Rewriting Checks

Use CDS.610P – Check Writer Re-Write to reprint checks in a check run.

When you complete a normal check run, this program keeps a copy of every non-empty image file for that run. This enables you to access the second to last run if the last run has generated a blank image file and you must reprint checks.

## Switch Settings

This program has the following switches that impact how the program operates. Use ACS.310 – Maintain Menu Item Definitions to change switch settings.

- **Go to second line if description is over 30 characters?**

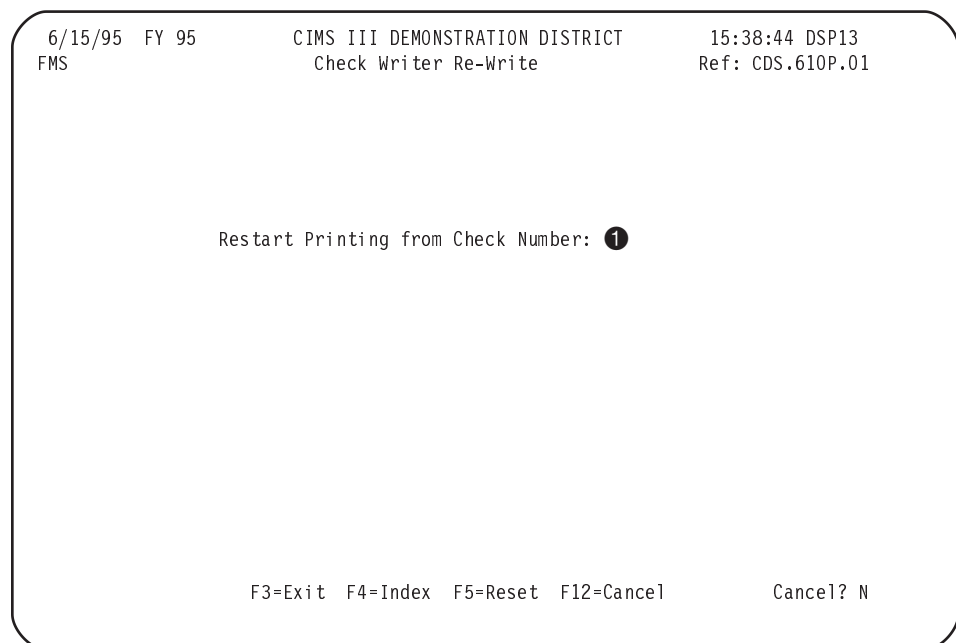
This switch controls what the system does if there is more than one line of description.

- **Suppress Attention Line?**

This switch controls whether there is an attention line on the check.

To rewrite checks, choose the CDS.610P – Check Writer Re-Write option from the Cash Disbursements System menu. The system displays the following screen.

## Restarting the Print Run



- 1 Type the check number on which you want the new run to begin in the *Restart Printing from Check Number* field at ❶.

If your check forms were mangled in the previous run, make sure the check number on which you start the new run matches the number of the first unmangled form in the printer. You can void the checks that were missed and print them again.

You can use field-level indexing (F4) for a list of valid check numbers.

- 2 Press . The system displays a submittal prompt. Press  to proceed, or type **Y** in the *Cancel?* field to cancel the job.

## Looking Up Checks

Use CDS.460 – Check Inquiry to display or print invoice detail information for a specific vendor and check number.

### Specifying the Check Information

```

10/27/98  FY 98      CIMS III DEMONSTRATION DISTRICT      11:30:53 CAPTURE
FMS                Check Inquiry                Ref: CDS.460 .01

  ❶      Bank ID: ____ Account:           Forms ID: ____
Lookup                                     Check #: ____
Index                                       Invoice: _____
End                                         Vendor:  _____

                                Index: 1
                                1 = Checks by Vendor
                                2 = Checks by Check Number
                                3 = Checks by Form ID ____
    
```

- 1 To look up a check, type **L** in the command field at ❶. Then complete the rest of the fields on the screen to specify the specific check.

**Or**

Type **I** in the command field, select the index you want to use, and then select the check from the index displayed.

- 2 Press **Enter**. The system displays the Check Inquiry detail screen.

## Reviewing the Check and Vendor Information

6/15/95 FY 95 FMS	CIMS III DEMONSTRATION DISTRICT Check Inquiry	15:39:37 DSP13 Ref: CDS.460 .11
Bank ID: FIST Account: 123456789 Form ID: APCK		
Vendor Number: 15 BURNS OFFICE SUPPLY		
Check Number: 10425 Check Date: 7/16/95		
Check Amount: 5,757.00		
Enter D to Display or P to Print		Invoice Selected: 65 Invoice Detail: N ①
Mode: Change	F3=Exit	F5=Reset F12=Cancel Cancel? N

- Review the default (**N**) in the *Invoice Detail* field at ①. To change the default, type **D** to display the invoice detail or **P** to print the invoice detail.

**N** means you do not want to either display or print the invoice detail.

**D** means you want to display the invoice detail for this vendor. After you press , the system displays the line command screen for the invoice in lookup mode.

**P** means you want to print the invoice detail for this check.

- Press . The system displays the Check Inquiry command screen.

## Using the Bank Reconciliation System

When you reconcile your bank statement, you perform the following steps:

- 1 Using CDS.620 – Bank Statement Listing, enter the information listed on your bank statement. When you run this program, you indicate the beginning and ending statement balance, and list the checks, deposits and other charges that have cleared your account. Or, if your bank supplies a tape of this information, you can load the information using CDS.674 – Load Bank Reconciliation File From Tape.
- 2 Run CDS.622 – Bank Statement Edit Listing to verify that the amount of the transaction you entered in CDS.620 – Bank Statement Listing are equal to the amounts of the checks written in CDS.610 – Check Writer and CDS.401 – Manual Check Entry. The system compares the information found on your bank statement with the information entered into the system. The system compares the amount of each check with the checks written from CDS.610 – Check Writer and CDS.401 – Manual Check Entry and the deposits with the receipts entered in CRS.401 – Cash Receipts Entry.
- 3 Post the necessary journal entries for any bank charges using GNL.401 – Journal Entries.
- 4 Run CDS.625 – Bank Reconciliation to reconcile your account. The system compares the balance in your bank account with the balance in the general ledger cash account in your system. This program also provides a reconciliation summary as well as a listing of outstanding bank transactions.

Descriptions for each of these programs follow.

## Entering Bank Statements Manually

Use CDS.620 – Bank Statement Input to manually enter the information from your bank statement into your system. With this program, you identify the beginning balance listed on your bank statement, all transactions that occurred during this statement period, and the ending balance listed on your bank statement. This information is used by CDS.625 – Bank Reconciliation to reconcile your bank account.

- The system automatically flags voided checks as reconciled.

### Specifying the Account and Ending Date

```

6/15/95  FY 95          CIMS III DEMONSTRATION DISTRICT      15:40:30 DSP13
FMS                               Bank Statement Input                      Ref: CDS.620 .01

  ①                               Bank ID: ②____ Acct #: ③          Stmt Ending Date: ④0/00/00
Add
Change
Delete
Lookup
Index
End                               Index: 1
                                   1 = Bank Statements Entered.
                                   2 = Bank Definitions.

```

- 1 To add information from a new bank statement, type **A** in the command field at ①.
- 2 In the *Bank ID* field at ②, type your bank's ID as defined in CDS.100 – Define Bank Accounts.
- 3 In the *Acct #* field at ③, type the bank account number and press .
- 4 In the *Statement Ending Date* field at ④, type the ending date of the bank statement and press . Type the date in MMDDYY format.
- 5 Press . The system displays the Bank Statement Input header screen.

## Supplying the Beginning and Ending Balances

```

6/15/95  FY 95          CIMS III DEMONSTRATION DISTRICT      15:40:51 DSP13
FMS                Bank Statement Input      Ref: CDS.620 .11

Bank ID: FB      Account Number: 123456789  FIRST BUSINESS BANK
Stmt Ending Date: 6/15/95

Statement Information:
  Beginning Balance Per Statement:

  Ending Balance Per Statement:

Mode: Add          F3=Exit          F5=Reset  F12=Cancel  Cancel? N
    
```

- 1 Type the beginning and ending balance from the bank statement in the appropriate fields.
- 2 When you press , the system displays a lines screen so that you can enter check information.

## Entering Check Information

```

6/15/95  FY 95          CIMS III DEMONSTRATION DISTRICT      15:41:30 DSP13
FMS                Bank Statement Input      Ref: CDS.620L.11
Bank ID: FB      Account Number: 123456789  Stmt Net Change: 15,571.21-
Stmt Ending Date: 6/15/95          Item Total: .00
CMD      Type      Document #  Reference      Trans. Date      Amount
BEGIN

1.000 Line Type: ① Document #: ②          Amount: ③
                Check - C Reference: ④      Transaction Date: 061595 ⑤
                Deposit - D Description: ⑥
                Adjustment - A
                F3=Exit  F4=Index  F5=Reset  F12=Cancel  Cancel? N
    
```

- 1 Press BACKTAB to position your cursor at the *Line Type* field at ❶, and enter the type of transaction you are recording.

- C If you are entering a check transaction
- D If you are entering a deposit transaction
- A If you are entering an adjustment transaction

The program retains the type until you explicitly change it to another type.

- 2 In the *Document #* field at ❷, type the document number for this transaction, followed by the document ID (if appropriate).

If you are entering a check or deposit transaction, these are required fields.

If you are entering a check, press  after you fill in the check number and document ID. The system retrieves the amount of the check and displays it in the *Amount* field.

- 3 In the *Amount* field at ❸, type the amount of the transaction. If the transaction is not a whole dollar amount, include the decimal amount.

- 4 If you are entering an adjustment transaction, you must either enter a reference number at ❹ or a description of the transaction at ❺.

If you are entering a check or deposit, leave these fields blank.

You may either use the *Reference* field, the *Description* field, or both. However, only the Reference field will appear on your screen if you review this screen with a Lookup or Change command.

- 5 Review the date in the *Transaction Date* field at ❻. To change the date, type a new date and press . The date defaults to the system date.

- 6 Press . Your first line of information appears at the top of the screen and the program clears the input fields so you can add another transaction. Add as many lines of information as required to enter all the checks, deposits, and adjustments on your bank statement.

When you have entered all the information from your bank statement, press  twice and type **E** in the *CMD* column.

The system displays the Bank Statement Input command screen.

## Printing a Bank Statement Edit Listing

Use CDS.622 – Bank Statement Edit Listing to verify that the information you entered using CDS.620 – Bank Statement Input is correct. The system compares the amount of each check and deposit that you entered with the amounts entered in CDS.610 – Check Writer, CDS.401 – Manual Check Entry, and CRS.401 – Cash Receipts Entry. This program ensures that no clerical errors were made at the bank or in your office.

To print an edit listing, choose the CDS.622 – Bank Statement Edit Listing option from the Bank reconciliation Processing menu. The system displays the following screen.

### Printing the Edit Listing

```

6/15/95  FY 95          CIMS III DEMONSTRATION DISTRICT      15:42:44 DSP13
FMS                Bank Statement Edit Listing      Ref: CDS.622 .01

Select:

Bank ID:                ① ____
Bank Account Number:
Statement Closing Date: 0/00/00

F3=Exit  F4=Index  F5=Reset  F12=Cancel      Cancel? N
  
```

- 1 In the *Bank ID* field at ①, type the bank ID. Use the same Bank ID as the one you specified in CDS.620 – Bank Statement Input.
- 2 Also type the bank account number and the statement closing date in the appropriate fields. Be sure to use the same bank statement closing date that you used in CDS.620 – Bank Statement Input.

When you press **Enter**, the system displays a submittal prompt. Press **Enter** to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

## Reconciling the Bank Statement

Use CDS.625 – Bank Reconciliation to reconcile your bank statement. The system uses the information you entered in CDS.620 – Bank Statement Input, and compares it with the general ledger balance for the cash account for your bank.

The system generates the following reports when you run the bank reconciliation:

- **The Bank Reconciliation Edit Listing**

This report includes all transactions entered for this bank statement in CDS.620 – Bank Statement Input. If the system detected any discrepancies, they are printed on the report.

- **Outstanding Deposit Listing**

This report lists all deposits that were entered through CRS.401 – Cash Receipts Entry that have not cleared the bank.

- **Outstanding Check Listing**

This report lists all checks that were entered through CDS.610 – Check Writer or CDS.401 – Manual Check Entry that have not cleared the bank.

- **Bank Reconciliation**

This report is a summary of the bank reconciliation. It lists the ending statement balance from the bank, plus all outstanding transactions to produce an adjusted bank balance. This balance should equal the balance in your cash account to date.

## Switch Settings

This program provides a switch setting that impacts the operation of the program. To change a switch setting, use ACS.310 – Menu Item Definition.

- **Cut-off date for outstanding items**

This switch controls whether the program displays a field for users to enter a cut-off date or range of dates to include in the processing.

To reconcile bank statements, choose the CDS.625 – Bank Reconciliation option from the Bank Reconciliation System menu. The system displays the following screen.

## Reconciling the Bank Statement

6/15/95 FY 95 FMS	CIMS III DEMONSTRATION DISTRICT Bank Reconciliation	15:43:00 DSP13 Ref: CDS.625 .01
Select: ❶		
Bank ID:	_____	
Bank Account Number:	_____	
Statement Closing Date:	0/00/00	
Cut-Off For Outstanding Items: (Leave blank to include all)		
From:	❷ _____	
To:	_____	
Close Statement After Printing?	N ❸	
F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N		

- 1 In the *Select* fields below ❶, type the bank ID, account number, and statement closing date for the statement you want to reconcile.
  - Remember to use the same information that you used to enter the bank statement originally.
- 2 You can limit the outstanding items to be considered in the reconciliation process by typing a range of dates in the *From* and *To* fields starting at ❷.
  - Whether this field is displayed is controlled by a switch setting.
- 3 Review the default (**N**) in the *Close Statement After Printing?* field at ❸. To change the default, type **Y**.
  - Whether this field appears on the screen is controlled by a switch setting.
- 4 Press **Enter**. The system displays a submittal prompt. Press **Enter** to submit the job, or type **Y** in the *Cancel?* field to cancel processing.

## Setting Bank Tape Options

Use CDS.670 – Edit Bank Tape Information to set up loading bank statement information from a tape supplied by your bank. The way you fill out the program's fields to specify the tape format will vary from bank to bank. Therefore, you need to get the information for completing this program from the bank that sends you the tape.

To prepare for loading bank information from tape, choose the CDS.670 – Edit Bank Tape Information option from the Bank Reconciliation System menu. When the system displays the command screen, type the first letter of the command you want to use, and then type the bank ID and account number of the bank. When you press **Enter**, the system displays the following screen.

### Editing Bank Tape Information

```

6/15/95  FY 95          CIMS III DEMONSTRATION DISTRICT      15:43:33 DSP13
FMS                Edit Bank Tape Information      Ref: CDS.670 .11

Bank ID FB1__      Bank Account # 123456789_

TAPE INFORMATION
Tape Device:          ① _____
Tape Density:         ② _____
Tape Volume ID:       ③ _____
Label Processing Type: *SL_
File Label Name:      ④ _____
Record Length:        ⑤ _____
Block Length:         ⑥ _____
Record Block Format:   *FB_
Code (*EBCDIC *ASCII): *EBCDIC

TAPE FILE FIELD DEFINITIONS ⑦
          START POS   LENGTH   DEC   PACKED
Check #           ___    ___      Y
Check Amount      ___    ___      Y
Check Date        ___    ___      Y
Format For Check Date is MMDDYY Y ⑧ YYMMDD N
Mode: Add          F3=Exit          F5=Reset  F12=Cancel      Cancel? N
  
```

- 1 In the *Tape Device* field at ①, type the system name of the tape device you are using to load the tape  
Check with your System Operator for the correct name if you do not know it.
- 2 In the *Tape Density* field at ②, type the density of the tape.  
Check with your bank for the tape density. Typical densities are 1600, 3200, 6250, and 10000.
- 3 In the *Tape Volume ID* field at ③, type the volume ID. Check with your bank for this ID, or you can use \*MOUNTED.

- 4 In the *File Label Name* field at 4, type the file name of the tape. This is usually the name of the file on the tape; you can get this information from the bank.
- 5 In the *Record Length* field at 5, type the length of a record on the tape.  
This field specifies how many characters are allotted to each transaction on the tape. You can get this information from your bank.
- 6 In the *Block Length* field at 6, type the length of a block.  
You can get this information from the bank.
- 7 Fill out the fields to indicate the starting positions and length for the check number, check amount, and check date in the *Tape File Field Definitions* fields at 7.  
This information also comes from your bank. You also need to indicate whether the data is packed (**Y**) or zoned (**N**).
- 8 Choose the format the bank uses for the date by typing **Y** next to the correct date format in the *Format for Check Date* field at 8.  
You must select one of the two date formats.  
When you press , the system displays the Edit Bank Tape Information command screen.

## Loading a Bank Statement from Tape

Use CDS.674 – Load Bank Reconciliation File from Tape to load the bank statement information from a bank-supplied tape. Before you load the tape, make sure to fill out the bank tape's format in CDS.670 – Edit Bank Tape Information according to your bank's instructions.

To load bank statements from tape, choose the CDS.674 – Load Bank Reconciliation File from Tape option from the Bank Reconciliation System menu. The system displays the following screen.

### Completing the Bank Tape Load Screen

```

6/15/95  FY 95          CIMS III DEMONSTRATION DISTRICT      15:44:11 DSP13
FMS              Load Bank Reconciliation File From Tape      Ref: CDS.674P.01

Selections:
  Bank ID:          ① _____
  Bank Account #:  _____
  Statement Date:  0/00/00

  Bank Tapes Loaded: (Y OR N)          Checks Reconciled: (Y OR N)

  Jul              Jan                  Jul              Jan
  Aug              Feb                  Aug              Feb
  Sep              Mar                  Sep              Mar
  Oct              Apr                  Oct              Apr
  Nov              May                  Nov              May
  Dec              Jun                  Dec              Jun

Index:
  1 = Bank Tape Information
      F3=Exit  F4=Index  F5=Reset  F12=Cancel          Cancel? N
  
```

- 1 Type the bank ID, account number, and statement closing date in the appropriate fields starting at ①.
- 2 Press **Enter**. The system asks you to confirm the date you entered. To confirm the date, press **Enter** again. The system puts a **Y** flag in the appropriate *Bank Tapes Loaded* month field. The system presents a prompt field informing you that the load is ready to run interactively.
- 3 Press **Enter** to load the tape. Once the tape is loaded, the system displays the Bank Reconciliation System menu.

## Resetting Reconciliation Flags

Use CDS.670R – Reset Bank Reconciliation Flags to reset the bank reconciliation flags if you need to run a bank reconciliation a second time.

To reset the reconciliation flags, choose the CDS.670R – Reset Bank Reconciliation Flags option from the Bank Reconciliation System menu. The system displays the following screen.

### Specifying the Bank and Account

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 15:44:50 DSP13  
 FMS Reset Bank Reconciliation Flags Ref: CDS.670R.01

1 Bank ID 2 Bank Account 3

1  
 Change  
 Lookup  
 Index  
 End

Index: 1  
 1 = Bank Tape Information.

- 1 To change the reconciliation flags, type **C** in the command field at 1.
- 2 In the *Bank ID* field at 2, type the ID of the bank whose tape you are using.  
 Bank identifiers are defined in CDS.100 – Define Bank Accounts.
- 3 In the Bank Account field at 3, type the bank's account number.  
 Bank account numbers are identified along with the bank identifiers in CDS.100 – Define Bank Accounts.
- 4 Press Enter. The system displays the Reset Bank Reconciliation Flags selection screen.

## Resetting the Flags

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      15:45:06 DSP13
FMS                Reset Bank Reconciliation Flags      Ref: CDS.670R.11

Bank ID FB___      Bank Account # 123456789_

Bank Tapes Loaded: (Y OR N) ❶

    Jul N          Jan N
    Aug N          Feb N
    Sep N          Mar N
    Oct N          Apr N
    Nov N          May N
    Dec N          Jun N

Mode: Change      F3=Exit  F4=Index  F5=Reset  F12=Cancel  Cancel? N
  
```

- ❶ Type **N** next to the month for which you want to reset the reconciliation flags in the fields under ❶.
- ❷ When you press `Enter`, the system displays the Bank Reconciliation System menu.

## Purging Reconciliation Files

Use CDS.626 – Bank Reconciliation File Purge to purge your previously reconciled checks files. The system warns you that the purging process removes all reconciled checks dated before the date you specify. Also, the purged check information is no longer available for reports and processes, including 1099 processing at the end of the calendar year.

Use this program with extreme caution. After the check information is purged, there is no way for that information to be retrieved.

### Selecting the Files to Purge

```

6/15/95  FY 95      CIMS III DEMONSTRATION DISTRICT      15:45:25 DSP13
FMS                Bank Reconciliation File Purge      Ref: CDS.626P.01

                ** WARNING **

This process will remove ALL RECONCILED CHECKS dated before
the date specified below. The purged information will not
be available for reports and processes, including the 1099
processing at the end of the calendar year.

                ** PROCEED WITH CAUTION **

Purge Through Date:  ①

Back Up of Files to be Purged:
Tape or Diskette (T/D):      T ②
Device Name:                  TAP01_③____
Initialize Media Prior to Backup? (Y/N): N ④

F3=Exit      F5=Reset  F12=Cancel      Cancel? N ⑤

```

- 1 In the *Purge Through Date* field at ①, type the date through which you want to purge the files. Type the date in MMDDYY format. You do not need to type the slashes.
- 2 The program enables you to automatically back up the information before it is purged. In the *Tape or Diskette* field ②, type either **T** or **D**.  
**T** is the system default and means that the files will be backed up to a tape.  
**D** means that the files will be backed up to a diskette.
- 3 Review the default in the *Device Name* field at ③. You can change the device if you wish.

- 4 Type either **Y** or **N** in the *Initialize Media Prior to Backup?* field at 4.  
**N** is the system default and means that you do not want to initialize the tape or diskette before you begin the back up.  
**Y** means that you want to initialize the tape or diskette before you begin the back up.
- 5 To proceed with the purging process, type **N** in the *Cancel?* field at 5.  
**Y** is the system default for this field. If you press  before you get to this field, the system automatically cancels the purging process, and your files will not be affected.
- 6 Press . The system displays a submittal prompt. Press  to submit the job, or type **Y** in the *Cancel?* field to cancel processing.



# 10

## Entering Cash Receipts

---

This chapter explains how to record bank deposits and print the Cash Receipts Listing using the Cash Receipts module. A deposit consists of individual cash receipts or transactions that increase the cash balance in the bank. Cash receipts may be:

- Increases to revenue accounts from income received
- Decreases to expenditure accounts, such as vendor refunds
- Receipts against balance sheet accounts, such as Accounts Receivable, where appropriate

The system posts a credit to each account you use on the line entry display, and automatically debits the cash balance in the related bank account.

The Cash Deposit Listing includes both descriptive and accounting information. You can print this report in date order or in deposit number order.

This chapter discusses the following programs:

- CRS.401 – Cash Receipts Entry
- CRS.510 – Cash Receipts Listing

Before you begin, become familiar with the following:

- The cash deposit document ID defined in MGR.501 – Define Control Documents
- The bank account information defined in CDS.100 – Define Bank Accounts
- The general ledger account numbers defined in GNL.601 – Beginning Account Balance Maintenance

## Entering Cash Receipts

Use CRS.401 – Cash Receipts Entry to record bank deposit information.

To enter deposit information, choose the CRS.401 – Cash Receipts Entry option from the Cash Receipts System menu. The system displays the following screen.

### Entering the Deposit Number

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 15:47:29 DSP13  
 FMS Cash Receipts Entry Ref: CRS.401 .01

Deposit # ② DEP95

①  
 Add  
 Change  
 Delete  
 Lookup  
 Index  
 End

Index: 1  
 1 = Cash Receipts.  
 2 = Cash Receipts by Date. FY

1 To add deposit information, type **A** in the command field at ①.

2 If you number your deposits, type the number for this deposit in the *Deposit #* field at ②.

If your deposits are numbered by the system, leave this field blank.



The method for numbering deposits is defined in MGR.501 – Define Control Documents.

Review the default document ID. To change this value, type the document ID for this deposit. Document IDs are defined in MGR.501 – Define Control Documents.

3 Press **Enter**. The system displays the Deposit Maintenance header screen.

## Completing the Deposit Maintenance Header Screen


6/15/95	FY 95	CIMS III DEMONSTRATION DISTRICT	15:48:12 DSP13
FMS		Cash Receipts Entry	Ref: CRS.401 .11
Deposit:	26	DEP__	
Deposit date:		6/15/95 ①	
Description:		② _____	
Reference:		③ _____	
Amount:		④ _____	
If Check:	Bank ID:	⑤ _____	
Deposited At:		⑥ _____	
Bank ID:		_____	
Account:		_____	
Form:		_____	
Mode: Add                      F3=Exit F4=Index F5=Reset F12=Cancel                      Cancel? N			

- 1 Review the date in the *Deposit Date* at ①. If this date is not correct, type the correct date in MMDDYY format and press .
- 2 In the *Description* field at ②, type a description of the deposit you are recording.
- 3 In the *Reference* field at ③, type a reference for the deposit.
- 4 In the *Amount* field at ④, type the amount of the deposit and press .
 

If there are a number of receipts in this deposit, type the total of all individual receipts.
- 5 If the receipt you are entering is a check, type the bank code from the check in the *Bank ID* field at ⑤.
 

You may type the bank code found in the upper right-hand corner of the check, or you can type the check number for this check.
- 6 In the *Deposited At* fields at ⑥, type the bank ID, account number, and document ID of the deposit.
 

The bank ID and account number must already be defined in CDS.100 – Define Bank Accounts.

When you press , the system displays the Cash Receipts Lines screen.



## Printing a Cash Receipts Listing

Use CRS.510 – Cash Receipts Listing to print detailed information about deposits that were entered using CRS.401 – Cash Receipts Entry. This listing includes the following information for each receipt that was recorded:

- Deposit number
- Bank ID
- Bank account number
- Deposit date
- Reference
- Deposit amount

To print the listing, choose the CRS.510 – Cash Deposits Listing option from the Cash Receipts System menu. The system displays the following screen.

### Printing the Listing

6/15/95 FY 95 CIMS III DEMONSTRATION DISTRICT 15:50:19 DSP13  
 FMS Cash Receipts Listing Ref: CRS.510P.01

Select:

Bank ID: ① \_\_\_\_\_  
 Bank Account Number:

From Deposit Number: ② DEP\_\_  
 To Deposit Number:

From Date: ③  
 To Date:

Index:  
 1 - Bank Identifiers.

F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

- 1 Type the bank ID and the bank account number for the bank whose deposits you want to print starting in the *Bank ID* field at ①. To print deposit information for all bank accounts on your system, leave these fields blank.
- 2 Type the starting and ending deposit numbers to be included on this listing in the fields starting at ②. To print information for all deposits entered in your system, leave these fields blank.

- 3 Type a starting and ending date for the deposit information in the date fields starting at ③.

To print deposit information for the entire fiscal year, leave these fields blank.

When you press , the system displays a submittal prompt.

Press  to submit the job, or type **Y** in the *Cancel?* field to cancel processing.



# FMS Accounting Principles



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This appendix provides additional information about the Financial Management System, including the following:

- Understanding FMS Accounting Principles
- Understanding FMS Journals
- Understanding the Flow of FMS Transactions

## Understanding FMS Accounting Principles

The Financial Management System is based on Generally Accepted Accounting Principles (GAAP). Although accounting knowledge is beneficial, it is not necessary in the every day use of the system. The following is an explanation of the basic accounting principles upon which the Financial Management System is based.

A ledger account is a form used to assemble information about a transaction. The "T" account is the simplest form of ledger account.

<b>Sample "T" Account</b>	<table style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black; padding: 0 10px;"><b>Account Title</b></td> <td style="padding: 0 10px;"><b>Account Title</b></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 0 10px;">Debit</td> <td style="padding: 0 10px;">Credit</td> </tr> </table>	<b>Account Title</b>	<b>Account Title</b>	Debit	Credit
<b>Account Title</b>	<b>Account Title</b>				
Debit	Credit				

The "T" account has four parts:

- Account title and/or account number
- Debit (or left) side
- Credit (or right) side
- Account Balance (either a debit or credit balance)

The "T" account does the following:

- Keeps a record of each transaction by account title
- Separates the increases and decreases to the account
- Stores the amount for future use
- Shows the account balance

## Rules for Debiting and Crediting

### Assets

- 1 To increase an asset, debit the account.
- 2 To decrease an asset, credit the account.

### Liabilities

- 1 To increase a liability, credit the account.
- 2 To decrease a liability, debit the account.

### Fund Balance

- 1 To increase fund balance, credit the account.
- 2 To decrease fund balance, debit the account.
  - a. To increase an expense, debit the account.
  - b. To increase revenue, credit the account.

Revenue and expense accounts are subsets of the fund balance accounts. Because expenses reduce fund balance, an increase in an expense is recorded on the debit side of the expense account. Because revenue increases fund balance, an increase in a revenue account is recorded on the credit side of the revenue account.

<b>Assets</b>		-	<b>Liabilities</b>		=	<b>Fund Balance</b>	
Debit for Increase	Credit for Decrease		Debit for Decrease	Credit for Increase		Debit for Decrease	Credit for Increase
						<b>Revenue</b>	
						Debit for Decrease	Credit for Increase
						<b>Expenses</b>	
						Debit for Increase	Credit for Decrease

Each accounting transaction has an impact on at least two accounts. Each transaction results in both a debit entry and an offsetting credit entry. By "offsetting", the dollar amounts of the debit and the credit must be equal. Because each event must be recorded by two accounting entries, a debit entry and a credit entry, the accounting system is called the double-entry system of accounting.

The General Ledger System includes account balance and transaction detail inquiry programs. To follow a transaction through the system, it may be helpful to use "T" accounts to display the debit and credit entry made at each step.

Debit entries are displayed on the system as dollar amounts. Credit entries are displayed with a minus ("-") sign preceding the dollar amount or a "CR" following the amount.

## Understanding FMS Journals

Due to the high volume of transactions that flow through the Financial Management System, transaction information is temporarily stored in journals. At month-end closing, the information stored in the various journals is posted to the General Ledger.

### Encumbrance Journals

- **Purchasing Journal**

This journal contains all of the encumbrance transactions generated by the purchase order entry program.

- **Accounts Payable Accruals Journal**

This journal contains all of the reverse-encumbrance transactions generated by the Accounts Payable invoice posting program.

- **Encumbrance Adjusting Journal**

This journal contains all of the encumbrance adjusting journal entries generated by the journal entry program.

### Transaction Journals

- **Accounts Payable Accruals Journal**

This journal contains all of the accounts payable transactions generated by the Accounts Payable invoice posting program. All debits to expense accounts for accrued invoices and all credits to the accounts payable accounts are presented in this journal.

- **Cash Disbursements Journal**

This journal contains all of the cash disbursement transactions generated by the Check Writer program. All credits to cash accounts (checks) and debits to the accounts payable accounts are presented in this journal.

- **Cash Receipts Journal**

This journal contains all of the cash receipt transactions generated by the Cash Receipts Entry program. All debits to the cash accounts and credits to the revenue accounts are presented in this journal.

- **Transaction Adjusting Journal**

This journal contains all of the adjusting journal entries made by the Journal Entry program.

### Budget Journals

- **Budget Adjusting Journal**

This journal contains all the adjusting budget journal entries produced by the Journal Entry program.

## Sample FMS Accounting Entries

The following examples illustrate the accounting entries involved in some typical transactions. In these examples, the information you need to type into the system is presented in bold type; the portions the system performs is presented in regular type.

### Enter a Purchase Order (PUR.410)

1 line, 1 item @ \$200

	<b>Debit</b>	<b>Credit</b>	<b>Type</b>	<b>Journal ID</b>
<b>Expense Account</b>	<b>\$200</b>		<b>E</b>	<b>P/O</b>
Encumbrance keyword Account		\$200	E	P/O

### Enter invoice (ACP.401)

1 line, 1 item @ \$200

No accounting entries are created when the invoice is entered.

### Post the invoice batch (ACP.660)

	<b>Debit</b>	<b>Credit</b>	<b>Type</b>	<b>Journal ID</b>
Encumbrance Keyword Account	\$200		E	P/O
Expense Account		\$200	E	P/O
<b>Expense Account</b>	<b>\$200</b>		<b>A</b>	<b>A/P</b>
Liability Keyword Account (from vendor record)		\$200	A	A/P

### Write check (CDS.610)

	<b>Debit</b>	<b>Credit</b>	<b>Type</b>	<b>Journal ID</b>
Liability Keyword Account	\$200		A	C/D
Band ID Cash Account		\$200	A	C/D
<b>Interfund Keyword Account (Cash Account Fund)</b>	<b>\$200</b>		<b>A</b>	<b>C/D</b>
Interfund Keyword Account (Liability Account Fund)s		\$200	A	C/D

## Cash Receipt Entry (CRS.401)

	Debit	Credit	Type	Journal ID
Cash Account (From Bank ID)	\$200		A	C/R
<b>Revenue Account</b>		<b>\$200</b>	<b>A</b>	<b>C/R</b>

Notes:

Types:

- E = Encumbrance
- A = Accounting

## Encumbrance Entries for a Purchase Order

Purchase Order entry, 4 items @ \$150 each:

	Debit	Credit	Journal ID
<b>Expense Account</b>	<b>\$600</b>		<b>P/O</b>
Encumbrance Keyword		\$600	P/O

Change PO lines from 4 to 6 items:

	Debit	Credit	Journal ID
<b>Expense Account</b>	<b>\$900</b>	<b>\$600</b>	<b>P/O</b>
Encumbrance Keyword		\$300	P/O

Change PO line and cancel 2 items:

	Debit	Credit	Journal ID
<b>Expense Account</b>	<b>\$600</b>	<b>\$900</b>	<b>P/O</b>
Encumbrance Keyword	\$300		P/O

Receive 3 items:

No accounting entries made when receiving.

Invoice entry, 2 items @ \$175 each, and PO not forced closed.

No accounting entries made when invoices are entered.

Post the invoice

	Debit	Credit	Journal ID
Expense Account		\$300	A/P
Encumbrance Keyword	\$300		A/P

Receive 1 item:

No accounting entries made when receiving.

Post invoice, 1 item @ \$100 and PO is forced closed.

	Debit	Credit	Journal ID
Expense Account		\$150	A/P
		\$150	P/O
Encumbrance Keyword	\$150		A/P
	\$150		P/O

Encumbrance and Accounting Entries for Accounts Payable

Example 1: Purchase order with 1 line, quantity 1 @ \$24,000 each.

Post invoice for \$2,000, 1 line, quantity 1 @ \$2,000

	Debit	Credit	Journal ID
Encumbrance keyword	\$24,000		A/P
Encumbrance Expense		\$24,000	A/P
<b>Expense Account</b>	<b>\$2,000</b>		<b>A/P</b>
Liability Keyword		\$2,000	A/P

Example 2: Purchase order with 1 line, quantity 12 @ \$2,000 each.

Post invoice for \$2,000, 1 line, quantity 1 @ \$2,000

	Debit	Credit	Journal ID
Encumbrance keyword	\$2,000		A/P
Encumbrance Expense		\$2,000	A/P
<b>Expense Account</b>	<b>\$2,000</b>		<b>A/P</b>
Liability Keyword		\$2,000	A/P

Example 3: PO with 12 lines, quantity 1 @ \$2,000

Post Invoice for \$2,000, 1 line, quantity 1 @ 2,000

	Debit	Credit	Journal ID
Encumbrance keyword	\$2,000		A/P
Encumbrance Expense		\$2,000	A/P
<b>Expense Account</b>	<b>\$2,000</b>		<b>A/P</b>
Liability Account		\$2,000	A/P

**Example 4: Blanket PO for \$24,000, no lines**

Post invoice for \$2,000, 1 line, quantity 1 @ \$2,000

	<b>Debit</b>	<b>Credit</b>	<b>Journal ID</b>
Encumbrance keyword	\$2,000		A/P
Encumbrance Expense		\$2,000	A/P
<b>Expense Account</b>	<b>\$2,000</b>		<b>A/P</b>
Liability Account		\$2,000	A/P

**Notes:**

Encumbrance expense accounts come from PUR.410 – Purchase Order Entry.

- Blanket PO expense account is entered on the line screen.
- Line item PO expense accounts are entered on the line screen

Encumbrance keyword account comes from the ENCUMBRANCE keyword defined in GNL.201 – Define Keywords

Expense accounts are entered in the invoice (or default from the purchase order) in ACP.401 – Invoice Batch accrual.

Liability accounts come from the liability keyword input in PUR.301 – Maintain Vendor Records. The liability keyword is defined in GNL.201 – Define Keywords.

## Accounting Entries for Cash Disbursements

Be sure to have a current backup of the FMSFILES library before processing checks.

### Posted Invoice:

Invoice line 1 is quantity 1 @ \$50

Invoice line 2 is quantity 1 @ \$60

Invoice line 3 is quantity 1 @ \$70

	<b>Debit</b>	<b>Credit</b>	<b>Journal ID</b>
<b>Expense Account, fund 1</b>	<b>\$50</b>		<b>A/P</b>
<b>Expense Account, fund 2</b>	<b>\$60</b>		<b>A/P</b>
<b>Expense Account, fund 3</b>	<b>\$70</b>		<b>A/P</b>
Liability Account, fund 1		\$50	A/P
Liability Account, fund 2		\$60	A/P
Liability Account, fund 3		\$70	A/P

### Print the Check:

	<b>Debit</b>	<b>Credit</b>	<b>Journal ID</b>
Liability Account, fund 1	\$50		C/D
Liability Account, fund 2	\$60		C/D
Liability Account, fund 3	\$70		C/D
Cash Account, fund 99		\$180	C/D
Interfund/Cash Account, fund 99	\$180		C/D
Interfund/Cash Account, fund 1		\$50	C/D
Interfund/Cash Account, fund 2		\$60	C/D
Interfund/Cash Account, fund 3		\$70	C/D

## Notes:

Expense accounts are entered in the invoice (or default from the purchase order) in ACP.401 – Invoice Batch Accrual.

Liability accounts come from the liability keyword in PUR.301 – Maintain Vendor Records. The liability keyword is defined in GNL.201 – Define Keywords.

Cash Account comes from CDS.100 – Define Bank Accounts.

Interfund accounts come from the INTERFUND keyword defined in GNL.201 – Define Keywords.

## Accounting Entries for Cash Receipts

Deposit is made for \$6,000:

- \$3,000 for revenue account, fund 1
- \$2,000 for revenue account, fund 2
- \$1,000 for revenue account, fund 3

CITY bank account uses fund 99

	Debit	Credit	Journal ID
Cash Account, fund 99	\$6,000		C/R
<b>Revenue Account, fund 1</b>		<b>\$3,000</b>	<b>C/R</b>
<b>Revenue Account, fund 2</b>		<b>\$2,000</b>	<b>C/R</b>
<b>Revenue Account, fund 3</b>		<b>\$1,000</b>	<b>C/R</b>
** Funds are out of balance**			
Interfund/Cash, fund 1	\$3,000		C/R
Interfund/Cash, fund 2	\$2,000		C/R
Interfund/Cash, fund 3	\$1,000	\$	C/R
Interfund/Cash, fund 99		\$6,000	C/R

\*\*Funds are back in balance\*\*

### Notes:

Revenue account is the account entered in CRS.401 – Cash Receipt Input.

Cash account comes from CDS.100 – Define Bank Accounts.

Interfund accounts come from the INTERFUND keyword defined in GNL.201 – Define Keywords.

## Understanding the Flow of FMS Transactions

The following is a list of tasks that represent one possible sequence for the flow of normal transactions through the Financial Management System (FMS). Many other possibilities exist, depending on the management options chosen within the FMS application as well as business office policies established outside of the FMS application.

### Purchasing System

#### 1 Purchase Order Entry

The start of the transaction cycle is typically a purchase order. A new purchase order can be one of four types:

- Automatic Detailed PO – the FMS application assigns the number
- Automatic Blanket PO – the FMS application assigns the number
- Manual Detailed PO – You assign the number
- Manual Blanket PO – You assign the number

A detailed PO requires the entry of line item information, such as quantities ordered, unit prices, and descriptions.

A blanket PO is assigned a total dollar amount and **does not** have detailed quantities and unit prices. Only description lines can be entered.

### Receiving System

#### 2 Receiving Report Entry

Most purchases lend themselves to entering detailed receiving information. If a purchase order reference is entered when the receiving report is entered, an image of the purchase order will be used to enter the receiving information. The expected quantities may be displayed, depending upon the management options selected.

The system can then edit accrued invoices to make sure that purchases have been received prior to payment.

Receiving information is not entered for blanket purchase orders.

### Accounts Payable System

#### 3 Accounts Payable Invoice Accrual

Invoices are accrued through the invoice batch accrual and posting programs; the expenditure accounts are updated and a liability is recorded to the vendor. Depending upon how the "Invoice Batch Edit Options" are entered, some invoices may be held by the system, pending approval by a manager level user.

## Cash Disbursements System

### 4 Check Writer

The cash disbursements system is used to generate checks for the invoices accrued in the Accounts Payable System. Checks may be either system numbered and generated (automated checks), or user numbered and generated (manual checks).

Checks issued but not cashed may be voided through the cash disbursements system. The system automatically records the reversing entry.

## Cash Receipts System

### 5 Cash Receipts Entry

The cash receipts system is used to record revenue received. The cash receipts entry program allows receipts to be either system numbered or user numbered, based upon the document identifier.

The cash receipts system can also be used to record reductions in the expenditure accounts, such as refunds from vendors, by entering an expenditure account rather than a revenue account on the cash receipts entry screen.

## General Ledger System

### 6 Journal Entries

The journal entry program is used to make adjustments to account balances outside of the transaction cycle, and may be used to adjust encumbrance, transaction, or budget balances.

### 7 Month-End Closing

The month-end closing procedure is used to post all unclosed transactions recorded in the subsidiary journals into the general ledger report.

The general ledger system also includes various balance inquiry and financial reporting programs.

# Methods of Cash Transfer



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This appendix contains the following sections describing different methods of cash transfers. Included are descriptions of the following:

- Cash Clearing Method
- Interfund Method

# Cash Clearing Method of Cash Transfers

Beginning Account Balances

## Expenditure Transaction

- 1 When an expenditure is made from any fund, the credit entry to reduce the cash in bank is posted to the Cash Clearing Fund Interfund account, as indicated on the bank identifier screen.
- 2 The debit entry to reduce the liability is posted to the Accounts Payable account in the appropriate fund.
- 3 This results in an out-of-balance situation in both funds. The system will then automatically balance each fund. Through adjustments to the interfund accounts, the system will debit the Cash Clearing Fund Interfund account and credit the appropriate fund's Interfund (Cash in Bank) account.
- 4 This results in a net zero effect on the Cash Clearing Fund, which receives both a credit and a debit entry, and a net reduction in the appropriate fund's cash balance.

## Sample Cash Clearing

<p><b>Step 1</b> Purchase Order Entry (Encumbrance Creation)</p>	<p><b>Expense</b> 001.10.200.40.5410</p>	<p><b>Encumbrance</b> 001.00.000.00.2130</p>
	100	100
<p><b>Step 2</b> Invoice Posting (Encumbrance Liquidation)</p>	<p><b>Encumbrance</b> 001.00.000.00.2130</p>	<p><b>Expense</b> 001.10.200.40.5410</p>
	100	100
<p><b>Step 3</b> Invoice Posting (Expense Recognition)</p>	<p><b>Expense</b> 001.10.200.40.5410</p>	<p><b>Accounts Payable</b> 001.00.000.00.2110</p>
	100	100
<p><b>Step 4</b> Check Writing (Reduction in Cash))</p>	<p><b>Accounts Payable</b> 001.00.000.00.2110</p>	<p><b>Cash in Bank</b> 999.00.000.00.1130</p>
	100	100

The credit entry to reduce the cash in bank is posted to the Cash Clearing Fund, as indicated on the bank identifier screen.

The debit entry to reduce the liability is posted to the accounts payable account in the appropriate fund.

This results in an out-of-balance situation in both funds. The system will then automatically balance each fund by making the following entries.

	<b>Cash Clearing Fund</b> <b>999.00.000.00.1130</b>	<b>Cash in Bank</b> <b>001.00.000.00.1130</b>
<b>Step 5</b> Fund Balancing	100	100

The Cash Clearing Fund has received both a credit and a debit entry (steps 4 and 5), resulting in a zero balance.

The appropriate fund's Cash in Bank has been reduced.

### Revenue Transaction

- 1 When a revenue is recorded in any fund, the debit entry to increase the cash in bank is posted to the Cash Clearing Fund Interfund account, as indicated on the bank identifier screen.
- 2 The credit entry to increase revenue is posted to the revenue account, as specified by the user on the Cash Receipts entry screen.
- 3 This results in an out-of-balance situation in both funds. The system will then automatically balance each fund. Through adjustments to the interfund accounts, the system will debit the appropriate fund's Cash in Bank account and credit the Cash Clearing Fund Interfund account.
- 4 This results in a net zero effect on the Cash Clearing Fund, which receives both a debit and a credit entry, and a net increase in the appropriate fund's cash balance.

**Example:**

	<b>Cash Clearing Fund</b> <b>999.00.000.00.1130</b>	<b>Revenue</b> <b>001.00.000.00.4100</b>
<b>Step 1</b> Cash Receipts Entry (Increase in Cash)	1,500	1,500

The debit entry to record an increase in cash is posted to the Cash Clearing Fund, as indicated on the bank identifier screen.

The credit entry to record an increase in revenue is posted to the user-specified Revenue account in the appropriate fund.

This results in an out-of-balance situation in both funds. The system will then automatically balance each fund by making the following entries.

**Step 2**  
Fund Balancing

<b>Cash in Bank</b> <b>001.00.000.00.1130</b>	<b>Cash Clearing Fund</b> <b>999.00.000.00.1130</b>
1,500	1,500

The Cash Clearing Fund has received both a debit and a credit entry (steps 1 and 2) resulting in a zero balance.

The appropriate fund's Cash in Bank has been increased.

## Interfund Method of Cash Transfers

This section describes the interfund method of cash transfers.

### Beginning Account Balances

<b>General Fund Cash in Bank</b> <b>001.00.000.00.1110</b>	<b>General Fund Interfund</b> <b>001.00.000.00.1130</b>	<b>General Fund Fund Balance</b> <b>001.00.000.00.3700</b>
750,000	500,000	250,000
<b>Special Revenue Interfund</b> <b>150.00.000.00.1130</b>	<b>Special Revenue Fund Balance</b> <b>150.00.000.00.3700</b>	
300,000	300,000	
<b>Capital Outlay Interfund</b> <b>410.00.000.00.1130</b>	<b>Capital Outlay Fund Balance</b> <b>410.00.000.00.3700</b>	
200,000	200,000	

### Characteristics of the Interfund Method

- 1 The total amount of cash in bank (for all funds) is recorded in the main fund's cash account. In this example, all cash is recorded in the General Fund's Cash account.
- 2 A liability to all other funds is recorded in the main fund's Interfund (Due To/From) account. This represents the amount of the cash in bank which belongs to all other funds (a credit balance (liability) is "Due To" other accounts).
- 3 A corresponding asset is recorded in each remaining fund's Interfund account. This represents the amount of cash in bank owed to each fund (a debit balance (asset) is "Due From" other accounts).
- 4 The main fund's Cash in Bank account is identified in the bank definition as the general ledger cash account. In result, all cash transactions will utilize this account.

The Interfund account (1130 in this example) is referenced as the Interfund keyword using question marks (???) in place of the fund. When a cash transaction is recorded, the system uses the Interfund keyword to make balancing entries in each fund.

- 5 The system automatically adjusts the interfund accounts each time a cash transaction between funds is recorded to keep all funds in balance.
- 6 The total of all Interfund (Due To/From) account balances should always net to zero.

In the above example, the General Fund Interfund (Due To/From) account has a credit balance equal to the total of the Interfund (Due To/From) accounts in all other funds, which have debit balances. This indicates that the General Fund has a liability of \$500,00 to other funds for their share of the cash balance recorded in the General Fund. The other funds record a debit balance (asset) in the Interfund (Due To/From) account for their share of the General Fund's cash balance, which totals to the \$500,00 recorded in the General Fund.

## Expenditure Transaction

- 1 When an expenditure is made from any fund other than the main fund with the bank account (the General Fund, in this example), the credit entry recorded to reduce the cash in bank is posted to the main fund's Cash in Bank account as indicated in the bank definition.
- 2 The debit entry to reduce the liability is posted to the Accounts Payable account in the appropriate fund.
- 3 This results in an out-of-balance situation in both funds. The system will then automatically balance each fund. Through use of the question mark substitutional logic in the Interfund keyword, the system will debit the main fund's Interfund account and credit the appropriate fund's Interfund account.
- 4 When an expenditure is made from the main fund with the bank account (the General Fund in this example), no Interfund adjustments are necessary.

Example:

**Step 1**

Purchase Order Entry  
(Encumbrance Creation)

	<b>Expense</b> <b>410.10.200.40.5410</b>	
100		

	<b>Encumbrance</b> <b>410.00.000.00.2130</b>	
	100	

**Step 2**

Invoice Posting  
(Encumbrance Liquidation)

	<b>Encumbrance</b> <b>410.00.000.00.2130</b>	
100		

	<b>Expense</b> <b>410.10.200.40.5410</b>	
	100	

## Revenue Transaction

- 1 When a revenue is recorded in any fund other than the main fund with the bank account (the General Fund, in this example), the debit entry recorded to increase the cash in bank is posted to the main fund's Cash in Bank account as indicated in the bank definition.
- 2 The credit entry to increase revenue is posted to the Revenue account as specified by the user at Cash Receipts entry.
- 3 This results in an out-of-balance situation in both funds. The system will then automatically balance each fund. Through adjustments to the Interfund accounts, the system will credit the main fund's Interfund account and debit the appropriate fund's Interfund account.
- 4 When a revenue is recorded from the main fund with the bank account (the General Fund, in this example), no Interfund adjustments are necessary.

### Example:

	<b>General Fund Cash in Bank</b> <b>001.00.000.00.1110</b>	<b>Revenue</b> <b>410.00.000.00.4100</b>
<b>Step 1</b>  Cash Receipts Entry (Increase in Cash)	a. 1,500	b. 1,500

- a The debit entry to record an increase in cash is posted to the General Fund's Cash in Bank account as indicated in the bank definition.
- b The credit entry to record an increase in revenue is posted to the user-specified Revenue account in the appropriate fund.

This results in an out-of-balance situation in both funds. The system will then automatically balance each fund by making the following entries.

	<b>Capital Outlay Interfund</b> <b>410.00.000.00.1130</b>	<b>General Fund Interfund</b> <b>001.00.000.00.1130</b>
<b>Step 2</b>  Fund Balancing	c. 1,500	d. 1,500

- c The appropriate fund's Interfund account has been increased.
- d The General Fund's Interfund account has been increased.





# Annual and Non-annual Files

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This appendix provides a list of the annual and non-annual files used by the CIMS III Financial Management System.

An annual file contains information for only one year. For example, you would have a separate general ledger (file PGNL601) for each fiscal year.

A non-annual file is a file that does not change for each year.

## Annual Files

The following is a list of the annual files used by each of the CIMS III financial applications.

<b>File Number</b>	<b>File Name</b>
PACP400	Batch Records
PACP4011	Invoice Headers for Separate Checks
PACP401H	Invoice Headers
PACP401L	Invoice Batch Lines
PACP401P	Invoice Batch Purchase Order Lines Used
PACP4411	Posted Invoice Headers for Separate Checks
PACP441H	Posted Invoice Header
PACP441L	Posted Invoice Lines
PACP441W	Invoice Header by Check Date
PACP520W	Unpaid Invoices by Vendor Name Work File
PACP830	1099 Tape Work File
PCDS100	Bank Account Definitions
PCDS100K	Bank Information Keywords
PCDS101	Check Writer Options File
PCDS401H	Manual Check Header
PCDS401L	Manual Check Lines
PCDS421H	Voided Check Header
PCDS421L	Voided Check Lines
PGNL103	Accounts Cross Reference File
PGNL103W	G/L Accounts Cross Reference Work File
PGNL110	User Account Restriction/Authorization
PGNL110L	User Account Restriction/Authorization Lines
PGNL201	Account Keywords
PGNL202	Account Element Titles
PGNL203	Account Numbers
PGNL401H	Journal Entry Headers
PGNL401L	Journal Entry Lines
PGNL502	Open Transaction Journal
PGNL502M	Changed Journal Audit File
PGNL503	Open Budget Entries Journal
PGNL503M	Changed Budget Journal Audit File

<b>File Number</b>	<b>File Name</b>
PGNL504	Open Encumbrances Entries Journal
PGNL504M	Changed Encumbrance Journal Audit File
PGNL510	Transaction Journal Printer
PGNL510E	Encumbrance Transaction File
PGNL512	Closed Detail Transaction Postings
PGNL513	Closed Detail Budget Postings
PGNL514	Closed Detail Encumbrances Postings
PGNL520W	Journal Entry Listing Work File
PGNL560	Transaction Activity Report Format
PGNL570	General Financial Report Writer Formats
PGNL571	Report Writer Identifier Groups
PGNL571L	Report Writer Identifier Groups Line
PGNL590	General Ledger Report Writer Formats
PGNL601	General Ledger
PGNL601B	Budget Detail Lines
PGNL601L	Control Account Lines
PGNL602	Closed Summary Transaction Postings
PGNL603	Closed Summary Budget Postings
PGNL604	Closed Summary Encumbrance Postings
PPUR4101	Purchase Order Line Extension File
PPUR410A	Purchase Order Approval Lists File
PPUR410H	Purchase Order Headers
PPUR410L	Purchase Order Lines
PPUR415	Purchase Order Header Audit File
PPUR420H	Purchase Order Requisition Headers
PPUR420L	Purchase Order Requisition Lines
PREC401H	Receiving Log Headers
PREC401L	Receiving Log Lines

## Non-annual Files

File Number	File Name
PACP210	Invoice Batch Edit Options
PBUD100	Budget Development Management Options
PCDS101L	Check Writer Hold/Pay Lines
PCDS220	Bank Tape Information
PCDS230	Check Reconciliation Work File
PCDS615H	Check Image Headers
PCDS615L	Check Image Lines
PCDS620H	Bank Statement Headers
PCDS620L	Bank Statement Lines
PCDS650W	Check Register by Fund Work File
PCDS670	Bank Tape Information
PCDS674	Bank Tape Check Data
PCDS801	Check Reconciliation
PCRS401H	Cash Receipts Header
PCRS401L	Cash Receipts Lines
PFRW301A	User Defined Report Writer Account Elements
PFRW301M	User Defined Report Writer Math Computations
PFRW570H	User Defined Report Writer Headers
PFRW570L	User Defined Report Writer Lines
PFRW570W	User Defined Report Writer Lines Work File
PFRW571H	User Defined Report Writer Group Identifiers
PFRW571L	User Defined Report Writer Group Identifiers Lines
PGLB005	Work File Extract File Member
PGLB500W	Work File for Control Accounts
PGLB522W	Work File for Control Accounts
PGLB600W	Work File for Control Accounts
PGLB622W	Work File for Control Accounts
PGNL100	General Financial Management Options
PGNL100C	Canadian General Options
PGNL100D	General
PGNL101	Account Code Format
PGNL102	Fund Balancing Work File
PGNL204	Workpaper Schedule Titles
PGNL205	Sub-Ledger Definitions

<b>File Number</b>	<b>File Name</b>
PGNL206	Journal Titles
PGNL580	Financial Statement Formats
PGNL611L	Sub-Ledger Account Lines
PGNL612L	Sub-Ledger Account Lines – Budget
PGNL613L	Sub-Ledger Account Lines – Encumbrances
PGNL621	Outstanding Encumbrances as of Now
PMGR501	Application Document Maintenance
PMGR502	Document Usage Log
PPUR101	Purchase Order Default Information
PPUR201	Ship-To Addresses
PPUR202	Purchase Order Messages
PPUR203	Units of Measure Table
PPUR204	Vendor Category Codes
PPUR301	Vendor Records
PPUR301A	Vendor Records Extension
PPUR301C	Vendor Records Categories
PPUR301X	Vendor Maintenance Auxiliary File
PPUR303	Backup Withholding Vendor Maintenance
PPUR303H	Backup Withholding History File
PPUR410W	PO Approval List Work File
PPUR412	PO Approval History File
PPUR585W	PO Approval History Work File
PPUR920W	PO Approval History Purge Work File
PRWCAL	Free Form Report Writer Calculation File
PRWCSB	Free Form Report Writer Calculation Element File
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