

INDIANA UNIVERSITY



FINANCIAL INFORMATION SYSTEM

Chart of Accounts Maintenance Group

Definitions and Document Rules

**Financial Management Support Department
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Section A: Introduction

The Chart of Accounts Maintenance Group

The Chart of Accounts (COA) maintenance documents can be classified into two groups. In one group are documents used to modify specific Chart of Account tables. These documents are Account, Global Account, Sub-Account, Object Code, Sub-Object Code, Organization and Project. The other group is made up of documents used to establish and maintain the use of transaction processing routing. These documents are FIS User, Account Delegate, Global Account Delegate, Review Hierarchy, and Workgroup. Most COA maintenance documents function in the same way, with a document header and two sections in the body labeled "Current" and "New." Only the global change documents have a different format.

Document Header

The document header appears at the top of the screen (top left for global documents) and is identified by the document type (below, for example, is the document header for the "Account Maintenance" screen). The document header provides information which allows the user to track and retrieve the document (for reviewing and approving purposes). Some of the information is automatically provided by the system (the document number, initiator ID, date and status). Other information is provided by the user (Organization reference and description).

Account	
Document #: 01-CH5174496	Org Reference: <input type="text"/>
Initiator: ELLIOTW	Status: ?
Created: 01/10/1996	Description: <input type="text"/>

"Current" and "New" Zones

The information in the "Current" and "New" zones varies from document to document (the example below is from the "Account Maintenance" screen). The "Current" zone is used to retrieve and display the current information of the table being modified. The "New" zone is used to enter changes to an existing record or to add entirely new records. All screens except the global change documents have "Current" and "New" zones.

Current	Copy	New
Chart: <input type="text"/>	<input type="button" value="v"/>	Chart: <input type="text"/>
Account: <input type="text"/>	<input type="button" value="v"/>	Account: <input type="text"/>
Acct Name: <input type="text"/>	<input type="button" value="v"/>	Acct Name: <input type="text"/>
Org Code: <input type="text"/>	<input type="button" value="v"/>	Org Code: <input type="text"/>
Campus Cd: <input type="text"/>	<input type="button" value="v"/>	Campus Cd: <input type="text"/>
Effect Dt: <input type="text"/>	<input type="button" value="v"/>	Effect Dt: 01/10/1996
Expired Dt: <input type="text"/>	<input type="button" value="v"/>	Expired Dt: <input type="text"/>
Zip: <input type="text"/>	<input type="button" value="v"/>	Zip: <input type="text"/>
City: <input type="text"/>	<input type="button" value="v"/>	City: <input type="text"/>
State: <input type="text"/>	<input type="button" value="v"/>	State: IN
Address: <input type="text"/>	<input type="button" value="v"/>	Address: <input type="text"/>


 The buttons between the "Current" and "New" Sections are used to copy information from an individual field in the "Current" section to the corresponding field in the "New" section.

Chart of Account Maintenance Document Buttons

Several buttons appear to the right of the screen in the Chart of Accounts Maintenance Group documents. Each button performs a specific function that can also be accomplished through the use of the menu bar. However, the buttons provide a short-cut for the user.



The OK button saves the document and begins the routing process.



The Cancel button closes the document without taking any action. If any fields have been changed, you will be asked if you wish to save the changes. If you do save changes, this places the unrouted document into your inbox. If you do not save changes, this document will be eliminated.



The Route button displays the routing/approval log. This log has a record of all people who have seen/approved/reviewed the document, and all of those who are still to see/review/approve the document. If a document is in the process of being routed, only those reviewers/approvers up to the next level of the review hierarchy will be displayed.



The Notes button indicates whether any notes are attached to the document. If a note has been attached, this button will be red. If there are no notes, it will appear gray. If the button is selected, it will display either the notes index (if there are notes), or will display the Notes Create window so a note can be added to the document.



The More button is used to display further screens which are connected to the document. This only appears on the Account/Main screen. Since the account table is so large, it is necessary to split it up into various additional screens which can be accessed from the main screen.



The Search button allows you to perform searches on the document using a variety of criteria.



The Copy (Copy All) button allows you to copy all information from the “Current” to the “New” zones of the document.



The Accounts button accesses the “Global Account Select” screen from which you can locate a population of accounts by entering a variety of criteria. This button appears only on the Global Account Change and Global Account Delegate documents.



The Save Model button allows the user to save groupings of delegates for a population of accounts. This model group of delegates is stored in a reference table for future retrieval in cases where the same grouping of delegates is needed for a selection of accounts. This button only appears on the Global Account Delegate document.



The Find Model button allows the user to retrieve a model group of delegates from a reference table. This button only appears on the Global Account Delegate document.

Section B: Document Field

Requirements

The following pages define the Chart of Accounts Maintenance Group documents and describe the rules for their use.

ACCOUNT MAINTENANCE

The "Account Maintenance" screen is used to create new accounts and to modify existing accounts. The document is made up of multiple screens. The Account Maintenance screen is the first screen that appears when you select the Account Maintenance document and it contains the most important information on an account. All transactions will automatically be routed to the appropriate account manager or delegate, the chart manager, and the university chart manager for approval.

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

Field Name	Title & Description	Other information
Chart	Financial COA Code This code identifies the chart of accounts for an account. It is part of the primary key. (For more information see the "Chart of Accounts" screen in the Transaction Processing Reference Table Maintenance Group.)	This field is automatically updated when a valid account is entered in the account field. If a new account is being created this field code needs to be entered manually. Required.
Account	Account Number Identifier for a pool of funds assigned to a specific university entity, for a specific function.	Seven alphanumeric characters are accepted. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account number. Required.
Acct Name	Account Name The familiar title of a specific account.	Up to forty alphanumeric characters are accepted. Double-click on field for expansion. Required.
Org Code	Organization Code This attribute contains the code used to represent an organization.	Up to four alphanumeric characters are accepted. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that organization code. Required.
Campus Cd	Account Campus Code This represents the PHYSICAL campus of Indiana University on which this account is located.	Two characters are accepted. Double-click on this field for look-up screen and valid values. Required.
Effect Dt	Account Effective Date The date on which this account became effective.	Date should be entered in the format MM/DD/YY. The system provides the inception date by default, but it can be changed manually. NOTE: this date should not be changed when performing edits. Required.

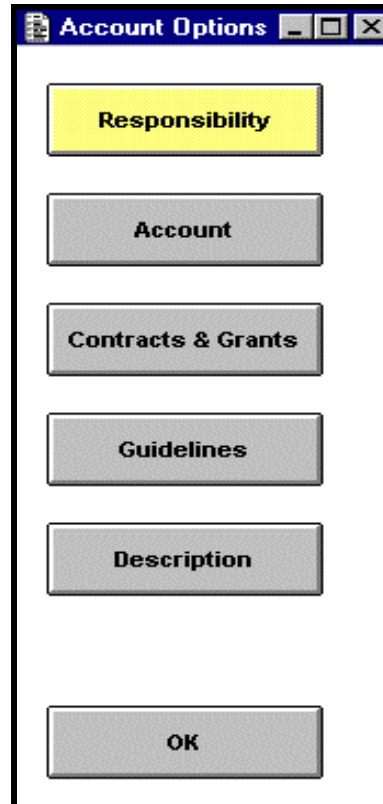
Field Name	Title & Description	Other information
Expired Dt	Account Expiration Date This is the date on which the account expires and will no longer accept transactions.	Date should be entered in the format MM/DD/YY. When an expiration date is entered a continuation account number is required in the "Account Responsibility" screen. NOTE: For non-Contract and Grant accounts, this date must be the current date or a future date. Optional.
Zip	Account Zip Code Zip code assigned by the US Postal Service for the city in which the account is managed.	Five plus four zip code may be entered. Double-click on empty field for look-up screen. Double-click on filled-in field for information about that zip code. Required.
City	Account City Name The city in which the account is managed. This is the location where standard financial reports will be mailed.	Up to forty alphanumeric characters are accepted. Automatically filled-in when zip code is brought in from the look-up screen. Double-click for field expansion. Required.
State	Account State Name A two character code that indicates the state in which the account is managed.	Automatically filled-in when zip code is brought in from the look-up screen. Double-click on field for look-up screen and valid values. Required.
Address	Account Street Address Street Address where the account is managed. It is also the location to which standard financial reports are to be sent.	Up to thirty alphanumeric characters are accepted. Double-click for field expansion. Required.

The “More” Button



The Account Maintenance screen is unlike any of the other COA Maintenance screens in that it has a “More” button to the right of the screen. The “More” button accesses additional screens which are connected to the Account Maintenance screen and can be used to modify specific COA tables.

Clicking on the “More” button accesses the “Account Options” dialog window, which allows the user the opportunity to access the following option screens:



The “Account Options” screens are discussed in detail on the following pages.

ACCOUNT/RESPONSIBILITY

The "Account/Responsibility" screen identifies individuals who are responsible in some way for the activity in the account. The screen also identifies additional accounts that can be used to perform transaction processing in conjunction with this account. Examples include automatic generation of transfer of funds in order to balance responsibility centers as well as identification of an account number that should be used in place of this account in the event the account expires and transactions are processed after the expiration date. This screen also identifies whether sufficient funds checking will take place on this account, and if so, what the calculation should be comprised of.

Account Responsibility

Chart: Account:

Current	Copy	New
Acct Mgr:	=>	Acct Mgr: <input type="text"/>
Acct Sprv:	=>	Acct Sprv: <input type="text"/>
Acct Rvwr:	=>	Acct Rvwr: <input type="text"/>
Cont COA:	=>	Cont COA: <input type="text"/>
Cont Acct#:	=>	Cont Acct#: <input type="text"/>
Income COA:	=>	Income COA: <input type="text"/>
Inc Acct#:	=>	Inc Acct#: <input type="text"/>
Budget Cd:	=>	Budget Cd: <input type="text" value="N"/>
Suff Code:	=>	Suff Code: <input type="text" value="N"/>
Pend Sf Cd:	=>	Pend Sf Cd: <input type="text" value="N"/>
Ext Enc Sf:	=>	Ext Enc Sf: <input type="text" value="N"/>
Int Enc Sf:	=>	Int Enc Sf: <input type="text" value="N"/>
Pre Enc Sf:	=>	Pre Enc Sf: <input type="text" value="N"/>
Control Cd:	=>	Control Cd: <input type="text" value="N"/>

OK
CANCEL

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

Field Name	Title & Description	Other information
Acct Mgr	Account Manager Name The user ID of the account manager. Only exempt employees may be designated an account manager. See IU Financial Policies I-10 for the role of the account manager.	After a valid User ID has been typed in, a dialog window will appear providing the full name and organization of the Account Manager. If the User ID is unknown, double-click on the blank field for look-up screen. Required.
Acct Sprv	Account Supervisor Name The user ID of the account supervisor. Only exempt employees may be designated an account supervisor. See IU Financial Policies I-10 for the role of the account supervisor.	After a valid User ID has been typed in, a dialog window will appear providing the full name and organization of the Account Supervisor. If the User ID is unknown, double-click on the blank field for look-up screen. Required.
Acct Rvwr	Account Reviewer Name The user ID of the account reviewer. The account reviewer is an individual who is interested in the activity of an account on an ongoing basis but who is not responsible for the fiscal activity of the account.	After a valid User ID has been typed in, a dialog window will appear providing the full name and organization of the Account Reviewer. If the User ID is unknown, double-click on the blank field for look-up screen. Optional.
Cont COA	Continuation Financial COA Code This code identifies the chart of accounts for the continuation account.	Two characters are accepted. Automatically updated when the Cont Acct# field is filled-in. Display only.
Cont Acct	Continuation Account Number Identifies the account that will accept transactions which are being processed in this account after the account expiration date.	Seven alphanumeric characters are accepted. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account number. Required only if expiration date has been provided in the Account Maintenance main screen.
Income COA	Income Stream Account COA Code The COA code of the account that has been designated by this account to receive any offsetting entries in order to balance responsibility center activity.	Two characters are accepted. Automatically updated when the Inc Acct# field is filled-in. Display only.

Field Name	Title & Description	Other information
Inc Acct	Income Stream Account Number The account that has been designated by this account to receive any offsetting entries in order to balance responsibility center activity.	Seven alphanumeric characters are accepted. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account number. NOTE: This number is required only for General Fund accounts and Contract and Grant accounts.
Budget Cd	Budget Recording Level Code An indicator to show if this account is recording its budget by account "A," consolidation "C," object code "O," level "L," sub account "S," mixed "M," or no budget "N."	One character is allowed. Double-click on field for look-up screen and valid values. The default value for Current Funds is "O." All other fund groups default to "N." Required.
Suff Code	Account Sufficient Funds Code An indicator to show at what level this account is going to be checked for sufficient funds in the transaction processing environment. The choices are account "A," consolidation "C," object code "O," cash "H," level "L," or no checking "N."	One character is allowed. Double-click on field for look-up screen and valid values. Value is "No" by default. Required.
Pend Sf Cd	Pending Account Sufficient Funds Code A "Y" or "N" flag to indicate if this account is going to include pending transactions in its calculation of sufficient funds.	One character is allowed (Y/N). Double-click on field for look-up screen and valid values. Value is "No" by default. Required.
Ext Enc Sf	External Financial Encumbrance Sufficient Funds Code A "Y" or "N" flag to indicate if this account is going to include external encumbrances in its calculation of sufficient funds.	One character is allowed (Y/N). Double-click on field for look-up screen and valid values. Value is "No" by default. Required.
Int Enc Sf	Internal Financial Encumbrance Sufficient Funds Code A "Y" or "N" flag to indicate if this account is going to include internal encumbrances in its calculation of sufficient funds.	One character is allowed ("Y/N"). Double-click on field for look-up screen and valid values. Value is "No" by default. Required.

Field Name	Title & Description	Other information
Pre Enc Sf	Financial Pre-encumbrance Sufficient Funds Code A "Y" or "N" flag to indicate if this account is going to include pre-encumbrances in its calculation of sufficient funds.	One character allowed (Y/N). Double-click on field for look-up screen and valid values. Value is "No" by default. Required.
Control Cd	Financial Object Presence Control Code A "Y" or "N" flag which indicates if this account will use presence control. PRESENCE CONTROL IS SUFFICIENT FUNDS CHECKING BY OBJECT CODE.	One character is allowed (Y/N). Double-click on field for look-up screen and valid values. Value is "No" by default. Required.

ACCOUNT/ACCOUNT

The “Account/Account” screen identifies the type of account that the transaction represents. This identification indicates what types of revenues and expenditures will be expected to occur in the account. This identification includes an account type, the sub fund group, the fringe benefits code, the higher education code, and the restricted status of the account. All of these attributes will drive mandatory compliance reporting and therefore the accuracy of the information is of great importance.

The screenshot shows a window titled "Account" with a blue title bar. At the top, there are two input fields: "Chart:" and "Account:". Below these, the window is divided into three main sections. On the left is a box labeled "Current" containing the following fields: Type Cd:, Sub Fnd Grp:, Fr Bnft Cd:, Fr COA Cd:, Fr Acct Nbr:, High ED Cd:, Rstrc Cd:, Rstrc Date:, End COA Cd:, and Endw Acct#. In the center is a vertical column of ten buttons, each with a right-pointing arrow, labeled "Copy". On the right is a box labeled "New" containing the following fields: Type Cd: (with a yellow highlight), Sub Fnd Grp:, Fr Bnft Cd: (with a 'Y' entered), Fr COA Cd:, Fr Acct Nbr:, High Ed Cd:, Rstrc Cd:, Rstrc Date:, End/UW COA:, and End/UW Acct:. To the right of the "New" box are two buttons: "OK" (with a green checkmark) and "CANCEL" (with a red X).

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

Field Name	Title & Description	Other information
Type Cd	Account Type Code This attribute is used to describe types of accounts, such as transfers or assets.	Two characters are allowed. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that account type. Optional.
Sub Fnd Grp	Sub Fund Group Code An attribute which identifies accounts to a "fund". Examples of sub fund groups are continuing education accounts, scholarships and fellowships, general funds.	Six characters are allowed. Double-click on field for look-up screen and valid values. Required.
Fr Bnft Cd	Account Fringe Benefit Code A "Y" or "N" flag to indicate whether this account has fringe benefit expenditure activity occur in it.	One character allowed (Y/N). Double-click on field for look-up screen and valid values. Required.
Fr COA Cd	Fringe Financial COA Code This is a code which identifies the chart of accounts for the fringe benefit account.	Two characters are allowed. Automatically updated when fringe benefit account number is filled in. Display only.
Fr Acct Nbr	Fringe Benefit Account Number This number identifies the account that will accept fringe benefit charges if this account will not.	Seven alphanumeric characters are accepted. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about the account number. Required only if fringe benefit code is "N." This account must accept fringe benefit charges.
High ED Cd	Financial Higher Ed Function Code Higher education codes which establish functionality of expenditures.	Four characters are allowed. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that higher education function code. Required.

Field Name	Title & Description	Other information
Rstrc Cd	Account Restricted Status Code Indicates whether funds in the account are temporarily restricted "T", unrestricted "U", or restricted "R".	One character is allowed. Double-click on field for look-up screen and valid values. If a value of "T" (temporarily restricted) is entered, the Restricted Date field will have to be filled-in. Value is "U" by default. Value is system generated when sub fund code is entered. Required.
Rstrc Date	Account Restricted Status Date If the Account Restricted Status code is "T", this date signifies when the funds are targeted to become unrestricted.	Date should be in the format MM/DD/YY. It is only required when the value of the Rstrc Cd field is "T".
End/UW COA	Endowment/Underwrite Income Account COA Code This code identifies the COA for the account designated to receive income generated from an endowment or an underwrite (for Contract & Grant accounts).	Automatically updated when Endowment /Underwrite Acct# field is filled-in. Display only.
End/UW Acct	Endowment/Underwrite Income Account Number An account designated to receive income generated from an endowment or an underwrite (for Contract & Grant accounts).	Seven alphanumeric characters are accepted. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account number. Optional.

ACCOUNT/CONTRACTS & GRANTS

The “Contracts and Grants” document screen contains information that is specific only to Contracts and Grants accounts. All of this information will be completed by Contracts and Grants Administration prior to routing to the account manager for approval.

FIS Transaction Processing - [Contracts & Grants]

File Edit Workflow Inquiries Options Actions Help

Chart: Account:

Current

Ctrl COA:
Ctrl Acct#:
ICR Typ CD:
Series ID:
ICR COA:
ICR Acct#:
CFDA CD:

Copy

=>
=>
=>
=>
=>
=>

New

Ctrl COA:
Ctrl Acct#:
ICR Typ CD:
Series ID:
ICR COA:
ICR Acct#:
CFDA CD:

OK

CANCEL

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

Field Name	Title & Description	Other information
Ctrl COA	Contract Control Financial COA Code The chart of accounts that the contract control account number belongs to.	Automatically updated when Ctrl Acct# field is filled-in. Display only.
Ctrl Acct	Contract Control Account Number The primary spending authority account for a contract that has been assigned multiple accounts in the system. This is the one account that most of the reporting will be done out of and it represents more fully than any of the others the full functionality of the project and its corresponding expenditures and revenues.	Seven alphanumeric characters accepted. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account number. Optional.
ICR Typ CD	Account Indirect Cost Recovery Type Code A code to identify a particular indirect cost recovery type. A type identifies a certain set of object codes that are excluded from indirect cost charges.	Two characters are allowed. Double-click on field for look-up screen and valid values. Required for C&G accounts only.
Series ID	Financial Series Identifier A unique identifier that indicates which record of the Automated Indirect Cost Recovery table will be used to determine indirect cost percentage and income account(s).	Three characters are allowed. Double-click on field for look-up screen and valid values. Required for C&G accounts only.
ICR COA	Indirect Cost Recovery Financial COA Code The chart of accounts (used with the indirect cost recovery account number) that is receiving the indirect cost charged.	Automatically updated when ICR Acct# field is filled-in. Display only.
ICR Acct	Indirect Cost Recovery Account Number The account that is receiving the indirect cost charged.	Seven alphanumeric characters accepted. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account number. Required for C&G accounts only.

<u>Field Name</u>	<u>Title & Description</u>	<u>Other information</u>
CFDA CD	Code of Federal Domestic Assistance Number Number used on awards for contract and grant accounts to identify them for the A-133 audit.	Six characters are allowed. Optional.

Field Name	Title & Description	Other information
Exp Text	<p>Expenditure Text This is a free form text field which is required to be filled in when a new account is created. The text should describe what types of expenditures will take place in the account, and explicitly state those expenditures that will be unallowable in the account.</p>	<p>Up to four hundred characters are allowed. Double-click on field for expansion. Required.</p>
Inc Text	<p>Income Text This is a free form text field which is required to be filled in when a new account is created. The text should describe what types of income will take place in the account, what is the source of the funds, and explicitly state those revenues that will be unallowable in the account.</p>	<p>Up to four hundred characters are allowed. Double-click on field for expansion. Required.</p>
Purp Txt	<p>Purpose Text This is a free form text field which is required to be filled in when a new account is created. The text should describe what the overall purpose of the account is - what function it is supporting.</p>	<p>Up to four hundred characters allowed. Double-click on field for expansion. Required.</p>

ACCOUNT/DESCRIPTION MAINTENANCE

The "Account/Description" screen carries fields that may be used by the units that an account is related to. None of the fields are required to be filled in, and they all are free form text fields that basically give an organization the ability to write information about an account that will be retained in the chart of accounts and can be accessed at a later time. The names of the fields identify what organization should be filling in that field. Therefore, Campus Description is a free form text field that is available to the campus to write anything they would want to about the account in this field.

The screenshot shows a window titled "Account Description Maintenance". At the top, there is a large text area with labels "Chart:" and "Account:". Below this, there are two columns of fields. The left column is labeled "Current" and contains fields for "Chart:", "Account:", "Cmps Desc:", "Org Desc:", and "RC Desc:". The right column is labeled "New" and contains fields for "Chart:", "Account:", "Cmps Desc:", "Org Desc:", and "RC Desc:". The "Cmps Desc:" field in the "New" column is highlighted in yellow. Between the two columns are three arrow buttons pointing right. On the right side of the window, there are "OK" and "CANCEL" buttons.

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

Field Name	Title & Description	Other information
Cmps Desc	<p>Campus Description This is a free form text field available to campus administration should they wish to maintain information about this account.</p>	<p>Up to forty characters are allowed. Double-click on field for expansion. Optional.</p>
Org Desc	<p>Organization Description This is a free form text field available to the organization this account belong to should they wish to maintain information about this account.</p>	<p>Up to forty characters are allowed. Double-click on field for expansion. Optional.</p>
RC Desc	<p>Responsibility Center Description This is a free form text field available to the responsibility center this account belong to should they wish to maintain information about this account.</p>	<p>Up to forty characters are allowed. Double-click on field for expansion. Optional.</p>

GLOBAL ACCOUNT CHANGE

The “Global Account Change” document allows the initiator to make changes to several accounts by creating one document. The “Global Account” document has three zones: the “Document Header” zone, which displays the system and departmental information found on most TP documents; the “Selected Accounts” zone, which displays all the accounts which will be updated by the changes specified; and the “New Values” zone, which displays the fields that can be updated or changed. The entries in the “New Values” fields will replace the corresponding values currently residing in all the accounts selected.

The Global Account document will route through the organizational hierarchy based on the organization of the initiator. Upon clearing all organizational approvals the document will then route for approval to the corresponding Chart Manager. Upon final approval the document status will be changed to “AA”. This is a new document status which indicates that the document has been through the routing hierarchy for approval but has not yet been through the nightly cycle to update the account table.

The document will route FYI to all corresponding account managers the day after the final approval has occurred. The document status will be changed to “A” after the changes have been updated through the nightly cycle.

FIS Transaction Processing - [Global Account Change Document]

File Edit Workflow Inquiries Options Actions Help

Global Account Document
Doc #: 01-FD5142796
Status: ?
Initiator: ELLIOTW
Created: 12/12/1995
Desc: [Yellow Highlighted]

Selected Accts

New-Values
Manager: _____
Supervisor: _____
Reviewer: _____
Org Cd: _____
Sub Fund Grp: _____
Acct City Nm: _____
Acct State: _____
Acct St Addr: _____
Acct Zip Cd: _____
Acct Exp Dt: _____
Cont CoA: _____
Cont Account: _____
Inc Str CoA: _____
Inc Str Acct: _____
C&G CFDA #: _____
High Ed Cd: _____

OK
CANCEL
ROUTE
ACCTS
NOTES

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

Field Name	Title & Description	Other information
Desc	Description This field requires the initiator to briefly outline the reason for the changes to be made in a population of accounts.	Up to forty characters. Required.
Selected Accts	Selected Accounts This field will display the accounts selected as a result of performing a search through the "Global Account Select" screen. A search is initiated by clicking on the "ACCTS" button at the right of the "Global Account" document.	Multiple lines, each corresponding to a selected account, will be system retrieved upon completion of a "Global Account Select" search. Display only.
Manager	Account Manager Name The user ID of the account manager. See IU Financial Policies I-10 for the role of the account manager.	User ID cannot be directly typed in. Double-click on field for look-up screen.
Supervisor	Account Supervisor Name The user ID of the account supervisor. See IU Financial Policies I-10 for the role of the account supervisor.	User ID cannot be directly typed in. Double-click on field for look-up screen.
Reviewer	Account Reviewer Name The user ID of the account reviewer. The account reviewer is an individual who is interested in the activity of an account on an ongoing basis but who is not responsible for the fiscal activity of the account.	User ID cannot be directly typed in. Double-click on field for look-up screen.
Org Cd	Organization Code This attribute contains the code used to represent an organization.	Up to four alphanumeric characters are accepted. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that organization code.
Sub Fund Grp	Sub Fund Group Code An attribute which identifies accounts to a "fund". Examples of sub fund groups are continuing education accounts, scholarships and fellowships, general funds.	Six characters are allowed. Double-click on field for look-up screen and valid values.

Field Name	Title & Description	Other information
Acct City Nm	Account City Name The city in which the account is managed. This is the location where standard financial reports will be mailed.	Up to forty alphanumeric characters are accepted. Automatically filled-in when zip code is brought in from the look-up screen. Double-click for field expansion.
Acct State	Account State Name A two character code that indicates the state in which the account is managed.	Automatically filled-in when zip code is brought in from the look-up screen. Double-click on field for look-up screen and valid values.
Acct St Addr	Account Street Address Street Address where the account is managed. It is also the location to which standard financial reports are to be sent.	Up to thirty alphanumeric characters are accepted. Double-click for field expansion.
Acct Zip Cd	Account Zip Code Zip code assigned by the US Postal Service for the city in which the account is managed.	Five plus four zip code may be entered. Double-click on empty field for look-up screen. Double-click on filled-in field for information about that zip code.
Acct Exp Dt	Account Expiration Date This is the date on which the account expires and will no longer accept transactions.	Date should be entered in the format MM/DD/YY. When an expiration date is entered a continuation account number is required in the "Cont Account" field.
Cont COA	Continuation Financial COA Code The two character code which identifies the chart of accounts for the continuation account.	Automatically updated when Cont Acct# is filled-in. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that chart of account code. Display only.
Cont Acct	Continuation Account Number Identifies the account that will accept transactions which are being processed in this account after the account expiration date.	Seven alphanumeric characters are accepted. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account number. Required only if expiration date has been entered.

Field Name	Title & Description	Other information
Inc Str COA	Income Stream Account COA Code The COA code of the account that has been designated by this account to receive any offsetting entries in order to balance responsibility center activity.	Automatically updated when Inc Acct# is filled-in. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that chart of account code. Display only.
Inc Str Acct	Income Stream Account Number The account that has been designated by this account to receive any offsetting entries in order to balance responsibility center activity.	Seven alphanumeric characters are accepted. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account number.
C&G CFDA #	Code of Federal Domestic Assistance Number Number used on awards for contract and grant accounts to identify them for the A-133 audit.	Six characters are allowed.
High ED Cd	Financial Higher Ed Function Code Higher education codes which establish functionality of expenditures.	Four characters are allowed. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that higher education function code.

OBJECT CODE MAINTENANCE

The "Object Code" screen will be used by individuals when they are creating a new object code or modifying information about an existing object code. Object codes represent all income, expense, asset, liability and fund balance classifications that are assigned to transactions and help identify what type of transaction is taking place. Examples are travel expenditures, student fee income, accounts receivable, and invoices payable. Many of the attributes of an object code will automatically be filled in based on the object code that it reports to at the next higher level chart. This happens because these attributes have to be the same in order to maintain the integrity of the data. Routing of this document is required. All object code transactions will automatically be routed to the appropriate chart manager for approval.

Object Code Maintenance

Object Code

Document #: 01-GM5177296 Org Reference: [Yellow Box]

Initiator: ELLIOTW Status: ?

Created: 01/11/1996 Description: [Empty Field]

Current	Copy	New
Fiscal Yr:	[Arrow]	Fiscal Yr: [Empty]
Chart:	[Arrow]	Chart: [Empty]
Object Cd:	[Arrow]	Object CD: [Empty]
Name:	[Arrow]	Name: [Empty]
Short Name:	[Arrow]	Short Name: [Empty]
Rp COA/Obj:	[Arrow]	Rp COA/Obj: [Empty]
CH Level:	[Arrow]	CH Level: [Empty]
Type:	[Arrow]	Type: [Empty]
Sub Type:	[Arrow]	Sub Type: [Empty]
Hist Objt:	[Arrow]	Hist Objt: [Empty]
Budg Aggr:	[Arrow]	Budg Aggr: [Empty]
Active?	[Arrow]	Active? <input type="checkbox"/>
Fed Fund:	[Arrow]	Fed Fund: [Empty]
Mand Trfr:	[Arrow]	Mand Trfr: N
Nxt Yr Obj:	[Arrow]	Nxt Yr Obj: [Empty]

Toolbar: OK, CANCEL, ROUTE, NOTES, [Magnifying Glass], COPY

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

Field Name	Title & Description	Other information
Fiscal Yr	Fiscal Year This identifies the fiscal year of this object code. The FIS is set up so that the object code table is by fiscal year - therefore each year can have a different set of object codes.	Four numeric characters are allowed. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for system information about that fiscal year. Required.
Chart	Financial COA Code This is a two character code which identifies the chart of accounts for an account. It is part of the primary key.	Two characters are allowed. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that chart of account code. Required.
Object Cd	Financial Object Code The specific classification identifier used in a particular financial transaction.	Four characters are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that object code. Required.
Name	Financial Object Code Name The familiar title of an object code category.	Forty characters are allowed. Double-click on field for expansion. Required.
Short Name	Financial Object Code Short Name A shortened version of the object code name for use on standard reports that have limited space available for printing.	Twelve characters are allowed. No additional functions have been assigned to this field. Required.
Rp COA	Reports To Financial COA This two character code identifies the chart of accounts to which this object code will report.	The Rp COA is automatically assigned based upon the chart code entered in the Chart field above. Display only.
Rp Obj	Reports To Object Code This identifies the object code (by chart of accounts) in the chart higher than the current chart that this object code reports to. Example: the object code of book sales in the Bloomington auxiliary chart reports to the object code of sales and services in the Bloomington campus chart.	Four characters are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that object code. Required.

Field Name	Title & Description	Other information
CH Level	Financial Object Level Code A summary code for a given range of detailed object codes classifications.	Four characters are allowed. Automatically updated when Rp COA/Obj field is entered. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that level. Required.
Type	Financial Object Type Code The specific code used to identify an object code as an asset, liability, income not cash, cash no income, cash receipt, expenditure/ expense, expense not expenditure, expenditure not expense, or fund balance.	Two characters are allowed. Automatically updated when Rp COA/Obj field is entered. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that object type. Required.
Sub Type	Financial Object Sub Type Code The specific code that has been assigned to object codes which assists in the system monitoring and special routing and approval that will occur. Examples of these codes are hospitality, trustee travel, benefits, transfer of funds.	Two characters are allowed. Automatically updated when Rp COA/Obj field is entered. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that object sub-type. Required.
Hist Objt	Historical Financial Object Code This provides for the reference of a different code previously used for this purpose, and can be used for historical reporting.	Four characters are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that income/expense class code. Optional.
Budg Aggr	Financial Object Budget Aggregation Code This code indicates whether the object code on the budget side can be used for budgeting at the object code level "O," the consolidation level "C," or the level "L" itself.	One character is allowed. Double-click on field for look-up screen and valid values. For "Current Funds" the default value is "O." Required.
Active	Financial Object Active Code This is a "Y" or "N" field which shows if the object code is currently available to use or not.	"Yes" or "No" check box. Click on the box to change the value. Does not have a default value. Required.

Field Name	Title & Description	Other information
Fed Fund	Financial Federal Funded Code This is an indicator to show whether this is an object code for capital equipment. Designated funding and ownership may be "N" for non-federally funded, university owned, "O" for federally funded, university owned, or "F" for federally funded, federally owned.	One character is allowed. Double-click on field for look-up screen and valid values. Required.
Mand/Trfr	Financial Object Mandatory Transfers/Eliminations Code This code is "M" for mandatory transfer, "E" for regular transfer of funds, or "N" for neither.	One character is allowed. Double-click on field for look-up screen and valid values. The default value is "N." Required.
Nxt Yr Obj	Next Year Object Code This attribute allows the referencing of a subsequent year code in a previous chart year.	Four characters are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information. Optional.

ACCOUNT DELEGATE MAINTENANCE

The "Account Delegate" screen is used to set up and modify information about an account delegate for the account. The account delegate is an individual who the account manager has determined may approve transactions on behalf of the account manager. The process allows for one or more individuals to be account delegates for one account, and allows account managers to identify delegates by document type or by dollar amount. Thus, an account manager could set up a delegate to approve a document type up to \$10,000, another delegate for the same document type for transactions in the range of \$10,000 to \$20,000, and for transactions over \$20,000 to be approved by yet another individual. Delegates may be primary or non-primary.

To add a delegate, the "Account Delegate" screen should be completed. Once a delegate has been established the status can be changed to non-active by changing the "Active" status to "No." This provides for flexibility in switching people from active to non-active for vacations, leave of absences, and extended illnesses, as well as inactivating people who are no longer employed at IU.

NOTE: Employees who transfer from one organization to another need to be inactivated as account delegates for those accounts for which they should no longer be delegates. If a previous primary delegate has been established for this account, he/she must be inactivated before a new primary delegate can be established.

The required routing for this document is the account manager, however additional review or approval hierarchies may be established by each organization.

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

Field Name	Title & Description	Other information
Chart	Financial COA Code This is a two character code which identifies the chart of accounts for an account. It is part of the primary key.	Automatically updated when the Account field is filled in. Required.
Account	Account Number The identifier for a pool of funds assigned to a specific university division.	Seven alphanumeric characters accepted. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account number. Required.
Doc Type	Financial Document Type Identifies the types of documents that the delegate will have authority to transact. Examples: "IB" for Internal Billing, "TF" for Transfer of Funds, "CR" for Cash Receipts Voucher.	Four characters (maximum) are allowed. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that document type. Required.
Delegate	Account Delegate Universal Identifier The unique identifier for the account delegate for this account.	Eight characters are allowed. Double-click on field for look-up screen. Required.
Primary Rt	Account Delegate Primary Routing Code This is a "Y" or "N" flag that indicates whether the delegate is the primary routing individual for the account. Primary routing means the individual will receive the transaction for approval instead of the account manager. Non-primary routing means the individual may access the account manager's (or primary delegate's) inbox to approve or review transactions. Only one active primary delegate is allowed for each document type. However, there may be several active non-primary delegates for a specific document type.	One character allowed (Y/N). Double-click on field for look-up screen of valid values. Does not have a default value. Required.
"From" Amt	Document From Amount "From" means the minimum dollar amount the delegate is able to process this document type against. The combination of the "From Amt" and the "To Amt" provides the range of activity allowable for the delegate on this document type.	Twenty numeric characters are allowed. Optional.

Field Name	Title & Description	Other information
"To" Amt	<p>Document To Amount "To" means the maximum dollar amount the delegate is able to process this document type against. The combination of the "From Amt" and the "To Amt" provides the range of activity allowable for this delegate on this document type.</p>	<p>Twenty numeric characters are allowed. Optional.</p>
Active	<p>Account Delegate Active Code This is a "Y" or "N" code to indicate whether the account delegate authority is currently active. If an individual who was assigned as an account delegate with a "Y" status leaves an organization, the "Y" would be changed to an "N". The person would no longer be allowed to transact business, yet the system would maintain the audit trail that they previously had account delegate authority.</p>	<p>"Yes" or "No" check box. Click on the box to change the value. Does not have a default value. Required.</p>
Start Date	<p>Delegate Start Date This is the date at which the delegate was added to the chart to transact business against this document type.</p>	<p>Date should be in the format MM/DD/YY. The system provides the current date by default, but it can be changed manually. Required.</p>

GLOBAL ACCOUNT DELEGATE CHANGE

The “Global Account Delegate Change” document allows the initiator to modify information about an account delegate for a selection or population of accounts. The “Global Account” document has three zones: the “Document Header” zone, which displays the system and departmental information found on most TP documents; the “Selected Accounts” zone, which displays all the accounts which will be updated by the changes specified; and the lower zone (the bottom half of the screen), which allows the delegate entries to be added, updated or changed. The delegates entered in these fields will update the delegate table for all the accounts selected.

When a global account delegate document is initiated, all existing account delegate entries for the account selected will be inactivated and replaced with the new entries specified on this document. If an existing delegate should remain active, it must be re-included as an entry on this global account delegate document.

Routing

The Global Account Delegate document will route through the organizational hierarchy based on the organization of the initiator. Upon final approval the document status will be changed to “AA”. The document will route FYI to all corresponding account managers the day after the final approval has occurred. The document status will be changed to “A” after the changes have been updated through the nightly cycle.

Delegate	DType	Start Dt	From Amt	To Amt	Pr
----------	-------	----------	----------	--------	----

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

Field Name	Title & Description	Other information
Desc	Description This field requires the initiator to briefly outline the reason for the changes to be made in a population of accounts.	Up to forty characters. Required.
Selected Accounts	Selected Accounts This field will display the accounts selected as a result of performing a search through the "Global Account Select" screen. A search is initiated by clicking on the "ACCTS" button at the right of the "Global Account Delegate" document. Accounts may also be inserted and deleted individually in this zone.	Multiple lines, each corresponding to a selected account, will be system retrieved upon completion of a "Global Account Select" search. Required.
Delegate	Account Delegate Universal Identifier The unique identifier for the account delegate for this account.	Eight characters are allowed. Double-click on field for look-up screen. Required.
DType	Financial Document Type Identifies the types of documents that the delegate will have authority to transact. Examples: "IB" for Internal Billing, "TF" for Transfer of Funds, "CR" for Cash Receipts Voucher.	Four characters (maximum) are allowed. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that document type. Required.
Start Dt	Start Date This is the date on which the delegate changes should take effect. If the start date filed is left blank, the changes will be effective upon document approval.	Date should be in the format MM/DD/YY. Optional.
From Amt	Document From Amount "From" means the minimum dollar amount the delegate is able to process this document type against. The combination of the "From Amt" and the "To Amt" provides the range of activity allowable for the delegate on this document type.	Twenty numeric characters are allowed. The default value is "0". Optional.
To Amt	Document To Amount "To" means the maximum dollar amount the delegate is able to process this document type against. The combination of the "From Amt" and the "To Amt" provides the range of activity allowable for this delegate on this document type.	Twenty numeric characters are allowed. The default value is "0". Optional.

Field Name	Title & Description	Other information
Pr	<p>Account Delegate Primary Routing Code</p> <p>This is a flag that indicates whether the delegate is the primary routing individual for the account. Primary routing means the individual will receive the transaction for approval instead of the account manager. Non-primary routing means the individual may access the account manager's (or primary delegate's) inbox to approve or review transactions. Only one active primary delegate is allowed for each document type. However, there may be several active non-primary delegates for a specific document type.</p>	<p>One character allowed ["Y" (primary) or "N" (non-primary)]. Double-click on field for look-up screen of valid values. Does not have a default value.</p> <p>Required.</p>

ORGANIZATION MAINTENANCE

The "Organization" document screen is used to create new organizations as well as to modify information about an organization once it has been established. An organization can be any level within the university (i.e. a department, responsibility center, campus). The information supplied in this document assists the university in building the fiscal organizational hierarchy. The establishment of a new organization is important for the routing hierarchy in Transaction Processing. All organization documents will be forwarded to the chart manager for approval.

Organization Maintenance

Organization

Document #: 01-CW5177796 Org Reference:

Initiator: ELLIOTW Status: ?

Created: 01/12/1996 Description:

Current

Chart:

Org:

Name:

Manager:

RC:

Ph Campus:

Type:

Dflt Acct:

Zip Code:

Begin Dt:

End Dt:

Rpt Chart: Rpt Org:

Active Cd:

Copy

New

Chart:

Org:

Name:

Manager:

RC:

Ph Campus:

Type:

Dflt Acct:

Zip Code: addr:

Begin Dt: 01/12/1996

End Dt:

Rpt Chart: Rpt Org:

Active Cd:

OK

CANCEL

ROUTE

NOTES

COPY

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

Field Name	Title & Description	Other information
Chart	Financial COA Code This is a two character code which identifies the chart of accounts for an account. It is part of the primary key.	Two characters are allowed. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that chart of account. Required.
Org	Organization Code This attribute contains the code used to represent an organization.	Four characters (maximum) are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that organization. Required.
Name	Organization Name The full name of this organizational unit.	Forty characters are allowed. Double-click on field for expansion. Required.
Manager	Organization Manager Name The name of the person responsible for this organization; specifically for the financial operations of the organization.	Eight characters are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that user name. Required.
RC	Organizational Responsibility Centers Code This is the code of the responsibility center to which this organization reports.	Two characters are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that responsibility center. Required.
Ph Campus	Organization Physical Campus Code The campus code which represents the physical location of this organization.	Two characters are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about the physical location of that organization. Required.
Type	Organization Type Code This is an indicator stating what type of organization this is. The choices are "C" for campus, "R" for responsibility center, "U" for university chart organization, "O" for other organization, and "N" for not official.	One character is allowed. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that organization type. Required.

Field Name	Title & Description	Other information
Dflt Acct	Organization Default Account Number This is the primary account used for any account reference for an organization.	Seven alphanumeric characters are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account. The account used must reside in the same chart of account as the organization that is being entered. Required.
Zip Code	Organization Zip Code The zip code assigned by the US Postal Service which relates to the city in which this organization is located.	Five plus four zip code may be entered. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that zip code. Required.
Addr	Address of Organization This identifies the address where correspondence can be sent on issues identified to the organization.	Click on the addr button for address expansion screen. Thirty characters are allowed in the street field. The city and state are automatically updated when the Zip Code field is filled-in. Required.
Begin Dt	Organization Begin Date The date this organization began operations as the new unit.	Date should be in the format DD/MM/YY. If no date is provided the field is automatically updated with the current date. Required.
End Dt	Organization End Date The date this organization was dissolved.	Date should be in the format DD/MM/YY. Optional.
Rpt Chart	Reports To COA Code This code designates the chart of accounts to which this organization reports.	Two characters are allowed. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that chart of account. Required.
Rpt Org	Reports To Organization Code This four character code designates the organization within the hierarchy to which this organization reports.	Four characters (maximum) are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that organization. Required.

Field Name	Title & Description	Other information
Active Cd	Organization Active Code A "Y" or "N" code to indicate if the organization is currently active or not.	"Yes" or "No" check box. Click on the box to change the value. The value is "No" by default.

PROJECT MAINTENANCE

The "Project Maintenance" document screen is used to assign an identifying code to, or to modify information about, a project. The document allows for the setting up of a project (for example, a one-time, or intermittent departmental event or activity) which spans multiple accounts. Each transaction can then be coded with the project code, in addition to the account number, so that the total costs associated with a project can be calculated. The use of this code allows individuals to run reports using the code and get a listing of all revenues and expenditures that have been assigned to the project. Because the project code is unique across all charts, it can be used across charts, fund groups, and account numbers. There is no required routing for this document, however each organization can establish its own routing hierarchy.

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

Field Name	Title & Description	Other information
Code	Project Code A unique identifier assigned to a project.	Ten characters allowed. Required.
Name	Project Name The title of this project.	Forty characters are allowed. Double-click on field for expansion. Required.
Mgr	Project Manager Name The name of the person who is responsible for managing this project. The person must be a current FIS user.	Eight characters are allowed. Double-click on field for look-up screen. Required.
Chart	Financial COA Code This code identifies the chart of accounts for the responsible organization (see below).	Two characters are allowed. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that chart of account. Required.
Orgn	Organization Code This attribute contains the code used to represent an organization.	Four characters (maximum) are allowed. Double-click on field for look-up screen. Required.
Desc	Project Description A textual description of the parameters of this project, such as its purpose and objectives.	Four hundred characters are allowed. Double-click on field for expansion. Optional.
Active	Project Active Code A "Y" or "N" indicates whether the project is active at this point in time or not.	"Yes" or "No" check box. Click on the box to change value. Default is "Yes".

NOTE: To make an existing project inactive, click on "Search," enter the criteria, select the appropriate project and click on "OK." This brings data into the "Current" zone of the document. Click on the **Copy All** button and uncheck the **Active** box.

SUB-ACCOUNT MAINTENANCE

The "Sub-account" document screen is used to create or modify a sub-account. A sub-account allows an account to be broken down into multiple smaller accounts in order to better track the detailed budget and expenses. Sub-accounts take on most of the attributes of the account that it reports to, including account manager, account supervisor, fund group, and function code. The required routing for this document is to the account manager, however optional routing can be established by each organization.

The screenshot shows a window titled "Sub Account Maintenance" with a blue title bar. The main area is divided into several sections:

- Sub Account**: A form with fields for Document #: 01-PL5177996, Initiator: ELLIOTW, Created: 01/12/1996, Org Reference: (yellow box), Status: ?, and Description: (empty field).
- Current**: A form with fields for Chart, Account, SubAcct, Name, and Active Cd.
- New**: A form with fields for Chart, Account, SubAcct, Name, and Active Cd (with a checkbox).
- Copy**: A vertical column of four arrow buttons pointing right, used to copy data from the Current form to the New form.
- Buttons**: A vertical column of icons on the right side, including OK (green checkmark), CANCEL (red X), ROUTE (yellow arrow), NOTES (blue notepad), a magnifying glass, and a COPY icon (red arrows).

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

<u>Field Name</u>	<u>Title & Description</u>	<u>Other information</u>
Chart	Financial COA Code This is a two character code which identifies the chart of accounts for an account. It is part of the primary key.	This field is automatically updated when a valid account is entered in the account field. Display only.
Account	Account Number The identifier for a pool of funds assigned to a specific university division.	Seven characters are accepted. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account number. A valid (existing) account must be provided. Required.
SubAcct	Sub-account Number The five character identifier for a specific sub account related to an account. It is part of the primary key.	Five alphanumeric characters are allowed. No additional functions have been assigned to this field. Required.
Name	Sub-account Name The title given to a sub-account.	Forty characters are allowed. Double-click on field for expansion. Required.
Active Cd	Sub-account Active Code A "Y" or "N" indicates whether the sub-account code is active at this point in time or not.	"Y" or "N" check box. Click on the box to change value. Default is "No".

SUB-OBJECT MAINTENANCE

The "Sub-object Maintenance" screen is used to create or modify a sub object code. The sub-object code allows for an object code to be broken down into a greater amount of detail. Sub-object codes take on most of the attributes of the official object code to which they report, including object code type and sub type. Examples of sub-object codes might include taking the object code of in-state travel and breaking it down into in-state administrative travel, in-state academic travel, and in-state student travel. The routing for this document is to the account manager, however optional routing can be established by each organization.

Sub Object Maintenance

Sub Object

Document #: DS5178096 Org Reference: [Yellow Box]

Initiator: ELLIOTW Status: ?

Created: 01/12/1996 Description: _____

Current

Fisc Year: _____

Chart: _____

Account: _____

Object: _____

Sub Objt: _____

Name: _____

Shrt Name: _____

Active Cd: _____

Copy

⇒

⇒

⇒

⇒

⇒

⇒

⇒

⇒

New

Fisc Year: _____

Chart: _____

Account: _____

Object: _____

Sub Objt: _____

Name: _____

Shrt Name: _____

Active Cd:

OK

CANCEL

ROUTE

NOTES

COPY

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

Field Name	Title & Description	Other information
Fisc Year	Fiscal Year This identifies the fiscal year that this sub object code is in. The FIS is set up so that the sub object code table is by fiscal year - therefore each year can have a different set of sub object codes.	Four numeric characters are allowed. Double-click on field for look-up screen and valid values. Required.
Chart	Financial COA Code This code identifies the chart of accounts for an account. It is part of the primary key.	Two characters are allowed. Double click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that chart of account. Required.
Account	Account Number Identifier for a pool of funds assigned to a specific university division, for a specific function.	Seven characters are accepted. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account number. A valid (existing) account must be provided. Required.
Object	Financial Object Code The specific classification identifier used in a particular financial transaction.	Four characters are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that object code. Required.
Sub Objt	Financial Sub-object Code The specific three character code which identifies a type of expenditure, revenue, or balance sheet item.	Three alphanumeric characters are allowed. Double-click on field for look-up screen. Required.
Name	Financial Sub-object Code Name The familiar title given to a specific type of expenditure, revenue, or balance sheet item.	Forty characters are allowed. Double-click on field for expansion. Required.
Shrt Name	Financial Sub-object Code Short Name A shortened version of the familiar title that is only twelve characters long and will mostly be used for reporting.	Twelve characters are allowed. Required.

Field Name	Title & Description	Other information
Active Cd	Financial Sub-object Active Code A "Y" or "N" indicator to show whether the sub object code is active at this point in time or not.	"Y" or "N" check box. Click on the box to change value. Default is "No".

FIS USER MAINTENANCE

The "FIS User Maintenance" document is used to request new users and/or modify existing users' attributes. FIS users will be selected from the Universal ID table by using the "Search" button and performing a search by last name and other attributes. The required routing for this document is to the Transaction Processing system administrator within the FMS organization. Optional organizational routing is available.

When an employee transfers from one organization to another, his/her FIS user status should be updated to show the new chart and organization to which he/she now reports.

FIS User Maintenance

FIS User

Document #: 01-TI5178196 Org Reference: [Yellow Box]

Initiator: ELLIOTW Status: ?

Created: 01/12/1996 Description: [Empty]

Current

User ID:

Universal ID:

Name:

Chart:

Org:

FIS Active:

Updt Access:

Home Server:

Aprvl Chart:

Aprvl RC:

Copy

[Arrow] [Arrow] [Arrow] [Arrow] [Arrow] [Arrow] [Arrow] [Arrow]

New

User ID:

Universal ID:

Name:

Chart: [Empty]

Org: [Empty]

FIS Active: Yes

Updt Access: [Empty]

Home Server: [Empty]

Aprvl Chart: [Empty]

Aprvl RC: [Empty]

OK

CANCEL

ROUTE

NOTES

[Magnifying Glass]

COPY

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

Field Name	Title & Description	Other information
User ID	FIS User Identifier This code can be found in the Universal ID table. It takes the form of an e-mail user ID (in many cases it will be the same). This user ID will be used to identify managers and supervisors within the account and organization maintenance documents. Also, user IDs are used to assign delegates to accounts and to create workgroups.	This field is automatically updated when a User ID is selected from the User look-up screen (use the search document button to access the look-up screen). Display only.
Universl ID	Universal Identifier This is a unique ten digit code automatically generated by the system to identify each user. It is used only as a reference within the system.	This field is automatically updated when a User ID is selected from the User Look-up screen (use the search document button to access the look-up screen). Display only.
Name	FIS User Name The complete last and first name of the FIS user.	This field is automatically updated when a User ID is selected from the User Look-up screen (use the search document button to access the look-up screen). Double-click on field for expansion. Display only.
Chart	Financial COA Code This code identifies the chart of accounts to which the FIS user is associated. It is part of the primary key. (For more information see the "Chart of Accounts" screen in the Transaction Processing Reference Table Maintenance Group.)	Two characters are allowed. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that chart of account. Required.
Org	Organization Code This attribute contains the code used to represent an organization.	Four characters (maximum) are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that organization. Required.
FIS Active	FIS User Active Code This is a "Y" or "N" field which shows if the FIS User is currently active in TP or not.	"Yes" or "No" check box. Click on the box to change the value. The value is "Yes" by default. If using the Updt Access of "I," the FIS Active code must be "No."

Field Name	Title & Description	Other information
Updt Access	FIS User Update Access This code identifies the performance access level of the FIS user.	One character is allowed. Double-click on field for valid values. If using the Updt Access of “I,” the Active code must be “No.” Required.
Home Server	FIS User Home Server The home server (Holmes, GLE) to which the FIS user is assigned.	Two characters are allowed. Double-click on empty field for valid values. Double-click on filled-in field for more information about that server. Defaults to “01” NOTE: This field is not currently required , but may be required in the future.
Aprvl Chart	FIS User Approval COA This is the chart of accounts to which the FIS user is assigned for document approval.	Two characters are allowed. Double-click on empty field for valid values. Double-click on filled-in field for more information about that chart of account. Optional.
Aprvl RC	FIS User Approval Responsibility Center This is the code of the responsibility center to which the FIS user is assigned for document approval.	Two characters are allowed. Double-click on empty field for valid values. Double-click on filled-in field for more information about that responsibility center. Optional.

NOTES:

- It is important that the correct organization code (**Org** field) is used because some documents are routed based on the initiator’s organization.
- For better tracking, please add the User Name or ID in the **Org Ref** field. This helps in the approval process when searching for a particular “FIS User” document.

REVIEW HIERARCHY MAINTENANCE

The “Review Hierarchy Maintenance” document is used to create or modify document approvers’ and reviewers’ attributes at the organization level. Review hierarchy entries are used by organizations to customize the routing of transaction documents for approval or review. The document is used to indicate whether an individual will approve a transaction or review it after it has been approved, and can be customized based on document type and dollar amount. There is no required routing for this

document, however each organization can establish routing entries that will affect the routing of the document.

Review hierarchies are established based on document type and are not account specific. You may create a review hierarchy for a specific document type, or use the type “ALL” to indicate a review hierarchy for all types of documents. Please note the following exceptions:

- The document type “ALL” does not include the Budget Construction (BC), Global Account (GACC), Global Account Delegate (GDLG) or Journal Voucher (JV) types. To establish review hierarchies for these document types, separate Review Hierarchy documents must be created.
- When you look-up a specific document type, if the word “LEGACY” precedes the document type name, that document type may not be used in the Review Hierarchy document.
- You may not establish a review hierarchy for approvals for the Cash Receipts (CR) document because these transactions route directly to the Bursar.
- Routing for organization approvals for the Internal Billing (IB) document will only go to the account to which the expense is charged.

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

<u>Field Name</u>	<u>Title & Description</u>	<u>Other information</u>
-------------------	--------------------------------	--------------------------

Field Name	Title & Description	Other information
Chart	<p>Financial COA Code This code identifies the chart of accounts to which the document is associated. It is part of the primary key. (For more information see the “Chart of Accounts” screen in the Transaction Processing Reference Table Maintenance Group.)</p>	Two characters are allowed. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that chart of account. Required.
Org	<p>Organization Code This attribute contains the code used to represent an organization. See the Organization Table for all pertinent information on each organization.</p>	Four characters (maximum) are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that organization. NOTE: The Org code may be the same as the Chart code. Required.
Doc type	<p>Document Type Code This code identifies the type of document (i.e. account, transfer of funds, budget adjustment, etc.) to which a review hierarchy will be assigned.</p>	Four characters (maximum) are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that document type. Required.
Review/Approv	<p>Review/Approve Code This is a check box field which shows whether the person within this review hierarchy is to have approval or review responsibilities for the document type chosen.</p>	“Approve” or “Review” check box. Click on the box to change the value. The value is “Approve” by default.
Spec cond cd	<p>Special Conditions Code This is an override code which specifies whether the approver/reviewer will be able to see expired accounts, non budgeted objects and transactions exceeding remaining budgets.</p>	One character is allowed. Double-click on field for valid values. Value is set to “N” by default. Required.
User id	<p>FIS User Identification The user ID of the person assigned to review the document.</p>	Eight characters are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that user (either a user ID or a workgroup must be provided).

Field Name	Title & Description	Other information
Workgroup	FIS Workgroup The workgroup ID of the workgroup assigned to review the document.	Ten characters are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that workgroup (either a user ID or a workgroup must be provided).
Review level	Review Hierarchy Level Code The level at which the approver/reviewer will see the transaction (document) in relation to other approvers/reviewers.	“First” or “Last” check box. Click on the box to change the value. Value is “First” by default.
From amount	Review From Amount The minimum dollar amount the document must have in order to be routed to the specified approver/reviewer.	Twenty numeric characters are allowed. “\$0.00” is acceptable. This means that the individual would see all documents meeting the criteria. Optional.
To amount	Review To Amount The maximum dollar amount the document must have in order to be routed to the specified approver/reviewer.	Twenty numeric characters are allowed. “\$0.00” is acceptable. This means that the individual would see all documents meeting the criteria. Optional.
Active code	Review Active Code This is a “Y” or “N” field which shows if the hierarchy is currently active or not.	“Yes” or “No” check box. Click on the box to change the value. The value is “Yes” by default.

WORKGROUP MAINTENANCE

The "Workgroup Maintenance" screen is used to create or modify an existing workgroup within the FIS. Workgroups are a selection of individuals who share a collective responsibility. Once workgroups are established, they may be used in the "Review Hierarchy" document to create approval or review levels for TP documents. Any member of a workgroup can review or approve a document thereby deleting it from the others members' in-boxes. There is no required routing for this document, however each organization can establish routing entries that will affect the routing of the document.

NOTE: For more information on the steps for using this screen, see Section C at the end of this document.

Field Name	Title & Description	Other information
Workgroup ID	FIS Workgroup Identifier The identifier that will be used to refer to the workgroup.	Ten characters are allowed. Required.
Description	FIS Workgroup Description A description or statement of purpose of the workgroup.	Up to forty characters are allowed. Double-click on field for expansion. Required.
Chart	FIS Financial COA This code identifies the chart of accounts to which the workgroup is associated. It is part of the primary key. (For more information see the "Chart of Accounts" screen in the Transaction Processing Reference Table Maintenance Group.)	Two characters are allowed. Double-click on empty field for look-up screen and valid values. Double-click on filled-in field for more information about that chart of account. Required.
Organization	Organization Code This attribute contains the code used to represent an organization.	Four characters (maximum) are allowed. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that organization. Required.

Section C: Steps For Use

The Chart of Accounts Maintenance documents operate in a very similar way. The Account, Global Account, Sub-Account, Object Code, Sub-Object Code, Organization, and Project documents modify existing COA tables. The FIS User, Account Delegate, Global Account Delegate, Review Hierarchy and Workgroup documents establish and maintain Transaction Processing routing. However, each set of documents can be used to both modify and add new information to the system. NOTE: Only the FIS User (adding a new user), Global Account and Global Account Delegate documents differ significantly in terms of how information is entered. See sections C.3, C.4 and C.5 below for use of these documents.

C.1 Steps for Modifying or Changing COA Maintenance Documents

- In the document header zone, fill-in in the description (**Desc**) field.
- If you know the correct entity, you may key in the information directly into the screen fields (except for FIS user; see section C.3 below).
- Otherwise, click on the “Search” button at the right hand side of the document to access a look-up screen, in order to find the entity (such as account, organization, FIS User, account delegate, etc.) you wish to modify.

Enter as much criteria as known in the appropriate fields, and click on the “Search” button to the right of the "Search Criteria" zone.

Appropriate entity information will appear in the “Search Results” zone. With the cursor resting on the appropriate information, click on the “OK” button in the "Search Results" zone. This will return the relevant attributes to the “Current” zone of the document you are working on.

- To make changes, click the “Copy All” button at the bottom right of the screen, or use the individual “Copy” arrows in the center of the screen to copy those attributes that will not change.
- In the “New” zone of the document, enter or type over (if the “Copy All” function was used) the attributes you wish to change.
- Once the attributes have been correctly modified, route the document by clicking on the "OK" button.

NOTES: ACCOUNT MAINTENANCE SCREENS

- On the “Account Maintenance” screen not all of the attributes that make up an account record can be displayed. To review and make changes to attributes not displayed on the initial screen, use the “More” button. This will present the user with a list of options to review specific attributes (see the earlier section on the Account Maintenance “More” screens for field information).

- If you use the “Copy All” button on the Account Maintenance screen, the attributes in the screens under the “More” button will also be copied over to the “New” side. Otherwise, you may copy individual attribute lines to the “New” side on these subsequent screens.

C.2 Steps for Adding New Information Using COA Maintenance Documents

- Enter the new information (e.g. account or sub-account number, object or sub-object code) and associated attributes as applicable in the relevant fields of the "New" zone. (See section C.3 below for steps to add a new FIS user.) Under the “More” button on the Account Maintenance screen enter the appropriate information into the relevant screens.
- Click on the "OK" button to route.

NOTE: All required fields must be filled in before the document can be routed. The system will prompt the user if a required field has been left empty.

C.3 Steps for Adding a New FIS User

You cannot directly add a new FIS user by entering the individual's "User ID" in the "New" zone of the document (since the FIS User Table will not recognize an individual who has not been designated an FIS user). The following steps will allow a new user to be added:

- In the document header, fill in the Description field.
- Click on the "Search" button as if you were modifying information.
- Enter as much information as is known in the "Criteria" fields and click on the "Search" button within the "Search Criteria" zone.

NOTES:

- To add a user who is not active, be sure the “Act.” flag is left blank, in order to search *all* users.
- Remember to add an asterisk (*) following a name or partial name, or the search field will not yield any results.
- Search information will appear in the “Search Results” zone. With the cursor resting on the individual who is to be designated a new user, click on the “OK” button in the "Search Results" zone.

A dialog box will appear informing you that the individual does not exist in the User Table and will ask you if you wish to add him/her as a new user.

Clicking on "Yes" will enter the individual and associated attributes into the relevant fields of the "New" zone of the FIS User document.

- Enter the Chart and Organization with which this user is affiliated.

- Make sure that the "FIS Active" box is checked "Yes" ("Yes" is the default), and click on the "OK" button to route the document.
- Make sure the Update access code is correct (the default is "N" - normal user). Double-click on the blank field for a pick list of valid codes.

C.4 Steps for Using the Global Account Document

- In the document header zone, enter a description of the action to be taken in the **Desc** field.
- Select the accounts that need to be changed, by clicking on the **ACCTS** button on the right side of the "Global Account Change" document.

This will access the "Global Account Select" screen from which you can locate a population of accounts by entering a variety of criteria. The "Chart" field must be entered. The "Global Account" document only affects accounts within one chart per document. The criteria that is entered should be broad rather than specific.

Once the desired population of accounts has been displayed in the "Search Results" zone, click on the "OK" button at the bottom of the screen to return and populate the "Global Account" document.

The list of accounts will now appear in the "Selected Accts" zone of the "Global Account Change" document.

- Clicking on the box to the right of an account in the "Selected Accts" zone will remove the check mark and thus deselect that account.
- In the "New Values" zone, enter any changes that need to be made to the specified accounts. NOTE: All of the changes will be made to every selected account. Do not update any fields that do not require changes.
- At the bottom of the "New Values" zone, you will see an added field called "Search Criteria." Clicking on this field will display the search criteria used to obtain the accounts being changed.
- Click on "OK" to route the "Global Change" document for approval.

C.5 Steps for Using the Global Account Delegates Document

When you click on the "Global Account Delegate" document at the Document Group Selection screen, an FIS message window will appear explaining that all existing account delegate entries for the accounts selected will be inactivated and replaced with the new entries specified on this document. If an existing delegate should remain active, that person must be re-included as an entry on this document.

- In the document header zone, enter a description of the action to be taken in the **Desc** field.

- To select the accounts for which delegates need to be changed, the accounts can be entered individually into the “Selected Accounts” zone by using the **Insert Line** button.

Or

- Click on the **ACCTS** button at the right of the “Global Account Delegates” document to perform a search.

This will access the “Global Account Select” screen from which you can locate a population of accounts by entering a variety of criteria. The more criteria that can be entered, the more specific the search will be.

The “Search Results” zone displays all accounts matching the criteria entered. To return accounts to the “Global Delegate” document, the checks must be added to the boxes on the left side of the screen. This can be done either by clicking the box on individual accounts, or by clicking the **Select All** button. The **Select All** button will check the boxes next to all the accounts displayed in the “Search Results” zone. The **Unselect All** button will reverse this action.

Once accounts are retrieved to the “Selected Accounts” zone, you may delete specific accounts by placing the cursor on the account number and clicking on the “Delete Line” button. You may also add additional accounts by clicking on the “Insert Line” button and keying in the account number.

- While on the “Global Account Select” screen, you can retrieve all of the accounts for which a specific user has already been established as a delegate.

Click on the “Acct Delegate” button to bring up a dialog box. The dialog box will ask for a delegate’s user ID to search for. After entering the user ID and clicking on the “OK” button, a list of all the accounts that the user is a delegate for is returned to the “Selected Accounts” zone on the “Global Account Select” screen (*see next page*).

- The lower zone (the bottom half of the screen) must be completed by entering detail lines consisting of:
 - user name of the delegate (double-click on the blank field for a search screen)
 - document type (double-click on the blank field for a look-up table)
 - start date (not required)
 - “To” and “From” amounts (not required -- will default to \$0.00)
 - primary route code [“Y” (primary) or “N” (non-primary)]
- If more than one delegate needs to be entered for the accounts, you may do so by using the "Insert Line" button in the lower zone. If several delegates are associated with a population of accounts and may need to be associated with other accounts in the future, they can be designated as a group by using the "Save Model" button at the right hand side of the screen.
- To retrieve a group of delegates who have been designated as a model group, click on the "Find Model" button at the right side of the screen. You will access a search screen which will allow you to search for the model group using a selection of criteria. Clicking on the appropriate model group in the search results box will return that model group to the delegate field. Additional delegates may then be included, or individual delegates from the model may be deleted as needed.
- Click on “OK” to route the document. The document will route through the organizational hierarchy based on the organization of the initiator. Upon final approval, the document status will be changed to “AA.” The document will route “FYI” to all corresponding account managers after final approval has occurred.

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