

Office of the Comptroller

ACCOUNTING INQUIRY PROCEDURES

Sign-on, Sign-Off Procedure

Upon request from your Dean, the Computing Center will assign you a unique user ID and password. These will become a part of the sign-on process. This is the screen that appears before you sign-on. Type "CICS" and hit "ENTER".

USSMSG10: H0158045 - Louisiana Tech system. Enter one of the following:

CICS | VM userid | TSO userid

The logo screen below will appear. Type your user ID on the first line and your password on the line below.

Mon Jun 21 06/21/93 14:55:38 term=1173/H0158045 sys=CICS06 cpu=PROD USER

```

LL          AAAA
LL          AA  AA
LL          AA  AA
LL          AAAAAAAA
LLLLLLLLLL AA  AA

```

```

TTTTTTTTT  EEEEEEEE  CCCCCC  HH  HH
TT          EE          CC  CC  HH  HH
TT          EEEEEEE   CC          HHHHHHHH
TT          EE          CC  CC  HH  HH
TT          EEEEEEEE  CCCCCC  HH  HH

```

Userid ==> Profile ==>
Password ==> New Pswd ==>

Please fill in your Userid and Password and press ENTER

```

News ----- PF 1 Help      PF 2 Zoom news    PF 3 Exit -----
****          Use Your PC to View Student Transcripts!      ****
              (Press PF2 for more details.)

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Press PF2 for information about system schedules in the days ahead.

LOUISIANA TECH UNIVERSITY / CICS

ACCOUNTING INQUIRY PROCEDURES

NUMBER I-2

If you are authorized for more than one program, your options menu might look similar to the following:

```

Louisiana Tech University CICS ----- (C) TSC, Inc 1987
Option ==>                               Scroll ==> CUR
..#... Name.... Title..... Arguments.....

BI  BALANCE - Balance File Inquiry . . . . . (BALI)
PI  PURCHASE - Purchase Activity Inquiry . . . . . (VN2U)
ST  TRANSCRI - Student Transcripts . . . . . (PRV1)
PW  PASSWORD - Password Suggestions
    **END**
  
```

PF: 1 HELp 2 SElect 3 ENd 4 RETurn 7 UP 8 Down

Select desired option by typing the two letters indicated on the left. Hit "ENTER". By entering "BI" you will have the screen shown below, and will be able to look at the ledgers.

```

BALIM                                BALANCE FILE INQUIRY                                06/21/93
                                CURRENT FISCAL YEAR 1993
Department number ==> _ _ - _ _ - _ _ - _ _

GP  BU  DESCRIPTION  CURRENT BUDG  OPEN ENCU  YTD ACTUAL  BALANCE
-----
  
```

Please enter a department number and press ENTER.

PF10-Transaction Inquiry

CLEAR-Exit Program

To sign-off, hit "CLEAR" or "ESC" until you return to the "OPTIONS" screen. Hit "PF3".

LEGEND FOR BALANCE FILE INQUIRY SCREEN

- 1 Indicates the name of the program
- 2 Current date gives the month, date and year
- 3 Fiscal Year
- 4 Account number assigned to the department
- 5 Budget, Grouping, Description and Totals
 - a. Bu - Budget categories set up
 - b. Description - Describes the expense category
 - c. GP - The numbers in this column indicate grouping
 - d. Group 1, Group 2, Etc. - Gives the balances available in each group
(Any group with a debit balance has money available to be spent)
- 6 Description
- 7 Current Budg, Open Encu, YTD Actual, and Balance
 - a. Current Budg - Is the budget set up at the beginning of the fiscal year
 - b. Open Encu - Are the outstanding Purchase Orders for which no payment have been made
 - c. YTD Actual - Are actual expenses recorded
 - d. Balance - Tells the department what funds are available to be spent
(Budget less Open Enc less YTD Actual)
- 8 Indicates the number of pages of activities for any account
- 9 Totals - The grand totals for each column
- 10 PF Keys
 - a. PF1 - Scrolls the account forward to the next page
 - b. PF2 - Scrolls the account back one page
 - c. PF7 - Takes the department back to the previous department in numerical order
 - d. PF8 - Next dept takes the department forward to the next authorized account number in numerical order
 - e. PF10 - Allows the department to review transactions for the current and prior months

CLEAR - Exits the program

ACCOUNTING INQUIRY PROCEDURES

NUMBER 1-4

BAIIM BALANCE FILE INQUIRY 05/22/91
 Fiscal year 91
 Department number ==> 12 - 3225 - MATHEMATICS & STATISTICS

GP	BU	DESCRIPTION	CURRENT BUDG	OPEN ENCU	YTD ACTUAL	BALANCE
4	11	SALARIES	.00	.00	8,342.67	8,342.67-
4	1120	SALARIES	.00	.00	.00	.00
4	1123	UN-INSTR-12M	72,000.00	.00	.00	72,000.00
4	1124	UN-INSTR-9MO	769,700.00	.00	674,843.52	94,856.48
4	1125	UNCLASS INST	.00	.00	12,666.66	12,666.66-
4	1126	SUMMER SAL	60,210.00	.00	60,209.57	.43
4	1127	CLASS-12 MO	14,279.00	.00	12,067.18	2,211.82
4	1130	GRAD ASST	33,600.00	.00	31,733.02	1,866.98
	12	OTH COMP	.00	.00	.00	.00
	1241	STU LAB-REG	38,933.00	.00	22,771.14	16,161.86
	1242	STU LAB-W/S	.00	.00	13,374.02	13,374.02-
4	15	FR BENEFITS	181,892.00	.00	152,362.31	29,529.69
1	20	TRAVEL	2,000.00	.00	1,103.59	896.41
1	30	OPER SVCS	5,482.00	.00	6,179.05	697.05-

Page 1 of 2
 PF1 - Scroll Forward
 PF2 - Scroll Backward
 PF8 - Next Department
 PF7 - Previous Department
 PF10 - Transactions
 Clear - Exit program

BAIIM BALANCE FILE INQUIRY 05/22/91
 Fiscal year 91
 Department number ==> 12 - 3225 - MATHEMATICS & STATISTICS

GP	BU	DESCRIPTION	CURRENT BUDG	OPEN ENCU	YTD ACTUAL	BALANCE
1	30	OPER SVCS	5,482.00	.00	6,179.05	697.05-
1	3042	COMP SVCS	3,655.19	.00	3,655.19	.00
1	40	SUPPLIES	3,500.00	.00	3,534.99	34.99-
1	72	EQUIPMENT	.00	.00	.00	.00
1	73	EQUIPMENT	.00	.00	.00	.00
**	GROUP 1	SUBTOTAL **	14,637.19	.00	14,472.82	164.37
**	GROUP 4	SUBTOTAL **	1,131,681.00	.00	952,224.93	179,456.07
**	TOTALS	**	1,185,251.19	.00	1,002,842.91	182,408.28

Page 2 of 2

 PF1 - Scroll Forward
 PF2 - Scroll Backward

 PF8 - Next Department
 PF7 - Previous Department

 PF10 - Transactions
 Clear - Exit program

LEGEND FOR ACCOUNTING TRANSACTION SCREEN

- 1 Department Number assigned by Comptroller's Office
- 2 Today's date
- 3 Month for transactions shown
- 4 Transaction type (See Accounting Ledger Manual)
- 5 Budget Object
- 6 Description
- 7 Dept - Reference number for tracking and filing document
 - a. RF - receipt number
 - b. CR - Voucher number assigned by Comptroller's Office
 - c. ID - Requisition number
 - d. IS - number assigned by the Comptroller's Office & Dept number (45-0130)
 - e. JR, OB, BA, PA - not applicable
- 8 Admin - Reference number for tracking and filing document
 - a. OB, BA, JR, ID - number assigned by Comptroller's Office
 - b. CR - Purchase Order number
 - c. RF - CRV number
 - d. IS - invoice number
 - e. PA - computer assigned number (May-11)
- 9 Date - date of document
- 10 Amount - amount credited or charged to a particular department
- 11 Clear - brings you back to the menu
- 12 PF5 - moves you back one month
PF6 - moves you forward one month
- 13 PF7 - moves you back one page
PF8 - moves you forward one page

ACCOUNTING INQUIRY PROCEDURES

NUMBER I-6

- 14 PF11 - allows you to go to previous month in current fiscal year
PF12 - allows you to go to previous month in previous fiscal year
- 15 PF10 - takes you back to Balance File Inquiry screen
- 16 * This transaction is included in balance totals but checks for
CR entries have not been written

ACCOUNTING INQUIRY PROCEDURES

NUMBER 1-7

BALTM FIS TRANSACTIONS FOR PREVIOUS FISCAL YEAR

Department Number: 12 3225

MATHEMATICS & STATISTICS

05/24/91

04
APRIL

TC	Code	Description	Dept	Admin	Date	Voucher	Amount
CR	4010	MILLER TYPEWRITER &	022119	002899	0425		26.16
CR	4010	EXECUTIVE BUSINESS P	020661	002896	0405		30.09
JR	3070	LONG DISTANCE		001860	0420		12.19
*JR	3061	POSTAGE 03/26-04/25		001967	0430		39.22
JR	3040	INTERLIB LOAN 3/90		001847	0423		.05
*ID	3010	PRINTING DEPT	007641	000381	0430		71.85
*PA	1500	PAYROLL- MONTHLY		000010	0430		17,866.14
PA	1500	PAYROLL- BIWEEKLY		000010	0427		77.02
PA	1500	PAYROLL- BIWEEKLY		000010	0412		77.02
PA	1242	PAYROLL- STUDENT		000010	0427		839.42
***** SUBTOTAL *****							\$19,039.16
BA	1242	ADJ BUDG TO ACTUAL		100121	0411		6,084.97
***** SUBTOTAL *****							\$6,084.97
PA	1241	PAYROLL- STUDENT		000010	0427		3,270.95
*PA	1141	PAYROLL- MONTHLY		000010	0430		856.35
*PA	1130	PAYROLL- MONTHLY		000010	0430		3,733.32

Clear-Exit PF5,PF6-(-,+)MONTH PF7,PF8-(-,+)Page PF9,PF11-CURR,PR.MO PF10-Inq

BALTM

FIS TRANSACTIONS FOR PREVIOUS FISCAL YEAR

05/24/91

Department Number: 12 3225

04

APRIL

MATHEMATICS & STATISTICS

TC	Code	Description	Dept	Admin	Date	Voucher	Amount
PA	1127	PAYROLL- BIWEEKLY		000010	0427		510.08
PA	1127	PAYROLL- BIWEEKLY		000010	0412		510.08
*PA	1124	PAYROLL- MONTHLY		000010	0430		72,982.75
***** SUBTOTAL *****							\$81,863.53

Balance File Inquiry Request Form

Date: _____

To: Mr. Joseph Thomas, Comptroller
and Vice President for Financial Services

Thru: _____
Academic Dean or Admin Budget Head

From: _____
Person needing access

Department: _____

Computing Center Use Only

CICS Auth: _____

OPID: _____

ISMENU: _____

CICS User ID: _____

Please allow access to the Balance Inquiry file for the following account(s):

This image shows a handwriting practice sheet with two columns of ten sets of three horizontal lines each. Each set consists of a solid top line, a dashed middle line, and a solid bottom line, providing a guide for letter height and placement. The lines are evenly spaced and extend across the width of each column.

(When requesting grant account, please include grant fund number.)

Please allow access to all accounts within (circle as appropriate):

Academic Affairs

Admin Affairs

Alumni House

Applied and Natural Sciences

Athletics

CAB

Education

Engineering & Science

Library

Physical Plant

Research/Grad School

Student Affairs/Revenue Fund

This will give you access to accounts within the University CICS system ONLY- NOT Alumni/Foundation accounts.