

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

9:36:28 Wednesday, May 28, 2014

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Louisiana Tech University CICS -----
Option ==>                               Scroll ==> CUR
..#.. Name.... Title..... Arguments.....
- IS ISMENU - Information Systems-Supported Menu (MENU)
- ZC ZCTL - SCT Signon (ZCTL)
- PR PP1INQRY - Property Inquiry/Department Update (PP1I)
- PB PP1BROWS - Property Browse . . . . . (PP1B)
- OC CHARGES - Outstanding Charges, Student . . . (OC1B)
- BI BALANCE - Balance File Inquiry . . . . . (BA1I)
- PI PURCHASE - Purchase Activity Inquiry . . . . . (VN2U)
- AV AVIATION - Professional Aviation . . . . . (PAV1)
- ST TRANSCRI - Student Transcripts . . . . . (PRV1)
- PW PASSWORD - Password Suggestions
- SM SENDMSG - Send messages to other CICS users . (MESG)
**END**
```

F1=Help F2=Select F3=END F4=RETURN F7=UP F8=Down

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

9:39:10 Wednesday, May 28, 2014

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BA1IM BALANCE FILE INQUIRY 05/28/14
CURRENT FISCAL YEAR 2014
Account Number ==> ___ - ___ - ___ - ___ ( X ==> Wild Card)

GP BU DESCRIPTION CURRENT BUDG OPEN ENCU YTD ACTUAL BALANCE
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Please key in an account number and press ENTER.

PF10-Transaction Inquiry ENTER-Select record Clear-Exit

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 Name of Department
- 6 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 spend)
- 7 Current Budg, Open Encu, YTD Actual and Balance
 - a. Current Budg – Is the budget set up at the beginning of the fiscal year plus changes
 - b. Open Encu – Are the outstanding Purchase Orders for which no payment has 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 report
- 9 Totals – The grand totals for each column
- 10 PF Keys
 - a. PF 1 – Scrolls the account forward to the next page
 - b. PF 2 – Scrolls the account back one page
 - c. PF 7 – Takes the department back to the previous department in numerical order
 - d. PF 8 – Takes the department forward to the next authorized account number in numerical order
 - e. PF 10 – Allows departments to review transactions for the current and prior months
 - f. PF 11 – Takes the department back one previous fiscal year
 - g. PF 12 – Takes the department back two previous fiscal years

“CLEAR” exits the program

BALIM

BALANCE FILE INQUIRY
CURRENT FISCAL YEAR 2014

Account Number ==> 12-5490 - - - - (X ==> Wild Card)

GP	BU	DESCRIPTION	CURRENT BUDG	OPEN ENCU	YTD ACTUAL	BALANCE
4	11	SALARIES	24,085.58	.00	65,580.52	41,494.94-
4	1120	SALARIES	.00	.00	.00	.00
4	1123	UN-INSTR-12M	147,948.00	.00	91,864.50	56,083.50
4	1124	UN-INSTR-9MO	724,729.00	.00	607,513.78	117,215.22
4	1125	UNCLASS INST	.00	.00	22,222.21	22,222.21-
4	1126	SUMMER SAL	62,584.00	.00	62,584.30	.30-
4	1127	CLASS-12 MO	34,986.00	.00	21,809.57	13,176.43
4	1130	GRAD ASST	.00	.00	.00	.00
	12	OTH COMP	.00	.00	.00	.00
	1241	STU LAB-REG	4,633.00	.00	4,299.87	333.13
	1242	STU LAB-W/S	.00	.00	.00	.00
4	15	FR BENEFITS	458,408.57	.00	397,139.08	61,269.49
1	20	TRAVEL	.00	.00	1,125.61	1,125.61-
1	30	OPER SVCS	20,469.00	502.30	14,867.72	5,098.98

Page 1 of 2

PF1-Next Page
PF2-Prev Page

PF7-Prev Account
PF8-Next Account

PF11-FY13
PF12-FY12

PF10-Transactions
Clear-Exit

BALIM

BALANCE FILE INQUIRY
CURRENT FISCAL YEAR 2014

Account Number ==> 12-5490 - - - - (X ==> Wild Card)

GP	BU	DESCRIPTION	CURRENT BUDG	OPEN ENCU	YTD ACTUAL	BALANCE
1	30	OPER SVCS	20,469.00	502.30	14,867.72	5,098.98
1	3042	COMP SVCS	.00	.00	.00	.00
1	40	SUPPLIES	885.00	.00	2,278.22	1,393.22-
1	50	PROF SVCS	.00	.00	.00	.00
1	65	OTHR CHGS	.00	.00	.00	.00
1	6501	SCHOLARSHIPS	.00	.00	.00	.00
1	72	EQUIPMENT	.00	.00	.00	.00
1	73	EQUIPMENT	.00	.00	393.32	393.32-
**	GROUP 1	SUBTOTAL **	21,354.00	502.30	18,664.87	2,186.83
**	GROUP 4	SUBTOTAL **	1,452,741.15	.00	1,268,713.96	184,027.19
**	TOTALS	**	1,478,728.15	502.30	1,291,678.70	186,547.15

Page 2 of 2

PF1-Next Page
PF2-Prev Page

PF7-Prev Account
PF8-Next Account

PF11-FY13
PF12-FY12

PF10-Transactions
Clear-Exit

LEDGEND FOR ACCOUNTING TRANSACTION SCREEN

- 1 Department Number assigned by Comptroller's Office
- 2 Current date
- 3 Month for transactions shown
- 4 Transaction type (See accounting Ledger Manual)
- 5 Budget Object Code
- 6 Description
- 7 Dept – Reference number for tracking and filing document
 - a. RF – receipt number
 - b. CR – voucher number assigned by the Comptroller's Office
 - c. ID – requisition number
 - d. IS – number assigned by the Comptroller's Office & Dept number
 - e. JR, OB, BA, PA – not applicable
- 8 Admin – Reference number for tracking and filing document
 - a. OB, BA, JR, ID – number assigned by the Comptroller's Office
 - b. CR – Purchase Order number
 - c. RF – CRV number
 - d. IS – invoice number
 - e. PA – computer assigned number
- 9 Date – date of document
- 10 Amount – amount credited or charged to a particular department
- 11 Clear – brings you back to the menu
- 12 PF 5 – moves you back one month
PF 6 – moves you forward one month
- 13 PF 7 – moves you back one page
PF 8 – moves you forward one page
- 14 PF 11 – takes you back one fiscal year
PF 12 – takes you back two fiscal years
- 15 PF 10 – takes you back to the Balance File Inquiry Screen
- 16 * - indicates that a transaction is included in balance totals but checks for CR entries have not been written to date. These transactions will be paid in the next University check writing.

10:30:25 Wednesday, May 28, 2014

BA1TM FIS Transactions (CURRENT FISCAL YEAR 2014) 05/28/14
Department Number: 12 - 5490 Month: 05 MAY

PSYCHOCERAMICS

TC	Code	Description	Dept	Admin	Date	Voucher	Amount
BA	40	FROM 12-4001-30		000050	0520		400.00
BA	1241	TO 12-4240		000051	0522		2,285.00-
BA	1241	TO 12-4001		000051	0522		19,000.00-
BA	1241	TO 12-4136		000051	0522		6,672.00-
				*****	SUBTOTAL	*****	\$27,557.00-
PA	1241	PAYROLL- STUDENT		000001	0507		586.72
PA	1127	PAYROLL- BIWEEKLY		000002	0509		812.00
PA	1500	PAYROLL- BIWEEKLY		000002	0509		416.31
*CR	3040	KYOCERA MITA AMERICA	013325	143885	0521		188.25
PA	1127	PAYROLL- BIWEEKLY		000003	0523		812.00
PA	1500	PAYROLL- BIWEEKLY		000003	0523		416.31
RF	3070	BURCHFIELD PH CALLS	145348	008217	0527		.08-
				*****	SUBTOTAL	*****	\$3,231.51
EC	3040	KYOCERA MITA AMERICA	639904	143885	0521		188.27-
				*****	SUBTOTAL	*****	\$188.27-

(12) PF5-Prev Month	(13) PF7-Prev Page	(14) PF11-FY13	(15) PF10-Bal Inquiry	(11) CLEAR-Exit
PF6-Next Month	PF8-Next Page	PF12-FY12	PF1-PC Trans	