FRS Tips

When logging out of FRS, make sure you type in “SO” at the “Screen: _____” prompt. If you just click on the “X” in the upper right corner you are not breaking your connection to the mainframe.

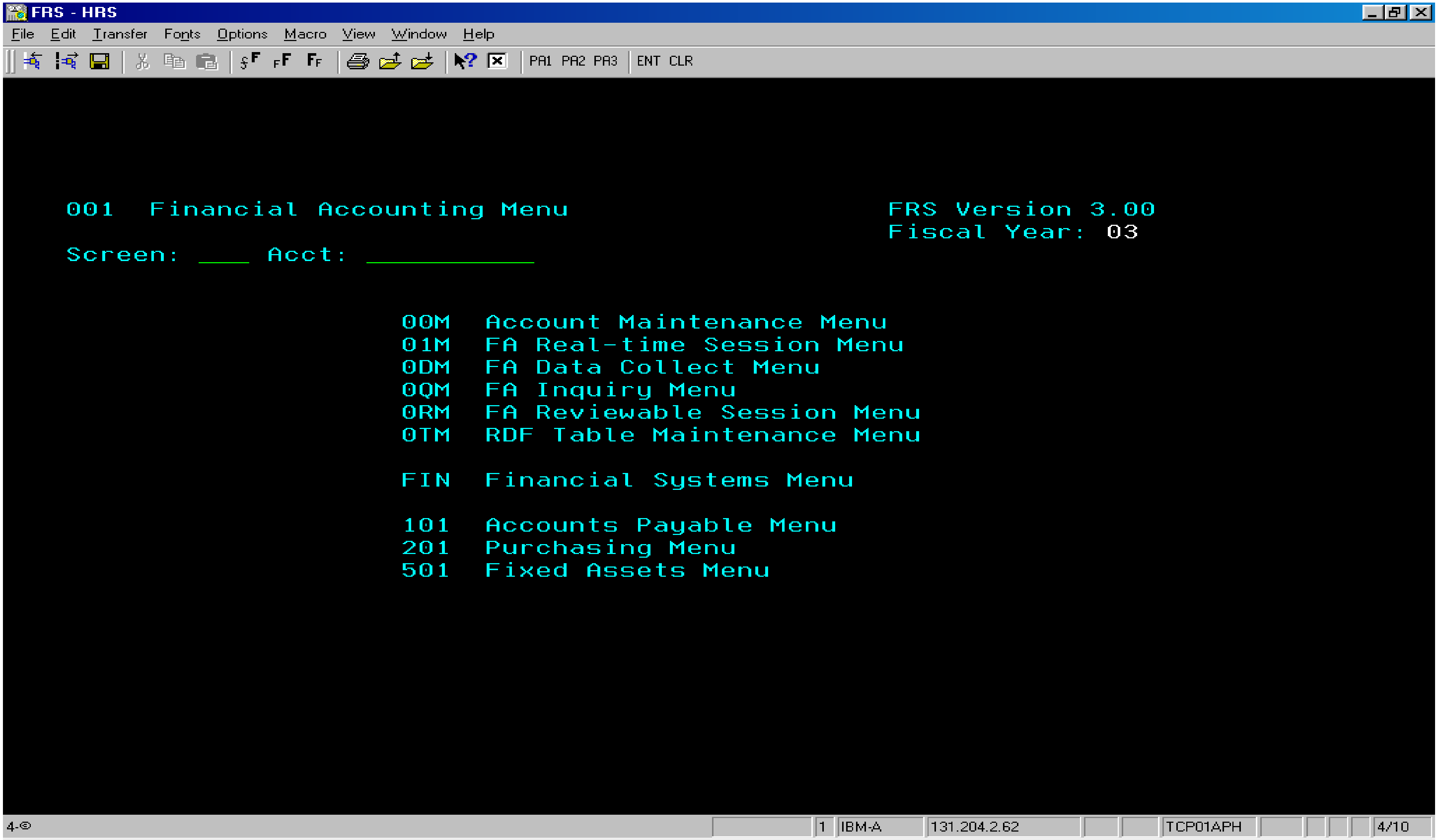
If you do not know your login/password information to get into FRS, you need to contact your computing coordinator. A list of computing coordinators are found at: www.auburn.edu/client/cc.html Once you are in the system, ISS can assist with questions 844-5661.

Use the orange/blue FRS Tip sheet to find commonly asked questions, login/logoff procedures, screen numbers for commonly used screens and lots more!

Remember that FRS is software that is on a mainframe. You use a PC to access the mainframe. Since it is a mainframe, the mouse on your PC may or may not move your cursor to the position you intend to be at. The FRS Tip sheet lists “Quick Navigation Tips” that you can use to navigate through the screens in FRS.

The FRS Month End Schedule is posted on ISS’s home page: www.auburn.edu/iss The link is on the left side of the web page.

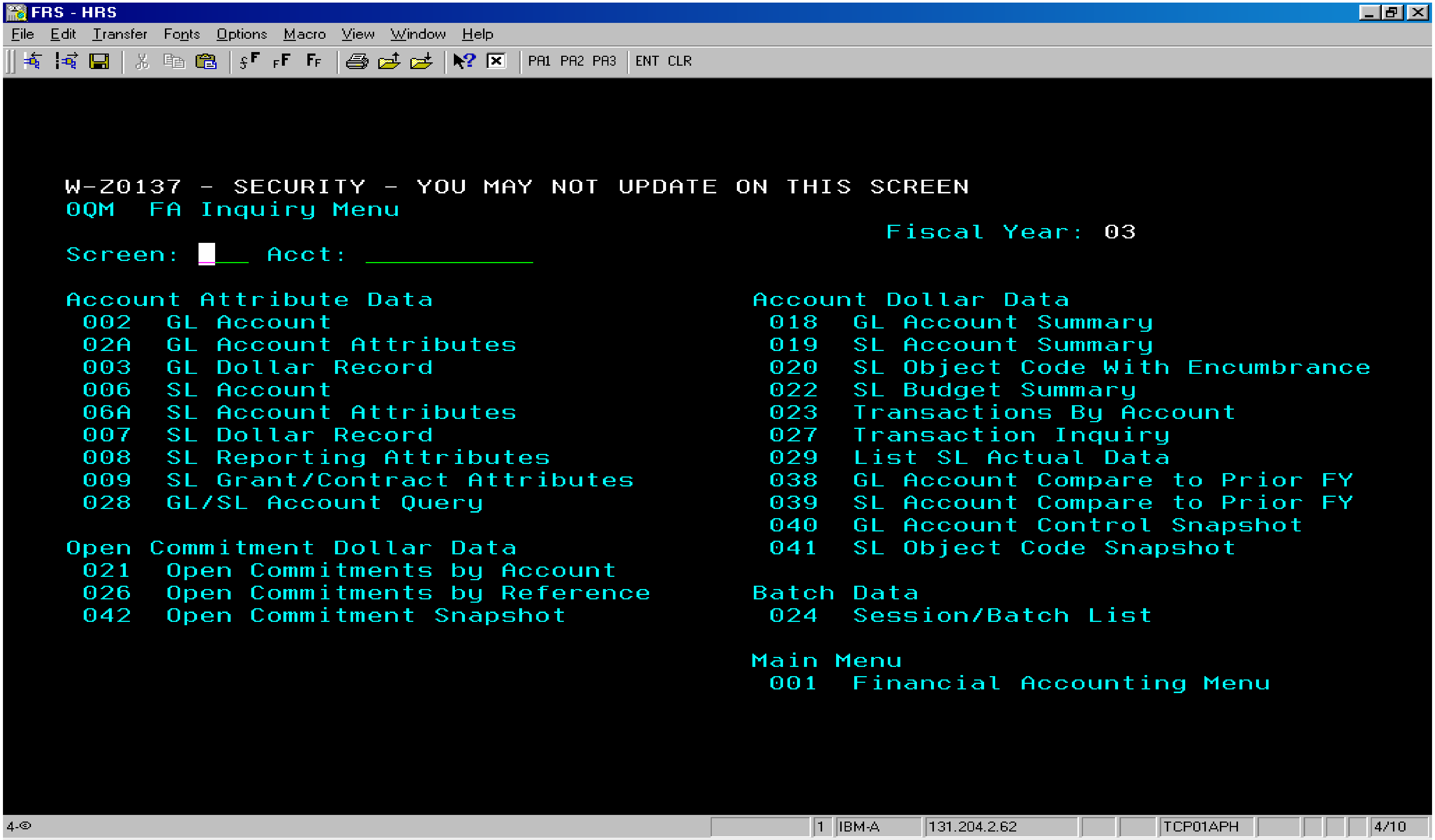
A copy of the FRS Tip Sheet can also be found on the ISS home page.



Screen 001

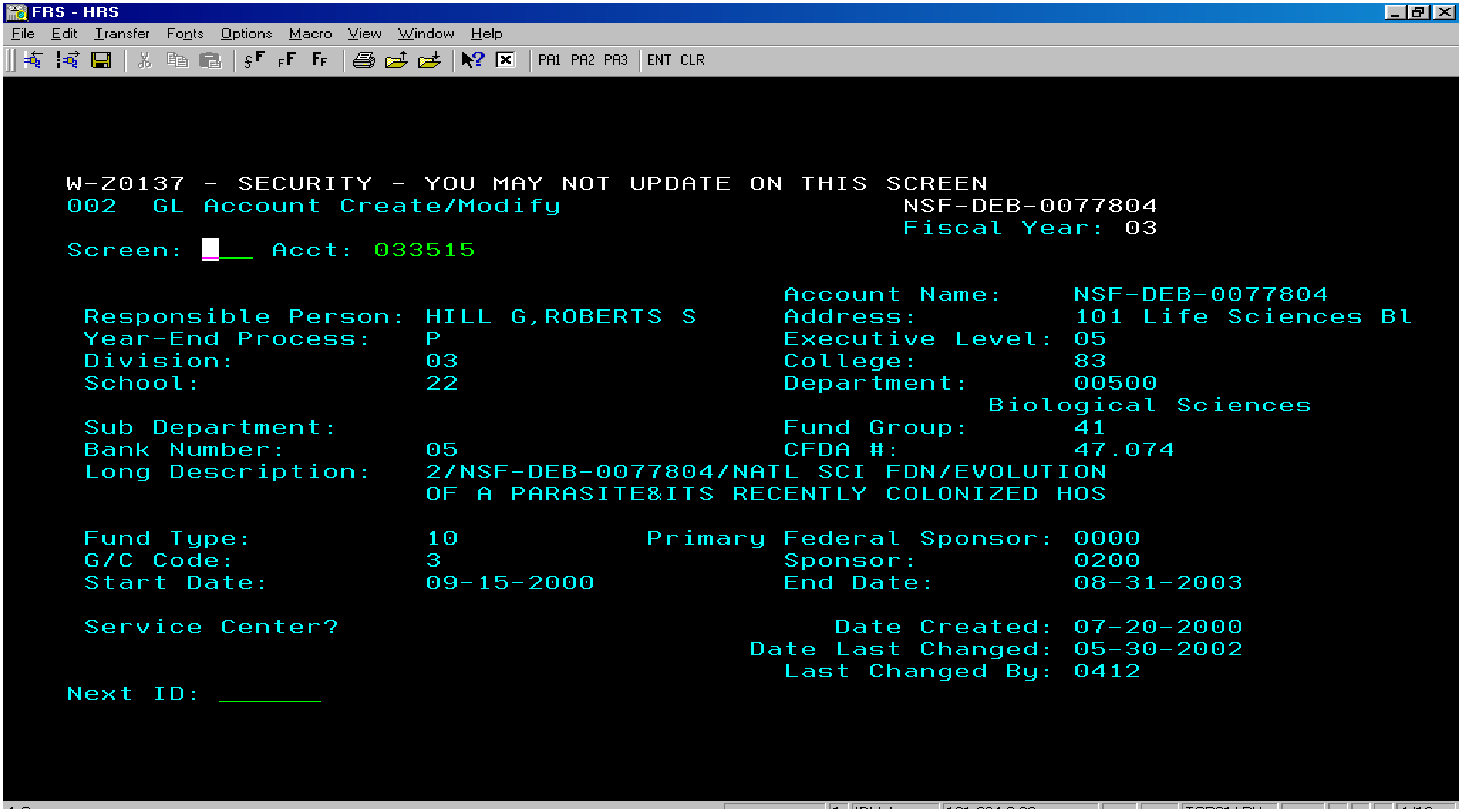
This screen shows the Financial Accounting Main Menu. You may access screens either from the menus or by directly typing the menu number you need into the “Screen: _____” prompt located at the upper left of the screen.

NOTE: “**Fiscal Year**” value. The information displayed will be for the FY signified on the screen. To change FY, use Screen 881.



Screen 0QM

This screen shows the Financial Accounting Inquiry Menu. This screen is a nice reminder of the different screens available for Inquiry. You may access screens either from the menus or by directly typing the screen number you want to go to at the "Screen: _____" prompt located in the upper left hand corner of the screen.

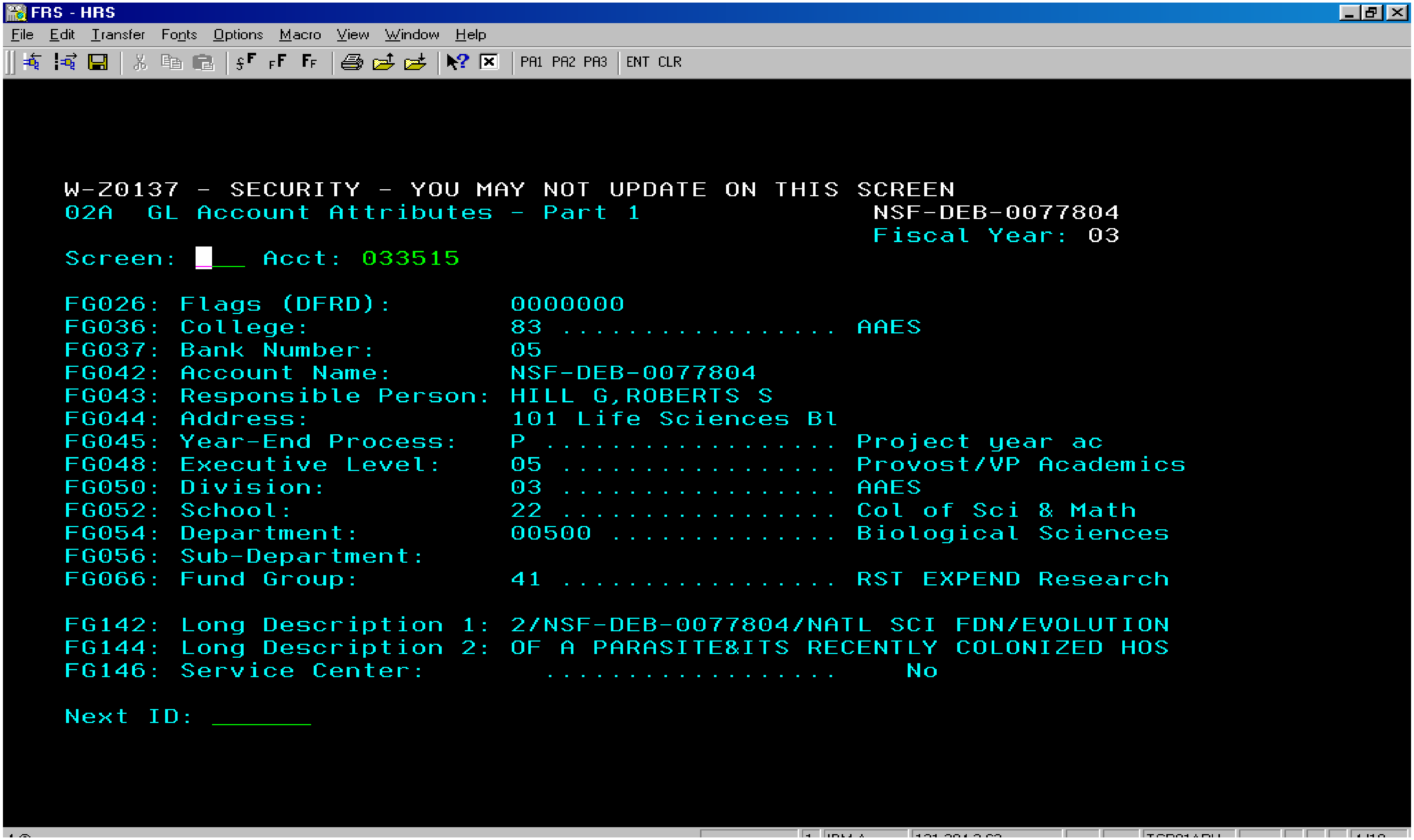


<u>Screen 002</u>

General Ledger (GL) accounts are used to capture Assets, Liabilities and Fund Balances. They are generally University wide accounts.

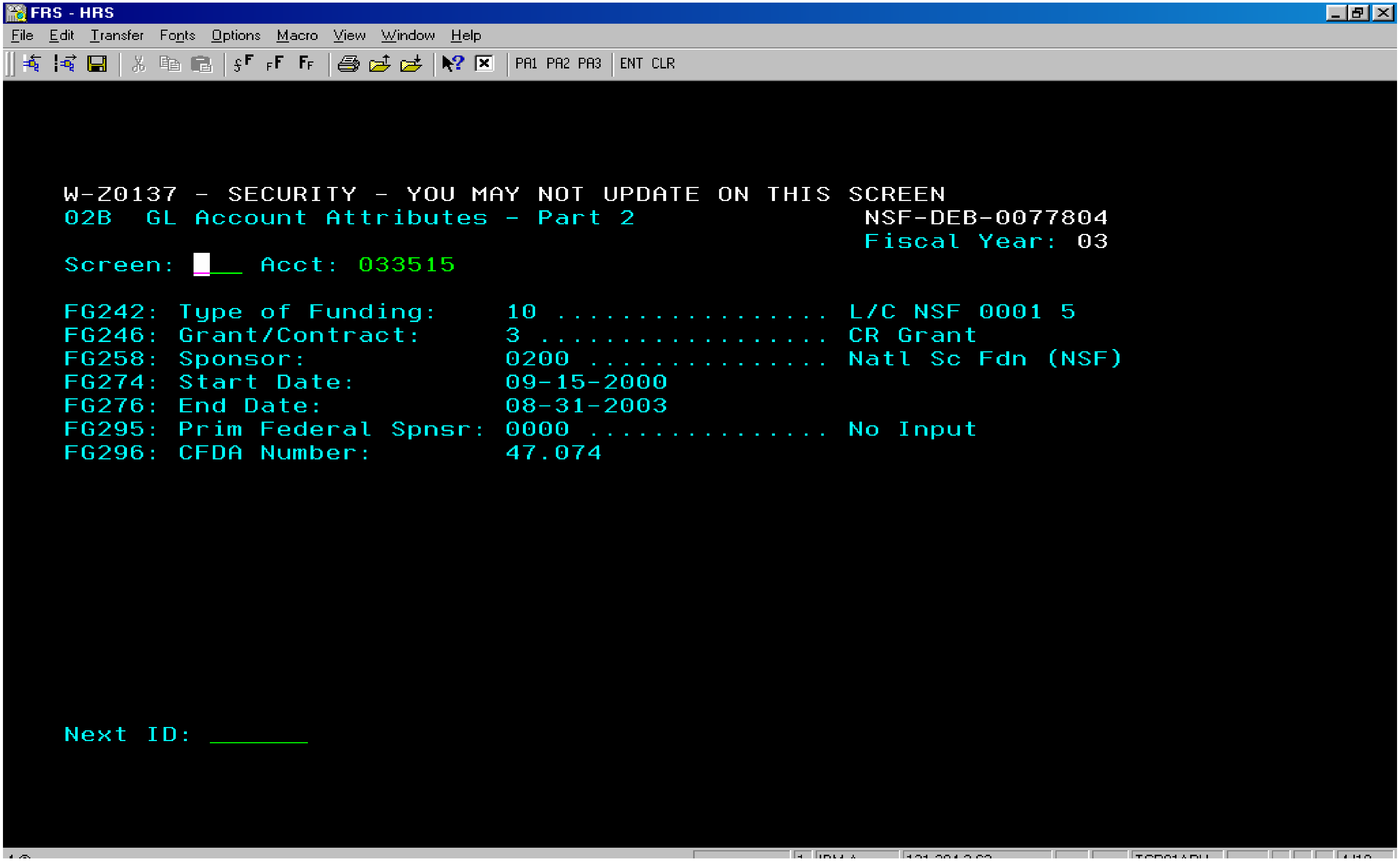
This screen shows the basic description of the general ledger account attributes. From this screen, you will get a quick overview of the account, such as responsible person, account name, start and stop date of the account, department number and long description to name a few.

Screen 02A provides a detailed description of the attributes.



Screen 02A & 02B

These screens show detailed descriptions of the general ledger account attributes. To move from one screen (02A) to the next (02B) you may either hit the “Enter” key or use the “Screen: _____” field and enter the screen number in directly.

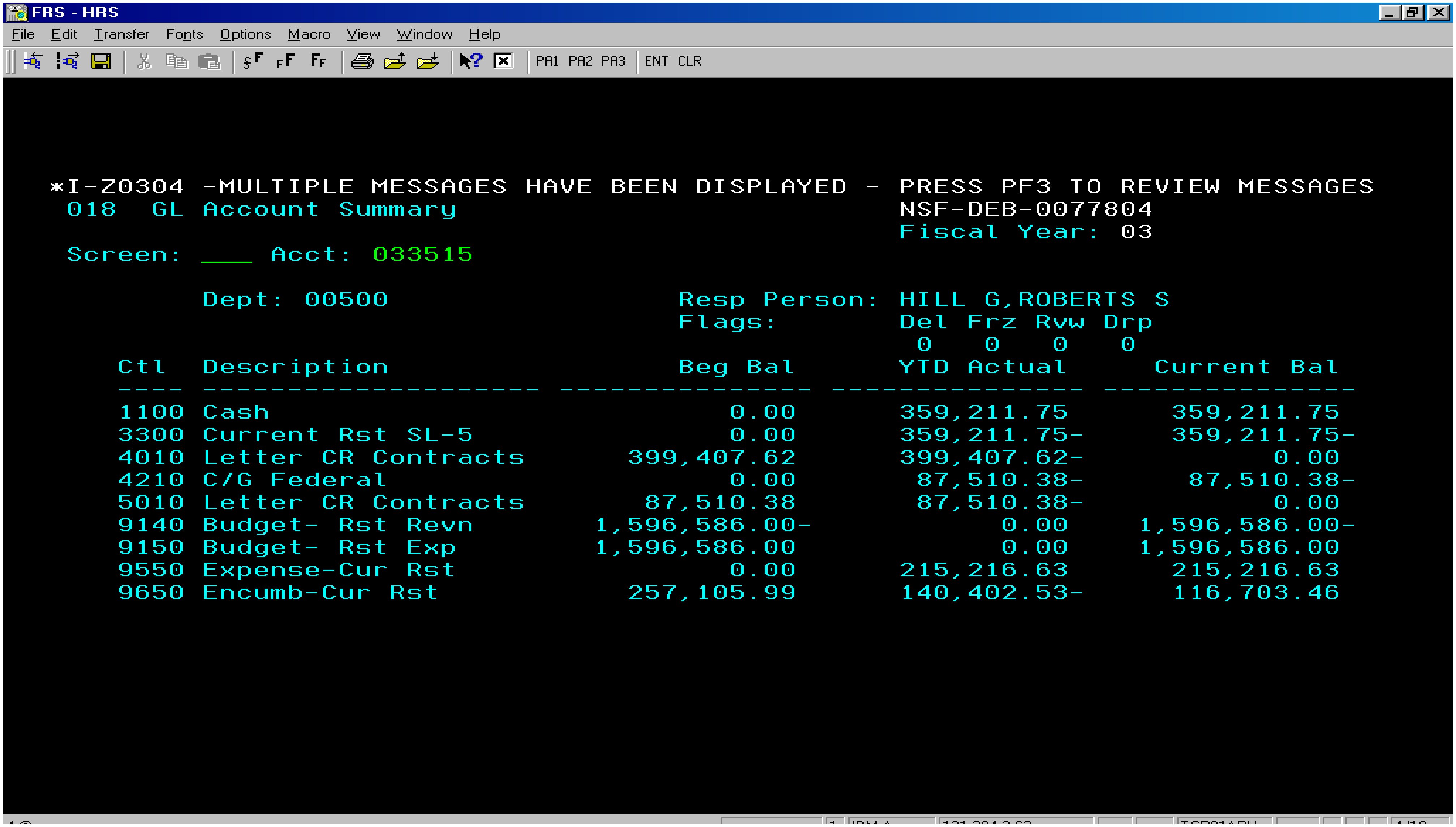


FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

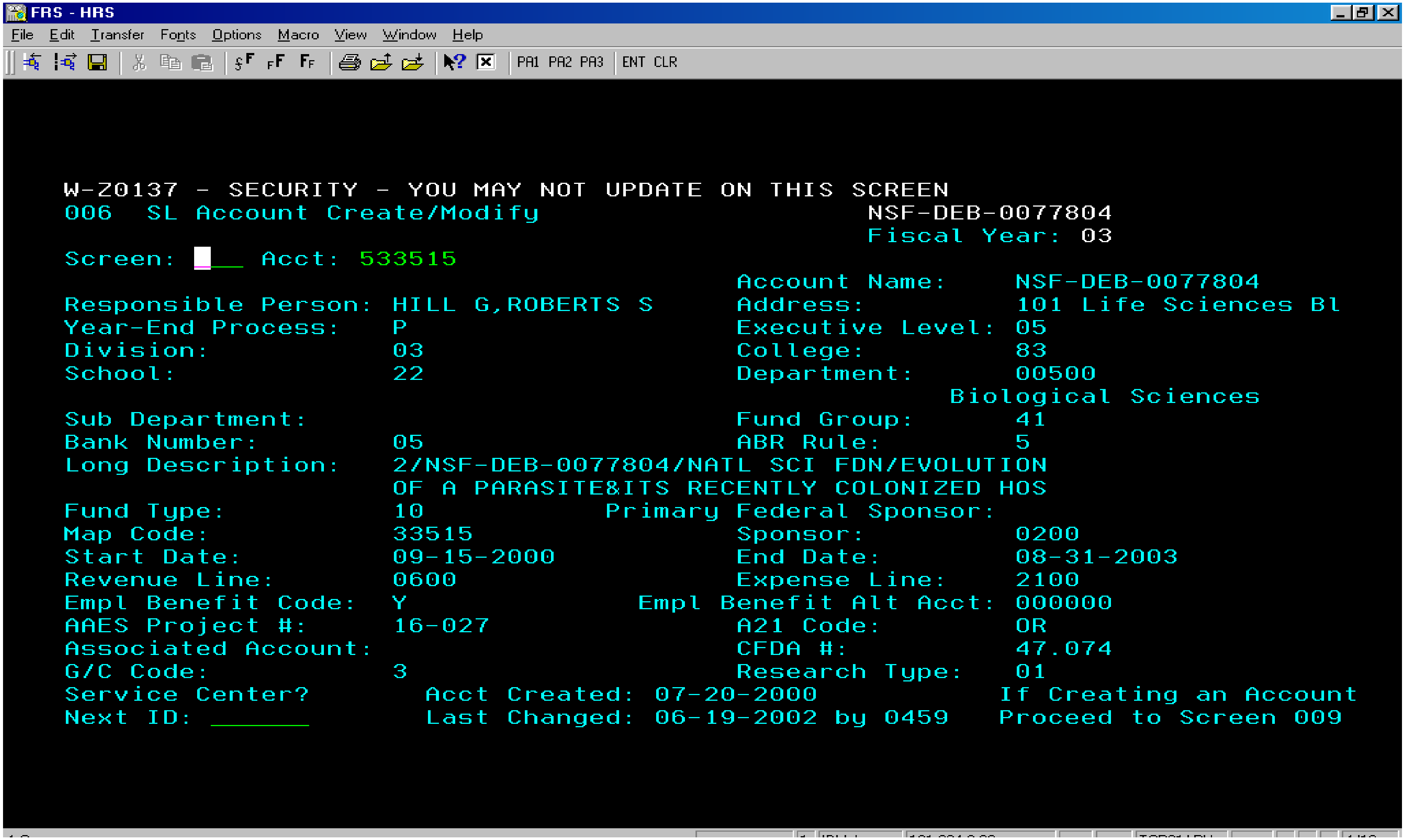
```
W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN
02B  GL Account Attributes - Part 2                   NSF-DEB-0077804
                                                      Fiscal Year: 03
Screen: ___  Acct: 033515

FG242: Type of Funding:     10 ................. L/C NSF 0001 5
FG246: Grant/Contract:      3 .................. CR Grant
FG258: Sponsor:             0200 ............... Natl Sc Fdn (NSF)
FG274: Start Date:          09-15-2000
FG276: End Date:            08-31-2003
FG295: Prim Federal Spnsr:  0000 ............... No Input
FG296: CFDA Number:         47.074


Next ID: ______
```



Screen 018

This screen displays the current balance of the general ledger account.

NOTE: **"Fiscal Year**' value. The information displayed will be for the FY signified on the screen. To change GY, use Screen 881.

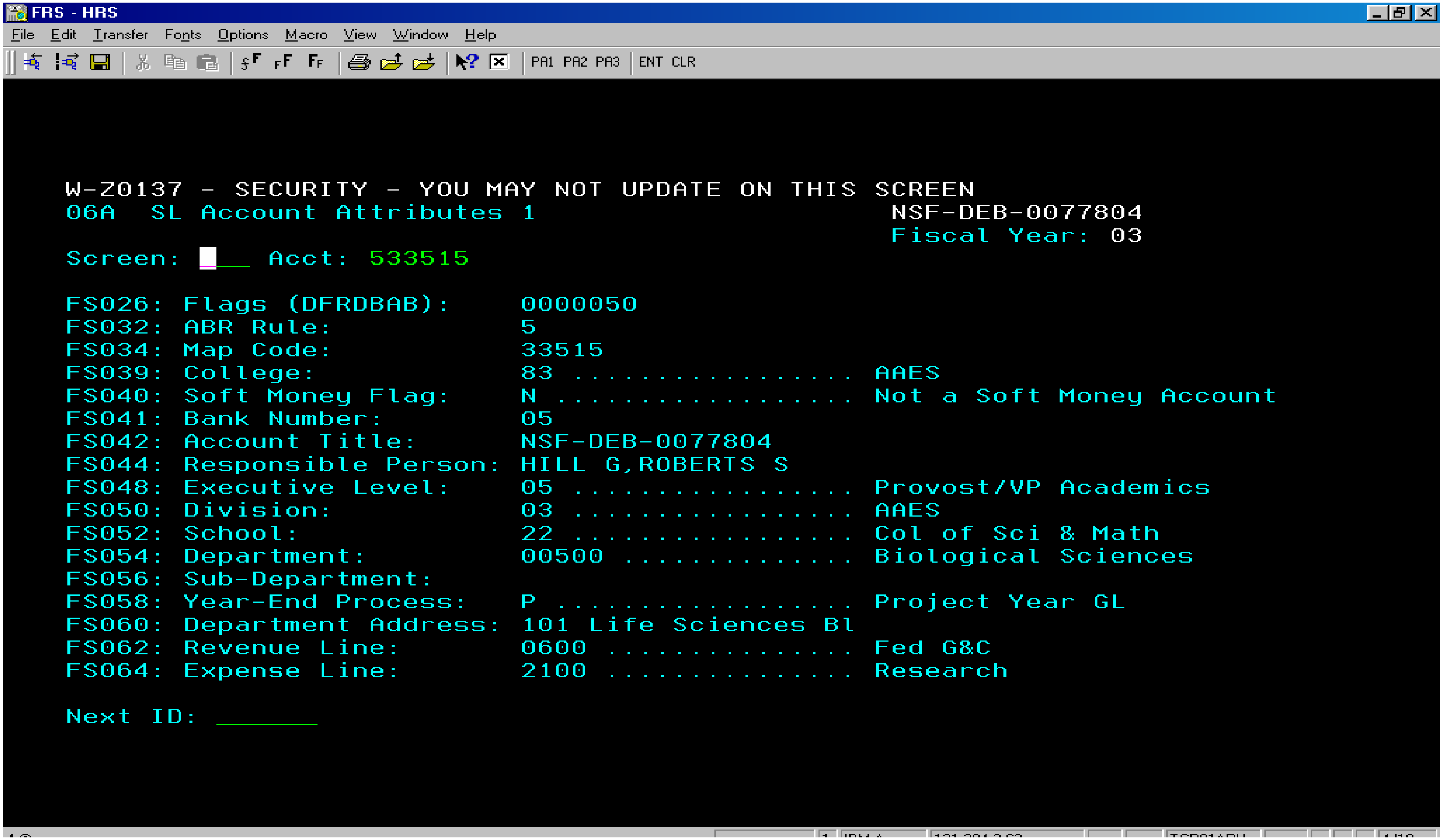


Screen 006

Subledger (SL) accounts are used to capture individual department or project amounts for budget, revenues and expenditures.

This screen shows the basic description of the SL account attributes. From this screen you will get a quick overview of the account, such as responsible person, account name, start and stop date of the account/project, department number and long description, to name a few.

Screens 06A through 06D will give detailed descriptions of the attributes.



<u>Screen 06A through 06D</u>

These screens show detailed descriptions of the subsidiary ledger account attributes. To move from one screen (06A) to the next (06B, 06C, 06D) you may either hit the “Enter” key or use the “Screen: _____” field and enter the screen number in directly.

FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

```
W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN
06B  SL Account Attributes 2                          NSF-DEB-0077804
                                                      Fiscal Year: 03
Screen: ___  Acct: 533515

FS066: Fund Group:          41 ................ RST EXPEND Research

FS098: Empl Benefit Code:   Y ................. Yes
FS099: Empl Benefit Acct:   000000
FS100: Budget Bump Subcd:   0000

FS142: Long Description 1:  2/NSF-DEB-0077804/NATL SCI FDN/EVOLUTION
FS144: Long Description 2:  OF A PARASITE&ITS RECENTLY COLONIZED HOS
FS182: Associated Account:
FS183: Budget Carryover:       ................ No Input
FS184: Primary Account:
FS185: Co-Prin Investigtr:
FS186: Base Budget Acct:
FS187: Service Center:        .................    No

FS242: Type of Funding:     10 ................ L/C NSF 0001 5
FS244: Research Type:       01 ................ Basic

Next ID: ______
```

FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

```
W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN
06C  SL Account Attributes 3                        NSF-DEB-0077804
                                                    Fiscal Year: 03
Screen: ___  Acct: 533515

FS246: Grant/Contract:     3 .................. CR Grant
FS258: Sponsor:            0200 ............... Natl Sc Fdn (NSF)
FS268: Overhead Base:      T
FS270: Overhead Rate:      4300
FS274: Start Date:         09-15-2000
FS276: End Date:           08-31-2003
FS280: Fiscal Report Due:  11-29-2003
FS288: IC Income Account:  133001
FS289: Cost Share For:     NA
FS290: Award Amount:       1,596,586.00
FS291: Duplicate Voucher:  N .................. No Duplicate Vouchers Needed
FS292: Cost Share Method:  N .................. None
FS293: Cost Share Amount:  .00
FS294: A-21 Code:          OR ................. Organized Research
FS296: Field of Science:   LS2 ................ Biological
FS297: AAES Project:       16-027
FS298: Prim Federal Spnsr:      ...............

Next ID: ______
```

FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

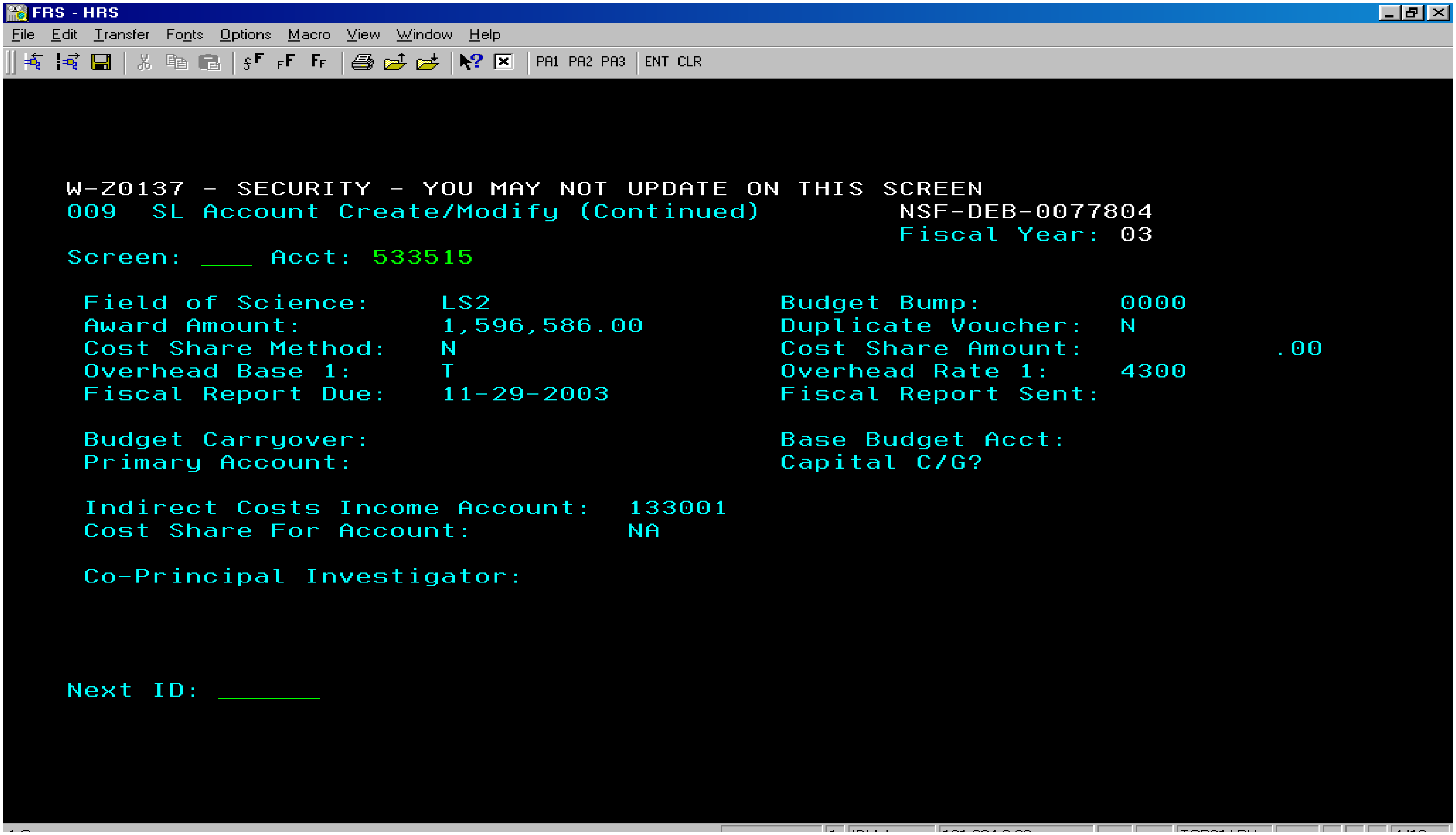
PA1 PA2 PA3 ENT CLR

W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN
06D SL Account Attributes 4 NSF-DEB-0077804
Fiscal Year: 03

Screen: ___ Acct: 533515

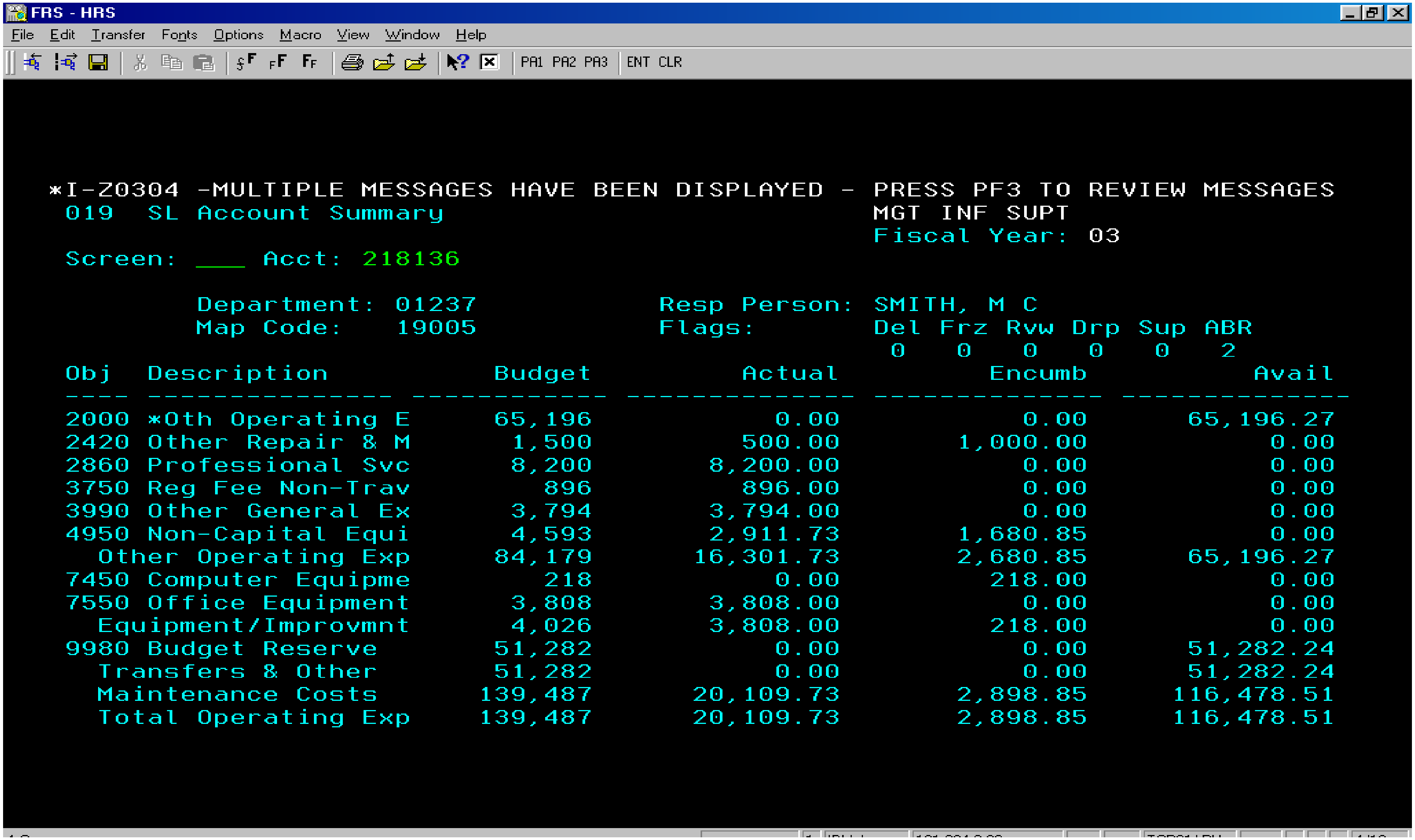
FS299: Fiscal Report Sent:
FS300: CFDA Number: 47.074

Next ID: ________



<u>Screen 009</u>

This screen shows the detailed descriptions of the SL account contract and grant attributes. From this screen, you will get a quick overview of those contract and grant attributes, such as award amount, cost share method and cost share amount, to name a few.



FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

*I-Z0304 -MULTIPLE MESSAGES HAVE BEEN DISPLAYED - PRESS PF3 TO REVIEW MESSAGES

019 SL Account Summary MGT INF SUPT

Fiscal Year: 03

Screen: ____ Acct: 218136

Department: 01237 Resp Person: SMITH, M C

Map Code: 19005 Flags: Del Frz Rvw Drp Sup ABR

0 0 0 0 0 2

Obj	Description	Budget	Actual	Encumb	Avail
2000	*Oth Operating E	65,196	0.00	0.00	65,196.27
2420	Other Repair & M	1,500	500.00	1,000.00	0.00
2860	Professional Svc	8,200	8,200.00	0.00	0.00
3750	Reg Fee Non-Trav	896	896.00	0.00	0.00
3990	Other General Ex	3,794	3,794.00	0.00	0.00
4950	Non-Capital Equi	4,593	2,911.73	1,680.85	0.00
	Other Operating Exp	84,179	16,301.73	2,680.85	65,196.27
7450	Computer Equipme	218	0.00	218.00	0.00
7550	Office Equipment	3,808	3,808.00	0.00	0.00
	Equipment/Improvmnt	4,026	3,808.00	218.00	0.00
9980	Budget Reserve	51,282	0.00	0.00	51,282.24
	Transfers & Other	51,282	0.00	0.00	51,282.24
	Maintenance Costs	139,487	20,109.73	2,898.85	116,478.51
	Total Operating Exp	139,487	20,109.73	2,898.85	116,478.51

Screen 019

This screen displays the current balance of the SL account including the balances of the individual subcodes. The screen also shows the current budget of the account and the encumbered purchase orders.

NOTE: the **"Fiscal Year"** value indicates the FY of the information being displayed. To change FY, use Screen 881.

The number of screens of information to be displayed will depend on the activity of the account number chosen to view. To move from one screen to another, you may hit the "Enter" key. You may only move forward one screen at a time, there is not a way to go back a screen. After the last screen (the one containing the **Account Total**), the display will re-start with the first subcode.

FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

```
*I-Z0304 -MULTIPLE MESSAGES HAVE BEEN DISPLAYED - PRESS PF3 TO REVIEW MESSAGES
 019  SL Account Summary                         MGT INF SUPT
                                                  Fiscal Year: 03
 Screen: ___ Acct: 218136

         Department: 01237            Resp Person: SMITH, M C
         Map Code:   19005            Flags:       Del Frz Rvw Drp Sup ABR
                                                    0   0   0   0   0   2
 Obj  Description           Budget          Actual          Encumb          Avail
 ---- --------------- ------------- -------------- -------------- --------------
   Account Total           139,487       20,109.73        2,898.85     116,478.51
```

Screen 019

The data on Screen 19 represents balances for the account by subcode (Obj). Each line represents a balance line.

The Budget column includes amount for current budget (including any change orders)

The Actual column includes all posted items for actual revenues and expenditures fiscal year to date (or project to date if the account is a project account).

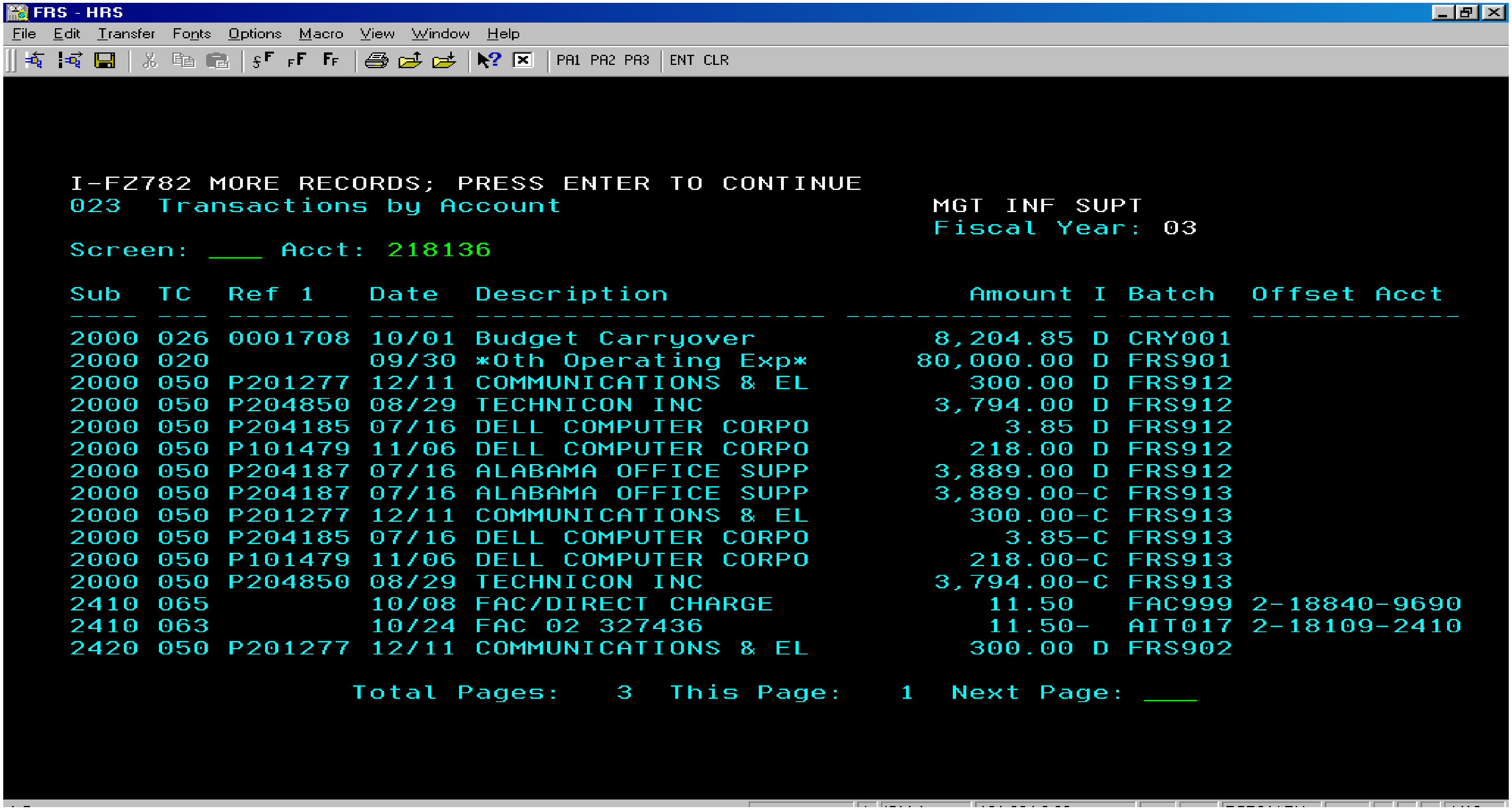
The Encumb column represents money that is Encumbered from the budget money. This is generally for PO's. This allows money to be earmarked from your budget money even if a bill has not been paid yet.

The Avail column represents the budget money available to spend on the account.

If you want to see your total money available on this account hit the "Enter" key until the "Account Total" line is shown. The amount in the Avail column is your Budget Balance Available to spend.

Any Subcodes listed on the screen whose Description starts with an * means that it is a budget pool line. Auburn does not budget by each individual subcode. Departments are allowed to budget by a type or group of expenditures (know as a pool). For example, 2000 is the pool for Other Operating Expenses. During the budget process a total amount is budgeted for Other Operating Expenses. You do not have to budget individually items such as Telephone, Copies, Postage, Office Supplies. The budget pool holds the entire amount and once an expense is made against a subcode, the budget money is moved from the pool to cover the expense.

For example, someone may have a total of $10,000 for Other Operating Expenses. $500 of Office Supplies (4700) are purchased at the bookstore. When this occurs, the $500 will hit the actual column and the budget money is moved from the 2000 subcode line to the 4700 subcode line to cover the actual expense. This will leave $9,500 on the 2000 subcode line in the budget column and on the 4700 subcode line there will be $500 in the budget and actual column.



FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE

023 Transactions by Account MGT INF SUPT

Fiscal Year: 03

Screen: ____ Acct: 218136

Sub	TC	Ref 1	Date	Description	Amount	I	Batch	Offset Acct
2000	026	0001708	10/01	Budget Carryover	8,204.85	D	CRY001	
2000	020		09/30	*Oth Operating Exp*	80,000.00	D	FRS901	
2000	050	P201277	12/11	COMMUNICATIONS & EL	300.00	D	FRS912	
2000	050	P204850	08/29	TECHNICON INC	3,794.00	D	FRS912	
2000	050	P204185	07/16	DELL COMPUTER CORPO	3.85	D	FRS912	
2000	050	P101479	11/06	DELL COMPUTER CORPO	218.00	D	FRS912	
2000	050	P204187	07/16	ALABAMA OFFICE SUPP	3,889.00	D	FRS912	
2000	050	P204187	07/16	ALABAMA OFFICE SUPP	3,889.00-	C	FRS913	
2000	050	P201277	12/11	COMMUNICATIONS & EL	300.00-	C	FRS913	
2000	050	P204185	07/16	DELL COMPUTER CORPO	3.85-	C	FRS913	
2000	050	P101479	11/06	DELL COMPUTER CORPO	218.00-	C	FRS913	
2000	050	P204850	08/29	TECHNICON INC	3,794.00-	C	FRS913	
2410	065		10/08	FAC/DIRECT CHARGE	11.50		FAC999	2-18840-9690
2410	063		10/24	FAC 02 327436	11.50-		AIT017	2-18109-2410
2420	050	P201277	12/11	COMMUNICATIONS & EL	300.00	D	FRS902	

Total Pages: 3 This Page: 1 Next Page: ____

<u>Screen 023</u>

This screen displays the individual transactions for an account. The transactions are in subcode order. Each line represents a single accounting transaction.

NOTE: the **"Fiscal Year"** value indicates the FY of the information being displayed. To change FY, use Screen 881.

Each screen will display up to 15 transactions. Pressing the "Enter" key will move you from one page to the next. Once the last page is displayed, it will start back over at page 1.

The system will only display 26 pages of data at a time. On the 26th page, the system displays a message informing you that there are no more records. To view the next 26 pages, enter *** (three asterisks) in the Next Page field

Screen 023

Items are listed in subcode (Sub) order, then by date.

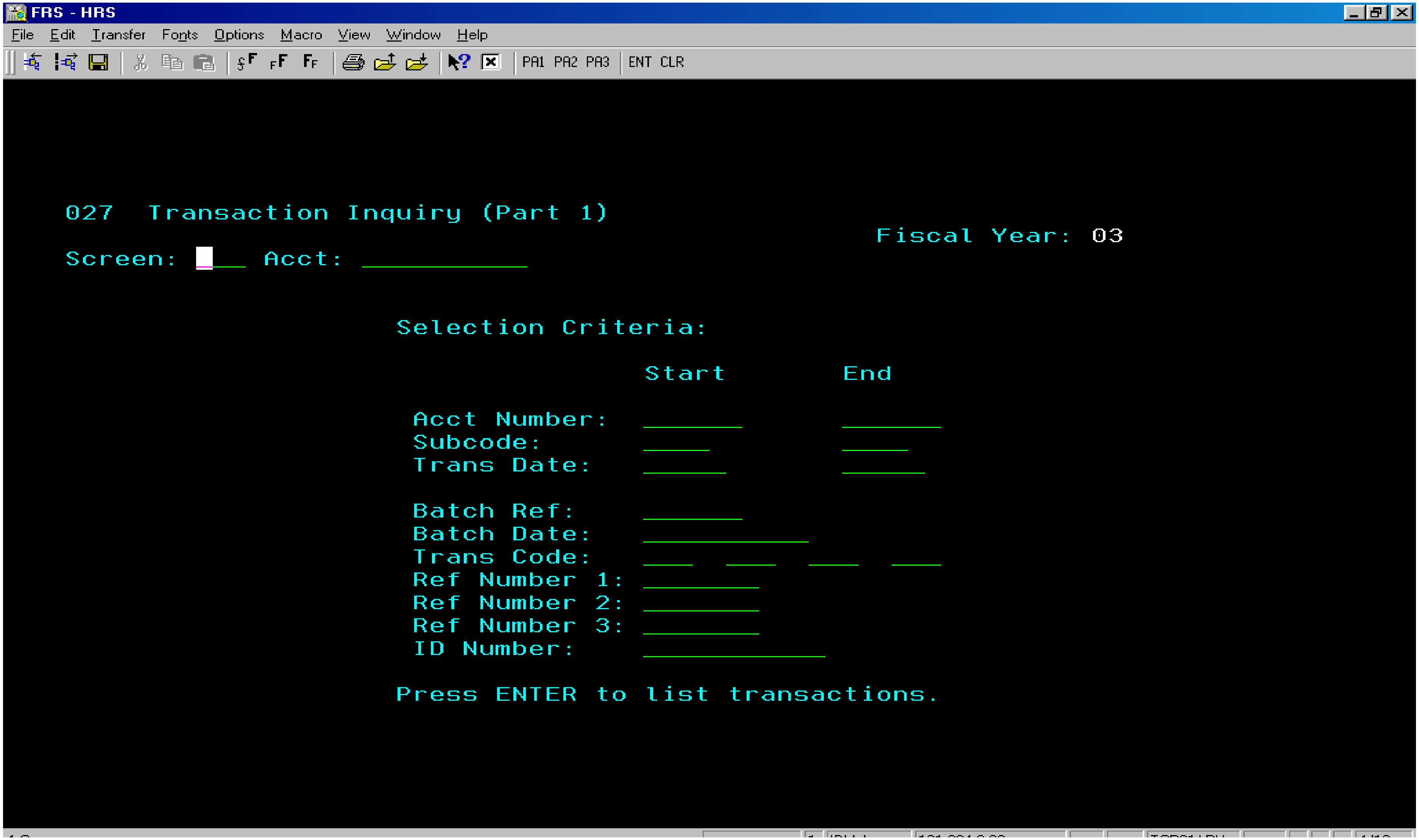
The TC column is for Transaction Code. Transaction Code definitions can be found on the FRS Tip Sheet.

- 02X are for budget related entries
- 03X are for cash receipts
- 048 are for payments
- 05X are for purchase order related entries
- 06X are journal entries

Ref 1 usually includes a PO if the transaction is for a PO.

Date is the date entered on the transaction.

You may also use Screen 27 to list transactions for an account. Screen 27 allows you to enter in parameters for the transactions you want to view.



Screen 027

This screen displays accounting transactions. There are 2 ways to use the screen.

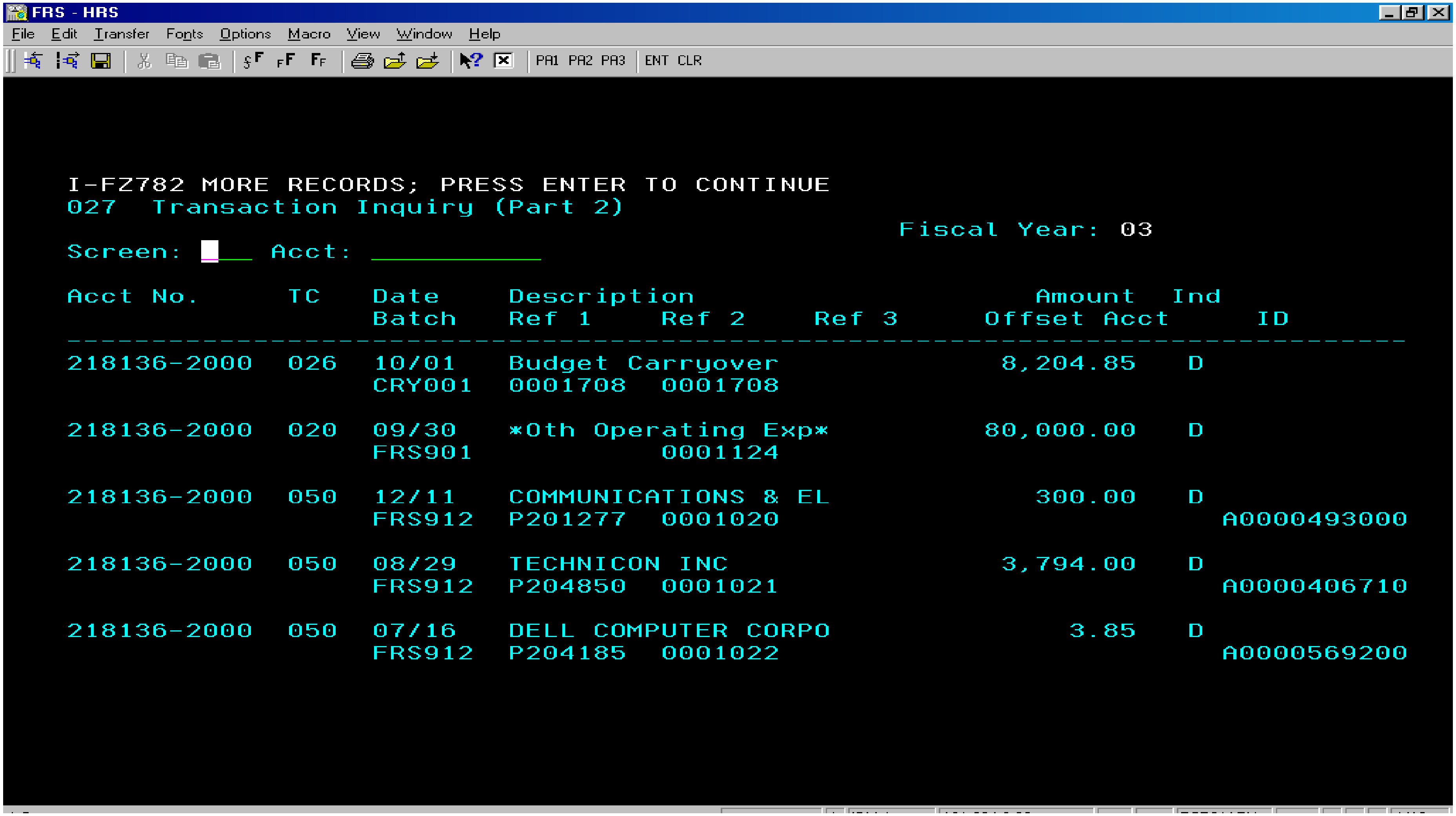
Method 1: To show the same information as displayed on Screen 023, but also include the 2nd document reference (check number if it's for a check). To get this information, you may enter the account number into the "Acct: ______________" prompt on the context line. Once the account number is accepted (the account name will be displayed on the upper right side of the screen), you will hit "Enter" to display the transactions.

FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

```
027  Transaction Inquiry (Part 1)                  MGT INF SUPT
                                                   Fiscal Year: 03
Screen: ___ Acct: 218136

                    Selection Criteria:

                                   Start        End

                     Acct Number:  ______       ______
                     Subcode:      ____         ____
                     Trans Date:   _____        _____

                     Batch Ref:    ______
                     Batch Date:   __________
                     Trans Code:   ___  ___  ___  ___
                     Ref Number 1: _______
                     Ref Number 2: _______
                     Ref Number 3: _______
                     ID Number:    ___________

                    Press ENTER to list transactions.
```



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FRS - HRS
File Edit Transfer Fonts Options Macro View Window Help
PA1 PA2 PA3 ENT CLR

I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE
027  Transaction Inquiry (Part 2)
                                                    Fiscal Year: 03
Screen: ___  Acct: __________

Acct No.      TC   Date     Description                 Amount  Ind
                   Batch    Ref 1     Ref 2     Ref 3     Offset Acct      ID
---------------------------------------------------------------------------------
218136-2000   026  10/01    Budget Carryover           8,204.85   D
                   CRY001   0001708   0001708

218136-2000   020  09/30    *Oth Operating Exp*       80,000.00   D
                   FRS901             0001124

218136-2000   050  12/11    COMMUNICATIONS & EL          300.00   D
                   FRS912   P201277   0001020                      A0000493000

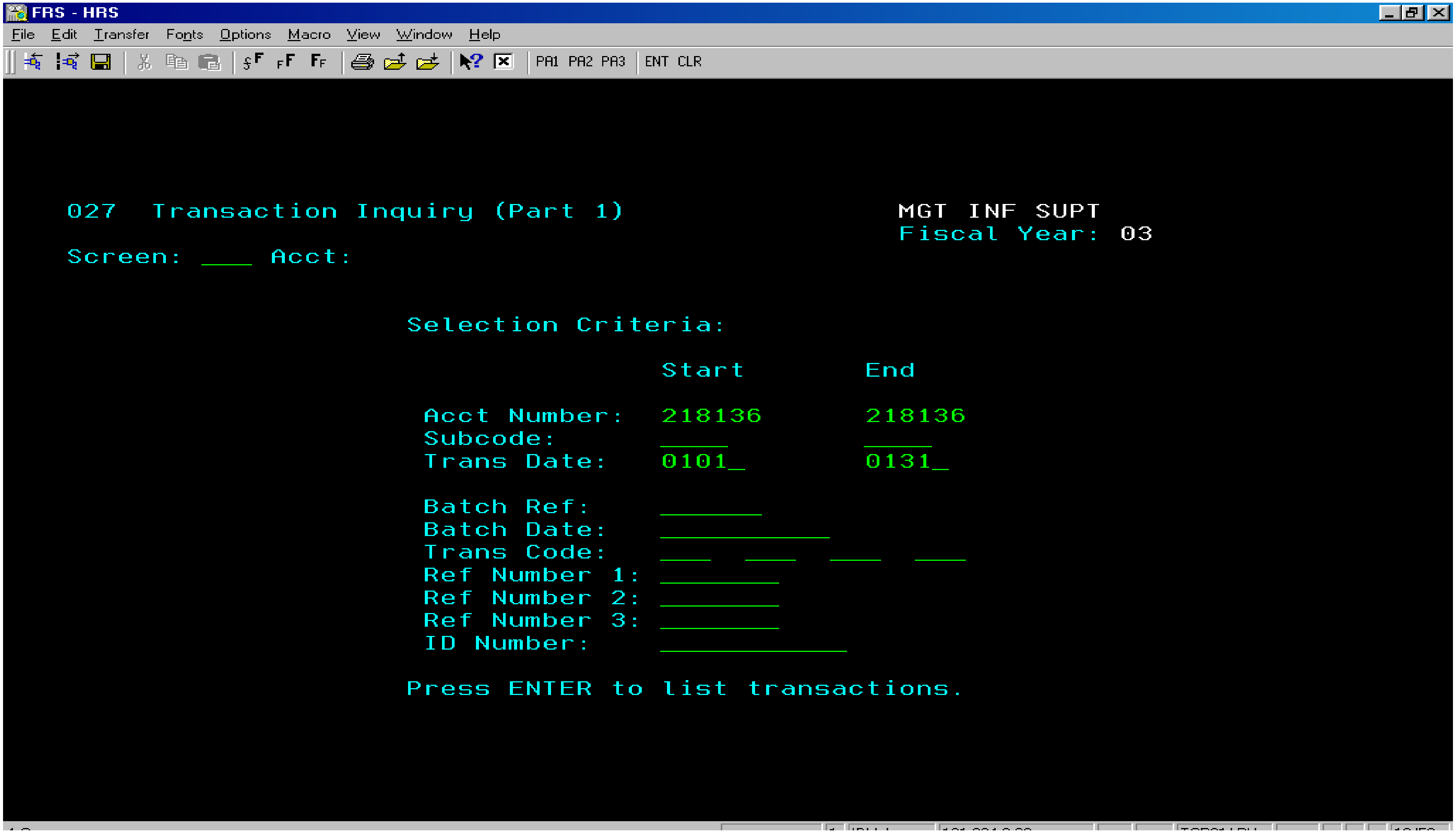
218136-2000   050  08/29    TECHNICON INC              3,794.00   D
                   FRS912   P204850   0001021                      A0000406710

218136-2000   050  07/16    DELL COMPUTER CORPO            3.85   D
                   FRS912   P204185   0001022                      A0000569200
```

Up to 5 accounting transactions will be displayed on a screen. There are 2 lines displayed for each accounting transaction. The information you will have on this screen that was not on Screen 023 is that the 2nd & 3rd References are shown. For payment (048) transactions the Ref 2 field is the check.

The ID field is the vendor number if the transaction is for either a PO (05X) or payment (048).

Hit the “Enter” key to display the next screen of 5 transactions.

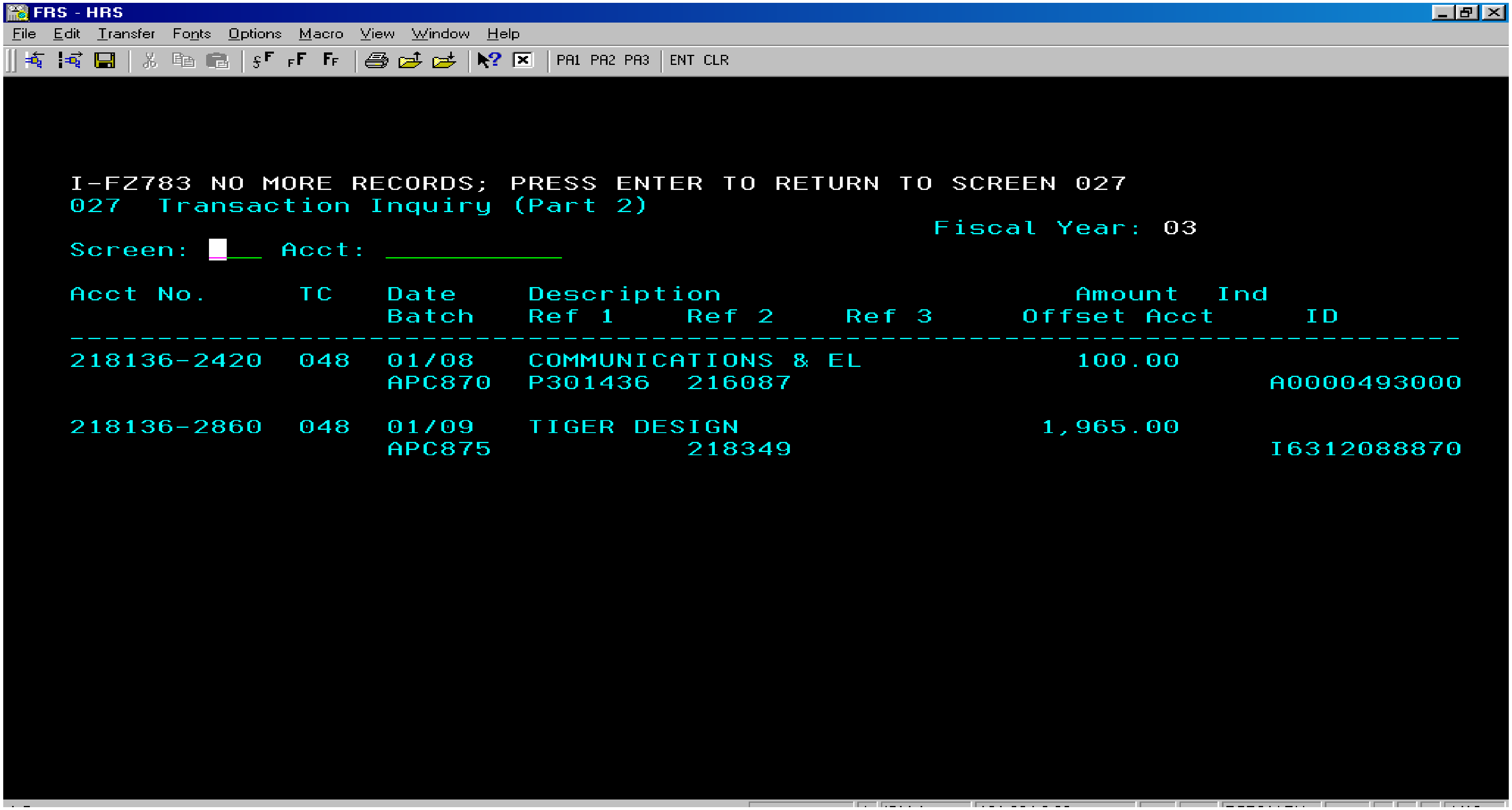


<u>Screen 027</u>

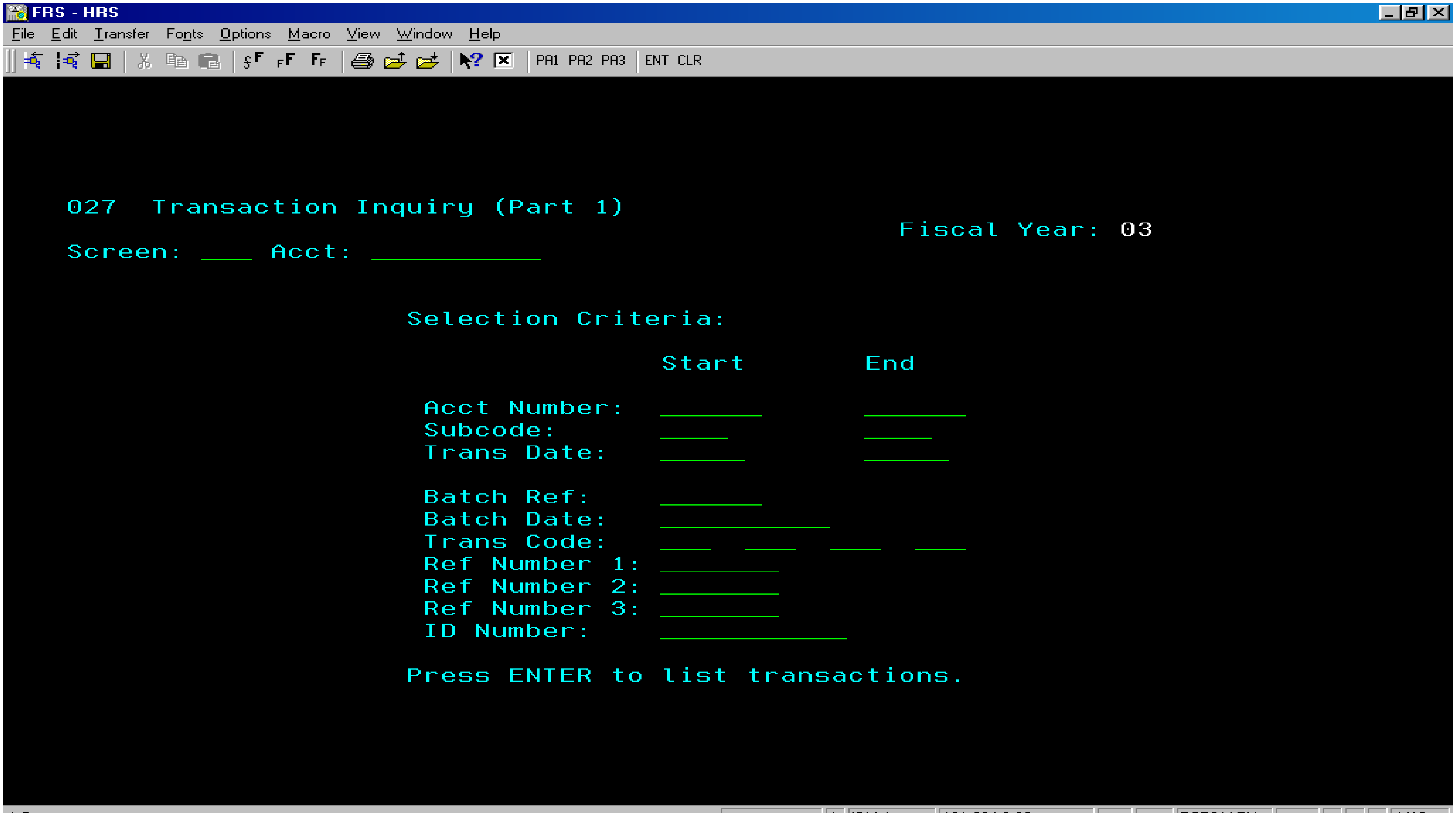
Method 2: You may use this screen to show transactions limited to the selection criteria entered as shown above. This screen is commonly used to display all transactions for an account number for a specific date range. It can also be used to show all transactions for a specific subcode.

NOTE: Dates are entered as MMDD format, the YY is implied from the FY displayed in the upper right of the screen.

NOTE: the **"Fiscal Year"** value indicates the FY for the information being displayed. To change FY, use Screen 881.



Up to 5 transactions will be displayed per screen.

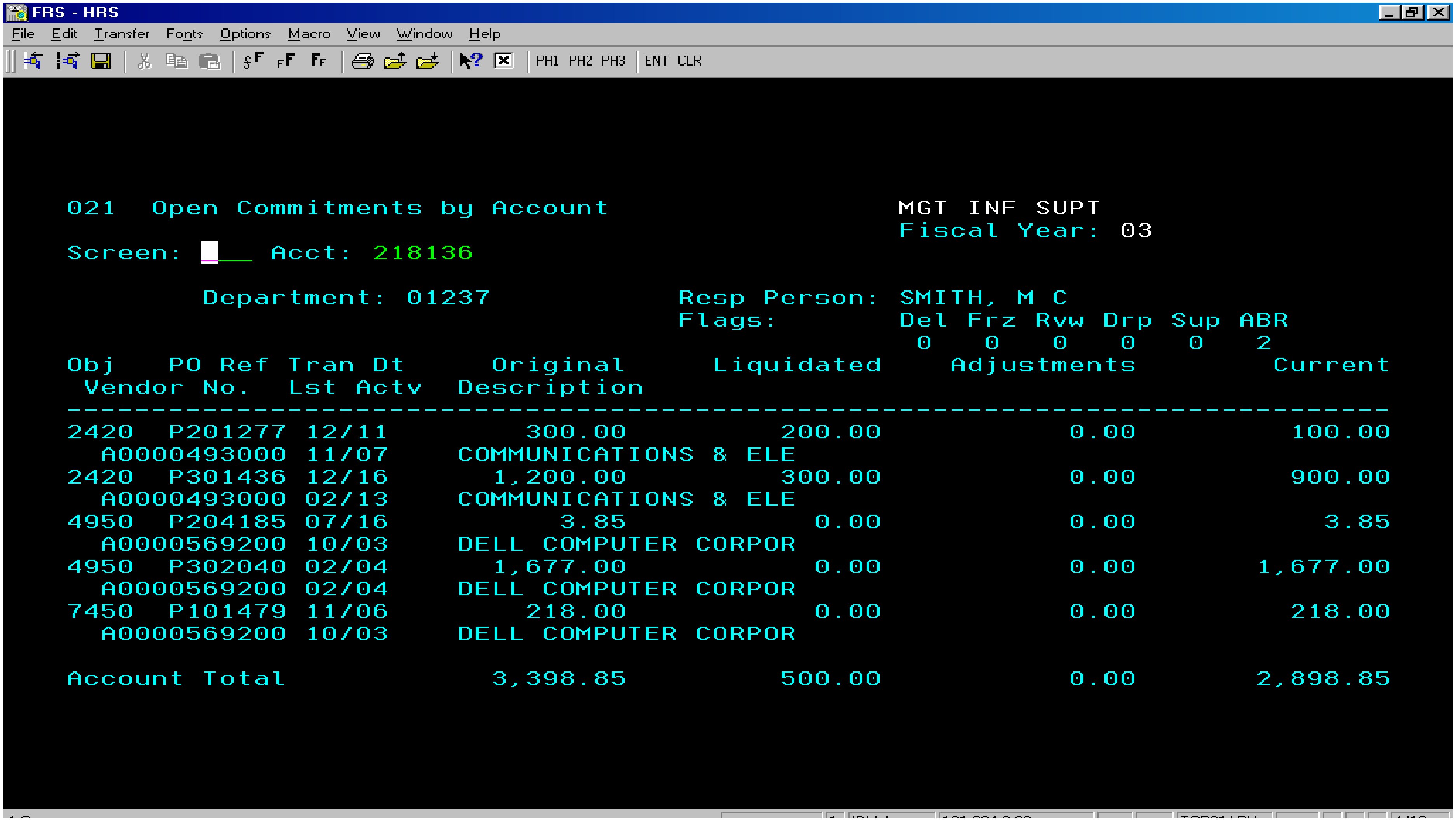


Screen 027

You can enter up to 4 different Transaction Codes. Ex, all payment transactions = 048.

To find a transaction related to a specific check number, enter the check number in "Ref Number 2" field.

To find payments to a specific vendor, enter 048 for "Trans Code" and the vendor number (ex. A0000216500) for "ID Number".



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FRS - HRS
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help
PA1 PA2 PA3  ENT CLR

021   Open Commitments by Account                       MGT  INF  SUPT
                                                         Fiscal Year: 03
Screen: ___  Acct: 218136

        Department: 01237            Resp Person:  SMITH, M C
                                     Flags:        Del Frz Rvw Drp Sup ABR
                                                    0   0   0   0   0   2
Obj    PO Ref  Tran Dt     Original     Liquidated    Adjustments      Current
 Vendor No.   Lst Actv   Description
------------------------------------------------------------------------------
2420   P201277 12/11        300.00         200.00           0.00        100.00
  A0000493000 11/07    COMMUNICATIONS & ELE
2420   P301436 12/16      1,200.00         300.00           0.00        900.00
  A0000493000 02/13    COMMUNICATIONS & ELE
4950   P204185 07/16          3.85           0.00           0.00          3.85
  A0000569200 10/03    DELL COMPUTER CORPOR
4950   P302040 02/04      1,677.00           0.00           0.00      1,677.00
  A0000569200 02/04    DELL COMPUTER CORPOR
7450   P101479 11/06        218.00           0.00           0.00        218.00
  A0000569200 10/03    DELL COMPUTER CORPOR

Account Total             3,398.85         500.00           0.00      2,898.85
```
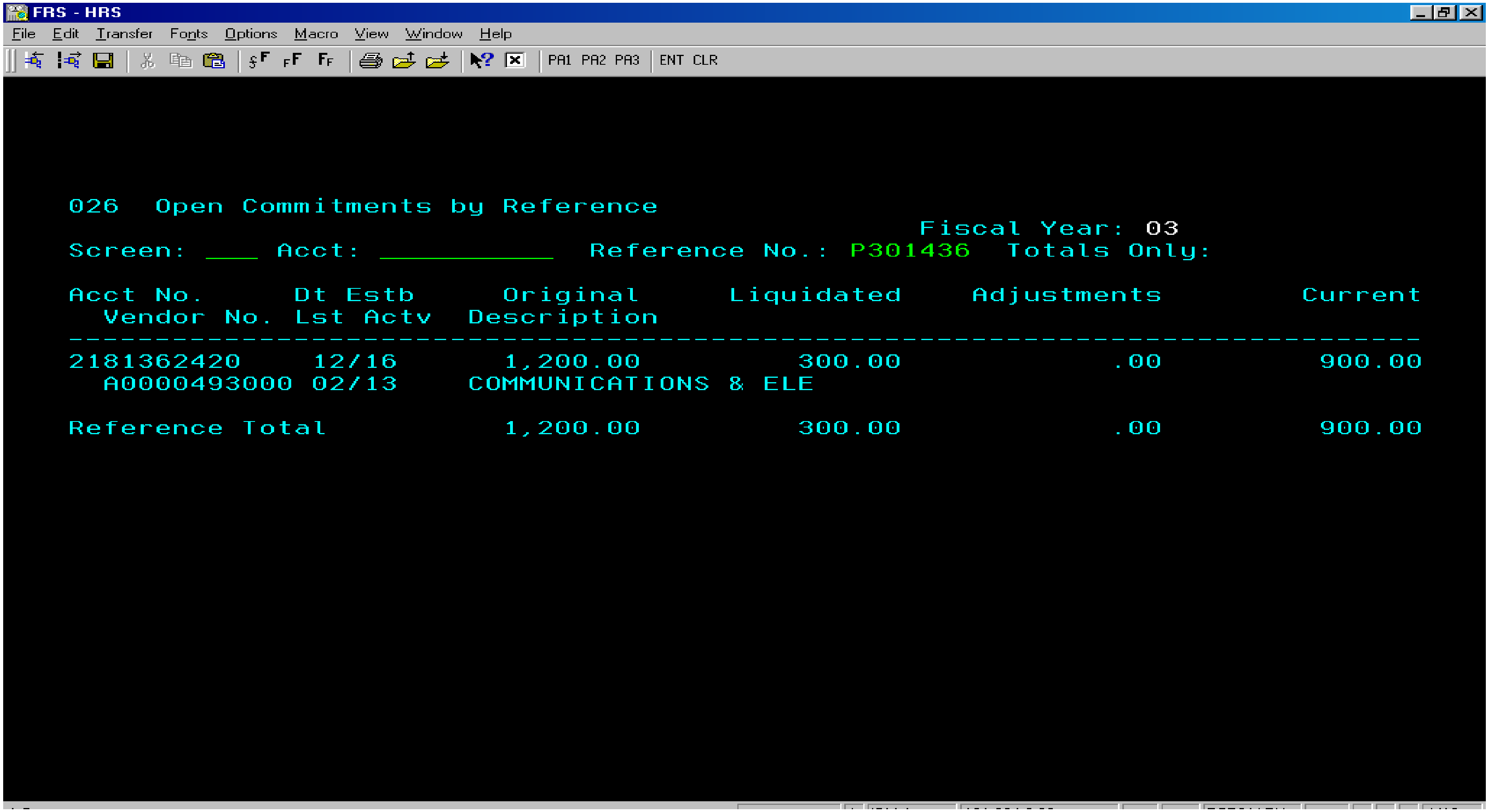

Screen 021

This screen displays outstanding purchase orders for a given account number. The vendor, PO number and the month/day of the encumbrance are displayed. The fiscal year (FY) of a PO can be determined by looking at the second digit of the PO number. (Ex., if the number is P301000, then the PO was encumbered in FY 2003).

You would use this screen to see all PO’s for a specific account number. You may use Screen 026 to display PO’s by PO number.

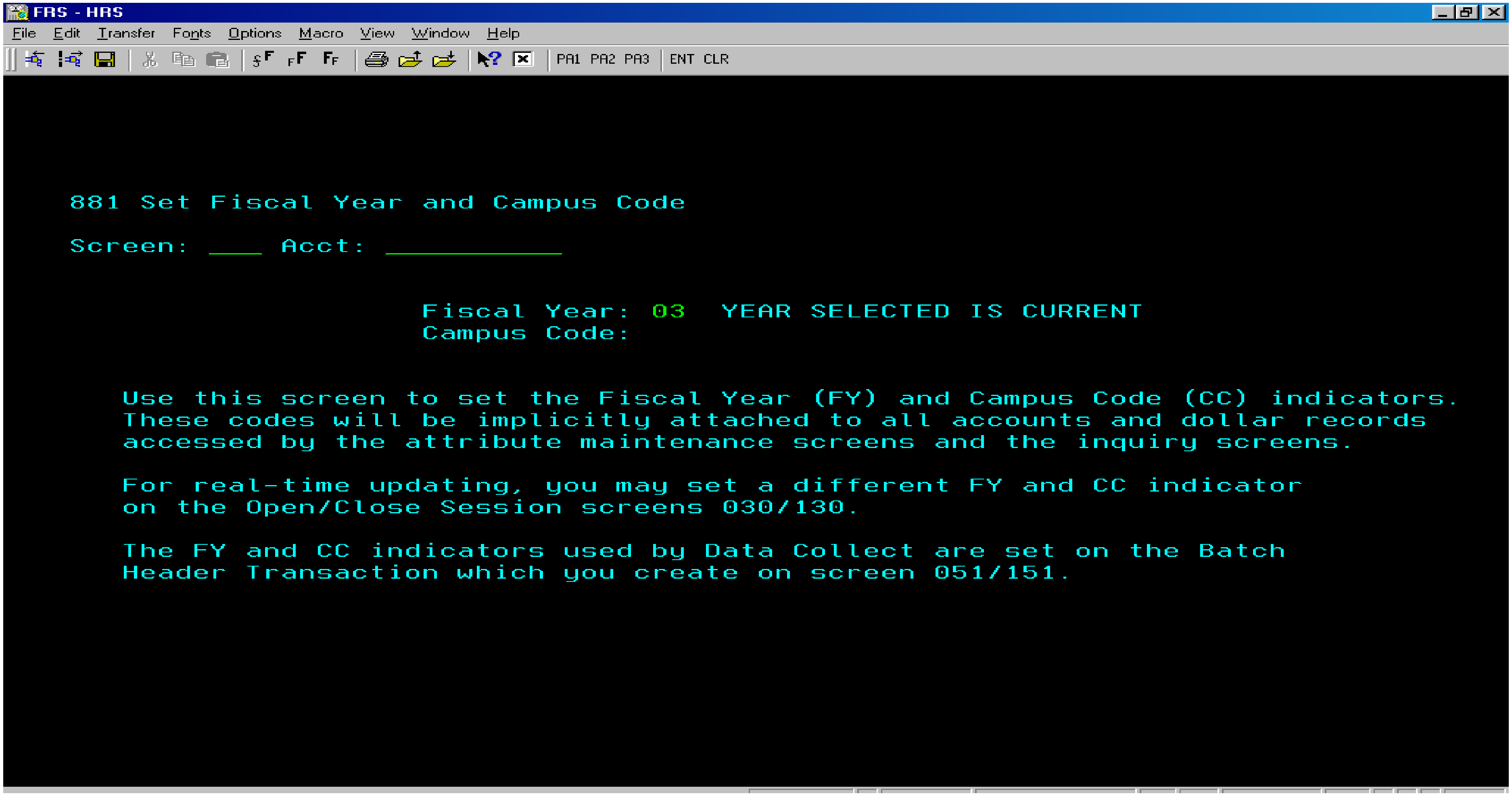
The “Current” amount is what should be displayed in the Encumbrance column for the account on Screen 019.



Screen 026

This screen displays information for a specific Purchase Order. The vendor number and name are displayed as well as the account number(s) that will be used to pay the PO and the amount of the encumbrance.

You would use this screen to see information about a specific PO. You may use Screen 021 to display PO's by account number.



<u>Screen 881</u>

This screen allows you to change the Fiscal Year (FY). Once you change the year, you must hit “Enter” for it to accept your change. The line with the Fiscal Year on it will change from “YEAR SELECTED IS CURRENT” to “YEAR SELECTED IS NOT ACTIVE”.

Once the FY is changed, the data on Screens 019, 023 and 027 will display for the selected year. The “**Fiscal Year**” is always displayed on the upper right corner of the screens in FRS.

The FY is reset to the current year each time you log in to the FRS system.

There are 5 years of balance activity (019) and 12 months of transaction activity (023 & 027) stored on the FRS system.