

FRS

Financial Records System

TIP SHEET

HELP HELP HELP HELP

If you need help

- Help yourself - Use **Online Help - F2** (see Online Help section below)
- Contact **FRS Support** by phone at **844-5661** or send e-mail to frshelp@auburn.edu.
- Check out the Web - FRS Online Training and Reference Site at www.auburn.edu/frs.

ONLINE HELP

Online help is available for most parts of an FRS screen. Simply place your cursor on the confusing part of the screen and press **F2**.

What **F2** can do for you:

1. Describe the **purpose of a screen** (Screen Help).
2. Describe the **function of a field** on the screen (Data Element Help).
3. **Explain an error message** and tell you how to fix the problem (Diagnostic Message Help).

Press **F4** to return to your FRS screen. **F2** is a part of the Online Reference System or OLRs and is the quickest way to get help while you are working in FRS or any of the Auburn Online Systems (AOS) applications.

ADMINISTRATIVE COMPUTING COORDINATORS

A list of Administrative Computing Coordinators (ACC) is maintained on the Web at www.auburn.edu/client/cc.html

Your ACC can assist you with the following:

- Requests for access to FRS or any other AOS application.
- Mainframe password resets.
- Security access profiles.
- General computing assistance.

SPECIAL FUNCTION KEYS

- F1** Access the OLRs main menu (Online Help).
- F2** Access specific online help, depending on placement of the cursor.
- F3** Scroll through display of multiple error messages, when "I-Z0304 - Multiple Message Have Been Displayed" appears across the top of the screen.
- F4** Help toggle (between Online Help and FRS screens)
- F5** Return to the last menu used. If you have not accessed another menu since logging on, F5 displays the main FRS menu.

LOG IN / LOG OFF PROCEDURES

To Log In: (Windows 95, 98, NT, 2000)

1. Click on **Start, Programs**, and then **AUnet**.
2. Click on **IBM Session - A** to open Host Explorer. Alternately, you may click on the **IBM Session - A** icon from your desktop.
3. Type in your **Global user ID** and **password**. (See your Computing Coordinator if you do not know your Global user ID or password).
4. Enter **26** or **AOS** at the **APPLICATION** field and press **ENTER**.

Autologon:

AOS (Auburn Online Systems) includes FRS as well as HRS (human resource) and OASIS (student information). Each user is set up to logon directly to either FRS, OASIS, or HRS.

- If your autologon is set to **FRS**, the first screen you see upon logon is **001 - the Financial Accounting Menu**.
- If your autologon is set to **OASIS**, the first screen you see upon logon is **01A - SIS Information Release Policy**.
- If your autologon is set to **HRS**, the first screen you see upon logon is **001 - the HRS Main Menu**.

To move into FRS from any HRS or OASIS screen, type **FRS** in the screen field and press **Enter**.

How to Tell Where You Are:

The current system abbreviation (FRS, HRS, SIS) is listed on the first line of the screen on the far left or right. Be aware that screen numbers may be repeated in these three systems. There may be a screen 001 in FRS, HRS, and in OASIS, each with very different functions. Be sure you are in the correct component of AOS.

To Log Off:

1. Press **Home** to return the cursor to the **SCREEN field**.
2. Enter **SO** (for sign-off).
3. Press **Enter**.

You will return to the mainframe logon screen (**Auburn University Computing Network** screen). Click on the **X** in the upper right corner of the window to close Host Explorer.

QUICK NAVIGATION TIPS

Arrow keys Move the cursor one position, in the direction of the arrow

Delete Remove the character the cursor is on

End - below home . Delete everything in the field to the right of the cursor

End - on keypad Move the cursor to the end of an unprotected field (NumLock must be off)

Enter On multi-page screens, move forward one screen, to the next page

Home Return the cursor to the **SCREEN field**

Shift-Tab Move the cursor to the previous tab (first character of an unprotected field)

Tab Move the cursor forward to the next unprotected field (left to right, top to bottom)

Navigating Screens/ Moving Between Screens – Press **HOME** to return the cursor to the **SCREEN field**. You can select a screen number from a menu or go directly to the screen desired by typing its screen number in the **Screen field** and pressing **ENTER**.

What's Required? – Press the **Enter** key on a blank screen. All red lines are required fields. Anything in green can be updated (if you have the required security access). Anything in blue is protected and cannot be changed.

IMPORTANT TERMS & DEFINITIONS

Account - digit number in which certain accounting information is collected.

Attribute - non-dollar descriptive information associated with an account number.

Subledger (SL) - account in which Budget, Revenue and/or Expenditure information is captured (i.e., individual department or account).

Transaction Code - identifies type of transaction (ex., cash receipt, payroll, etc.).

Subcode - 4 digit code (number) (which identifies the type of revenue or expenditure (ex., 4700 - Office Supplies).

General Ledger (GL) - account in which Assets, Liabilities and Fund Balances are captured (University wide).

ACCOUNT CODE STRUCTURES

Ledger Numbers:

N-xxxxx - The first digit of the sub-ledger account classifies the account as follows:

- 1 Unrestricted current fund revenues
- 2 Unrestricted current fund expenditures
- 3 Unrestricted current fund auxiliary revenues and expenditures
- 4 Restricted sponsored programs - Main AU campus and AUM
- 5 Restricted sponsored programs - AAES and ACES
- 6 Restricted current funds - gifts, scholarships, other
- 7 (Not currently in use)
- 8 Plant Funds
- 9 Agency, AU Alumni Association, AU Foundation

x-Nxxxx - The second digit of the unrestricted sub-ledger account identifies the division as follows:

- 1 Auburn University Main Campus
- 2 AU Montgomery
- 3 Alabama Agricultural Experiment Station (AAES)
- 4 Alabama Cooperative Extension Service (ACES)

ACCOUNT, SUBCODE & DEPARTMENT LISTINGS

Check the Web at www.auburn.edu/frs for complete listings of account numbers, subcodes and department numbers.

VENDOR TYPE IDENTIFICATION

The following list will help identify the AU and AUM vendors by type on the vendor file. Each type has a unique leading alpha character.

AU Alpha	Designation	AUM Alpha
A	Vendor	V
E	Employees	M
C, T	Student	S
I	Prospective Employee, Professional Services, Honorarium	P
H, Q	Selected ACES Employees	

VENDOR NAME SEARCH

In AP and PR, enter the first few characters of the vendor's name at any **Vend:** field. The system will search for all records matching the specified characters, and display the list on Screen 102 (AP) or Screen 202 (PR). You will choose the appropriate vendor and the value will be passed back to the screen you started on.

TASK QUICK LIST (Inquiry Only)

Accounts Payable:

Name Search	102
Name Alias	120
Vendor Address	103
Payment Information	113, 118
PO Driven Payments	228, 240, 249

Budget:

Budget Balances	019, 022
Budget Transactions	023

Purchasing:

Name Search	202
Name Alias	208
Vendor Address	203
Purchase Order Information	209
Requisition Information	250, 258
Outstanding PO's (by account)	021
Outstanding PO's (by reference)	026

Financial Accounting:

GL Account Description/Attributes	002, 02A
SL Account Description/Attributes	006, 06A, 009
GL Account Summary & Balances	018
SL Account Summary & Balances	019, 029
GL Account Compare to Prior FY	038
SL Account Compare to Prior FY	039
Account Activity (GL & SL)	023, 027
Outstanding PO's (by account)	021
Outstanding PO's (by reference)	026
Change FY	881

Fixed Assets:

Equipment from other depts or to locate a piece of equipment 520, 523, 529, 531

TRANSACTION CODES and DEPARTMENTAL CONTACTS

Code	Type of Transaction	Departmental Contacts	Phone	FAX
02X	Budget Transaction	Budget Services	4-5852	4-0722
03X	Cash Receipt	Bursar	4-4634	4-3757
048	Cash Disbursement	Accounts Payable	4-4612	4-3636
05X	Purchase Order	Purchasing	4-4625	4-3585
060	Accounts Receivable	Bursar &	4-4634	4-3757
		Contracts & Grants Accounting	4-4847	4-4844
060	Journal Entry	Contracts & Grants Accounting &	4-4847	4-4844
		Financial Reporting	4-4623	4-3585
061	Payroll Transaction	Payroll & Employee Benefits	4-4183	4-1799
063	Internal Transaction Voucher	Financial Reporting	4-4623	4-3585
064	Purchasing Card Recon	Accounts Payable	4-4612	4-3636
065	Direct Charge	Accounts Payable	4-4612	4-3636
067	Departmental Error Corrections	Contracts & Grants Accounting &	4-4847	4-4844
		Financial Reporting	4-4623	4-3585

Other Business Offices:

Information Systems Support	4-5661	4-3656
Treasury Services	4-4610	4-5238

AUM Employees - See AUM phone directory for contact phone and fax numbers for AUM entries.

FAQ's:

Q: How can I view information regarding a previous year?

A: Change the year on Screen 881 and then you can see balances (018 & 019) and transactions (023 & 027) for previous years. There are 5 years of balances stored and 12 previous months of transactions stored for the FRS system. If you need information older than that, you will need to look at old reports or micro fiche.

Q: On Screen 23, I can only see part of my entries for the year. How can I see them all?

A: Screen 23 only displays 26 pages (screens) of activity at a time. At the bottom of the screen you may enter *** in the "Next Page" field. This will display the next 26 pages of transactions. You may have to do this multiple times to access all of your entries.

Q: I don't remember my login or password to get into FRS, who do I get this information from?

A: You will need to contact your Computing Coordinator as they will have the capability of resetting your password or they will contact OIT to get you a login ID. You can find a list of Computing Coordinators on the web at www.auburn.edu/client/cc.html.

ABBREVIATIONS

AP Accounts Payable	FY Fiscal Year
FX Fixed Assets	GL General Ledger
FA Financial Accounting	PO Purchase Order
SIS Student Information System	SL Sub Ledger
HRS Human Resource System	

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